

2026 - 2027 FAIRFAX R-III



PK-12 Student/Parent Handbook

WELCOME

Welcome all new and returning families to the Fairfax R-3 School District.

As students and family members you will share the responsibility of continuing the proud and spirited traditions established within the Fairfax R-3 School District. This Student/Parent handbook is developed to provide information and answer questions as you participate in many learning activities during the upcoming school year. It is our belief that information contained within this handbook, pertaining to major policies and general information, will contribute to a safe, productive and meaningful learning environment.

We encourage our students and their family members to experience the exciting discoveries that education can bring and accept the challenges of each school year. Fairfax R-III provides diverse learning opportunities, multiple paths to graduation, and access to upper-level content needed for college-bound students. We also offer opportunities to participate in high-demand vocational courses and the chance to spend part of a student's senior year working during the school day.

It is our goal to ensure every student graduates and all students have equitable access to an education experience that meets their personal needs while satisfying local, state, and federal requirements.

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Master Schedule 2026-2027	CONTENT Teacher	7:55-8:42	8:45-9:32	9:35-10:22	10:25-11:12	11:12-11:42	Lunch	11:45-12:32	12:35-1:22	1:25-2:12	2:15-3:02
		1st Period	2nd Period	3rd Period	4th Period			5th Period	6th Period	7th Period	8th Period
	MATH Mrs. Oswald	7th Math	6th Math	Ag 1	8th Math	10th Geometry	11th Adv Geometry	PLAN	JH/HS Math RTI		
	ELA Ms. White	6th ELA	7th ELA	ELA 2	ELA 1	ELA 4	8th ELA	ELA 3	PLAN		
	SOCIAL STUDIES Mr. Nichols	8th SS	10th American History	PLAN	7th SS	11th American History	6th Social Studies	World History 9	AD Hour		
	SCIENCE Mrs. Balaba	PLAN	8th Science	Chemistry	6th Science	9th Physical Science	7th Science	10th Biology	11th Environmental Sc		
	FACS Ms. Grossman	PAT Hour	11th/ 12th Intern Foods/ Culinary Mang	11th/12th Year Book Horticulture	11th/12th P/F/ Health	PLAN	10th-12th Gen Foods	JH FACS	9th/10th Child Dev/ Nutrition		
	AG Mr. Riley	11th/ 12th Greenhouse/ Ag Construction	11th/12th Ag Ed Leadership	11th-12th Landscaping/ Horticulture	10th Agriculture 2	PLAN	9th Agriculture 1	JH AG	11th/ 12th Ag Plant/ Animal Science		
	ART Mrs. Price	Monday Tuesday Wednesday Thursday Friday	9-12 ART	PLAN	6th Library 8th Library	PK Art K Art 1st Art 2nd Art	JH Art B- MNF G- TTH Switch F at S	2nd Library 12:50-1:20 1st Library 12:50-1:20 5th Library 1:00-1:30 5th Art 12:55-1:40 3rd Library 1:00-1:30	4th Art 3rd Art 3rd Keyboarding 1:30-2:00 4th Keyboarding 1:35-2:05 4th Library 1:35-2:05	9-12 Art	
	PE / HEALTH Ms. Haggy	Monday Tuesday Wednesday Thursday Friday	Recess Duty 7:30-8:00	9th PE Weights	K PE 10:35-11:05 2nd PE 10:35-11:05 PK PE 10:35-11:05 K PE 10:35-11:05 1st PE 10:35-11:05	JH PE G- MNF B- TTH Switch F at S	5th PE 1:00-1:30 5th PE 1:00-1:30 2nd PE 12:55-1:25 1st PE 12:50-1:20 4th PE 1:00-1:30	3rd PE 1:35-2:05 4th PE 1:35-2:05 4th PE 1:35-2:05 3rd PE 1:35-2:05	PLAN	6th-8th Band	
	MUSIC / BAND Ms. Wyatt	Monday Tuesday Wednesday Thursday Friday	9-12 Band	PLAN	6th Music 7th/8th Music 7th/8th Music 7th/8th Music 6th Band	1st Music 10:35-11:05 PK Music 10:35-11:05 K Music 10:35-11:05 PK Music 10:35-11:05 K Music 10:35-11:05	2nd Music 12:22-12:52 1st Music 12:20-12:50 2nd Music 12:22-12:52	3rd Music 1:00-1:30 4th Music 1:00-1:30 4th Music 1:00-1:30 3rd Music 1:00-1:30	5th Band Music 1:35-2:12 5th Band Music 1:35-2:12 5th Band Music 1:45-2:12 5th Band Music 1:35-2:12 2nd Guidance 1:40-2:10		
	COUNSELOR Mrs. Hedlund	Monday Tuesday Wednesday Thursday Friday			6th Guidance 6th Guidance 6th Guidance 7th Guidance	K Guidance 11:10-11:40 2nd Guidance 11:10-11:40 PK Guidance 11:10-11:40 K Guidance 11:10-11:40 PK Guidance 11:10-11:40	LUNCH DUTY	3rd Guidance 12:55-1:25 4th Guidance 1:05-1:35 5th Guidance 1:00-1:30	1st AR Exp 1:40-2:10 PK AR Exp 1:40-2:10 K AR Exp 1:40-2:10 PK AR Exp 1:40-2:10 K AR Exp 1:40-2:10	JH/HS RTI	
TITLE Mrs. Lucas	Monday Tuesday Wednesday Thursday Friday										
	7:40-7:55 Recess			10:00-10:15 Recess PK-2nd			Elementary Lunch Shifts	12:35-12:55 3-5 Recess	12:55-1:40 PK-2 Recess		
		8:00-9:30 3rd-5th Math		9:30-10:00 3rd-5th Grade AR Time	10:00-11:45 3rd-5th ELA		11:42-12:17 K 11:52-12:22 1st & 2nd 11:57-12:27 3rd & 4th 12:02-12:32 5th & 6th	PKK Nap 12:10-1:15 12:25-1:25 T-TH 2nd Math 12:25-1:25 MNF 1st Math	1:45-2:15 PK & K AR Time	2:25-2:55 Science SS 1st and 2nd Grade	
		8:00-9:30 PK-2 ELA		9:30-10:00 1st & 2nd Grade AR Time	10:15-11:40 MNF 2nd Math 10:15-11:40 T-TH 1st Math						

District Focus Areas:

1. Effective teaching and learning
2. Highly qualified staff
3. Effective district governance
4. Positive climate and culture

Our Shared Values

Character

The Fairfax R-III School District defines **character** as possessing the qualities of leadership, integrity, honesty, loyalty, compassion, respect, tolerance, and professionalism.

Relationships

The Fairfax R-III School District defines **relationships** as family, community, teamwork, inclusiveness, and equality.

Progress

The Fairfax R-III School District defines **progress** as perseverance, improvement, service, achievement, and growth.

Well-being

The Fairfax R-III School District defines **well-being** as being physically, emotionally, and mentally healthy and safe; and being in an environment of kindness.

Inspiration

The Fairfax R-III School District defines **inspiration** as being innovative, having hope, having the desire to learn, and exhibiting creativity.

Our Vision

For individuals to achieve growth and success throughout life in preparation for a diverse world.

Our Mission

The mission of the Fairfax R-III School District is to develop individuals who meet their full potential and become contributing members of society.

Board Approved 12/15/23

PHILOSOPHY STATEMENT

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

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

We believe that in a democratic society education must help the student realize his or her worth as an individual and should lead him or her toward becoming a productive member of society. Strong emphasis must be placed upon democratic values which are important for an effective and satisfying personal and social life.

We believe that the role of the teacher in the educational process is to provide opportunities for the individual to learn, to provide motivation and encourage motivation toward life-long learning, and promote through teaching, an attitude and example of the principles of good citizenship.

We believe that families have definite responsibilities in education. A trusted partnership needs to be developed between the families and the school. The parents/guardians may assist by cooperating to the fullest with the schools, by encouraging the student to give his or her best efforts to daily school responsibilities.

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

Approved: November 10, 1994

Revised: February 15, 1996

Fairfax R-3 School District, Fairfax, MO

FAIRFAX R-3 SCHOOL WEBSITE:

www.fairfaxk12mo.us

DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), A federal law, requires that Fairfax R-3, with certain exceptions, obtain your written consent to the disclosure of personally identifiable information from your child's education records. However, Fairfax R-3 may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Fairfax R-3 to include this type of information from your child's education records in certain school publications. Examples include:

1. Annual or Yearbook
2. Honor roll or other recognized list
3. Graduation programs
4. Sports Activity sheets
5. School website – www.fairfaxk12mo.us

Fairfax R-3 designates the following information as directory information:

1. Students name, address, telephone listing
2. Date and place of birth
3. Pictures
4. Participation in officially recognized activities
5. Weight and height of members of athletic teams
6. Dates of attendance
7. Honors and awards
8. Electronic mail address
9. Grade Level, Major, field of study

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings, publish yearbooks, etc. In addition, two federal laws require Local Education Agencies (LEA) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without prior written consent.

If you do not want Fairfax R-3 to disclose directory information from your child's education records without your priory written consent, you must notify the District in writing within thirty days of enrollment in Fairfax R-3 School District.

NOTIFICATION OF RIGHTS TO STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords parents certain rights with respect to their minor children's education records. They are:

1. The right to inspect and review the student's educational records.
2. The right to request the amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. The right to consent to disclosures of personally identifiable information in student records, except to the extent that FERPA authorized disclosures without consent.
4. The right to file with the U.S. Department of Education a complaint concerning alleged failures by Fairfax R-3 School District to comply with the requirements of FERPA.
5. The rights to obtain a copy of the Fairfax R-3 District's student records policy. You can obtain a copy of the policy from the principal's office in each school within the district.
6. Upon request by military recruiters or an institution of higher learning, the District will provide students' names, addresses and telephone listings.

Parents will be notified annually of their right to individually request that such information not be released without prior parental consent. Military recruiters will be provided the same access to students as is given to institutions of higher learning.

COMPLAINTS AND GRIEVANCES (P1480)

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

The following guidelines are established for the presentation of student complaints and grievances.

1. The principal shall schedule a conference with the student and any staff member involved to attempt to resolve the problem. Parents/Guardians may be involved in the conference or a later conference for parents/guardians may be scheduled at the discretion of the principal.
2. If the problem is not resolved to the satisfaction of the student and/or parents/guardians, a request may be submitted for a conference with the Superintendent of Schools. The Superintendent shall arrange a conference to consider the problem and inform the participants of the action that will be taken.
3. If the disputed action is any suspension in excess of ten (10) school days, the student and/or parents/guardians may submit a written request to appear before the Board of Education (see R 2671 of the District Regulations Manual).

All persons are assured that they may utilize the procedure without reprisal.

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

NOTICE OF NONDISCRIMINATION (P1300)

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

Any person having inquiries concerning Fairfax R-3 School District's compliance with the regulations implementing these Prohibitions is directed to contact Dr. McDowell -Title IX Coordinator, (Phone: 660-686-2851, Fax: 660-686-3436, Email: jmcdowell@fxbulldogs.net, Address: 500 Main Street, Fairfax, MO. 64446) who has been designated to coordinate Fairfax R-3 School District's efforts to comply with the regulations implementing Title IX and Section 504. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding Fairfax R-3 School District's compliance with the regulations implementing Title IX or Section 504..

The Fairfax R-3 School system does not discriminate due to race, gender, or disability. If anyone feels they have been subject to discrimination they should contact the Office of the Superintendent

Fairfax R-III Board of Education, Administration, and Faculty

Board of Education

President Mr. Miles Smith

Member Mrs. Crystal Woodring

Vice President Mr. Crystal Woodring

Member Mr. Shannon Long

Secretary/Treasurer Mrs. Karen Burke

Member Mr. Treyvor Umbarger

Member Mrs. Shelby Hurst

Member Mrs. Courtney Grossman

Member Mrs. Stephanie Stevens

Administration

Superintendent Dr. Jason McDowell

PK-12 Principal Mrs. Barbara Terry

Fairfax R-III Faculty

PK-12 Counselor Mrs. Saige Hedlund

CCR Counselor Mrs. Shelley Eaton

Math Mrs. Michelle POswald

K-12 Physical Education Ms. Madison Hagey

Science- Mrs. Annamae Balaba

K-12 Art Mrs. Kristine Price

K-12 Music Ms. Debra Wyatt

Title Reading Mrs. Melanie Lucas

Preschool Mrs. Melinda Makings

Kindergarten Ms. Aviree Roup

1st Grade Mrs. Amy Fast

2nd Grade Mrs. Anna Husley

3rd Grade Mrs. Jenna Rafe

4th Grade Mrs. Lexi Heck

5th Grade Ms. Blakeman

Nurse Mrs. Tammy Grossman

Family and Consumer Science Ms. Ashley Grossman

Vocational Agriculture Mr. Ethan Riley

7-12 Special Education Mrs. Jaymee Koop

PK-6 Elementary Education Crystal Schiefer

Paraprofessional Ms. Kristin Luke, Nicole Avrett, and
Ms. Samantha Terry

English Ms. Lexi White

Social Studies Mr. Calvin Nichols

Technology Director Mr. Daniel Umbarger

Administrative Secretary Mrs. Laura Wright

Bookkeeper Mrs. Karen Burke

Payroll Mrs. Andrea Gronquist

ADDRESSES, PHONE NUMBERS, AND EMERGENCY CONTACT INFORMATION

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

ATTENDANCE (PR2310)

Good School Attendance is a necessity for students to both perform their best in the classroom as well as to learn life lessons dealing with issues such as attendance in the work-force. To these means, the Fairfax R-3 school district has enacted the following Attendance Policy.

- A. Each student is allowed 7 unexcused absences each semester. An unexcused absence is defined as the following:
 - a. Any absence in which the student is gone from school without proper official documentation as to the reason for said student's absence. Situations that would qualify as an unexcused absence are- Parent phone calls due to sickness, family vacation, or any unverified absence.
- B. Upon a student receiving his or her 3rd unexcused absence in a semester, the school will send a certified letter as a reminder to the family of our attendance policy as well as a report of the student's current attendance.
- C. Upon a student receiving his or her 8th absence in a semester, the school will make a referral to the Juvenile Office. D.

Upon a student receiving his or her 11th unexcused absence in a semester, the school will drop the student from class roles for failure to attend school.

E. Excused Absences do not count towards a student's allotment of unexcused absences. Absences that would qualify as an excused absence would include- doctor's notes, dentist notes, pre-approved college visits, drivers licensure, school related field trips or competitions, pre-approved funeral attendance.

F. Doctors' notes need to be turned into the office within a week of the visit in order to have an absence be considered excused. **While necessary, parent contact to the office regarding an absence does not qualify and absence as excused.**

G. In addition, the following attendance stipulations have been placed on the following events

a. Prom- A student must have 90% attendance or above for the year, when factoring both excused and unexcused absences together, in order to attend prom.

b. Senior Trip- A student must have 90% attendance or above for the year, when factoring both excused and unexcused absences together, in order to attend senior trip.

H. In the event that an excusable catastrophic situation occurs during the school year, and that situation results in a student falling below the 90% threshold, the student may petition the principal in order to attend prom or senior trip. An attendance committee will be convened to determine if the situation warrants a waiver of the 90% attendance policy. An example of this situation would be a long-term illness, car accident, or other event that is out of a student's control during the school year.

I. Policy on consecutive unexcused absences: (R2310)

a. After a student has 3 consecutive, unexcused absences, the building principal will contact the family of the student to discern the reason(s) for the absences.

b. If the principal is unable to contact the parent/guardian within three (3) days or the parent/guardian does not give a reasonable explanation for the absence within three (3) days, the building principal shall send a registered letter to the parent/guardian requesting a conference within a week.

c. If the parent/guardian does not contact the principal within a week of receipt of the registered letter, the building principal will make a referral to the proper legal authorities.

d. The building principal shall also notify the office of the Superintendent in writing of the excessive absence and continue to update the Superintendent on the situation.

PROCEDURE WHEN A STUDENT IS ABSENT

1. Parents or guardians are to contact the school by 9:00 a.m. the morning of an absence or students are to complete a green slip ahead of time.
2. Parents or guardians are to contact the office by 9:00 a.m. and request a student's make-up work if they want it to be collected.
3. Students have 1 additional day to complete any assignments that were given on an excused absence. This policy may not apply to an unexcused absence if the student has less than 85% attendance in the class.
4. Any assignment that was assigned prior to an excused absence or was due on the day the student was absent, will be due the next day they are in session. Late penalties may apply to assignments on an unexcused absence.
5. **It is the student's responsibility to meet with their teachers after an absence and obtain the necessary assignments and instructions. (R2310)**

EXCEPTIONS TO THE ATTENDANCE POLICY

Occasionally there are situations that require a student to be gone that will not count against a student's absent days. These are listed below:

1. Each Junior may take 1 day for a college visit.
2. Each Senior may take 2 days for college visits.
3. Students may be excused 1 time to take a driver's test.
4. School sponsored events do not count against this policy.

SCHOOL ACTIVITY PARTICIPATION

A student must attend school all day in order to participate in any after school event. (Students may attend a practice if they are in school for at least half of the day). If an event is being held on a Saturday, the student must be in attendance all day on the preceding Friday. SHOULD A STUDENT BE ABSENT FOR PART OF A DAY DUE TO A LEGITIMATE EXCUSE (Doctor's appointment, Funeral notice etc.), the principal may allow the student to participate that night once he has acquired proper documentation.

Example: A student has a doctor's appointment in the morning, the day of a game. He/She goes to the appointment and brings the principal a doctor's note stating that the individual was seen in their office that morning. The student will be able to participate in the game that night.

PERFECT ATTENDANCE CRITERIA

No more than a total of 4 hours absent accumulated throughout the school year. While still considered absences, hours missed funerals of primary care givers or siblings will not count against the student when calculating this recognition.

BALL GAME ADMISSIONS

ALL HOME BALL GAMES:

Adult (out of high school) \$4.00

Student \$3.00

Pre-school and under Free

Senior Citizens Free

TOURNAMENT ADMISSIONS

Volleyball Basketball

Adult \$4.00 Adult \$4.00

Student \$3.00 Student \$3.00

Pre-school & under Free Pre-school & under Free

Senior Citizens Free Senior Citizens Free

FREE ADMISSION POLICY

Free admission to Fairfax R-3 athletic activities will be granted to the following people:

1. Fairfax R-3 staff, spouses, and their school age children.
2. Bearers of 275 Conference passes, spouses, and their school age children.
3. Persons working at the event (team members, linemen, chain gang, band, cheerleaders, concession stand workers, law enforcement, ambulance, etc.).
4. Pre-school age and under children.
5. Non-conference coaches, administrators, cheerleader sponsors.
6. Bearers of an EA Wolves Complimentary pass.

BEFORE / AFTER SCHOOL PROCEDURES

The school building will be unlocked at 7:30 in the A.M. **Students are to eat breakfast first, then sit and congregate.**

Jr High and High School students are to sit either in the cafeteria while eating breakfast or congregate in the old gym.

Elementary students are to sit in the cafeteria while eating breakfast and then sit at their assigned table in the cafeteria until it is time for morning recess at 7:40AM. **All Elementary Students will attend morning recess at 7:40AM or when they have finished breakfast.**

Students are not allowed in the locker rooms or upstairs before the 7:50 bell rings unless they are under the direct supervision of a teacher.

Following the 3:02 p.m. bell students are to leave the school grounds unless they are under direct supervision of a teacher or sponsor.

Students are not to be on school grounds unsupervised.

BICYCLES

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

CAFETERIA (P2630)

The Fairfax School District operates a closed campus and does not allow parents or the general public to eat meals with students unless it is a special occasion such as Grandparent's Day, Donuts with Dad, or Muffins with Mom. Students will not be allowed to leave the premises to eat lunch. Students who choose to eat will indicate that desire to the first period teacher. Upon finishing their lunch, students may congregate in the old gym. Students should not present themselves in areas of the school in which they are not directly supervised by Fairfax staff.

All food MUST BE CONSUMED in the cafeteria. No food or candy is allowed in the old gym.

LUNCH POLICY

1. A student may buy an extra milk, but must pay cash for the extra milk, or if desired, a student may purchase a milk card in advance that can be used for extra milk.
2. All ala carte items must be paid for separately at the time of purchase.
3. An ala carte items may be purchased only after a regular meal has been purchase.
4. Students will be allowed to charge up to \$5.00 worth of meals.
5. Students with negative balances of \$5.00 or more may purchase meals with cash, any money paid in excess of the immediate meal being purchased will go toward unpaid balance.

After \$5.00 no charges will be accepted. If your student has a negative balance of \$5.00 or more we have the right to refuse to serve your student a meal, unless your student is receiving free lunches. The student may be provided a peanut butter sandwich and one milk at a cost of \$0.35 until payment has been received. An email notification will be sent to the parent/ guardian when the lunch balance exceeds \$5.00. Students' with a lunch balance exceeding \$20.00 will receive a text cast notification.

LUNCH AND BREAKFAST CHARGES

Breakfast	Lunch
Students K-6 \$1.90	\$2.90
Students 7-12 \$1.90	\$3.05
Reduced Meals \$0.30	\$0.40
Guest-Staff \$1.90	\$4.10
Extra Milk \$0.35	\$0.35
Extra Juice \$0.25	N/A
Extra servings \$1.00	\$1.00
(when offered)	

Each breakfast includes one milk and one juice.
Each lunch includes one milk.

CARE OF SCHOOL PROPERTY BY STUDENTS

Students are expected to take reasonable care of school property. Any student who carelessly or intentionally defaces school property shall be required to pay for all damages and may be subject to additional disciplinary action. Failure to pay for damages shall result, after due notification of parent/guardian, in the student being suspended from school with readmission only upon application to the Board of Education.

According to state law, parents/guardians of juveniles under the age of 18 are responsible for vandalism, loss or damage caused by their children up to an amount of \$2,000.00 in default of payment, the case shall be reported to the proper legal authorities or filed in small claims court.

CELL PHONE / PORTABLE ELECTRONIC DEVICE POLICY

In order to adhere to Missouri State legislation and to promote the professional and appropriate use of technology, the Fairfax R-III School District will enforce a limited access to cell phones and electronic devices throughout the school day. Cell phones and electronic devices may be used on the Fairfax R-3 school premises during appropriate and designated times. Cellular devices on school grounds will be monitored by all staff members. **The primary means of communication for students should continue to be made through the main office.** Possessing a cellular device on school property is a privilege, not a right. Students who are not using cellular and electronic devices in accordance with the following guidelines risk possible disciplinary action and possible loss of cell phone privileges.

Examples of Cellular or electronic devices: Cell phones, Apple watches, I-Pods, Pagers, or any other device that allows for electronic communication.

1. Devices may be used in designated spaces before the start of the school day at 7:50AM.
2. Devices may be used throughout the building after the dismissal bell at the end of the school day, 3:02PM.
3. Devices are to be turned off and powered down throughout the school day and stored in designated lock boxes.
4. Students may wear smartwatches but are not permitted to use them as a cellular device during school hours. If students misuse smartwatches, they will lose privileges for the remainder of the school year.
5. Devices are not permitted to be carried throughout the building during the school day. If a student is seen with a device, it will be confiscated and then face disciplinary consequences.
6. Devices are not permitted in the restroom or locker room.
7. Students are not permitted to listen to music in class on their personal devices.

1st Offense – Cell phone will be returned to student at the end of the day. 1 day ASD.

2nd Offense – Cell phone turned over the Parent/Guardian, 1 day ASD and loss of Cell Phone in School Privilege – 2 weeks.

3rd Offense – Cell phone turned over to Parent/Guardian, 2 days ASD and loss of Cell Phone in School Privilege – 2 weeks.

All Subsequent Offenses – Cell phone turned over to Parent/Guardian, 2 + days ASD and loss of Cell Phone in School Privilege – dates assigned by administration.

EARLY DISMISSAL

Monthly Fairfax R-III School District participates in staff professional development opportunities and therefore students are dismissed early from school. On these days, the district will adhere to the following bell schedule and alternate between AM and PM days which will be communicated through textcaster.

Early Dismissal Schedule

	7:55- 8:42	8:45- 9:32	9:35- 10:22	10:25- 11:12	11:12- 11:32	11:45-12:08
AM	1st Period	2nd Period	3rd Period	4th Period	Jr/HS Lunch	5th Period Check In
PM	5th Period	6th Period	7th Period	8th Period	Jr/HS Lunch	1st Period Check In

Elementary Lunch	Elementary Recess
10:25-10:45 PK-K	10:50-11:10 PK-2
10:30-10:50 1/2	11:10-11:30 3-6
10:35-10:55 3/4	
10:40-11:00 5/6	

EMERGENCY CLOSINGS AND DRILLS

Should it become necessary to close school, by reason of weather or other emergencies, the superintendent may order the closing of the school. Notification of such closings will be given to the staff, students, and public under the school notification plan developed by the superintendent.

The superintendent encourages the staff, parents/guardians, and students to listen to radio stations, KMA 960 AM, KNIM 1580 AM, KXCV 90.5 FM and watch KQTV Channel 2 for notification of school closings due to inclement weather.

The Superintendent will also have the authority to delay the opening of a school day by two hours or dismiss early due to weather conditions or other emergencies.

If school is dismissed to inclement weather after school has been in session for four or more hours, that day shall be counted as one full day. When the total hours lost due to inclement weather exceeds 12 hours, the time must be made up in half or full day additions to the school term.

On days when school is not in session because of inclement weather, there will be no student-related activities in the school building.

FIRE DRILLS

The purpose of a fire drill is to evacuate the building in the minimum amount of time. The signal for a fire drill is one long ring. All teachers are responsible for the building being evacuated in a quiet and orderly manner and their students reaching points on the school property well away from the building.

1. Teachers close doors upon leaving rooms and take their grade books with them.
2. Students may not take any articles with them.
3. Teachers and students should be aware of fire alarm locations and use of fire extinguishers.

TORNADO DRILLS

A tornado, and subsequent all clear, will be announced via intercom. Do not leave the building – go from classroom to designated areas.

EQUAL EDUCATIONAL OPPORTUNITIES

Each individual should be given the opportunity to develop and achieve to the maximum of their individual abilities regardless of any individual differences. Therefore, the district will foster an educational environment that provides equal educational opportunity for all students. Educational programs and services will be designed to meet the varying needs of all students and will not discriminate against any individual for reasons of race, creed, color, sex, national origin, economic status, or disability.

IMMUNIZATIONS MISSOURI LAW SECTION 167.181

All students in attendance in the state of Missouri are required to have immunizations before enrollment in a school district or before a class schedule can be issued. Notification regarding required immunizations will be issued by the school nurse.

HEALTH AND IMMUNIZATIONS (P2850)

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

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

LIBRARY AND MEDIA CENTER

LIBRARY MEDIA CENTER CHECK OUT AND OVERDUE POLICY

1. Check-out will be allowed to students enrolled in Fairfax R-3, staff, and other patrons of the school district in good standing. The checkout period will be three (3) weeks for grades 3-12 and two (2) weeks for grades K-2.
2. Overdue fines of five cents per school day, not to exceed the cost of replacing the book, will be assessed to LMC users in grades 6-12.
3. If overdue materials are not returned by the week to the day that school is out, the LMC may charge a \$5.00 late fee for each item that is late, plus the accumulated daily overdue amount on said materials.
4. Any LMC material lost or damage beyond use will be charged to the user for whom the material is checked out. The amount of the charge will be replacement cost of the material, whether it is to replace the title, if still available, or a similar title. If the material is returned after payment, the money will be reimbursed if the book is not damaged.
5. If the LMC charges (materials and fines) are not met by the beginning to the next school term, the student will not be in good standing. The student's LMC privileges will be limited to in-house use. This means using the LMC materials in the school only. No LMC materials will be allowed to leave the school with any student not in good standing.

LOCKERS

Lockers will be assigned to each student at the beginning of the school year. Lockers are to be used for storage of items necessary to the educational mission of the school district. School lockers should not be used to store any item not directly associated with the learning process. **Cell phones and electronic devices must be powered down and stored in lock boxes, NOT lockers. All lockers are considered the property of the Fairfax R-3 School District. A locker and the contents may be searched without consent for just cause at any time.** The lockers will be checked by administration prior to assignment and upon student checkout to ensure proper care. The student will be responsible for any damage to lockers or locks and may be required to pay for repair to damaged lockers.

LOCKER DOORS WILL BE CLOSED AT ALL TIMES WHEN NOT IN DIRECT USE.

Assigned lockers are to be kept clean and organized. Administration reserves the right to conduct periodic and random locker checks to insure that all lockers are being used for their intended purpose.

MAKE UP WORK

Students are responsible for all work and class notes due to any and all absences. It is the responsibility of the student to obtain all work from teachers when absent. Parents may request homework for any day a student is absent by contacting the HS office by 9:00 a.m. Make Up Work will be handled in the following manner:

1. Students have 1 additional day to complete any assignments that were given on the day they were absent.
2. Any assignment that was assigned prior to the absence, or was due on the day the student was absent will be due the next day they are in session.

MEDICATION POLICY (PR 2870)

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

1. All medication must be brought to the elementary office by the student's parent/guardian. Students are not

allowed to bring the medication to school by themselves.

2. Medication must be contained in its original prescription bottle with the student's name, date of prescription, dosage instructions, and the name of the doctor clearly printed on the label.
3. Parents/guardians and Physicians must sign the consent form in the student's permanent file allowing the school to administer the medication.

School personnel will give only prescription medication. No "over-the-counter" medication (including cough medicine, Tylenol, or any non-prescription medication) will be given unless prescribed by a doctor and brought to school with a doctor's note indicating the dosage instructions and duration of treatment. Parents/guardians will be permitted to come to school and administer "over-the-counter" medications to their child if no physician note has been obtained. Please pick up any unused medications at the end of the school year.

MESSAGES

The school will not interrupt classes to deliver messages to students during the school day. Unless an emergency, messages will be delivered during lunch shifts and at the end of the day whenever possible.

OUTSIDE FOOD AND DRINK

Pop and/or candy is prohibited in class and on buses. Exceptions may include special assignments or projects in a class where consumption of food or beverage is inherent in the lesson plan. However, students who bring beverages or food to class will have those items confiscated and disposed of.

Beverages and/or candy, food, snacks and the like delivered as a result of spirit traditions will be treated in the same manner. Students are not allowed to bring beverage containers into the school that have been purchased off school grounds. Outside beverages brought on to school grounds must stay in lockers and can only be consumed during lunch hour.

PARENTAL RESPONSIBILITY

The primary responsibility for the education of children belongs to parents. Even though this responsibility is shared with the school, the parent's responsibility remains paramount to their child's success in school. Children emulate their parents.

Therefore, the example set in a family's home is a major factor in building your child's intellectual, cultural, and moral attitudes.

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

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

PARENT/TEACHER CONFERENCES

Parent-teacher conferences are scheduled regularly throughout the school year. **Fall conferences are mandatory for all families to**

ensure parents and guardians are informed about student progress, academic performance, intervention plans, and overall success in school. Please refer to the current school calendar for scheduled conference dates and times.

Spring conferences will be held by appointment only. If your child's teacher feels a conference is needed to discuss academic progress, interventions, or possible retention concerns, the teacher will contact you to schedule a meeting. Parents or guardians who would like to request a spring conference, even if they have not been contacted by the teacher, are encouraged to reach out directly to schedule a time.

Teachers and parents are encouraged to communicate throughout the school year and may request additional conferences at any time if questions or concerns arise regarding a student's progress.

SCHOOL DRESS (P2651)

All aspects of dress and personal appearance are important in developing the best atmosphere for educational attainment. Students are expected to keep themselves well-groomed and neatly dressed at all times. The school believes parents should know what their children are wearing and how they dress for school each day. The school further believes that when girls dress to look like young ladies and the boys as young men, their total behavior, respect for each other, and educational achievement will be more acceptable to all concerned. Dress and appearance must not present health or safety hazards, be indecent, disruptive, or inappropriate for the classroom. Final decision as to the appropriateness of wearing apparel will be at the discretion of the principal or the principal's designated representative.

DRESS CODE

Certain other dress requirements may be imposed upon students participating in co-curricular or extra –curricular activities. Students who choose not to follow dress code guidelines may be sent to I.S.S. or required to go home until appropriately attired.

1. Shoes or sandals will be worn.
2. Headbands or hats, or **other head covers** will not be worn in the building.
3. 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.
4. Any clothing worn shall not have writing, drawings, or emblems that are obscene, derogatory, or that feature alcoholic beverages, tobacco, or drugs.
5. Halter tops, **low neck lines**, transparent blouses, backless, spaghetti-strapped, cut-off, sleeveless t-shirts or shirts, tank tops, or midriff garments are not acceptable, unless appropriate cover-up is worn.
6. "A" – shirts must be covered up with a corresponding button up or T-shirt during class.
7. Tight fitting shorts such as bicycle pants or spandex shorts must be of adequate length that they can be seen below a shirt that covers the body when hands are at sides to at least thumb length. Yoga pants, spandex pants and leggings must be accompanied by a shirt that adequately covers the individual to the same extent and the shirt may not be tight fitting but must be worn in a loose fashion.
8. Boxer shorts or similar undergarments worn on the outside are not acceptable.
9. The allowable length of shorts and skirts must be within the bounds of good taste, modesty, and appropriateness based on student body type.
10. Pants or shorts must be worn at waist height. Sagging or other wear that would suggest gang-like association is not permitted.
11. Sunglasses, except those prescribed by a physician for indoor use, are not permitted.
12. No chains will be worn except that of lightweight jewelry.
13. Electronic devices that disrupt the learning atmosphere are NOT allowed to be used during the school day.
14. No see-through clothing that will expose tank tops, undergarments, or any other type of apparel already listed above.

SCHOOL TRANSPORTATION (PR 5620)

The district will provide free transportation to students who live one mile or more from the school. Use of school transportation is a privilege that each student earns by following certain procedures and guidelines.

TECHNOLOGY POLICY (P6320 and R6320)

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

1. Computers and all associated data storage and transfer devices are owned by the school. As the school maintains exclusive control over school property, students should not expect privacy regarding use of any school computer. School property is subject to search and inspection at any time by school officials. This search, monitoring, and inspection, includes but is not limited to, electronic mail, Internet access, file storage and transfer.
2. Students are responsible for whatever is contained in computer files assigned to them.
3. In accordance with state legislation, this policy ensures a focused and distraction-free learning environment for all students. By limiting the use of personal devices, the school is able to provide equitable access to technology, reduce distractions, and support a safe and productive school community. Students are not permitted to bring personal electronic devices (including but not limited to laptops, tablets, e-readers, and cell phones) to school. All instructional technology needs will be met through school-issued devices and resources. For students enrolled in dual credit courses, any required device will be issued through the university of enrollment. These devices must be checked in at the high school office upon arrival at school and may only be used during the student's designated dual credit course hour unless authorized by administration. Devices must be returned to the office immediately after use. Any personal device brought to school will be considered a violation of this policy and may result in disciplinary action as outlined in the Student Handbook.
4. Students will be given a school email account. This account is to be used for school-related work only. It is to only be used to share documents with teachers, other students and for collaboration of schoolwork only.
5. Inappropriate use of computers shall be defined as:
 - a. The creation, display, access, transmission, reception, exchange or distribution of any text image or sound that is indecent, obscene, racist, sexist, pervasively vulgar, defamatory, illegal, or that promotes harm to self or others.
 - b. Using computers or computer networks to harass or threaten individuals or groups.
 - c. Vandalizing computers, computer systems or computer networks. This includes any attempt to alter or destroy data of another user or to endanger the integrity of a computer or computer network or the data stored thereon (including the introduction of any virus, time bomb, Trojan horse or the like), any deletion of or alteration to system files or data, and damaging equipment. The unauthorized examination or copying of files or data belonging to others is also defined as vandalism.
 - d. Violating copyright law. This includes using unauthorized copies of software and making, transmitting, receiving, exchanging and/or distributing unauthorized copies of software. Violating copyright laws will be considered theft.
 - e. Plagiarizing computer-based copyrighted materials in reports and assignments is also defined as inappropriate use.
 - f. Gaining or attempting to gain unauthorized access to computers, computer networks, or computer files or data. This includes evading or attempting to evade software designed to prevent or monitor inappropriate access to the Internet.
 - g. Gaining or attempting to gain unauthorized access to a personal account or file of another individual.
 - h. Forgery of or interference with electronic mail messages. This includes impersonation of another person while sending e-mail messages, using a false or anonymous name, age, gender or identifier, and the reading, deleting, copying or modifying of any other person's electronic mail.
 - i. Using computers or computer networks to commit, facilitate, encourage, or promote illegal acts.
 - j. Using computers or computer networks to commit, facilitate, encourage or promote the unauthorized or fraudulent use of a credit card.
 - k. Using computers or computer networks for a non-educational purpose, such as advertising or commercial purposes or for any other non-educational purpose.
 - l. Giving another individual a personal password or letting another individual use a personal account.
 - m. Knowingly introducing materials forbidden by the Fairfax R-3 School District into computers and/or systems via any electronic storage media. This is defined as indecent, obscene, racist, sexist, pervasively vulgar, defamatory, offensive or illegal material, or material promoting harm to self or others.
 - n. Using computers in an unsupervised area and without permission.

6. Offenses:

- a. 1st offense – Denial of computer or network access for 15 days.
- b. 2nd offense – Denial of computer or network access for 90 days.
- c. 3rd offense – Denial of computer or network access for 180 days.

7. Additional disciplinary action may be prescribed or supplemented per student handbook conduct rules and regulations. Students are also subject to being turned over to law enforcement if necessary.

8. Students are responsible for the care and proper use of all school-issued technology, including Chromebooks and chargers. Devices are provided to support learning and must be handled with respect and kept in good condition. If a school-issued Chromebook or charger is lost, stolen, or damaged (outside of normal wear and tear), the student and their parent/guardian may be held financially responsible for the cost of repair or replacement. Repeated incidents may result in additional restrictions on device use. See the Chromebook agreement for more information.

Students are prohibited from using any school computer for personal reasons during the school day.

TELEPHONE USAGE

Students will not make long distance-toll calls from district phones unless the call is directly related to school business. All personal calls will be made from the phone in the high school office. Long distance-toll calls made from the office must be made collect or with the use of a credit or calling card. Students should not make any call from an office or classroom phone without approval from the high school office. Students who use district phone services without consent are subject to repayment of fees incurred from phone usage.

VISITORS

Fairfax operates as a closed campus during the school day in order to maintain a safe and secure learning environment for all students and staff. Visitors are not permitted during the instructional day unless prior approval has been granted by the school administration. All approved visitors must check in through the **main** office upon arrival and follow all visitor procedures. To support campus safety and minimize disruptions to instruction, outside lunch visits and unapproved student visitors are not permitted during the school day. Unauthorized visitors will be directed to the office and asked to leave campus if approval has not been obtained in advance.

ZAP (ZERO'S AREN'T PERMITTED)

In an effort to support student success, responsibility, academic achievement, and positive behavior, Fairfax R-3 utilizes the ZAP Program as both an academic support and discipline intervention. ZAP is held after school Monday through Thursday from 3:02 p.m. until 3:50 p.m.

Students may be assigned to ZAP for incomplete or missing assignments, poor-quality work, behavioral concerns, or when additional academic support and tutoring are needed. The goal of the program is to provide students with structured time to complete assignments, receive assistance, improve academic performance, and reflect on behavioral expectations.

Students assigned to ZAP for academic reasons are expected to complete and turn in quality work. Quality work reflects appropriate effort, thoughtful responses, and completion of the assignment to the best of the student's ability. Work that is incomplete or lacks reasonable effort may not receive credit. Classroom teachers will determine assignment expectations and grading policies.

Parents/guardians will be notified when their child is assigned to ZAP. Notification may occur through phone calls, email, written communication, student planners, or other school communication systems. Fairfax R-3 will make every effort to keep parents informed regarding the reason for the assignment and student progress within the program. Attendance at assigned ZAP sessions is required. Failure to attend or refusal to participate appropriately may result in additional disciplinary consequences, including In-School Suspension (ISS), detention, or other disciplinary action as determined by administration.

SPECIAL EDUCATION PUBLIC NOTICE

All public schools are required to provide a free and appropriate public education to all students with disabilities including those attending private/parochial schools, beginning on the child's third birthday through age twenty (20), regardless of the child's disability.

The public school assures that to comply with the full educational opportunity goal, services for students three (3) through twenty-one (21) will be fully implemented by 1999. Disabilities include learning disabilities, mental retardation, behavior disorders/emotional disturbance, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/other health impaired, multiple disabilities, deaf/blind, autism, early childhood special education, and traumatic brain injury.

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

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

The public school has developed a Local Compliance plan for implementation of Special Education and this Plan is available for public review during regular school hours on days school is in session in the Office of the Superintendent of Schools. The Local Compliance Plan is a written narrative which describes the district's plan for compliance with the requirements for identifying and serving all students with disabilities. Included in this plan are the policies and procedures which the district must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information. The plan also describes the 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 to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty (20) who reside in the district or whose parent/legal guardian resides in the district. This census is compiled as of May 1 each year. This information is treated confidentially and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child, parent/legal guardian's name/address; birth date and age of each child; and each child's disability or suspected disability. Should the district fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact your school district. This notice can be provided in languages such as Chinese, Spanish, Arabic, And Vietnamese or any other language as may be necessary.

CONTACT PERSON: SUPERINTENDENT
PHONE NUMBER: (660) 686 – 2421
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).

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents		
General Information		
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Complaints filed with LEA		Complaints filed with the Department
4. How will a complaint filed with the LEA be investigated?		6. How can a complaint be filed with the Department?
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Appeals		
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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 program under ESSA.

2. Who may file a complaint?

Any Individual or organization may file a complaint.

3. How can a complaint be filed?

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

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

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

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

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

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

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

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 of 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 Ed.

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 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 implemented within fifteen days of the decision being delivered to the LEA.

9. 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.

FAIRFAX R-III STUDENT DISCIPLINE

HARASSMENT (PR 2130)

Harassment in verbal, written, symbolic, or physical form will not be tolerated. Any student who feels victimized by this type of treatment by other students or staff should report the incident immediately. The school counselor is designated as the contact person. All reports should be made immediately to the counselor. In the event the counselor is not available, reports should be made directly to the principal.

HARASSMENT POLICY

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

Harassment in verbal, written, symbolic or physical form will not be tolerated. Any student who feels victimized by this type of treatment by other students or staff should report the incident immediately. The school principal is designated as the contact person. All reports should be made immediately.

MISSOURI SAFE SCHOOLS ACT (P2673)

The 1996 Missouri General assembly enacted legislation which requires school districts to report acts of school violence. It also contains consequences of failure to obey the standards of conduct and the importance of the standards to the maintenance of an atmosphere where learning is possible and encouraged.

STUDENT DISCIPLINE POLICY (P2600)

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

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

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

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

MISCONDUCT and DISCIPLINARY CONSEQUENCES (P2610)

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

POSSIBLE REASONS FOR DISCIPLINARY ACTION

1. **Tardiness** – arriving late to class.
2. **Defiance of school personnel's authority or school policy** – refusal to comply with reasonable requests of any school personnel or policy of the school.
3. **Disrespect** – Use of words or gestures determined to be disrespectful in nature.
4. **Disorderly conduct, including profanity and obscene behavior** – Conduct and/or behavior which is disruptive to the

orderly educational process of the school.

5. **Profanity** – The use of words or gestures determined to be profane in nature.
6. **Motor vehicle** – The inappropriate use of a motor vehicle on school property.
7. **Bus** – Not following bus rules.
8. **Verbal abuse** – Statements or writings which intimidate or threaten to injure another person.
9. **Forgery** – Writing and using the signature or initials of another person
10. **Gambling** – Participating in games of chance for the purpose of exchanging money.
11. **Theft** – Taking property that belongs to another person or other people without permission from the owners.
12. **Tobacco/Vaping Policy** – The use of any tobacco products; and substances appearing to be tobacco products are detrimental to the health and well-being of staff and students. This prohibition includes electronic cigarettes, vaping devices and paraphernalia and similar objects used in conjunction with vaping. Therefore the Board prohibits the use, sale, transfer and possession of tobacco products and substances appearing to be tobacco products, i.e. – cigarettes, vaping paraphernalia, at school and at school activities.
13. **Destruction or defacement of property** – Destroying or mutilating objects or materials belonging to the school, school personnel, or other persons.
14. **Threat** – The use of words or gestures that are meant to intimidate, make another person have fear of reprisal, or words that inflict physical or emotional harm to another.
15. **Bullying** – The intentional action by an individual or group of individuals, over time, to inflict physical, emotional or mental suffering on another individual or group of individuals over **multiple instances**.
16. **Fighting** – engaging in or threatening physical contact for the purpose of inflicting harm on another person.
17. **Assault** – placing another person in fear for their personal safety whether through physical, verbal, or written actions.
18. **Alcohol** – The use, possession, or sale of alcoholic substances or being under the influence of any alcoholic substance. Use, possessions, or sale of imitation alcohol products is also prohibited.
19. **Drugs** – The use, possession, being under the influence, sale of drugs, narcotics, or controlled substances. This also includes the unauthorized use or prescribed medications, and the use of ANY substance used in an unintended manner for the purpose of a physical, psychological, or mental effect.
20. **Arson** – Intentional setting of fire or burning school property.
21. **Weapons** – The possession of a dangerous weapon, or the use of an object to inflict bodily injury on another person.
Extortion – The solicitation of money, or something of value, from another person, in return for protection, or in connections with a threat to inflict physical or emotional harm.
22. **Explosive devices** – The use, possession, or sale of explosive devices, includes fireworks.
23. **Filing false emergency reports** – The false reporting of a bomb threat, fire alarm, or 911 call.
24. **Truancy** – Absence from school or class without prior knowledge of either the parent/guardian or the school.

DISCIPLINARY ACTIONS

Not every disciplinary situation can be predicted and planned for. Administration reserves the right to assign consequences either not contained in this handbook or to modify consequences contained herein.

1. **Informal conference** – A school official (teacher, counselor, administrator) will talk to the student to attempt to reach an agreement regarding the student's acceptable behavior.
2. **Formal conference** – A formal conference is held between the student and one or more school officials. During this conference, the student must agree to correct his/her behavior.
3. **Parent involvement** – Parent/guardian will be contacted personally, by phone, or by letter. A conference may be conducted between the student, his/her parent(s)/guardian(s), appropriate school personnel, and any other individuals concerned.
4. **After School Detention** (P2660) (school law 167.161) – The student is detained after school for a reasonable amount of time. A.S.D.'s will run from 3:10 p.m. until 4:00 p.m. in the afternoon. The student will be assigned a day to serve the assigned detention. Failure to serve the detention will result in an additional A.S.D. being assigned. Failure to serve

both assigned A.S.D.'s will result in either an I.S.S. or Saturday School.

5. **In-School Suspension (P2661)** – The student is removed and isolated from regular class room activities. The student will complete a daily I.S.S. assignment as prescribed by administration. Failure to complete the assignment to the satisfaction of administration will result in an additional day of I.S.S. The student will be allowed to complete all work and tests assigned during the I.S.S. and will receive 50% of credit earned. The student will report directly to the office upon entering school property and will immediately leave school property at the end of the normal school day. The student will not be allowed to participate in any school activity whether co-curricular or extra-curricular on days which the student is serving an I.S.S.
6. **Out-of-School Suspension (P2662)** (school law 167.161) – The principal may suspend a student from school for up to 10 school days. The superintendent may suspend a student for up to 180 days. Suspensions in excess of 180 days may only be imposed by the board of education. The student serving O.S.S. will not be allowed on school property until such time as the suspension is complete. Students must make up missed work for readmission to school from O.S.S. Students will receive 0% on missed work while on O.S. S. If a student returns from O.S.S. and does not have all assignments completed, he/she will remain in I.S.S. until all work is made up. 50% I.S.S. rule applies to all new assignments given while student is in I.S.S.
7. **Expulsion (P2663)** (school law 167.161) – The Board of Education authorizes the expulsion of a student up to 180 days. The student is informed that he/she is subject to expulsion. Following the due process procedure, if the superintendent of schools determines that the expulsion is appropriate, he/she will make that recommendation to the Board of Education in which the authority for expulsion rest.
8. **ZAP (ZERO'S AREN'T PERMITTED)** In an effort to make certain students stay on top of their assignments, as well as teach students responsibility, Fairfax R-3 has adopted the ZAP program. ZAP is an after-school study hall from 3:10 until 4:00 p.m. every day, Monday through Thursday.

DUE PROCESS

Due process means the fair treatment under the law is guaranteed to all citizens by the United States Constitution. When considering serious punishment such as school detention or suspension, the principal will take the following steps in order to protect the student's due rights.

1. The student will be given notice of the charges against them.
2. The student will be given the opportunity to present their side of the story.
3. An explanation of the evidence will be given if the student denies the violation.
4. The student or their parent(s)/guardian(s) may appeal any suspension in excess of 10 school days to the Board of Education.

ELEMENTARY DISCIPLINE POLICY

ACADEMIC DISCIPLINE

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

SOCIAL

1. Improper student dress
 - a. Examples: short shorts, wearing hats in the building, suggestive clothing, t-shirts with obscene suggestions or lettering, drugs and alcohol advertising, blouses or shirts that allow the midriff to be visible, or fish net shirts
1st: ConfPR, ConfP/G, change clothes
2nd: ConfPR, ConfP/G, LossRP 1 day, change clothes
3rd: ConfPR, CongP/G, change clothes, ASD 1-3 days
2. Harassment of a student by another
 - 1st: ConfPR, ConfP/G, ISS 1-3 days
 - 2nd: ConfPR, ConfP/G, OSS 1-10 days
 - 3rd: ConfPR, ConfP/G, Notification of Law Enforcement

VIOLATIONS AGAINST PUBLIC DECENCY AND GOOD ORDER

1. USE OF OBSCENE LANGUAGE

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

- 1st: ConfPR, ConfP/G, LossRP 1 day, ISS 1-3 days
- 2nd: ConfPR, ConfP/G, LossRP 2 days, ISS 1-5 days
- 3rd: ConfPR, ConfP/G, ISS 1-5 days

2. BULLYING - POLICY 2655

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

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

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

1st offense - A.S.D., Conference, 1-10 days I.S.S., 1-10 days O.S.S., Notification of Law enforcement.

2nd offense -A.S.D- Conference, 1-10 days I.S.S., 1-180 days O.S.S., Notification of Law enforcement.

PROPERTY MISCONDUCT

1. Gambling, betting money, matching money, pitching money, games of chance, etc.

1st: ConfPR, ConfP/G, LossRP 2 days

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

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

2. Theft or attempting to steal private or school property

1st: ConfPR, ConfP/G, RST, ASD 1-3 days, loss RP 3-5 days, Notification of Law enforcement.

2nd: ConfPR, ConfP/G, ISS 4-6 days, Notification of law enforcement

3. Willful damage to school, staff, or student property

1st: ConfPR, ConfP/G, RST, ASD 1-3 days, Notification of Law Enforcement

2nd: ConfPR, ConfP/G, RST, and ISS 4-6 days, Notification of Law enforcement.

DISRESPECTFUL ACTION TOWARD TEACHERS OR STAFF

1. Insubordination or failure to comply with direct instruction

1st: ConfPR, ConfP/G, LossRP 2 days, Notification of Law enforcement.

2nd: ConfPR, ConfP/G, ISS1-3 days, Notification of Law enforcement.

3rd: ConfPr, ConfP/G, ISS 1-3 days, Notification of Law enforcement.

2. Verbal or disrespectful language or gestures to a staff member including harassing phone calls

1st: ConfPR, ConfP/G, LossRP 2 days, ISS 1-3 days, Notification of Law enforcement.

2nd: ConfPR, ConfP/G, ISS 3-5 days, Notification of Law enforcement.

3rd: ConfPr, ConfP/G, ISS 5-10 days, OSS 1-5 days, Notification of Law enforcement.

3. Threatening a staff member

1st: ConfPR, ConfP/G, ISS 1-5 days, O.S.S. 1-180 days, Notification of Law enforcement.

4. Actually striking or attempting to strike a staff member

1st: ConfPR, ConfP/G, ISS 1-5 days, OSS 1-180 days, Notification of Law enforcement.

2nd: ConfPR, ConfP/G, possible expulsion, OSS 1-180 days, Notification of Law enforcement.

VIOLENCE

1. Assault or attempting to cause injury to another
Examples: pushing, shoving with intent to injure another
1st: ConfPR, ConfP/G, LossRP 1-3 days, ISS 1-5 days, OSS 1-10 days, Notification of Law enforcement.
2nd: ConfPR, ConfP/G, AEP 1-5 days, OSS 1-10 days, Notification of Law enforcement.
3rd: ConfPR, ConfP/G, AEP 6-10 days, OSS 1-180 days, Notification of Law enforcement
2. Fighting or mutual combat in which both parties have contributed in any way, verbally or physically.
1st ConfPR, ConfP/G, LossRP 1-5 days, ISS 1-5 days, Notification of Law enforcement.
2nd: ConfPR, ConfP/G, ISS 1-5 days, OSS 1-10 days, Notification of Law enforcement.
3rd: ConfPR, ConfP/G, ISS 6-10 days, OSS 1-10 days, Notification of Law enforcement. 3. Weapons use or possession
3. Students are forbidden to bring on school property any item that is considered to be a weapon. Also look-alike weapons are not to be brought to school. Examples: knives, metal knuckles, guns, fireworks, or explosives of any kind
1st: ConfPR, ConfP/G, ISS 1-10 days, OSS 1-180 days, expulsion, Notification of Law enforcement.
2nd: ConfPR, ConfP/G, OSS 1-180 days, expulsion, Notification of Law enforcement.

VIOLATIONS AGAINST PUBLIC HEALTH AND SAFETY

1. Possession or use of tobacco or various device or paraphernalia
1st: ConfPR, ConfP/G, Materials will be confiscated, ISS 1-3 days, Notification of Law enforcement.
2nd: ConfPR, ConfP/G, Materials will be confiscated, ISS 3-5 days, Notification of Law enforcement.
3rd: ConfPR, ConfP/G, ASD 6-10 days, Possible OSS, Notification of Law enforcement.
2. Possession, use, or under the influence of alcoholic beverages or substances represented as such
1st: ConfPR, ConfP/G, OSS 1-5 days, Notification of Law enforcement.
2nd: ConfPR, ConfP/G, Possible EXP, Notification of Law enforcement.
3. Possession and/or use of drugs, controlled substances, or anything represented to be such
1st: ConfPR, ConfP/G, Possible EXP, Notification of Law enforcement.

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

ELEMENTARY BEHAVIOR MODIFICATION PLAN

Students may be placed on a Behavior Modification plan for any type of action the Fairfax R-3 School, staff, and administration deems undesirable. The behavior modification plan will state the undesirable actions, desired outcome, behavioral antecedents, interventions, rewards, and consequences designed to help the student successfully access classroom instruction. This plan will be enacted with the support of parents and school staff and will also define how communication, regarding student progress, is to occur between staff and parents. Students can be taken off the plan when the teacher and administration feel the student has made adequate progress towards desirable behavior.

ELEMENTARY INTERVENTION STRATEGIES

At Fairfax, we strive to address minor behaviors through supportive intervention strategies before disciplinary consequences or office

referrals become necessary. We recognize that all students are continually learning, and our goal is to teach and reinforce safe, respectful, and effective behavior choices throughout the school day.

Teachers and staff use a variety of intervention strategies designed to help students pause, reflect, and regain focus in a supportive manner. These strategies may include taking a brief break in the hallway or another classroom, walking laps during recess, or eating lunch in an alternative setting. These opportunities are intended to provide students with time for reflection and self-regulation while also allowing teachers and staff to have meaningful conversations with students about their choices and how to make more positive decisions moving forward.

When interventions are not effective or additional support is needed, teachers will partner with parents to develop alternative strategies and solutions that best support the student's success.

Jr HIGH AND HIGH SCHOOL DISCIPLINARY POLICY

STUDENT CODE OF CONDUCT (P2610)

1. **Academic dishonesty** – Academic dishonesty includes but is not limited to cheating on a test, plagiarism and collusion. **First offense** – Grade of “failing” on assignment.
Second offense – Grade of “failing” on assignment. Three days I.S.S.
Third offense – Removal from class with “failing” grade. Five days I.S.S.
2. **Arson** – starting a fire or causing an explosion with the intention of damaging property or buildings **First offense** – 10 – 180 days O.S.S., expulsion, restitution, notification of law enforcement authorities, documentation in student's disciplinary file.
Subsequent offense – Expulsion, notification of law enforcement authorities, documentation in student's disciplinary file.
3. **Assault** – Creating the threat of bodily or emotional harm to another whether by action or suggestion. **First offense** – A.S.D., Conference, I.S.S., O.S.S. 1 – 180 days, expulsion, notification of law enforcement authorities, documentation in student's disciplinary file. iiioiu
Subsequent offense – O.S.S. 10 – 180 days, expulsion, notification of law enforcement authorities, documentation in student's disciplinary file.
Bus Misconduct – 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.
4. **Class Room Misconduct** – any action by the student whether verbal, physical, or written that substantially disrupts the learning environment.
First offense – Conference, A.S.D.
Second offense – Conference, A.S.D., office referral
5. **Bullying – Policy 2655**
The District is committed to maintaining a learning and working environment free of any forms of bullying or intimidation. Bullying is strictly prohibited on school grounds, or school time, at a school sponsored activity or in a school related contest. 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/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 communications, 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 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 resource. Further, students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline.

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

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

First offense – A.S.D., Conference, Saturday School, 1-10 days I.S.S, 1-10 days O.S.S. Notification of Law Enforcement. **Second offense** – A.S.D., Conference, Saturday School, 1-10 days I.S.S, 1-180 days O.S.S. Notification of Law Enforcement.

6. **Disrespectful Conduct or Speech** – Disrespectful verbal, written, or symbolic language or gesture directed at a staff member.

First offense – A.S.D., Conference, I.S.S. 1 – 10 days, O.S.S. 1 – 10 days, Saturday school, conference, documentation in student's disciplinary file.

Subsequent offense – I.S.S. 1 – 180 days, O.S.S. 1 – 180 days, expulsion, documentation in student's disciplinary file.

7. **Disruptive Speech or Conduct** – Conduct or verbal, written, or symbolic language, which materially and substantially disrupts classroom work, school activities or functions.

First offense – A.S.D., Conference, I.S.S. 1 – 5 days, O.S.S. 1- 10 days, conference, documentation in student's disciplinary file.

Subsequent offense – I.S.S. 1- 10 days, O.S.S. 1 – 180 days, documentation in the student's disciplinary file.

8. **Profanity** – The use of profanity in the school setting is prohibited. Any use of profanity will result in the following actions: **First offense** – I.S.S. 1 day. ASD - Conference

Subsequent offense – I.S.S. 1 – 3 days.

9. **Drugs / Alcohol** (P2640) – Possession of or attendance under the influence of any unauthorized prescription drug, alcohol, narcotic substance, counterfeit drugs, drug related paraphernalia or sale or distribution of same. Controlled substance not possessed under the supervision of a health care professional.

First offense – O.S.S. 1 – 180 days, notification of law enforcement authorities, documentation in student's disciplinary file. **Subsequent offense** – O.S.S. 10 – 180 days, expulsion, notification of law enforcement authorities,

documentation in student's disciplinary file.

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

First offense – I.S.S. 1 – 5 days, O.S.S. 1 – 10 days, notification of law enforcement authorities, documentation in

student's disciplinary file.

Subsequent offense – I.S.S. 1 – 10 days, O.S.S. 1 – 180 days, notification of law enforcement authorities, documentation in student's disciplinary file.

11. **False Alarms** – Tampering with emergency equipment, setting off false alarms, making false reports. **First offense** – I.S.S. 1 – 5 days, O.S.S. 1 – 180 days, expulsion, notification of law enforcement authorities, documentation in student's disciplinary file.

Subsequent offense – O.S.S. 1 – 180 days, expulsion, notification of law enforcement authorities, documentation in student's disciplinary file.

12. **Fighting** – Mutual combat in which both or all parties have contributed to the conflict, either verbally or physically.

First offense – A.S.D., Conference, I.S.S. 1 – 5 days, O.S.S. 1 – 180 days, notification of law enforcement authorities, documentation in student's disciplinary file.

Subsequent offense – O.S.S. 1 – 180 days, notification of law enforcement authorities, documentation in student's disciplinary file.

13. **Public Display of Affection** – Most parents of students attending FHS, faculty, and students themselves do not want to be subjected to daily exposure of Public Displays of Affection. Behaviors, which are not appropriate for public places make other people uncomfortable, show poor judgment, and are demeaning the individuals involved. Please demonstrate respect for yourself and others by conducting yourself in a manner appropriate for a public place. Avoid the practice of having arms around one another, kissing, and sitting in each other's lap, or various other degrees of affection.

14. **Sexual Harassment** –

a. Use of verbal, written or symbolic language that is sexually harassing.

First offense – Conference, A.S.D., I.S.S. 1 – 5 days, O.S.S. 1 – 10 days, notification of law enforcement authorities, documentation in student's disciplinary file.

Subsequent offense – I.S.S. 1 – 5 days, O.S.S. 1 – 180 days, notification of law enforcement authorities, documentation in student's disciplinary file.

b. Physical contact that is sexually harassing.

First offense – A.S.D., Conference, I.S.S. 1 – 5 days, O.S.S. 1 – 180 days, notification of law enforcement authorities, documentation in student's disciplinary file.

Subsequent offense – O.S.S. 1 – 180 days, notification of law enforcement authorities, documentation in student's disciplinary file.

15. **Threat** – The use of words or gestures that are meant to intimidate, make another person have fear of reprisal, or words that inflict physical or emotional harm to another.

First offense – A.S.D., Conference, I.S.S. 1-5 days, O.S.S. 1-180 days, notification of law enforcement.

Subsequent offense – I.S.S. 1-5 days, O.S.S. 1-180 days, notification of law enforcement.

16. **Tardies** – Arriving late to class.

Teachers will record tardies for each individual class. Every 3rd tardy will result in 1 absence. Upon receiving the 4th and 5th tardy in a quarter the student will receive an A.S.D. On the 5th and 6th tardy in a quarter the student will receive 1 day of

Saturday School. On the 7th and all subsequent tardies in a quarter the student will receive an I.S.S. Excessive Tardiness to 1st hour will be reported to the Juvenile Officer.

17. **Theft** – Theft, attempted theft or willful possession of stolen property.

First offense – I.S.S. 1 – 5 days, O.S.S. 1 – 180 days, notification of law enforcement authorities, documentation in student's disciplinary file.

Subsequent offense – O.S.S. 1 – 180 days, expulsion, notification of law enforcement authorities, documentation in student's disciplinary file.

18. **Tobacco/Vaping (P2640)**

- a. **Possession of any tobacco product vaping device or paraphernalia such as lighters, matches, cigarettes, vaping juice, etc., on school property or at school activities.**

First offense – Conference, I.S.S. 1 – 3 days, documentation in student's disciplinary file. A.S.D and notification of law enforcement.

Subsequent offense – I.S.S. 1 – 10 days, O.S.S. 1 – 180 days, notification of law enforcement authorities, documentation in student's disciplinary file. A.S.D. and notification of law enforcement.

19. **Truancy** – Absence from school or class without prior knowledge of either the parent/guardian or the school. **First offense** – A.S.D., Conference, I.S.S. 1 – 3 days, O.S.S. 1 – 3 days, Saturday school, documentation in student's disciplinary file, possible notification of law enforcement authorities.

Subsequent offense – I.S.S. 1 – 5 days, O.S.S. 1 – 5 days, Saturday school, documentation in student's disciplinary file, possible notification of law enforcement authorities.

20. **Vandalism** – Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff, or students.

First offense – Restitution, I.S.S. 1 – 5 days, O.S.S. 1 – 180 days, expulsion, notification of law enforcement authorities, documentation in student's disciplinary file.

Subsequent offense – Restitution, O.S.S. 1 – 180 days, expulsion, notification of law enforcement authorities, documentation in student's disciplinary file.

21. **Weapons (PR2620)**

- 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; an instrument or device used to inflict physical injury to another person.**

First offense – I.S.S. 1 – 10 days, O.S.S. 1 – 180 days, expulsion, notification of law enforcement authorities, documentation in student's disciplinary file.

Subsequent offense – O.S.S. 1 – 180 days, expulsion, notification of law enforcement authorities, documentation in student's disciplinary file.

- b. **Possession or use of any instrument or device, other than those defined in 18 U.S.C. 921 or 571.010 RSMo., or any instrument or device defined as dangerous weapons in 18 U.S.C. 930**

First offense – one calendar year suspension, expulsion, notification of law enforcement officials, documentation in student's disciplinary file.

FAIRFAX R-III BUS CONDUCT (P2652)

1. The driver is in charge of pupils on the bus. Students must obey the driver promptly and cheerfully.
2. Students must be on time. The driver will wait no more than three minutes per stop.
3. Students should not stand in the roadway while waiting for the bus.
4. Classroom conduct is to be observed while riding the bus.
5. Unnecessarily conversing or distracting the driver is prohibited.
6. Students should keep all body parts in the bus at all times and must not throw items out of the bus window.
7. Students should remain seated at all times while the bus is in motion. Students must observe directions of the driver when entering or exiting the bus. NEVER WALK BEHIND THE BUS!
8. Any damage to the bus should be reported immediately to the driver.
9. Food, beverage, weapons, or similar items are prohibited on the bus.
10. Animals are prohibited on all buses.
11. Only those students enrolled in the Fairfax R-3 district are allowed on the bus.
12. Students may be denied riding privileges due to their actions by administration.
13. Students will use the emergency exit in emergency situations only.
14. The bus driver has the authority to arrange assigned seating on the bus if he/she sees fit.
15. Any student who rides the bus and needs to change his/her normal transportation procedures must have written

permission by the parent/guardian or you can call the school office. The office will then contact the bus driver regarding the change.

ELEMENTARY DAILY SCHEDULE

Breakfast will be served starting at 7:30 a.m. and will be served until 7:55 a.m. All students must report to the cafeteria and wait there for the playground supervisor. **If they want to eat breakfast, they need to eat breakfast when they first arrive so they are ready to go outside at 7:40 a.m. when it is time for morning recess.**

School begins promptly at 7:55 a.m. Students will line up from morning recess at this time to pledge and walk to their classes. If a student arrives at school after 8:10 a.m., the student is to report to the office before proceeding to their classroom. School will be dismissed at 3:02 p.m.

ELEMENTARY DISMISSAL

Families who are picking up students at dismissal are asked to wait by the North door or in their cars. In order to provide a fast, safe pickup experience, we ask that families stay in their vehicles during pickup unless a student needs help entering the vehicle, getting in their car seat, or putting on their safety belt. Please do not come into the building during dismissal unless special circumstances exist. All parents, caregivers, and other visitors should always report to the elementary office when entering the school. Please send a note or call the school if your child is not going home by the usual means. Elementary students are dismissed in this order: Walkers, car riders, and then bus riders.

ELEMENTARY FIELD TRIPS

Field trips are planned in order to provide additional educational experiences for our students. These field trips are an extension of the classroom experiences and have educational value relevant to material being studied in the classroom. **Parents are not permitted to attend field trips.**

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

ELEMENTARY HOMEWORK

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

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

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

AR PROGRAM

All students at Fairfax will participate in the Accelerated Reader (AR) program, which is designed to encourage independent reading, build comprehension skills, and help students develop a lifelong love of reading. Through AR, students select books at their appropriate reading level, read them independently, and then take short comprehension quizzes to check their understanding of the text. This allows teachers to monitor reading progress and support students in choosing books that are both engaging and appropriately challenging.

Students are required to read nightly as part of their ongoing reading expectations and will take AR quizzes on completed books. In addition, students will maintain a reading log to record the books they read. Books must be logged prior to taking an AR quiz to ensure accurate tracking of reading progress. Parents who would like additional information about the AR program or how to support reading at home are encouraged to contact their child's teacher.

LOST AND FOUND

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

MOVIES

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

SECTION IV RETENTION POLICY (P2520)

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

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

Students in grades 5 and 6 must have a passing grade in at least three major courses of study to be promoted to the next higher grade. The major courses of study are math, communication arts, science and social studies. The decision for retention will be made by the principal and the classroom teacher in accordance with the above-referenced factors, and written notification of retention will be sent to the parent/guardian. Parents/guardians who wish to appeal the decision for retention must first contact the building principal. If parents/guardians do not accept the decision at the building level, an appeal may be made in writing to the Superintendent. All appeals must be requested within two (2) weeks after the close of school.

READING LEVELS AND STATE-MANDATED RETENTION

Third Grade Students

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

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

Fourth Grade Students with Reading Improvement Plans

Within forty-five (45) days of the conclusion of the fourth grade year, the District shall administer another reading assessment to those fourth grade students for whom reading improvement plans had been designed. If this assessment reveals that the student is reading below a third grade level, the student shall be required to attend summer school to receive supplemental reading instruction. At the conclusion of summer school, the student shall be given another reading assessment. If the student is still reading below third grade level, the student shall not be promoted to fifth grade. Students shall not be retained more than once on the basis of their inability to satisfy the third grade or fourth grade reading standards. However, the District may, at its discretion, retain any student with a reading improvement plan who has not completed summer school for supplemental reading instruction.

Fifth and Sixth Grade Students

The reading assessment process shall be repeated on a yearly basis through the end of students' sixth grade year, accompanied by a corresponding increase in the required reading level. The reading assessment process will also be applied to students who initially enter the District in grades four, five or six and who have been determined to be reading below grade level. The permanent record of students who are determined to be reading below the fifth grade level at the end of the sixth grade shall carry a notation stating that the student has been unable to meet the minimum reading standards. That notation will be removed from the student's record once the District determines that he or she has met the standards.

SCHOOL PARTIES

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

ELEMENTARY STUDENT GRADE REPORTS

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

Report cards will be issued at the end of each nine week period. Quarterly report cards are mailed directly to the family home. The exception to this is first quarter report cards, which are issued at parent teacher conferences. Grades can be checked any time using our online access.

PK-4th grade students use standards referenced grading to indicate academic progress and mastery of priority standards for each grade level. Based on the age of the student, students in these grade levels may receive grades in Math, Reading, Communication Arts, Science, Social Studies, Physical Education, Music, and Spelling.

5th and 6th Grade students receive grades based on the scale shown below, similar to that used in Junior High and High

School to calculate grade point averages. They also receive grades for Math, Reading, Communication Arts, Science, Social Studies, Physical Education, Music, and Spelling.

Grade Percentage

A 100-95
A- 94-90
B+ 89-87
B 86-83
B- 82-80
C+ 79-77
C 76-73
C- 72-70
D+ 69-67
D 66-63
D- 62-60
F 59-0

TEXTBOOKS

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

A+ PROGRAM

Fairfax R-3 offers the A+ Program to all kids in Fairfax High School. A+ can help a student pay for 2 year programs following high school. In addition, many colleges and universities offer A+ Scholarships. If you are interested in learning more about the A+ Program and signing up, please contact the A+ coordinator (The High School Principal) for an A+ handbook or print the A+ handbook off of the school website. It is located under the *High School* tab)

ACADEMIC BANQUET

A catered banquet is held in the 2nd semester to honor sophomores, juniors, and seniors who have a cumulative grade point average of 3.5 and above on the weighted scale. Academic awards will be configured by semester of a calendar year.

ACADEMIC ELIGIBILITY

In Order to maintain eligibility for activities, the Fairfax R-3 Board of Education has adopted the following policy: Academic eligibility will be determined using MSHSAA State Standards. In the semester prior to participation, the students must pass **80%** of the maximum allowable classes in which a student can be enrolled in the semester. In the cast of Fairfax R-3 School District, students must pass 7 classes during a semester in order to participate the next semester. **Students shall currently be enrolled in and attend 80% of the allowable credits (7 classes) during a semester of participation.**

J.H. Students may not fail more than 2 classes in a grading period or they are ineligible for extracurricular participation through the end of the next grading period.

WHILE INELIGIBLE, THE STUDENT MAY NOT:

1. Miss any class time for any extra-curricular activity or non-instructional field trip.
2. Be an officer in any class, club, or activity.
3. Try out for any squad or activity.

SPECIFIC ACTIVITIES AFFECTED:

1. *Band competition in an ensemble, or solo at contest.*
2. *Extra-curricular activities/athletics, the student will be allowed to practice with the team but not participate in games, events, etc. This includes but is not limited to the school play, flags, cheer squad, and academic team.*
3. *FFA – attending contest of functions not required for a grade.*
4. *FCCLA – attending contests or functions not required for a grade.*
5. *Any club activity away from the district.*
6. *Hi-Step/TNT – cannot retain membership in this organization.*

ACADEMIC REPORTING

- A. Progress reports and D and F reporting will be handled in the following manner during each 9 week quarter
- a. D and F reports will be mailed out to families weeks 3 and week 6 of each quarter.
 - b. Parent text reminders will be sent out at weeks 3 and 6 reminding everyone to check student grades online.
 - c. A mid-quarter progress report will be given to students at the midway point of each quarter.

Students will all be taught how to check their grades online at the beginning of each school year. In addition, Parent Portal information will be available for parents at registration and anytime during the school year when the information is needed.

GRADE REPORTING

Grade reports will be issued at the end of each nine-week period. The grading scale is as follows:

A 95 -100 4.00 pts.	C 73 – 76 2.00 pts.
A- 90 – 94 3.67 pts.	C- 70 – 72 1.67 pts.
B+ 87 – 89 3.33 pts.	D+ 67 – 69 1.33 pts.
B 83 – 86 3.00 pts.	D 63 – 66 1.00 pt.
B- 80 – 82 2.67 pts.	D- 60 – 62 0.67 pts.
C+ 77 – 79 2.33 pts	F 59 or below 0.00 pts.

HONOR ROLL

Honor Roll is based on all grades given for each class in a given quarter of semester. All of the classes in which a student is enrolled will count toward the honor roll. Teacher aid, and some School-to-Career do not count for credit. DC courses will not be counted until semester for honor roll. The honor roll designation is as follows:

1. **Superintendent's Scholar** – A or A+ grades in all courses (no A-).
2. **"A" honor roll** – ALL grades A or A-.
3. **"B" honor roll** – all grades above a B-.

WEIGHTING OF GRADES

Weighted grades at Fairfax High School are used to determine class rank., graduation with honors, National Honor Society candidates, and Academic Banquet attendees. The following list indicates classes that are weighted and their corresponding weight.

English IV 1.1	Anatomy 1.1
Algebra II 1.1	Chemistry 1.2
Algebra 3/Geo./Trig. 1.2	All Dual Credit classes

SEMESTER FINALS

All courses in grades 7-12 will administer a final at the end of the 1st and 2nd semester. These semester finals shall encompass 10% of the student's semester grade.

FINALS EXEMPTIONS

1. All students will be exempt from finals if they meet the following criteria:

a. He/She has a cumulative 95% attendance rate for the year.

b. He/She has a letter grade of "A" or above in the class.

c. He/She has less than three tardies to school for the current semester.

2. Any student meeting the above criteria will be allowed to be absent from school during finals days when they do not have to take finals.

3. Any student meeting the above criteria will be given the opportunity to take a final IF THEY WISH. If taken, the final can only help the student's grade and will be thrown out if it would cause a reduction in the student's overall semester grade. 4. No student will be exempt from state testing.

5. Any student who is exempt from a final and who opts not to take the final will have their semester grades calculated as 50% for each quarter.

6. Note: Excused absences still count against a student's attendance when calculating the attendance rate for finals.

ACCEPTANCE OF CREDITS

Before students may formally enroll in Fairfax R-3 School district, the school district will request and audit all transcripts from the student's previous school(s) to determine acceptable credits and proper cohort placement. The Principal and Guidance Counselor will evaluate all credits on other transcripts and determine how they transfer into Fairfax R-3.

COURSE ENROLLMENT

Students will create a schedule and enroll in courses with help from the School Counselor. Students will create a 4 year plan of study (ICAP) during their 8th grade year and will make adjustments yearly. Students will have until the end of the first week of school, both 1st and 2nd semester, to make any class changes or adjustments to their schedule. After the conclusion of the first week of school each semester, course changes will not be allowed.

SCHEDULE CHANGES

Schedule changes will be allowed during the first three days of each semester. In most cases, students will be discouraged from changing from a challenging course to one less challenging. In the case of any change, signature approval must come from parents, teachers, counselor, and principal before the schedule change can take effect.

WITHDRAWAL

A student who transfers to another school or withdraws from school for any reason must do so through the office. The student will not be considered withdrawn until all obligations are satisfied.

GRADE COHORT CLASSIFICATION

Students registering for and returning for classes at Fairfax R-3 High School will be classified in grade cohort levels based on the following number of credits earned towards graduation. Only student credits that the Fairfax R-III School District toward graduation requirements shall count towards grade cohort classification. Students who are earning H.S. credit prior to their initial freshman year need to have all coursework approved by administration prior to starting classes. Students earning additional credits over the summer need to have all coursework approved by administration prior to starting classes. Courses taken without administrative approval are not guaranteed to count towards graduation requirements.

FRESHMAN 0.00 - 6.00 credits.

JUNIOR 13.5 - 20.0 credits

SOPHOMORE 6.50 - 13.0 credits.

* SENIOR 20.5+ credits.

After completing credit requirements, each student will be reclassified in a new cohort each fall, prior to the start of school. No cohort reclassification will occur at any other time.

A student's grade cohort determines which extracurricular activities a student has access to during their Junior and Senior year. Students who are reclassified as a Junior must participate in Junior Stand in order to qualify for Junior Prom. All students who reclassify as a Senior may participate in Senior Prom and Senior Trip. However, Senior Trip and Junior Prom are only available to students who have completed their Jr. Stand requirements.

***Please see exceptions to 6th and 7th semester seniors when it pertains to classification and participation in activities.**

DANCES

Dances will be held periodically for the enjoyment of Fairfax students and their guests. Dances are sponsored by various organizations and classes, but general guidelines have been established to ensure safety and orderly conduct of all in attendance. The following guidelines will be enforced;

1. No dances will be allowed on nights when school is in session the next day.
2. High School dances will end no later than 11:00 p.m.
3. Prom will include only juniors and seniors and their high school dates.
4. Junior High dances will end no later than 10:00 p.m.
5. Students and/or their dates that leave the dance early cannot return unless they receive permission to leave from the dance sponsor.
6. FHS students will be responsible for their own actions and the actions of their guests.
7. Proper dress is expected.
8. No alcohol, tobacco, or drugs will be permitted. Violators will face suspension and possible legal action.
9. If a student leaves the dance early they will not be allowed to re-enter.

High School students may invite a date from 8th grade to 2 yrs. out of high school to their dances. Jr. High students may invite dates that are 7th, 8th, or 9th grade.

PROM: The Jr. – Sr. Prom will be for Jr.'s and Sr.'s and their high school or 2 yrs. above dates. All attendees and their dates must be signed in and approved three days prior to dances.

HOMECOMING:

Guidelines for King/Queen

1. Candidate must be a senior
2. Candidates can only be the King/Queen 1 time.
5. King/Queen court will consist of no more than 3 female and 3 male candidates OR attendants.
6. If there are only 1 or 2 candidates for King/Queen, candidates will be selected from the remaining pool of eligible individuals to serve as attendants.

Homecoming Court

9th-11th Grade will choose no more than 1 boy and 1 girl from each class to represent them in homecoming court.

Crownbearers

Kindergarten candidates will be chosen by the student council representatives by an anonymous vote. 1 boy and 1 girl will be chosen. If the class does not have both genders represented, a child who has not been crownbearer from the 1st grade will be chosen. If the child in the class above has already served, they will choose from the PreK class.

DRIVING AND PARKING (P2650)

The student who drives to school assumes the responsibility of safety for not only themselves but for those around them. As a result, all students who drive to school will be required to follow state and city driving regulations. In addition, students who drive

to school must adhere to the following guidelines:

1. Seniors will park in the library lot with their vehicle facing north or south.
2. Underclassmen will park in the north lot facing their vehicles east or west and will park at least 10 feet from the south bank.
At the end of the day, all students will exit to the north onto 4th street.
3. Students choosing to park on the street along the west end of the football field should be within three feet of the curb.
4. Students will not drive on the north side of the school (Third Street) before 4:00 p.m.
5. Students should not go to their cars or a car in which they rode to school during the school day without permission from the administration.
6. Vo-tech students should not go to their cars after returning to school, but should immediately enter the school building after departing the vo-tech bus.
7. Students will not be allowed to drive vehicles during the school day unless previously approved by administration.
8. Vehicles parked on school property are subject to search with or without consent of the driver.
9. Drivers will not conduct themselves in an unsafe manner by driving recklessly, at excessive speed or in such a way as to endanger the welfare of themselves or others.
10. Drivers who fail to follow the above guidelines are subject to administrative discipline and may have their vehicle towed at the owners expense or have parking privileges restricted or denied.

ELECTIONS and STUDENT GOVERNMENT

Students must be academically eligible and in good standing with the school district at the time of the nomination and election. Elections will be held yearly for the offices of president, vice-president, and secretary. Candidates running for office are required to present a speech to the student body. The speech must be approved by the principal one week in advance of the presentation. Excessive campaigning is prohibited. Campaign posters must be approved by administration prior to being placed on school property.

EXTRA-CURRICULAR ACTIVITIES

Activities regulated by the Missouri State High School Activities Association are covered in the Activities handbook.

FUND RAISERS

Classes, clubs, and organizations are permitted one fund raiser per year with the exception of the junior and senior classes who are permitted two per year. Should the sponsor believe there is a need for additional fund raisers, they may petition the administration. Junior High classes will have NO fundraisers. Fundraising will be allowed to begin in grade 9.

GRADUATION REQUIREMENTS

To graduate from Fairfax High School a student must earn 26 units of credit. These 26 credits include:

Math 3.0	Fine Arts 1.0	Social Studies 3.0	Physical Education 1.0	Science 3.0
Health 0.5	Language Arts 4.0	Practical Arts 1.0	Personal Finance 0.5	Electives 9.0

- A. Pass proficiency exams concerning American History, American Civics, and the Missouri and U.S. Constitutions
- B. Successfully complete a course of instruction of at least one semester in length on the institutions, branches and functions of government of the state of Missouri, including local governments, the U.S. government, and the electoral process.
- C. Have taken all required end-of-course (EOC) exams.
- D. Have received 30 minutes of cardiopulmonary resuscitation (CPR) instruction and training in the proper performance of the Heimlich maneuver and other first aid for choking.

Students are expected to carry a minimum of seven **credit earning** classes. Students will not be allowed to enroll in more than one study hall per semester.

Students attending Vocational Technology School will not be enrolled in a study hall.

Students enrolled in 2 years of Vocational Technology will only be required to pass 8.0 units of Electives.

Students may enroll in dual credit classes by satisfying district guidelines. (R2321)

EARLY GRADUATION (P2540)

Students are eligible for graduation anytime following their 6th semester (3rd year) in school, anytime after their 17th birthday, and once they receive the required amount/type of credits to fulfill the Fairfax R-3 school district graduation requirements.

There are two possibilities for early graduation:

7th Semester Graduates (December during fourth year)

- A. Students who fulfill their graduation credit requirements and wish to graduate early must have their request approved by the Board of Education.
- B. 7th Semester graduates will be allowed to walk at graduation the following spring.
- C. 7th Semester graduates will NOT be allowed to attend prom (unless invited by an eligible student) and will not be allowed to attend Senior Trip.

6th Semester Graduates (May during third year)

Disclaimer: This path to graduation requires a student, their family, and district personnel to closely monitor the progress of a student. Students will be taking **difficult** courses online through approved sources in the summer when school personnel are unable to assist.

Course fees for summer classes are the student's responsibility. This path requires a student to demonstrate a high aptitude for successful schoolwork, the ability to stay self-motivated, a significant sacrifice of summer leisure time, and a social transition into another grade level. Once committed, this path to graduation will require significant grit and determination from the student.

- A. Students intending to graduate in six semesters must meet the following requirements:
 - a. A signed declaration from the student and caregiver, prior to 4th quarter of the student's 8th grade year which commits the student to graduate in six semesters.
 - b. A data review meeting with the High School Principal, High School Counselor, and Superintendent prior to submitting the commitment declaration.
 - c. A completed ICAP, which must be approved by district administration, and that clearly describes the course of study and source of credits for the student. A sample three-year plan is below:

Summer Pre-one (Frosh Core)	Year One (Soph.)	Summer Pre-Two (Frosh Electives)	Year Two (Junior)	Year Three (Senior)
Alg. I	Geom	Elect 1	Alg. II	Eng. IV/DC
Eng I	Eng II	Elect 2	Eng. III	Elect 1
W.Hist	Gov.	Elect 3	Chem.	Elect 2
Health	Bio		Am. Hist.	Elect 3
	Elect 1		Elect 1	Elect 4
	Elect 2		Elect 2	Elect 5
	Elect 3		Elect 3	Elect 6

	Study Hall		Study Hall	Study Hall
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- d. "Advanced" rating on state test scores throughout Junior High (6th, 7th, and 8th grade years)
- e. A two-year grade point average of 3.95 or above. This includes a minimum GPA of 3.67 (A- or above) in Math, ELA, Science, and Social Studies.
- f. A two-year attendance average at 95% or above
- g. Zero office referrals in the two years prior to declaring.
- B. Students must have the minimum required credits to be classified as a senior.
- C. Students who are on track to graduate in 6 semesters must fulfill all Junior Stand requirements to attend Prom.
- D. Students who are classified as a senior by credits and are on track to graduate in 6 semesters will be allowed to walk at spring graduation and attend prom but they will NOT be eligible to attend senior trip. Students who fall under this category will be required to pay any class dues the class approved by vote, which the student did not previously pay.
- E. All student class dues and fundraising stay with the student's original class.
- F. An annual meeting will be conducted for each student participating in a six-semester graduation plan. This meeting will be attended by the counselor, principal, student, and student's caregiver. The purpose of this meeting is to review progress, determine continuing eligibility, and annually approve the student's participation in the program.
- G. 6th semester seniors are classified as a Junior until the graduation ceremony for activity purposes. Students who participate in this program are not eligible to attend Senior trip and will participate in all class activities with their original graduating class their final year at Fairfax. They will not participate in activities with the senior class their final year at Fairfax. This includes but is not limited to Stu Co, homecoming, prom, courtwarming, etc.
- H. Students who participate in the 6th semester program are only eligible to walk at graduation. They are not to be considered for honor speeches or to speak at graduation. 7th semester seniors are not eligible for Spring activities including graduation.
- I. 6th and 7th semester seniors are also not eligible for local scholarships.

GRADUATION WITH HONORS

Students will be recognized at graduation with honors if met. The following are the three levels of recognition. These academic honors are the only ones recognized by Fairfax R-3. Fairfax R-3 will not recognize Valedictorian, Salutatorian, top 10% of class or top 5 in class.

- **Summa Cum Laude**

- Highest Honors
- weighted GPA 4.200 or above

- **Magna Cum Laude**

- High Honors
- weighted GPA of 4.0 up to but not including 4.200

- **Cum Laude**

- Honors
- weighted GPA of 3.75 up to but not including 4.

EIGHTH GRADE GRADUATION (R2520)

In order for an eighth-grade student to participate in graduation exercises, the student must earn 10 credits during the seventh and eighth grade years. Six of those 10 credits must be in the core subjects of Math, Science, English, and Social Studies.

Completion of these requirements does not ensure that the student will be passed to the next grade. Any student who has not demonstrated the necessary skills to progress to the ninth grade will be reviewed individually and remediation may be required. The school districts' dress code (P2651) will be followed for graduation ceremonies.

JOBS

Absence from school for employment reasons is unacceptable. Students are expected to take care of school responsibilities first and foremost. Job interviews arranged by the School-to-Career Coordinator and approved by administration may be acceptable.

MEMBERSHIP

No student should be excluded from membership unless academically ineligible, chronically disruptive to the group, or voluntarily leaves the group and then wishes to return.

NATIONAL CONVENTION POLICY

School organizations that have national competitions are expected to budget for the expenses that could be incurred as a result of their members qualifying for a national competition. In the event that a member/members of an organization qualify for a national competition, the organization will make a concerted effort to raise the funds to pay for the expenses of the national competition. If after a concerted effort to raise these funds, the organization cannot raise adequate funds, the district will pay a maximum of \$1500 for such a competition.

For the purpose of this policy, the term expenses is to include, travel to the national convention, registration for the national convention, lodging at the national convention, and the approved meal stipends while at the national convention, for the sponsoring teacher and students who qualify for a national competition at a school sponsored state competition.

Flex Program (School-to-Work Program) Policy

The Flex Program is designed to provide eligible students with the opportunity to gain meaningful work experience while completing high school graduation requirements. Participation in the program is a privilege and requires students to maintain academic, attendance, and employment expectations.

To be eligible for the Flex Program, students must have maintained at least 90% attendance during the previous school year. Students accepted into the program must maintain strong attendance and satisfactory academic progress throughout participation in the program. Failure to maintain attendance expectations may result in removal from the Flex Program and placement back into a regular school schedule at Fairfax.

Students participating in the Flex Program must maintain valid employment and work a minimum of 20 hours per week. Employment must be verified through a legitimate employer that provides a W-2 form for tax purposes. Students are required to submit current pay stubs to the College and Career Readiness Counselor on a regular basis to verify continued employment and work hours.

All students participating in the Flex Program must sign in daily at the school office. Students are expected to report directly to school after work or report directly to work after leaving school. Students are responsible for providing their own transportation to and from school and work.

Prior to acceptance into the Flex Program, the student, parent/guardian, and employer must sign a Flex Program Contract agreeing to comply with all program rules, expectations, and guidelines while working cooperatively with the school.

If a student loses employment during the semester, the student will be removed from the Flex Program and enrolled in regular classes at Fairfax until employment requirements are met again and approval is granted for re-entry into the program. **If a student cannot retain employment, this may affect the student's grade and or credits as they pertain to the Flex Program.** Students are strongly encouraged to maintain employment and be responsible employees to not jeopardize their position.

Administration reserves the right to review student eligibility and participation in the Flex Program at any time.

VO-TECH ATTENDANCE POLICY

Regular attendance is essential in both the workforce and career training programs. Responsibility, dependability, and punctuality are important expectations for students enrolled in Northwest and Tarkio Vo Tech. Students must demonstrate the ability to take attendance seriously and maintain responsible habits prior to enrollment in the

program. To be eligible for Northwest Vo Tech, students must have maintained at least a 90% attendance rate during the previous school year.

The Northwest Votech bus leaves in the morning at 6:25AM and returns to school at 10:55AM. Students who are absent from school for more than 8 days OR students who miss the vo-tech bus 6 times in a semester are subject to the following consequences:

1. Student may be removed from the Vocational Program for the rest of the semester. Students will then be enrolled in classes that fit their course schedule. This may affect their graduation requirements, GPA, etc.
2. Students may forfeit their opportunity to attend the Vocational Program the following semester.

Students attending Tarkio Tech are permitted to provide their own transportation, as Fairfax R-3 School District does not provide transportation to and from Tarkio Tech. Prior to participation, both students and parents/guardians must sign a transportation agreement acknowledging transportation expectations and responsibilities.

Students are expected to travel directly between Tarkio Tech and Fairfax R-3 School District unless prior permission has been granted by school administration or a parent/guardian. Students are not permitted to stop, run errands, or deviate from their approved route during school hours. Failure to follow transportation expectations may result in disciplinary action or loss of driving privileges related to the program.

Students enrolled at Northwest Vo Tech are expected to attend Vo Tech classes on all early out days, regardless of whether they are scheduled for AM or PM attendance at Fairfax. Attendance at Northwest Vo Tech will take priority over Fairfax course classes on those days. Students are responsible for communicating with their Fairfax teachers to obtain any missed assignments and complete all required work. All missed assignments will be due the next school day the student is in attendance. No additional time will be provided for assignment completion due to Vo Tech attendance.

Students will also not be permitted school sanctioned events without administrative approval prior to the day of absence. Students need to make arrangements with their classroom teacher, VoTech, and administration if they need to miss VoTech for a school sanctioned event such as a field trip, class activity, FFA, FCCLA, college visit, etc.

NORTHWEST VOCATIONAL TECHNICAL SCHOOL (NTS)

Students enrolled in the Vocational Technical school will be provided transportation by the school district to and from Maryville. School provided transportation is the only acceptable means of transportation to and from NTS.

Should the student need alternative transportation, approval must be granted by Fairfax administration, Northwest Technical School, and the student's parent or guardian. Failure to adhere to the prescribed transportation methods may result in student being removed from the NTS program.

Vo-tech guidelines are as follows: the student will attend Vo-Tech each day the Maryville School District is in session. **Should the Maryville district not be in session, the student will be present at Fairfax High all day. Students should report to the HS office at 8:15 a.m.** Should the Fairfax School District not be in session, the student will not be required to attend Vo-Tech regardless of whether or not the Maryville district is in session.

TARKIO TECH VOCATIONAL SCHOOL

Admission in the Tarkio Tech Vocational Program will be open to Juniors and Seniors. Students are allowed to enroll in 1 program at Tarkio Tech during their combined Junior and Senior years. Students wishing to take courses through Tarkio Tech. must meet the school's enrollment requirements. Students enrolled in the Tarkio Tech Vocational School will provide transportation to the facility themselves. Parents or Guardians will sign a transportation agreement waiver with the Fairfax R-3 school district. Students attending the Tarkio Tech Vocational Program will adhere to all rules and regulations required by the institution. Students will receive elective credits. Credit breakdown below

Welding- 2 Credits per year.

Plumbing- 3 Credits per year.

Computers I.T.- 3 Credits per year.

If Tarkio Tech adds programs not listed above, the school district will evaluate the programs and will evaluate the amount of credits received by students on a case by case basis.

STUDENT ACTIVITIES

The students at Fairfax High School are fortunate to have a variety of activities of both co-curricular and extra-curricular nature. It is the school's philosophy that these activities add to the educational experience by promoting dedication, social experiences, and responsibility.

STUDENT TRAVEL AND OVERNIGHT TRIP POLICY PURPOSE:

The Board of Education recognizes that school-sponsored travel activities may provide valuable educational, extracurricular, leadership, athletic, vocational, and enrichment opportunities for students. This policy establishes expectations and procedures related to all student travel activities sponsored, approved, or supervised by the district.

SCOPE:

This policy applies to all district-sponsored student travel, including but not limited to:

- Academic competitions and conferences
- Fine arts and extracurricular activities
- Career and technical education travel
- Field trips and educational tours
- Leadership activities and student organizations
- Out-of-state travel
- Any other district-approved student travel activity

DEFINITIONS:

- School-Sponsored Travel: Any travel activity approved, organized, or supervised by the district.
- Chaperone: An approved adult responsible for supervision of students during travel.
- Overnight Travel: Any district-approved travel requiring students to remain away from home overnight.
- Trip Sponsor: District employee responsible for organizing and supervising travel Activities.

GENERAL REQUIREMENTS:

All student travel activities must:

1. Be approved in advance by district administration and/or the Board of Education when required.
2. Demonstrate educational, extracurricular, athletic, or school-related value.
3. Include appropriate supervision and safety planning.
4. Comply with district policies and applicable state and federal laws.
5. Maintain appropriate documentation including permission forms, emergency contacts, itineraries, and transportation arrangements.

STUDENT ELIGIBILITY:

Students participating in district-sponsored travel must:

- Be currently enrolled in the district
- Meet academic, attendance, and behavioral standards established by the district or activity sponsor
- Submit all required forms and documentation
- Meet financial obligations associated with participation when applicable
- Follow all district policies and Student Handbook expectations

The district reserves the right to deny or revoke participation based on disciplinary, behavioral, attendance, academic, or safety concerns.

STUDENT EXPECTATIONS AND CONDUCT:

Students participating in district-sponsored travel represent the school district and community and are expected to conduct themselves appropriately at all times.

Students Shall:

- Follow all district rules and policies during the entirety of the trip
- Follow directions from staff, sponsors, coaches, and chaperones
- Remain with assigned groups and within approved travel areas
- Respect transportation providers, lodging facilities, public venues, and others
- Observe all curfews and supervision requirements

Prohibited conduct includes but is not limited to:

- Possession or use of alcohol, tobacco, nicotine products, vaping devices, illegal substances, or weapons
- Bullying, harassment, hazing, or intimidation
- Destruction of property
- Leaving approved areas without authorization
- Any conduct violating district policy or state/federal law

Violations may result in disciplinary action, removal from activities, parent notification, immediate return home at parent expense, and/or school discipline upon return.

TRANSPORTATION:

All transportation arrangements shall comply with district transportation policies and applicable safety regulations.

Approved transportation may include:

- District-owned buses or vehicles
- Chartered transportation services
- Commercial airline travel approved by administration
- School-approved rental or shuttle services

Transportation requirements:

1. Drivers must possess required licensing and insurance.
2. Students shall comply with all transportation safety expectations.
3. Seat belts shall be worn when available.
4. Students may not travel in personal vehicles unless specifically authorized by administration and parent/guardian permission.
5. Attendance checks and supervision procedures shall be maintained during travel.

CHAPERONES AND SUPERVISION:

All student travel activities shall include adequate adult supervision.

Chaperones must:

- Be approved by district administration
- Successfully complete required background checks when applicable
- Be at least twenty-one (21) years of age
- Understand and comply with district supervision expectations

Recommended supervision ratios shall be determined based on student age, activity type, travel distance, and safety considerations.

Chaperones and sponsors are responsible for:

- Student supervision and accountability
- Enforcing district expectations
- Conducting attendance checks
- Maintaining emergency procedures and communication
- Reporting incidents or concerns to administration

OVERNIGHT TRAVEL:

For overnight travel activities:

1. Lodging facilities must meet reasonable safety standards and be approved by administration.

2. Room assignments shall be determined by school personnel.
3. Students shall comply with curfew and room restrictions.
4. Chaperones shall conduct room checks and supervision procedures.
5. Students may not leave lodging facilities without authorization.

MEDICAL AND EMERGENCY PROCEDURES:

Students participating in travel activities must provide required medical information and emergency contact information prior to departure.

Students requiring medication administration during travel must comply with district medication procedures.

In the event of a medical emergency, school personnel may secure emergency medical treatment when parents/guardians cannot be reached.

FINANCIAL RESPONSIBILITY:

Students and parents/guardians may be responsible for travel-related costs including participation fees, meals, lodging, personal expenses, and damages caused by the student.

District-approved fundraising activities may be conducted in accordance with district policies.

Refunds shall be subject to vendor agreements, non-refundable deposits, and administrative review.

TRIP APPROVAL AND DOCUMENTATION:

All overnight student travel must receive prior approval from district administration and the Board of Education at least 3 months prior to the date of travel.

Student Presentations: The district would like sponsors to assist students in developing a professional presentation. The presentation should represent all topics in the Trip Proposal list below. Each item on the list should be covered. Sponsors and students should use this as a learning opportunity for students to develop, research, public speaking and professionalism skills. A sponsor should be with the students when they present to the school board for approval.

- Purpose and itinerary of travel
- Transportation arrangements
- Lodging information when applicable
- Estimated costs and funding sources
- Chaperone assignments
- Emergency procedures
- Student participation forms

LIABILITY

Participation in district-sponsored travel activities is voluntary. Parents/guardians must complete required consent and acknowledgment forms prior to student participation.

POLICY ENFORCEMENT

The Superintendent or designee shall establish administrative procedures necessary to implement this policy and may suspend, modify, or cancel travel activities due to safety concerns, weather conditions, insufficient supervision, or policy violations.

ONLINE COURSE / DUAL CREDIT POLICY

DUAL ENROLLMENT

Students have the opportunity to dual enroll online through various college institutions. This allows students to fulfill some college requirements while in high school. Juniors and Seniors with a minimum GPA of 3.0 are eligible for the program, provided they meet all other eligibility requirements from the university. Students are responsible for paying all costs associated with obtaining credit for the course. See the guidance counselor for more details. Any discipline issues that occur during the Dual Enrollment period can forfeit the student's right to use district technology and can result in the student's removal from the program.

CREDIT RECOVERY PROGRAM

Credit Recovery programs will be available to students at Fairfax R-3. Students may enroll in courses that they have previously failed or may be enrolled in online credit recovery opportunities. All credit recovery courses must be approved with the High School Principal and Counselor in advance.

VIRTUAL ENROLLMENT POLICY

Virtual Instruction (P6190)

The District will participate in the Missouri Course Access and Virtual School Program ("Program"). The Program offers District students the opportunity to enroll in virtual school courses in a variety of grade level and content areas from Kindergarten through grade 12. The District may elect to offer specific courses as part of the program. Any on-line courses or virtual programs offered by the District prior to August 18, 2018 will be automatically approved for program participation, where the District course meets program requirements.

Virtual Education (R6190)

The District will annually permit any eligible student, under the age of twenty-one (21) who resides in the District, to enroll in Missouri Course Access and Virtual School Program ("Program") courses as part of the student's annual course load. Course costs will be paid by the District provided that the student:

1. Is enrolled full-time and has attended a public school, including a charter school, for at least one (1) semester immediately prior to enrolling in the Program. However, if the reason for a student's non-attendance in the prior semester is a documented medical or psychological diagnosis or condition which prevented attendance, such non-attendance will be excused; and
2. Prior to enrolling in the Program course has received District approval through the procedure set out in this Regulation 6190(A).

Each Program course successfully completed will count as one class and will receive that portion of a full-time equivalent that a comparable course offered by the District generates.

A. Enrollment

The enrollment process for participation in the Program will be substantially similar to the enrollment process for participation in District courses. The process may include consultation with a school counselor. However, consultation does not include the counselor's approval or disapproval of enrollment in the Program.

When a District school denies a student's enrollment in a Program course or enrollment as a full-time Program student, the District will provide in writing a "good cause" reason for the denial. Such good faith determination will be based upon a reasonable determination that the enrollment is not in the student's best educational interest. Where enrollment is denied, the following process will be utilized:

1. The District will notify the student and the student's family in writing of the right to appeal denial of Program enrollment to the Board of Education; and
2. The family will be given an opportunity to present the reasons for their appeal to the Board at an official Board meeting; and
3. The District, at such Board meeting, will provide the basis for its determination that Program enrollment was not in the student's best educational interest; and
4. The written submissions by the family and the District will be incorporated into Board minutes; and 5. The Board's written decision and the reason for that decision will be provided to the family within thirty (30) days of such Board meeting; and

MOCAP Program credits previously earned by a student transferring into the District will be accepted by the District. Students

who are participating in a Program course at the time of transfer shall continue in the course with the District assessing future monthly payments. Home school and private students wishing to take additional courses beyond their school's regular course load will be permitted to enroll in Program courses under an agreement, including the student's payment of tuition or course fees.

B. Payment for Program Courses

Cost associated with Program courses shall be paid by the District for students satisfying subsection (1) of this Regulation 6190. Payments will be made on a monthly cost basis prorated over the semester enrolled. Payments will be made directly to the Program contract provider. Such payments per semester will not exceed the market cost, but in no case more than 7% of the state adequacy target per semester. In the event a Program participant discontinues their enrollment, the District will discontinue monthly payments made on the student's behalf. In the case of a student who is a candidate for A+ tuition reimbursement and who is enrolled in a Program course, the District will attribute no less than ninety-five (95%) percent attendance to any such student who has successfully completed such a Program course. K-8 Districts will be required to pay the District for Program attendees residing in the K-8 District.

C. Program Course Evaluation

The District will consider recommendations made by DESE relative to a student's continued Program enrollment. Based in part on DESE's recommendations, the District may terminate or alter a course offering if the District, in its reasonable discretion, determines that the Program course(s) is not meeting the student's educational needs.

Independently, the District will monitor student progress and success in Program courses. The District will annually provide DESE with feedback regarding Program course quality.

The District is not obligated to provide computers, equipment or internet access except for eligible students with a disability in compliance with federal and state law.

The District will include students' enrollment in the Program in determining the District's average daily attendance (ADA). For students enrolled in the Program on a part-time basis, ADA will be calculated as a percentage of the total number of Program courses in which the student is enrolled by the number of courses required for full-time students.

D. Notice

The District will inform District parents of their child's right to participate in the Program. Opportunity to participate in the Program will be provided in parent handbooks, registration documents and on the homepage of the District's website.

