

***FAIR PLAY***  
***HIGH SCHOOL***

**2023-2024**

***Student-Parent Handbook***



**HOME**  
**of the**  
**HORNETS**

# **WELCOME TO FAIR PLAY HIGH SCHOOL**

We are excited and glad to welcome you to Fair Play High School. This is an excellent school, and you will find a friendly, dedicated, and highly trained staff to guide you during your high school years. Thank you in advance for being part of the Fair Play R-II School District.

The Student-Parent Handbook is a vital part of our school information system in which you will probably find the answers to most of your questions. This handbook WILL NOT contain every specific rule or regulation concerning the high school, but it does have all major policies and general information to help students and their parents better understand their school. The intent of the policies in this handbook is to maintain a school environment that is safe, friendly, and one that provides the best possible learning atmosphere for students.

We hope you will become involved in the wide selection of activities at our school and make this an exciting school year. It is you that make up the Fair Play R-II School District. Thanks for taking part.

**In accordance with federal law, the Fair Play R-II School District is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write Dr. David Geurin, Superintendent, and Title IV Coordinator, at 301 North Walnut Street, Fair Play, Missouri 65649 or call (417) 654-2231.**



## **FAIR PLAY R-II SCHOOLS MISSION STATEMENT**

Building the Future on Today's Successes

### **PHILOSOPHY**

The Fair Play School District involves students, parents, community members, Board of Education, and staff members working together with high expectations for students to become:

- \*Educated
- \*Self-Sufficient
- \*Responsible Citizens
- \*Effective Team Members
- \*Cooperative Problem-Solvers
- \*Caring, Pro-Active Adults

### **GOALS**

\*Develop and enhance quality education/instructional programs to improve performance and enable students to meet their personal, academic, and career goals.

\*Recruit, attract, develop, and retain highly qualified staff to carry out the LEA/District mission, goals, and objectives.

\*Provide and maintain appropriate instructional resources, support services, and functional and safe facilities.

\*Promote, facilitate, and enhance parent, student, and community involvement in the district's educational programs.

### **SCHOOL BOARD MEMBERS**

Paula Bradford, President  
Tiffany Phillips, Vice-President  
Joyce Dennis, Secretary  
Cindy Bruce, Treasurer

Greg Bass, Member  
Michael Underwood, Member  
Lauren West, Member  
Caleb Whaley, Member

### **ADMINISTRATION**

Dr. David Geurin, Superintendent  
Josh Dobson, High School Principal

### **ADMINISTRATION SUPPORT STAFF**

Lori Graves, Secretary to the Superintendent  
Mandy Hancock, Secretary to the High School Principal

## **TABLE OF CONTENTS**

	<b>Page</b>
Academic Eligibility Policy.....	18
Academic Ineligibility.....	18
Accident Procedure.....	12
Accident Reporting Procedure.....	12
Acts of Violence.....	25
After School Detention.....	24
Appearance and Attire.....	14
Attendance and Absence.....	6
Attendance Make-up Policy.....	7
Attendance Policy Rationale.....	6
Bell Schedule.....	15
Book Bags.....	23
Bus Conduct.....	16
Cafeteria Procedures.....	19
Care of Building and Equipment.....	19
Cell Phone Policy.....	24
Child Abuse.....	27
Co-Curricular Activities.....	17
Commitment to Compliance Under the Americans With Disabilities Act.....	36
Concern Protocol.....	26
Conduct.....	27
Corporal Punishment.....	25
Credit.....	21
CyberBully Hotline.....	37
Daily Bulletin.....	19
Dismissal for Inclement Weather.....	13
Dress Code.....	14
Driving of Personal Vehicle.....	17
Drug Free Schools.....	27
Earthquake Safety.....	38
Emergency Drills.....	13
ESSA Complaint Procedures.....	40
Extended Learning Program.....	20
Extra-Curricular Activities.....	17
Extra-Curricular Transportation.....	18
Facility Safety.....	26
Fundraising.....	25
Grades.....	20
Graduation Requirements.....	21
Guidance Program.....	20
Hall Conduct and Passes.....	24
Head Lice.....	12
Homebound Instruction.....	8
Honor Banquet.....	22
In-School Suspension.....	24
Instructional Time.....	20

Internet and Computer Use.....	23
Leaving School.....	9
Lockers.....	23
Make-up Work.....	8
Make-up Work OSS.....	8
Medical & Medication Procedure.....	10
MOCAP.....	28
Notice of Nondiscrimination.....	35
Office.....	19
Part-Time Attendance.....	9
Perfect Attendance.....	9
Personal Computing Devices.....	23
Progress Reports.....	22
Promotion.....	22
School/Community Relations.....	27
School Calendar.....	44
School Messenger.....	13
School Spirit.....	18
Senior Trip.....	16
Sickness at School.....	23
Student Discipline Code of Conduct.....	28
Student Insurance.....	18
Tardy Policy.....	24
Teacher's Workroom.....	18
Telephone.....	19
Textbook and School Equipment.....	19
Title I Program.....	28
Virtual Instruction.....	28
Visitors.....	19

### **ATTENDANCE AND ABSENCES:**

A student's attendance in class is the most important part of the student's experience. All students are expected to attend school regularly and be on time for classes. If a student must be absent from school for more than 4 class periods, he/she will not be permitted to participate or attend any school-sponsored activity that night unless prior permission is obtained from the principal. Any make-up work must be done within the number of days missed plus one, up to a maximum of four days. The responsibility for getting make-up work assignments lies with the student. Make-up work for pre-arranged absence is due on the day of return to school. Long term assignment due dates are not affected by short-term absence. An absence shall be defined as missing more than 10 minutes of a class period. Missing less than 10 minutes of a class period shall be deemed as tardy. Parents should work diligently to see that doctor and dentist appointments are after school hours or at times that school is not in session, i.e. breaks during school year, on Monday, or during the summer. The parent/guardian of the absent student is to call the high school office (654-2232) to inform the school that their child will not be in attendance that day. \*\*If a parent does not notify the school of their child's absence, the absence will be recorded as "unexcused" for purposes of completing missed work/earning grade(s) missed during the absence. **Notification does not excuse the absence; however, it verifies the student is not/was not truant. Providing professional documentation (doctor, dentist, lawyer, etc. – All documentation is subject to administration verification) for an absence will NOT excuse the absence, but will be considered when determining exceptions.** Exceptions to this policy will only be made due to extenuating circumstances, such as long-term medical absence, as determined by the administration. **(Medical/Professional documentation must be provided to the office within 3 school days or the absence will automatically be considered unexcused and subject to make-up through normal means).**

### **ATTENDANCE at DALLAS COUNTY TECHNICAL CENTER**

Students attending DCTC are being prepared for work and careers beyond high school. With this in mind, attendance becomes a major factor for success in any career path. Employers demand a high level of attendance to promote harmony in the workplace and success of the business. With this rationale as a major consideration, a minimal number of absences by those students in this program is expected. Any student with more than 7 absences per semester at DCTC will be removed from this CTE Program and reinstated in a full educational schedule at Fair Play High School. Extenuating circumstances will be handled on an individualized basis.

### **ATTENDANCE POLICY RATIONALE:**

Under the Missouri School Improvement program, school district accreditation is based upon multiple criteria. One of those criteria is attendance. The state has set the standard as 90% of students to be in attendance for at least 90% of the time. Historically high schools have the lowest attendance rate in school districts. Therefore, the 90% rate is aimed at high schools. Simply put, if the high school fails to achieve this attendance benchmark, the district will receive a failing grade from the state for accreditation purposes. Research shows that absence in excess of 3 per quarter is detrimental to student success. Therefore, we are using this higher expectation to help promote student success. We are allowing students who exceed this number to make up their time and assignments in after school tutoring or other specified times. This provides a benefit to students in terms of instruction and educational support.

### **ATTENDANCE/MAKE-UP POLICY:**

A student may not miss more than five days per semester and receive credit for that class. However, a student who misses more than the allotted amount of time may choose to make up time during scheduled specific times. Making up hours and tutoring is not a detention setting but will be used for tutorial help and as an opportunity for students to make up work, which may have been missed. The time made up shall be applied to all classes that a student has missed over the five day limit, unless the student requests the time to be applied to one or more particular classes.

**No distinction will be made between excused and unexcused absences for the purpose of calculating attendance hours/percentage.** All days absent will count toward the five-day total with the exception of school-sponsored activities, in-school suspension, out-of-school suspension, and pre-arranged college visits for seniors or a student who is receiving homebound instruction. Any student who misses more than the five-day limit for any other reason needs to make up time missed in order to receive credit. If a student's attendance drops below 93% (5 absences per semester) in any class period and the student has not taken the necessary steps, Students will receive an incomplete and will have one additional quarter to make up the hours before the grade turns into NC (No Credit).

When a student has missed 1 class period, the student and parent/guardians will be sent a letter notifying them of the accrued absences, regardless of the reason for the absence.

When a student has missed 2 class periods, the student and parents will again be sent a letter notifying them of the student's absence status.

When a student has missed 3 class periods, the student and parents will be sent a letter again notifying of the student's attendance status and a written attendance contract (stating the consequences of a 4<sup>th</sup> absence and not making up hours) will be sent home and the parent's signature returned on this contract will be required. (It is possible that the 4<sup>th</sup> absence or more may be concurrent and therefore the contract will be drawn up then.)



When a planned absence by a student exceeds the maximum number of absences in a given semester and the absence occurs so late in a given semester that making up hours through normal means will be insufficient prior to semester's end, students/parents may enter into an academic/attendance contract allowing student(s) to make up hours through established methods in advance of the planned absence. This exception to current policy is only applicable when the absence causing the maximum to be exceeded occurs so late in a given academic semester that making up missed hours through normal means AFTER the absence is impossible AND when the planned absence is communicated to school administration with enough time prior to the absence that adequate time exists to make up the absences over the 5-day limit. Specific contract stipulations of this option are found in the contract document.

If the parents and/or students feel policy/contract conditions are not reasonable, they may appeal to the Attendance Committee. The Attendance Committee will consist of 3 certified teachers whose duties are to review the conditions of the contract. They may increase, reduce or approve the conditions of the attendance contract. If the parents and/or students are not satisfied with the Committee decision, they may appeal to the Superintendent of Schools. If the parents and/or students are not satisfied with the Superintendent of Schools decision, they may appeal to the Fair Play R-II Board of Education in the next regular school board meeting.

#### **MAKE-UP WORK:**

Students who have missed more than the allowable number of absences in a class will be allowed to make up work provided a parent verifies the absence by phoning the attendance office on the day the student is absent. Parents are asked to call in absences as early as possible at 654-2232. Written notes will not substitute for the phone call. If the parent does not contact the school, the school will make an effort to contact a parent to verify the student's absence. Students must realize that some participation grades can only be earned by being present when the activity is actually occurring. Students will be allowed the number of days missed plus one, up to a maximum of four days, to make up work for each day absent. The exception to this would be projects that are due and have been announced prior to the absence and tests that have been announced prior to the absence. If a project has a due date on the day a student is absent, the student needs to make arrangements for the project to be delivered or contact the teacher directly to seek an extension. If a test has been announced prior to the absence, the student is expected to take the test on the day of returns or make arrangements with the teacher to take the test before or after school. If a student is going to be absent for three or more consecutive days, homework assignments can be requested through the high school office.

#### **MAKE-UP WORK (OSS):**

Any student receiving OSS will be allowed to make up work. Any student that receives a disciplinary action that results in a long-term suspension from the regular school setting (10+ consecutive days) will meet with a team (student, parent/guardian, administrator, teachers, etc) to establish an alternative education learning plan, expectations, and timeline.

#### **HOMEBOUND INSTRUCTION**

Parents requesting homebound instruction for their student must begin the process by completing a homebound application and returning to the building principal. A request for

homebound instruction **MUST** include a specified timeframe. Upon receiving the homebound request the student, parent, homebound faculty and administration representative will construct the details for the individualized homebound program. If the student has previously been identified as needing special education services, the building principal will work in conjunction with the Process Coordinator. The building principal will contact the physician when there are additional questions. Homebound instruction will not be considered for any illness or injury which does not restrict other life activities for the student. If during the time a student is receiving homebound services the student is able to resume other activities, the service will end immediately. The district, if necessary, will have a medical professional, of their choice; make the final recommendation of the need for or continuation of homebound instruction. Homebound instruction may be addressed through use of a teacher or Missouri Virtual School through the Department of Elementary and Secondary Education which will be determined by the school district. Final approval will be made by the superintendent. Any appeals may be made to the school board at the next regularly scheduled meeting.

#### **PERFECT ATTENDANCE:**

A student may miss up to 6 hours total per year for any reason and still be considered in perfect attendance. If a student has been in perfect attendance, they will qualify for the perfect attendance trip at the end of the school year.

#### **LEAVING SCHOOL:**

No student may leave school during the school day without securing permission from the principal's office. This permission will require a note or call from home. Before leaving school, the student must "sign-out" in the principal's office and upon returning, "sign-in" on the same list. Student drivers should not be requested to leave/return for trivial/repetitive reasons - **\*See section on 'Driving of Personal Vehicles'.**

#### **PART-TIME ATTENDANCE:**

The District recognizes the need of some students to attend school on a part-time basis. The Board has established the following regulations regarding part-time attendance. It is the intent of these regulations to meet the individual needs of each student and at the same time establish rules and regulations which will preserve the discipline, health, and academic standards of the school.

##### **Eligibility Requirements**

1. The student must have parent/guardian approval if under 18 years of age.
2. The student must demonstrate a definite need to attend school on a part-time basis. Examples are: a) financial needs of the student or family, b) health problems of self or family, c) vocational training in school or on the job, d) enrollment in a school of higher education, and e) unique curriculum offerings.

### **Application Procedure**

The student must secure an appointment with the guidance counselor or school principal prior to classification as a part-time student. The student must complete a part-time attendance request form at the conference. Before any decision is given concerning the request, a conference must be held with the student's parent/guardian if the student is under 18 years of age. All applications and conferences must be completed during the time proceeding the semester in which the student is to be enrolled on a part-time basis.

After an application has been submitted, the principal shall rule on the request and report to the Superintendent the names of all students who are to be enrolled on a part-time basis. This same report shall be transmitted to the Board of Education. In the event the principal denies the request, the student may appeal to the Superintendent who must respond in a reasonable time. If the student is not satisfied with the decision of the Superintendent, an appeal may be made to the Board of Education with the appeal to be heard at the next meeting of the Board.

The student must renew the request for part-time attendance status each semester. Parental conference will not be required for renewal; however, the parent/guardian will be notified of the student's continued part-time enrollment status.

Part-time students are governed by the same rules and regulations that apply to regularly enrolled students.

### **MEDICAL & MEDICATION PROCEDURE:**

The administration of medication at school, including over-the-counter medications, is a nursing activity governed by the State of Missouri Nurse Practice Act, along with the Missouri Safe Schools Act. Fair Play School District will only administer necessary medication that cannot be given on an alternate schedule. Medication should be given at home whenever possible. Most medications prescribed for 3 times a day or less can be given before the child leaves for school, when the child gets home from school, and at bedtime. If ANY medication is needed during school, the following procedures will apply:

- A Medication Administration Form must be completed, signed, and returned to school with the medications by a parent or authorized adult.
- Students may not possess or self-administer medication while on Fair Play School District grounds, transportation, or during activities unless they have obtained appropriate authorization by the school nurse, parent, and physician per the Missouri Safe Schools Act.
- All medication will be kept in the Health Office or an appropriate area the student can access.
- All medicine must be in the original and current prescription bottle. The pharmacist can provide an extra labeled prescription bottle for school doses.
- The prescription label must contain the child's name, name of the medicine, dosage, and directions.
- The first dose of any medication should be given at home.
- Any changes to a medication dosage must have an updated Medication Administration

- Form at school and the updated prescription label with the medication.
- It is the parents/guardians responsibility to maintain a supply of ordered medications at school.
- If a medical condition exists requiring injectable or inhaled medications, whenever possible, the student should self-administer the medication.
- A current prescription label and written care plan from your physician, along with written parent authorization, is required for the administration of all injectable medication or for a student to self-manage and administer medication for a life threatening chronic health condition.
- All inhalers must be labeled with a prescription label, or the inhaler must be carried in the prescription box with the child's name legibly written on the inhaler.
- The district retains the discretion to reject requests for administration of medication or to terminate existing administration of medication requests. The parent/guardian will be notified in writing when this occurs.

### **ILLNESSES**

Students experiencing an illness at school are to report to the school nurse. If there is a concern of a communicable disease, the child may be sent home and/or should stay home if they have any of the following:

- A temperature of 100 degrees or greater.
- Vomiting or diarrhea.
- Ongoing symptoms of illness or discomfort from an injury.
- A concerning health condition that may require further medical evaluation.
- Students may return to school when they are:
- Fever free for 24 hours without the use of fever-reducing medication.
- Vomiting and/or diarrhea free for 24 hours.
- Other conditions (rash, injury, or health concern) subside or with a provider's note.

To decrease the spread of illness, children being sent home need to be picked up quickly. It is recommended that someone on your student's contact list be available to pick up a sick student within 15 minutes. It is very important that they school has a current working phone number for parent/guardian contact. Parents/guardians must fill out a Student Health Information Form for the nurse to dispense medications to treat common health complaints like headache, pain, stomach upset, cough, itching, etc. The Student Health Information Form is required health documentation that is to be completed annually for all students. Medical history noted in the health history section may require further documentation. Physician documentation (including an Emergency Action Plan) is required for all chronic or potentially life threatening medical diagnoses such as: asthma, life threatening allergies, seizure, diabetes, and others. Please be advised that without this necessary documentation we cannot ensure proper care for the health and safety of your child at school unless the forms are filled out properly and returned annually.

### **ACCIDENT PROCEDURE:**

In case of injury to a pupil, the building principal, school nurse, or other designated personnel shall be immediately notified. (If the principal is unavailable, he/she will be notified of the accident as soon as possible.) The principal, nurse, or other designated personnel will contact the parents of the student. If the injury is of a nature requiring immediate attention and the school is unable to locate the parents, the building principal, nurse, or other designated qualified personnel shall take the child to the family doctor or hospital. If the injury is minor in nature, first aid will be administered by the building principal, school nurse, or other designated qualified personnel and the student returned to class.

### **ACCIDENT REPORTING PROCEDURE:**

The goal of Fair Play R-II is to be accident free. However, if an accident should occur on school premises or at a school sponsored event, a written report will be prepared and turned in to the school nurse. The written form will include: name, grade, date, time, name of supervisor/teacher, location, cause of injury, names of witnesses, injuries, treatment(s) given, name of reporter, and any additional needed information.

In the event of a serious injury, the building principal and superintendent shall be notified. The superintendent shall notify the board of education of all serious accidents.

### **INJURIES**

All school related injuries are to be reported to the school nurse or appropriate staff. Assessment and care of students with injuries will be coordinated by the school nurse or designee. If needed, the nurse or trained district personnel will provide appropriate first aid and emergency treatment and contact Emergency Medical Services (EMS) for any individual who is injured or becomes ill while on district property, on district transportation, or at a district activity. Further medical attention, including the cost of services provided by EMS, is the responsibility of the parent/guardian or individual requiring the care.

### **SICKNESS AT SCHOOL:**

Should a student become ill at school and need to see the nurse, they should report to the high school office. The office will contact parents if necessary. The student will be made as comfortable as possible until arrangements for transportation can be made. Parents shall be notified immediately by telephone and instructions requested as to how to proceed.

An ill child must remain at school until proper arrangements can be made. When no telephone contact with the parent can be made, every effort will be made to find a member of the family, a relative, or someone designated by the parent who will assume responsibility for the care of the child.

### **HEAD LICE:**

Fair Play School District does not perform routine, regularly scheduled school-wide screenings for head lice. Screenings may occur when two or more cases of live lice are identified in the same classroom and any other circumstance deemed appropriate and necessary. Students with live lice: When live lice are found on a student, all other known siblings attending Fair Play School District will be screened for the presence of live lice. The parent/guardian will be notified to pick up the student and meet with the school nurse or designee before the student is sent home. Instructions in current treatment, eradication methods, and school protocol will be reviewed with parent. Students must be rescreened for lice with a parent/guardian present prior to being returned to the classroom setting. An additional rescreening will be conducted 6-10 days

following the original identification of live lice. Should live lice be found during the rescreening, then the instructions, eradication, exclusion, and rescreening will be repeated until such time as there are no live lice on the student. Students with lice eggs without live lice: Students identified with head lice eggs (commonly referred to as nits) will not be excluded from school unless deemed necessary by the school nurse or appropriate staff. Parent/guardians will be notified and instructed in lice egg removal techniques. Students will be rescreened to ensure no lice eggs are found. Parents/guardians of students identified with live lice or eggs for a third time may be reported to Missouri Social Services Children's Division, for review and intervention.

### **STUDENT HEALTH SCREENINGS**

Screenings for the following health conditions will be conducted on various grade levels as per Missouri Department of Health Guidelines: Vision, hearing, growth (height, weight, body mass index) and dental. Screening will be performed through the Health Services Department. In addition, blood pressure screenings are sometimes conducted. Screenings will be performed during the current school year as time and resources permit. Parents/guardians will receive a written notice for children whose results require follow-up with a physician. Those not receiving a notice should consider their child's screening results to be normal.

### **DISMISSAL FOR INCLEMENT WEATHER:**

In the event that school is to be closed because of hazardous road conditions caused by ice or snow, radio stations KYOO in Bolivar and KTTS in Springfield will make announcements, per their programming schedule. Notification of closings will also be posted on the district Facebook page and possibly other social media outlets. Parents will be notified by School Messenger, an automated calling system, when school is canceled. Parents MUST keep their phone numbers current with the district to receive phone calls.

### **SCHOOL MESSENGER:**

School Messenger is a computerized parent notification system the district uses for snow days, reminders and notifications. Please take this into consideration when you are identifying the emergency contact numbers. It is OK to put an emergency contact on the enrollment form and to request it not be in School Messenger. We try not to overuse School Messenger but there is a very fine line between keeping you informed and overuse. Please feel free to let us know if there is overuse by notifying the superintendent's office. Also, the service is only as effective as the telephone numbers YOU provide us. We are happy to make any changes throughout the year as you change cell phone numbers, homes or jobs. Together we can make this system work for all of us.

### **EMERGENCY DRILLS:**

Appropriate emergency drills will be held throughout the school year. The students will be given instruction on what to do if an emergency situation happens. Emergency drills will be held the first full week of school and quarterly thereafter.

### **APPEARANCE AND ATTIRE:**

All aspects of dress and personal appearance are extremely important in developing the best atmosphere for the educational environment. Students are expected to display personal cleanliness, neatness, and appropriateness of attire at all times. The school believes parents should know what their children are wearing and how they are dressed for school each day. Dress and appearance must not present health or safety hazards, be indecent, disruptive, or inappropriate for school. Final decision as to the appropriateness of wearing apparel will be at the discretion of the principal.

### **DRESS CODE:**

1. Shoes or sandals must be worn.
  2. Hats, caps, bandannas, or headbands are not to be worn inside the building.
  3. Any clothing worn shall not have writing, drawings, or emblems that are obscene, derogatory, or that propagate alcoholic beverages, tobacco, or drugs.
  4. Halter tops, back less, racer back shirts, spaghetti-strapped, (straps should be at least 1 inch wide) transparent blouses or shirts, men's sleeveless undershirts, cut-up shirts, or midriff garments are not acceptable. Sleeveless shirts must be fitted to the armhole where underneath garments are not visible.
  5. Clothing must completely cover undergarments, private areas, and other areas of the body that are typically hidden from public view
  6. Shirts, pants, or shorts displaying under garments are not acceptable. Jeans with holes and/or patches above the mid-thigh are not acceptable. Leggings/yoga pants will be worn with an adequate length top that is defined as fully covering the rear end.
  7. Wearing clothing in such a manner that suggests gang-like association is not permitted.
  8. Sunglasses, except those prescribed by a physician, may not be worn.
  9. No chains are to be worn except lightweight jewelry.
  10. Pocket knives of any size are not allowed
  11. Teachers of specific classes where safety or health is a factor may require students to adjust hair or clothing or remove jewelry during that period.
  12. Blankets, wraps or similar bedding items are not to be worn or carried in the hallways, cafeteria, gymnasium or other high traffic areas. If blankets are used for bus trips, they should be stored in student lockers when not in use.
  13. Any other variation of dress deemed inappropriate by the administration will not be allowed.
- Students who violate this code will be given the opportunity to change to appropriate attire at school. Students who refuse to change or continue to violate the dress code could receive disciplinary action.

**BELL SCHEDULE:**

Warning Bell 7:52 a.m.

First Period 7:55 a.m. – 9:00 a.m.

Second Period 9:03 a.m. – 10:00 a.m.

Third Period 10:03 a.m. – 11:00 a.m.

Fourth Period 11:03 a.m. – 12:00 p.m.

Fifth Period 12:03 p.m. – 1:20 p.m.

Sixth Period 1:23 p.m. – 2:20 p.m.

Seventh Period 2:23 p.m. – 3:25 p.m.

First Lunch 12:00 p.m. – 12:20 p.m.

Second Lunch 1:00 p.m. – 1:20 p.m.



### **BUS CONDUCT:**

If the pupils riding the bus will follow these simple instructions, they will have a safer and more pleasant ride to and from school.

1. The driver in charge will expect pupils to obey their instructions promptly.
2. Pupils shall occupy seats as directed by the driver. Pupils shall not move about or stand up on the bus while it is in motion. Do not leave your seat to get off the bus until it has come to a stop.
3. Pupils must be on time. Buses cannot wait for those who are tardy.
4. Pupils must never stand in the roadway while waiting for the bus.
5. Unnecessary conversation with the driver is prohibited. Do not talk loud, argue, or distract the driver's attention. Remember your safety is in your driver's hands.
6. Drivers are not permitted to drop students off at any place along the route other than their home or the school. Parents shall send a written note to the school when arrangements other than the above need to be made.
7. Pupils shall not at any time extend arms or head out of bus windows. Windows should not be opened without permission of the driver.
8. Help keep your bus clean. Do not throw waste paper or other trash on the floor. Food and drinks are prohibited on the bus.
9. When leaving the bus, pupils must observe directions of the bus driver. Always cross the highway in front of the bus after making sure the highway is clear.
10. Any damage to the bus shall be reported to the driver at once. Pupils who cause damage to the bus will be expected to pay for such damage.
11. When road conditions are hazardous, buses may not operate or may only travel safe portions of the route.
12. Be helpful by informing the driver when you do not plan to ride the bus morning or evening.
13. Fighting is strictly prohibited and could result in the pupil(s) involved being denied bus privileges.
14. Bus drivers are instructed to report any violations to the bus owner or school officials. Violations will be handled with appropriate disciplinary action. Pupils may be denied the privilege of riding the bus.

### **Posted Bus Rules:**

Classroom conduct should be followed on the bus.

Follow the driver's directions the first time given.

Keep body & objects inside the bus and to yourself

Remain seated, facing the front, and out of the aisle

Do not destroy property of bus or others

Do not fight, yell, swear, or use rude gestures

No tobacco products on bus

No food or drinks

Be at your bus stop on time

No weapons, sharp objects, glass, or animals (dead or alive) allowed

Follow proper loading and unloading procedures

### **Consequences:**

Warning and check marks accumulate each day

- 1<sup>st</sup> incident: Write name, Warning
- 2<sup>nd</sup> incident: 1 check mark, Change seat
- 3<sup>rd</sup> incident: 2<sup>nd</sup> check mark, Office referral & parents notified
- 4<sup>th</sup> incident: 3<sup>rd</sup> check mark, Office referral & suspension.

Drivers reserve the right to “bump-up” students on the check mark system who are habitually at the 2<sup>nd</sup> incident.

Severe Clause: A more severe penalty may be imposed upon a student and steps skipped if the conduct so warrants, depending on the nature of the incident.

### **DRIVING OF PERSONAL VEHICLES:**

Every effort is made to prevent accidents involving automobiles that are driven to school by students. The administration strongly feels that driving a car is a privilege, and to enjoy that privilege, certain regulations must be followed. Students are to immediately enter the building after parking their vehicle. No student is to enter the parking lot again until leaving school at the end of the day without permission from the principal’s office. Vehicles are to be locked at all times when on school property. Any student not driving in a safe and proper manner on school grounds or on streets adjacent to the school will have their parking privilege at school revoked.

**Students will not move vehicles during the school day unless directed by administration.**

Students will be required to register their vehicles with the office before parking on school grounds. Due to space restrictions, assigned parking may be initiated at the discretion of school administration.

The school administration retains authority to conduct routine patrols of student parking lots and inspection of student’s automobiles on school property. The administration may inspect the interior of student automobiles whenever a school official has reasonable suspicion to believe illegal or unauthorized materials are contained inside the automobile. If the student fails to provide access to the interior of the car upon request by a school official, the student will be subject to school disciplinary action. If necessary, law enforcement personnel will be notified.

### **EXTRA-CURRICULAR ACTIVITIES:**

Any activity the school provides beyond the regular class schedule from 7:55-3:25 is considered an extracurricular activity. All students representing Fair Play High School and Fair Play Junior High School in extra-curricular activities must meet the academic and behavior qualifications adopted by the Board of Education. In addition to athletics, this includes representation of a class, such as class officers, student council representatives, Homecoming and Black Walnut Festival candidates, and any other positions deemed appropriate by the high school principal.

### **CO-CURRICULAR ACTIVITIES:**

Some activities after school hours are considered co-curricular. Activities where participation is part of a grade are considered co-curricular in nature. Participation in FFA, Band and Music meetings and contests are considered co-curricular. The social events of these clubs are not considered co-curricular and students must meet the same standards as with extra-curricular.

### **ACADEMIC ELIGIBILITY POLICY:**

Fair Play Junior and Senior High School eligibility requirements for extra-curricular activities, adopted by the Fair Play Board of Education, set academic guidelines for students to meet in order to participate in extracurricular activities. In order to be academically eligible a student must maintain an average of 70% or better in 5 of his/her 7 classes. Of the other 2 classes, no more than 1 can be a failing grade. For example, 5 grades of C and 2 F's would be considered ineligible.

### **ACADEMIC INELIGIBILITY:**

If a student is considered academically ineligible at the end of a 3-week grading period, the student will not be allowed to attend or participate in extracurricular activities until the next 3-week grade check showing the student's grades are at or above the eligibility guidelines. A student will have the opportunity to be removed from the ineligible list and begin participation again after a 1-week period if they have returned the ineligible notification letter signed by their parent, has attend all five tutoring sessions of that week and request a grade recheck signed by every teacher which shows they are now eligible on that Friday. If the student meets all eligibility requirements, reinstatement of eligibility occurs the last day of the school week after 3:25 P.M. The grade recheck must be verified by the H.S. Principal.

### **EXTRA-CURRICULAR TRANSPORTATION:**

It is the intent of our district to provide adequate transportation for all students to and from all school related activities. Students are required to utilize the transportation provided to and from activities unless **prior arrangements** have been made between the parent of the student and the activity sponsor and principal. Parents and/or legal guardians will assume liability at this time. Boys and girls will sit separately on all bus trips.

### **STUDENT INSURANCE:**

The school district has purchased a group insurance program covering all students, K-12. Students are covered by the accident policy while they are participating in school scheduled, school supervised and funded activities, during the regular school term. Students are also covered while they are traveling as a sponsored group in a school assigned bus or van operated by a licensed driver over the age of 21 to and from the school and a covered event site. Individual travel and travel in privately owned vehicles or conveyances are not covered by the policy. Missouri schools are not required to buy insurance or pay student medical expenses associated with school injuries. The school purchases the accident insurance policy as a public service to assist parents that may be without insurance or need to supplement their own personal insurance program. The school policy will not provide 100% reimbursement for all medical expenses incurred. The plan has limitations and benefits. The school cannot assume responsibility for payment of medical expenses that are not covered by the accident insurance policy. If you have other insurance, you must first file a claim with your other insurance carrier and obtain benefits from your other insurance source. This policy is designed to consider payment of the eligible expenses that are not paid by your other insurance source.

### **TEACHER'S WORKROOM:**

This area is off-limits to all students at all times.

### **TEXTBOOK AND SCHOOL EQUIPMENT:**

All items owned by the school and used by the students are on a loan to them and must be returned to the school in good condition. Any damaged or lost items will be paid for by the student.

### **CARE OF BUILDING AND EQUIPMENT:**

All students are responsible for the good condition of our school buildings and equipment. The way we care for our school is a direct indication of our respect for our personal property and that of others. Repairs are costly and those funds could have been used to expand our facilities if the damages had not occurred. Any willful destruction of school property will result in the student paying replacement cost for the item plus labor for the repairs, and/or will result in disciplinary action.

### **OFFICE:**

The school office is a place of business. You are always welcome to come to the office if you need to see the secretary or principal. Do not come to the office area unless you have business there. Office hours are 7:30 A.M. to 3:30 P.M.

### **TELEPHONE:**

The office phone is a business phone and all calls should be of an important nature. There are to be no long distance calls made. Students will not be called from class for phone calls and may use the phone only during passing between classes. Messages of emergency nature will be taken and the student notified. Parents may call school anytime throughout the school day to leave messages or to ask permission for their child to return their call.

### **VISITORS:**

All visitors must report to the principal's office. Parents are welcome at all times to visit or call our school to discuss any school problems or to arrange for a conference with a teacher.

### **DAILY BULLETIN:**

Announcements shall be placed in the high school office before the beginning of the first period. They must be on the form provided, signed by a teacher.

### **CAFETERIA PROCEDURES:**

All students are required to eat in the school cafeteria whether they bring their lunch or eat the meals prepared in the cafeteria. **Effective 2019-20 : Again this school year, Fair Play Schools will be implementing the community eligibility program where ALL students will qualify for one free breakfast and one free lunch each day.** This program is funded in part through the Federal Paperwork Reduction Act. Additional student meals will have to be purchased: Breakfast \$.80 and Lunch \$1.75. Adult meal prices: Breakfast \$4.00 and Lunch \$4.00.

Normal courtesy should be extended to all students, as you yourself would expect. Remember the line forms at the rear; you do not crowd in front of someone already in line. Walk to the cafeteria and conduct yourself in a quiet and reasonable manner. Trays, silverware, food, milk cartons, and all trash are to be taken to the disposal area by the student when finished eating. Students must remain seated until dismissed. Students should remain in the cafeteria area during the lunch session and not in classrooms, library, office or other areas away from the cafeteria. Any student wishing to take extra milk, extra lunch or extra breakfast must have a positive account balance. **Students with negative balances (owing money) will not be allowed to take**

**any of the extra items until charges are paid and a positive balance exists. No charges will be allowed the last two weeks of school.**

**INSTRUCTIONAL TIME:**

The Fair Play R-II Board of Education recognizes the learning value of extra curricular activities and non-structured interaction. However, since the majority of academic learning takes place during planned learning activities in the classroom, every effort will be made to minimize disruption of instructional time. Announcements and pull out programs will be planned to minimize the amount of instructional time lost. Unless it is an emergency, class time will not be interrupted for phone calls.

**GUIDANCE PROGRAM:**

Our counselor is available to help you with educational, vocational, and guidance with personal problems. This service is available to all students and should be used to assist in making intelligent and realistic decisions that will affect your entire life.

**EXTENDED LEARNING PROGRAM (GIFTED EDUCATION):**

Gifted education classes are available at different times Tuesday through Friday. Scheduling will be on a pullout basis from the regular classroom setting. The identification process will begin with screening of students. The individual intelligence test score, academic achievement test score, teacher recommendation, and creativity test will be used to determine placement. To qualify, a student must meet the established standard in three of the four placement categories. The time spent in the program will be 55 minutes or more each week. Students will be responsible for concepts missed from the regular education classroom while participating in the Gifted Program. Gifted education is to meet an educational need of each identified student and to assist each participating child in realizing their potential.

**GRADES:**

The grades you receive are given to you for the purpose of indicating your academic progress. Grades are distributed each nine weeks with semester marks becoming a part of a student's permanent record. We use a percentage system for permanent grades, which follows:

A.....	95-100%
A-.....	90-94%
B+.....	87-89%
B.....	83-86%
B-.....	80-82%
C+.....	77-79%
C.....	73-76%
C-.....	70-72%
D+.....	67-69%
D.....	63-66%
D-.....	60-62%
F.....	below 60%

### **CREDIT:**

High school students (9-12) will earn credit toward high school graduation by successfully completing courses in the curriculum. Any course that meets for one class period, every day, for both semesters is equal to one unit of credit.

1. Students will earn credit on a semester basis only.
2. Students may not earn semester credit if they are not enrolled in a course until the end of the semester.
3. Each semester's enrollment in a course may earn 1/2 unit of credit. One-quarter credits (which may be transfer credits) are not issued; only 1/2 unit or full units of credit are given.
4. Transfer credit from accredited schools in the state of Missouri will be accepted at face value. Any discrepancies may be determined by the principal and superintendent, with an option of testing if necessary.
5. Transfer credit from any other school is accepted at the equivalent in MO Credit standards.
6. Any off-campus credit (correspondence credit or night credit from another school) earned while a student is enrolled at Fair Play must have prior administrative approval before it is applicable.
7. Credit may be earned through Missouri Virtual School - MOCAP (formerly MoVip) and EdGenuity programs on an individual need basis.
8. Students "dropping" Dual Credit" college courses will earn a No Credit "NC" grade for local grade reporting and calculation. Course re-assignment is made at administration discretion.

### **GRADUATION REQUIREMENTS:**

A certificate of graduation will be awarded to those high school students who have successfully completed eight semesters of attendance and the following minimum units of credit:

- |                       |         |
|-----------------------|---------|
| 1. Communication Arts | 4 units |
| 2. Mathematics        | 3 units |
| 3. Science            | 3 units |
| 4. Social Studies     | 3 units |
| 5. Fine Arts          | 1 unit  |
| 6. Practical Arts     | 1 unit  |
| 7. Physical Education | 1 unit  |
| 8. Personal Finance   | ½ units |
| 9. Health             | ½ unit  |
| 10. Electives         | 8 units |

#### **Totals**

**Graduation Requirement**

**25 credits**

Also, each student is required to pass exams covering the United States and Missouri Constitutions **and** United States Citizenship. These will be covered in our high school social studies curriculum

To be considered for Salutatorian and Valedictorian, students must take, and complete, at least two dual credit courses (college credit not mandatory) during enrollment in high school.

No certificate of graduation will be awarded for less than eight semesters of attendance unless all other requirements are met and has Board of Education approval. A student that graduates after 7 semesters will be considered alumni. The student who graduates early cannot attend prom (as a student) or senior trip. They may participate in graduation ceremonies.

In these situations, a certificate of graduation will be awarded. No diploma will be awarded to any student who owes money to the school for overdue library books, damage to or theft of school property, unpaid lunch charges, or other reasons. If all other requirements are met, the student may participate with others at the graduation exercises, but will only be congratulated and will not be handed a diploma.

### **SENIOR TRIP REQUIREMENTS:**

Fair Play High School provides a school paid trip at the end of a student's senior year. To be eligible for the senior trip, the student must be enrolled in the Fair Play District (and maintain continuous enrollment) by September 15 of their senior year and maintain academic standing that meets the graduation requirements. In addition to the academic requirements, the student must perform 5 hours of community service to qualify for the trip and maintain a 93% attendance rate throughout his/her senior year, up to two weeks before the departure date for the senior trip. An additional 5 hours of community service will be performed in exchange for the cost of meals while on trip. For Senior Trip requirements, days of out-of-school suspension will count as days of absence. In the case of a new student to the district, the academic records and attendance records from the previous school will be used to determine eligibility for the senior trip. All outstanding student fees, charges and balances must be paid prior to the student being granted the privilege to attend the trip. Any student with OSS their senior year or students with multiple discipline referrals could lose their eligibility for the Senior Trip. Principal discretion will be used in these situations.

### **PROGRESS REPORTS:**

Progress reports will be mailed midway through each quarter to the parents of failing students or those who have low grades because of poor attitude or lack of effort.

### **PROMOTION:**

Promotion, retention, and remediation will be at the school district's discretion as to what is in the best interest for each student's future educational success. Students in grades seventh (7th) through eighth (8<sup>th</sup>) will be promoted to the next higher grade at the end of each school year upon passing at least six (6) out of the eight (8) semesters from the core subject areas of English, Math, Science, and Social Studies. When a student displays the possibility of not passing a core subject area the following interventions must be followed:

1. If a student fails one or more core classes in the first semester, correspondence stating such will be sent to parent/guardian and a conference will be scheduled between the parent(s)/guardian(s) and principal to establish a plan of action to improve the deficiency.
2. A student who fails one or more core subjects at the end of first semester will be encouraged to attend after school tutoring.
3. A student who fails more than six out of eight semesters in the core subject areas will be required to attend summer school for the possibility of meeting the core subject area credit requirements for promotion.
4. If a student does not complete the prescribed interventions, the final decision regarding promotion or retention will be at the discretion of the school district.

### **HONOR BANQUET:**

In the spring of each year, a banquet will be held to honor those students who have maintained a B+ average or above for 3 out of the last 4 quarters. (The quarters considered are the fourth quarter of the previous school year and the first three quarters of the present school year.)

**INTERNET AND COMPUTER USE:**

Computers and the Internet are valuable resources in a school. They connect the students and staff to resources that would otherwise be unavailable, provide an additional tool in support of the curriculum, and are sources for valuable reference tools. All users in the school district are expected to comply with the terms and conditions of the Acceptable Use Policy. This policy is intended not only for the protection of the student, but for the network and computer systems. Students desiring to use a computer and/or the Internet will be given a form listing the conditions and terms of the Acceptable Use Policy. Students must sign an agreement stating their understanding of the Acceptable Use Policy and their intention to abide by the policy. A parent or legal guardian of a student younger than 18 years of age must also sign the form stating that their child has their permission to use the computer and/or Internet resources. Failure to comply with the terms of the Acceptable Use Policy will result in loss of computer privileges.

**PERSONAL COMPUTING DEVICES:**

Personally owned computing devices including, but not limited to: cell phones, tablets, laptop computers, smart watches, etc should remain in the student's locker during class time. The use of these items should be limited to the times before school begins in the morning and after the school day is completed in the afternoon. During the school day, use of these types of items should be limited to school district owned devices, unless specific course (i.e. Senior English, online Dual Credit) permission is granted. Personally worn computing/communication devices, by their nature, inherently are cause for concern as they pose an elevated risk of academic dishonesty and put academic integrity at-risk by the ease at which communication can be made during assignments/assessments. Therefore, students should avoid wearing these items during class time. See "Possession or use of Disruptive or Harmful Items" in Student Code of Conduct.

**LOCKERS:**

All locker assignments are made through the principal's office and any change in lockers must be made through the office. Lockers must be kept neat and clean with contents arranged in an orderly manner. All students are to keep their lockers locked at all times to prevent thefts. Lockers will be inspected periodically and will be searched in any case of reasonable suspicion. Any tampering with the locking system of the locker can result in the loss of the privilege of using a school locker. Gym lockers are provided for students in P.E. classes or sports. They will be assigned by P.E. teachers and coaches. They are to be kept locked at all times. Students shall be responsible for providing their own locks.

**BOOK BAGS:**

May be stored in lockers and/or brought into classrooms with teacher permission

**SCHOOL SPIRIT:**

Our athletic teams and special activities groups will spend many hours in preparation for their coming seasons and events. We would like to encourage all students to participate in and support all school activities. Sincere support and encouragement of school activities builds a spirit of good feeling and pride in our school. True school spirit has its origin within the individual, yet it is highly contagious. Get the spirit and help it spread.



**HALL CONDUCT AND PASSES:**

Anyone in the halls during a class period shall have a hall pass. Any student without a hall pass will be required to return to class. Students should conduct themselves quietly in school halls. A person who is noisy, runs in the hall, is late to class and is otherwise offensive to the school and their peers will be disciplined.

**CELL PHONE POLICY:**

A major objective of high school is to prepare students for adult life and the world of work. Many employers will not allow cell phone possession or use while at work. With that rationale, we are maintaining the following policy regarding cell phones. Cell phone use (including texting) is not allowed during the school day. Upon arrival at school, students must have cell phones turned off and remain off until the end of the school day. If a staff member observes a student using their cell phone during the school day, the phone will be confiscated by the teacher and sent to the office to keep until the end of the day. On the student's second offense, the phone will be confiscated by the teacher, brought to the office and remain there until picked up by a parent. Further infractions could warrant disciplinary action. If a student repeatedly breaks this policy, an additional option is a requirement for the cell phone to be checked into the office regularly at the start of each day. Inappropriate use of a cell phone such as using a phone with picture taking capabilities will result in disciplinary measures that fall under the guidelines of the sexual harassment policy. Parents may call the school anytime throughout the school day to leave messages or to ask permission for their child to return their call.

**HEADPHONES/EARBUDS/AIRPODS ETC...**

Headphones/earbuds/airpods or any other listening devices are not to be worn/used during the school day unless given direct instruction by the teacher for classroom purposes.

**TARDY POLICY:**

Students are expected to arrive at class on time. If a student is late to class, they must have a valid written excuse from a staff member or be tardy. A tardy is less than 10 min. late for class. Over 10 minutes late for class is considered absent.

**AFTER SCHOOL DETENTION:**

After school detention may be used in place of in-school suspension for any offense in the student discipline code of conduct. After school detention time will not count for the purpose of making up time for absences. After school detention will be held on an as needed basis. A student must bring homework to after school detention. Failure to successfully complete after school detention will result in further disciplinary methods. If a student does not bring work to detention they must complete the work assigned by the person in charge of detention that day.

**IN-SCHOOL SUSPENSION OF STUDENTS:**

The provisions of an in-school suspension program for student violations of policies, rules and regulations shall provide principals with an additional alternative for dealing with disciplinary problems that occur in the schools. When this alternative is appropriate, students

will be assigned to serve a specified time period in the in-school suspension program. The principal or their designee shall determine these assignments, and the determination of the time period for them. **A student is not eligible for extra-curricular activities until their in-school-suspension time has been completed.**

### **CORPORAL PUNISHMENT:**

Corporal punishment should be used only after other methods have failed and when there is a reason to believe it will be helpful in maintaining discipline or in the development of the student's character and power of self-control.

All instances of corporal punishment shall be witnessed by at least one other adult member of the school staff and will only be administered by a principal or other District administrator.

### **FUNDRAISING**

In an effort to expedite fund deposits, insure accurate reconciliation of school and club accounts, and respect the accounting needs of individuals that support our students by participating in school fundraisers. All funds students are responsible for collecting should be promptly deposited with the organization sponsor or faculty in charge of the fundraiser.

**Students will not be given the opportunity to participate in a subsequent fundraiser until all funds from previous fundraisers have been turned-in and reconciled with the school/organization sponsor.**

### **ACTS OF VIOLENCE:**

Fair Play R-II School District has determined the following as Acts of Violence and Serious Violations:

<u>Acts of Violence</u>	<u>Serious Violation</u>
First degree murder	Robbery in the first degree
Second degree murder	Arson in the first degree
Voluntary manslaughter	Property damage in the first degree
Involuntary manslaughter	Burglary in the first degree
Assault, first degree	Burglary in the second degree
Assault, second degree	Possession, manufacture, transport, repair, sale of certain weapons
Kidnapping	Possession, distribution, manufacture, delivery, production of a controlled substance or any imitation of a controlled substance
Felonious restraint	Unlawful distribution to a minor
Rape	
Sexual assault	
Forcible sodomy	
Fighting	

The Fair Play R-II School Administration reserves the right to modify policies as information is made available from the legal office of the Department of Elementary & Secondary Education

### **CONCERN PROTOCOL:**

These are the steps that should be followed to resolve issues when a student or a parent has a concern about a teacher, classroom decision, or classroom policy.

1. An appointment should be made with the principal for a conference with the teacher or for a conference with the teacher and principal. If the issue is resolved, it stops there. If the issue is not resolved, then

844899888. An appointment should be made for a conference with the building principal in person, but without the concerned teacher. If the issue is resolved, it stops there. If the issue is not resolved, then

844900608. An appointment should be made for a conference with the superintendent. If the issue is resolved, it stops there. If the issue is not resolved, then

844903568. The parent should request to be placed on the board meeting agenda and come and address the entire board at the same time about their concerns.

When this pattern is not followed, teachers, and administrators, are not even aware a concern exists, and thus cannot try to resolve an issue before it becomes a serious problem.

### **FACILITY SAFETY**

For the safety of all students the Fair Play School District, restrooms, locker rooms and showers that are designated for one sex shall be used only by member of that sex; and no person shall enter these private areas unless he or she is a member of the designated sex. This does NOT apply to a person who enters a facility designated for the opposite sex: for custodial or maintenance purposes, when the facility is not occupied by a member of the opposite sex; to render medical assistance or during an emergency or when necessary to prevent a serious threat to good order or student safety. This does not prohibit assistance being provided to accommodate disabled persons or young children in the need of physical assistance.

Students who, for any reason, desire greater privacy when using a facility described above, may submit a request to the principal for access to alternative facilities. The principal shall evaluate these requests on a case-by-case basis and shall, to the extent reasonable, offer options for alternate facilities which may include, but are not limited to: access to a single-stall restroom; access to a uni-sex restroom; or a controlled use of an employee restroom. In no event shall the accommodation be access to a facility that is designated for use by members of the opposite sex while students of the opposite sex are present or could be present.

**CONDUCT:**

Different circumstances call for different patterns of conduct. We must, therefore, develop a sense of doing right by learning "when to do what." All occasions require that we be considerate of others. People judge you, your parents, your home, your school and your friends by your conduct. Your conduct is usually a mirror that reflects the real "you." We expect your conduct in school to reflect credit to yourself and all those who have an interest in you.

Any conduct, which distracts from the educational mission of the school is not acceptable and will result in disciplinary action.

**CHILD ABUSE:**

The Fair Play R-II School District will allow access to any student by the Division of Family Services when that agency is investigating a suspected child abuse case. Teachers, counselors, and administrators are under direct mandate by state law to report any and all concerns of child abuse cases. There is no discretionary judgment provided.

**DRUG FREE SCHOOLS:**

Pursuant to requirements of the 1989 amendments of the Drug-Free Schools and Communities Act and to the requirements of the Safe Schools act, and for the purpose of preventing the use of illicit drugs and alcohol by students, the District shall provide age-appropriate, developmentally based drug and alcohol prevention programs to all students from early childhood level through grade twelve. Such programs will address the legal, social and health consequences of drug and alcohol use, and provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

The District shall provide information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. Students may be required to participate in such programs in order to avoid suspension or expulsion if found to be in violation of this policy. All parents/guardians and students annually will be provided a copy of this policy.

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

**SCHOOL/COMMUNITY RELATIONS**

The Board of Education recognizes the positive effects of parents/families' involvement in the education of their children. The Board is committed to strong parent/family involvement in working collaboratively with district staff as knowledgeable partners in educating district students. In order to implement the Board's commitment to parent/family involvement in education, the Superintendent will appoint a committee of parents, staff, and community representatives to serve as the district's Parent Involvement Committee. The Committee's responsibilities will include recommendations for program development, parent/staff training and program evaluation. Program evaluation reports will be prepared and submitted to the Superintendent annually by June 1.

## **TITLE I PROGRAM ADMINISTRATION**

The Board of Education recognizes the importance of parental involvement with the Title I program and will provide a variety of opportunities for parents to be involved in policy design and in the planning, implementation and review of Title I programs.

Title I teachers and paraprofessionals must meet the qualifications outlined in Regulation 1621.

Pursuant to the provisions of the Every Student Succeeds Act, the District will submit its Federal Title I LEA Plan, describing the District's Title I services.

## **VIRTUAL INSTRUCTION**

Based upon the best educational interest of students, avenues possibly suited for earning credits may be found in several modes of virtual instruction facilitated through the school district. Virtual instruction may be offered through different means including: Edgenuity (online curriculum platform), or MOCAP (formerly MoVip). Eligibility for these opportunities is determined on an individual student and case by case basis.

## **MOCAP**

Information regarding the MOCAP process, eligibility and enrollment may be obtained from the Fair Play Schools website, high school office or Counselor. Information regarding the denial and appeals process is also available from these sources. Process information can be found at the end of this handbook.

## **STUDENT DISCIPLINE CODE OF CONDUCT:**

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and ensure the orderly operation of district schools. No code can be expected to list each and every offense, which may result in the use of disciplinary action. However, it is the purpose of this code to list certain offenses, which, if committed by a student, will result in the imposition of a certain disciplinary action. Other actions for less serious offenses may be listed in the student handbook. Any conduct not included herein, or in the handbook or an aggravated circumstance of any offense or an action involving a combination of offenses, may result in disciplinary consequences that extend beyond this code as determined by the principal, superintendent and/or board of education. Audio, video and/or other evidence from electronic devices will not be the sole basis for determining responsibility, guilt/innocence or discipline consequence of any party, or parties, when investigation of incidents is warranted. All rules, regulations, and conduct expectations also apply to all co-curricular & extra-curricular activities.

**Alcohol** – Possession of or presence under the influence of alcohol regardless of whether the student is on school premises

First Offense: In-school suspension, 1-180 days out-of-school suspension and notification to law enforcement officials.

Subsequent Offense: 11-180 days out of school suspension or expulsion and notification to law enforcement officials.

**Arson:** Intentionally causing or attempting to cause a fire or explosion.

First Offense: 11-180 days out-of-school suspension or expulsion and notification to law enforcement officials.

Subsequent Offense: Expulsion and notification to law enforcement officials.

**Assault:**

- a. Attempting to cause injury to another person(student or staff member); Use of physical force with the intent to do bodily harm.  
First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion and notice to law enforcement officials.  
Subsequent Offense: 11-180 days out-of-school suspension or expulsion and notification to law enforcement officials.
- b. Attempting to kill or cause serious physical injury to another.  
First Offense: Expulsion and notification to law enforcement.

**Bullying:** Intentional intimidation or infliction of physical, emotional, or mental harm.  
Bullying occurs when a student:

- a. communicates with another by any means including telephone, writing or via electronic communications, intention to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose, or
- b. physical contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require physical touching although touching may be included.  
First Offense: 10-30 days of OSS, reduction of consequence subject to administrative decision and investigation findings.  
Subsequent Offense: 180 days of OSS to expulsion, reduction subject to admin. decision

**Cyber-bullying:** use of cell phone, computer or other electronic devices to intimidate or to inflict physical, emotional, or mental harm.

- First offense: Conference with principal and parent/guardian phone call, may also include ISS or OSS up to 10 days.
- Second offense: 10-30 days out of school suspension, reduction subject to admin. decision
- Subsequent offense: 180 days of OSS to expulsion, reduction subject to admin. decision.

**Bus Misconduct:** Any offense committed by a student on a district-owned or contracted bus.

- First Offense: Principal/student conference and notification to parent or legal guardian.
- Subsequent Offense: Bus suspension, in-school suspension, out-of-school suspension.

**Computer or Internet Unacceptable Usage:** Any use of a computer or the Internet, which is unacceptable according to the Acceptable Use Policy.

- First Offense: Principal/student conference, in-school suspension, or 1-10 days out-of-school suspension and 1-30 days of school computer use revoked.
- Subsequent Offense: In-school suspension or 1-180 days out-of-school suspension and 30-180 days of school computer use revoked.

**Defiance of Authority:** Refusal to obey directions or defiance of staff authority.

- First offense: Principal/student conference, in-school suspension, or 1-10 days out-of-school suspension.
- Subsequent offense: In-school suspension, 1-180 days or expulsion.

**Disrespectful Behavior:** Disrespectful verbal, written or symbolic language or gesture, which is inappropriate to public settings, directed at another person.

First Offense: Principal/student conference, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Disruptive Behavior:** Conduct (including verbal, written or symbolic language) which has the intentional effect of disturbing education, classroom work, activities or school functions (including safe transportation of students).

First Offense: Principal/student conference, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion

**Drugs/Controlled Substance:**

a. Possession or presence under the influence of a controlled substance or substance represented to be a controlled substance while at school, on the school playground, on the school parking lot, a school bus or at a school activity whether on or off of school property.

First Offense: In-school suspension, 1-180 days out-of-school suspension and notification to law enforcement officials.

Subsequent Offense: 11-180 days out of school suspension, expulsion and notification to law enforcement officials.

b. Distribution/Sale of a controlled substance or substance represented to be a controlled substance while at school or at any of the locations described above.

First Offense: OSS, Expulsion and notification to law enforcement officials.

Subsequent Offense: Expulsion and notification to law enforcement officials.

**Prescription Medication:**

a. Possession of a prescription medication without a valid prescription for such medication on school premises or on a school bus.

First Offense: In-school suspension, 1-180 days out-of-school suspension, expulsion and notice to law enforcement officials.

Subsequent Offenses: 11-180 days out-of-school suspension, expulsion and notification to law enforcement officials.

b. Distribution/Sale of prescription medication to any individual who does not have a valid prescription for such medication on school premises or on a school bus.

First offense: 11-180 days out-of-school suspension, Expulsion and notification to law enforcement officials.

**Extortion:** Verbal threats or physical conduct designed to obtain money or other valuables.

First Offense: Principal/student conference, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**False Alarms:** Tampering with emergency equipment, setting off false alarms, making false reports including bomb threats.

First Offense: Principal/student conference, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Fighting:** Physically striking another in a mutual contact as differentiated from an assault.

First Offense: Principal/student conference, in-school suspension, or 1-180 days out-of-school.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Firearms and Weapons:** (Refer to Policy & Regulation 2620 - Firearms & Weapons in School)

Possession of a firearm or weapon

First Offense: (Minimum of one-year suspension), notification to law enforcement.

Subsequent Offenses: Expulsion

**Harassment:** Occurs when a student has intent to physically or verbally intimidate or cause emotional or mental harm based upon actual or perceived membership in a protected class. Can be over time or a single incident.

First Offense: Principal/student conference, in-school suspension, 1-180 days out-of-school suspension, and/or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, expulsion

**Inappropriate Sexual Conduct** (Refer to policy and Regulation 2130- Harassment)

a. Use of sexually intimidating language, objects, or pictures.

First Offense: Principal/student conference, in-school suspension, 1-180 days out-of school suspension, and/or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

b. Physically touching another student in the area of the breasts, buttocks, or genitals.

First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: 11-180 days out-of-school suspension or expulsion, and notification to law enforcement officials.

c. Indecent Exposure- Includes display of breasts, buttocks and genitals in a public location.

First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: 11-180 days out-of-school suspension or expulsion, and notification to law enforcement officials.

**Improper Display of Affection:** Consensual kissing, fondling, or embracing.

First Offense: Principal/student conference

Second Offense: Principal/student conference and notification to parent or legal guardian.

Subsequent Offense: In-school suspension, or 1-180 days out-of-school suspension.



**Improper Language: *Threatening Language***-Use of verbal, physical or written threats to do bodily harm to person or personal property.

First Offense: Principal/student conference, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

***Use of Obscene, Vulgar Language or Disruptive, Demeaning Language or Conduct***

Language which depicts sexual acts, human waste and blasphemous language or use of hate language to demean other persons due to race, gender, disability, natural origin or religious beliefs. This also includes conduct, verbal, written or symbolic speech which materially and substantially disrupts class, activities, transportation or school functions.

First Offense: Principal/student conference, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Parking or Driving Violation:** Any student not driving or parking in a safe and proper manner on school grounds or on streets adjacent to the school.

First Offense: Principal/student conference, 1-3 days of in-school suspension and/or revocation of parking privileges.

Subsequent Offenses: In-school suspension, 1-90 days of out-of-school suspension and/or revocation of driving privileges.

**Possession or Use of Disruptive or Harmful Items:** Water balloons or water guns, fidget spinners(without teacher authorization), ammunition, fireworks, snowballs, lighters, electronic devices (pagers, cellular telephones, walkie-talkies, CD players, walkmans, electronic games, lasers), pocket knives or any other devices that disrupt the learning atmosphere are not allowed.

First Offense: Principal/student conference, 1-3 days of in-school suspension, or 1-3 days of out-of-school suspension.

Subsequent Offenses: In-school suspension or 1-90 school days of out-of-school suspension.

**Scholastic Dishonesty:**

1. Copying from another student's paper.
2. Using material not authorized by the teacher.
3. Collaborating with another student without teacher authorization.
4. Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of unauthorized materials.
5. Plagiarism, which means the appropriation of another's work and the unacknowledged incorporation of that work in one's own, written work for credit.

First Offense: Principal/student conference and a zero or "F" on the assignment(s).

Second Offense: A zero or "F" on the assignment and 1-3 days of in-school suspension.

Third Offense: Removal from class with a grade of "F" and 3-5 days of in-school suspension.

**Tardies:** Per quarter

3 <sup>rd</sup> Tardy:	Students will be emailed, notifying them of their 3rd tardy
4 <sup>th</sup> Tardy:	3 lunch detentions
5 <sup>th</sup> Tardy:	6 lunch detentions
6 <sup>th</sup> Tardy:	9 lunch detentions
7 <sup>th</sup> Tardy:	12 lunch detentions
8 <sup>th</sup> Tardy:	15 lunch detentions
9 <sup>th</sup> Tardy:	18 lunch detentions
Subsequent Offenses:	3-10 days of Out-of School Suspension

**Theft:** Nonconsensual taking or attempt to take the property of another.

First Offense: In-school suspension or 1-180 days out-of-school suspension, and possible notification to law enforcement officials.

Subsequent Offense: 11-180 days out-of-school suspension or expulsion, and notification to law enforcement officials.

**Tobacco:** Possession of any tobacco products (including e-cigarettes or personal vaporizers) on school grounds, bus, or at any school activity. (\*e-cigarettes or other devices with THC or marijuana substance will fall under the **Drugs/Controlled Substance** section of the Student Code of Conduct.)

First Offense: Principal/student conference and/or 1-3 days ISS and/or 1-3 days OSS.

Subsequent Offense: In-school suspension or 1-10 days out-of-school suspension.

**Truancy:** Absent or tardy from class or classes without authorization. (see also Policy and Reg. 2340 – Truancy and Educational Neglect)

First Offense: Principal/student conference, after school detention, 1-3 days in-school suspension, and/or 1-3 days out-of-school suspension

Subsequent Offense: 1-10 days in-school suspension, and/or 1-10 days OSS

**Vandalism:** Intentional damage or attempt to damage property belonging to the staff, students, or the district.

First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible notification to law enforcement officials.

Subsequent Offense: 11-180 days out-of-school suspension or expulsion, and notification to law enforcement officials.

**Weapons:** (See additional Board Policy)

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

First Offense: In-school suspension or 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: 11-180 days out-of-school suspension or expulsion.

**Student Educational Records**

Any offense that constitutes an "act of violence" or "serious violation" of the district's discipline policy as defined in the student handbook will be documented in the student's discipline record.

### **FERPA Educational Rights Annual Notification**

Each year the Fair Play R-II School District is required to give notice of the various rights accorded to parents or students pursuant to the Family Educational Rights and Privacy Act (FERPA). Parents and students have a right to be notified and informed. In accordance with FERPA, you are notified of the following:

**RIGHT TO INSPECT:** You have the right to review and inspect substantially all of your education records maintained by or at this institution.

**RIGHT TO PREVENT DISCLOSURES:** You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of this institution to limit the disclosure of information contained in your education records to instances when prior written consent has been given to disclosure, as an item of directory information which you have not refused to permit disclosure, or under provision of FERPA which allow disclosure without prior written 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 district 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 district has contracted to perform a special task (such as an attorney, auditor, consultant, or therapist); or a parent, student or volunteer serving on an official committee, such as a disciplinary or grievance committee. 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.

**RIGHT TO REQUEST AMENDMENT:** You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if this institution decides not to alter the education records according to your request.

**RIGHT TO COMPLAIN TO FERPA OFFICE:** You have the right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, Washington, D.C., 20202-4605, concerning the Fair Play R-II School District's failure to comply with FERPA.

**RIGHT TO OBTAIN POLICY:** You have the right to obtain a copy of the written policy adopted by the Board of Education of the Fair Play R-II School District in compliance with FERPA. A copy may be obtained in person or by mail from: Superintendent, Fair Play R-II School District, 301 N. Walnut, Fair Play, MO 65649.

### **IMMUNIZATION**

Missouri State Law requires that all students must be fully immunized before they can attend school. Updated immunization records or exemption status documentation must be provided to the school health office before the first day of school. These immunization standards are established by the Missouri Department of Health to enroll and attend school. (MO State Law Section 210.003 RSMO, 19SCR 20-28.040, 19 CSR 20-28.010, Sections 167.181 and 192.006.1.) Additional information about immunization schedules may be obtained by contacting the school nurse or the local Public Health Department. For school attendance at Fair Play School District required youth immunizations are diphtheria-tetanus-pertussis (DTaP), measles-mumps-rubella (MMR), polio (IPV), hepatitis B (HepB), varicella, meningococcal conjugate (MCV), and tetanus-diphtheria-pertussis booster (Tdap). School Age Children (K-12):

Missouri State Law, Section 187.181, RSMo 19 CSR 20-28.010 Immunization Rule requires school age children to be appropriately immunized or exempted in order to enroll in or attend school. Preschool Students: Missouri State Law, Section 210.003 RSMo 19 CSR 20-28.040 Immunization Rule requires children to be appropriately immunized or exempted in order to enroll in or attend school.

### **IMMUNIZATION EXEMPTION**

In accordance with Section 210.003.7, RSMo., the parent or guardian of a child enrolled in or attending Fair Play R-II School District may request notice of whether there are any children enrolled at our facility with an immunization exemption on file. If you would like to request this information, please contact Dr. David Geurin and the information will be provided to you. Please note, the name or names of individual children are confidential and will not be released. Our response will be limited to whether or not there are children enrolled at our facility with an immunization exemption on file.

### **NOTICE OF NONDISCRIMINATION**

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with our School District are hereby notified that our School District does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability in admission, access to, treatment or employment in programs & activities.

Any person having inquiries concerning our School District's compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act, Section 504 of the Rehabilitation Act of 1973 (Section 504), or Title II of the Americans with Disabilities Act of 1990 (ADA), is directed to the Compliance Coordinator below, who has been designated by our School District to coordinate our School District's efforts to Discrimination Act, Section 504, and Title II of the ADA. In addition, any inquiries concerning our School District's Compliance with the employment provisions of Title VII of the Civil Rights Act of 1964 or religious discrimination issues may also be directed to the Compliance Coordinator below.

Our School District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The Compliance Coordinator for the applicable law, whose position is listed below, will provide information regarding those procedures upon request. Any person who is unable to resolve a problem or grievance arising under Title VI, Title IX, the Age Discrimination Act, Section 504, or Title II of the ADA, may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; phone (816) 268-0550.

**Compliance Coordinator for Laws Listed in this Notice:**  
**Office of the Superintendent**  
**Fair Play R-II School District**  
**301 N. Walnut**  
**Fair Play, MO 65649**

## **COMMITMENT TO COMPLIANCE UNDER THE AMERICANS WITH DISABILITIES ACT**

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (“ADA”), our School District will not discriminate on the basis of disability against qualified individuals with a disability with respect to its services, programs, or activities.

**Employment:** Our School District does not discriminate on the basis of disability in its hiring or employment practices. Our School District complies with the federal regulations under Title I of the ADA (which governs the application of the ADA in the hiring and employment setting).

**Effective Communication:** Our District will comply with the ADA with respect to providing auxiliary aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in School District programs, services, and activities. These aids and services are designed to make information and communications accessible to people who have impairments, in areas such as speech, hearing, and vision. Our School District will not place a surcharge on a qualified individual with a disability, or any group of qualified individuals with disabilities, to cover the cost of providing auxiliary aids/services or reasonable modifications of policy (for example, retrieving items from locations that are open to the public but inaccessible to users of wheelchairs).

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a service, program, or activity of our School District should contact our School District’s ADA Compliance Coordinator, whose contact information is listed below. Such contact should be made as soon as possible, but not later than 48 hours before the scheduled event (and, preferable, at least five (5) business days before the event).

**Modifications to Policies and Procedures:** Our School District will make reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy its services, programs and activities.

The ADA does not require our School District to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a service, program, or activity is not accessible to persons with disability may be directed to our School District’s ADA Compliance Coordinator below. In addition, as stated in our School District’s Notice of Nondiscrimination, which is posted in each school facility, a person who is unable to resolve a problem or grievance arising under Title II or the ADA may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway Suite 2037, Kansas City, MO 64114, phone (816) 268-0550.

**School District Compliance Coordinator:**

**Office of the Superintendent  
Fair Play R-II School District  
301 N. Walnut  
Fair Play, MO 65649  
417-654-2231**

Bullying of any kind is wrong – physical, verbal, online or off, before, during or after school – it is never acceptable. To help in our prevention efforts, the **Fair Play School District** is implementing the SchoolReach CyberBully Hotline. The purpose of this program is to create an anonymous, two-way means for students, parents, guardians and others to report incidents of bullying, harassment, intimidation and information on potential harmful or violent acts by others.

## Dear Parents:

In an effort to encourage students that may be experiencing bullying, harassment or intimidation and are too fearful or not quite ready to come forward face-to-face to report the matter, the **Fair Play School District** is implementing the Report a Bully program.

Our desire and efforts are always first focused on encouraging students to report such issues directly to a teacher, counselor, coach, or school administrator. However, in some cases, a student can be overcome with fear and worry about who to talk to, what to say, may fear retaliation, or may fear losing respect of their peers by being labeled a “rat” or “snitch.”

Students with such fears need a reporting path and the Report a Bully Form is designed to do just that.

### How it Works

- The school has published the following Report a Bully Form on both our app and website. Students can fill out the form with as much or as little detail as they would like. The messages are forwarded to one or more school officials designated to monitor for reports.
- The goal is to engage the student to begin a dialog and start a resolution process

Our goal is to ensure that each student feels comfortable coming forward, either face-to-face or anonymously. Encourage your student to use all the services that are offered by **Fair Play School District** to help resolve any issues that they may face. We are here to help, but we can't help if we don't know.

As a parent, you are also welcome to report issues. Anything that you think we should know to ensure the health and safety of our students should be reported.

If you have any questions, or require further information, please contact the school office, visit the Report a Bully Form section on the school website. If you are looking for resources to teach your children about bullying please visit [stopbullying.gov](http://stopbullying.gov).

Regards,  
**Fair Play School District**

# EARTHQUAKE SAFETY FOR MISSOURI'S SCHOOLS

## **The New Madrid Seismic Zone and surrounding region is Active, Averaging More than 200**

**Measured Events per Year** (Magnitude 1.0 or greater), about 20 per month. Tremors large enough to be felt (Magnitude 2.5 – 3.0) are noted every year. The fault releases a shock of 4.0 or more, capable of local minor damage, about every 18 months. Magnitudes of 5.0 or greater occur once per decade. They can cause significant damage and be felt in several states.

**The Highest Earthquake Risk in the United States** outside the West Coast is in the New Madrid Seismic Zone. Damaging temblors are not as frequent as in California, but when they do occur, the destruction covers over more than 20 times the area due to the nature of geologic materials in the region. The 1968 5.5 magnitude Dale, Illinois earthquake toppled chimneys and caused damage to unreinforced masonry in the St. Louis area, more than 100 miles from the epicenter. A 5.2 magnitude earthquake in April 2008 in southeast Illinois, did not cause damage in Missouri, but was felt across much of the state.

**A Damaging Earthquake in this Area**, which experts say is about a 6.0 magnitude event, occurs about once every 80 years (the last one in 1895 was centered near Charleston, Missouri). There is estimated to be a 25-40% chance for a magnitude 6.0 – 7.5 or greater earthquake along the New Madrid Seismic Zone in a 50-year period according to the U.S. Geological Survey reports. The results would be serious damage to unreinforced masonry buildings and other structures from Memphis to St. Louis. We are certainly overdue for this type of earthquake!

**A Major Earthquake in this Area – the Great New Madrid Earthquake of 1811-12** was actually a series of over 2000 shocks in five months, with several quakes believed to be a 7.0 Magnitude or higher. Eighteen of these rang church bells on the Eastern seaboard. The very land itself was destroyed in the Missouri Bootheel, making it unfit even for farming for many years. It was the largest release of seismic energy east of the Rocky Mountains in the history of the U.S. and was several times larger than the San Francisco quake of 1906.

**When Will Another Great Earthquake the Size of Those in 1811-12 Happen?** Several lines of research suggest that the catastrophic upheavals like those in 1811-12 visit the New Madrid region every 500-600 years. Hence, emergency planners, engineers, and seismologists do not expect a repeat of the intensity of the 1811-12 series for at least 100 years or more. However, even though the chance is remote, experts estimate the chances for a repeat earthquake of similar magnitude to the 1811-12 New Madrid earthquakes over a 50-year period to be a 7-10% probability.

**What Can We Do to Protect Ourselves?** Education, planning, proper building construction, and preparedness are proven means to minimize earthquake losses, deaths, and injuries.

### **Prepare a Home Earthquake Plan**

- Choose a safe place in every room-under a sturdy table or desk or against an inside wall where nothing can fall on you.
- Practice DROP, COVER, AND HOLD ON at least twice a year. Drop under a sturdy desk or table, hold onto the desk or table with one hand, and protect the back of the head with the other hand. If there's a table or desk nearby, kneel on the floor against an interior wall away from windows, bookcases, or tall furniture that could fall on you and protect the back of your head with one hand and face with other arm.
- Choose an out-of-town family contact.
- Take a first aid class from your local Red Cross chapter. Keep your training current.
- Get training in how to use a fire extinguisher from your local fire department.
- Inform babysitters and caregivers of your plan.

### **Eliminate Hazards**

- Consult a professional to find out additional ways you can protect your home, such as bolting the house to its foundation and other structural mitigation techniques.
- Bolt bookcases, chain cabinets and other tall furniture to wall studs.
- Install strong latches on cupboards.
- Strap the water heater to wall studs.

### **Prepare a Disaster Supplies Kit for Home and Car**

- First aid kit and essential medications.
- Canned food and can opener.
- At least three gallons of water per person.
- Protective clothing, rainwear, and bedding or sleeping bags.
- Battery-powered radio, flashlight, and extra batteries.
- Special items for infant, elderly, or disabled family members.
- Written instructions for how to turn off gas, electricity, and water if authorities advise you to do so. (Remember, you'll need a professional to turn natural gas service back on.)
- Keeping essentials, such as a flashlight and sturdy shoes, by your bedside.

### **Know What to Do When the Shaking BEGINS**

- DROP, COVER, AND HOLD ON! Move only a few steps to a nearby safe place. Stay indoors until the shaking stops and you're sure it's safe to exit. Stay away from windows.
- In a high-rise building, expect the fire alarms and sprinklers to go off during a quake.
- If you are in bed, hold on and stay there, protecting your head with a pillow.
- If you are outdoors, find a clear spot away from buildings, trees and power lines. Drop to the ground.
- If you are in a car, slow down and drive to a clear place (as described above). Stay in the car until the shaking stops.

### **Know What to Do AFTER the Shaking Stops**

- Check yourself for injuries. Protect yourself from further danger by putting on long pants, a long-sleeved shirt, sturdy shoes, and work gloves.
- Check others for injuries. Give first aid for serious injuries.
- Look for and extinguish small fires. Eliminate fire hazards. Turn off the gas if you smell gas or think it's leaking. (Remember, only a professional should turn it back on.)
- Listen to the radio for instructions.
- Expect aftershocks. Each time you feel one, DROP, COVER, AND HOLD ON!
- Inspect your home for damage. Get everyone out if your home is unsafe.
- Use the telephone only to report life-threatening emergencies.

*The information contained in the flier was extracted from the American Red Cross website [http://www.redcross.org/services/prepare/0.1082.0\\_241.00.html](http://www.redcross.org/services/prepare/0.1082.0_241.00.html). Missouri State Emergency Management Agency website (<http://sema.dps.mo.gov/EQ.htm>) and the Federal Emergency Management Agency website (<http://www.fema.gov/hazard/earthquake>). **This flier could be distributed by school districts to each student annually to satisfy the requirements of RSMo 160.455***



Missouri Department of Elementary and Secondary Education  
Every Student Succeeds Act of 2015 (ESSA)  
**COMPLAINT PROCEDURES**

This guide explains how to file a complaint about any of the programs that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA) <sup>1</sup>.

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
<p>General Information</p> <ol style="list-style-type: none"> <li>1. What is a complaint under ESSA?</li> <li>2. Who may file a complaint?</li> <li>3. How can a complaint be filed?</li> </ol>	
<p>Complaints filed with LEA</p> <ol style="list-style-type: none"> <li>4. How will a complaint filed with the LEA be investigated?</li> <li>5. What happens if a complaint is not resolved at the local level (LEA)?</li> </ol>	<p>Complaints filed with the Department</p> <ol style="list-style-type: none"> <li>6. How can a complaint be filed with the Department?</li> <li>7. How will a complaint filed with the Department be investigated?</li> <li>8. How are complaints related to equitable services to nonpublic school children handled differently?</li> </ol>
<p>Appeals</p> <ol style="list-style-type: none"> <li>9. How will appeals to the Department be investigated?</li> <li>10. What happens if the complaint is not resolved at the state level (the Department)?</li> </ol>	

1. What is a complaint?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

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

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

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

---

<sup>1</sup>A complaint that is 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 ESSA 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 forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

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

8. How are complaints related to equitable services to nonpublic school children handled differently?

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

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

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

Programs include Title I, A, B, C, D, Title II, Title III, Title IV, A, Title V

Revised 4/17<sup>2</sup> In compliance with ESSA Title V-part C sec. 8304(a)(3)(C)

Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.

# Missouri Course Access Program (MoCAP)

## Eligibility — Program Criteria -- Enrollment Process

### **PROGRAM ELIGIBILITY**

A student is eligible to take classes within MoCAP if the student meets the following requirements:

- 1, The student is (Missouri definition) school-age and under the age of 21.
2. Classified in grades kindergarten through 12
3. Resides in MO

In addition to the prior points, the following are also requirements that must be met.

1. The student must be enrolled full-time in, and has attended, for at least one semester immediately prior to enrolling in MoCAP, a public school unless the student has documented medical or psychological diagnosis or condition that prevented the student from attending a school in the community during the previous semester,
2. Prior to enrolling in any MoCAP course, the student has received approval from his or her school district or charter school.

### **PROGRAM CRITERIA**

- Students pursuing enrollment in the MoCAP program will participate in consultation with the school's counselor and administration and may include parental notification and/or authorization. Such consultation does not serve to approve or disapprove the request, but determine eligibility, course planning options and consider the best educational interest of the student.
- After determining the initial eligibility requirements, the school district will consider whether the virtual course/program is in the best educational interest of the student. The determination of best educational interest will be made on a case-by-case basis. The process will entail reviewing the student's individual circumstances, educational record including capabilities, outlook for success in the program and individual specifics of the course or program in which the student is requesting to enroll.
- If program approval is granted based upon satisfactory eligibility determination, the district will pay for courses up to six credits per term. If the student wishes to enroll in more than six per term, the student can choose to pay for the additional courses him-or herself.
- The district will only pay for classes as long as the student is actually participating in the class. The district will pay on a pro rata monthly basis based upon student's completion of assignments and assessments, If a student fails to maintain adequate course progress and/or course achievement becomes subpar, (see Academic Eligibility Policy in Student Handbook) or the student discontinues enrollment, the district may stop payment to the MoCAP vendor and request discontinuation of the virtual education program for that student.
- By legal statute, the district will monitor student progress and success, course or full-time program quality and give feedback to DESE regarding those aspects.
- If the school district disapproves a student's request to enroll in a course/courses provided by MoCAP, including full-time enrollment in courses provided by MoCAP or virtual school program, the reason shall be provided in writing and shall be for good cause. Good cause justification to disapprove a student's request for enrollment in a

course shall be a determination that enrollment is not in the best educational interest of the student.

### **ENROLLMENT PROCESS**

- Upon determination of eligibility, students wishing to enroll/apply for consideration into MoCAP or virtual school program will complete the standard student enrollment packet which can be obtained through the high school office. (If the current enrollment packet has already been completed for the current school year, it is not necessary to repeat this step)
- Notification of intent to enroll in MoCAP or other virtual course(s) should be given by the student and parent upon submitting the completed enrollment packet.
- Students taking more than two MoCAP courses must have an Individualized Learning Plan (ILP) maintained in the LEA's student records. The learning plan may be locally developed or may be the ICAP that is available through the Office of College and Career Readiness.
- Upon receipt of enrollment packet and notice of intent, eligibility status will be determined. Upon determination of eligibility, a consultation meeting with the school counselor will be scheduled to help determine the best educational interest of the student.

### **APPEAL PROCESS**

- In cases of denial by the school district, local education agencies shall inform the student and student's family of their right to appeal any enrollment denial in the MoCAP and virtual school program to the local school board.
- If a student is denied enrollment because the district believes it is not in the student's best educational interest, the reasons for denial will be articulated in writing, and the parent and student may then appeal to the local board of education. If the local board of education decides it is not in the best interest of the student to be enrolled in a virtual education program, then the parent and student may appeal to DESE for a final determination.
  - The appeal process includes a hearing by the local board of education where the family will be given the opportunity to present their reasons for their child or children to enroll in the Missouri course access and virtual school program in an official school board meeting. In addition, the school district shall provide its good cause justification for denial at a school board meeting.
- Both the family and school administration shall also provide their reasons in writing to the members of the school board or governing body and the documents shall be entered into the official board minutes.
- The local board of education shall issue their decision in writing within thirty calendar days. Following notification, an appeal can then be made to the Department of Elementary and Secondary Education, which will provide a final enrollment decision within seven calendar days.

## 2023-2024 School Calendar

Fair Play R-II School District

301 N Walnut St  
Fair Play, MO 65649  
417-654-2231

Aug 15 New Teachers Orientation  
Aug 16-17 Teacher Professional Learning  
Aug 22 First Day of School  
Sept 15 PCL Day Teachers - No School  
Oct 23 Parent Teacher Conferences  
Nov 20-24 Thanksgiving Break  
Dec 21-Jan 1 Winter Break  
Jan 2 First Day of 2nd Semester  
March 28&29 Spring Break  
May 17 Graduation  
May 24 Last Day of School

School Hours: 7:55-3:25

End of 1st Qtr October 13th  
End of 2nd Qtr December 20th  
End of 3rd Qtr March 8th  
End of 4th Qtr May 24th

### Category of Events

#### Teacher Professional Development Days

October 2nd  
December 4th  
January 8th  
February 5th  
March 4th  
April 8th  
May 6th

January 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		






September 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### School Hours

-  School Closed
-  No School/Teacher Professional Learning
-  No School/Possible Snow Make Up
-  Monday School In Session
-  Graduation

### Category of Events

### Category of Events



Parent Teacher Conferences  
First & Last Day of School  
End Of Quarter