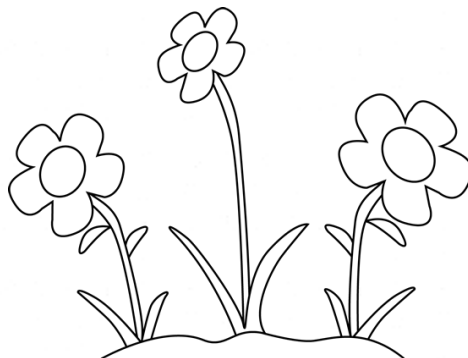


Elementary Student Handbook 2023-2024

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WELCOME TO FAIR PLAY ELEMENTARY

We are excited and glad to welcome you to Fair Play Elementary School. This is an excellent school and you will find a friendly, dedicated, and highly-trained staff to guide you during your elementary 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 find the answers to most of your questions. This handbook WILL NOT contain every specific rule or regulation concerning the elementary 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.

Changes to the 2023-2024 Student Handbook:

1. Page 3- Portrait of a Learner
2. Page 4- School Board Members, Elementary School Faculty
3. Page 5- Arrival/Dismissal, Attendance and Absences
4. Page 6- Dress Code, Assistance to Parents and Students
5. Page 7- Bus Conduct
6. Page 8- Cell Phones/Smart Watches, Classroom Assignment and Input
7. Page 9- Custodial Issues and the School, Dangerous Objects, Discipline, Removed Detention or Saturday School
8. Page 11- Assault, Bullying
9. Page 12- Cyberbullying
10. Page 14- Fighting, Harassment/Sexual Harassment
11. Page 16- Truancy/Tardiness
12. Page 21- Emergency Contact, Head Lice
13. Page 22- Head Lice cont., Health Screenings, Illness
14. Page 23- Illness cont., Immunizations, Injury
15. Page 25- Joint Custody, Leaving School, Meals, Medication Procedures at School
16. Page 25- Medication Procedures at School cont.
17. Page 28- Recess Temperature, Tardiness, Textbooks/Chromebooks
18. Page 42- School Calendar

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.

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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, Proactive Adults

PORTRAIT OF A LEARNER

To build strong leaders and strong learners, the Fair Play School District has developed a Portrait of a Learner showing important qualities that we strive to achieve:

- Skilled communicators
- Creative problem solvers
- Developing positive character
- Responsible community members
- Growing in perseverance
- Self-motivated learners

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 program.

SCHOOL BOARD MEMBERS

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

Mr. Greg Bass, Member
Mrs. Lauren Shuler-West, Member
Mr. Michael Underwood, Member
Mr. Caleb Whaley, Member

ADMINISTRATION

Dr. David Geurin, Superintendent
Mrs. Erin Howard, Elementary School Principal

ADMINISTRATIVE SUPPORT STAFF

Mrs. Taylor Weaver, Secretary to the Elementary School Principal
Mrs. Lori Graves, Secretary to the Superintendent

ELEMENTARY SCHOOL FACULTY

Mrs. Emily Carpenter, Preschool
Miss Savannah Gannaway, Preschool Aide

Mrs. Kelli Keller, Kindergarten
Mrs. Jessica McKinney, Kindergarten

Mrs. Nadia Dooley, First Grade
Miss Michaela Tunnell, First Grade

Miss Amie Oss, Second Grade
Mrs. Kiona Pierre, Second Grade

Ms. Jennifer Fisher, Third Grade

Miss Cailey Blain, Fourth Grade
Miss Hannah Gordon, Fourth Grade

Mr. Keaton Johnson, Fifth/Sixth ELA
Mrs. Elaina Daniels, Fifth/Sixth Science
Mrs. Johnna Balk, Fifth/Sixth Math

Mrs. Melony Harris, Extended Learning
Ms. Shawna Hartshorn, Speech
Mrs. Beth Stewart, Title I
Mrs. Leidra Stunkle, Parents as Teachers
Mrs. Jennifer Thurlow, Title I
Mrs. Maria Thomason, Special Education
Mrs. Tammy Wright, Special Ed. Coord./Teacher

Mrs. Brenda Campbell, Library
Mr. Thomas Chabercek, P.E.
Ms. Lori Pyatt, Music
Mrs. Valorie Raney, Art

Mrs. Laura Neal, Custodian

Ms. Leah Jo Shuler, Cook Supervisor
Mr. Jason Chance, Cook
Mrs. Rosanna Green, Cook
Mrs. Rhonda Kirk, Cook
Mrs. Dena Tosh, Cook

Mr. Greg Whaley, Bus Driver Supervisor
Mrs. Kelli Hall, Bus Driver
Mr. Jeff Moore, Bus Driver, Aide
Mr. Steve Scott, Bus Driver
Mr. Brad Williams, Bus Driver

FAIR PLAY ELEMENTARY GENERAL INFORMATION

ARRIVAL/DISMISSAL, ATTENDANCE AND ABSENCES

Arrival: Students **riding a bus** will be dropped off at the **south doors** of the elementary building. Students being dropped off by parents will be dropped off in the north parking lot and enter the north doors. Students walking from home will enter through the front doors of the elementary.

Students should arrive at school no earlier than **7:45 a.m.** on Monday through Friday. There will be no supervision provided for students arriving before **7:45 a.m.** Breakfast will be provided in the classrooms starting at **7:45 a.m.** Classes start at **7:55 a.m.**, the tardy bell rings at **8:00 a.m.** and school ends at **3:25 p.m.**

Dismissal: **Students who ride the bus:** will be released to load the buses at the south end of the building. No parents are allowed to park in this area at this time. **Students who are picked up:** will be released out the north doors of the building. Students will be released when their designated ride is identified. Parents need to call the office by **2:00 p.m.** if their child is to be picked up. **Students who walk home:** will be released out the front doors to walk home after the buses have left.

NOTE: If you are not walking from your house to the school, you will have to pick up your child in the pick up line in the north parking lot.

Attendance/Absence: Every parent, guardian or other person in the state having charge, control, or custody of a child between the ages of seven and sixteen years shall cause the child to attend regular school day school, public, private, parochial or parish, not less than the entire term which the child attends. (Missouri School Law 167.031)

Students who have good attendance generally achieve higher grades, enjoy school more and are much more attractive to prospective employers after leaving high school. Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instructional process for everyone. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefits for each individual student. The Fair Play R-II Board of Education established the following attendance policy for Fair Play School students.

All students are expected to attend school regularly and be on time for class. Parents should work diligently to see that doctor and dentist appointments are after school hours or at times that school is not in session. The parent/guardian of the absent student is to call the office by 9:30 a.m. to notify of the student's absence. If no call has been made by 9:30 a.m., the school will contact the parent or guardian. **Notification does not excuse the absence; however, it verifies that the student is not/was not truant. Providing professional documentation (doctor, dentist, etc.) for an absence will NOT excuse the absence, but will be considered when determining exceptions. No distinction will be made between excused and unexcused absences for the purpose of calculating attendance hours/percentage.** Any make-up work must be done within the number of days missed plus one day. Make-up work for pre-arranged absences is due on the day of return to school.

After a student has seven unverified absences per semester, an attendance letter will be mailed to the student's parent/guardian. After a student has 10 unverified absences, a referral may be made to the Division of Family Services and/or Juvenile Authority. When a student is absent more than 14 times in a semester, the principal and teacher will determine if retention at the present grade level and/or attending summer school is required.

Any student that falls below 90% attendance for the year will be required to purchase a ticket to their class field trip.

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, or bandanas are not to be worn inside the building unless there is a spirit day or special reward stating to do so.
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, backless, spaghetti-strapped (straps should be at least 1 inch wide), transparent blouses or shirts, and midriff garments are not acceptable. Sleeveless shirts must be fitted to the armhole where underneath garments are not visible.
5. All shorts and skirts should be mid-thigh or longer.
6. Shirts, pants, or shorts that display under garments are not acceptable. Jeans with holes above the mid-thigh that show skin 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 would suggest gang-like association is not permitted.
8. Sunglasses, except those prescribed by a physician, may not be worn.
10. No chains are to be worn except lightweight jewelry.
12. 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.
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 will be suspended.
14. Dress and grooming will be clean and in keeping with health, sanitary and safety requirements.

ASSISTANCE TO PARENTS AND STUDENTS

The Teacher: If you have a concern with the teacher or classroom, the first step is to approach your child's teacher. Many times a teacher may be the best source for assistance and the quickest way a student or parent can get a problem resolved. The classroom teacher should also be the first one notified with academic concerns.

The School Counselor: The counselor is available to assist students, parents, and teachers in coping with the unique problems and situations that may occur during the elementary school years. The counselor also is available for specialized educational testing.

The Elementary Principal: The principal will always be available to talk with any student or parent concerning any aspect of Fair Play Elementary.

BUS CONDUCT

Any offense committed by a student on a district-owned or contracted bus shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, bus riding privileges may be suspended or revoked. Good student discipline is essential for the safe operation of our school buses. Expected bus behavior is set at the same standard as school behavior.

- The driver is in charge of the students and the bus. Students must obey the driver promptly and cheerfully. Students must observe the directions of the driver when entering or exiting the bus.
- Horseplay is prohibited. Students should keep their hands and belongings to themselves.
- Remain seated, facing the front, and out of the aisle.
- Do not destroy property of bus or others.
- Classroom conduct is to be observed by students while riding in the bus. Students must talk quietly. No profane or loud language will be allowed.
- No tobacco, drugs, alcohol, weapons of any kind, sharp objects or glass are allowed on the bus.
- No food or drinks allowed, with the exception of water.
- Be at your bus stop on time. The bus cannot wait beyond its regular schedule for those who are tardy.
- No animals (dead or alive) are allowed on the bus.
- Follow proper loading and unloading procedures.

Thank you for your help in making the bus a pleasant and safe experience for our students!

CARE OF BUILDINGS, EQUIPMENT AND GROUNDS

All students are responsible for the good condition of our school buildings, equipment and grounds. 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.

Students are not to be on school grounds without staff supervision. Students on school grounds after school hours will be considered trespassing unless they are attending a school sponsored activity. This includes before ball games in the gym.

CELL PHONES/SMART WATCHES

Cell phones and smart watches are not allowed during the school day. If a circumstance occurs where a student needs to have a cell phone for after-school purposes or a student accidentally brings a cell phone to school, upon discovery, they are to immediately give the cell phone to their teacher. The teacher will then bring it to the office or instruct the student to do so. The student can pick the cell phone up at the end of the day.

If a student is caught with a cell phone/smart watch:

First Offense: a “warning” is issued and the cell phone/smartwatch will be kept for one week. (Parents can come pick up the phone/watch earlier if need be.)

Subsequent Offense: 1-3 days ISS and phone/watch kept for one week. (Parents can come pick up the phone/watch earlier if need be.)

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 administration are under direct mandate by state law to report any and all suspected child abuse cases. There is no discretionary judgment provided.

CLASSROOM ASSIGNMENT AND PLACEMENT INPUT

Students are assigned a teacher for the school year based on a balance of males and females, a balance of various academic levels, consideration of learning styles, and input from teachers, counselor, and administration. New students entering during the school year are assigned a teacher on a rotating basis with consideration given to the classroom with the least students.

CONFERENCES

Parent-teacher conferences are scheduled for the end of the first quarter when report cards are issued. Parents or teachers may also request a conference at any time during the school year. A mid-quarter report is also sent to those students who are failing or are having serious academic difficulties.

CONCERN PROTOCOL

These are the steps that should be followed to resolve issues when a student or a parent has a concern involving instruction, discipline, or learning material:

1. An appointment should be made with the principal for a conference with the teacher or a conference with the teacher and principal. If the issue is resolved, it stops there. If the issue is not resolved then:
2. 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:
3. 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:
4. The parent should request to be placed on the board meeting agenda and come and **address the entire board** about their concerns.
5. Residents of the school district and staff may request for consideration to be placed on the school board's monthly agenda by writing a detailed description of the topic to be addressed and submitting it to the superintendent's office within five days of the next regularly scheduled meeting.

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

CORPORAL PUNISHMENT: AUTHORIZED

Corporal punishment should be used only after other methods have failed and when there is 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.

CUSTODIAL ISSUES AND THE SCHOOL

All custody documents must be on file in the student's cumulative file; however, it is not the school's responsibility to interpret the judgment regarding the custody of any student enrolled in our school. We will use the official court documents to help disseminate educational information to parents.

DANGEROUS OBJECTS

Students are **NOT** to carry or bring toy weapons, water guns, play guns, or dangerous objects to school. These items will be confiscated and kept until parents can pick them up. Disciplinary action will be taken as necessary.

DISCIPLINE “Student Code of Conduct”

In Fair Play R-II, we have but one aim in regard to discipline--to maintain an atmosphere conducive to learning. Although discipline is not our primary objective, it is necessary if we intend to accomplish the goals that are important for the future.

- All school employees and other students are to be treated with RESPECT at all times.
- Any inappropriate language during school will result in disciplinary action by the principal.
- Students must have the teacher’s permission to leave the room.
- It is the responsibility of all students to maintain good school citizenship.
- In-school suspension or out-of-school suspension will be dependent upon the offense committed.
- Any consequence may be increased or decreased depending on the circumstances.
- Failure to abide by the following may result in in-school, out-of-school suspension or expulsion.

Please be aware that in order for our district to be within compliance with the law, **a student who intentionally causes physical pain to another person will have a discipline notice sent to the superintendent's office, the parent, the sheriff's office, and the juvenile office.**

The Fair Play R-II School District, in compliance with The Gun Free School Act, requires expulsion of any student who brings a firearm to school. Said expulsion to be for a period of not less than one year. An exception to this policy allows the administering officer to modify the expulsion requirement on a case-by-case basis to comply with the discipline of students with disabilities in accordance with the requirement of Part B of the Individuals with Disabilities Education Act (IDEA and Section 504 of the Rehabilitation Act. Adopted 25, 1995).

STEPS BY THE TEACHER: (These are generally the steps to be taken by the teacher, however, for serious offenses the teacher may send the student directly to the principal.):

1. Student is given a verbal warning.
2. Student has privileges revoked.
3. Teacher notifies parents of inappropriate behavior.
4. Student is sent to the principal.

If the student continues to display the same behavior after being sent to the principal steps 1-3 may be skipped and the student is sent directly to the principal. **For behavior that is physically abusive to other people, the student may be sent to the principal's office without the implementation of steps 1-3.**

STEPS BY THE PRINCIPAL: If a student is referred to the office, the principal will discuss the issue with the student. If the situation is not serious or is not a repeated offense, the student will be given a warning or a punishment that is appropriate for the offense. Appropriate punishments would include items such as the student apologizing to the appropriate person, time-out, loss of recess or other privileges, a phone call to parents, etc. If the situation is serious or is a repeated offense, parents will be notified and an appropriate punishment will be given to the student. Punishment would include time-out, privileges revoked, in-school suspension, out-of-school suspension, corporal punishment, written sentences, a formal apology being made, etc. The appropriate punishment will be determined on a case-by-case basis by the principal. The principal reserves the right to make interpretations and adjustments as necessary. (While the principal has a great deal of flexibility for most minor offenses, the principal is required to follow Board mandated policy on discipline.)

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 that 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. 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.

Misconduct and Disciplinary Consequences

The discipline code set out in this regulation is intended to be illustrative but not an exclusive listing of acts of misconduct and the consequences for each. Misconduct which is not specifically listed in this regulation may be deemed to warrant discipline up to and including expulsion following provision of all due process procedures. In addition, the disciplinary consequence listed for each offense may be increased or decreased by the Administration or the Board of Education due to mitigating or aggravating circumstances.

Copies of this regulation or the student handbook which includes the code of student conduct and disciplinary consequences, as well as the district's corporal punishment policy, if any, will be provided to each student at the beginning of each school year. Copies of these documents will also be available for public inspection during normal business hours in the superintendent's office.

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.

(ISS = In-school suspension, OSS = Out-of-school suspension)

1. **Alcohol** – Possession of or presence under the influence of alcohol regardless of whether the student is on school premises.
 - First Offense:** ISS, 1-180 days OSS or expulsion, and notification to law enforcement officials.
 - Subsequent Offense:** 11-180 days OSS or expulsion, and notification to law enforcement officials.
2. **Arson** – Intentionally causing or attempting to cause a fire or explosion.
 - First Offense:** 11-180 days OSS or expulsion, and notification to law enforcement officials.
 - Subsequent Offense:** Expulsion, notification to law enforcement officials.
3. **Assault** – (Refer to Policy and Regulation 2673 – Reporting of Violent Behavior)
 1. Assault of a Student or Staff Member - Use of physical force such as hitting, striking or pushing to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or

provocative, or any other act that constitutes criminal assault in the third or fourth degree.

First Offense: ISS, 1-180 days OSS or expulsion, and notification to law enforcement officials.

Subsequent Offense: 11-180 days OSS or expulsion, and notification to law enforcement officials.

2. Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes assault in the first or second degree.

First Offense: 10-180 days of out of school suspension or expulsion, notification to law enforcement officials.

Subsequent Offense: Expulsion.

4. **Bullying** – Bullying is the intentional action by an individual or group of individuals to inflict intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. (see Policy 2655).

a) communicates with another by means including telephone, writing or via electronic communications, intention to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose, or

b) physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require physical touching although touching may be included.

First Offense: 10-30 days OSS, reduction of consequence subject to administrative decision and investigation findings.

Subsequent Offense: 180 days of OSS to expulsion, reduction subject to administrative decision.

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

First Offense: Conference with principal and phone call to parent, ISS, or 1-10 days of OSS.

Second Offense: 10-30 Days of OSS.

Third Offense: 180 days of OSS to expulsion.

Fourth Offense: Expulsion

5. **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.

6. **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 of out of school suspension and 30-180 days of school computer use revoked.

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

First Offense: Principal/student conference, ISS, or 1-10 days OSS.

Subsequent Offense: ISS, 1-180 days OSS, or expulsion.

8. **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, ISS, or 1-10 days OSS.

Subsequent Offense: ISS or 1-180 days OSS or expulsion.

9. **Disruptive Behavior** – Conduct which has the intentional effect of disturbing education or the safe transportation of a student.

First Offense: Principal/student conference, ISS, or 1-10 days OSS.

Subsequent Offense: ISS or 1-180 days OSS or expulsion.

10. **Drugs/Controlled Substance**–

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 school property.

First Offense: ISS, 1-180 days OSS or expulsion, and notification to law enforcement officials.

Subsequent Offense: 11-180 days OSS or expulsion, and notification to law enforcement officials.

Distribution 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 Offenses: Expulsion and notification to law enforcement officials.

Prescription Medication:

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

First Offense: ISS, 1–180 days OSS or expulsion, and notice to law enforcement officials.

Subsequent Offenses: 11-180 days OSS or expulsion, and notification to law enforcement officials.

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 OSS, Expulsion and notification to law enforcement officials.

Subsequent Offenses: Expulsion and notification to law enforcement officials.

11. Extortion – Verbal threats of physical conduct designed to obtain money or other valuables.

First Offense: Principal/student conference, ISS, or 1-10 days OSS.

Subsequent Offense: ISS or 1-180 days OSS or expulsion.

12. False Alarm – Tampering with emergency equipment, setting off false alarms, making false reports including bomb threats.

First Offense: Principal/student conference, ISS, or 1-10 days OSS, or expulsion.

Subsequent Offense: ISS or 1-180 days OSS or expulsion.

13. Fighting – Mutual combat in which **BOTH** parties have contributed to the conflict either verbally or by physical action..

First Offense: Principal/student conference, ISS, or 1-180 days OSS.

Subsequent Offense: ISS or 1-180 days OSS or expulsion.

14. Firearms and Weapons – (Refer to Policy and Regulation 2620 –Firearms and Weapons in School.)

Possession of a firearm or weapon

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

Subsequent Offenses: Expulsion

15. Harassment, Including Sexual 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, ISS, 1-180 days OSS or expulsion.

Subsequent Offenses: ISS, 1-180 days OSS or expulsion and notification to law enforcement officials.

What is Sexual Harassment?

1. Physical conduct of a sexual nature:

- Unwarranted touching
- Drawing sexually explicit cartoons, drawing, or graffiti
- Gestures indicating sexual behavior (e.g., “the bird”)
- Suggestive winks

2. Verbal conduct of a sexual nature
 - Sharing overly personal conversation about sexual or dating matters
 - Jokes of a sexual or crude nature
 - Publicly expressing sexual fantasies
 - Sexually explicit speech
 - Spreading sexual rumors
3. Covert conduct
 - Leering at a person of the opposite sex
 - Sending suggestive or unwelcome letters or notes
 - Invading a person's (student or employee) personal space
 - Posting sexual materials in a locker or on a bulletin board or on a desk
 - Wearing sexually explicit clothing

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

First Offense: ISS, 1-180 days OSS, or expulsion.

Subsequent Offenses: 11-180 days OSS, or expulsion, and notification to law enforcement.

16. Improper Display of Affection – Physical contact that is inappropriate for the school setting.

First Offense: Principal/student conference.

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

Subsequent Offenses: ISS or 1-180 days OSS.

17. 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, ISS, or 1-10 days OSS.

Subsequent Offense: ISS or 1-180 days OSS or expulsion.

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

Language which depicts sexual acts, human waste, and blasphemous language.

First Offense: Principal/student conference, ISS, or 1-10 days OSS.

Subsequent Offense: ISS or 1-180 days OSS or expulsion.

Disruptive or Demeaning Language or Conduct - Use of hate language to demean other persons due to the race, gender, disability, natural origin, or religious beliefs. This provision also includes conduct, verbal, written, or symbolic speech, which materially and substantially disrupts class, school activities, transportation, or school functions.

First Offense: Principal/student conference, ISS, or 1-10 days OSS.

Subsequent Offenses: ISS or 1-180 days OSS or expulsion.

18. Possession or Use of Disruptive or Harmful Items – Water balloons or water guns, fidget spinners (without teacher authorization), ammunition, fireworks, snowballs, lighters, electronic devices (smart watches, walkie-talkies, 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 ISS, or 1-3 days OSS.

Subsequent Offense: ISS or 1-90 days OSS.

19. 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 ISS,

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

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

First Offense: ISS, or 1-180 days OSS, and possible notification to law enforcement officials.

Subsequent Offense: 11-180 days OSS or expulsion, and notification to law enforcement officials.

21. Tobacco: Possession or use of tobacco or tobacco products (including e-cigarettes and personal vaporizers) on school grounds, bus or at any school activity (*e-cigarettes or other device with THC or marijuana substance will fall under **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: ISS or 1-10 days OSS.

22. Truancy or Tardiness: Absent from class or school without the knowledge and consent of parents/guardians and the school administration; arriving after the expected time class or school begins, as determined by the district. (See also Policy and Regulation 2340 – Truancy and Educational Neglect.)

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

Subsequent Offenses: 1-10 days ISS, and/or 1-10 days OSS

23. Vandalism: Intentional damage or the attempt to damage property belonging to the staff, students or the District.

First Offense: ISS, or 1-180 days OSS, or expulsion and possible notification to law enforcement officials.

Subsequent Offense: 11-180 days OSS or expulsion, and notification to law enforcement officials.

24. 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: ISS, 1-180 days OSS, or expulsion.

Subsequent Offense: 11-180 days OSS or expulsion.

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

The preceding was a list of options which can and will be used according to the student and the offense. Obviously, all the offenses cannot be listed. There will always be those problems which arise during the year that do not fit neatly into any discipline category. Each situation is different and will be handled in a positive and sensitive manner. The administration reserves the right to make interpretations and adjustments as necessary.

Students attending evening activities at school are expected to observe school rules.

Students have numerous chances to avoid problems. Please support us by encouraging your child to conduct himself/herself properly at school this year!

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 his/her designee shall determine these assignments and the determination of the time period for the students.

STUDENT SUSPENSION AND EXPULSION: The Board of Education believes that the right of a child to attend free public schools carries with it the responsibility of the child to attend school regularly and to comply with the lawful policies, rules and regulations of the school district. This observance of school policies, rules and regulations is essential for permitting others to learn at school.

Therefore, the administrative prerogative to exclude a student from school because of willful violation of school rules and regulations, willful conduct which materially or substantially disrupts the rights of others to an education, or willful conduct which endangers the student, other students or the property of the school is permitted, provided such action is taken in accordance with due process and with due regard for the welfare of both the student and the school.

The term "suspension" refers to an exclusion from school that will not exceed a specific period of time. The term "expulsion" refers to exclusion for an indefinite period.

SUSPENSIONS: In Missouri, a principal may suspend a student for up to ten (10) school days. A superintendent may suspend a student for up to one hundred eighty (180) school days. Procedures for suspending a student are outlined below.

1. Before suspending a student, a principal or superintendent must (a) tell the student, whether orally or in writing, what misconduct he or she is accused of; (b) if the student denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension; and (c) give the student an opportunity to present his or her version of the incident.
2. If the principal or superintendent concludes that the student has engaged in misconduct punishable by suspension, the procedures described below apply unless the student is disabled.
3. The principal or superintendent should determine whether the student should be suspended or whether less-drastic alternative measures would be appropriate. In many cases, the principal the superintendent may decide not to suspend a student unless conferences (between the teacher, student, and principal and/or between the parent, student, and principal) have been held and have failed to change the student's behavior.
4. If suspension is imposed, the student's parents or guardians must be promptly notified of the suspension and the reasons for the action.

5. Any suspension by a principal must be reported, immediately and in writing, to the superintendent, who may revoke the suspension, either part or in full, at any time.
6. If a student is suspended for more than ten (10) school days, the following rules also apply:
 - A. The student, his or her parents, guardians, or others having custodial care have a right to appeal the superintendent's decision to the board or a committee of the board appointed by the board's president.
 - B. If the student gives notice that he or she wishes to appeal the suspension to the board, the suspension shall be stayed until the board renders its decision, unless in the superintendent's judgment, the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process.
 - C. All notices of appeal shall be transmitted, either by the appealing party or by the superintendent, to the secretary of the board. Oral notices, if made to the superintendent, shall be reduced to writing and communicated to the secretary of the board.
 - D. The superintendent, when notified of an appeal, shall promptly and within a reasonable time in advance of the scheduled date, notify by certified mail, the appealing party of the date, time, and place of the hearing and of the right to counsel, to call witnesses, and to present evidence at the hearing.

SUSPENSIONS FOR MORE THAN 180 DAYS AND EXPULSIONS: Only the board may expel a student or suspend a student for more than one hundred eighty (180) days. The applicable procedures are outlined below.

1. Before recommending to the board that a student be expelled or suspended for more than one hundred eighty (180) days, the superintendent must:
 - A. Tell the student, either orally or in writing, what misconduct he or she is accused of.
 - B. If the student denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension/expulsion; and give the student an opportunity to present his or her version of the incident.
2. If the superintendent concludes that the student has engaged in misconduct and should be expelled or suspended for more than one hundred eighty (180) days, the procedures described below apply unless the student is disabled. (In the case of a disabled student, the procedures described in the policy dealing with the discipline of disabled children shall apply.)
 - A. The superintendent will recommend to the board that the student be expelled or suspended for more than one hundred eighty (180) days. The superintendent may also immediately suspend the student for up to one hundred eighty (180) days.
 - B. Upon receipt of the superintendent's recommendation, the board will follow the procedures described in the section of this policy dealing with student disciplinary hearings.
 - C. If the student is expelled, he or she may later apply to the board for readmission. Only the board can readmit an expelled student.

STUDENT DISCIPLINE HEARINGS: The Board of Education may originate student discipline hearings upon recommendation of the superintendent. In such cases, the Board of Education will review the superintendent's report and determine whether to conduct a discipline hearing. In addition, student discipline hearings also will be held upon written request of the student or the student's parents, to consider appeals from student suspensions in excess of ten (10) school days. A discipline hearing will always be held in cases of suspension in excess of one hundred eighty (180) school days or expulsions, unless after meeting with the superintendent or designee, the parent or guardian waives, in writing, the right to an expulsion hearing.

In all hearings, whether initiated by the Board of Education or by appeal, the following procedures will be adhered to:

1. The student and the parents/guardians will be advised of the charges against the student; their right to a board hearing; the date, time and place of the hearing; their right to counsel; and their procedural rights to call witnesses, enter exhibits and cross-examine adverse witnesses. All such notifications will be made by certified mail, addressed to the student's parents or guardians. The board shall make a good-faith effort to have the parents or guardians present at the hearing.
2. Prior to the board hearing, the student and the student's parents/guardians will be advised of the identity of the witnesses to be called by the administration and advised of the nature of their testimony. In addition, the student and the student's parents/guardians will be provided with copies of the documents to be introduced at the hearing by the administration.
3. The hearing will be closed unless the Board decides otherwise. The hearing will only be open with parental consent. At the hearing, the administration or their counsel will present the charges and such testimony and evidence to support such charges. The student, his or her parents/guardians, or their counsel shall have the right to present witnesses, introduce exhibits, and to cross-examine witnesses called in support of the charges. A licensed court reporter may record the hearing and prepare a written transcript.
4. At the conclusion of the hearing, the board of Education shall deliberate in executive session and shall render a decision to dismiss the charges; to suspend the student for a specified period of time; or to expel the student from the schools of the district. The administration or its counsel, by direction of the Board of Education, shall promptly prepare and transmit to the parents/guardians written notice of the decision. This shall include "Finding of Fact" and "Conclusions of Law".

REMEDIAL CONFERENCE: Prior to the readmission or enrollment of any student who has been suspended out-of-school or expelled in accordance with this policy, a conference must be held to review the student's conduct that resulted in the suspension or expulsion and any remedial actions needed to prevent future occurrences of such conduct or related conduct. The conference shall include the appropriate school officials including any teacher directly involved with the conduct that resulted in the suspension or expulsion, the student, and the parent or guardian of the student or any agency having legal jurisdiction, care, custody or control of the student. The Board of Education shall notify, in writing, the parents or guardians and all other parties of the time, place and agenda of any such conference. Failure of any party to attend this conference shall not preclude holding the conference.

DISCIPLINE OF DISABLED STUDENTS: Change of Placement: Any removal of a disabled student from his or her assigned classroom or service specified in an IEP or by a multi-disciplinary

committee responsible for determining placement, for other than short-term crisis management, for a period of more than ten (10) consecutive days, or cumulative days if a pattern of suspension is created, within the year. Multiple suspensions which accumulate to more than ten (10) days may constitute a change in placement if a pattern of suspension results, and should be evaluated on a case-by-case basis. Factors to be considered in determining whether a pattern of suspension is present include the number and length of suspensions, their proximity to each other, and the total amount of time a student is suspended from school.

Interventions established by a multi-disciplinary committee which continue the provision of special education and related services, or interventions which do not substantially interrupt the provision of services identified by a multi-disciplinary committee, or those in an IEP, will not count toward the ten-day limit.

A disabled student who brings a firearm (as define in 18 U.S.C. 921) on school property may be placed in an interim appropriate educational setting for not more than forty-five (45) days.

PROCEDURES:

1. If a disabled student is charged with misconduct, which may result in a suspension, the student and the student's parents or guardian shall be given oral or written notice of the charges. If the charges are denied, the student, parent, or guardian shall be given an oral or written explanation of the facts which form the basis of the proposed suspension. The student, with assistance of a parent or guardian, shall then be given an opportunity to present his or her version of the incident.
2. The principal shall keep a record of all disciplinary action taken against a disabled student which, if continued for more than ten consecutive/cumulative days, would amount to a change in placement.
3. If any disciplinary action which will result in a change in placement is proposed against a disabled student, the supervisor of special education and the chairpersons of the student's multi-disciplinary committee responsible for determining placement shall be notified, and the committee shall be convened as soon as practicable. The student shall be accorded all procedural rights under federal and state law, including:
 - A. Notice of the proposed action,
 - B. The right to examine the record,
 - C. Re-evaluation if a significant change in placement is proposed,
 - D. The right to appeal,
 - E. A hearing with the right to representation by counsel, and
 - F. If a parent requests due process, the student has a right to remain in the current placement until resolution of the due process proceedings unless an agreement is reached with the parents for an alternative placement or a court injunction is obtained.
4. If a disabled student is found by the district to present a danger to himself or herself or others, and the student's parent or guardian has not consented to an immediate change in placement pending due process procedures, then the district may seek a court order for an immediate change in placement, pending the completion of such procedures. If the court does not determine the nature and extent of services to be provided to such child during this period, the multi-disciplinary resulting in violent behavior which causes a substantial

likelihood of injury to the student or others, the district shall initiate procedures to remove the child to a more appropriate placement if the district has made reasonable efforts to minimize the risk.

5. If the discipline proposed would result in a change in placement, the committee shall determine whether the behavior for which discipline is proposed is related to the child's disability, and whether the child is currently placed in the appropriate least restrictive environment based on a multi-disciplinary evaluation.
6. If the committee determines that the behavior is unrelated to the disability, discipline resulting in a change of placement may be imposed, including suspension or expulsion. Parents or guardians must be notified of a change in placement. However, special education services cannot be ceased. A determination that the student's behavior is unrelated to the disability indicates that normal disciplinary measures recommended by the administration are appropriate. The committee's determination may be appealed. The nature and extent of educational services to be provided during any such period of suspension or expulsion, if any, shall be based on recommendations of the multi-disciplinary committee, subject to the right of appeal.
7. If the committee determines that the behavior is related to the student's disability, the student shall remain in the current placement pending completion of the administrative process.

Disciplinary action resulting in a change in placement may not be taken against such a student. The committee shall modify the student's placement or IEP as appropriate.

8. Due process procedures, applicable to suspension or expulsion under state law as provided in sections 167.161 and 167.171, RSMo, shall be provided prior to suspension or expulsion of disabled students.

EMERGENCY CONTACT

Thrillshare 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 **Thrillshare**. Please feel free to let us know if there is overuse by notifying the superintendent's office. Also **Thrillshare** is only as effective as the telephone numbers YOU provide to 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.

EXTENDED LEARNING PROGRAM (GIFTED EDUCATION)

Gifted education classes are available to students who qualify. Scheduling will be on a pullout basis from the regular classroom setting. The identification process will begin with screening the students. The achievement test score, teacher/parent recommendation, and an individual intelligence test will be used before further testing is done. The placement of a child has to have the following:

individual intelligence test score, and two of the following: achievement test, creativity test, and teacher/parent recommendation. The time spent in the program will be 150 minutes or more each week. Gifted education is to meet an educational need of each identified student and to assist each participating child in realizing his/her potential.

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 members 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.

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 parents.

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 the Missouri Social Services Children's Division, for review and intervention.

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.

ILLNESS

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 higher
- 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. The student will be made as comfortable as possible until transportation can arrive. 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 the school has a current working phone number for the parent/guardian or emergency contacts.

Parents/guardians must fill out a Student Health Information Form for the nurse to dispense medications to treat common health complaints like headache, pain, upset stomach, 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.

IMMUNIZATIONS

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, 19 SCR 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 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. 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.

INJURY

All school related injuries are to be reported to the school nurse or appropriate staff immediately. 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.

INCLEMENT WEATHER

In the event school is closed due to inclement weather, information regarding the school closing will be available on KYOO (1200 AM) in Bolivar, KWTO in Springfield, and various TV stations. Parents will be notified using **Thrillshare**. This is an automated phone call.

INSTRUCTIONAL TIME

The Fair Play R-II Board of Education recognizes the learning value of extracurricular 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, classtime will not be interrupted for phone calls.

Visitors are not allowed to go to the classroom without first checking in at the office.

INSURANCE

Student accident insurance is available to students at no cost. Information has been sent home in the enrollment packets. If further information is needed, please contact the office.

JOINT CUSTODY

Both parents of a student will be allowed to see, visit, talk to, or remove the child from school, unless otherwise stated in a legal document, which the school must have on file. All visitors are required to check in at the office before going to a classroom and disturbing the learning process of all students.

LEAVING SCHOOL

For the welfare and protection of your child, your help and cooperation in the following will be appreciated.

- Children leaving school during the day should bring a signed note from parents.
- Adults coming to the school for a child must call for them at the principal's office.
- All students must be signed out at the office. Proper identification may be necessary.

LIBRARY/ MEDIA CENTER

A full-time media specialist staffs our media center. Students are allowed to check out books weekly. Lost or damaged books must be accounted for before grade cards are issued. Restitution must be made to the office for any lost or damaged book.

LOST AND FOUND

Please put your child's name on any items that he/she brings to school. This is especially helpful when determining who owns a particular coat.

MEALS

This school year we will be participating in a community eligibility program where ALL students qualify for free breakfast and lunch. Additional meals must be purchased at the below prices.

Student breakfast cost is **\$.80** per day. Student reduced breakfast cost is **\$.30** per day. Student lunch cost is **\$1.45**. Reduced lunch cost is **\$.40**. Students should not charge more than five meals. After a negative balance of \$10.00, students will not be allowed to take a school lunch (a peanut butter sandwich & milk will be served instead), snack milk (.35), extra milk (.35) or extra breakfast until a deposit is made for the amount of the negative balance, or arrangements made with the office. We love to have parents come and eat with their children. Adult lunch cost is \$4.00. Please pay the elementary secretary and pick up a meal and visitor pass before going to the cafeteria.

Purchased outside lunches (ex: McDonalds), are not to be brought in by parents for students. Students are not allowed to purchase, or bring pop for lunch.

Students are expected to use appropriate behavior in the lunchroom. We encourage restaurant voice and manners.

MEDICATION PROCEDURES AT SCHOOL

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 three 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 medication, 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.

MILK (KINDERGARTEN AND FIRST GRADE)

Students in kindergarten and first grade have afternoon milk everyday at the cost of **\$.35** per day. **This is not covered by the free/reduced lunch program and must be paid by the parents/guardian.**

PARENT/FAMILY INVOLVEMENT IN EDUCATION (Policy 1405)

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.

PHYSICAL EDUCATION

If a student is to be excused from P.E. classes, he/she must have a written note from a parent/guardian or physician. If your child has a physical problem and is unable to take regular P.E.,

please contact the elementary office concerning this matter. A student that must miss P.E. for an extended amount of time may be required to obtain a note from a doctor.

PLAYGROUND RULES

1. No wrestling, play fighting, kick boxing, riding on each other's back, throwing objects, or any other activity that could cause injury.
2. Students are to play in the designated area only. They will stay within that area unless they have their supervisor's permission to leave.
3. Students are responsible for their classroom equipment. They are not allowed to borrow equipment from the gym or other classrooms.
4. Students are to use all playground equipment in a safe and appropriate manner.
5. Students will act in a responsible, safe manner at all times.
6. At the end of recess, the students are to enter the building quietly. They are to get drinks or go to the restroom at the guidance of the teacher.
7. A student who chooses to disobey the rules may have his/her recess privileges denied. If a number of students have difficulty playing in a safe manner, it may be necessary for the whole class to play an organized game for a period of time.
8. If your child comes to school dressed inappropriately for the season, they may be required to stay in at recess.

POP

Elementary students are not allowed to bring from home or buy pop from the pop machine before, during, or after school. Pop may be allowed for special school occasions.

PROMOTION/RETENTION

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 grade kindergarten (K) will be promoted to the next higher grade at the end of each school year unless:

1. The student is achieving below grade level capacity, and
2. The teacher, parent, and principal arrange a special plan of remediation whereby the student will probably benefit more by repetition of his/her present grade than by advancement to the next higher grade.

Students in grades first (1st) through eighth (8th) 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 is failing at midterm, a conference must take place between the parent(s)/guardian(s) and teacher to establish a plan of action to improve the deficiency.
2. A student who fails one (1) or more core subjects at quarter will be required to attend tutoring at least twice a week for those subject areas in question the following quarter.

3. A student who fails more than six (6) out of the eight (8) semesters in the core subject areas will be required to attend summer school for the possibility of meeting the core subject area credit requirement for promotion.

If the student does not complete the prescribed interventions, the final decision regarding promotion or retention will be at the discretion of the school district.

PUBLICITY

Students may have the opportunity to be photographed for the newspaper or yearbook coverage. If as a parent/guardian, you have an objection to this, please notify the office in writing as soon as possible.

RECESS TEMPERATURES

Students will play outside for recess if the temperature outside is at least 30 degrees with a wind chill above 25 degrees. Please dress your child appropriately for the weather. Students will not go out if it is raining, lightning, or snowing. Teachers on duty will make the decision on attending recess outside or coming in early if they feel conditions have changed to more severe.

REPORT CARDS

Report cards are given four times each year. A mid-quarter report is also sent to those students who are failing or having serious grade trouble.

SIXTH GRADE PROMOTION

In recognition of this major step in their educational pursuit, the sixth grade field trip will be to Silver Dollar City if funding allows.

TARDINESS

All students are expected to arrive at school on time. Classes start at **7:55 a.m.** Students arriving after **8:00 a.m.** will be counted tardy. When students who are tardy more than three times a quarter, a letter will be sent home and the student will sit at the “no talking” table during lunch each day they are tardy. Each quarter the student will get a fresh start.

TEXTBOOKS/CHROMEBOOKS

Each student is responsible for textbooks and other materials issued to him/her. Teachers issue books according to number to help with accountability. Payment for damaged or lost books must be made prior to receiving report cards at the end of the year.

TITLE I (Policy 1621) / SCHOOL WIDE PLAN

The board 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. The School Wide Plan is available to parents upon request at the superintendent’s office. At any time, a patron may make a request and we will provide information regarding the professional qualifications of the student’s classroom teachers.

TOYS/ELECTRONIC GAMES

Students are only allowed to bring toys to school if they have their teacher's permission, including "fidget spinners." Toys must remain in the student's backpack until recess time and must have the student's name written on them. The school cannot be responsible for toys broken or missing.

Inappropriate use of toys will result in the toys being taken away. Items not allowed at school are knives, baseballs, water balloons or guns, lighters, trading cards, electronic devices (walkie-talkies, MP3 players, electronic games, lasers, iPods), or any items that could possibly be harmful to students, or any item that could cause a distraction.

VIRTUAL INSTRUCTION (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. MOCAP enrollment process information can be found at the end of this handbook under Missouri Course Access Program (MOCAP).

VISITORS

All parents and 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.

PUBLIC NOTICE

All public schools are required to provide a free and appropriate public education including appropriate Special Education and related services, to all students with disabilities, including those attending private/parochial schools, beginning on the child's third birthday to age twenty-one, regardless of the child's disability. Children with disabilities are students, age 3 to 21, who have been evaluated and identified in accordance with the provisions of P.L. 94-142. Disabilities include: learning disabilities, mental retardation, behavior disorders/emotional disturbance, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/other health impaired, multiple disabilities, deaf/blind, autism, early childhood special education, and traumatic brain injury.

The school district assures that it will comply with the full education opportunity for all students with disabilities and includes the timetable for providing information and referral services necessary to assist implementation of early intervention for infants and toddlers eligible for Missouri's First Steps Program, and for providing services for students 3 to 21.

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

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

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) who reside in the district or whose parent/legal guardian resides in the district. This census is compiled as of December 1 each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child, parent/legal guardian's name address, birth date and age of each child, and each child's disability or suspected disability, and service provided to the child with disabilities.

The local school district is given the responsibility to determine when a child with a disability who requires special education and who resides in the district is without a parent or a person acting as a parent who would participate in matters dealing with provision of special education. The district must notify the Missouri Department of Education of the need to appoint a surrogate parent. Training for persons serving as surrogate parents will be provided by the Missouri Department of Elementary and Secondary Education and the district. You may volunteer to serve as a surrogate parent by calling your district Special Education Director.

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

March 2001

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)².

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
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Complaints filed with LEA 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)?	Complaints filed with the Department 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
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1. What is a complaint?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

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

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

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

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

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

Revised 4/17

In compliance with ESSA Title VIII- Part C, Sec. 8304(a)(13)(B)

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.

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.

Food Service Program Meal Charges (Policy 5550)

Purpose

The purpose of this policy is to maintain consistent meal account procedures throughout the district. Unpaid charges place a financial strain on district finances. The Food Service Department is responsible for maintaining food charge records and for notifying the district's accounting department of outstanding balances.

Administration

1. Student Groups:
 - Elementary students will be allowed to charge a maximum of ten (\$10.00) dollars.
 - a) These meals will include only the menu items of the reimbursable meal.
 - b) After the balance exceeds ten (\$10.00) dollars, the student may be given a designated menu alternate.
 - Middle School students will be allowed to charge a maximum of ten (\$10.00) dollars. After this maximum has been met, no additional charges will be accepted.
 - High School students will be allowed to charge one meal.
2. No charges will be allowed for ala carte foods and beverages.
3. Parents/guardians of students with negative balances will be contacted electronically, by correspondence, by phone call by the District Accounting Office, or by the Food Service Department.
4. On May 15 annually all charging will be cut off.
 - Parents/guardians will be sent a written request for "payment in full."
 - All charges not paid before the end of the school year will be carried forward into the next school year.
 - Graduating seniors must pay all charges in full. Failure to do so may result in the delinquent student being denied participation in graduation ceremonies.
5. If a financial hardship is suspected, families will be encouraged to apply for free/reduced meals at any time during the school year.
6. Each building principal will send a letter to all parents on or before the first day of school notifying them of the requirements of this policy. This policy will also be published on the District's website.

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Bullying (Policy 2655, Form 2655)

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

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

Bullying, as defined in this policy, is strictly prohibited. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their building principal. District employees are required to report any instance of bullying of which the employee has witnessed within two (2) school days of the occurrence. Employees shall report the occurrence to the building principal, who is the person the District designates to receive reports of incidents of bullying. A principal who receives a report of an incident of bullying shall initiate an investigation into the allegations within two (2) school days of receipt of the report. The principal may assign other employees to assist in the investigation, or request that the superintendent assign an outside investigator. The investigation shall be completed within ten school days from the date of the written report of bullying unless good cause exists to extend the investigation. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

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

The District shall give annual notice of the policy to students, parents or guardians, and staff. This policy shall be included in all student handbooks. This policy shall also be posted on the District's web page (as a Board policy) and a copy shall be placed in the District Administrative Office.

The District shall provide information and appropriate training to District staff who have significant contact with students regarding the policy. All staff with significant student contact shall be trained on the requirements of this policy on an annual basis.

The District shall provide education and information to students regarding bullying, including information regarding this policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, reprisal, or retaliation against any person who reports an act of bullying. The District shall instruct its school counselors, school social workers, licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for students to overcome bullying's negative effects. Such techniques include but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself or herself assertively and effectively; helping the student develop social skills or encouraging the student to develop an internal locus of control. District administrators will implement programs and other initiatives to address bullying, to respond to such conduct in a manner that does not stigmatize the victim, and to make resources or referrals available to victims of bullying.

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

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maintain adequate course progress and/or course achievement becomes sub par, (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 on the Fair Play School website.
- 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.

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- 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.

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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 School 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, preferably, 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 a 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 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

School District Compliance Coordinator:

Office of the Superintendent

Fair Play R-II School District
301 N. Walnut
Fair Play, MO 65649
417-654-2231

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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 or access to, or treatment or employment in, its programs and 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 comply with the laws and regulations implementing, Title VI, Title IX, the Age 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 54114; 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
417-654-2231

EARTHQUAKE SAFETY FOR MISSOURI'S SCHOOLS

The New Madrid Seismic Zone Extends 120 Miles Southward from the area of Charleston, Missouri, and Cairo, Illinois, through New Madrid and Caruthersville, following Interstate 55 to Blytheville and on down to Marked Tree, Arkansas. The NMSZ consists of a series of large, ancient faults that are buried beneath thick, soft sediments. These faults cross five state lines and cross the Mississippi River in three places and the Ohio River in two places.

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 the 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

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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 your face with the 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, china 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. 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

Fair Play R-II

Student Educational Records

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 those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions 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.

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

July 2023						
S	M	T	W	T	F	S
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16	17	18	19	20	21	22
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30	31					
August 2023						
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September 2023						
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October 2023						
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November 2023						
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December 2023						
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January 2024						
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February 2024						
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March 2024						
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April 2024						
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28	29	30				
May 2024						
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June 2024						
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23	24	25	26	27	28	29
30						

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