

## **ORGANIZATION, PHILOSOPHY, AND GOALS**

**Policy 0100**

### **Legal Status**

#### **School District Legal Status**

The School District is organized under the authority of the state legislature and exercises powers delegated directly and indirectly by the Missouri State Legislature.

The official, corporate name of the School District shall be CONSOLIDATED SCHOOL DISTRICT NO. 6. The name, address, and telephone number of the District are:

Fox C-6 School District  
745 Jeffco Boulevard  
Arnold, Missouri 63010  
Phone: (636) 296-8000  
Fax: (636) 282-5170

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Adopted: 11/97  
Revised: 1/00

Consolidated School District No. 6 (Fox)

## **ORGANIZATION, PHILOSOPHY, AND GOALS**

**Policy 0110**

### **Legal Status**

### **Identification Codes**

State Code \_\_\_\_\_ 050

County Code \_\_\_\_\_ 012

I.R.S. Federal Employee \_\_\_\_\_ 69-0430292

Federal I.D. \_\_\_\_\_ 43-6000- 853

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Adopted: 11/97

Consolidated School District No. 6 (Fox)

**School District Philosophy**

Embodied in the rules and regulations of the Fox C-6 Board of Education is the philosophy of the school system. Associated with that philosophy are the related general objectives which have been deemed important over the years, and to which the district aspires to accomplish. The information which appears in the board rules is as follows:

**I. PHILOSOPHY OF THE SCHOOL SYSTEM****POLICY**

- (a) Through the use of well planned and directed learning experiences, pupils are helped to make adjustments to a changing society and to develop for each individual his MENTAL, PHYSICAL, SOCIAL, EMOTIONAL, and SPIRITUAL growth.
- (b) Education has as its aim the preparation of each new generation adequately to face and to solve the emerging problems of everyday life.
- (c) We believe that each individual should appreciate and support the democratic principles for which we stand:
  - Freedom of Speech
  - Freedom of Worship
  - Freedom of Want and Fear
  - Freedom from Prejudice
- (d) Teachers, administrators, and Board of Education share the responsibility of providing the best education for their district's children and youth.
- (e) Provision of optimal learning opportunity must be the paramount consideration in total school operation.
- (f) Upgrading learning opportunity in our changing society requires good faith interaction of those in all levels of school operation.
- (g) Administrators, teachers, and Board of Education recognize that job satisfaction is of prime importance in providing optimal learning opportunity.
- (h) We believe that determinations should be made at the local and state level which are best suited to meet the needs of our youth.

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Adopted: 11/97

Consolidated School District No. 6 (Fox)

**ORGANIZATION, PHILOSOPHY, AND GOALS**

**Policy 0210**

**School District Philosophy**

**School District Mission Statement**

***MISSION STATEMENT***

*To provide the highest quality of instruction  
to prepare students for success in life.*

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Adopted: 11/97  
Revised: 03/00

Consolidated School District No. 6 (Fox)

## **ORGANIZATION, PHILOSOPHY, AND GOALS**

**Policy 0215**  
**(Regulation 0215)**

### **School District Philosophy**

#### **District Statement of Commitment to the Character Education Program**

The Fox C-6 School District is committed to preparing students to meet the challenges of the 21<sup>st</sup> century. We believe it necessary for children to recognize that a free society cannot survive unless the values upon which it is grounded are fully comprehended and practiced by each succeeding generation of educated citizens. (For these reasons, we believe it is necessary to have a commitment to be intentional about teaching character development.) To achieve this, the Fox C-6 School District has articulated the efforts toward personal growth, responsible citizenship, and the knowledge and skills necessary to be successful. These efforts represent a balanced, broad-based educational foundation, which is exemplified through the “Bill of Rights”. The document was created by students, staff, parents, and administrators to support our Character Education Program and promote a Legacy of Kindness within the Fox C-6 School District.

CHARACTER<sup>plus</sup> encourages our students to reach those characteristics of an ideal graduate by focusing on responsibility education strategies each day for every individual. The characteristics are taught from birth through the 12<sup>th</sup> grade in all aspects of the school setting. These preserve our freedom and civil heritage, enhance academic excellence, and promote good citizenship.

The district recognizes the home as the primary source of moral, ethical, and religious instruction; the role of the school is to support the family by upholding the highest example of morality, ethics, and integrity. A policy on character development is for the benefit of all students and is written with respect and sensitivity to the diversity of religions, cultures, creeds, and beliefs.

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Adopted: 07/04

Consolidated School District No. 6 (Fox)

## **ORGANIZATION, PHILOSOPHY, AND GOALS**

**Policy 0301**

### **School Board Organization**

#### **Board Member Qualification**

Candidates must be citizens of the United States and resident taxpayers of the district, reside in this state for one year next preceding their election or appointment, and be at least 24 years of age.

No person may be a candidate for a position on the Board if such person is registered as a sex offender, or is required to be registered as a sex offender under state law. Any Board member who is likewise required to register, or who is registered as a sex offender under state law will immediately be requested by the Board to resign from the Board. Should such Board member refuse to resign, the member will be ineligible to serve as a Board member at the end of his/her term.

Each newly elected, or appointed, director shall qualify and take his/her oath of office in the manner prescribed by law and according to Policy 0330.

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Adopted: 11/97

Consolidated School District No. 6 (Fox)

## **ORGANIZATION, PHILOSOPHY, AND GOALS**

**Policy 0310**  
**(Regulation 0310)**

### **School Board Organization**

#### **School Board Purpose and Roles**

The School Board of Education performs three basic functions in the management of the School District:

**Legislative:** The School Board shall exercise full legislative rule and management authority for the District by adopting policy and directing all procedures necessary for the governance of District educational and administrative responsibilities.

**Executive:** The School Board shall delegate to the Superintendent the responsibility of implementing all Board policy.

**Appraisal:** The School Board shall determine the effectiveness of policy implementation through evaluation of school operations, practices, and program outcomes. The achievement level of students shall be the guiding standard through which all success shall be measured.

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Adopted: 11/97  
Revised: 1/00

Consolidated School District No. 6 (Fox)

## **ORGANIZATION, PHILOSOPHY AND GOALS**

**Policy 0311**

**Page 1 of 3**

### **School Board Organization**

#### **Statement of Practices**

##### **Attendance**

Members shall attend all regularly scheduled Board of Education meetings in so far as possible. Any member failing to attend the meeting of the Board for three (3) consecutive regular meetings, unless excused by a majority of the Board for reasons satisfactory to the Board, shall be deemed to have vacated the seat; and the secretary of the Board shall certify that fact to the Board. The vacancy shall be filled as other vacancies occurring in the Board. Attendance for purposes of this provision shall be defined as actual, physical attendance at the Board meeting until all of the business of the Board has been completed unless a member is excused by a majority of the Board.

##### **Knowledge**

Members shall come to Board of Education meetings informed concerning the issues to be considered.

##### **Abstentions**

Members shall avoid abstaining except when required by statute or Board policy. The members of the Board have been elected to make difficult decisions on behalf of the students, parents, patrons and employees of the district. The concept of trusteeship requires each member to review the issues under the Board's consideration and to take a stand regarding those issues. A member who has conformed to the above-described tenets of knowledge, open discussion, independent judgment, and independent and civility should be prepared to cast a vote on each of the issues before that member.

##### **Cooperation/Delegation**

Members shall work with other Board members to establish effective Board policies and to delegate authority for the administration of the schools to the Superintendent. Members shall not attempt to bypass, undermine, or usurp the Superintendent's authority and responsibility for the daily operation of the schools.



**Conflict of Interest (Refer to Policy and Regulation 0342 – Nepotism, Conflict of Interest and Financial Disclosure)**

Members shall avoid being placed in a position of conflict of interest, and shall not use the Board position for personal or partisan gain. Members shall conduct themselves in accordance with the conflict of interest policy and disclosure requirements prescribed by statute and Board policy.

**Confidentiality**

Members shall not disclose confidential information. Information is confidential if it is (a) communicated during executive session; or (b) otherwise communicated with a mutual understanding of confidentiality.

**Acceptance of Gifts**

Members shall not solicit or accept gifts, payments, or anything greater than a nominal value item or holiday gifts of nominal value from any person, organization, group, or entity doing business or desiring to do business with the School District.

**Contact with Vendors**

Members, if contacted by a vendor requesting information about the District's bidding procedures, whether of a general nature or with regard to specific goods or services to be bid, shall provide the vendor with the name and business telephone number of the administrator responsible for purchasing such goods or services. The member shall request that the vendor contact the relevant administrator and direct all questions and concerns to that administrator.

**Board Communications to Staff**

All official communications, policies, and directives of staff interest and concern will be communicated to staff members through the Superintendent, and the Superintendent will employ such media as are appropriate to keep the staff fully informed of the Board's concerns and actions.

**Visits to Schools**

Individual Board members who, in their parental capacity, wish to visit the school(s) or classroom(s) of their child(ren) will follow the regular procedures for visitors. Board members who wish to visit other schools or classrooms as an informal expression of interest in school affairs will inform the Superintendent who will arrange such visit(s) through appropriate principal(s). Official visits by Board members will be conducted only with the full knowledge of the Superintendent and principal(s) involved.

### **Educational Welfare**

Members shall remember always that the first and greatest concern must be the educational welfare of the students attending the School District.

### **Background Checks**

Since all District employees are required to obtain criminal record and Children's Division background checks prior to beginning employment, the Board believes that all Board members should obtain criminal record and Children's Division background checks. In addition and upon election, new Board members should obtain and submit the same background information.

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Adopted: 11/07

Consolidated School District No.6 (Fox)

**School Board Organization****School Board Election and Term**

The qualified voters of the School District shall annually on the municipal election day, first Tuesday of April, elect two directors for terms of three years, except, effective for board elections in April of 1993, and each three years thereafter, when three directors shall be elected in compliance with regulations specified in state law.

**Qualified Voters in the School District**

An individual must be a registered voter in order to vote in a school election. In order to vote, a person must be 18 years of age or older, must be a citizen of the United States, and must reside in the School District 30 days.

**Qualified Applicants - Method of Filing**

Qualified applicants for the Board may file for office during business hours on days when school is in session in the Superintendent's office commencing on the fifteenth Tuesday prior to the election and ending at the close of business hours on the eleventh Tuesday before the election. The candidate shall declare his intent to become a candidate, in person and in writing to the secretary of the Board of Education. The name of qualified candidates shall be placed on the ballot in the order of filing. The notice of election and certification of candidates must be submitted to the county clerk by the tenth Tuesday prior to the election. Candidates must comply with all of the prevailing laws concerning eligibility and campaign financing.

A candidate who files for one vacancy and later decides to run for another shall be positioned on the ballot according to the time when his/her change of declaration is received by the secretary of the Board, not on the basis of when the first petition was filed.

A candidate who files and then decides to withdraw from the candidacy may submit to the Board secretary written notice of intent to withdraw from the election at any time before the Board of Education has convened to vote to approve the notice of election and sample ballot. Any withdrawals after this date will require Court approval pursuant to Missouri Revised Statute 115.127.

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Adopted: 11/97

Consolidated School District No. 6 (Fox)

## **ORGANIZATION, PHILOSOPHY AND GOALS**

**Policy 0320**  
**(Regulation 0320)**

### **School Board Organization**

#### **School Board Elections**

##### **(Ballot Placement by Random Drawing-Seven Director Districts)**

The qualified voters of the (District Common Name) shall annually elect two (2) directors for terms of three (3) years each on the municipal election day in April. An additional director shall be elected triennially. Unexpired vacant terms will be filled in accordance with law.

#### **Candidate Filing**

Before the sixteenth Tuesday preceding the election, the Board shall publish in at least one (1) newspaper of general circulation in the district the opening filing date, the offices to be filled, the place for filing, the closing date for filing and a statement that candidates filing on the first day of filing will be listed on the ballot in random order.

Qualified applicants for the Board may file a declaration of candidacy during business hours in the superintendent's office commencing at 8:00 a.m. on the sixteenth Tuesday prior to the election and ending at 5:00 p.m. on the eleventh Tuesday prior to the election. The candidate shall declare his or her intent to become a candidate in person and in writing to the secretary of the Board of Education or designee.

The name of qualified candidates shall be placed on the ballot in order of filing, except that for candidates who file a declaration of candidacy prior to 5:00 p.m. on the first day of filing, the district shall determine by random drawing the order in which such candidates' name shall appear on the ballot. Each candidate filing on the first day shall draw a number at random at the time of filing. The district shall record the number drawn with the candidate's declaration of candidacy. The names of candidates filing on the first day of filing shall be listed in ascending order of the numbers so drawn and ahead of the name of candidates filing on a later date.

The notice of election and certification of candidates must be submitted to the election authority by the tenth Tuesday prior to the election in the manner provided by law. After the tenth Tuesday prior to the election, the candidate list may only be modified pursuant to court order, in accordance with law.

Prior to the district's certification of candidates to the election authority, a candidate may withdraw from the election by presenting to the district a notarized written statement of his or her intention to withdraw. After the deadline for certification of candidates to the election authority, a candidate may only withdraw pursuant to court order, in accordance with law.

The district will provide each candidate a copy of the Notice of Candidate's Obligation to File Financial Interest Statement and a plain language summary of the applicable laws provided by the Missouri Ethics Commission as required by law. Candidates must comply with laws concerning eligibility, campaign financing and campaign disclosures.

**Qualifications**

Candidates must be citizens of the United States and resident taxpayers of the District, reside in his/her state for one year next preceding their election or appointment, and be at least twenty-four (24) years of age. Each newly elected or appointed director shall qualify and take his/her oath of office in the manner prescribed by law and according to Policy 0330 – Oath of Office.

No person may be a candidate for a position on the Board if such person is registered as a sex offender, or is required to be registered as a sex offender under state law. Any Board member who is likewise required to register, or who is registered as a sex offender under state law will immediately be requested by the Board to resign from the Board. Should such Board member refuse to resign, the member will be ineligible to serve as a Board member at the end of his/her term.

**Write-In Candidates**

If candidates have filed for a position, a person interested in becoming a write-in candidate must file a declaration of intent to be a write-in candidate with the proper election authority prior to 5:00 p.m. on the second Friday immediately preceding the election day in order for the votes to be counted. If no candidates have filed for the position, filing a declaration of intent to be a write-in candidates is not necessary.

**No Election Held**

No election will be held if, after the last date of candidate filing, the number of candidates who have filed is equal to the number of positions to be filled by the election. However, if the number of candidates filing exceeds the number of positions, the election will be held even if a sufficient number of candidates withdraw so that the remaining candidates are equal to the number of positions to be filled.

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Adopted: 12/03  
Effective: 12/03

## **ORGANIZATION, PHILOSOPHY AND GOALS**

**Policy 0321**  
**(Regulation 0321)**

### **School Board Organization**

#### **School Board Officers**

Within fourteen (14) days after the annual Board election in April, the Board will meet to administer the oath of office to new Board members and to elect a president and vice-president. Thereafter, on or before the 15th day of July of each year, the Board shall elect a secretary and a treasurer, who shall enter upon their respective duties on the 15th day of July. The secretary and treasurer may or may not be members of the Board (RSMo. Section 162.301(2)).

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Adopted:

Consolidated School District No. 6 (Fox)

## **ORGANIZATION, PHILOSOPHY AND GOALS**

**Policy 0323**

### **School Board Organization**

#### **Resignation**

Any School Board member who wishes to resign from office shall inform the School Board secretary in writing. The School Board secretary shall certify to the Board that the office is vacant. The Board may appoint a replacement to serve until the next school Board election, at which time the position shall be filled by election to complete the unexpired term.

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Adopted: 11/97

Consolidated School District No. 6 (Fox)

## **ORGANIZATION, PHILOSOPHY AND GOALS**

**Policy 0324**  
**(Regulation 0324)**

### **School Board Organization**

### **Unexpired Term Fulfillment**

In the case of a vacancy in the membership of the Board, such vacancy shall be appointed by the remaining members of the Board until the next annual school election as set for in Missouri School Laws.

If filling the vacancy, the Board will inform the community and solicit applications. In addition, the Board may affirmatively solicit qualified community members to apply for the vacant position. The Board, or a committee designated by the Board will screen the applicants and will select no more than three applicants for Board interview. Candidate interviews and the vote taken to fill the vacancy will occur in an open session meeting of the Board.

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Adopted: 11/97

Consolidated School District No. 6 (Fox)



## **ORGANIZATION, PHILOSOPHY, AND GOALS**

**Policy 0330**

### **School Board Organization**

#### **Board Member Oath of Office/Election of School Board Officers**

According to state law, the annual organizational meeting of the Board of Education shall be held within fourteen (14) days after the annual Board election. The newly elected members shall qualify by taking the oath of office as prescribed in Article VII, Section II of the Constitution of Missouri. The Board shall organize by the election of a president and vice-president; and the Board shall, on or before July 15 of each year, elect a secretary and a treasurer, who shall assume their respective duties on July 15. The secretary and treasurer may or may not be members of the Board.

The Board of Education shall meet within fourteen (14) days after the annual Board election and the Board secretary shall administer the oath to the new members. The superintendent, who will serve as temporary chairperson, shall conduct the election of the president, the vice-president and other officers deemed necessary by the Board.

### **OATH OF OFFICE**

“I do solemnly swear (or affirm) that I will support the Constitutions of the United States and the Constitution of the State of Missouri, , and that I will faithfully and impartially discharge the duties of school director in and for District No. 6, County of Jefferson, State of Missouri, to the best of my ability, according to the law, so help me God.” (Section 165.210 PSLM)

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Adopted: 11/97  
Revised: 12/03

Effective: 12/03

Consolidated School District No. 6 (Fox)

## **ORGANIZATION, PHILOSOPHY, AND GOALS**

**Policy 0332**

### **School Board Organization**

#### **Resolution**

WHEREAS, the quality of public education directly affects the welfare and the future of our community, state, and nation; and

WHEREAS, members of the Board of Education serve as trustees for the community's children in fact as well as in name, and

WHEREAS, the Board of Education is responsible to the community at large and also to the State of Missouri; and

WHEREAS, members of the Board of Education can fulfill this responsibility only through sound judgement, broad vision, dedication to the interests of education and unselfish concern for the public welfare; and

WHEREAS, the ideals, attitudes and motives of the members of the Board of Education can substantially influence their decisions concerning the quality of education; therefore be it

RESOLVED, that the School District Board of Education, in order to establish a code of fundamental principles and ethical precepts to guide itself and its members in acting responsibly at all times, in accordance with the highest standards of professional and ethical conduct and for the benefit of public education, does hereby adopt the following Code of Ethics, which each member shall swear to uphold upon taking the oath of office.

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Adopted: 11/97

Consolidated School District No. 6 (Fox)

**School Board Organization**

**Code of Ethics**

The School District Board of Education accepts the code of ethics adopted by the Missouri School Board's Association Delegate Assembly, as modified herein:

**We, the members of the Missouri School Board Associations, accept these truths:**

1. That the basic function of public education in the United State is to provide all children with an effective opportunity to learn the facts, skills, and thinking patterns needed to prepare them for a fully satisfying and productive life.
2. That it is essential for the development of a democratic citizenry and the maintenance of our national ideals that acceptable educational opportunities for all children be available on an equal basis.
3. That the ideals and motives of the school Board members influence the quality of education in the schools.

**As a member of the school Board, I shall:**

1. Abide by laws of the State of Missouri.
2. Attempt, when possible, to make use of applicable laws or regulations that will improve the quality of our schools.
3. Accept the responsibility of carrying out locally the statewide program of making education opportunity available for each child.
4. Attempt to maintain the effectiveness of the local school system as it relates to the effectiveness of the state educational program.
5. Work at all times to further local control of education.

**As member of the school Board, I shall:**

1. Endeavor to understand the present and future educational needs of the community.
2. Maintain the public trust through full and open communication.

3. Insist that school funds be spent prudently and effectively to provide maximum educational benefits.
4. Avoid domination by cliques and other partisan or self-seeking groups.
5. Recognize that the public schools are agencies of the state for betterment of the entire community.
6. Encourage citizens to participate through channels in shaping the purposes and policies of the local school system.

**As a member of the school Board, I shall:**

1. Accept my policy-making responsibilities and require the Superintendent to administer the school in accordance with those policies.
2. Delegate to the Superintendent of schools and other school employees authority in keeping with their responsibilities.
3. Recognize that all lines of administrative responsibility to and from the employed personnel should extend to the Board of Education through the office of the Superintendent.
4. Demand that the schools be operated by the best trained technical and professional personnel it is possible to procure.
5. Employ only such qualified employees as are properly recommended by the Superintendent of schools.
6. Involve members of the staff in planning proposed policies through proper channels.
7. Insist that the Superintendent be responsible for keeping the Board properly informed on school matters at all times.
8. Refer all complaints to the proper administrative officer.
9. Notify the Superintendent of any personal criticism that is used in an adverse evaluation of an employee.
10. Encourage and promote the professional growth of teachers so that they may better perform their unique function.

**As a member of the school Board, I shall:**

1. Contribute to and take an active part in Board discussions and avoid abstaining from Board votes unless abstention is required by law.
2. Respect the rights of others to advance and defend their opinions on an issue under consideration.
3. Make my decisions only after judicious consideration of the evidence and viewpoints of competent and/or interested individuals.
4. Accept and abide by all legally approved decisions of the Board, regardless of my previous opinions.
5. Respect the confidential business of the Board and refrain from discussing such business outside of Board meetings.
6. Recognize that official action is an expression of the membership of the Board, and that initial announcement of such action will come from the president of the Board.

**As a member of the school Board, I shall:**

1. Refuse to enter into unprincipled bidding with other school Boards for the services of teachers or other employees.
2. Employ no teacher or other person who is under contract to another school Board until that person has been released by the contracting Board.
3. Give to an inquiring Board the kind of appraisal of a teacher or other person seeking employment I would expect to receive from the Board if I were making inquiry.

**Furthermore, I shall:**

- a. Direct all recommendations of teachers and other employees only to those making inquiry.
- b. Withhold recommendation of a teacher or other employee until pertinent facts that may influence the recommendation are known.
- c. Encourage an interchange of thought with other boards.

- d. Remember that the education of the children in the school district of another board is as important to the board as the education of the children in this District is to this School Board.

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Adopted: 11/97

Consolidated School District No. 6 (Fox)

## **ORGANIZATION, PHILOSOPHY, AND GOALS**

**Policy 0342**  
**(Regulation 0342)**  
**(Form 0342)**

### **School Board Organization**

### **Conflict of Interest and Financial Disclosure**

The Board of education desires that its members not only adhere to all laws regarding conflict of interest, but also remain alert to situations that have the appearance of a conflict of interest.

It is not the intent of this policy to prevent the district from contracting with corporations or businesses because a Board member is an employee of the firm. The policy is designed to prevent placing a Board member in a position in which his or her interest in public schools and in his or her place of employment (or other indirect interest) might conflict, and to avoid appearances of conflict of interest, even though such conflict may not exist.

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Adopted:	11/97,	Effective:	11/97
Re-adopted	05/02, 06/03, 08/05, 08/06,		05/02, 06/03, 08/05, 08/06,
	07/07, 07/08, 07/09, 6/10, 6/11, 6/12,		07/07, 07/08, 07/09, 6/10, 6/11, 6/12
	06/13		06/13

Consolidated School District No. 6 (Fox)

## **ORGANIZATION, PHILOSOPHY AND GOALS**

**Policy 0350**

### **School Board Organization**

### **School Board Compensation**

No member of the Board shall accept a salary from, or be employed by the Board, or profit financially in any manner by reason of any dealings with the Board.

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Adopted: 11/97

Consolidated School District No. 6 (Fox)



## **ORGANIZATION, PHILOSOPHY AND GOALS**

**Policy 0351**

### **School Board Organization**

### **School Board Travel**

Travel and accompanying expenses may be authorized by a majority of the Board of Education for one of its members to attend conferences, meetings, seminars, conventions, etc., at the state regional and national levels. Travel expenses may include transportation, lodging, meals and registration fees.

Each Board member who has been approved for travel shall file with the Business and Finance Office an itemized account of anticipated expenses and may request and receive an advancement of these expenses. Upon completion of travel, an actual expense account report, with appropriate receipts, shall be filed with the Business and Finance Office within the next two weeks.

Travel requests will not normally be approved in the three months prior to the completion of a Board member's term.

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Adopted: 11/97

Consolidated School District No. 6 (Fox)

## **ORGANIZATION, PHILOSOPHY, AND GOALS**

**Policy 0360**

### **School Board Organization**

#### **School Attorney**

The Board recognizes that the increasing complexity of School District operations frequently requires procurement of professional legal services. Consequently, the Board may employ an attorney and/or law firm for purposed of systematically securing such services. The Board shall prescribe the duties, compensation and term of service for the attorney and/or law firm. It shall be the duty of the council to advise the Board and to make recommendations concerning specific legal problems submitted.

A decision to seek legal counsel or advice on behalf of the School District shall normally be made by the superintendent or by persons specifically authorized by the superintendent. It may also take place as a consequence of formal Board direction.

Many types of legal assistance to the district may be considered routine, and may not require specific Board approval or prior notice. However, when the administration concludes that unusual types or amounts of professional legal service may be required, the Board directs the administration to so advise it, and to expeditiously seek either initial or continuing authorization for such service.

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Adopted: 11/97

Consolidates School District No. 6 (Fox)

## **ORGANIZATION, PHILOSOPHY AND GOALS**

**Policy 0370**

### **School Board Organization**

#### **Board Committees**

The Board may appoint committees to assist it in carrying out the Board's responsibilities. However, the Board may not delegate those functions which, by law, must be exercised by the Board of Education.

#### **Committee Guidelines**

1. Committees created by the Board of Education will be assigned specific tasks to be performed and will be assigned a specific time frame within which to accomplish assigned tasks.
2. Upon completion of these tasks or upon expiration of the time allotted, the committee will be dissolved unless extended by the Board.
3. Reports of Board committees may be made in written form or be presented verbally at a Board meeting at the discretion of the Board.

#### **Committee Meetings**

Meetings of committees appointed by the Board or at the Board's direction including advisory committees appointed for the specific purpose of recommending policy, policy revisions, expenditures of public funds to the Board or to the Superintendent will comply with the notice and open meeting provision applicable to Board of Education meetings. The District's custodian of records will maintain a current list of such advisory committees.

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Adopted:

Consolidated School District No. 6 (Fox)

**Meetings**

**Meetings**

**Regular**

The regular meeting of the Board shall be held on the third Tuesday in each month, at the hour of 7 p.m., except when a majority of the Board agrees in advance and public notice is given. Public meetings may be conducted in person or by conference call, video chats, Internet conferences, e-mails and Internet message board.

**Special**

Special meetings may be held at the time set by the Board or on the call of the Board president or a majority of the Board. (Not less than twenty-four (24) hours written notice, stating the time and place of the meeting and the business to be considered, will be given to each member.) Simultaneously with the giving of notice of such meeting to the members of the Board, a written notice of the meeting and the matters to be considered will be posted in the same manner as postings for regular Board meetings.

**Electronic Participation**

The Board may allow members to participate in meetings by telephone or other electronic means, Board members may not simply vote electronically, but must be connected with the meeting throughout the discussion of business. If a Board member electronically joins the meeting after an item of business has been opened, the remotely located member shall not participate until the next item of business is opened.

If the Board allows a member to participate electronically, the member will be considered present and will have his or her actual physical presence excused. The member shall be counted present for purposes of convening a quorum. The Board secretary will document it in the minutes when members participate in the meeting electronically.

Board members participating electronically cannot cast roll call votes unless a district emergency exists and a quorum of the Board is physically present. If such an emergency exists, the nature of the district emergency shall be stated in the minutes. Board members participating electronically may cast votes other than roll call votes.

Any Board member wishing to participate in a meeting electronically will notify the Board president and superintendent as early as possible. The superintendent will arrange for the meeting to take place in a location with the appropriate equipment so the Board members participating in the meeting electronically may interact and the public may observe or hear the comments made. The superintendent will take measures to verify the identity of any remotely

located participants.

### **Quorum and Majority Vote**

The presence of a majority of the Board constitutes a quorum for the transaction of business. However, the letting of contracts, employment of personnel, approval of bills for payment and the ordering of warrants require an affirmative vote of a majority of the Board.

### **Closed Meetings**

The Board may vote to conduct closed executive sessions as provided for in Policy 0430 - Executive Sessions. In order to enter into executive session, such motion must be approved by a roll call majority vote. The motion to enter executive session must reference the specific statutory matters to be discussed.

Any Board member may object to the closing of a meeting, record or vote if the member believes the motion to close violates the Sunshine Law; such member(s) must object at or before the motion to close is voted upon and must vote against closing. The member(s) shall be allowed to fully participate in any subsequent meeting or vote. The objecting member(s) shall be immune from any liability for improper closure of a meeting.

### **Firearms and Weapons**

Possession of firearms and weapons are prohibited from all school premises and school activities. This prohibition specifically applies to meetings and activities of the Board of Education and applies to all attendees, including members of the Board. The firearm prohibition includes permitted weapons. (See also Policy 1432 - Prohibition Against Firearms and Weapons.)

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Adopted:

Consolidated School District No. 6 (Fox)

## **ORGANIZATION, PHILOSOPHY, AND GOALS**

**Policy 0411**

### **Meetings**

#### **Meeting Agenda**

##### **Order of Business:**

The President of the Board, upon taking the chair, shall call the members to order, on the appearance of a quorum. The order of business shall be as follows, unless changed by the President:

- Preliminary
  - Pledge of Allegiance
  - Call to Order/Roll Call
- Consent Grouping for Preliminary
  - Adoption of Agenda For Regular Meeting And Closed Session
  - Approval of Minutes
- Communications
- Business Items-Information
- Consent Grouping for Business Items-Action
- Consent Grouping for Action-Business
- Consent Grouping for Action-Human Resources
- Superintendents' and Board Reports
- Adjournment to Closed Session

The motion to close the meeting must be voted on during a public meeting and must also include the reasons for closing the meeting with references to the specific topics under the provision of Section 610.021, R.S.Mo. as valid grounds for a closed meeting session. (Refer to Policy 0430 – Executive Sessions.)

##### **Parliamentary Procedure:**

In all matters not covered by the Rules of the Board, parliamentary procedure shall be governed by Roberts's Rules of Order.

##### **Vote of Member:**

Unless excused, every member present shall vote on all questions, and no member shall leave before the close of the session without permission of the president.

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Adopted: 4/97

Revised 6/00, 8/03, 1/06

Effective: 9/00, 8/03, 1/06

Consolidated School District No. 6 (Fox)

## **ORGANIZATION, PHILOSOPHY, AND GOALS**

## **Policy 0412**

### **Meetings**

#### **Meetings - Participation by Public**

A period of thirty minutes will be allotted to residents of the School District and staff at the beginning of the meeting to give the Board the opportunity to listen to citizens. The Board is very interested in citizen viewpoints and problems. We encourage citizens to work through problems at the building and/or administrative levels before coming to the Board. We ask that remarks be limited to three minutes and to one appearance, thus allowing a maximum number of participants in the allotted time. This is a period in which citizens are to speak to issues. Questions directed to the Board cannot always be answered immediately. All questions will be responded to by an appropriate person within the week whenever possible. Persons who wish to suggest items for the agenda should contact Board President or the Superintendent.

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Adopted: 11/97

Consolidated School District No. 6 (Fox)

## **ORGANIZATION, PHILOSOPHY, AND GOALS**

**Policy 0420**

### **Meetings**

### **Minutes**

Minutes of the Board of Education meetings shall be available to District residents for inspection at the Superintendent of Schools office, at reasonable hours or on the District website. Minutes of business transacted at a closed meeting so designated by the Board, according to law, may be closed to the public provided that the Board so designates.

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Adopted: 11/97

Consolidated School District No. 6 (Fox)



## **ORGANIZATION, PHILOSOPHY, AND GOALS**

**Policy 0421**

### **Meetings**

#### **Board Minutes**

Whereas it is recognized the Board of Education speaks through its minutes, the Board shall direct the secretary of the Board to take, or cause to be taken, the minutes of each Board meeting. The minutes of all Board meetings shall be accurate, complete and meet all legal requirements. The superintendent shall be responsible for their safe keeping. The minutes of meetings of the Board of Education will include but are not limited to the following:

1. The nature or the meeting (regular, special, open, closed, etc.), the time, the date, the place of the meeting and the Board members present and absent.
2. A record of all motions made, together with the names of the members making and seconding the motions, and a numerical record of the members voting “yea” and “nay,” unless each member’s vote is recorded due to a roll call vote or required by law. If a roll call vote is taken, the vote shall be attributed to the name of the members. Special notation should be made of abstaining members, and their vote should be recorded as an abstention.

The minutes will be signed by the president and attested by the secretary of the Board following their approval by the Board.

The closing of executive session votes and records shall be determined by a majority vote of the quorum of the Board in a public session. Minutes and portions thereof shall be kept in a separate minute book used solely for the purpose of executive sessions. Executive session minutes shall be confidential material, and shall not be available to the public except as provided by law.

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Adopted: 02/01

Effective: 02/01

Consolidated School District No. 6 (Fox)

## **ORGANIZATION, PHILOSOPHY, AND GOALS**

**Policy 0422**

**Page 1 of 2**

### **Meetings**

#### **Voting Method**

All motions will be recorded in the minutes, including the name of the person seconding any motion and record of the vote. Minimally, the number of “yea” and “nay” votes on any question shall be recorded in the minutes unless a roll call vote is required by law. When a member abstains from voting, such abstention shall not be counted as a vote either for or against the proposal, but shall be entered in the minutes as an abstention. The president shall have a vote on all questions.

Any member upon request may have a brief explanation of his or her vote recorded on any question. Any member may also change his or her vote if such request is made prior to consideration of the next order of business.

Motions pass with an affirmative vote from the majority of the quorum present at the meeting, unless otherwise prescribed by law. A majority of the Board must vote to enter into a contract, employ a person, approve a bill or issue a warrant.

#### **Voting in Open Session**

Voting in open session must be conducted in a manner that allows the public attending the meeting to observe how each person voted and in a manner that allows the Board secretary to accurately discern and record the number of persons voting for or against the motion as well as the persons abstaining from the motion.

The Board may decide to vote by roll call in open session. When an open public vote is not to be taken by roll call, any member may request that the Board be polled on any issue requiring a vote. When voting to adjourn to closed session, the specific reason for closing the meeting must be announced publicly by reference to a specific section of the law, and the vote must be taken by roll call.

In the event a motion is made to close a meeting, record or vote and a Board member believes that the motion, if passed, would violate the Missouri Sunshine law, the Board member may state his or her objection to the motion before or at the time of the vote is taken. The Board secretary will enter the objection in the minutes. Once the objection has been made the Board member shall be allowed to fully participate in the meeting, record or vote even if it is closed over the member’s objection. If the Board member voted against the motion to close the meeting, record or vote, the recorded objection and the vote is an absolute defense to any claim filed against the Board member pursuant to the Missouri Sunshine Law.

**Voting in Closed Session**

All Votes taken in closed session shall be taken by roll call, including the vote to adjourn.

**Voting Electronically**

The Board may allow members to participate in meetings by telephone or other electronic means. Board members may not simply vote electronically, but must be connected with the meeting throughout the discussion of business. If a Board member electronically joins the meeting after an item of business has been opened, the remotely located member shall not participate until the next item of business is opened.

Board members participating electronically cannot cast roll call votes unless a district emergency exists and a quorum of the Board is physically present at the meeting. If such an emergency exists, the nature of the district emergency shall be state in the minutes. Board members participating electronically may cast votes other than roll call votes.

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Adopted: 02/01  
Revised: 11/05  
Consolidated School District No. 6 (Fox)

Effective: 02/01  
Effective: 11/05

**Meetings****Closed Meeting,-Records, and Votes**

The Board reserves the right, as provided by law, to conduct closed meetings, including any records or votes, to the extent allowed under the Missouri Sunshine Law.

**Meeting Notice**

Public notice of closed meetings shall be given in accordance with Board policy and law. A majority of a quorum of the Board shall vote to close a meeting, in accordance with law. The reason for holding the closed meeting with reference to the specific statutory exemption relied upon for closure and the roll call vote of each member on the question of holding a closed meeting, shall be announced publicly at an open session and entered into the minutes. Only business directly related to the specific exemptions may be discussed or voted upon at a closed meeting.

**Objection**

In the event a motion is made to close a meeting, record or vote and a Board member believes that the motion would violate the Missouri Sunshine Law if passed, the Board member may state his or her objection to the motion before or at the time the vote is taken. The Board secretary will enter the objection in the minutes. Once the objection has been made the Board member shall be allowed to fully participate in the meeting, record or vote even if it is closed over the member's objection. If the Board member voted against the motion to close the meeting, record or vote, the recorded objection and vote is an absolute defense to any claim filed against the Board member pursuant to the Missouri Sunshine Law.

**Meeting Location**

The Board shall only close that portion of the meeting facility needed to house the Board in closed session. Members of the public must be allowed to remain in the meeting facility so that they may attend any open meeting that follows the closed meeting.

**Confidentiality**

The Board member, employees and others in attendance are honor bound not to disclose the details or discussions of the closed meetings, records or votes. District employees who fail to keep closed information or closed meetings confidential may be disciplined or terminated. The Board may publicly admonish Board members who fail to keep closed records and meetings confidential in violation of this policy.

**Closed Topics**

The following are some of the reasons a meeting, record or vote may be closed:

1. Legal actions, causes of action or litigation involving the district and any confidential or privileged communication between the district or its representatives and its attorneys. Any minutes, vote or settlement agreement relating to legal actions, causes of action or litigation involving the district or an agent or entity representing the district, including any insurance company acting on the district's behalf, shall become available to the public upon final disposition of the matter voted upon or upon the signing of a settlement agreement by the parties. A settlement agreement may be ordered closed by a court. However, the amount of any monies paid by or on behalf of the school district, pursuant to the settlement agreement, must be available to the public. When the district makes a decision involving the exercise of eminent domain, the vote shall become public immediately following the meeting in which the vote was taken to authorize institution of such legal matter. Legal work product is considered a closed record.
2. The lease, purchase or sale of real estate by the district where public knowledge of the transaction might adversely affect the amount to be received or spent by the district. Any minutes, vote or public record approving such a contract shall become available to the public upon execution of the lease, purchase or sale of the real estate.
3. Hiring, firing, disciplining or promoting of particular employees by the district when personal information about the employees is discussed or recorded. Any vote on a final decision to hire, fire, promote or discipline an employee must be made available, with a record of how each member voted, to the public within 72 hours of the close of the meeting where the action occurred. However, the district will attempt to notify the affected employee during the 72-hour period before the decision is made available to the public. The term "personal information" means information relating to the performance or merit of individual employees.
4. State militia, National Guard or any part thereof.
5. Proceedings involving the mental or physical health of an identifiable individual.
6. Scholastic probation, expulsion, or graduation of identifiable persons, including records of individual tests or examination scores. However, personally identifiable student records maintained by public educational institutions shall be open for inspection by the parents, guardian or other custodian of students under the age of 18 and by the parents, guardian or other custodian and the student if the student is over 18.
7. Testing and examination materials until the test or examination is given for the final time.
8. Welfare cases of identifiable individuals.
9. Preparations on behalf of the district or its representatives for negotiations with employee groups, including any discussion or work product.

10. Software codes for electronic data processing and documentation thereof.
11. Competitive bidding specifications, until officially approved or published.
12. Sealed bids and related documents until the bids are opened; sealed proposals and related documents until all proposals are rejected; or any documents related to a negotiated contract until a contract is executed.
13. Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment. However, the names, positions, salaries and lengths of service of district officers and employees shall be available to the public.
14. Records protected from disclosure by law.
15. Scientific and technological innovations in which the owner has proprietary interest.
16. Records relating to municipal hotlines established for reporting abuse and wrongdoing.
17. Confidential or privileged communications between the Board and its auditor, including all auditor work product. However, all final audit reports issued by the auditor are to be considered open records.
18. Operational guidelines and policies developed, adopted or maintained by the district for use in responding to or preventing any critical incident that is or appears to be terrorist in nature and that has the potential to endanger individuals or public health or safety. When seeking to close information pursuant to this exception the Board shall state in writing that disclosure would impair its ability to protect the health or safety of persons and that the public interest in nondisclosure outweighs the public interest in disclosure of the records. Information regarding expenditures or contracts made in implementing these policies shall be open records.
19. Existing or proposed security systems and structural plans of real property owned or leased by the district where public disclosure would threaten public safety. Procurement records or expenditures relating to security systems purchased with public funds shall be open. When the district is seeking to close this information, it must affirmatively state in writing that disclosure would impair the district's ability to protect the security or safety of persons or real property and that the public interest in nondisclosure outweighs the public interest in disclosure of the records.
20. Records that identify and would allow unauthorized access to or unlawful disruption of the configuration of components or the operation of a computer, computer system, computer network or telecommunications network of the district if released. This exception shall not be used to limit or deny access to otherwise public records in a file, document, data file or database containing public records. Records related to the procurement of or expenditures for such computer, computer system, computer network or telecommunications network shall be

open.

21. Credit card numbers, personal identification numbers, digital certificates, physical and virtual keys, access codes or authorization codes that are used to protect the security of electronic transactions between the district and a person or entity doing business with the district. However, the record of a person or entity using a district credit card or any record of a transaction that is reimbursed by the district will be open.

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Adopted: 11/97  
Revised: 06/03, 11/05

Consolidated School District No. 6 (Fox)

**Meetings**

**Notification of Board Meetings**

It is the policy of the Fox C-6 School District to inform the public of School Board meetings in accordance with law.

The Board secretary has the responsibility to post notice of Board meetings, subject to direction by the superintendent. Each individual Board member has the responsibility to notify the Superintendent of items to be included in the legal posting.

In addition to the criteria listed below, notice of all Board meetings shall be given at least 24 hours in advance of the meeting, exclusive of weekends and holidays when school is closed, unless for good cause such notice is impossible or impractical, in which case as much notice as is reasonably possible shall be given. The nature of the good cause must be stated in the minutes.

The notice shall be posted on the District's website and on a bulletin board or other easily accessible public place clearly designated for that purpose at the principal office of the Board, or, if no such office exists, at the building where the meeting will be held and District website.

All interested news media organizations will be notified, upon request, of all meetings of the Board of Education. To be notified of these meetings, a news media organization shall make a request to the secretary of the Board of Education or review the postings on the District's website.

**Open Meetings**

Public notice of an open meeting will include the time, date, place and tentative agenda advising the public of the matters to be considered.

**Closed Meetings**

Public notice of a closed meeting will include the time, date, and place of the meeting and the specific statutory exemption under which the meeting will be closed.

In addition, a majority of a quorum of the Board shall vote to close a meeting in accordance with law. The reason for holding the closed meeting, with reference to the specific statutory exemption relied upon for closure and roll call vote of each member on the question of holding a closed meeting, shall be announced publicly at an open session and entered into the minutes.



### **Electronic Meetings**

If the meeting will be conducted by telephone or other electronic means, the notice of the meeting shall identify the mode by which the meeting will be conducted and the designated location where the public may observe and attend the meeting, if open. If the meeting will be conducted by Internal chat, Internet message board or other computer link, the district shall post a notice of the meeting on its website, in addition to other postings, and shall notify the public how to access that meeting, if open.

### **Committees**

A formal subcommittee of the Board may conduct a meeting without advance notice during a lawful meeting of the Board, a recess of that meeting, or immediately following that meeting. The subcommittee's meeting must be announced at the Board meeting, and the subject of the meeting must reasonably coincide with the subjects discussed at the Board meeting.

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Adopted: 11/97  
Revised: 11/05

Consolidated School District No. 6 (Fox)

## **ORGANIZATION, PHILOSOPHY AND GOALS**

**Policy 0510**

### **Policy Development and Review**

#### **Policy Development**

The formulation and adoption of written policies shall constitute the basic method by which the Board shall exercise its leadership in the operation of the school system.

The formal adoption of policies shall be recorded in the minutes of the Board. The Secretary of the Board of Education shall maintain a “master copy” of the Board’s policies. Only those written statements so adopted, recorded, and maintained shall be regarded as official Board policy. Any policy which is in conflict with an earlier policy dealing with the same subject shall supersede the policy adopted earlier.

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Adopted: 11/97

Consolidated School District No. 6 (Fox)

## **ORGANIZATION, PHILOSOPHY AND GOALS**

## **Policy 0520**

### **Policy Development and Review**

#### **Policy Review and Adoption**

The Board of Education shall review written policies on a continuing basis to ensure consistency and legality of Board action and administrative decisions. Policies shall be reviewed and revised as a result of newly enacted state and/or federal legislation, court decisions, as a result of research and/or policy development as presented by state and/or national organizations and agencies, or for other reasons as determined by the Board of Education.

At any meeting of the Board of Education, policies governing the schools may be enacted, amended or repealed by a majority vote.

The formal adoption of policies shall be recorded in the minutes of the Board of Education. Only those written statements so adopted and so recorded shall be regarded as official board policy.

The Board of Education authorizes the Superintendent to develop administrative guidelines in order to implement this policy.

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Adopted: 11/97

Consolidated School District No. 6 (Fox)

## **ORGANIZATION, PHILOSOPHY AND GOALS**

**Policy 0530**

### **Policy Development and Review**

### **Policy Implementation**

The Superintendent of Schools is assigned the responsibility for insuring that all Board policies, rules and regulations are implemented. The Superintendent shall notify all employees and students of the need to abide by Board policies, rules and regulations. Administrators shall prepare staff, student and parent handbooks which interpret Board policies and state rules and regulations which affect each population set. The Handbooks shall be revised annually and distributed within the first month of the school term.

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Adopted: 11/97

Consolidated School District No. 6 (Fox)