

**2019-2020**

**OSAGE COUNTY R-III  
FATIMA  
ELEMENTARY**



**STUDENT  
HANDBOOK**



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Dear Students & Parents/Guardians,

For the new students and parents, welcome to Fatima Elementary! For the returning students and parents, welcome back! On behalf of the staff I want to wish each of you a warm welcome to a terrific school year. We have a staff of very dedicated, caring, and knowledgeable educators who have your child's best interest at heart.

The purpose of this Parent & Student Handbook is to help you become familiar with the rules, procedures, practices, and expectations of Fatima Elementary. We hope this handbook will answer most of your questions regarding attendance, discipline, lunches, school safety, and other issues. It is our intent to keep parents informed about events, policies, and procedures at Fatima Elementary, so please contact the school if you have any questions. Monthly newsletters will be sent home listing upcoming events. We will try to keep you informed of events as far ahead of time as possible. We also encourage you to go to our school webpage at [www.fatimacomets.org](http://www.fatimacomets.org) and sign up for the text/e-mail alert (Textcaster). By signing up for this system you will receive text and/or an e-mail about school emergencies, closings, early dismissals, and event reminders. The elementary tab includes photos of events, monthly newsletter, and a calendar with upcoming events to help keep you informed of the happenings around school.

This year we are implementing a local behavioral system, Comets with Character (CwC). We will still have school-wide expectations which ensure a safe, supportive learning environment. We believe every child is capable of learning, and we are here to help them. We offer our students a comprehensive education with instruction in the areas of English Language Arts, Math, Science, Social Studies, Spelling, Music, Art, Physical Education, Guidance/Character Education, Library Skills, and Computer Skills.

You will notice we have a "Seussical" theme for this year. Please help us celebrate the legacy of Dr. Seuss by reading his books with your child. We are looking forward to a year of Dr. Seuss. I am looking forward to a fantastic school year! Please do not hesitate to contact me with any concerns or problems that you notice throughout the school year. Please come by and visit with me anytime. Together we will make this a wonderful year.

Sincerely,

Melissa Wright  
Elementary Principal  
[wrightm@fatimacomets.org](mailto:wrightm@fatimacomets.org)  
573-455-2375 Ext 140

### **Student Pledge**

**I pledge to be respectful at our school.  
I choose to be responsible and follow each rule.  
I promise to be safe in every way.  
I will be a COMET every day.**

**Osage R-III Elementary**  
**2019-2020 Administration & Teachers**

**Elementary Office: 573-455-2375**

<b>Job Title</b>	<b>Name</b>	<b>Extension #</b>
District Superintendent	Chuck Woody	101
Elementary Principal	Melissa Wright	140
High School Principal	Sharyl Kelsch	111
High School Assistant Principal / Athletic Director	Mitch Gier	109
Testing/Curriculum Coordinator	Janah Massman	117
Director of Special Services	Paula Logan/Cindy Wibberg	168
Pre-School Director	Trisha Heimericks	401
Technology Coordinator	Brian Stegeman	131
Nurse	Lynn Reasons	181
Elementary Counselor	Merci McKinney	119
Kindergarten	Janel Juergensmeyer	219
Kindergarten	Jane Vanderfeltz	255
Kindergarten	Christy Varnadore	263
1 <sup>st</sup> Grade	Renee Ellingsworth	210
1 <sup>st</sup> Grade	Larisa Huot	218
1 <sup>st</sup> Grade	Dunja Schroeder	264
2 <sup>nd</sup> Grade	Dana Rehagen	247
2 <sup>nd</sup> Grade	Sheri Struempf	253
3 <sup>rd</sup> Grade	Jessica Davis	209
3 <sup>rd</sup> Grade	Amy Kemna	240
4 <sup>th</sup> Grade	Sandra Lehmen	228
4 <sup>th</sup> Grade	Tracy Murphy	202
5 <sup>th</sup> Grade	Amanda Rademann	235
5 <sup>th</sup> Grade	Aubry Rehagen	216
6 <sup>th</sup> Grade	Shauna Daugherty	265
6 <sup>th</sup> Grade	Tina Paschal	233
6 <sup>th</sup> Grade	Rachel Ryan	220
STRIVE	Stephanie Laux	227
Art	Sharryn Hawkes	226
Music	Zach Fincher	232
PE	Brad Royston	241
Computers	Rob Hamilton	213
Library Media Specialist	Shelly Null	145
Title I Reading	Melissa Heisler	262
Title I Reading	Jennifer Hagenhoff	212
Title I Reading	Robin Schulte	245
Special Education	Melissa Becker	203
Special Education	Rachel Veit	256
Special Education	Debby Muenks	225
Parents as Teachers (PAT)	Cathy Borgmeyer	176
Parents as Teachers (PAT)	Karen Gentges	176
Speech (Public)	Ashlee Ryan	242
Speech (Parochial)	Mitzi Wynne	261

## Non-Certified Staff

Job Title	Name	Extension #
Elementary Secretary	Holly Neuner	143
AD/Elementary Secretary	Lisa Neuner	142
Superintendent Secretary	Patty Schnieders	104
Superintendent Secretary	Ginger Kloepffel	103
Superintendent Secretary	Tim Luebbering	102
Special Education Secretary	Cindy Neuner	175
Nurse's Aide/Secretary	Shelia Ahlstrom	182
Special Education: Paraprofessional	Barb Beel	N/A
Special Education: Paraprofessional		N/A
Special Education: Paraprofessional	Janice Huhn	N/A
Special Education: Paraprofessional	Amy Schwartze	N/A
Special Education: Paraprofessional	Irene Strope	N/A
Special Education: Paraprofessional	Shirley Veit	N/A
Maintenance Supervisor	Kenny Kliethermes	107
Custodial Supervisor	Chris Massman	178
Food Service Director	Janet Kliethermes	224

### MISSION STATEMENT

The mission of the Osage County R-III School District, in partnership with parents and the community, is to provide all students in the district the opportunity to reach their learning potential in a safe, positive environment and to prepare them to achieve their lifelong goals as responsible citizens.

### COMETS with CHARACTER

Fatima Elementary uses a positive expectations behavior plan suited for our students. This is a school-wide system used for teaching behavioral expectations in the same manner as any academic subject. This is done in a simple and positive manner with the focus on three behavioral expectations: **Be Respectful, Be Responsible, and Be Safe**. Rather than telling students what *not* to do, the school will focus on the *preferred behaviors in a consistent and positive manner*. A matrix of the expectations are included at the end of the handbook.

### EVERY STUDENT SUCCEEDS ACT (ESSA)

The Every Student Succeeds Act (ESSA) was signed on December 10, 2015. It reauthorizes the 50-year-old Elementary and Secondary Education Act (ESEA), the nation's national education law and longstanding commitment to equal opportunity for all students.

Upon your request, our district is required to provide you, in a timely manner, the following information:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each individual parent:

- Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
- Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

### **SCHOOL HOURS**

The school doors open at **7:30 AM**. **DO NOT DROP OFF YOUR CHILDREN BEFORE 7:30 AM! THERE IS NOT ADEQUATE SUPERVISION AVAILABLE BEFORE 7:30!** When students arrive at school each morning, they need to stay in the cafeteria until the morning assembly. The Warning Bell rings at 7:50 AM and that is when we will start our morning assembly. At approximately 7:55 AM the students will head to their classrooms and school will officially start at 8:00 AM.

**THE BUSES GO AROUND THE BACK OF THE BUILDING STARTING ON THE SUPERINTENDENT'S SIDE AND WILL DROP OFF STUDENTS AT THE SIDE OF THE SCHOOL BY THE CAFETERIA/MULTIPURPOSE ROOM. PARENTS THAT DROP THEIR STUDENTS OFF MUST PULL RIGHT UP TO THE FRONT OF SCHOOL AND DROP THEIR STUDENTS OFF SO THEY ARE NOT WALKING ACROSS THE PARKING LOT!**

The last bell rings for student dismissal at **3:10 PM**. The teachers escort their students to the designated bus loading area. **Parents must notify the school, in writing or by telephone, if the student is not to go to the usual afternoon destination. If there is a change, the student will receive a Bus Pass (if riding a bus) from the office. Students will be sent home the usual method UNLESS A PARENT'S OR GUARDIAN'S PERMISSION IS RECEIVED BY THE TEACHER AND/OR THE ELEMENTARY OFFICE!**

**\*\* If your child is having other students ride home on the bus with them (due to parties or sleepovers) please get prior approval from the Elementary Office as some of the buses do get too crowded and cannot accommodate additional passengers.**

### **SCHOOL ATTENDANCE**

**Parents should telephone the building office (573-455-2375 ext. 142 or ext. 143) when your child is going to be absent.** When your child is absent from school for more than two days, or an extended absence is anticipated, parents should contact the school office and arrange for make-up work with the teacher. If your child is sick for **more than three days in a row, please bring in a doctor's excuse**. If your child misses 5, 8, and 10 days in a semester a letter will be sent home to parents. Repeated absences may result in your child falling below grade level and having to be retained. When a child misses 10 days in a semester the principal will request a conference with the parents to discuss their child's excessive absences. If you know ahead of time your child will be absent for several days, please contact the child's teacher to get any work your child will miss. This will help the child stay up with the work missed while they were absent.

**Depending on reasons your child is absent and also the circumstances, a report may be made to the Department of Social Services: Children's Division.**

Punctuality is important in the work field and also at school. **Students who arrive after the 8:00 AM bell are considered tardy.** They must report to the office to sign in before going to their regular classroom. This assists the office in keeping accurate records of student attendance and lunch count. **Perfect attendance requires less than 3 tardies.**

### **RELEASE OF STUDENTS**

No student will be permitted to leave the school building during the day without official clearance from the office. Any individual who appears in the classroom to pick up a student will be referred to the office for consent prior to the student's release.

Students will not be released into the custody of anyone other than the parent, guardian, or person designated in writing by the parent or guardian. Students will not be released to walk to a designated pick-up location. Parents must pick up and sign-out students from the office. In emergency situations, a phone call from the parent or guardian will be honored.

All verbal parental permissions will be documented and kept for a period of one year for future reference. Notes that are questionable or unsigned will be verified by a telephone call.

If a student is to go home with another student, parental permission is required. A bus pass will be issued if bus transportation is involved, and alternative bus transportation will be allowed if space is available on the bus. No sleeping bags, pillows, glass, or large objects may be transported on the bus due to space.

### **PARENT/TEACHER CONFERENCES**

We will have Parent/Teacher conferences one day each school year. Parent/Teacher conferences are Thursday, October 10, 2019. Parents are encouraged to attend and participate in these important conferences. Your child's success can and will depend upon how much interest you take in their education. Mid-Quarter progress reports are also sent home.

### **PUPIL ACADEMIC PROGRESS/GRADES**

The Osage R-III Schools have adopted a uniform grading scale. Grades reported on the Quarterly Report Card shall reflect test scores, daily activities, assignments, and class participation.

#### **Grading System at Fatima**

1. Grades are based upon the actual work done by the student.
2. Range of Grades:

A	93% to 100%	4.000 points
A-	90% to 92%	3.667 points
B+	87% to 89%	3.333 points
B	83% to 86%	3.000 points
B-	80% to 82%	2.666 points
C+	77% to 79%	2.333 points
C	73% to 76%	2.000 points
C-	70% to 72%	1.671 points
D+	67% to 69%	1.338 points
D	63% to 66%	1.000 points
D-	60% to 62%	0.662 points
F	Below 60%	0.000 Failing

### **QUESTIONS/PROBLEMS**

If you have any questions or problems related to your child's classroom or teachers, please contact the teacher first. If a solution cannot be worked out between you and the teacher, then please call the principal. If the principal cannot solve the problem, then please call the superintendent.



## HOMWORK POLICY

Students are expected to complete all homework assigned to them. Students who are absent will be given one day for each day absent to make up their homework. The teachers will write homework assignments on the board for students to copy onto homework assignment sheets or assignment notebooks. It is highly recommended that parents check for these sheets/notebooks each night.

Homework is not assigned as “busy work”. It has a definite purpose in the learning process and should be a continuation or extension of the classroom activities. The student should understand and be able to do all homework assignments. If parental assistance is needed in any assignment, directions should be included with the work. As a general rule, students should have approximately 10 minutes X grade level of homework each evening. For example, a student in 4th grade should average about 40 minutes of homework nightly. If your child is bringing home no homework on a regular basis, please contact his/her teacher. If your child has a huge amount of homework each night, please contact their teacher(s) and discuss this with them. Please contact your child’s teacher if you are confused with a project or an assignment. Modifications of assignments may be made for students having trouble completing them. Modifications will follow IEP specifications for all students with diagnosed learning disabilities.

Homework will be tracked each quarter in grades 3 through 6. You will be notified if your child has a late assignment. Towards the end of the school year, any students who have turned in all assignments (with one exception allowed each quarter); has school attendance of at least 93%; AND has one or less office referrals for the school year will be treated to a special reward at the end of the school year.

## STRIKE SHEET

The **Homework Strike Sheet** is the most common way Fatima Elementary teachers in grades 3 – 6 approach late assignments – “Five strikes and you stay after school”. **Each DAY that a student has a late assignment(s) will be a STRIKE.**

- **Strike 1** – The teacher will give the student a verbal warning and send a note home to the parents that must be signed and returned to school. They may notify the parent by email or DOJO.
- **Strike 2** – The teacher will give the student a verbal warning and notify the parent. The teacher may also keep the child in from recess to have them complete the work.
- **Strike 3** – The teacher will give the student a verbal warning, and they will also notify the parent. The teacher may also keep the child in from recess to have them complete the work.
- **Strike 4** - The teacher will give the student a verbal warning and notify the parent. The teacher may also keep the child in from recess to complete the work.
- **Strike 5** – A discipline referral will go home indicating that the student will have an after-school detention. The parents will be contacted to arrange a date for the after-school detention. Detention will last until 4:10PM, and the student must be picked up promptly at 4:10 in the Elementary Office.
- **Any Strike after 5** will be an immediate after-school detention.
- Any assignment that is less than 50% completed will be considered late. Any assignment that has 50% or more completed will not be considered late, but all unfinished work will be marked wrong and graded accordingly. Late assignments may be graded accordingly: 1<sup>st</sup> day late: 90% credit given, 2<sup>nd</sup> day: 85% credit given, 3<sup>rd</sup> day: 80% credit given, and 4 days late: 0 credit given.
- Consideration will be given on late assignments under unforeseen circumstances (i.e. death in the family or serious illness). The parent needs to contact the teacher and/or principal and explain the circumstance. However, after 3 days the student will be graded on what is turned in. If nothing has been completed, the student will receive a zero.
- After 5 days of late assignments in a semester, a student will no longer be eligible for the honor roll for that semester.
- **Students will start with a clean slate each quarter.**

## COMPACT

As educators and parents we need to impress upon our young people the importance of completing all assignments. Students need to recognize their responsibility to themselves and their education.

### **As a school, we will:**

Provide high-quality curriculum and instruction in a supportive and effective learning environment.  
Assign meaningful homework with clear direction and return it promptly with comments.  
Offer special assistance and appropriate time to students who progress at different rates.

### **As a family, we will:**

Monitor our child's progress and supervise completion of homework.  
Read at home together, or encourage our child to read nightly.

### **As a student, I will:**

Attend school regularly, ready to learn with homework completed.  
Use my time wisely by reading for pleasure and joining in cultural, recreational, and learning activities.

## HONOR ROLL

Fatima Elementary recognizes students' academics with certificates of achievement for grades three to six. Qualifications for honor roll are determined based on core subjects with the following criteria:

A Honor Roll – 23 to 24 points; an A equals 4 points (1 B is allowed; the other grades must be A's)  
B Honor Roll – 18+ (1 C is allowed; the other grades must be A's or B's)

## GRADE CARDS & WRITTEN COMMUNICATION

Periodically notes, newsletters, etc. are sent home with students. Parents should expect their students to deliver communications. If additional copies are needed for separated parents, you may provide addresses and request them (annually). It is the parents' responsibility to provide us mailing addresses. Please be patient with these requests.

## TESTING

Fatima Elementary is required to give the state of Missouri's standardized tests for students in grade 3 – 6. These tests are given in the spring of each year. In order to measure the students' progress and monitor the academic success of all students K – 6<sup>th</sup> grade, the school district has pre- and post- tests throughout the school year. The students may also take FAST FORWARD progress tests, A/R and/or STAR test. These tests help the teachers assess and meet the needs of their students.

## TITLE I PROGRAM

Fatima Elementary has a **Title I Program**. Students who have difficulties are given more individual instruction through either pull-out or push-in programs. The Title I program gives children a chance for instruction with different techniques and extended time. *Parent involvement is encouraged and valued as an important part of the Title I program at Fatima Elementary.* The Title I teachers always welcome parent contact by phone calls, email, notes, etc. Meetings may be initiated by the parent, classroom teacher, other staff, or Title I Teacher. At the fall Parent/Teacher conference, there will be a scheduled meeting to discuss student progress and needs. Parents of students meeting the criteria for the Title I program will receive a letter explaining the criteria, and there will be an orientation meeting for interested parents before the end of the first quarter. Then there will be a follow-up meeting at the end of the school year to discuss the program and any needed improvements.

## STRIVE

**STRIVE** is a state-assisted gifted program. State law requires this program must go beyond the level of instruction ordinarily provided in regular public school programs. They must be different in quantity and in kind. Unlike most special education programs, instruction for the gifted is not mandatory in Missouri.

**STRIVE** is a “pull-out” program. Primary grades receive 150 minutes in the program a week.

## COUNSELING PROGRAM

The Fatima Elementary Counseling program is designed to help all children as they grow and develop. Parents, students, and teachers have access to the counseling service at school. A student may request a private conference by talking to the counselor, leaving a note, or asking the principal or teacher to set up the appointment. Parents may call the counselor to schedule an appointment. All students receive lessons bi-weekly.

## PTO

**Fatima Elementary is lucky to have an active and involved Parent/Teacher Organization.** Since Fatima Elementary is your child’s school, becoming involved in the PTO gives you an opportunity to be a part of his/her educational school experience. The PTO meets at least quarterly. You will receive notification of PTO meeting dates. The PTO has done many things to help the elementary over the years, including playground equipment, carnivals, field trips, incentives for students, and promethean boards and tablets for all elementary classrooms. Active membership promotes a strong school/community relationship.

## SCHOOL NURSE

Nursing services will be available during school hours. If a student becomes ill during the school day, they will be sent to the nurse, Lynn Reasons. If your child needs to go home due to illness, you will get a call either from the nurse’s office or the elementary office.

## MEDICATION POLICY—ADMINISTERING MEDICATION TO STUDENTS

### *Prescription Medication:*

1. The student’s physician shall provide the school with a written request that the student be given medication during school hours. The request shall state the name of the student, name of the drug, dosage, frequency of administration, how the medication is to be given, and the doctor’s name. The prescription label will be considered an equivalent of the physician’s order for short-term medication. When possible, descriptions of any adverse effects and any applicable emergency instructions will be provided.
2. The parent/guardian will provide a written request that the school district comply with the physician’s request to give medication. The district will not administer the first dose of any medication.
3. The parent/guardian will supply the medication in a properly labeled container from the pharmacy with only those doses to be given at school, and with instructions for any special need for storage, e.g. refrigeration. The medication will be delivered to the school by the parent/guardian or other responsible adult. Medication supplies should not exceed a 30-day supply.

### *Over-the-Counter Medication:*

1. A written standing order or written protocol for the administration of over-the-counter medications in school may be secured from a physician for an individual student or for a group of students.
2. Written permission must be obtained from a parent/guardian to administer over-the-counter medications which have been prescribed. This permission must be renewed at least annually.

### *Self-Administering of Medication:*

A physician may recommend that an individual student with a chronic health condition assume responsibility for his or her own medication as part of learning self-care, e.g. inhalers used for asthma.

1. The student's physician shall provide the school with a written request that the student be allowed to administer the medication during school hours.
2. A parent/guardian shall provide a written request that the school district comply with the request.

**NOTE FROM THE NURSE:**

Have the pharmacist give two bottles – one for home and one for school. The school needs all medicine to be in original containers and labeled with the proper patient name and dose.

***The following conditions require exclusion from the public setting:***

- ◆ **Fever of 100 degrees or higher**
- ◆ **Undiagnosed rashes**
- ◆ **Vomiting/diarrhea**
- ◆ **Fainting spells**
- ◆ **Impetigo**
- ◆ **Scabies**
- ◆ **Ringworm**
- ◆ **Red-inflamed eyes/Pink eye**
- ◆ **Other common childhood diseases**

***Specific situations:***

**Head Lice** – Excluded until medical treatment has been initiated and all nits are removed per exam by office personnel. If a student is infected with live head lice, the student should not return to school for 24 hours after the discovery of the head lice to allow for treatment. When a student who had a live head lice infestation returns to school, the student will be examined by the school nurse. If live head lice are found at that time, the parent/guardian will again be called and instructed concerning treatment. The student will be excluded from school for 24 hours to allow for additional treatment. This process will continue until the student is free of head lice.

**Chicken Pox** – Excluded 7 days from the onset of the rash.

**Strep Throat** – Excluded 24 hours after treated with antibiotic and no fever.

We recommend practices and procedures outlined by the Missouri Department of Elementary and Secondary Education, Osage County Health Department, and Centers for Disease Control. At the principal's discretion, a physician's approval may be required before a child is allowed to return to the classroom.

**DRESS CODE & PERSONAL APPEARANCE**

**All students are asked to help themselves and their school to maintain a clean and neatly dressed student body. We have asked all students to follow our school dress code.**

1. Cut-off shirts, shirts above the waist, see through shirts, spaghetti strap tops and strap type t-shirts (muscle shirts) are prohibited at all times. Shirts and blouses must reach the waist and cover the stomach area at all times. Shoulder straps must be at least 1" wide and cover bra straps at all times.
2. Pants, sweats, shorts, or jeans with holes above the knees that create an inappropriate appearance or that are distracting are prohibited.
3. Shorts may be worn, providing the following guidelines are used:
  - ◆ Cut-off jeans or sweats must be neat in appearance and uniform in length.
  - ◆ No tight or short shorts, such as spandex, lace, or tight sweats are permitted unless worn under another pair of shorts.
  - ◆ Shorts must be longer than a student's middle knuckle on their middle finger with their arms resting at their side.
  - ◆ No shorts may be worn from November 1 until March 1.

4. Tight pants, such as spandex, tight sweats, yoga pants, leggings, etc. may be worn under a shirt, short, or skirt as long as the shirt, short, or skirt is longer than the student's middle knuckle on their middle finger with their arms resting at their sides.
5. *Headgear of any kind and sunglasses are not to be worn in the building without permission.*
6. *Shoes or sandals (no flip-flops in grades K-4) must be worn at all times.*
7. Items of clothing or jewelry that advocate controlled substances such as drugs or alcohol are prohibited. Clothing that exhibits vulgar or crude language relating to sex or any other subject (innuendo) is not permitted. Clothing shall be worn as intended.
8. No strong smelling perfume or cologne.
9. *Modest and appropriate clothing must be worn for school sponsored events, such as the PTO dances, concerts, and 6<sup>th</sup> grade graduation.* Students should dress for extracurricular activities according to the school guidelines.
10. *The principal reserves the right to determine whether the clothing is distracting, indecent, or inappropriate to wear in the school environment regardless of whether or not the dress meets the guidelines stated above.*

It is hoped that a quick solution may be found in order that the student may return to class promptly. The student may be asked to change the article of clothing, call a parent or guardian, and request appropriate clothing from home be brought to school promptly, or the child will remain in the principal's office until dismissal time. Refusal to cooperate with the request to change clothing may result in disciplinary action.

### **CLASSROOM PARTIES**

Seasonal classroom parties will be scheduled near the end of the school day and last approximately one hour. The teachers and room parents will use their discretion as to the party's format with the approval of the principal. Guidelines for all other parties, including birthday parties, must have the approval of the classroom teacher prior to the activity. Letters will be sent to parents outlining party guidelines and requesting volunteers before each event. Please try to bring *healthy snacks* and avoid sweet and sugary treats as much as possible! Treats for the parties need to be prepackaged store bought items with a list of ingredients, preferably in individual size serving. We need to be mindful of students with food allergies.

**\*\*No soda (or flavored water) is allowed in classrooms. Glass bottles are prohibited.**

### **ASSEMBLIES**

Assemblies will be scheduled throughout the school year with age-appropriate subjects and activities. Parent/teacher ideas for assemblies must be approved through the principal's office prior to plans being implemented. New ideas are welcomed and reviewed yearly.

### **EDUCATIONAL FIELD TRIPS**

These activities take the students off the school grounds. Their purpose is to enhance the students' learning and knowledge. These are scheduled by the staff with administrator approval. A child not enrolled in Fatima Elementary School may not accompany chaperones on field trips. If a parent so desires to take other siblings along, they may join the group at the site, but may not ride the buses or be included in the group rates.

Field trips are a part of the educational process and are not to be used as a reward or punishment. The building principal will determine if it is unsafe or detrimental to the group for a particular child to go on a field trip and notify that child's parents.

### **PICTURE USAGE ON WEBSITE**

Fatima Elementary would like to display pictures of students and their work on the Fatima Website. The student's first name will be listed only, as well as the activity in which they are involved. The parent or guardian permits Fatima Elementary to use their child's picture in school-related activities on the Fatima

Website, Fatima PTO Facebook page, Instagram, and/or Twitter. If you do not want your child’s picture on the Internet, please notify the Elementary Office, or classroom teacher, and their pictures will not be used.

If your child is recognized as one of the Quarterly Super Stars, their picture will be in the newspaper and posted to the Fatima website. You will be notified before the picture appears.

### **SCHOOL LUNCH INFORMATION**

Students are encouraged to keep money in their lunch account at all times.

Students may not eat bread that has been purchased from school unless they have bought lunch.

Elementary Lunch Schedules:                    10:50 – 11:15    K, 1st, 2<sup>nd</sup>, & 3<sup>rd</sup> Grade  
   11:50 – 12:15    4th, 5th, & 6<sup>th</sup> Grade

**School Meal Prices for 2019 – 2020:**

	<b><u>Breakfast</u></b>	<b><u>Reduced</u></b>	<b><u>Lunch</u></b>	<b><u>Reduced</u></b>
K-6	\$1.25	.30	\$1.95	.40
7-12	\$1.25	.30	\$2.20	.40
Adult	\$1.25		\$2.65	

**Cafeteria Procedures** – Teachers will escort students to the cafeteria at the assigned times. The students are to move through the cafeteria line in a quiet and orderly fashion, seat themselves as directed by the cafeteria supervisor, and eat their food in a courteous manner. All food will be consumed in the cafeteria during the student’s lunchtime. Parents are encouraged to join their child for breakfast or lunch during the year. If you plan to eat with your child, please call the school by 10:00AM (455-2375 x142 or 143) to order your lunch.

### **LUNCH POLICY**

***Students***

1. A student may not accumulate more than ten unpaid meal charges.
2. Students may not charge à la carte items.
3. A student with money in hand will not be denied a meal even if the student has past due charges.
4. Students will not be identified, singled out, shamed or punished by the district for the failure of their parents/guardians to pay for or provide meals, and the district will not withhold student records in violation of law.

***Alternative Meals***

If the district's meal service line is designed to collect payment prior to students receiving food, a student who has accumulated ten unpaid meal charges and is still unable to pay for meals may be provided an alternative meal. Alternative meals will be on the regular serving line and will be available to all students as an alternative to the regular meal. If a student has been provided a regular meal that meal will not be taken away from the student even if the student should have been provided an alternative meal due to unpaid meal charges.

***Interventions***

After a student accumulates five unpaid meal charges, the district will encourage the parents/guardians to submit an application for free and reduced-price meals if an application has not been recently submitted, and the student will be referred to a counselor for intervention. The counselor will:

1. Meet with the student to assess to the extent possible whether the student or the student's family is experiencing hardships, barriers, or other circumstances with which the counselor could assist.

2. Make repeated attempts to contact the parents/guardians to notify them of the lunch charges, discuss the situation and any other concerns the counselor may have after meeting with the student, and resolve the situation.
3. Encourage the parents/guardians to submit the free and reduced-price meals application and inquire about any assistance that might be needed to complete the application.
4. Provide other resources as applicable.

District employees are mandated by the state of Missouri to report any instances of suspected abuse or neglect to the Children's Division (CD) of the Department of Social Services. District personnel will report to the CD any instance where a student's arrival at school with no provision for food leads to a reasonable cause to suspect neglect.

### ***Working with Parents/Guardians***

To ensure that parents/guardians have ample opportunity to resolve situations involving unpaid meal charges, the district will:

1. Provide timely notification to parents/guardians when account balances run low (when applicable) and each time their student charges a meal.
2. Invoice parents/guardians for unpaid meal charges during the district's monthly billing cycle, in addition to providing notification of outstanding balances by other means.
3. Work with parents/guardians to create a payment plan that allows for the payment of accumulated balances over time.

### **Debt Collection**

#### ***Delinquent Debt***

Unpaid meal charges will be considered a delinquent debt 90 days after notice that charges are due when no payment or payment plan agreement has been made. Unpaid charges will be considered delinquent as long as the district determines the debt is collectible and efforts to collect the debt are ongoing. The district will make reasonable efforts to collect delinquent debt, including turning over unpaid meal charge balances to a collection agency when the superintendent or designee determines such action is in the best interest of the district. The district's Nonprofit School Food Services Account (NSFSA) funds may be used to cover the costs of reasonable efforts to collect delinquent debt, including costs associated with using a collection agency.

#### ***Bad Debt***

When the district determines that collection of delinquent debt is impossible or too costly, the debt will be reclassified as bad debt. Bad debt is debt that will be written off as an operating cost. These costs must be restored using nonfederal funds. NSFSA resources may not be used to cover any costs related to bad debt. Instead, local funds will be used to cover the costs. Local funds include:

1. State revenue matching funds in excess of state revenue matching-fund requirements.
2. State and local funds provided to cover the cost of student meals.
3. Local contributions from organizations or individuals.
4. Revenue from adult meals prepared using resources outside the district's food service and not funded by the NSFSA.
5. Revenue from the sale of à la carte items and profits from foods not purchased with NSFSA funds and funded by an account separate from the NSFSA.
6. Revenues from catering or contracting services that operate from an account separate from the NSFSA.

## ***Records***

The district will maintain detailed records pertaining to delinquent and bad debt, including:

1. Evidence of efforts to collect unpaid meal charges.
2. Evidence that collection efforts fell within the time frame and methods established by this procedure.
3. Financial records showing when delinquent debt became bad debt.
4. Evidence that funds written off as bad debt were restored to the NSFSA from nonfederal sources.

## **NATURAL DISASTERS**

Staff and students are required to follow all natural disaster drill guidelines. This includes taking precautionary actions within or vacating the building. The following signals will be used to signal emergency activity.

Whenever possible, specific instructions will be announced over the PA system. Appropriate emergency evacuation and take-cover diagrams are posted in all classrooms, gymnasium, cafeteria, and in each student's handbook.

## **AFTER SCHOOL ACTIVITIES**

Individuals wishing to use the building to provide activities beyond the regular school day must receive prior approval from the administration. Persons making a request need to make a formal application, provide proof of insurance, and agree to accept responsibility for the activity. The school does not provide transportation services for students staying beyond the school day. A staff member must be present any time the building is used by outside entities. Please contact Mitch Gier (HS Assistant Principal) if you would like to reserve the building for an event.

## **ORGANIZATIONS**

Organizations or individuals who wish to have letters, messages, or communications of any type distributed by the school must receive prior approval from the administrative office before distributing. Solicitation of materials or sale of items on school property is prohibited between the hours of 7:30AM and 3:15PM without administrative approval.

## **STUDENT BEHAVIOR EXPECTATIONS**

**The student shall:**

1. Follow classroom expectations and show respect for others at all times.
2. Attend school regularly and put forth their best efforts in all they do.
3. Show good sportsmanlike conduct at all activities, both at school and away from school.

**\*\* Always remember that you represent Fatima Elementary School!**

**\*\*\*The Comets with Character Matrix is at the back of the handbook. The Matrix lists the expectations of the students in all of the school settings.\*\*\*** A copy of the Minor Referral form is also in the Appendix.

**Consequences for inappropriate behavior may include counseling, discipline, or punishment.**

**Counseling** is the act of talking and listening to students and their parents about concern and behaviors that affect the student's education. This ongoing process involves the student, parents, and our personnel.

**Discipline** is the act of instructing students on methods to help improve performance and /or behavior for future endeavors. The focus is to improve attitude, behavior, self-respect, etc. in the future.



**Punishment** is retribution for past deeds by taking away privileges, removing from class, or suspending from activities for past actions. The focus of punishment is to prevent students from repeating past actions in the future. If punishment is administered, it should be consistent for all students. If a student continues to violate rules or behave inappropriately, the student's teacher shall contact the child's parents about the problem and actions taken.

In the event that a student's behavior does not improve or a severe infraction occurs, the student (and pertinent documentation) will be referred to the principal. Once a student has been referred to the principal for inappropriate behavior, the action will be handled according to the School Behavior Code and Consequences.

### **SCHOOL BEHAVIOR CODE, DISCIPLINE POLICIES, AND CONSEQUENCES**

This behavior code serves as a guideline for types of misconduct and their consequences. This list is not all-inclusive. In individual cases, the principal may need to exceed or reduce the consequences listed. The severity and intention of the act will be considered, and the consequences may be adjusted at the discretion of the administrator. Prior to any implementation of consequences more severe than those prescribed by the guidelines, parents will receive notification.

#### **Potential Consequences/Punishments & Explanations**

Violation of Fatima Elementary School's rules and behavior guidelines may be referred directly to the principal for action. Action taken by the principal could follow these guidelines.

1. **Student/Principal Conference** – The principal and teacher talk to the student about the incident with emphasis on getting the student's input and reaching an agreeable method of resolving the problem.
2. **Warning** – Student is notified that he or she is being placed on probationary status and, if additional incidents occur, appropriate disciplinary measures will be implemented.
3. **Removal from Class** – Student is temporarily removed from class.
4. **Parent Contact/Conference** – Parents are formally notified of the incident by either a telephone call, in writing, or a formal meeting between the parents and school administration/staff. When appropriate, the student will be present.
5. **Revoke Privileges** – Student is denied specific privileges, such as recess, field trips, assemblies, class activities, programs, or events.
6. **Lunch Detention** – Student will sit by themselves to eat in the lunch room.
7. **Office Time Out** – Student will sit in the office quietly and complete a Think Sheet. They will work on missed class work.
8. **Restitution** – Student is required to pay restitution for damages caused from improper behavior.
9. **In-School Detention (ISD)** – Student is punished by spending time (2 hours or half a day) in the office or ISS room, doing assigned work.
10. **After-School Detention (ASD)** – Student is punished by staying after school for a specific number of days. Parents will be notified prior to the student being required to serve detention. After-school detention may be assigned by the principal with input from teachers and parents. (Teachers may assign detention with parental cooperation.)
  - A. Detention will be served in one-hour increments from 3:10 – 4:10 pm.
  - B. Pupils will be assigned work during detention.
  - C. Students may request tutoring assistance from the supervising teacher, provided others are not disturbed and a quiet atmosphere is maintained.
  - D. Parents will be responsible for picking up their child at an agreed time.
11. **In-School Suspension (ISS)** – Student is punished for a specific time by denying his privilege to attend regular school while suspended. The student is held accountable for any work that is missed during the period of suspension. The number of days to be served shall be between 1-10 days at the principal's discretion. ISS may be assigned by the principal only. Teachers and parents may be

asked for input regarding the situation. Teachers will be asked to provide work for credit for students serving in ISS. Work will include regular classroom assignments and extra work. ISS will be served in the office or in the ISS room. Students may not attend school activities while serving ISS. **Students will receive full credit on all assignments and tests while they are serving ISS.**

12. **Out-of-School Suspension (OSS)** – Students are punished for a specific period of time, by denying the privilege for the student to come to school, be on the school grounds for any reason, or attend school activities. Parents are contacted to pick up students if OSS is generated during the regular class day. Parents of students who are in OSS will be required to meet with the principal prior to the student returning to school. Parents will be notified in writing of the specific reason for the suspension, meeting date and time, and other pertinent information. **Students will not receive credit for work missed during OSS!!**
13. **Notification of Authorities** – Required by Missouri Safe Schools Act 1997 (Including the Juvenile Officer / Family Services / Osage County Sheriff’s Department).
14. **Documentation in Student’s Record** – All discipline must be documented in LUMEN and in the student’s permanent file. This is required by the Safe School’s Act (1997). Student discipline will also be recorded in our School Wide Information System (SWIS). This is part of our positive expectations program (CwC), and it allows us to track student discipline during the school year.
15. **Expulsion** – Students are punished by expulsion from school for a prolonged period of time, generally 30 days or more. Students who are expelled from school will not be allowed to be on the school grounds, attend any school activities, or receive credit during the period of expulsion. Expulsion must be assigned and approved through the Superintendent.

### **GUIDELINES FOR IMPLEMENTING CONSEQUENCES**

Under normal circumstances, the school will handle disciplinary problems in a confidential manner and within the school facilities. A reasonable effort will be made to notify parents of any violations and discipline procedures related to such action. The principal will consider the child’s age and intentions when deciding on appropriate consequences. Providing a safe learning environment for all the students is needed to ensure the students’ wellbeing. **Students that are caught lying to the principal when being questioned about a discipline incident will be assigned an Office Timeout or ISD in addition to any consequences they might receive for breaking a rule!**

When appropriate, the local authorities will be notified and all necessary/mandatory information turned over to them. The appropriate authorities may include: the Osage County Sheriff’s Department, Division of Children’s Services, Juvenile Officers, etc.

Failure by a student to follow behavior guidelines may result in one or more of the following disciplinary actions being taken: (Please refer to #1-15 on previous list.)

### **INFRACTIONS AND CONSEQUENCES**

#### **A. Arson**

Starting a fire or causing an explosion with intention to damage property or buildings.

##### **Kindergarten – 6<sup>th</sup> Grade:**

1<sup>st</sup> Referral: 1-180 days OSS and restitution if appropriate.

2<sup>nd</sup> Referral: Referral to the Board of Education for possible expulsion.

#### **B. Assault**

Attempting to cause injury to another person; intentionally placing a person in reasonable apprehension of imminent personal injury.

##### **Kindergarten – 2<sup>nd</sup> Grade:**

1<sup>st</sup> Referral: 1-5 days OSS and referral to the Juvenile Officer.

- 2<sup>nd</sup> Referral: 10 days OSS, referral to the Superintendent for further disciplinary action, and referral to the Juvenile Officer.
- 3<sup>rd</sup> Referral: Referral to the Board of Education for possible expulsion.
- 3<sup>rd</sup> – 6<sup>th</sup> Grade:**
- 1<sup>st</sup> Referral: 3-9 days OSS and referral to the Juvenile Officer.
- 2<sup>nd</sup> Referral: 10 days OSS, referral to the Superintendent for further disciplinary action, and referral to the Juvenile Officer.
- 3<sup>rd</sup> Referral: Referral to the Board of Education for possible expulsion.

### **C. Bullying**

For purposes of this policy, bullying is defined as intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyberbullying or cyber threats. Cyberbullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyber threats are online materials that threaten or raise concerns about violence against others, suicide or self-harm. All students who report they have been bullied need to fill out a Bullying Incident Report Form and return it to the principal (see this form at the end of the handbook). This form may be completed by a parent, teacher, counselor, or any person who witnesses a student being bullied.

#### **Kindergarten – 2<sup>nd</sup> Grade:**

- 1<sup>st</sup> Referral: Conference/Warning
- 2<sup>nd</sup> Referral: Office Timeout
- 3<sup>rd</sup> Referral: .5 Day ISD
- 4<sup>th</sup> Referral: 1-2 Days ISS
- 5<sup>th</sup> Referral: 1-2 Days OSS
- 6<sup>th</sup> Referral: 2 Days ISS & 2 Days OSS
- 7<sup>th</sup> Referral: 3-9 Days OSS and Referral to Juvenile Officer

#### **3<sup>rd</sup> – 6<sup>th</sup> Grade:**

- 1<sup>st</sup> Referral: Conference/Warning and/or ISD
- 2<sup>nd</sup> Referral: .5 – 1 Day ISS
- 3<sup>rd</sup> Referral: 1-2 Days ISS
- 4<sup>th</sup> Referral: 1-2 Days OSS
- 5<sup>th</sup> Referral: 2 Days ISS & 2 Days OSS
- 6<sup>th</sup> Referral: 3-9 Days OSS and Referral to Juvenile Office
- 7<sup>th</sup> Referral: 10 Days OSS, Referral to Juvenile Office, Referral to Superintendent for further disciplinary action

### **Bus Misconduct**

Any offense committed by a student on a district owned or contracted bus. See bus conduct section (pp 26-27): any problem, which falls under a serious infraction, shall be punished in the same manner as if the offense had been committed at the school. Bus riding privileges may be suspended or revoked.

#### **Kindergarten – 6<sup>th</sup> Grade:**

- 1<sup>st</sup> Referral: A conference with the Principal. Student will be assigned a seat on the bus close to the bus driver for 3-5 days.
- 2<sup>nd</sup> Referral: ½ Day ISD (served in the office or in ISS room). This occurs usually during recess. Students will be assigned a seat on the bus for 5 – 10 days.
- 3<sup>rd</sup> Referral: 1 Day ISS. Students will have a permanent seat assignment.
- 4<sup>th</sup> Referral: 1-2 Days ISS & 1 Day Bus Suspension
- 5<sup>th</sup> Referral: 2-3 Days ISS & 3 Day Bus Suspension
- 6<sup>th</sup> Referral: 5-7 Day Bus Suspension & 3 Days ISS
- 7<sup>th</sup> Referral: 10 Day Bus Suspension & 3 Days ISS

- 8<sup>th</sup> Referral: 15 Day Bus Suspension & 3 Days ISS
- 9<sup>th</sup> Referral: 20 Day Bus Suspension & Referral to the Superintendent for additional days.

**E. Computer Violation**

Any act which violates the technology contract signed by the parent and student at the beginning of the year.

**Kindergarten – 6<sup>th</sup> Grade:**

- 1<sup>st</sup> Referral: Conference/Warning and/or loss of privilege for one day.
- 2<sup>nd</sup> Referral: 1 – 2 days of ISS and loss of privileges for two days.
- 3<sup>rd</sup> Referral: 2 – 3 days of ISS and loss of computer privileges.

**F. Dangerous Materials**

Any non-school related items brought to school which could potentially cause harm to another student, such as lighters, fishing hooks; bullets.....

**Kindergarten – 6<sup>th</sup> Grade:**

- 1<sup>st</sup> Referral: Principal/Student Conference; item confiscated; and parent contacted to pick it up.
- 2<sup>nd</sup> Referral: .5 – 1 Day ISS; item confiscated; and parent contacted to pick it up.
- 3<sup>rd</sup> Referral: 1 – 3 Days ISS; item confiscated; and parent contacted to pick it up.
- 4<sup>th</sup> Referral: 1 – 3 Days OSS; item confiscated

**G. Dishonesty/Cheating/Plagiarism**

Any act of lying, whether verbal or written, including forgery (Student signs parent’s name!). This also includes cheating or plagiarism.

**Kindergarten – 6<sup>th</sup> Grade:**

- 1<sup>st</sup> Referral: Principal/Student Conference & Zero on assignment/test and Office Timeout and/or Loss of Recess
- 2<sup>nd</sup> Referral: .5–1 Days ISS & Zero on assignment or test
- 3<sup>rd</sup> Referral: 1-2 Days ISS & Zero on assignment or test
- 4<sup>th</sup> Referral: 2-3 Days ISS & Zero on assignment or test

**H. Disruptive Devices including Cell Phones/Electronic Devices**

Cell phones, other electronic devices, or any other disruptive devices (including fidget spinners) should not be out during the school day. These devices may not be out before school at the morning assemblies. Please keep them at home. If they are brought to school they must be turned off and left in their backpacks. The school is not responsible for lost or stolen phones or devices. The use of cell phones/electronic devices on the school bus is up to the bus driver. A fidget spinner will be allowed if it is listed in a documented plan; i.e. IEP or student/teacher contract.

**Kindergarten – 6<sup>th</sup> Grade:**

- 1<sup>st</sup> Referral: Confiscated by the teacher and student must pick up at the end of the day.
- 2<sup>nd</sup> Referral: Confiscated; given to the principal; and student must pick up at the end of the day.
- 3<sup>rd</sup> Referral: Confiscated; given to the principal; and parent must come to school and pick up the device.
- 4<sup>th</sup> Referral: Confiscated; given to the principal; 1 Day of ISS; and parent must come to school and pick up the device. The student is banned from bringing any devices to school.

**I. Disruptive & Inappropriate Language or Acts**

Behavior that includes excessive talking, disruptive acts, inattentiveness, restlessness, horseplay, and mischief. This includes verbal or written language or gestures that is directed at any person and is rude, vulgar, or inappropriate in nature.

**Kindergarten – 2<sup>nd</sup> Grade:**

- 1<sup>st</sup> Referral: Principal/Student Conference
- 2<sup>nd</sup> Referral: Principal/Student Conference / Office time out / Loss of recess (1-2)

- 3<sup>rd</sup> Referral: .5-1 Days ISD
- 4<sup>th</sup> Referral: 1-2 Days ISS
- 5<sup>th</sup> Referral: 2-3 Days ISS
- 6<sup>th</sup> Referral: 1-2 Days OSS

**3<sup>rd</sup> Grade – 6<sup>th</sup> Grade:**

- 1<sup>st</sup> Referral: Principal/Student Conference / Office time out / Loss of recess (1-2)
- 2<sup>nd</sup> Referral: .5-1 Days ISD
- 3<sup>rd</sup> Referral: 1-2 Days ISS
- 4<sup>th</sup> Referral: 2-3 Days ISS
- 5<sup>th</sup> Referral: 1-2 Days OSS
- 6<sup>th</sup> Referral: 3-5 Days OSS

**J. Disrespectful Behavior**

Behavior that is disrespectful in nature such as not listening to their teachers, refusing to do what they are told to do by a teacher, or showing defiance toward a teacher or staff member.

**Kindergarten – 2<sup>nd</sup> Grade:**

- 1<sup>st</sup> Referral: Principal/Student Conference
- 2<sup>nd</sup> Referral: Principal/Student Conference / Office time out / Loss of recess (1-2)
- 3<sup>rd</sup> Referral: .5-1 Days ISD
- 4<sup>th</sup> Referral: 1-2 Days ISS
- 5<sup>th</sup> Referral: 2-3 Days ISS
- 6<sup>th</sup> Referral: 1-2 Days OSS

**3<sup>rd</sup> Grade – 6<sup>th</sup> Grade:**

- 1<sup>st</sup> Referral: Principal/Student Conference / Office time out / Loss of recess (1-2)
- 2<sup>nd</sup> Referral: 1-2 Days ISD
- 3<sup>rd</sup> Referral: 1-2 Days ISS
- 4<sup>th</sup> Referral: 2-3 Days ISS
- 5<sup>th</sup> Referral: 2-3 Days OSS
- 6<sup>th</sup> Referral: 3-5 Days OSS

**K. Drugs/Alcohol**

Use, possession, or sale of any unauthorized prescription/non-prescription drug, alcohol, narcotic substance, inhalant, counterfeit drugs, or drug-related paraphernalia; or under the influence of any of the above at school, any school-sponsored activities, or on a school bus.

**Kindergarten – 6<sup>th</sup> Grade:**

- 1<sup>st</sup> Referral: 3-10 Days OSS or possible referral to the Superintendent for 10-180 days, and referral to the Juvenile Officer
- 2<sup>nd</sup> Referral: 10 days OSS, referral to the Superintendent for further disciplinary action, and referral to the Juvenile Officer

**L. Extortion/Gambling**

Threatening or intimidating any student for the purpose of obtaining money or anything of value.

**Kindergarten – 6<sup>th</sup> Grade:**

- 1<sup>st</sup> Referral: 1-5 Days ISS or 1-10 Days of OSS
- 2<sup>nd</sup> Referral: 1-10 Days OSS and/or referral to the Superintendent for further disciplinary action, and referral to the Juvenile Officer
- 3<sup>rd</sup> Referral: Referral to the School Board for Expulsion

### **M. Failure to Meet Conditions of Suspension**

Coming within 1,000 feet of any public school in the district while on suspension for any offense that requires reporting to law enforcement, or for an act of school violence or drug-related activity defined by district policy as a serious violation of the district's discipline policy. In determining whether to suspend or expel a student, consideration shall be given to whether the student poses a threat to the safety of any child or school employee, and whether the student's presence within 1,000 feet of the school is disruptive to the educational process or undermines the effectiveness of the school's disciplinary policy.

#### **Kindergarten – 6<sup>th</sup> Grade:**

- 1<sup>st</sup> Referral: 1-3 days OSS
- 2<sup>nd</sup> Referral: 3-5 days OSS
- 3<sup>rd</sup> Referral: 5-180 days out-of-school suspension, or expulsion

### **N. False Alarms**

Tampering with emergency equipment, setting off false alarms, or making false reports.

#### **Kindergarten – 2<sup>nd</sup> Grade:**

- 1<sup>st</sup> Referral: 1-3 days ASD or 1-3 days ISD
- 2<sup>nd</sup> Referral: 1-2 days OSS and 1-2 days ISS
- 3<sup>rd</sup> Referral: 3-5 days OSS or Referral to the Superintendent for further disciplinary action

#### **3<sup>rd</sup> – 6<sup>th</sup> Grade:**

- 1<sup>st</sup> Referral: 1-3 days ISS
- 2<sup>nd</sup> Referral: 1-3 days ISS and 1-3 days OSS
- 3<sup>rd</sup> Referral: 5-10 days OSS or Referral to the Superintendent for further disciplinary action

### **O. Fighting**

Mutual combat in which both parties have contributed to the conflict either verbally, or by physical action and physical aggression is apparent.

#### **Kindergarten – 2<sup>nd</sup> Grade:**

- 1<sup>st</sup> Referral: 1 day ISS
- 2<sup>nd</sup> Referral: 2-3 days ISS
- 3<sup>rd</sup> Referral: 1-3 days OSS

#### **3<sup>rd</sup> – 6<sup>th</sup> Grade:**

- 1<sup>st</sup> Referral: 1-3 days ISS
- 2<sup>nd</sup> Referral: 1-2 days OSS and 1-2 Days ISS
- 3<sup>rd</sup> Referral: 2-5 days OSS

### **P. Horseplay**

When children's play gets too rough and a student continues after the other student asks them to stop.

#### **Kindergarten – 2<sup>nd</sup> Grade:**

- 1<sup>st</sup> Referral: Principal/Student Conference; and/or Loss of Recess
- 2<sup>nd</sup> Referral: .5 day ISD and/or Loss of Recess
- 3<sup>rd</sup> Referral: .5 - 1 day ISS
- 4<sup>th</sup> Referral: 1 – 2 days ISS

#### **3<sup>rd</sup> – 6<sup>th</sup> Grade:**

- 1<sup>st</sup> Referral: Principal/Student Conference; and/or Loss of Recess for 1 – 2 days
- 2<sup>nd</sup> Referral: .5 – 1 day ISS
- 3<sup>rd</sup> Referral: 1 - 2 days ISS
- 4<sup>th</sup> Referral: 1 – 2 days OSS

## **Q. Physical Aggression/Inappropriate Touching**

### **Kindergarten – 2nd Grade:**

- 1st Referral: 1 day ISD
- 2nd Referral: 1-2 days ISS
- 3rd Referral: 2-3 days ISS and/or 1-3 days OSS

### **3rd – 6th Grade:**

- 1st Referral: 1-2 days ISD
- 2nd Referral: 2-3 days ISS
- 3rd Referral: 2-3 days OSS

## **R. Public Display of Affection**

Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

### **Kindergarten – 2nd Grade:**

- 1<sup>st</sup> Referral: Principal/Student Conference
- 2<sup>nd</sup> Referral: Principal/Student Conference and Office Timeout and/or Loss of Recess and/or ISD
- 3<sup>rd</sup> Referrals: 1-2 days ISD or ISS

### **3rd – 6th Grade:**

- 1<sup>st</sup> Referral: Principal/Student Conference & 1 day of ISD or ISS
- 2<sup>nd</sup> Referral: 1-3 days ISS
- 3<sup>rd</sup> Referral: 2-5 days ISS

## **S. Sexual Harassment/Sexual Contact/Sexual Misconduct**

Use of verbal, written or symbolic language that is sexually harassing; also includes physical contact that is sexual in nature. Examples of sexual harassment include, but are not limited to, sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances.

### **Kindergarten – 2nd Grade:**

- 1<sup>st</sup> Referral: Principal/Student Conference & 1 Hour Office Time Out
- 2<sup>nd</sup> Referral: 1-2 days after school detention or 1-2 days ISD
- 3<sup>rd</sup> Referral: 2-3 days ISS

### **3rd – 6th Grade:**

- 1<sup>st</sup> Referral: Principal/Student Conference & 1 day of ISD or ISS
- 2<sup>nd</sup> Referral: 2-3 days ISS
- 3<sup>rd</sup> Referral: 1-5 days OSS

## **T. Tardies**

Showing up late to school or to a class without permission or a valid excuse. Tardies accumulate each semester and start over at the beginning of a new semester.

### **Kindergarten – 6th Grade:**

- 4<sup>th</sup> Tardy: Principal/Student Conference
- 5<sup>th</sup> Tardy: Parent Conference & Loss of Recess
- 6<sup>th</sup> Tardy: 1 day ISS

## **U. Theft/Stealing (minor):**

Theft, attempted theft, or willful possession of stolen property valued at \$25 or less.

### **Kindergarten – 2nd Grade:**

- 1<sup>st</sup> Referral: Principal/Student Conference and Office Time Out & Return of, or restitution of, stolen property
- 2<sup>nd</sup> Referral: 1-3 days ISD & Return of, or restitution of, stolen property
- 3<sup>rd</sup> Referral: 1-3 days ISS & Return of, or restitution of, stolen property and Referral to the Juvenile Officer

### **3<sup>rd</sup> – 6<sup>th</sup> Grade:**

- 1<sup>st</sup> Referral: Principal/Student Conference & 1 day of ISD & Return of, or restitution of, stolen property
- 2<sup>nd</sup> Referral: 1-3 days ISS & Return of, or restitution of, stolen property
- 3<sup>rd</sup> Referral: 1-3 days OSS & Return of, or restitution of, stolen property and Referral to the Juvenile Officer

### **V. Theft/Stealing (major):**

Theft, attempted theft, or willful possession of stolen property valued at \$25 or more.

#### **Kindergarten – 2<sup>nd</sup> Grade:**

- 1st Referral: Principal/Student Conference & Return of, or restitution of, stolen property & 2 days ISD
- 2nd Referral: 1-3 days ISS & Return of, or restitution of, stolen property
- 3rd Referral: 1-3 days OSS & Return of, or restitution of, stolen property and Referral to the Juvenile Officer

#### **3<sup>rd</sup> – 6<sup>th</sup> Grade:**

- 1st Referral: Principal/Student Conference & 1 day of ISS & Return of, or restitution of, stolen property
- 2nd Referral: 2-4 days ISS & Return of, or restitution of, stolen property
- 3rd Referral: 2-5 days OSS & Return of, or restitution of, stolen property and Referral to the Juvenile Officer

### **W. Threat (minor)– Written or Verbal**

Verbal, written, pictorial, or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

#### **Kindergarten – 2<sup>nd</sup> Grade:**

- 1<sup>st</sup> Referral: Principal/Student Conference & Office Timeout or ISD
- 2<sup>nd</sup> Referral: Loss of Recess and/ or .5 day ISD
- 3<sup>rd</sup> Referral: 1 day ISS
- 4<sup>th</sup> Referral: 1–2 days ISS

#### **3<sup>rd</sup> – 6<sup>th</sup> Grade:**

- 1<sup>st</sup> Referral: Principal/Student Conference & Office Timeout and/or ISD
- 2<sup>nd</sup> Referral: 1-2 days ISS
- 3<sup>rd</sup> Referral: 1-3 days ISS
- 4<sup>th</sup> Referral: 1 – 3 days OSS

### **X. Threat (major) – Written or Verbal**

#### **Kindergarten – 2<sup>nd</sup> Grade:**

- 1st Referral: Principal/Student Conference & 1 day ISS
- 2nd Referral: 1-3 days ISS
- 3rd Referral: 1-4 days OSS

#### **3<sup>rd</sup> – 6<sup>th</sup> Grade:**

- 1st Referral: Principal/Student Conference & 1-2 days ISS
- 2nd Referral: 2-3 days ISS
- 3rd Referral: 1-5 days OSS

### **Y. Tobacco**

Possession or use of any tobacco and/or Vape products on school grounds, bus, or at any school activity.

#### **Kindergarten – 2<sup>nd</sup> Grade:**

- 1<sup>st</sup> Referral: Confiscation of tobacco product & conference with the principal
- 2<sup>nd</sup> Referral: Confiscation of tobacco product & 1-2 days ISD & Referral to Juvenile Officer
- 3<sup>rd</sup> Referral: Confiscation of tobacco product & 1-2 days of ISS & Referral to Juvenile Officer



**3<sup>rd</sup> – 6<sup>th</sup> Grade:**

- 1<sup>st</sup> Referral: Confiscation of tobacco product & 1-2 days ISS
- 2<sup>nd</sup> Referral: Confiscation of tobacco product & 1-2 days OSS & Referral to Juvenile Officer
- 3<sup>rd</sup> Referral: Confiscation of tobacco product & 3-5 days of OSS & Referral to Juvenile Officer

**Z. Truancy**

Absence from school without the knowledge or consent of parents/guardians and/or the school administration.

**Kindergarten – 6<sup>th</sup> Grade:**

- 1<sup>st</sup> Referral: 1-3 days ISS
- 2<sup>nd</sup> Referral: 3-5 days ISS
- 3<sup>rd</sup> Referral: 5 days ISS & 1-2 days OSS

**AA. Unauthorized Entry**

Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

**Kindergarten – 2<sup>nd</sup> Grade:**

- 1<sup>st</sup> Referral: Principal/Student Conference and 1-2 days ISS
- 2<sup>nd</sup> Referral: 1-3 days ISS and/or referral to Juvenile Officer
- 3<sup>rd</sup> Referral: 1-3 days OSS and/or referral to the Superintendent for additional consequences and referral to the Juvenile Officer

**3<sup>rd</sup> – 6<sup>th</sup> Grade:**

- 1<sup>st</sup> Referral: Principal/Student Conference & 1-4 days ISS
- 2<sup>nd</sup> Referral: 5-10 days ISS and referral to the Juvenile Officer
- 3<sup>rd</sup> Referral: 1-5 days OSS and/or Referral to the Superintendent for additional consequences & referral to the Juvenile Officer

**BB. Vandalism/Defacing Property**

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

**Kindergarten – 2<sup>nd</sup> Grade:**

- 1<sup>st</sup> Referral: Principal/Student Conference & Restitution & 1-2 days ISD
- 2<sup>nd</sup> Referral: Restitution & 1-3 days ISS
- 3<sup>rd</sup> Referral: Restitution & 1-3 days OSS

**3<sup>rd</sup> – 6<sup>th</sup> Grade:**

- 1<sup>st</sup> Referral: Principal/Student Conference & Restitution & 1-3 days ISS
- 2<sup>nd</sup> Referral: Restitution & 1-3 days OSS
- 3<sup>rd</sup> Referral: Restitution & 4-10 days OSS or Referral to the Superintendent for additional Consequences

**CC. Weapons**

A) Possession or use of any instrument or device, other than those defined in 10 U.S.C. 921, 18 U.S.C. 930 (g)(2), or 571.010, RSMo., which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person. Weapons violations are punishable according to the Safe Schools Act. A key consideration for the consequence is intent of student!

**Kindergarten – 6<sup>th</sup> Grade:**

For pocket knives with a blade less than 4” in length.

- 1<sup>st</sup> Referral: 2-4 days ISS and/or 1-5 days OSS
- 2<sup>nd</sup> Referral: 1-10 days ISS/OSS or Referral to Superintendent for additional consequences or referral to School Board for expulsion.

### **Kindergarten – 6<sup>th</sup> Grade:**

For pocket knives with a blade greater than 4” in length.

1<sup>st</sup> Referral: 1-5 days OSS

2<sup>nd</sup> Referral: 1-10 days ISS/OSS or Referral to Superintendent for additional consequences or referral to School Board for expulsion.

B) Possession or use of a firearm as defined in 18 U.S.C. 921 or any instrument or device defined in 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. 930(g)(2).

### **Kindergarten – 6<sup>th</sup> Grade:**

1<sup>st</sup> Referral: One (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.

2<sup>nd</sup> Referral: Referral to School Board for expulsion.

### **All other violations of general guidelines/rules:**

Any referral, which is not listed above, made to the principal's office regarding infractions of general rules for conduct in school.

**1<sup>st</sup> Referral:** May result in a General Discussion, Warning, Removal from Class, Parent Contact, or Revoked Privileges.

**Subsequent Referrals:** Will result in Revoked Privileges, ASD, ISD, ISS, OSS, or Expulsion, Notification of Authorities and Documentation in Student's Permanent File.

### **FIRST-AID**

The school is not responsible for accidents. Accidents to pupils on the school grounds or in the building are to be reported to the principal and/or nurse immediately. An accident report must be completed.

### **BAD WEATHER**

In case of bad weather the Osage County R-III School District will contact the following TV/radio stations for announcements concerning school closings:

TV Stations: KOMU, Channel 8; KMIZ, Channel 17; KRCG, Channel 13

Radio Stations: KATI-FM, 94.3; KLIK-AM, 1240; KTXY-FM, 106.9;  
KWOS-AM, 950; KJMO-FM, 100.1; KCLR-FM, 99.3;  
KCMQ-FM, 96.7; KTGR-AM, 1580; KLSC-FM, 92.9

Text/email messages will be sent to parents who have signed up to receive them. To sign up go to:  
[www.fatimacomets.org](http://www.fatimacomets.org).

### **LOST AND FOUND**

Clothes and other items found at school or on school buses should be turned in to the principal's office. The lost and found box will be located in the corner of the multipurpose room. Any item lost may be claimed by identifying it in the multipurpose room.

### **SCHOOL BUS RULES AND REGULATIONS**

The bus driver is in full charge of the bus and the students. The driver is responsible for the safety and conduct of the children while on the bus and shall report to the principal any act that would endanger the safety and welfare of the students.

1. The principal is responsible for student conduct, supervision of loading and unloading, and maintaining communication with the bus drivers concerning these activities.
2. Students shall not stand in the road while waiting for the bus.

3. Students shall be on time; the bus cannot wait for you.
4. Students must ride the bus to which they are assigned. Students must get approval from the principal to change buses or to ride a different bus.
5. Student bus misconduct (See Below) is prohibited and shall be subject to disciplinary action:
  - ◆ Fighting or scuffling
  - ◆ Loud talking or profanity
  - ◆ Throwing trash on the floor or out the window
  - ◆ Marking or defacing the bus
  - ◆ Making remarks to people on the road or street
  - ◆ Failure to follow the driver's instructions
  - ◆ Trying to engage the driver in a conversation
  - ◆ Being out of the seat while the bus is in motion
  - ◆ Smoking on the bus
  - ◆ Sticking heads or arms outside of the windows
  - ◆ Refusing to share a seat with another student
  - ◆ Bringing animals on the bus
  - ◆ Bringing firearms, explosives, or other dangerous objects on the bus
  - ◆ Any other dangerous or distracting action that would endanger the safety and welfare or infringe upon the rights of others.
6. Damage to the bus must be reported and guilty students will pay for damages.
7. Students will be removed from the bus by the driver in route if their conduct is so extreme that he or she is endangering other students on the bus.
8. Drivers, students, or parents should report any complaint involving transportation to the principal.

The bus driver will complete a discipline form on students who do not comply with the rules. This form will then be submitted to the Principal. Penalties will be assessed according to the discipline code.

**Consequences for bus infractions are included in the discipline code.**

### **SCHOOL VISITORS POLICY**

The Board of Education encourages parents and other citizens to visit the Fatima Schools and believes that there are many potential benefits which can result from increased interaction with the public. At the same time, the Board has a legitimate interest in avoiding disruption to the educational process, protecting the safety and welfare of the students and staff, and protecting the district's facilities and equipment from misuse or vandalism. A balance must be achieved between the potential benefits and risks associated with the presence of visitors in our school buildings. Achieving the desired balance will lead to increased parent involvement, a better understanding of how the school district operates and the challenges facing the school district, and an increased sense of collaboration and cooperation between the community and the schools. Limitations may be placed on visitors to avoid disruption to school operations and to prevent visitors from receiving a distorted view of those operations. Building principals shall have the authority to determine which visits are to be permitted, as well as the discretion to set any appropriate conditions on the nature and extent of such visits. In exercising their discretion the principals shall consider the purpose of the visit, the impact of the visitor's presence, and the relationship of any visitor to the students. Appropriate administrative rules shall be developed to provide guidance for school personnel so that worthwhile experiences may be provided for those persons who enter onto school premises as visitors. School personnel shall seek to assure that parents and other visitors are courteously received and that sincere efforts are made to provide them with information as may be needed to foster a cooperative relationship between home, school, and community.

## **Policy on School Visitors:**

### **A. General Requirements for Visitors to Schools:**

1. A visitor is defined as any person seeking to enter a school building who is not an employee of the school district or a student currently enrolled in that building.
2. All doors will be locked throughout the school day and visitors must come to the middle doors at the high school to enter. Visitors must buzz the high school office and tell the secretary what their business is at the school. If appropriate, the secretary will electronically open the door for you.
3. All visitors shall sign-in at the high school office upon entering the building. Notices shall be displayed in each building indicating that all visitors are required to register with the high school office. All visitors shall be requested to wear an appropriate form of identification (Name Tag) when on school premises. If visiting an elementary classroom you must check in with the elementary office prior to going to the classroom.
4. Whenever possible, visitors should obtain authorization from the principal 24 hours in advance. A request for classroom observation should be made prior to a classroom visit. At the discretion of the principal, such prior authorization may be required.
5. Visits may be prohibited at certain times such as the first and last weeks of school, immediately before or after vacations or other breaks, and while standardized testing or other assessments are being conducted. In most cases authorization to observe classes will NOT be granted during these times.
6. If conflicts occur because of the number of visitor requests or other circumstances, parents of currently enrolled students will generally be given preference.
7. All school visitors must comply at all times with Board of Education policies, administrative rules, and school regulations. Exceptions to Visitor Requirements: Parents or Osage County R-III citizens who have been invited to visit school as part of a scheduled open house, special event, scheduled performance by a class, team or group, or other adult participants in organized and school-approved activities during off-school hours are exempt from requirements in A. 1-5 above.

### **B. Visitors to Classrooms or Other Instructional Areas:**

1. Access to particular classrooms or other instructional areas of the school may be restricted upon the recommendation of the teacher in charge or as otherwise deemed necessary by the principal.
2. Because classrooms and other instructional areas are the most vulnerable to disruption, specific conditions may be imposed upon visitors, including but not limited to:
  - a. remaining in a designated place or seat
  - b. refraining from speaking to students while the class or activity is in session
  - c. refraining from entering or leaving the area while an activity is underway
  - d. requiring that the dress and grooming of the visitor be consistent with the dress code for the students and employees within the building
  - e. requiring that the visitor be chaperoned
  - f. limiting the duration of the visit to particular times or length of time
  - g. limiting the activities of the visitor to a particular purpose(s)
  - h. designating particular routes of travel in the building or upon the school grounds
3. Visitors wishing to conference with teachers or administrators during the course of the school day must make arrangements in advance.

### **C. Special Situations**

1. Both custodial and non-custodial parents of a Fatima student have rights to visit the child's school unless a court order exists restricting such contact. In the event that a non-custodial parent seeks permission to visit, the school shall make a good faith effort to notify the custodial parent in advance of the visit.
2. The building principal has the authority to exclude from the school premises any person who disrupts or who appears likely to become a disruption to the educational program. Any such

individual shall be directed to leave the school premises immediately and law enforcement authorities shall be called if necessary.

### **OSAGE R-III SCHOOL DISTRICT COMPUTER USAGE AGREEMENT**

Access to district's technology is an unparalleled opportunity to interact with the world at large. This opportunity brings with it a number of responsibilities. In order to use the technology services available at Osage County R-III School District, the student and parent(s) /guardian(s) must read the following technology usage policy and sign the usage agreement before the student will be allowed to use the technology services.

- The use of the Osage R-III School District network is a privilege that may be revoked by the administrators of the network at any time for abusive or inappropriate conduct. Such conduct would include, but it is not limited to, the placing of unlawful information on or through the computer system, accessing another person's files or e-mail, and the use of obscene, abusive, or otherwise objectionable language or images in either public or private files or messages. The instructor cannot be held responsible for inappropriate use by the students. Each student is liable for his/her actions.
- The Osage R-III School District reserves the right to inspect any material stored in files to which users have access and will edit or remove any material that the district staff, in its sole discretion, believes may be objectionable. Users of the network will not use their account to obtain, view, download, or otherwise gain access to potentially objectionable materials. This includes text materials, video images, or sound files that may be considered objectionable.
- The Osage R-III School District Internet connection is provided primarily for education purposes under the direction of district staff. Non-educational use may be limited at any time by district staff.
- Information services and features contained on the Osage R-III School District network are intended for the private use of its patrons. Any commercial or other unauthorized use of those materials, in any form, is expressly forbidden.
- Information contained on the Osage R-III School District's website is placed there for education or general information purposes, and is in no way intended to refer to, or be applicable to, any specific person, case, or situation. When students are identified in pictures posted on the website, it will be by first name only.
- The Osage R-III School District does not warrant that the functions of the system will meet any specific requirements you may have, or that it will be error-free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or profits) sustained or incurred in connection with the use, operation, or inability to use the system.
- The Osage R-III School District network is intended for the exclusive use of its registered users. Each user is responsible for the use of his/her account and password. Any problems that arise from the use of a user's account are the responsibility of the account holder. Any misuse will result in suspension of the account privileges.
- E-mail (electronic mail) must be used responsibly. Specific user responsibilities include checking e-mail regularly within your limited disk quota, and not interfering with the network traffic by sending broadcasts to lists or individuals. Furthermore, you are responsible for protecting your e-mail account and password. E-mail accounts are to be used only by the registered user. Currently, e-mail accounts will be awarded to teachers only. The use of Chat Rooms and Commercial E-mail is prohibited. In the future, if student e-mail accounts are available, the Osage R-III School District network administrators may remove e-mail services for any of the abuses listed in this Technology Usage Policy.
- Installation of any software packages (especially games, screen savers, or any beta versions of software) and tampering with the computer hardware or the system configurations (i.e.: changing screen savers, moving icons) is prohibited without the permission of the technology coordinator.
- Deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent is prohibited. Plagiarism or illegal installation or transmission of copyrighted material is prohibited.
- The Osage R-III School District is currently using Cyber Patrol as a filtering device. Any user should inform a teacher or the technology coordinator if an inappropriate site should happen to be displayed.

- Violation of any portion of this agreement will result in disciplinary actions being taken by administration, which may include an immediate suspension of computer privileges. Rules and regulations of system usage will be modified, added and posted from time to time by the administrators of the Osage R-III School District and/or the network. Users of the network are subject to these additional rules and regulations.

### **GRIEVANCES & DUE PROCESS**

Students and/or their parents have the right to express their side of any incident in which they are involved. If the student and/or parents are dissatisfied with any decision, he/she has the right to appeal through the following channels.

This appeal should be in writing and must be turned in within ten (10) school days of the incident.

- Step 1: Meet with Principal
- Step 2: Meet with Superintendent
- Step 3: Request to Meet with the Board of Education

The principal and superintendent shall respond within ten (10) days of receipt of the written appeal. The board shall address an appeal at the next regularly scheduled board meeting. In the event that a student's behavior warrants punishment as outlined by the school behavior code, the parent shall be notified and allowed the opportunity to voice their opinion on the punishment. The final decision for punishment to be administered is the principal's responsibility. In the event a parent cannot be contacted, the principal will take action and notify the parent as soon as possible thereafter.

Missouri Department of Elementary & Secondary Education

### **NONPUBLIC COMPLAINT PROCEDURES**

The Federal No Child Left Behind Act of 2001 (NCLB), Title IX Part E. Sec. 9503 requires the Missouri Department of Elementary & Secondary Education (DESE) to adopt a complaint process for participation of private school children. This Act was replaced by the Every Student Succeeds Act, during the transition period you may use these same complaint procedures.

#### **Who May File a Complaint**

A local education agency (LEA) is required to provide to eligible private school children, their teachers, and their families Title I services or other benefits that are equitable to those provided to eligible public school children, their teachers, and their families. Private school officials have recourse through the complaint process if they do not believe their eligible children, teachers, or families are receiving equitable services.

#### **Address to File a Complaint**

The complaint should be addressed to Director, Federal Grants Management, Missouri Department of Elementary and Secondary Education, P.O. Box 480, Jefferson City, Missouri 65102-0480.

#### **Definition of a Complaint**

A private school official has a right to complain to the state educational agency (SEA) that the LEA did not engage in a timely and meaningful consultation process or did not give due consideration to the views of the private school officials. Any dispute regarding the accuracy of low-income data for private school students also can be the subject of a complaint. A formal complaint must be a written, signed statement that includes specific details of the situation of noncompliance by the local educational agency.

#### **Alternatives for Filing Complaints**

It is federal and state intent that complaints are resolved at a level nearest the LEA as possible. As described below, formal complaints filed with the SEA will be forwarded to the appropriate LEA for investigation and

resolution. Informal complaints made to the SEA will be subject of an initial investigation by the SEA, but will be forwarded to the LEA if a formal complaint evolves. Precise processes in both instances are described below.

### **Informal Complaints Received by the SEA Office**

Informal complaints (i.e., verbal and/or anonymous) to the SEA by individuals (who may ask not to be identified to the LEA) concerning nonpublic issues in an LEA will be investigated by the SEA, according to procedures deemed most appropriate by the SEA, within 10 days of receipt of the complaint. Findings of this investigation shall be reported to the complainant within 10 additional days. In the event that the complainant requests further investigation or a hearing, the complainant must file a signed written complaint. This formal complaint will be processed according to procedures outlined in sections below.

### **Formal Complaints Received by the SEA Office**

1. Record. Upon receipt of a written complaint, a record of the source and nature of the complaint, including the applicable program involved in the complaint, and facts on which the complaint is based, will be initiated.
2. Notification of LEA. The SEA will inform the involved school district(s) of the complaint.
3. Report by SEA. Within thirty (30) days after receiving a complaint, the SEA will gather needed information including documentation and statements of the parties and may conduct an independent investigation. The SEA may provide technical assistance and may facilitate an appropriate resolution to the complaint through an on-site visit, if required.

### **Decision**

The SEA will resolve the complaint and will provide the parties, a written summary of the 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. The complainant or the LEA may appeal the decision of the SEA.

### **Appeals**

Appeal to the U.S Department of Education no later than 30 days following the written response by the SEA, or in the event the SEA fails to resolve the complaint within a reasonable period of time, the private school official may appeal the decision of the SEA to the secretary of the U.S. Department of Education. Such appeal must be accompanied by a copy of the SEA's written response, if available, and a complete statement of the reasons supporting the appeal. The secretary must complete an investigation of the complaint and resolve the appeal within 120 days after receipt of the appeal.

### **Procedure Dissemination**

1. This procedure will be disseminated to all interested parties through the agency webpage at <http://dese.mo.gov> and to subscribers to the Federal Programs listserv.
2. This guidance will be distributed through regional and statewide meetings with Federal Programs Coordinators and nonpublic officials. LEAs are asked to distribute the complaint procedure to nonpublic entities during consultation meetings.
3. DESE will keep records of any complaints filed through this policy.

### **NOTICE OF NONDISCRIMINATION**

The Osage County R-III School District does not discriminate on the basis of race, color, national origin, gender, age, or disability. This policy pertains to admission/access to, or treatment/employment in, its programs and activities.

Any person having inquiries concerning complaints with the regulations implementing Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, is directed to Mr. Chuck Woody,

Superintendent, and Section 504 of the Rehabilitation Act of 1973 is directed to Karen Keller, Elementary Principal, Osage County R-III School, P.O. Box 37, Westphalia, Mo. 65085, telephone 573-455-2375.

**NOTICE: Osage County RII does not maintain any policy that prevents or denies participation in constitutionally protected prayer in public elementary and secondary schools.**

#### **504/TITLE II PUBLIC NOTICE**

The Osage R-III School District, as a recipient of federal financial assistance from the United States Department of Education and operates a public elementary or secondary education program and/or activity, is required to undertake to identify and locate every qualified person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parents or guardians of the District's duty.

The Osage R-III School District assures that it will provide a free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act, the provision of an appropriate education is the provision of regular or special and related aids and services that are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and are based on adherence to procedures that satisfy the requirements of the 504 federal regulations.

The Osage R-III School District has developed a 504/Title II Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed in the Special Services Office during regular school days and times. This notice will be provided in native languages as appropriate.

#### **GRIEVANCE PROCEDURE**

This grievance procedure is established to meet the requirements of the Americans With Disabilities Act. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in employment practices and policies or the provision of services, activities, programs, or benefits by the Osage R-III School District.

The complaint should be in writing and contain information about the alleged discrimination, such as: name, address phone number of the complainant, and the location, date, and a description of the problem. Alternative means for filing complaints, such as personal interviews or tape recording, of the complaint will be made available for persons with disabilities on request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible, and no later than within 60 calendar days of the event. Complaints should be submitted to **Paula Logan, ADA Coordinator**.

Within 15 calendar days after receipt of the complaint, the ADA coordinator will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days of the meeting, the ADA coordinator will respond in writing, and where appropriate, in a format accessible to the complainant. The response will explain the position of Osage R-III and offer options for substantive resolution of the complaint.

If the response does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision of the ADA coordinator within 15 calendar days after receipt of the response to the Osage R-III Board of Education.



Within 15 calendar days after receipt of the appeal, the Board of Education or their designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 days after the meeting, the Board of Education or their designee will respond in writing, and where appropriate, in a format accessible to the complainant.

The Osage R-III School District will keep for a period of at least three years all written complaints received by the ADA coordinator, appeals to the Board of Education, and responses from the ADA coordinator and the Board of Education.

**OSAGE COUNTY R-III SCHOOLS**  
**PUBLIC NOTICE**

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. Osage County R-III Public School assures that they will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under our jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Osage County R-III Public School assures that they 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 First Steps program.

The Osage County R-III Public School assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. 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 Osage County R-III Public School has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the public school's Superintendent's Office on days that school is in session.

This notice will be provided in native languages as appropriate.

**Chuck Woody, Superintendent**  
**Melissa Wright, Elementary Principal**  
**Paula Logan/Cindy Wibberg, Special Services Director**  
**Telephone: 573/455-2375**

## BULLYING INCIDENT REPORT FORM

If you have been the target of bullying or have witnessed the bullying of a District student, complete this form and submit to the building principal. Complaints against building principals should be submitted to the Superintendent. Complaints against the Superintendent should be submitted to the Board of Education. Reports of bullying will be investigated and disciplinary action will be taken as warranted.

Date Filed: \_\_\_\_\_

Your Name\*: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Indicate the appropriate response to the following with a check mark(s):

You are a:     Student     Parent     Employee     Volunteer

Date(s) of alleged bullying: \_\_\_\_\_      Time (s) of alleged bullying: \_\_\_\_\_

Name of student(s) subjected to bullying: \_\_\_\_\_

Person(s) alleged to have committed the bullying or harassment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Summarize the incident(s) of bullying as accurately as possible. Attach additional sheets or use back side of the form, if necessary:

\_\_\_\_\_

\_\_\_\_\_

Names of Witnesses: \_\_\_\_\_

Have you reported this to anyone else?     Yes     No    If so, who? \_\_\_\_\_

Signature of Complainant: \_\_\_\_\_

**\*Students have the right to complete this form anonymously. However, it will be easier for the District to investigate this matter if as much information as possible is provided. Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter's future employment, grades, learning or working environment. A complainant that falsely accuses someone will be subject to disciplinary action.**

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*This section is for use of District Administration*

Date received by Principal: \_\_\_\_\_

Investigative Action taken: \_\_\_\_\_

\_\_\_\_\_

Result of Investigation/Action taken: \_\_\_\_\_

\_\_\_\_\_

Signature of Principal: \_\_\_\_\_

## Fatima Elementary School Minor Office Discipline Referral

<b>Student:</b> _____	<b>IEP- Y or N</b>	<b>Date:</b> _____
<b>Grade:</b> <b>K</b> <b>1</b> <b>2</b> <b>3</b> <b>4</b> <b>5</b> <b>6</b>		<b>Classroom Teacher:</b> _____

<b>Incident 1: Reason(s) for Referral</b>		
<b>Time:</b> _____		<b>Staff:</b> _____
<p style="text-align: center;"><b>SAFETY</b></p> <p><b>Minor</b></p> <p><input type="checkbox"/> Physical contact/horseplay</p> <p><input type="checkbox"/> Bullying/Harassment</p> <p><b>Major</b></p> <p><input type="checkbox"/> Physical aggression/assault</p> <p><input type="checkbox"/> Bullying/harassment</p>	<p style="text-align: center;"><b>RESPECT</b></p> <p><b>Minor</b></p> <p><input type="checkbox"/> Disrespect</p> <p><input type="checkbox"/> Inappropriate language/gesture</p> <p><input type="checkbox"/> Disruption</p> <p><input type="checkbox"/> Misbehavior/Other</p> <p><b>Major</b></p> <p><input type="checkbox"/> Disrespect</p> <p><input type="checkbox"/> Disruption</p> <p><input type="checkbox"/> Sexual misconduct</p> <p><input type="checkbox"/> Inappropriate language/gesture</p> <p><input type="checkbox"/> Misbehavior/Other</p>	<p style="text-align: center;"><b>RESPONSIBILITY</b></p> <p><b>Minor</b></p> <p><input type="checkbox"/> Homework</p> <p><input type="checkbox"/> Defacing property</p> <p><b>Major</b></p> <p><input type="checkbox"/> Defacing property</p> <p><input type="checkbox"/> Homework (5<sup>th</sup> offense)</p> <p><input type="checkbox"/> Technology violation</p> <p><input type="checkbox"/> Possession of illegal school objects</p> <p><input type="checkbox"/> Lying/cheating</p> <p><input type="checkbox"/> Forgery/Theft</p>
<b>Location of Incident:</b>		
<input type="checkbox"/> bathroom <input type="checkbox"/> library <input type="checkbox"/> playground <input type="checkbox"/> hallway <input type="checkbox"/> special event (field trip/assembly) <input type="checkbox"/> bus area <input type="checkbox"/> on bus <input type="checkbox"/> cafeteria <input type="checkbox"/> classroom <input type="checkbox"/> other _____		
<b>POSSIBLE MOTIVATION:</b>		<b>OTHERS INVOLVED:</b>
<input type="checkbox"/> Attention from peers(s) <input type="checkbox"/> Attention from adult(s) <input type="checkbox"/> Avoid peer(s) <input type="checkbox"/> Avoid adult(s) <input type="checkbox"/> Avoid work/task <input type="checkbox"/> Obtain item <input type="checkbox"/> Don't know <input type="checkbox"/> Other _____		<input type="checkbox"/> None <input type="checkbox"/> Peers <input type="checkbox"/> Staff <input type="checkbox"/> Teacher <input type="checkbox"/> Substitute <input type="checkbox"/> Unknown <input type="checkbox"/> Other

<b>Incident 2: Reason(s) for Referral</b>		
<b>Time:</b> _____		<b>Staff:</b> _____
<p style="text-align: center;"><b>SAFETY</b></p> <p><b>Minor</b></p> <p><input type="checkbox"/> Physical contact/horseplay</p> <p><input type="checkbox"/> Bullying/Harassment</p> <p><b>Major</b></p> <p><input type="checkbox"/> Physical aggression/assault</p> <p><input type="checkbox"/> Bullying/harassment</p>	<p style="text-align: center;"><b>RESPECT</b></p> <p><b>Minor</b></p> <p><input type="checkbox"/> Disrespect</p> <p><input type="checkbox"/> Inappropriate language/gesture</p> <p><input type="checkbox"/> Disruption</p> <p><input type="checkbox"/> Misbehavior/Other</p> <p><b>Major</b></p> <p><input type="checkbox"/> Disrespect</p> <p><input type="checkbox"/> Disruption</p> <p><input type="checkbox"/> Sexual misconduct</p> <p><input type="checkbox"/> Inappropriate language/gesture</p> <p><input type="checkbox"/> Misbehavior/Other</p>	<p style="text-align: center;"><b>RESPONSIBILITY</b></p> <p><b>Minor</b></p> <p><input type="checkbox"/> Homework</p> <p><input type="checkbox"/> Defacing property</p> <p><b>Major</b></p> <p><input type="checkbox"/> Defacing property</p> <p><input type="checkbox"/> Homework (5<sup>th</sup> offense)</p> <p><input type="checkbox"/> Technology violation</p> <p><input type="checkbox"/> Possession of illegal school objects</p> <p><input type="checkbox"/> Lying/cheating</p> <p><input type="checkbox"/> Forgery/Theft</p>
<b>Location of Incident:</b>		
<input type="checkbox"/> bathroom <input type="checkbox"/> library <input type="checkbox"/> playground <input type="checkbox"/> hallway <input type="checkbox"/> special event (field trip/assembly) <input type="checkbox"/> bus area <input type="checkbox"/> on bus <input type="checkbox"/> cafeteria <input type="checkbox"/> classroom <input type="checkbox"/> other _____		
<b>POSSIBLE MOTIVATION:</b>		<b>OTHERS INVOLVED:</b>
<input type="checkbox"/> Attention from peers(s) <input type="checkbox"/> Attention from adult(s) <input type="checkbox"/> Avoid peer(s) <input type="checkbox"/> Avoid adult(s) <input type="checkbox"/> Avoid work/task <input type="checkbox"/> Obtain item <input type="checkbox"/> Don't know <input type="checkbox"/> Other _____		<input type="checkbox"/> None <input type="checkbox"/> Peers <input type="checkbox"/> Staff <input type="checkbox"/> Teacher <input type="checkbox"/> Substitute <input type="checkbox"/> Unknown <input type="checkbox"/> Other

## Incident 3: Reason(s) for Referral

**Time:** \_\_\_\_\_

**Staff:** \_\_\_\_\_

<b>SAFETY</b>	<b>RESPECT</b>	<b>RESPONSIBILITY</b>
<p><b>Minor</b></p> <p><input type="checkbox"/> Physical contact/horseplay</p> <p><input type="checkbox"/> Bullying/Harassment</p> <p><b>Major</b></p> <p><input type="checkbox"/> Physical aggression/assault</p> <p><input type="checkbox"/> Bullying/harassment</p>	<p><b>Minor</b></p> <p><input type="checkbox"/> Disrespect</p> <p><input type="checkbox"/> Inappropriate language/gesture</p> <p><input type="checkbox"/> Disruption</p> <p><input type="checkbox"/> Misbehavior/Other</p> <p><b>Major</b></p> <p><input type="checkbox"/> Disrespect</p> <p><input type="checkbox"/> Disruption</p> <p><input type="checkbox"/> Sexual misconduct</p> <p><input type="checkbox"/> Inappropriate language/gesture</p> <p><input type="checkbox"/> Misbehavior/Other</p>	<p><b>Minor</b></p> <p><input type="checkbox"/> Homework</p> <p><input type="checkbox"/> Defacing property</p> <p><b>Major</b></p> <p><input type="checkbox"/> Defacing property</p> <p><input type="checkbox"/> Homework (5<sup>th</sup> offense)</p> <p><input type="checkbox"/> Technology violation</p> <p><input type="checkbox"/> Possession of illegal school objects</p> <p><input type="checkbox"/> Lying/cheating</p> <p><input type="checkbox"/> Forgery/Theft</p>

**Location of Incident:**

bathroom     library     playground     hallway     special event (field trip/assembly)  
 bus area     on bus     cafeteria     classroom     other \_\_\_\_\_

**POSSIBLE MOTIVATION:**

Attention from peers(s)     Attention from adult(s)  
 Avoid peer(s)     Avoid adult(s)     Avoid work/task  
 Obtain item     Don't know     Other \_\_\_\_\_

**OTHERS INVOLVED:**

None     Peers     Staff     Teacher  
 Substitute     Unknown     Other

**TEACHER ACTION TAKEN:**

<p><b>(Verbal Warning) – Handled by Classroom Teacher</b></p> <p><input type="checkbox"/> Clip down or check mark and/or</p> <p><input type="checkbox"/> Re-teach expectations and/or</p> <p><input type="checkbox"/> Conference with student one on one</p>	<p><b>Incident 2: (Buddy Room and/or Counselor)</b></p> <p><input type="checkbox"/> Clip down or check mark</p> <p><input type="checkbox"/> Send to Buddy Room with Think Sheet</p> <p><input type="checkbox"/> Allow Cool Down time</p> <p><input type="checkbox"/> Conference with student one on one by buddy room teacher and/or counselor</p> <p><input type="checkbox"/> Contact parent or guardian</p>
<p><b>Incident 1: (Safe Spot) – Start minor referral form</b></p> <p><input type="checkbox"/> Clip down or check mark</p> <p><input type="checkbox"/> Re-teach expectations</p> <p><input type="checkbox"/> Conference with student one on one</p>	<p><b>Incident 3: (Minor Office Discipline Referral)</b></p> <p><input type="checkbox"/> Send child, minor discipline referral, and Think Sheet to the office</p>

**Parent Contacted:** Check one:  Call     Mail     Message     Email     Conference

**Description/Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please attach narrative of the incident(s) if necessary.**

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## **Fatima Elementary Handbook Verification Form**

**\*\*All Parents/Guardians & Students Should Review Handbook (Discipline Policies) Together\*\***

**Parent section:**

I \_\_\_\_\_ hereby notify the staff and administration of Fatima Elementary School  
*(Parent or Guardian's Name)*  
that I did read and review the Student Handbook (especially the Discipline Policies) for the 2018-2019 school year with my son/daughter, and we have discussed the actions that will take place in the event he/she chooses to break a rule. I support the school's actions taken to provide a safe environment in which all children can attend without fear of harm from another person. I further give permission for you to call me at home or work in the event my child is breaking a rule to the degree that is harmful to his/her best interest or any other student's.

**Student Section:**

I \_\_\_\_\_ have read and reviewed the Student Handbook for the 2018-2019 school  
*(Student's Name)*  
year with my parents/guardians. I understand the actions that will be taken if I choose to break a school rule or policy. I want my school to be a safe place for me and all other students each day. I am going to do my best to help make my parents and friends proud of our school by following all the school rules.

Student Grade:    K        1<sup>st</sup>        2<sup>nd</sup>        3<sup>rd</sup>        4<sup>th</sup>        5<sup>th</sup>        6<sup>th</sup>    (Circle the Appropriate Grade)

Student Name Printed: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardians Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Please sign and return to your child's teacher by  
Thursday, August 22, 2019**

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