

STUDENTS

Regulation 2110

Nondiscrimination and Student Rights

Equal Education Opportunity/§504 Procedural Safeguards

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act were designed to eliminate discrimination on the basis of disability. To that end, Section 504 provides, in pertinent part, as follows:

No otherwise qualified individual with a disability in the United States . . . shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance . . .

A disabled person under Section 504 is defined as any person who has a physical or mental impairment that substantially limits one or more major life activities.

Pursuant to Subpart D of the 504 federal regulations, a recipient of federal financial assistance that operates a public elementary or secondary education program must establish and implement, with respect to actions regarding the identification, evaluation, or educational placement of persons who, because of disability, need or are believed to need special instruction or related services, a system of procedural safeguards. The following is a description of the procedural safeguards or rights granted by federal law to students with 504 disabilities and/or their parents or legal guardians and to those students who are suspected of having a 504 disability and/or their parents or legal guardians. Parents/guardian of students who are suspected of or identified with a disability under the Individuals with Disabilities Education Act are provided with copies of the IDEA procedural safeguards unless those students have a separately identified 504 disability that is not addressed through an IEP.

Parent and Student Rights Under Section 504:

1. Parents/guardian and students have the right to be informed by the School District of their rights under Section 504. The purpose of these Procedural Safeguards is to advise you of those rights.
2. A student with a 504 disability has the right to a free appropriate public education. An appropriate education is defined as the provision of regular or special education and related aids and services that are designed to meet the individual educational needs of the disabled person as adequately as the needs of nondisabled persons are met and are based upon adherence to 504 regulatory procedures.
3. The provision of a free education is the provision of educational and related services without cost to the disabled person or to his or her parents or guardian, except for those fees that are imposed on nondisabled persons or their parents or guardian. Funds available from any public or private agency may be used to meet this requirement. Under

the law, insurers and other third parties are not relieved from an otherwise valid obligation to provide or pay for services for a disabled student.

4. A child with a disability has the right to take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
5. The parents(s) or guardian of a child with a disability have the right to receive notice with respect to the identification, evaluation, or placement of the child.
6. A student with a disability has the right to receive services and be educated in facilities that are comparable to those provided to nondisabled students.
7. A student with a disability has the right to have evaluation, education and placement decisions made based on a variety of information sources, and by persons who know the student and are knowledgeable about the evaluation data and placement options. The student also has the right to be periodically reevaluated.
8. A student with a disability has an equal opportunity to participate in nonacademic and extracurricular activities offered by the District.
9. A student with a disability has the right to have transportation provided to and from an alternative placement setting (if the setting is in a program not operated by the District) at no greater cost to the parent/guardian than would be incurred if the student were placed in a program operated by the District.
10. The parents/guardian of a student with a disability or an eligible student (over the age of 18) have the right to examine all relevant records relating to decisions regarding the student's identification, evaluation and placement.
11. The parents/guardian of a student with a disability or an eligible student and/or the District have the right to request an impartial due process hearing relating to decisions or actions relating to the student's identification, evaluation, program or placement and the parents or guardian have the right to be represented by counsel in such hearings. The parents or guardian or eligible student and/or the District also have the right to a review procedure involving such hearings. The procedures for requesting an impartial due process hearing and the relevant review procedures are described below.
12. The parents/guardian of a student with a disability or an eligible student have the right to file a local grievance with the District for issues unrelated to the identification, evaluation, program or placement of the student. Board Policy 1621 describes the procedures for filing a grievance and can be requested by contacting the Assistant Superintendent of Human Resources, located at the District's Central Office, 745 Jeffco Blvd., Arnold, MO 63010, Telephone # 636-296-8000.

Persons who believe that the district is discriminating against eligible persons on the basis of disability may also file complaints with the District's Section 504 Coordinator

and/or the Office for Civil Rights located at: OCR, U.S. Department of Education, 601 E. 12th St., Kansas City, Missouri 64106. **The Kansas City office's jurisdiction extends to the states of Kansas, Missouri, Nebraska, South Dakota, and Oklahoma. For a list of other regional offices and their coverage area, see www.ed.gov.**

The District's Section 504 Coordinator is the Assistant Superintendent – Secondary Education and may be reached at the District's Central Office, 745 Jeffco Blvd., Arnold, MO 63010, Telephone # 636-296-8000.

Due Process Appeal Procedures:

This procedure should be used if the parent(s), legal guardian or eligible student intends to challenge actions the District proposes or refuses under 504 regarding the identification, evaluation, program or placement of a student with a disability. The District also has the right to initiate a 504 due process hearing regarding these same matters.

1. If a parent, legal guardian or eligible student intends to challenge the action proposed or refused by the District, the parent/guardian or eligible student must file a written Request for 504 Due Process Hearing within 15 calendar days from the date of the District's written notice of the proposed or refused action. A copy of this form is attached to these Procedural Safeguards. The Request for 504 Due Process hearing should be filed with the District's Section 504 Coordinator.

If the District intends to initiate a Section 504 due process hearing, the District's Section 504 Coordinator will complete the Request for a 504 Due Process Hearing within the same number of calendar days as specified above.

2. The Request for a 504 Due Process Hearing must state the specific circumstances, including all relevant facts, giving rise to the request for due process; the specific issues to be decided at the impartial due process hearing; and the relief being requested. The District will acknowledge, in writing, all parent/guardian requests for a due process hearing within 15 business days of receipt. If the District initiates the due process hearing, the District will inform the parent or guardian within 15 days of the District's decision to so initiate.
3. The District will, within 15 business days of the District's or parent/guardian's receipt of the Request for a 504 Due Process Hearing, appoint and retain a single impartial hearing officer to hear and decide the due process request. The hearing officer must have knowledge or training in Section 504 and may not be an employee of the District. The hearing officer may not have a personal or professional interest that would conflict with his/her objectivity in the hearing. The District is not required to consult with the parent/guardian or eligible student with respect to the hearing offer appointment.

4. The parties to the hearing have the following rights:
 - a. The right to inspect all relevant records, including personally identifiable records of the student;
 - b. The right to be represented and advised by an attorney;
 - c. The right to present evidence and confront, cross-examine and compel the attendance of witnesses;
 - d. The right to obtain a record of the hearing;
 - e. The right to obtain written findings of fact, conclusions of law, and decision.
5. The parents or guardian have the right to open the hearing to the public; otherwise, it will be closed. The parents or guardian may elect to have the student present at the hearing.
6. The hearing officer must hold the hearing within 30 days of his/her appointment as hearing officer. This timeline may be extended upon the request of the party or parties and by agreement and order of the hearing officer.
7. Each hearing must be conducted at a time and place which is reasonably convenient to the District and the parents or guardian. The District's facilities will be presumed to be a reasonably convenient location but the parents or guardian may challenge this presumption with the hearing officer.
8. The party that requested the due process hearing may not raise issues at the due process hearing that were not addressed in the Request for a 504 Due Process Hearing unless the other party agrees.
9. The hearing officer shall render a final, written decision no later than 20 days following the completion of the hearing. A decision may be rendered after 30 days, if either party requests an extension of this timeframe, and for good cause shown. The decision of the hearing is final and binding, subject to the procedures outlined below.
10. The District is responsible for costs directly attributable to the provision of administration hearings described in these procedures, including compensation of the hearing officer, transcripts or recordings of the hearing, and other related expenses. The District is not responsible for the costs of legal counsel or other representative of the parent/guardian or eligible student or for the costs of producing or reproducing the evidence presented by the parent/guardian or eligible student.
11. Any timelines specified herein may be extended by agreement of the District and parent/guardian or eligible student or by order of the hearing officer.

12. Any party aggrieved by the decision of the impartial hearing officer may appeal that decision to any court of competent jurisdiction.

Adopted: 9/17/13

Revised: 8/13; 1/14

Consolidated School District No. 6 (Fox)

STUDENTS

Regulation 2130 **(Form 2130)**

Nondiscrimination and Student Rights

Harassment

DEFINITIONS AND EXAMPLES

Sexual Harassment

For purposes of this Regulation, sexual harassment of a student consists of sexual advances, requests for sexual favors, sexually-motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

1. A school employee causes a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity, or when an employee or third party agent of the District causes a student to believe that the employee will make an educational decision based on whether or not the student submits to unwelcome sexual conduct; or
2. When the unwelcome sexual conduct of a school employee or classmate is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment.

Examples of conduct which may constitute sexual harassment include:

- sexual advances;
- touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
- coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
- coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another;
- graffiti of a sexual nature;
- sexual gestures;
- sexual or dirty jokes;
- touching oneself sexually or talking about one's sexual activity in front of others;

- spreading rumors about or rating other students as to sexual activity or performance;
- unwelcome, sexually-motivated or inappropriate patting, pinching, or physical contact. This prohibition does not preclude legitimate, non-sexual physical conduct such as the use of necessary restraints to avoid physical harm to persons or property, or conduct such as a teacher's consoling hug of a young student, or one student's demonstration of a sports move requiring contact with another student. (NOTE: Where the perpetrator is an adult and the victim is a student, welcomeness is generally not relevant.)
- other unwelcome sexual behavior or words, including demands for sexual favors, when accompanied by implied or overt threats concerning an individual's educational status or implied or overt promises of preferential treatment.

Harassment Because of Race or Color

For purposes of this Regulation, racial harassment of a student consists of verbal or physical conduct relating to an individual's race or color when:

1. The harassing conduct is sufficiently severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of race or color include:

- graffiti containing racially-offensive language;
- name-calling, jokes, or rumors;
- threatening or intimidating conduct directed at another because of the other's race or color;
- notes or cartoons;
- racial slurs, negative stereotypes, and hostile acts which are based upon another's race or color;

- written or graphic material containing racial comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race or color;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by race or color.

Harassment Based Upon National Origin or Ethnicity

For purposes of this Regulation, ethnic or national origin harassment of a student consists of verbal or physical conduct relating to an individual's ethnicity or country of origin or the country of origin of the individual's parents, family members, or ancestors when:

1. The harassing conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of national origin or ethnicity include:

- graffiti containing offensive language which is derogatory to others because of their national origin or ethnicity;
- jokes, name-calling, or rumors based upon an individual's national origin or ethnicity;
- ethnic slurs, negative stereotypes, and hostile acts which are based upon another's national origin or ethnicity;
- written or graphic material containing ethnic comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;

- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, ethnicity or national origin;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by national origin or ethnicity.

Harassment Because of Disability

For the purposes of this Regulation, harassment because of the disability of a student consists of verbal or physical conduct relating to an individual's physical or mental impairment when:

1. The harassing conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. The harassing conduct otherwise adversely and substantially affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of disability include:

- graffiti containing offensive language which is derogatory to others because of their physical or mental disability;
- threatening or intimidating conduct directed at another because of the other's physical or mental disability;
- jokes, rumors, or name-calling based upon an individual's physical or mental disability;
- slurs, negative stereotypes, and hostile acts which are based upon another's physical or mental disability;
- graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, an individual's physical or mental disability;

- other kinds of aggressive conduct such as theft or damage to property which is motivated by an individual's physical or mental disability.

Harassment Because of Gender

For purposes of this Regulation, gender harassment of a student consists of verbal or physical conduct relating to an individual's gender when:

1. The harassing conduct is sufficiently persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment; or
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of gender include:

- graffiti containing offensive language;
- name-calling, jokes, or rumors;
- threatening or intimidating conduct directed at another because of the other's gender;
- notes or cartoons;
- slurs, negative stereotypes, and hostile acts which are based upon another's gender;
- written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to gender;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by gender.

Harassment Because of Sexual Orientation or Perceived Sexual Orientation

For purposes of this Regulation, harassment of a student because of sexual orientation or perceived sexual orientation consists of verbal or physical conduct relating to an individual's sexual orientation or perceived sexual orientation when:

1. The harassing conduct is sufficiently persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment; or
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of sexual orientation or perceived sexual orientation include:

- graffiti containing offensive language;
- name-calling, jokes, or rumors;
- threatening or intimidating conduct directed at another because of the other's sexual orientation or perceived sexual orientation;
- notes or cartoons;
- slurs, negative stereotypes, and hostile acts which are based upon another's sexual orientation or perceived sexual orientation;
- written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, sexual orientation or perceived sexual orientation;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by sexual orientation or perceived sexual orientation.

REPORTING PROCEDURES

The following procedures are applicable to any student who believes he or she has been the victim of sexual harassment or harassment/discrimination based on race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation by a student, teacher, administrator, or other school personnel of the School District, or by any other person who is participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the School District.

Such individuals are encouraged to immediately report the alleged acts to an appropriate District official designated by this Regulation.

Any teacher, administrator, or other school official who has or receives notice that a student has or may have been the victim of unlawful discrimination, sexual harassment or harassment based on race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation by a student, teacher, administrator, or other school personnel of the District, or by any other person who is participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the District, is required to immediately report the alleged acts to an appropriate District official designated by this Regulation.

Any other person with knowledge or belief that a student has or may have been the victim of unlawful discrimination, sexual harassment or harassment based on race, sex color, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation as set forth above, is encouraged to immediately report the alleged acts to an appropriate District official designated by this Regulation.

The School District encourages the reporting party or complainant to use the report form available from the principal of each building or available from the School District office, but oral reports shall be considered complaints as well. Use of formal reporting forms is not mandated. Nothing in this Regulation shall prevent any person from reporting harassment directly to the Compliance Officer or to the Superintendent. The District will respond to male and female students' complaints of discrimination and harassment promptly, appropriately, and with the same degree of seriousness.

1. In each school building, the building principal is the person responsible for receiving oral or written reports of discrimination, sexual harassment, or harassment based on race, sex, color, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation at the building level. Any adult School District personnel who receives a report of discrimination, sexual harassment, or harassment based on race, sex, color,

national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation shall inform the building principal immediately.

Upon receipt of a report, the principal must notify the District Compliance Officer immediately, without screening or investigating the report. The principal may request but may not insist upon a written complaint. If the report was given verbally, the principal shall personally reduce it to written form and forward it to the Compliance Officer within twenty-four (24) hours. Failure to forward any harassment report or complaint as provided herein will result in disciplinary action against the principal.

If the complaint involves the building principal, the complaint shall be made or filed directly with the Superintendent or the School District Compliance Officer by the reporting party or the complainant.

2. The School Board has designated the Assistant Superintendent of Human Resources as the District Compliance Officer with responsibility to identify, prevent, and remedy unlawful discrimination and harassment. The District Compliance Officer for claims of harassment based on race, color, sex, national origin, age, ethnicity, sexual orientation, or perceived sexual orientation can be reached at:

Assistant Superintendent of Human Resources
The District's Central Office
745 Jeffco Blvd.
Arnold, MO 63010-1432
Telephone: 636-296-8000

The District Compliance Office for claims of harassment based on disability can be reached at:

Assistant Superintendent of Secondary Education
The District's Central Office
745 Jeffco Blvd.
Arnold, MO 63010-1432
Telephone: 636-296-8000

The District Compliance Officer shall:

- receive reports or complaints of unlawful discrimination, sexual harassment, or harassment based on race, sex, color, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation;
- oversee the investigative process;

- be responsible for assessing the training needs of the District's staff and students in connection with the dissemination, comprehension, and compliance with this Regulation;
- arrange for necessary training required for compliance with this Regulation; and
- insure that any investigation is conducted by an impartial investigator who has been trained in the requirements of equal educational opportunity, including harassment, and who is able to apply procedural and substantive standards which are necessary and applicable to identify unlawful harassment, recommend appropriate discipline and remedies when harassment is found, and take other appropriate action to rectify the damaging effects of any prohibited discrimination, including interim protection of the victim during the course of the investigation.

If any complaint involves a Compliance Officer, the complaint shall be filed directly with the Superintendent.

The District shall conspicuously post a notice against unlawful discrimination and harassment in each school in a place accessible to students, faculty, administrators, employees, parents, and members of the public. This notice shall include the name, mailing address, and telephone number of the Compliance Officer; the name, mailing address, and telephone number of the Missouri Commission for Human Rights, the state agency responsible for investigating allegations of discrimination in educational opportunities; and the mailing address and telephone number of the United States Department of Education, Office for Civil Rights, and the United States Department of Justice.

3. A copy of Policy 2130 shall appear in the student handbook, and this Regulation shall be made available upon request of parents, students, and other interested parties.
4. The School Board will develop a method of discussing this Regulation with students and employees. Training on the requirements of nondiscrimination and the appropriate responses to issues of harassment will be provided to all school personnel on an annual basis, and at such other times as the Board in consultation with the District Compliance Officer determines is necessary or appropriate.
5. This Regulation shall be reviewed at least annually for compliance with state and federal law.

6. The District will respect the privacy of the complainant, the individuals against whom the complaint is filed, and the witnesses as much as possible, consistent with the District's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

INVESTIGATION

Upon receipt of a report or complaint alleging unlawful discrimination, sexual harassment, or harassment based upon race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation, the Compliance Officer shall immediately undertake or authorize an investigation. That investigation may be conducted by District officials or by a third party designated by the District.

The investigation may consist of personal interviews with the complainant, the individual against whom the complaint is filed, and others who have knowledge of the alleged incident or circumstances giving rise to the complaint. When applicable, the individual against whom the complaint is filed will be provided notice of the allegations against him/her and will be provided the opportunity to present witnesses and evidence to the Compliance Officer during the course of the investigation. The investigation may also consist of the evaluation of any other information or documents, which may be relevant to the particular allegations.

In determining whether the alleged conduct constitutes a violation of this Regulation, the District shall consider:

- the nature of the behavior;
- victim's statements;
- how often the conduct occurred;
- mandatory written witness statements or interview summaries;
- whether there were past incidents or past continuing patterns of behavior;
- opportunity for the complainant to present witnesses and provide evidence;
- evaluation of all relevant information and documentation relating to the complaint of discrimination or harassment;
- the relationship between the parties involved;

- the race, color, sex, national origin, age, ethnicity, disability, sexual orientation or perceived sexual orientation of the victim;
- the identity of the perpetrator, including whether the perpetrator was in a position of power over the student allegedly subjected to harassment;
- the number of alleged harassers;
- the age of the alleged harassers;
- where the harassment occurred;
- whether there have been other incidents in the school involving the same or other students;
- whether the conduct adversely affected the student's education or educational environment;
- the context in which the alleged incidents occurred.

Whether a particular action or incident constitutes a violation of this Regulation requires a determination based on all the facts surrounding the circumstances.

The investigation shall be completed and a written report given to the Superintendent no later than fifteen (15) days from receipt of the complaint. If the complaint involves the Superintendent, the written report may be filed directly with the School Board. The written report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this Regulation. The Compliance Officer's obligation to conduct this investigation shall not be extinguished by the fact that a criminal investigation involving the same or similar allegations is also pending or has been concluded.

SCHOOL DISTRICT RESPONSE

1. Upon receipt of a report that a violation has occurred, the District will, within 30 days, take appropriate formal or informal action to address, and where appropriate, remediate the violation. Appropriate actions may include, but are not limited to, counseling, awareness training, parent-teacher conferences, warning, suspension, exclusion, expulsion, transfer, remediation, or discharge. District action taken for violation of this Regulation shall be consistent with the requirements of applicable collective bargaining agreements, state and federal law, and District policies for violations of a similar nature of similar degree of severity. In determining what is an appropriate response to a finding that harassment in violation of this Regulation has occurred, the District shall consider:

- what response is most likely to end any ongoing harassment;
- whether a particular response is likely to deter similar future conduct by the harasser or others;
- the amount and kind of harm suffered by the victim of the harassment;
- the identity of the party who engaged in the harassing conduct.
- whether the harassment was engaged in by school personnel, and if so, the District will also consider how it can best remediate the effects of the harassment.

In the event that the evidence suggests that the harassment at issue is also a crime in violation of a Missouri criminal statute, the Board shall also direct the District Compliance Officer to report the results of the investigation to the appropriate law enforcement agency charged with responsibility for handling such crimes.

2. The results of the District's investigation of each complaint filed under these procedures will be reported in writing to the complainant and other parties by the District within 10 days of the Compliance Officer's receipt of the complaint, in accordance with state and federal laws regarding data or records privacy, and consistent with the privacy rights of the alleged harasser.
3. If the District's evaluation of a complaint of harassment results in a conclusion that a school employee has engaged in unlawful discrimination or harassment in violation of this Regulation, or that a school employee(s) has failed to report harassment as required herein, that individual may appeal this determination by presenting a written appeal within 10 school days of receiving notice of the District's conclusion, by use of established School Board procedures for appealing other adverse personnel actions. (See personnel handbooks.)
4. If the District's evaluation of a complaint of harassment results in a conclusion that no unlawful harassment has occurred, an individual who was allegedly subjected to harassment and believes that this conclusion is erroneous may appeal this determination by presenting a written appeal to the Superintendent within 10 school days of receiving notice of the District's conclusion. The grievant may request a meeting with the Superintendent or his/her designee. The Superintendent or his/her designee has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Superintendent or his/her designee within 10 working days after receiving the written appeal.
5. If the complainant believes the Superintendent has not adequately or appropriately addressed the appeal, he or she may present a written appeal to the President of the Board of Education within ten (10) working days after the grievant receives the report from the Superintendent. The grievant may request a meeting with the Board of Education. The Board of Education has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Board of Education at their next regularly scheduled meeting or no later than 45 calendar days

from the District's receipt of the complainant's appeal to the Board. The grievant will be notified in writing of the decision within 5 working days after the Board of Education meeting.

6. An individual who was allegedly subjected to unlawful discrimination or harassment may also file a complaint with the Missouri Commission for Human Rights, the United States Department of Education, Office for Civil Rights, or the United States Department of Justice. In addition, such individual may choose to file suit in the United States District Court or the State Circuit Court.
7. Copies of all complaints of harassment and the investigations conducted pursuant to them shall be maintained at the main administrative offices of the School District.

RETALIATION

Submission of a good faith complaint or report of unlawful discrimination, sexual harassment, or harassment based upon race, sex, color, disability, national origin, age, ethnicity, or sexual orientation will not affect the complainant or reporter's future employment, grades, learning, or working environment, or work assignments.

The School District will discipline or take appropriate action against any student, teacher, administrator, or other school personnel who retaliates against any person who reports an incident of alleged harassment/discrimination, sexual, racial, ethnic, sexual orientation discrimination, disability-related harassment or violence, or any person who testifies, assists, or participates in a proceeding, investigation, or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

Revised: 11/10

Adopted:

Consolidated School District No. 6 (Fox)

STUDENTS

Regulation 2170

Nondiscrimination and Student Rights

Distribution of Noncurricular Publications by Students

Guidelines for Distribution

Students may distribute, at reasonable times and places, unofficial written materials, petitions, buttons, badges, or other insignia, except expressions which:

1. Are obscene to minors.
2. Are libelous.
3. Are pervasively indecent or vulgar (secondary schools)/contain any indecent or vulgar language (elementary schools).
4. Advertise any product or service not permitted to minors by law.
5. Constitute insulting, hateful or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, or ethnic origin).
6. Present a clear and present likelihood that, either because of their content or their manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, or will cause the commission of unlawful acts or the violation of lawful school regulations.

Distribution on school premises of material in above categories to any student is prohibited.

Procedures

Any student wishing to distribute unofficial written material must first submit for approval a copy of the material to the principal/designee at least three (3) days in advance of desired distribution time, together with the following information:

1. Name and phone number of the person submitting request.
2. Date(s) and times(s) of day of intended display or distribution.
3. Location where material would be displayed or distributed.
4. The grade(s) of students to whom the display or distribution is intended.

Within forty-eight (48) hours of submission, the principal/designee will render a decision whether the material violates the guidelines contained in these regulations or the time, place and manner restrictions of this regulation. In the event that permission to distribute the material is denied, the student submitting the request should be informed of the reasons for the denial.

Permission to distribute material does not imply approval of its contents by the school, the administration, the Board, or the individual reviewing the materials submitted. Accordingly, the publication shall contain a statement "The opinions expressed are not necessarily those of the District or its personnel."

If the student is dissatisfied with the decision of the principal/designee, the student may submit a written request for appeal to the Superintendent/designee. If still not satisfied, the student may appeal the request to the Board for its review.

Time, Place and Manner of Distribution

The distribution of written material shall be limited to a reasonable time, place and manner as follows:

1. No written material may be distributed during and at the place of a normal school activity (e.g., classroom) if it is reasonably likely to cause a material and substantial disruption of that activity.
2. Distribution of written material is prohibited when it blocks the safe flow of traffic within corridors and entranceways of the school.

Definitions

The following definitions apply to the following terms as used in this policy:

Obscene to minors is defined as:

1. The average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested; and/or
2. The material depicts and describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and/or

3. The material taken as a whole, lacks serious literary, artistic, political or scientific value for minors.

Minor is defined as any person under the age of eighteen (18).

Material and substantial disruption of a normal school activity is defined as follows:

1. Any disruption which interferes with or impedes the implementation of any educational or school sponsored program.
2. In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school and current events influencing student activities and behavior.

School activities is defined as any activity of students sponsored by the school and includes - by way of example, and not by way of limitation - classroom work, library activities, physical education classes, official assemblies, and other similar gatherings, school athletic contests, band concerts, school plays, and in-school lunch periods.

Unofficial written material is defined as all written material except school publications funded and/or sponsored or authorized by the school. Examples include leaflets, brochures, flyers, petitions, placards and underground newspapers, whether written by students or others.

Libelous is defined as a false or unprivileged statement about a specific individual that tends to harm the individual's reputation, or to lower him/her in the esteem of the community.

Distribution is defined as circulation or dissemination of written material by means of handing out free copies, selling or offering copies for sale and accepting donations for copies. It includes displaying written material in areas of the school which are generally frequented by students.

Disciplinary Action

Distribution by a student of unofficial written material prohibited in this regulation will be treated as a violation of the student discipline code.

Adopted:

Consolidated School District No. 6 (Fox)

STUDENTS

Regulation 2200

Admission and Withdrawal

It is the policy of the C-6 School District not to accept students from other schools who have been expelled for cause. Due to crowded conditions, our policy is to not accept any non-resident students.

Proof of Residency

Prior to registration, a pupil, parent, or legal guardian must establish proof of residency or must have requested a waiver of the proof of residency.

Proof of residency could be a utility bill in the parent or legal guardian's name, a lease agreement, personal property tax receipt, or other document that adequately proves the student and the parent or legal guardian are domiciled in the Fox School District.

If the parent or legal guardian is living in a residence within the district as a guest of the district resident, a notarized statement indicating that the family is domiciled in that residence must be signed by the resident owner, renter, and the parent or guardian applying for admission to the school district.

District Employees

In accordance with the State law, employees of the district may enroll their children in the Fox C-6 School District regardless of where they reside. District employees may enroll their children at the most convenient school.

Our new registration form (for secondary schools) requires students to identify the circumstances of any previous suspensions or expulsions from other schools.

The district may deny enrollment to a student who has a history of violent behavior, drug trafficking, or weapons possession and poses a threat to other students. The administrator, counselor, secretary, or designee registering students should bring a history of suspension or expulsion to the immediate attention of the principal. The principal may request a hearing within three (3) days that could result in denying enrollment to the student. In most cases, the principal would meet with the student and his parent or legal guardian immediately as part of the enrollment process. If the principal denies enrollment, a parent may appeal a decision to the Superintendent's Office. If a student is denied enrollment due to a history of violence, the district is responsible for providing alternative education.

If a special education student's IEP is related to demonstrated or potentially violent behavior, that portion of the IEP will be provided to any teacher or school employee with a need to know. When a violent special education student poses a significant threat of injury to other students, the district should initiate procedures to make a more appropriate placement.

It is a Class A misdemeanor (the most serious misdemeanor) to knowingly submit false information on the registration form.

Effective: 12/96

Revised: 06/98

Consolidated School District No. 6 (Fox)

STUDENTS

Regulation 2230 **(Form 2230)**

Admission and Withdrawal

Admission of Resident Students

The Superintendent/designee is responsible for ensuring that all pre-registration residency, waiver requests, and prior discipline forms are completed and maintained as District records.

A student may only register in the District if the student provides proof of residency or if the student or parent/guardian requests a waiver from the Board of Education on the basis of hardship or good sense. A Residency Enrollment Checklist (Form 2230) and Affidavit Regarding Prior Discipline (Form 2230.2) will be completed at the time of enrollment. If the Superintendent has reason to suspect that the admission of a student will create an immediate danger to the safety of others, a hearing will be convened within five (5) working days of the request to register. At the hearing, the District will determine whether the student may enroll. (See Regulation 2664 – Enrollment or Return Following Suspension and/or Expulsion.)

Waiver

Students or parents/guardians seeking a waiver of the District's residency requirement must complete and submit to the Superintendent a Request for Waiver of Proof of Residency (Form 2230.1) stating the reasons for which the waiver is requested. If a waiver is requested, the Board of Education, or a committee of the Board appointed by the Board President, must convene a hearing no later than forty-five (45) days after the request for waiver is filed with the Superintendent. If the District fails to convene a timely hearing, the request for waiver is automatically granted. Following the hearing, the Board will provide written notice of its decision and the reasons for its approval or denial of the waiver request.

In considering whether a waiver to residency should be granted, the presumption that a student's domicile is in the home of the student's parent/guardian is not conclusive. Students residing within the District, but not within the domicile of their parent/guardian, will be considered residents of the District if they reside within the District for reasons other than solely to attend District schools.

Records Review

Within two (2) business days of enrolling a new student, the Superintendent/designee will request copies of the new student's transfer and discipline records from all schools in which the new student attended at any time within a twelve (12) month period preceding enrollment in the District. In addition, parents/guardians of students new to the District will be required to complete and sign the Affidavit Regarding Prior Discipline informing the District of suspensions or expulsions incurred at schools previously attended.

However, as provided in Policy and Regulation 2664 – Enrollment or Return Following Suspension and/or Expulsion, no student will be enrolled who has been convicted of or charged without final adjudication of the following criminal acts or the corresponding juvenile offenses:

1. First degree murder.
2. Second degree murder.
3. First degree assault.
4. Forcible rape.
5. Forcible sodomy.
6. Robbery in the first degree.
7. Distribution of drugs to a minor.
8. Arson in the first degree.
9. Kidnapping (Class A felony).
10. Statutory rape.
11. Statutory sodomy.

This provision does not apply to a disabled student who is convicted or adjudicated guilty as a result of conduct related to the student's disability.

Adopted:

Consolidated School District No. 6 (Fox)

STUDENTS

Regulation 2240

Admission and Withdrawal

Admission and Tuition - Non-Resident Students

The following students who are not residents of the District may enroll without payment of tuition:

1. Orphaned children or children with only one living parent.
2. Children whose parents/guardians do not contribute to the support of the child.
3. Children who participate in an American Field Service or similar foreign exchange program subject to District approval and provided that the student resides in the home of a District resident.
4. Children whose parent/guardian owns real property within the District, but who reside outside of District boundaries. Such children may attend school upon payment of tuition, which will be reduced by the amount of real estate tax paid by the child's parent/ guardian for School District purposes.
5. Children whose parents/guardians own and reside upon property at least eighty (80) acres of which are used for agricultural purpose, provided at least thirty-five percent (35%) of the property is within the District.
6. Inter-district desegregation students.
7. Students of District teachers or regular District employees.
8. Homeless students.
9. Wards of the state.
10. Students placed in a residential care facility.
11. Students attending regional or cooperative alternative education programs.

The administration may investigate the eligibility of children attending schools under the provisions of this regulation.

Admission of Students from Unaccredited School Districts

The District will accept students seeking to transfer enrollment from a school district in the same or adjoining county that has been declared unaccredited by the State of Missouri in accordance with the following guidelines:

Tuition

The Board of Education of the school district that has been declared unaccredited will be responsible for payment of tuition to the District for each transfer student(s) accepted under this policy. The rate of tuition will be calculated in accordance with the District's per pupil cost, calculated in accordance with Missouri Revised Statute §167.131. Tuition from the transferring school district must be received by the beginning of each semester.

Applications for Enrollment

Parents or legal guardians seeking to transfer the enrollment of their child(ren) to the District in accordance with this policy, must be a resident of a school district that has been declared unaccredited. The term "resident" will be interpreted in accordance with Missouri law. Upon a request for transfer to the District pursuant to this policy, the District has the right to seek information verifying the student's residency status in the unaccredited district.

Parents or legal guardians seeking to transfer enrollment to the District must send notification to their school district of residence and the District of their intent to enroll their child(ren). Applications for enrollment for the 2013-2014 school year must be received in the District's Central Office by August 1st and by February 1st of each year thereafter.

Parents or legal guardians seeking enrollment in the District pursuant to this policy will be required to complete District enrollment forms and provide information related to residency, academic, age, immunization, health, student discipline status, and other eligibility prerequisites as established by Board policies, rules and regulations, and by state law. Students will not be permitted to enroll in the District pursuant to this policy if the student has been convicted or charged with any offense outlined in the Missouri Safe Schools Act, §167.171 RSMo.

Applications for enrollment will be considered in order of receipt by the District's Central Office. The District will give preference to siblings of current transfer students already attending the District. Nonresident students from unaccredited schools may be permitted to attend the District based upon District capacity and availability of space in student grade level.

Availability is based upon District class size and student-teacher ratios. Based upon an average class size at grade level for the previous five years, the acceptable average class size for the District at grade level is:

- | | |
|----------------|-------|
| - Kindergarten | 18-20 |
| - Grades 1-2 | 20-22 |
| - Grades 3-5 | 23-25 |
| - Grades 6-8 | 20-25 |
| - Grades 9-12 | 20-25 |

School placement will be determined solely at the Superintendent or his/her designee's discretion.

Transportation

The District is not responsible for transportation of students enrolling from an unaccredited school district. If the unaccredited school district has selected the District as a school district to which it will provide transportation, it is the responsibility of the parent or legal guardian to make transportation arrangements with their home school district.

Activities

As provided, regulations of the Missouri State High School Activities Association (MSHSAA) students transferring from an unaccredited high school pursuant to §167.241 are eligible to participate in interscholastic MSHSAA activities sponsored by the receiving District. However, the District will not provide transportation to student transfers related to activity practice.

Reaccreditation

If the unaccredited school district where a student resides regains its accreditation, the student may remain in the District only until the end of the current school year, subject to the payment of tuition by the unaccredited school district.

Adopted: 9/17/13

Consolidated School District No. 6 (Fox)

STUDENTS

Regulation 2245

Admission and Withdrawal

Transfer Students

FOX C-6 SCHOOL DISTRICT
745 Jeffco Blvd.
Arnold, MO 63010

STUDENT TRANSFER INFORMATION

Student Assignment to Schools Within the District

Designated attendance areas for all schools shall be established by the Fox C-6 Board of Education to make optimum use of district school facilities. Students residing within the attendance area of a school shall attend that school, except as otherwise provided by policies of the Fox C-6 Board of Education.

Transfers

Students shall attend the school designated for the attendance area in which the student resides. Under exceptional circumstances, however, a student may be permitted to transfer to a school outside of the student's attendance area. If approved, these transfers **must** be renewed annually.

Transfer Procedures

A request for transfer to a school outside the assigned attendance area for the next succeeding school year must be based upon exceptional circumstances and for justified reasons. Reasons for transfer will require documentation. Please remember to attach documentation to the Transfer Request Form before submitting it for approval. The transfer request must be submitted to the Office of the Assistant Superintendent for Elementary Education or Secondary Education on the forms provided by the school district. The request for transfer will be reviewed and a decision will be made to approve or deny the application for transfer. Parents/Guardians requesting the transfer will be notified in writing of the decision.

If a transfer is approved, **TRANSPORTATION IS THE RESPONSIBILITY OF THE INDIVIDUALS REQUESTING THE TRANSFER.** Bus routes will not be altered for students requesting to leave their home school. As a condition for approval of any voluntary transfer request, the requesting party shall be required to sign a transportation waiver form provided by the Fox C-6 School District. This waiver acknowledges that any right to free transportation that a student may otherwise have by reason of Board policy or state statute is waived.

Transfers, when approved, will be effective at the beginning of the next semester. Exceptions will be made for emergency reasons only.

Special Information

Elementary-Transfers, when approved, will be contingent upon the following: a. space within the grade level requested; b. good attendance including no excessive tardiness or late pickups; and, c. the student does not regularly disrupt the educational process of the classroom, grade level, and/or building.

If an elementary transfer request is approved, that does not mean a secondary transfer (middle/high school) will be approved. Secondary transfers are much more restrictive than elementary transfers. Babysitting/Daycare is not a reason for transfer approval at the secondary level.

Secondary-Eligibility to participate in extracurricular activities can be significantly affected by student transfer. Student eligibility regulations apply to any activity sponsored by the Missouri State High School Activities Association. In general, this involves activities that include district/state competitions. **NOTE: ELIGIBILITY REQUIREMENTS ARE NOT LIMITED TO ATHLETICS.** Please direct questions to the athletics/activities administrator in your school prior to requesting a transfer.

Effective: 12/96
Revised: 8/10, 5/13

Effective: 8/13

STUDENTS

Regulation 2250

Admission and Withdrawal

Admission of Exchange Students

This regulation sets forth the procedural requirements for admission of foreign exchange visitor students to the District.

1. The sponsoring organization shall not place a student in the high school without first contacting the principal and obtaining his/her approval for the admission of the student.
2. Students will be accepted on a space-available basis. No more than four foreign students from a given program and no more than two of the same nationality may be placed in the high school at one time.
3. Representatives of the foreign exchange program must provide active supervision and support to their participating students including responsibility for resolving problems including, if necessary, the changing of host families and the early return home of the exchange student because of personal or family difficulties.
4. Placement of the student in the high school should be arranged at least five weeks in advance of the student's departure from the student's native country. In any event, such placement must be made before the student's arrival in the United States.
5. The host family should be familiar with, and transmit to the school, information about the student's interests and general behavior, and provide the student's school record in English or translatable form.
6. The foreign exchange student must abide by the rules and regulations of the high school regarding attendance, discipline, school work, etc.
7. The principal will check to see whether:
 - a. Orientation, both pre-departure and upon arrival in the United States, has been provided to the exchange students. The orientation is to be designed to give the students basic information about the United States, its people, family and school life, and the nature of the program in which they are participating.
 - b. Orientation has been provided to host families at least five weeks prior to the student's arrival in the United States.
 - c. Each visiting student and host family has been provided with a copy of the Department of State's Criteria for Exchange Visitor Programs.

- d. The representative has made sure the student has appropriate health, accident and liability insurance.
 - e. Students are provided with an identification card with address and telephone numbers of the sponsoring organization and the Facilitative Services Staff, Bureau of Educational and Cultural Affairs, and Department of State.
8. Diplomas may be issued to exchange students when both the District graduation requirements and the student's home school requirements have been met. Students are entitled to participate in all senior activities, including the graduation ceremony, with or without the diploma.
9. District students should be recommended by the local units of exchange visitor programs for reciprocal privileges and responsibilities.

Adopted:

Consolidated School District No. 6 (Fox)

STUDENTS

Regulation 2260 **(Form 2260)**

Admission and Withdrawal

Admission of Homeless Students

Identification

For purposes of Board policies and regulations *homeless students* include students under age twenty- one (21) who lack a fixed, regular and adequate nighttime residence and include students who have a primary nighttime residence that is:

1. A supervised shelter designed to provide temporary living accommodations.
2. An institution that provides a temporary residence for individuals intended to be institutionalized.
3. Transitional housing for less than one (1) full year.
4. A public or private place not designed for, or ordinarily used as, a regular sleeping area for people, including, but not limited to cars, tents and abandoned buildings.

Coordinator

The Board of Education has appointed [_____]as coordinator of programs for homeless students. The responsibilities of the coordinator will include but not be limited to:

1. Establish practices designed to ensure the school enrollment and success of homeless students.
2. Ensure that homeless students and their families have access to educational services including Head Start, Even Start and other preschool programs administered by the District.
3. Ensure that referrals are made to health care, dental, mental health and other appropriate services.
4. Ensure that the school records of homeless students are transferred in a timely fashion.
5. Ensure that homeless students are not isolated or stigmatized because of their status as homeless.
6. Ensure that disputes over the placement of homeless students are resolved in a timely manner.

All school personnel, District service providers and locally known advocates working with homeless families will be informed of the identity of the Coordinator and the Coordinator duties.

Complaint Resolution

Any homeless student or their parent/guardian may file a complaint regarding placement or access to educational programs by submitting a written complaint to the Coordinator of Homeless Programs. If the coordinator is unable to resolve the complaint within five (5) school days, unresolved complaints will be forwarded to the Superintendent who will meet with the complainant upon request. Within five (5) school days of this meeting or within five (5) school days of rejection of such meeting, the Superintendent will prepare and forward a written decision. Thereafter, the complainant may appeal to the Board of Education within five (5) school days of receipt of the Superintendent's decision. Thereafter, the complainant may forward the complaint to DESE's Director of Federal Grants.

Immunization

Homeless students may be enrolled in school twenty-four (24) hours prior to receiving their immunization records.

Policy Dissemination

Copies of the Board of Education's Policy on Homeless Students will be presented to the County Welfare Office, County Office of the Division of Employment Security, the Juvenile Officer and to local law enforcement authorities.

Identification

Homeless students will be identified by referrals from community organizations and by review of the District's enrollment forms.

Adopted:

Consolidated School District No. 6 (Fox)

STUDENTS

Regulation 2270

Admission and Withdrawal

Admission of Migrant Students

Identification

For purposes of Board policies and regulations, the phrase *migratory students* shall mean students aged three (3) through twenty-one (21) who are or whose parents/guardians or spouses are migratory agricultural workers, including migratory dairy workers or migratory fishers; and who in the preceding thirty-six (36) months, in order to obtain or accompany such parents/guardians or spouses in obtaining temporary or seasonal employment in agriculture or fishing work, have moved from one school district to another.

The District will identify migrant students by including a question on the District's enrollment form. If it is indicated that a migrant student is enrolling, the parents will then be asked to complete a parent survey/family interview form provided by the State Office for Migrant-English Language Learner (MELL) Program. The Regional Migrant Center or the State Director for Migrant Education will be notified of any migrant students who are enrolled in the District. The Regional Migrant Center will be contacted for any assistance needed for the migrant student(s).

Services

School District personnel including secretaries, nurses, counselors, teachers and principals will be advised of the presence of eligible migrant students in their assigned schools to ensure that equal access to all school programs is provided. Complaints concerning the placement of migrant students will be resolved by means of the District's complaint resolution procedure for homeless students.

Adopted:

Consolidated School District No. 6 (Fox)

STUDENTS

Regulation 2310

Attendance

Student Attendance

The Board of Education has established the following rules and regulations regarding attendance, absences and excuses for students. These rules and regulations are intended to comply with Missouri Compulsory Attendance Law (167.031 RSMo.) which establishes compulsory attendance for all children between the ages of seven and sixteen unless their education is provided by other acceptable means or otherwise excusable under the law.

Excusable Absences

In case of absence, it is the responsibility of the parent/guardian to notify the school. If the school is not notified on the day of absence, a note from the parent/guardian will be required on the first day of the student's return to school. The absence will be recorded as unexcused if a note or telephone call is not received.

Excusable absences include, but are not limited to:

1. Illness of the student (Doctor's statement may be required to support such absences).
2. Days of religious observance.
3. Death in the family (Each District shall define degree of relatedness required to excuse absence).
4. Family emergencies which necessitate absence from school. The school must be notified in advance when such absences are foreseen. (Each District shall define degree of emergency required to excuse absence).

The following procedures should be followed by students who are absent so as to prevent academic difficulties:

1. The student shall obtain assignments from appropriate staff members. Assignments shall be obtained in advance if the absence is foreseen.
2. All assigned work shall be submitted upon returning to school.
3. All classroom work (to include tests) shall be completed as indicated by the individual classroom teacher.

Unexcused Absences

Attendance patterns for all students will be monitored. Absences which are not clearly excusable will be investigated by the principal and/or staff, and appropriate action will be taken:

1. After a student has been absent for three (3) consecutive days, it is the building principal's responsibility to contact the parent/guardian by telephone or letter in order to inquire about the reason for the student's absence.
2. If the principal is unable to contact the parent/guardian within three (3) days or the parent/guardian does not give a reasonable explanation for the absence within three (3) days, the building principal shall send a registered letter to the parent/guardian requesting a conference within a week.
3. If the parent/guardian does not contact the principal within a week of receipt of the registered letter, the building principal will make a referral to the proper legal authorities.
4. The building principal shall also notify the office of the Superintendent in writing of the excessive absence and continue to update the Superintendent on the situation.

Excessive Absences

Elementary Students and Middle School Students

A student shall be allowed sixteen (16) unexcused days per school year. Excessive absences, excused or unexcused, have a detrimental effect upon academic progress and may be one factor considered in promotion/retention decisions.

High School Students

A student shall be allowed a maximum of eight (8) unexcused absences from any class during a semester. Students who accumulate in excess of eight (8) days in any class are subject to loss of credit for that class. (Days of student suspension are not counted as days absent for purposes of this policy.)

When unusual or extreme circumstances occur, exceptions to this stated policy will be made only by administrative discretion on an individual basis. Any absence not accounted for will be considered an unexcused absence.

Any absence from class as a result of a school-sanctioned activity is not recorded as an absence for purposes of this policy. Example: field trip, athletic event, student activity, etc. It is the student's responsibility to remind all of his/her teachers following a school-sanctioned absence to use the attendance correction form if he/she was reported absent inadvertently.

A student is expected to make up work as a result of class periods missed. It shall be the student's responsibility to meet with the teacher and receive the necessary instructions and assignments.

Any exceptions to the items cited above shall be approved by the Board of Education.

Each principal may have written policies which further detail procedures for making up work, reporting absence, etc.

Appeal

High school students who are denied credit under this Regulation are entitled to utilize the due process procedures available for student suspensions. These provisions are contained in Regulation 2662 - Suspension.

1. After a student has been absent for three (3) consecutive days, it is the building principal's responsibility to contact the parent/guardian by telephone or letter in order to inquire about the reason for the student's absence.
2. If the principal is unable to contact the parent/guardian within three (3) days or the parent/guardian does not give a reasonable explanation for the absence within three (3) days, the building principal shall send a registered letter to the parent/guardian requesting a conference within a week.
3. If the parent/guardian does not contact the principal within a week of receipt of the registered letter, the building principal will make a referral to the proper legal authorities.
4. The building principal shall also notify the office of the Superintendent in writing of the excessive absence and continue to update the Superintendent on the situation.

Excessive Absences

Elementary Students and Middle School Students

A student shall be allowed sixteen (16) unexcused days per school year. Excessive absences, excused or unexcused, have a detrimental effect upon academic progress and may be one factor considered in promotion/retention decisions.

High School Students

Regular attendance and participation in classroom instructional activities are essential to achieving the educational objectives for each class. When students are absent from class, they miss the material covered; they miss the opportunity to interact with the teacher as well as other students; and they miss the opportunity to pursue learning opportunities only available in the classroom interaction.

The net effect of an unexcused absence or absences may be a reduction in the student's grade. In addition, students who have unexcused absences may be required to attend after school classes or Saturday classes to complete classroom work covered in their absences.

Students are required to make up work as a result of class periods missed. It is the student's responsibility to meet with the teacher to obtain the necessary assignments and instructions.

Any exceptions to the items cited above shall be approved by the Board of Education. Each principal may have written policies that further detail procedures for making up work and reporting absences.

Adopted:

Consolidated School District No. 6 (Fox)

STUDENTS

Regulation 2320

Attendance

Part-time Attendance

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

Eligibility Requirements

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

Application Procedure

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

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

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

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

Adopted:

Consolidated School District No. 6 (Fox)

STUDENTS

Regulation 2330

Attendance

Early Dismissals

Each building principal will establish procedures to validate requests for early dismissal to assure that students are released only for proper reasons and only to authorized person(s).

Staff members shall not excuse any student from school prior to the end of the school day, or into any person's custody without the direct prior approval and knowledge of the building principal or designee.

Early dismissals for doctor and dental appointments will be allowed when the parent appears in person or presents a written request for early dismissal, dated and signed. These early dismissals will be excused when the student returns to school if he/she presents a note, dated, and signed by the doctor or dentist. Makeup work will then be allowed.

Students who become ill while at school and who are sent home by the nurse will be given an excused early dismissal. Makeup work for the classes will then be allowed.

Early dismissals for other reasons may be allowed at the request of the parent, but only in cases of extreme emergency will makeup work be allowed for these.

Early dismissal will be documented in the school's Early Dismissal Log.

School Security/Safety General Information

A safe school environment should be every school employee's first and primary concern. Parents should send their children to school with full confidence that the environment will be safe, secure and free of distractions. Employees should enjoy a safe and secure work place. In order for the district to provide a safe school environment, every school employee must become a member of the school security force. To insure a safe and secure environment, it is essential for all school employees to be familiar with the following general safety/security guidelines:

1. In the event of a threatening situation, moving the students to a safe place must be each staff members' highest priority.
2. Always be aware of what is happening around you.
3. Each school should have an established visitor sign-in procedure.
4. Anyone who does not have a visitor pass or whose actions are unusual, should be escorted to the office for visitor clearance.
5. Any unusual situations or incidents should be reported to the office immediately. If occurring in the school office, the central office should be notified.
6. Any staff member is authorized to make an emergency 911 call if the situation warrants.
7. In the event that it is necessary for all classrooms to be secured (locked from the outside), and announcement will be made over the school intercom. The reason given will not

8. relate to the actual emergency but will most likely refer to a door maintenance activity.
Doors in remote areas of the building should remain locked.

Effective: 12/96

Revised: 09/04

Consolidated School District No. 6 (Fox)

STUDENTS

Regulation 2340 **(Form 2340)**

Attendance

Truancy and Educational Neglect Procedures

1. Section 210.1 15.R.S.Mo. mandates certain professionals to report to the Division of Family Services when they have reasonable cause to suspect that a child is being subjected to home conditions which contribute to school nonattendance.

Along with other professionals mentioned, the law specifically mentions "teacher, principal or other school official" as well as "nurse" and "social worker."

2. School employees who suspect that a child is subject to educational neglect shall report this as soon as possible to the principal/designee.
3. The principal/designee shall review the report and confer with the parent/guardian to resolve the situation. When appropriate, a school counselor, social worker, or nurse may be instructed to offer appropriate social or health services which may be needed to intervene in the family circumstances.
4. If appropriate school intervention does not correct the student's truancy, and reasonable cause for educational neglect has been determined, the principal/designee shall call the Student Abuse Hotline of the Division of Family Services and report the alleged child educational neglect.
5. A report of this call shall be forwarded to the Superintendent or Central Office Student Services Administrator.

Adopted:

Consolidated School District No. 6 (Fox)

STUDENTS

Regulation 2400
(Form 2400)
Page 1 of 8

Student Educational Records

Definitions

Directory information means information contained in the educational record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. In the Fox C-6 School District, directory information includes the following: the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school attended, and photographs.

1. *Educational record* means those records that are directly related to a student and are maintained by the District.
2. *Disclosure* means to permit access to or the release, transfer, or other communication of educational records, or the personally identifiable information contained in those records, to any party, by any means, including oral, written or electronic means.
3. *Eligible student* means a student who has reached 18 years of age or attends an institution of post-secondary education.
4. *Parent* means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent/guardian in the absence of a parent/guardian.
5. *Personally identifiable information* includes, but is not limited to the student's name; the name of the student's parent/guardian or other family member; the address of the student or student's family; a personal identifier, such as the student's social security number or student number; a list of personal characteristics that would make the student's identity easily traceable, or other information that would make the student's identity easily traceable.
6. *Student* means any individual who is or has been in attendance in the District and about whom the District maintains educational records.

General Guidelines

1. The District shall give full rights under this regulation to either parent/guardian of a student, unless the District is provided with a court order, state law or other legally binding document that specifically revokes the parent/guardian's rights to access under this regulation.

2. When a student reaches the age of 18, or attends a post-secondary institution of education the parent/guardian rights under this policy will transfer from the parent/guardian to the student.
3. The District will annually disseminate a notice of the rights available under this regulation to parent/guardian and eligible students. The annual notification will include a statement that the parent/guardian or eligible student is entitled:
 - a. To inspect and review the student's educational records.
 - b. To request changes to the educational records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
 - c. To consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that federal and state law authorize disclosure without such consent; and
 - d. To obtain a copy of this policy and guidelines.

The annual notification will also inform parents/guardians and eligible students where copies of the policy and guidelines are located.

4. Prior to making directory information public, the District will notify the parent/guardian regarding the categories of information that it has designated as directory. In addition, the District will allow a reasonable period of time after such notice for the parent/guardian or eligible student to inform the District that any or all of the designated directory information should not be released without the parent's/guardian's or eligible student's consent.

Procedures for Inspection and Review of Educational Records

1. The District's regulation permits parents/guardians and eligible students to inspect and review the educational records of the student.
2. After a request for access to records, the District will allow access within a reasonable period of time, but in no case more than forty-five (45) days after receipt of the request. All requests for access should be directed to Superintendent/designee.

3. After the parent/guardian or eligible student has had an opportunity to inspect and review the student's educational records, the parent/guardian may make a request for explanations and interpretations of the records to Superintendent/designee. The District's designee shall respond to all reasonable requests for explanation or interpretation.
4. The District will not destroy any educational record if there is an outstanding request to inspect and review that record.
5. If a student's educational records contain information on more than one student, the parent/guardian or adult student may inspect, review or be informed of only the specific information about that student. That is, all information pertaining to another student will be redacted.
6. The District may employ the use of security videos in its hallways, classrooms and/or buses. Security videos maintained by the District's law enforcement unit (if any) or not maintained at all (recycled) are not considered educational records and therefore may not be inspected and reviewed under FERPA. If security videos are maintained by the District, such videos are protected educational records under FERPA and may be viewed by parents or patrons with a court order or written permission from the parent(s) of each student to whom the video is directly related.
7. The District may disclose personally identifiable information from an educational record only on the condition that the party to whom the information is disclosed will not disclose the information to any other party without the prior consent of the parent/guardian or eligible student. Each party to whom disclosure may be made under this policy must first sign a statement in which he/she agrees to abide by this provision and agrees to use the information disclosed only for the purposes for which the disclosure was made. This does not apply to disclosures of directory information or to any information that the District is required to disclose under Missouri law.

Copies of Educational Records

1. The District has no obligation to provide copies of educational records to parents, their representatives or adult students under FERPA unless failure to provide copies prevents a parent or adult student from exercising the right to inspect or review the records, or is otherwise required by law. For example, if a parent does not live within driving distance of the school district, is hospitalized, or incarcerated, he or she may have a right to copies.

Though the District does not generally have an obligation to provide copies under FERPA, it will nonetheless provide up to 20 pages per student, per school year, without charge. All requests for copies over 10 pages per student, per school year will be charged 10 cents per page, which must be paid for in advance.

The District will administratively consider exceptions to this policy on a case by case basis. The factors to be considered in making such an exception include but are not limited to the purpose of the copies, whether the request is overly time consuming or burdensome, and the number of prior requests. If copies are requested to be sent to an agency or individual other than the adult student or parent/legal guardian, all proper releases must be signed.

Procedures to Request Amendment of a Student's Educational Records

1. If a parent/guardian or eligible student believes the educational records for that student contain information that is inaccurate, misleading, or in violation of the student's rights of privacy or other rights, he/she may ask the District to amend the record. All such requests should be directed to Superintendent/designee.
2. The District's designee, in consultation with the administration or Board of Education as needed, shall decide whether to amend the record as requested within a reasonable time after the request.
3. If the District's designee decides not to amend the record, he/she shall inform the parent/guardian or eligible student of that decision and of their right to request a hearing on the request.
4. If a hearing is requested, the District will hold the hearing within a reasonable time after it has received the request and will give the parent/guardian or eligible student reasonable advance notice of the date, time and place of the hearing. The hearing may be conducted by any individual, including an employee of the District, who does not have a direct interest in the outcome of the hearing. The District will give the parent/guardian or eligible student a full and fair opportunity to present evidence relevant to the issue(s) raised by the parent/guardian or eligible student's request. The parent/guardian or eligible student may, at their own expense, be assisted or represented at the hearing by any individual of their choice, including an attorney.
5. The District will make its decision in writing within a reasonable period of time after the hearing. The decision will be based solely on the evidence presented at the hearing, and will include a summary of the evidence and the reasons for the decision.

- a. If the District decides, as a result of the hearing, that the information is inaccurate, misleading or violates the student's rights, the District shall amend the record and inform the parent/guardian or eligible student of the amendment in writing.
- b. If the District decides, as a result of the hearing, that the information is not inaccurate, misleading, or otherwise in violation of the student's rights, the District shall inform the parent/guardian or eligible student of that decision and shall inform the parent/guardian or student of his/her right to place a statement in the record commenting on the contested information or stating why he/she disagrees with the District's decision, or both. If the parent/guardian or eligible student submits such a statement, the District will maintain that statement with the student's educational records as long as the record is maintained and will disclose the statement whenever it discloses the portion of the record to which the statement relates.

Procedures Regarding Disclosure of Personally Identifiable Information Where Consent is Required

1. Before the District discloses personally identifiable information from a student's records (other than directory information), the District will obtain a signed and dated written consent from the parent/guardian or eligible student. The written consent will specify the records that may be disclosed; state the purpose of the disclosure; and identify the party or parties to whom disclosure may be made.
2. If the parent/guardian or eligible student so requests, the District will provide him/her with a copy of the records disclosed.

Disclosure of Personally Identifiable Information Where Consent is Not Required

The District may disclose personally identifiable information from a student's educational records without the written consent of the parent/guardian or eligible student in the following circumstances:

1. Disclosure may be made to other school officials, including teachers, within the District whom the District has determined to have legitimate educational interests. In addition, the school official or his/her assistants who are responsible for the custody of the records and those parties authorized to audit the record keeping procedures of the District may inspect the records relating to each student without the consent of the parent/guardian or eligible student.

The District designates Superintendent/designee to make the determination as to whether a particular school official has a legitimate educational interest in accessing a student's

educational records. Before accessing any student's educational records, the school official seeking access must submit a written request to Superintendent/designee. The request must include the student's name, the reason for the request, the school official's name and the date of the request. The District's designee must provide in writing whether the request was granted or denied and the reason for the decision. If the request is granted, the request and the designee's decision must be maintained with the student's educational records.

2. Disclosure may be made to officials of another school district or post secondary educational institution where the student seeks or intends to enroll.
3. Disclosure may be made to authorized federal and state agencies and authorities.
4. Disclosure of acts of school violence, as set forth in Policy and Regulation 2673, may be made to District employees who are directly responsible for the student's education or who interact with the student in the performance of the employee's duties.
5. Disclosure related to past or potentially future violent behavior may be made to appropriate staff members of portions of any student's individualized education program team.
6. Disclosure may be made to law enforcement officials, as soon as is reasonably practicable, of the commission of the criminal acts listed in Regulation 2673.
7. In appropriate circumstances, District administrators may disclose student educational records to law enforcement and/or juvenile authorities where necessary to serve students prior to adjudication. Officials to whom such educational records are disclosed are required to comply with federal law governing students' educational records.
8. Disclosure may be made to the appropriate division of the Juvenile Court of the suspension of more than ten (10) days of any student under court jurisdiction.
9. Disclosure of discipline records may be made within five (5) days to any requesting school district where the student seeks to enroll.
10. Disclosure may be made if such disclosure is in connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility, amount of aid, condition for the aid, or to enforce the terms and conditions of the aid.

11. Disclosure may be made to organizations conducting studies for, or on behalf of, educational agencies or institutions to develop, validate or administer predictive tests; administer student aid programs; or improve instruction, if the study is conducted in a way that does not permit personal identification of parent/guardian and students, and the information is destroyed when no longer needed for the purposes for which the study was conducted.
12. Disclosure may be made to accrediting organizations to carry out their accrediting functions.
13. Disclosure may be made to comply with a judicial order or lawfully issued subpoena and only after the District makes a reasonable effort to notify the parent/guardian or eligible student of the order or subpoena in advance of the compliance.
14. Disclosure may be made to appropriate parties where the disclosure is in connection with a health or safety emergency and the information is necessary to protect the health or safety of the student or other individuals.
15. Disclosure may be made where the disclosure is of information the District has designated to be directory information.
16. Disclosure may be made to the parent/guardian of a noneligible student or to an eligible student.
17. Disclosure may be made without the written consent of the parent/guardian or eligible student as otherwise may be specified by federal or state law.

Record Keeping Procedures

1. The District will maintain a record of each request for access to and each disclosure of personally identifiable information from the educational records of each student. Superintendent/designee will be responsible for keeping such records of requests and disclosures.
2. The District will maintain the record of each request and disclosure with the educational records of the student as long as the records are maintained by the District.
3. For each request or disclosure, the District's record will include the parties who have requested or received personally identifiable information from educational records and the legitimate interests the parties had in requesting or obtaining the information.

4. If the District discloses personally identifiable information from an educational record under the exceptions enumerated in the section above, the District will record the names of those persons to whom that party may disclose the information on behalf of the District and the legitimate interests which each of the additional parties has in requesting or obtaining the information.
5. If the District discloses information pursuant to a health or safety emergency, the District, within a reasonable time period, will record in the student's educational records the significant threat that formed the basis for the disclosure and the parties to whom the information was disclosed.

Revised: 11/10
Adopted:

Consolidated School District No. 6 (Fox)

STUDENTS

Regulation 2410

Student Educational Records

Health Information Records

Student health information includes information required by state law including but not limited to:

1. Mandated immunizations;
2. Health and physical assessment data;
3. Health screenings for vision, hearing, scoliosis or cholesterol;
4. Injury reports;
5. Incident reports of alcohol or drug use in school;
6. Health assessments and other evaluation reports related to eligibility for services under the IDEA and Section 504; and
7. Referrals for suspected child abuse.

Student health information may also include:

1. Records of student-initiated visits to the school health officer, including assessments, interventions and referrals;
2. Records of meetings between education and health professionals for planning or identifying assessment measures, recommended interventions and student outcomes;
3. Records for in-school medication, including original signed orders from a physician, written consent from parent/guardian to administer a drug, medication logs for both routine and as-needed medications;
4. Physicians' orders, correspondence, evaluation reports, copies of treatment records, institutional or agency records, discharge summaries from outside health care providers or hospitals that have been released by parents/guardians to assist in planning individualized school health care or programs;
5. Evaluation reports or specialized assessments such as neurological tests;
6. Individualized emergency care plans for students with special health care needs, including routine and emergency interventions and methods for evaluating student outcomes;
7. An Individualized Healthcare Plan or a student's Individualized Education Program (IEP) for students whose health conditions adversely affect their education;
8. Psychologists' or guidance counselors' records of psychological test results, student interviews and counseling, consultations with school staff or parents/guardians, and referrals and consultation with outside counselors, therapists, psychologists or psychiatrists, all of which might be considered "mental health" records;
9. School social workers' case histories, counseling notes and interviews, or their records of consultations with school staff, parents/guardians, outside counselors, therapists, psychologists or psychiatrists; and
10. Case notes, evaluations and interventions by other student services personnel.

All information contained in a student's health information records, except information designated as directory information by the District, shall be confidential and shall be directly accessible only to school officials who demonstrate a legitimate educational interest in the student health information and to parents/guardians or eligible students.

Interviews with students, parents/guardians or staff members concerning student health information should take place in private offices. When student health information is discussed over the telephone, calls should be made from private offices, not in the presence of other students or staff members. Discussion of confidential information related to a specific student should end whenever a third party enters a room. Records containing student health information should never be left on top of a desk, nor should confidential health information be left as a message with a secretary, on voice mail or answering machines. When records are being typed, entered into a computer, copied or faxed, they should be protected from casual observers.

The District will comply with all state and federal law pertaining to the confidentiality of student health information.

Revised: 11/10

Adopted:

Consolidated School District No. 6 (Fox)

Student Academic Achievement**Promotion and Retention**

We expect each student to give his/her best to the goal of achieving an education while in school. Any student who received two or more failing grades at mid-summer will be placed on academic probation for the remainder of the semester. If at the end of the semester he/she is still failing, he/she will be asked to withdraw and return to school after being out one semester.

Pupils shall be promoted on the basis of academic, social, emotional, and physical growth.

Pupils who are unable to qualify for promotion after being retained for one year shall be given a social promotion (because of social and physical adjustment) upon the recommendation of the teacher and principal. The parents shall be notified in writing of this action.

No pupil shall be retained for more than one year in the elementary school except at the request and/or consent of his/her parents and/or principal and teacher in cases of special difficulty such as immaturity, ill health, frequent absences from school and similar circumstances which have impeded his/her proper adjustment.

Parents shall be notified promptly whenever a teacher notes that a pupil is not progressing at his/her proper grade level. Teachers shall make special note on the report card when a pupil is working below his/her grade level.

Students being retained will not be automatically reassigned to the same teacher for the ensuing school year. However, this student may have the same teacher since the principal, teacher and parent may all agree to such an arrangement. Principals have the overall responsibility for making student assignments.

The purpose of retention should not reflect punitive action or focus solely upon academic achievement. Rather, the goal should be to promote learning assuring that students are placed where they are best adjusted academically, socially, emotionally, developmentally and physically.

To achieve the goal of promoting learning, several factors must be considered during the promotion/retention review process. These factors and their rational should be used as guidelines with the hope of encouraging broader consideration of a student's functioning. The following are factors which should be considered in determining the placement of students in a particular grade (K-6). These factors are not listed in any order of importance.

- A. The student's social maturity and adjustment.
- B. The subject matter letter grades.

- C. The mental ability of the student.
- D. The student's achievement level.
- E. Student attitude and motivation.
- F. Student transiency/attendance
- G. The student's emotional/physiological problems.
- H. Parent attitude.
- I. Special learning problems.
- J. Sibling factors.

In addition to these factors, early parent/guardian notification of the problem is important. Written records should be made by teachers and the principal of significant conferences in which major decisions/agreements/recommendations are made. When a child is not making progress in accordance with grade level objectives and criteria (key skills), the teacher shall:

1. Involve the principal from the very beginning.
2. Explore all available resources offered by the school system, conferring with the counselor and the principal, to improve the student's learning situation.
3. Confer frequently and in depth with parents, always keeping them well informed.
4. Retention of students receiving Special Education services will involve the IEP Team.

Adopted: 12/96
Effective: 12/96

Consolidated School District No. 6 (Fox)

Discipline**Behavior Rules and Discipline Procedures**

- I. Effective discipline is essential in order to maintain control during the educational process and to provide the necessary stability in insuring a harmonious atmosphere where learning can take place. The following regulations are established to provide a guideline for the fair and equitable administration of those measures necessary to assist in maintaining proper student behavior.

II. **Definitions**

The corrective procedures as outlined in the previous paragraph can be defined as follows:

A. **Informal Talk**

A school official (teacher, administrator, or counselor) will talk to the student and try to reach an agreement regarding how the student should behave. A record may be kept by the appropriate school official holding the informal talk.

B. **Student Conference**

A formal conference is held between the student and one or more school officials. During this conference, the student must agree to correct his/her behavior. Recorded in the administrative record.

C. **Parent Involvement/Conference**

Parent(s) are notified by telephone, personal contact, letter or certified letter. A conference may be conducted between the student, his/her parent(s), a school administrator and/or teacher, as appropriate. Action with results of the conference are recorded in the administrative record.

D. **Assignment of Extra Work**

Depending on the nature of behavior infraction, extra work may be assigned to the student, to be completed by the student on his own time. Extra work may or may not be credited to the student's academic record, depending on the student and at the discretion of the teacher or administrator.

E. **After School Detention**

Students may be detained at the conclusion of normal school hours at the discretion of the teacher and/or principal. All students are notified in advance whenever they are assigned detention time. However, at the secondary level, it becomes the student's responsibility to notify parents and arrange for transportation home. Action and results will be recorded in the administrative

record.

F. In-School Suspension

Secondary students may be placed in In-School suspension for lesser offenses in lieu of Out-of-School suspension. In-School suspension students may not take part in extra-curricular privileges during the suspension. Actions are recorded in the administrative record.

G. Out-of-School Suspension - Indefinite

Indefinite suspension requires that the student be deprived of all privileges of attending school for 1-10 days. All extra-curricular privileges such as attending or taking part in sports activities, social events, etc. are also suspended. Actions and results will be recorded in the administrative record.

H. Out-of School Suspension - Long Term (11-180 days) - Superintendent

Long term suspension requires that the student be deprived of all the privileges of attending school for 11-180 days. All extra-curricular activities are suspended. Further restrictions may be imposed by the Superintendent upon the student's readmittance. Action and results will be recorded in the administrative record.

I. Expulsion

Expulsion is the removal of a student from school by action of the Board of Education. Actions and results will be recorded in the student's file.

III. Discipline Procedures

All students are to conduct themselves properly at all times within the school, on the playground or school site, and while going to and from school. In the event that improper conduct occurs on the part of the student, the following information illustrates the type of action that will be taken. A minimum and maximum action is listed for a first offense, depending on the circumstances involved, and a minimum and maximum is listed for repeated offenses, depending on the circumstances involved.

Locker Search

The Board of Education has given authorization for the faculty and administration to search lockers and desks. State law allows necessary and appropriate student searches.

Suspension and Expulsion Appeal Procedure

The School Board of any district, after notice to parents or others having custodial care and a hearing upon charges preferred, may suspend or expel a pupil for conduct which is prejudicial to good order and discipline in the schools or which tends to impair the morale or good conduct of the pupils. At the hearing, the Board shall consider the evidence and statements that the parties present and may provide by general rule not inconsistent with the section for the procedure and conduct thereof. (Section 167.161 PSLM).

The School Board in any district, by general rule and or the causes provided in Section 167.161, may authorize the summary suspension of pupils by principals of school for not to exceed ten days and by the superintendent of schools for not to exceed 180 school days. In case of a suspension by the Superintendent for more than ten days, the pupil or his/her parents or others having his/her custodial care may appeal the decision of the superintendent to the Board which shall have full authority to acting lieu of the board. Any suspension by a principal shall be immediately reported to the Superintendent who may revoke suspension at any time. In the event of an appeal to the board, the superintendent shall promptly transmit to it a full report in writing of the facts relating to the suspension, the action taken by him and the reasons thereof, and the board, upon request, shall grant a hearing to the appealing party to be conducted as provided in Section 167.161. No pupil shall be suspended unless:

1. The pupil shall be given oral or written notice of the charges against him/her, and
2. If the pupil denies the charge, he/she shall be given an oral or written explanation of the facts which form the basis of the purposed suspension, and
3. The pupil shall be given an opportunity to present his/her version of the incident, and
4. In the event of a suspension for more than ten days, where the pupil gives notice that suspension shall be stayed until the board renders its decision unless, in the judgement of the Superintendent of Schools or the District Superintendent in a metropolitan school district, the pupil's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, in which case the pupil may be immediately removed from school, and the notice and hearing shall follow as soon as practicable. (Section 167.161 PSLM).

Discipline**Articles Prohibited in School**

PROBLEM AREA	ACTION TO BE TAKEN		
	RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCE
Articles prohibited in school (radios, record players, valuables, miscellaneous electronic equipment.	MINIMUM	Informal talk	Short suspension
	MAXIMUM	Parent involvement	Long Suspension

Problems arise each year because students bring articles which are hazardous to the safety of others or interfere in some way with school procedure. Such items as toy guns, water pistols, bean shooters, sling shots, knives, hard balls, etc., brought to school as playthings are undesirable and will be impounded and returned to the parent at his request. Parents are requested to help students understand the necessity for such regulations.

Radios are not permitted in school. Not only do they disturb classes but also they are often lost or stolen. Radios and other items that interfere with the classroom will be confiscated by the teacher and turned over to the office. Parents may make arrangements to pick up the item from the office, but said items must be picked up within ten school days. Radios, record players, tape recorders, or television sets may be carried into school only with the permission of the administration.

Students are cautioned not to bring large amounts of money or cameras to school, and if they wear glasses or watches to keep track of them at all times. Students, not the school, are responsible for their personal property. If it is necessary to bring a type of valuable to school, leave it at one of the offices for safekeeping. **DO NOT LEAVE IT IN YOUR LOCKER.**

Effective: 12/96
Revised: 09/04

STUDENTS**Regulation 2610.2****Discipline****Extortion**

PROBLEM AREA	ACTION TO BE TAKEN		
Extortion	RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCE
	MINIMUM	Parental involvement	Indefinite suspension
	MAXIMUM	Indefinite suspension	Expulsion

Threatening other students or extorting money or property from them is prohibited. Extreme disciplinary action will be imposed upon those who attempt this. Students who are victims of such acts are asked and encouraged to report to teachers or the office so that definite action can be taken. This is the only way to insure that incidents will not be repeated and that all such acts may be curtailed.

Effective: 12/96
Revised: 09/04

Consolidated School District No. 6 (Fox)

STUDENTS**Regulation 2610.3****Discipline****Fighting and/or Disorderly Conduct**

PROBLEM AREA	ACTION TO BE TAKEN		
	RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCE
Fighting and/or disorderly conduct	MINIMUM	Conference	Long Suspension
	MAXIMUM	Indefinite Suspension	Expulsion

Students are expected to conduct themselves on the school premises and in the classroom in a manner that is conducive to the best educational interests of his/her fellow classmates and the whole student body. If a student is guilty of the repeated commission of such acts as are not the nature described such as fighting, throwing snowballs, exploding fireworks, playing radios and tape decks, etc., he/she may be subjecting him/herself to suspension from classes or expulsion from school.

When students leave the school grounds other than at the conclusion of their regularly scheduled school day, they must be released either through the main office or the nurse's office. A student leaving school grounds without complying with this rule is subject to suspension. A parent or guardian may be required to accompany the student to school and have a conference with one of the principals in order to have the student reinstated.

Effective: 12/96

Revised: 09/04

Consolidated School District No. 6 (Fox)

STUDENTS**Regulation 2610.4****Discipline****Defiance of Authority**

PROBLEM AREA	ACTION TO BE TAKEN		
Defiance of authority	RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCE
	MINIMUM	Conference	Indefinite Suspension
	MAXIMUM	Indefinite Suspension	Expulsion

Students are expected to obey teachers, principals and other school personnel. Refusal to do so could lead to an indefinite suspension or expulsion.

Effective: 12/96

Revised: 09/04

Consolidated School District No. 6 (Fox)

STUDENTS**Regulation 2610.5****Discipline****Excessive Tardiness**

PROBLEM AREA	ACTION TO BE TAKEN		
Excessive tardiness	RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCE
	MINIMUM	Informal talk/detention	Parent involvement
	MAXIMUM	In-school suspension	Dropped from class Indefinite suspension

Effective: 12/96

Revised: 09/04

Consolidated School District No. 6 (Fox)

STUDENTS**Regulation 2610.6****Discipline****Excessive Absenteeism/Truancy**

PROBLEM AREA	ACTION TO BE TAKEN		
Excessive absences/truancy	RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCE
	MINIMUM	Parent involvement	Indefinite suspension
	MAXIMUM	Parent involvement/detention and/or in-school suspension	Indefinite suspension Referral to authorities

Being absent from class or classes without permission is an unexcused absence, and an act of truancy if there is not a legitimate reason for cutting or skipping. Cutting is cause for at least one of the above.

Truancy from school or cutting classes will not be tolerated. Cases of truancy by pupils shall be subject to suspension and reported to the appropriate authorities.

At the elementary level on repeated occurrences the matter will be referred to the appropriate legal authority.

Effective: 12/96

Revised: 09/04

Consolidated School District No. 6 (Fox)

STUDENTS**Regulation 2610.7****Discipline****Student Trespassing**

PROBLEM AREA	ACTION TO BE TAKEN		
Student trespassing	RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCE
	MINIMUM	Formal conference/detention	Indefinite suspension
	MAXIMUM	Indefinite suspension	Long-Term suspension

Students who are absent from school are not to come inside the school building (except the principal's office) anytime during the day of their absence unless given permission by a principal. Students are not to be in the school building other than normal school hours unless they are under the direct supervision of a sponsor, coach, or other school official.

Effective: 12/96

Revised: 09/04

Consolidated School District No. 6 (Fox)

STUDENTS**Regulation 2610.8****Discipline****Gambling**

PROBLEM AREA	ACTION TO BE TAKEN		
Gambling	RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCE
	MINIMUM	Parent involvement	Indefinite suspension
	MAXIMUM	Indefinite suspension Referral to legal authority	Suspension Referral to legal authority

Playing cards, flipping or matching coins, rolling dice for money or any other form of gambling will not be permitted. Teachers will confiscate any money or other materials and refer students involved to the office. This violation could be cause for a three day suspension.

Effective: 12/96
Revised: 09/04
Consolidated School District No. 6 (Fox)

STUDENTS**Regulation 2610.9****Discipline****Improper Display of Affection**

PROBLEM AREA	ACTION TO BE TAKEN		
Improper display of affection	RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCE
	MINIMUM	Conference	Short suspension
	MAXIMUM	Short suspension	Long suspension

Students who engage in any unwarranted show of affection while on the school premises may be suspended from attending classes until parents have cooperated to help correct the situation. Enforcement of these regulations shall be the responsibility of the administrative personnel with the help of the faculty. Administrative personnel may recommend the removal of any student from school when they deem it necessary for the good of the majority of the student body.

Effective: 12/96

Revised: 09/04

Consolidated School District No. 6 (Fox)

STUDENTS

Regulation 2610.10

Discipline

Leaving Campus without Permission

PROBLEM AREA	ACTION TO BE TAKEN		
	RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCE
Leaving campus without permission	MINIMUM	Detention/parent involvement	Short suspension
	MAXIMUM	Short suspension	Long suspension

No pupil shall leave the school premises without the permission of the principal. Violators of this rule are subject to suspension.

Continued misbehavior may required the refusal, by the principal, of transportation to the pupil. In no case, however, should the driver refuse a pupil transportation while in route. Any suspension from transportation shall be made through the principal's office.

Effective: 12/96

Revised: 09/04

Consolidated School District No. 6 (Fox)

STUDENTS**Regulation 2610.11****Discipline****Profane Language**

PROBLEM AREA	ACTION TO BE TAKEN		
Profane language	RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCE
	MINIMUM	Conference and/or detention	Indefinite suspension
	MAXIMUM	Indefinite suspension	Long suspension

Foul, profane, or obscene language is a serious offense and will not be tolerated. It is not permitted on the school grounds or at any school activities.

Effective: 12/96
Revised: 09/04

Consolidated School District No. 6 (Fox)

STUDENTS

Regulation 2610.12

Discipline

Student Identification Badge Program

Students in grades 9-12 will be required to carry with them the Fox School District ID card when at school, on school grounds, or at school sponsored activities. Students are expected to produce the ID card when requested by a school employee.

Students will be charged \$2.00 for each replacement Student ID card issued to the student.

Students will be requested to produce their student ID periodically throughout the school year.

The failure to possess a student ID badge at school, while on school grounds, at school activities or to produce ID badge when requested by school employees, may result in the following discipline:

- 1st offense - warning
- 2nd offense - one hour detention
- 3rd offense - three hour detention
- 4th offense - one day in-school suspension
- 5th offense - indefinite suspension

Adopted: 10/00

Effective: 10/00

Consolidated School District No.6 (Fox)

STUDENTS**Regulation 2610.13****Discipline****Physical Assault**

PROBLEM AREA	ACTION TO BE TAKEN		
Physical assault	RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCE
	MINIMUM	Parent involvement	Parent involvement
	MAXIMUM	Expulsion	Expulsion

Adopted: 12/96

Revised: 09/04

Consolidated School District No. 6 (Fox)

STUDENTS**Regulation 2610.14****Discipline****Physical Assault on Staff**

PROBLEM AREA	ACTION TO BE TAKEN		
Physical assault on staff	RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCE
	MINIMUM	Indefinite suspension	Expulsion
	MAXIMUM	Expulsion	Expulsion

Physical assault on a staff member will not be tolerated under any condition. Offenders can be turned over to the local police.

Adopted: 12/96
Revised: 09/04

Consolidated School District No. 6 (Fox)

STUDENTS**Regulation 2610.15****Discipline****Prohibited Harassment**

PROBLEM AREA	ACTION TO BE TAKEN		
Prohibited Harassment	RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCE
	MINIMUM	Parent involvement and conference	Indefinite suspension
	MAXIMUM	Indefinite suspension	Expulsion

Harassment based upon the sex, religion, race, age, color, national origin, ethnicity, or disability of students, staff, visitors, or others will not be permitted. Students shall comply with all school district policies, rules, and regulations governing prohibited harassment.

Effective: 12/96

Revised: 07/09

Consolidated School District No. 6 (Fox)

STUDENTS

Regulation 2610

Discipline

Misconduct and Disciplinary Consequences

Students are expected to conduct themselves on the school grounds and in the classroom in a manner that is conducive to the best educational opportunities for his fellow classmates and whole of the student body. If a student is guilty of repeated commission of such acts as are not of the nature this describes, he may be subjected to suspension from classes or expulsion from school. (See Regulations 2610.1-2610.15).

Effective: 12/96

Consolidated School District No. 6 (Fox)

STUDENTS

Regulation 2620

Discipline

Firearms and Weapons in School

Definition of Firearm

The term *firearm* includes, but is not limited to, such items as:

1. Any item which is a loaded or unloaded weapon, weapon frame, or weapon barrel and which is designed to, or may be readily converted to, expel a projectile by action of an explosive, or
2. Any item which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has a barrel with a bore of at least one-half inch in diameter, or
3. Any explosive, incendiary, or poison gas, such as: bombs; grenades; rockets with a propellant charge of greater than four ounces; and other similar devices as recognized under federal law, or
4. Any combination of parts either designed to or intended for use in converting any device into a device as described in paragraphs above.

Definition of Weapons

The term *weapon* shall mean a "firearm" as defined above, and shall also include the items listed below, which are defined as "weapons" in section 571.010, RSMo.

1. Blackjack
2. Concealable firearm
3. Explosive weapon
4. Firearm
5. Firearm silencer
6. Gas gun
7. Knife
8. Machine gun
9. Knuckles
10. Projectile weapon
11. Rifle
12. Shotgun
13. Spring gun
14. Switchblade knife

Other weapons:

1. Mace spray
2. Any knife, regardless of blade length (optional)
3. Items customarily used, or which can be used, to inflict injury upon another person or property.

Students Who Bring Firearms or Weapons to School

The District will take the following action upon determining that a student has brought a firearm or weapon to school:

1. The District will refer the student to the appropriate criminal justice or juvenile delinquency system, and
2. The District will suspend the student from school for a period of not less than one year (365 days) from the date of the infraction, and may, at its discretion, expel the student from school permanently. This suspension provision may be modified on a case-by-case basis upon recommendation of the District Superintendent if the Superintendent determines that circumstances justify such a modification.
3. The District may, at its discretion, provide a student suspended under this Regulation with educational services in an alternative setting.

Applicability of Regulation to Students with Disabilities

If the student with a disability under the Individuals with Disabilities Education Act carries or possesses a weapon, as defined by 18 U.S.C. § 930(g)(2), to or at school, on school premises, or to or at a school function under the District's authority, school administrators may remove that student to an interim alternative educational setting for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the student's disability. If a school administrator removes a student with an IDEA disability to an interim alternative educational placement, the District must convene the student's multidisciplinary and/or IEP team to conduct a manifestation determination within the statutory time frame and the student's IEP team must determine the interim alternative educational placement and the services that the student will be provided in order to receive a free appropriate public education and access to the general curriculum.

Adopted: 9/17/13

Consolidated School District No. 6 (Fox)

STUDENTS

Regulation 2640.1

Discipline

Unauthorized Use of Tobacco by Student

PROBLEM AREA	ACTION TO BE TAKEN		
	RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCE
Unauthorized use of tobacco by student	MINIMUM	3-day suspension	Indefinite suspension
	MAXIMUM	Indefinite suspension	Expulsion

Smoking by the students is not permitted on the premises during the school day.

Students who habitually engage in smoking may be subject to suspension from school. Repeated occurrence of this act could lead to his/her removal from school. There will be three (3) days suspension on the first offense, five (5) days out-of-school suspension for the second offense, or an alternative by the Superintendent.

Any student found using tobacco between classes in the building, or on buses faces a three (3) day in-school suspension for the first offense, and a five (5) day out-of-school suspension for any further offenses.

Students enrolled are prohibited from smoking or having cigarettes or other tobacco products in their possession in the school building or on school grounds. This includes on school buses, as well as the intervals of time between arrival at school and advisory and end of 7th period until student has left the school grounds. Students are further prohibited from smoking or using tobacco on school premises at after school activities, at home and away. Chewing tobacco and snuff (smokeless tobacco) are included in this policy.

Penalties for smoking or possession of tobacco products include:

First violation: Three (3) day in-school suspension. Parents/guardians are informed on the day of the violation by one letter (one copy given to the student) and/or by telephone, when possible.

Second violation: Five (5) day out-of-school suspension. Parents are again informed by letter and/or telephone and depending upon the flagrancy for a conference following the five (5) day suspension before the student will be readmitted.

Effective: 12/96

Revised: 09/04

Consolidated School District No. 6 (Fox)

STUDENTS**Regulation 2640****Discipline****Possession and/or Use of Drugs, Narcotics and Alcohol, or Being Under the Influence**

PROBLEM AREA	ACTION TO BE TAKEN		
	RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCE
Possession and/or use of drugs, narcotics and alcohol, or being under the influence	MINIMUM	Substance abuse evaluation/Indefinite suspension	Indefinite suspension
	MAXIMUM	Expulsion	Expulsion

Pep pills, marijuana, LSD and other controlled substances are not only illegal, but may result in permanent physical and psychological damage. Students are warned against their use. Anyone found possessing, selling or buying drugs of any kind of school grounds will be placed on a minimum of ten days' suspension and can be turned over to the proper legal authorities. Students will only be readmitted after obtaining a substance abuse evaluation stating that he/she is capable of coping with the school environment. Also, anyone found possessing, selling or buying an artificial substance that resembles a controlled substance will be dealt with in the same manner, due to the intent involved in this kind of action. If an extreme drug situation develops, a student and his/her parents shall be required to sign a contract regarding good school conduct or the student may face expulsion from school.

Effective: 12/96
Revised: 09/04

Consolidated School District No. 6 (Fox)

STUDENTS**Regulation 2650****Discipline****Student Automobile/Vehicle Use**

PROBLEM AREA	ACTION TO BE TAKEN		
Automobiles	RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCE
Motorcycles	MINIMUM	\$10 fine	Permanent loss of permit/\$25 Fine
	MAXIMUM	Permanent loss of permit and/or \$10 fine	Long Suspension

Only seniors will be permitted to drive and park their cars at school, juniors will be allowed to drive if space permits. Students must register their vehicle and purchase a parking sticker to be affixed in a designated location. In order to qualify for parking privileges, a student must attend a defensive driving presentation provided by the district, show proof of insurance, meet designated grade requirements, and purchase a parking sticker for a one-time, non-refundable charge of \$45.00. Students who qualify second semester may obtain a sticker for \$25.00. Any student who parks his car on the grounds without a proper parking permit or in a restricted area will be charged a \$10 fine for the first offense and a \$25.00 fine, suspension, and loss of driving privileges on the second offense. Fox School District does not take responsibility for damage that takes place to student vehicles parked on any parking area. Students park at their own risk.

Effective: 12/96

Revised: 09/04

Consolidated School District No. 6 (Fox)

STUDENTS**Regulation 2651****Discipline****Improper Dress**

PROBLEM AREA	ACTION TO BE TAKEN		
	RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCE
Improper dress	MINIMUM	Informal talk	Parental conference
	MAXIMUM	Indefinite suspension	Indefinite suspension

It is the policy of the Board of Education not to allow shorts of unacceptable lengths on school grounds during school hours. Bare feet are not permitted, not brief clothing with undue exposure of the body. Profane insignia or slogans are not permitted.

The following dress guide is provided as a lawful, sanitary, and modernized guide for student attire.

General:

- A. All students will wear shoes or sandals.
- B. All articles of clothing advertising any commodity of an illegal nature will be forbidden.
- C. All students will wear clothing covering the area from chest to near mid-thigh.
- D. Swimming attire will not be worn.

Boys:

- A. All shirts, designed to be buttoned, will be completely buttoned with the exception of the collar button.
- B. No hats will be worn in the building.

Girls:

- A. All girls will wear the necessary feminine apparel.
- B. See-through blouses, dresses, etc., will not be worn.
- C. All dresses, skirts, and shorts will reach near mid-thigh length.
- D. Slacks and jeans may be worn.

It is understood by all students that the administration has the right to alter or revoke part, or all, of the dress at any time. (The above student dress code was proposed and written by a joint student-teacher committee and approved by the C-6 Board of Education.

Effective: 12/96

Consolidated School District No. 6 (Fox)

Discipline**Improper Behavior on the School Bus****Bus Rules**

The following rules are for the safety and protection of pupils riding in the buses. Failing to observe these rules may endanger the lives of pupils and could result in the suspension of bus privileges. Please help us to have SAFE TRANSPORTATION.

1. Follow the driver's direction.
2. Stay in your seat.
3. Keep all parts of your body in the bus.
4. Be courteous. No pushing, shoving, spitting, fighting, or using profane language.
5. No eating, drinking, smoking or vandalism.
6. No glass objects or animals on the bus.
7. Be at the bus stop 5 minutes early.
8. Cooperate with the bus driver when appointed a bus stop. For safety and economic reasons, a bus stop may sometimes be appointed or relocated when stops are less than 500 feet apart.
9. Cross the road in accordance with driver's instructions.
10. Avoid playing or loitering on the roadway when waiting for a bus.
11. Respect the property of others at the bus stop.
12. Wait several feet from the bus until it comes to a complete stop.
13. Go directly to your seats and remain seated while bus is in motion.
14. Keep books and instruments in your lap. Do not block the aisle.

No one will be allowed to board the bus with animals, balls, ball bats, or glass containers.

Do not push or crowd together when waiting for, or while getting on the bus. Students should be at bus stop no more than 5 minutes before the designated time. The bus cannot stop and wait on student and still keep on schedule.

Do not make more noise than necessary when on the bus. Remain seated while the bus is moving.

Students should be on their best behavior while at the bus stop. More students get into trouble at the bus stop than at any time during the school day. As a general rule, three bus conduct reports will result in the suspension of bus privileges for a period of time. The administrator reserves the right to suspend the bus privilege of the student at any time.

Bus passes will be issued to ride another bus for emergencies only. A note explaining the need for the pass must be brought to the office before the pass will be issued.

PROBLEM AREA	ACTION TO BE TAKEN		
Improper behavior on school bus	RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCE
	MINIMUM	Informal talk	Parental Conference
	MAXIMUM	Indefinite suspension	Removal from bus

Behavior on school buses is governed by all the rules described previously. Students are to follow the directions of the bus driver.

No animals, weapons, (assembled or disassembled) or glass of any sort shall be permitted on the buses. All occupants of any bus are to refrain from eating, drinking, or use of tobacco on bus.

The bus driver is authorized to assign seats and regulate the level of noise on the bus.

Students are to be received or discharged at their own designated bus stop, unless oral or written permission has been given by parents and approved by the transportation supervisor or Superintendent of Schools. At no time is a student allowed to be received or discharged with the intent of crossing a four lane highway or intersection.

Driver shall assume control of the children while they are being transported and shall require from them respectable and orderly behavior. Particular attention should be given to the care and protection of the smaller pupils.

In handling disorderly conduct, a driver shall attempt to correct a child by first talking with the child and trying to gain good behavior. If further action is required, the child shall be reported to the building principal, and a Bus Conduct Report submitted. In no case shall a driver refuse a child transportation or put the child off the bus while in route.

Fighting at the bus stop, on the bus, or on school grounds is also prohibited and may result in suspension for those involved.

Also included in Student Handbook

Effective: 12/96

Revised: 09/04

Consolidated School District No. 6 (Fox)

STUDENTS**Regulation 2653****Discipline****Student Participation in Gangs and/or Secret Organizations**

PROBLEM AREA	ACTION TO BE TAKEN		
Gangs and/or secret organizations	RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCE
	MINIMUM	10-day out-of school suspension	Expulsion
	MAXIMUM	Expulsion	Expulsion

Secret organization and/or gangs are strictly prohibited in the Fox School District. A secret organization or gang is any organization composed of the district's students, wholly or in part, which seeks to perpetuate itself by taking in additional members from our student body on the basis of the decision of its membership rather than upon the free choice of any student in the school who is qualified by the policy of the Board of Education.

Secret organizations and/or gangs will not be tolerated. Students are prohibited from displaying or wearing gang logos or colors. Students who promote or who are involved in any gang related activity will be suspended from school in accordance with Board Policy.

Effective: 12/96

Consolidated School District No. 6 (Fox)

STUDENTS**Regulation 2654.1****Discipline****Theft**

PROBLEM AREA	ACTION TO BE TAKEN		
Theft	RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCE
	MINIMUM	Parent involvement	Parent involvement
	MAXIMUM	Referred to local police/indefinite suspension	Referred to local police and/or indefinite suspension

Theft and/or possession of stolen goods may be punishable by suspension or expulsion from school. Offenders may be subject to legal prosecution.

Effective: 12/96
Revised: 09/04

Consolidated School District No. 6 (Fox)

STUDENTS

Regulation 2654

Discipline

Destruction of Property/Vandalism

PROBLEM AREA	ACTION TO BE TAKEN		
Destruction of property/vandalism	RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCE
	MINIMUM	Parent involvement and restitution	Long suspension and restitution
	MAXIMUM	Expulsion and prosecution and restitution	Expulsion and prosecution and restitution

Willful destroyers or injurers of school property shall be subject to prosecution according to law.

No person shall willfully mark on, deface, or in any way damage any public or private real or personal property. The parent or guardian of any unemancipated minor in their care and custody against whom judgement has been rendered for the willful marking upon, defacing, or in any way damaging any property, shall be liable for the payment of that judgement up to an amount not to exceed two thousand dollars (\$2,000), provided that the parent or guardian has been joined as a party defendant in the original action. The judgement provided herein to be paid shall be paid to the owner of the property damaged, but such payment shall not be a bar to any criminal action or any proceeding against the unemancipated minor committing such damage for the balance of the judgement not paid by the parent or guardian. (Section 537.45 PSLM)

Effective: 12/96

Revised: 09/04

Consolidated School District No. 6 (Fox)

STUDENTS

Regulation 2660.1

Discipline

Early Dismissals

Early dismissals for doctor and dental appointments will be allowed when the parent appears in person or presents a written request for early dismissal, dated and signed. These early dismissals will be excused when the student returns to school if he/she presents a note, dated, and signed by the doctor or dentist. Makeup work will then be allowed.

Students who become ill while at school and who are sent home by the nurse will be given an excused early dismissal. Makeup work for the classes will then be allowed.

Early dismissals for other reasons may be allowed at the request of the parent, but only in cases of extreme emergency will makeup work be allowed for these.

School Security/Safety General Information

A safe school environment should be every school employee's first and primary concern. Parents should send their children to school with full confidence that the environment will be safe, secure and free of distractions. Employees should enjoy a safe and secure work place. In order for the district to provide a safe school environment, every school employee must become a member of the school security force. To insure a safe and secure environment, it is essential for all school employees to be familiar with the following general safety/security guidelines:

1. In the event of a threatening situation, moving the students to a safe place must be each staff members' highest priority.
2. Always be aware of what is happening around you.
3. Each school should have an established visitor sign-in procedure.
4. Anyone who does not have a visitor pass or whose actions are unusual, should be escorted to the office for visitor clearance.
5. Any unusual situations or incidents should be reported to the office immediately. If occurring in the school office, the central office should be notified.
6. Any staff member is authorized to make an emergency 911 call if the situation warrants.
7. In the event that it is necessary for all classrooms to be secured (locked from the outside), and announcement will be made over the school intercom. The reason given will not relate to the actual emergency but will most likely refer to a door maintenance activity.
8. Doors in remote areas of the building should remain locked.

Effective: 12/96

Revised: 09/04

Consolidated School District No. 6 (Fox)

STUDENTS

Regulation 2660

Discipline

Detention

Certificated staff members may detain students after normal school hours for a reasonable time provided the following conditions are observed:

1. Students must have an opportunity to make arrangements for transportation home. Therefore, the detention may take place on any day after the day of notification to detain.
2. The detention may be for disciplinary or academic reasons.
3. The names of all students detained must be reported to the building principal.
4. All students detained must be supervised by a certificated staff member.

Adopted:

Consolidated School District No. 6 (Fox)

STUDENTS

Regulation 2662 **(Form 2662)**

Discipline

Suspension

Out-of-School Suspension - Indefinite

Indefinite suspension requires that the student be deprived of all the privileges of attending school for 1-10 days. All extra-curricular privileges such as attending or taking part in sports activities, social events, etc., are also suspended. Actions and results will be recorded in the administrative record.

Out-of-School Suspension - Long Term (11-180 days) - Superintendent

Long term suspension requires that the student be deprived of all the privileges of attending school for 11-180 days. All extra-curricular activities are suspended. Further restrictions may be imposed by the Superintendent upon the student's readmittance. Action and results will be recorded in the administrative record.

Students are expected to conduct themselves in accordance with Board Policy 2600. Failure to do so may result in a student's suspension or expulsion from school.

A building principal may suspend a student for a period not to exceed ten (10) consecutive school days. Any suspension shall be reported immediately, in writing, to the student and the student's parent/guardian or others having custodial care of the student. A copy will be forwarded to the Superintendent. The Superintendent may revoke or reduce the suspension if the Superintendent concludes that circumstances warrant such action.

When a student is suspended, the principal/designee shall attempt to reach the student's parent/guardian to inform them of the school's action and to request that they pick up their child. If the parent/guardian is unable to pick up their child, the principal/designee may ask the parent/guardian for permission to send the student home. If the parent/guardian cannot be reached or if the above request is refused, the student must remain on school property until the close of the school day.

If the principal decides that a suspension in excess of ten (10) consecutive school days is warranted, the principal may petition the Superintendent for such suspension.

The Superintendent of Schools may suspend a student for a period not to exceed 180 consecutive school days.

No student shall be suspended by a principal or by the Superintendent unless:

1. The student shall be informed, orally or in writing, of the charge against him/her, and

2. If the student denies the charge, he/she shall be given an oral or written explanation of the facts which form the basis of the proposed suspension, and
3. The student shall be given an opportunity to present his/her version of the incident to the principal or Superintendent.

A student who is on suspension may not be within 1,000 feet of any school property unless he/she lives within 1,000 feet of the school, has a parent with him/her, or has been requested by the administration to attend a meeting at the school, or any activity of the District, regardless of whether or not the activity takes place on school property, unless the Superintendent/designee has authorized the student to be on school property. This restriction does not apply to suspended students enrolled and attending an alternative school which is within 1,000 feet of a District school.

If a suspension is ordered by the Superintendent for more than ten (10) consecutive school days, the Superintendent's order may be appealed to the Board of Education if written notice of appeal is delivered to the office of the Board of Education within five (5) days of receipt of the Superintendent's suspension letter. If such suspension is appealed, the Superintendent shall promptly provide the Board with a report of the facts involved in the suspension, the action taken by the Superintendent, and the reasons for the Superintendent's decision.

In such event, the suspension shall be stayed until the Board renders its decision, unless in the judgment of the Superintendent the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, in which case the student may be immediately removed from school, and the notice and hearing shall follow as soon as practicable.

Any appeal to the Board of Education of the Superintendent's decision to suspend a student for more than ten (10) consecutive school days may be heard and determined by the full Board or by a quorum thereof, or by a committee of three Board members appointed by the President of the Board. Such committee shall have full authority to act in lieu of the Board.

Students will be readmitted or enrolled after expiration of their suspension from the District or from any other district only after a conference has been held to consider prior misconduct and remedial steps necessary to minimize future acts of similar misconduct. (See Policy and Regulation 2664 – Enrollment or Return Following Suspension and/or Expulsion.) Participants in such pre-admission conferences will include:

1. Any teacher directly involved in the suspension offense.
2. The student.

3. The parent/guardian.
4. The representative of any agency having legal jurisdiction, care, custody, or control of the student.
5. District staff members designated by the Superintendent/designee.

Note: For suspensions involving disabled students under Section 504 or the IDEA, see also Policy and Regulation 2672.

Effective: 12/96
Revised: 09/04

Consolidated School District No. 6 (Fox)

STUDENTS

Regulation 2663 **(Form 2663)**

Discipline

Expulsion

Unless a parent, custodian or the student, if at least eighteen years of age, waives in writing any right to a hearing before the board of education as provided under RSMo 167.161(1), no student may be permanently expelled from school without a prior hearing before the full Board or, at least, a quorum of the Board. Such a hearing shall generally be considered a contested case pursuant to Chapter 536 of the Missouri Administrative Procedures Act and therefore not subject to *de novo* review. A decision to expel a student requires the vote of a majority of those Board members present.

Due process for expulsion of students shall include the following:

1. Board action shall begin with a written notification of the charges against the student, which shall be delivered by certified mail to the student, his/her parent/guardian, or others having his/her custodial care. Such notification will include charges, contemplated action, and time and place of a hearing on such charges and that the student, parent/guardian, or others having custodial care shall have the right to attend the hearing and to be represented by counsel.
2. The hearing will be closed. At said hearing, the Board of Education or counsel shall present the charges, testimony, and evidence deemed necessary to support the charges. The Board will expect the principal in each case to be present and make oral and written reports and statements concerning the student's misconduct. The student, parent/guardian or others having custodial care, or counsel, shall have the right to cross-examine witnesses presented in behalf of the charges and to present testimony in defense thereagainst.
3. At the conclusion of the hearing or in an adjourned meeting, the Board of Education shall render its decision to dismiss the charges, suspend the student for a specified time, or expel the student from the schools of the District. Prompt written notice of the decision shall be given to the student, parent/guardian or others having custodial care, and counsel, if applicable.

Revised: 5/09

Adopted:

Consolidated School District No. 6 (Fox)

STUDENTS

Regulation 2664

Discipline

Suspension and Expulsion-appeal Procedure

The School Board of any district, after notice to parents or others having custodial care a hearing upon charges preferred, may suspend or expel a pupil for conduct which is prejudicial to good order and discipline in the schools or which tends to impair the morale or good conduct of the pupils. At the hearing, the Board shall consider the evidence and statements that the parties present and may provide by general rule not inconsistent with this section for the procedure and conduct thereof. (Section 167.161 PSLM)

The School Board in any district, by general rule and or the causes provided in Section 167.161, may authorize the summary suspension of pupils by principals of school for not to exceed ten days and by the superintendent of schools for not to exceed one hundred eighty (180) school days. In case of a suspension by the Superintendent for more than ten days, the pupil or his/her parents or other sharing his/her custodial care may appeal the decision of the superintendent to the Board which shall have full authority to act in lieu of the Board. Any suspension by a principal shall be immediately reported to the Superintendent who may revoke suspension at any time. In the event of an appeal to the Board, the Superintendent shall promptly transmit to the Board a full report in writing of the facts relating to the suspension, the action taken, and the reasons thereof. The Board, upon request, shall grant a hearing to the appealing party to be conducted as provided in Section 167.161. No pupil shall be suspended unless:

1. The pupil shall be given oral or written notice of the charges against him/her, and
2. If the pupil denies the charge, he/she shall be given an oral or written explanation of the facts which form the basis of the proposed suspension, and
3. The pupil shall be given an opportunity to present him/her version of the incident, and
4. In the event of a suspension for more than ten days, where the pupil gives notice that suspension shall be stayed until the board renders its decision unless, in the judgment of the Superintendent of Schools or the District Superintendent in a metropolitan school district, the pupil's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, in which case the pupil may be immediately removed from school, and the notice and hearing shall follow as soon as practicable. (Section 167.171 PSLM)

Effective: 12/96

Revised: 09/04

Consolidated School District No. 6 (Fox)

STUDENTS

Regulation 2671
(Form 2671)

Discipline

Student Discipline Hearings

Rules of Procedure in Hearings Before the Board of Education on Suspension and Expulsion Matters

1. Students or students' parents/guardians may request a hearing before the Board to contest any suspension in excess of ten (10) school days. The request will be addressed to the Superintendent who will review all matters concerning the suspension.
2. No student may be expelled until this matter is reviewed in a hearing before the Board of Education.
3. The parent/guardian may represent their student or may retain an attorney to act as a representative in the defense of the student. The representative will have the right to present witnesses, question any and all witnesses as herein provided, and make a statement and offer exhibits on the nature of the evidence and disposition of the case. If the parent/guardian elects to have the student represented by an attorney at the hearing, the parent/guardian shall notify the Superintendent of such representation at least twenty-four hours prior to the scheduled time of the hearing.
4. Prior to the hearing, the parties, or their attorneys, may examine at the Board Office the discipline report and all related records.
5. Upon the request of any party, the Superintendent shall submit for review at the hearing the student's behavioral and academic record. If necessary, the information contained in such record may be explained and interpreted by a person trained in its use and interpretation. All parties shall be instructed to respect the confidentiality of all such records and information.
6. At the hearing, the Board may consider a student's record of past disciplinary actions, criminal court records, juvenile court records, and any actions of the student which would be criminal offenses.
7. The parties may present evidence concerning the charges and make such showing by way of affidavits, exhibits, and witnesses as they may desire. Before testifying, witnesses shall be sworn.

8. The President of the Board of Education, or the Chairman of the designated committee of the Board, shall have full charge of the hearing and shall have the authority to direct its proceedings and to control the conduct of all persons present in accordance herewith. Such authority shall include the limitation of questioning that is unproductive, lengthy, or irrelevant. The Board may invoke reasonable limitations on the number of witnesses.
9. The hearing shall not be open to the public. In addition, the Board may set reasonable limitations on the number of people present during the hearing.

The Board shall also have the right to exclude any person or persons if it shall determine that the hearing is being disrupted by any such person.

Hearings may be attended only by members of the Board of Education, the Superintendent of Schools, the School Board attorney, the principal, the student, the parent/guardian and their representatives. Witnesses may be present only when giving information at the hearing. With parent/guardian permission, the student may be excluded at times when the student's psychological or emotional problems are being discussed.

10. A record shall be made of any information presented at the hearing. Statements and other written matter presented shall be kept on file by the District.
11. As soon as practicable after the hearing, the Board shall make its decision and transmit the same in writing to the parties and the Superintendent.

The Board or its committee shall decide by majority vote whether the student has engaged in the misconduct charged by District administrators. The decision will be based solely on the evidence presented at the hearing and must include findings of fact on which the decision rests.

Revised: 8/07

Adopted:

Consolidated School District No. 6 (Fox)

STUDENTS

Regulation 2672

Discipline

Discipline of Students with Disabilities

Removal from Current Educational Placement for Not More Than Ten Consecutive School Days; Not More Than Ten Cumulative Days Removal for the Current School Year

A student with a disability who violates the District's discipline policy who has not been removed from the current educational placement for more than ten (10) cumulative days for the current school year may be disciplined for not more than ten (10) consecutive school days in the same manner as other students.

Services will not be provided to the student when the total number of days the students has been removed from the current educational placement is not more than ten (10) days, unless services are provided to children without disabilities who have been similarly removed.

Removal from Current Educational Placement for More than Ten Cumulative School Days

A student with a disability who violates the District's discipline policy who has been removed from the current educational placement for more than ten (10) cumulative days in the current school year may be disciplined for not more than ten (10) consecutive school days in the same manner as other students, if the pattern of short term exclusions totaling more than ten (10) cumulative days does not constitute a change of placement.

On the eleventh day of removal in a school year, the District will provide educational services. If the cumulative removals do not constitute a change of placement, the services to be provided will be determined by school personnel in consultation with the student's special education teacher.

A series of removals from the current educational placement for more than ten (10) days may amount to a pattern of exclusion that constitutes a change of placement. If a student with a disability has been removed for more than ten (10) cumulative school days and the removals constitute a change of placement, or if a school administrator determines that a removal for more than ten (10) consecutive school days is being considered, on the date a decision to make such a removal is made, the parents will be notified of the decision and provided a copy of the IDEA procedural safeguards.

Not later than ten (10) business days after commencing a cumulative removal that constitutes a change of placement or when considering a removal of greater than ten (10) consecutive school days, the District will convene an IEP meeting to develop a functional behavioral assessment plan if one has not previously been conducted. After completing the assessment, an IEP meeting will be held to develop a behavioral intervention plan if appropriate and necessary. If a behavior plan already has been developed, the IEP team will meet to review the plan and its implementation. The plan and its implementation will be modified as necessary.

In addition, not later than ten (10) days after the date of the decision to remove a student for more than ten (10) cumulative days constituting a change of placement, the IEP team and other qualified personnel will meet to review the relationship between the student's disability and the behavior subject to disciplinary action.

If a determination is made that the student's behavior was not a manifestation of the student's disability, disciplinary rules will be applied to the student in the same manner they would be applied to a student without a disability, except that a free appropriate public education will be provided to the student as determined by the IEP team.

Long-Term Changes in Placement (Drugs, Weapons, and Serious Injury)

In addition to any other actions consistent with this regulation, District administrators may assign a student to an interim alternative educational setting for a period of time not to exceed forty-five (45) calendar days, when a student with a disability is involved in a disciplinary action involving:

1. Possession of a weapon at school or at a school function; or
2. Possession or use of illegal drugs or sale or solicitation for sale of a controlled substance while at school or at a school function; or
3. A serious bodily injury.

On the date a decision to make such a removal is made, the parents/guardians will be notified of the decision and provided a copy of the IDEA procedural safeguards.

Not later than ten (10) business days after commencing such a removal, the District will convene an IEP meeting to develop a functional behavioral assessment plan if one has not been previously conducted. After completing the assessment, an IEP meeting will be held to develop a behavioral intervention plan if appropriate and necessary. If a behavior plan already has been developed, the IEP team will meet to review the plan and its implementation. The plan and its implementation will be modified as needed.

Not later than ten (10) days after the date of the decision to place a student in an interim alternative educational setting, the IEP team and other qualified personnel will meet to review the relationship between the student's disability and the behavior subject to the disciplinary action and to determine the interim alternative educational placement.

The IEP team will decide on an interim alternative educational setting that will allow the student to continue to progress in the general curriculum, to receive the services and modifications that

will enable the child to meet the goals set out in the student's IEP, and to receive services and modifications to attempt to prevent the student's behavior from recurring.

IDEA Disabled Students

Students who are disabled pursuant to the IDEA will be disciplined pursuant to the IDEA as amended and its implementing regulations, as well as applicable state statutes and the Missouri State Plan for Special Education Regulations Implementing Part B of the IDEA.

Section 504 Disabled Students

The following procedures apply to students who are disabled pursuant to Section 504 of the Rehabilitation Act alone (students who are not disabled pursuant to the IDEA). In general, most 504 students should be expected to follow the District's disciplinary policies, rules, regulations and procedures and this should be noted on the 504 Plan. When determining a student's 504 eligibility, the multidisciplinary team should consider whether the impairment that is substantially limiting has a direct impact on a student's behavior and, if so, the team may consider conducting a functional behavioral assessment as part of the student's evaluation. If the team concludes that the impairment has a direct and substantial relationship to the student's behavior, the team should address the behavior through the 504 Plan and should consider whether a behavior plan is necessary for the student to have an equal opportunity to participate.

Under Section 504, a disciplinary removal from a student's placement for more than 10 consecutive school days constitutes a change of placement and requires certain procedures be followed. When a student is suspended, out of school, for more than 10 consecutive school days or when a student's short term removals (10 days or less) constitute a pattern of exclusion as currently defined by the IDEA, the District will, within 10 school days of the date of the decision to change the student's placement through a disciplinary removal, convene a multidisciplinary team to determine if the student's act of misconduct is related to his or her disability. The multidisciplinary team will apply the IDEA manifestation standard that is in place at that time. Prior to, or as part of the manifestation determination, the team will conduct a reevaluation pursuant to Section 504. Such reevaluation may consist of a review of existing data alone or in conjunction with formal assessments. The parents will be invited to attend but are not required participants.

If the team concludes that the student's misconduct is related to his or her disability, the student can be suspended for up through 10 consecutive school days with no educational services provided or for any amount of cumulative school days, so long as a pattern of exclusion is not created. If deemed necessary, the team may need to convene to determine if a change of educational placement may be needed or if the student should be referred under the IDEA.

If the team concludes that the student's misconduct is unrelated to his or her disability, the student will be treated the same as nondisabled students and may be suspended or expelled according to District policy and the Student Code of Conduct. District administrators will determine the appropriate discipline including, but not limited to, a long-term suspension or expulsion. During the period of disciplinary removal, the District will not provide any educational services to the student unless it provides such services to its nondisabled students in similar circumstances.

A student is not considered to be disabled under Section 504 if he or she is currently engaged in the illegal use of drugs when the District is acting on the basis of that use. Therefore, when a 504 student is being disciplined for the current illegal use of a controlled substances (including alcohol), that student will lose his or her 504 protection and will be disciplined as if he or she was a regular education student. No manifestation determination will be held.

Definitions

Illegal Drug means a controlled substance not including drugs legally used or possessed under the supervision of a health care professional.

Weapon means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2 1/2 inches in length.

Controlled substance means a drug or other substance identified under schedules I, II, III, IV or V in 21 U.S.C. § 812 (c).

Revised: 11/10
Adopted:

Consolidated School District No. 6 (Fox)

STUDENTS

Regulation 2673 **(Form 2673)**

Discipline

Reporting of Violent Behavior

All school employees are required to notify their immediate supervisor if they have reason to believe that a student or District employee has committed any of the offenses set out below, has physically or sexually abused any District student, or has possessed a controlled substance or weapon in violation of District policy. The principal will immediately report to the appropriate law enforcement agency and to the Superintendent/designee any instance where a student is found to be in possession, on their person or in their possession, of any weapon defined in Regulation 2620 or of controlled substances, or is found to have placed such substances elsewhere on school premises. For purposes of this regulation, "school premises" shall be defined to include school property, school playgrounds, school parking lots, school buses, or at school activities whether on or off school property.

Reportable Offenses

1. First degree murder
2. Second degree murder
3. Kidnapping
4. First degree assault
5. Forcible rape
6. Forcible sodomy
7. Burglary in the first degree
8. Burglary in the second degree
9. Robbery in the first degree
10. Distribution of drugs
11. Distribution of drugs to a minor
12. Arson in the first degree
13. Voluntary manslaughter

14. Involuntary manslaughter
15. Second degree assault
16. Assault (except as provided in the Agreement contained in Form 2673)
17. Felonious restraint
18. Property damage in the first degree
19. Possession of a weapon
20. Child molestation in the first degree
21. Deviate sexual assault
22. Sexual misconduct involving a child
23. Sexual assault

Teachers and other authorized personnel who report violent acts or threats of violent acts to their supervisors in compliance with state law and in conformity with District policies have civil immunity. Teachers and other authorized personnel who act in conformity with the District's discipline policies and regulations also have civil immunity.

Records of Serious Violations

The Superintendent/designee will prepare and maintain records of serious violations of the District's discipline policy. Individual student records are available to school employees who are directly responsible for the student's education or who interact with the student in the performance of the employee's duties. In addition, such discipline records will be made available within five (5) days to any requesting school district where the student seeks to enroll.

The District will report, in compliance with state regulations, the number, duration of and reasons for expulsions and suspensions of more than ten (10) days. The Superintendent will also notify the appropriate division of the Juvenile court of the suspension for more than ten (10) days of any student under court jurisdiction.

Adopted:

Consolidated School District No. 6 (Fox)

STUDENTS

Regulation 2710

Student Welfare

Reporting Student Abuse

Procedure for Reporting Abuse and Neglect

1. If notice of alleged child abuse or neglect is received, a report will be made to the Children's Division by telephoning the Abuse Hotline at 1-800-392-3738. The call will be logged with the date, time and nature of the report. If the Children's Division declines to accept the report, the name of the CD representative; the date and report made must be documented.
2. When CD representatives interview students on District property, a school staff member will be present. CD representatives may not meet with a child at any school or childcare facility where abuse of the child is alleged to have occurred.
3. When CD receives a report of suspected abuse involving a school employee, other than reports made under subsection (1), the CD is required to notify the Superintendent. If the alleged perpetrator is the Superintendent, CD will notify the Board President. However, if the report relates to spanking or the use of reasonable force to protect persons or property pursuant to Board policy, a report will be made to county law enforcement officials. The investigation into such report will be made by a law enforcement official in the county.
4. When the District and student involved request mediation of the child abuse situation in a school setting, the matter will be referred to the Office of Child Advocate.

Revised: 10/13

Adopted:

Consolidated School District No. 6 (Fox)

Discipline**Supervision of Students****Teacher Duty**

Principals will be advised of the need to include librarians, aides, and special education teachers when developing their duty rosters.

Teacher morning supervisor duty will not be increased beyond its current level because of the initiation of a school breakfast programs in the district during the 1994-1995 school year.

Class and School Responsibilities

To become acquainted with the rules and regulations of the Board of Education and the state school law concerning the duties and relationships of pupils and teachers.

Shall study the school philosophy and objectives and use them as a basis of cooperative action.

Be responsible directly to the building principal and indirectly to the Superintendent and Board of Education.

Be present at the school building according to the schedule worked out by the building principals. Said schedule to be no longer than eight hours per day except as may be necessary for important staff meetings and other occasional school functions. All teachers are to arrive in their classrooms not less than 20 minutes before the start of the first class, and the school day shall not end until at least 15 minutes after the end of their last class. Conference periods are interpreted as regular class periods. Teachers assigned to supervisory duties shall report according to schedule prepared by the principal.

All publicity concerning the C-6 School and its activities given out for publication by an employee shall be cleared through the Office of the Superintendent of Schools.

Attend such educational conferences as may be agreed upon by the cooperative decision of the staff and authorized by the Board.

Exercise general control over the conduct of pupils, not only in the classroom, but also during physical education and/or play periods, both in the buildings and on the grounds.

Teachers are not permitted to send pupils on errands off the school grounds without prior consent of the principal.

Every teacher is expected to continue his/her professional growth through attendance at professional meetings and conferences, through reading of professional literature, and through the earning of additional college credit.

Provide for the proper ventilation, temperature, and appearance of their rooms to the best of their ability.

Prepare a time schedule in duplicate, on a form provided for this purpose, which shall show the studies and class exercise presented in their rooms, and shall post one copy on the bulletin board, and shall file one copy with the principal.

Teachers shall require from parent or guardian of each pupil a statement, in writing, showing the cause of absence of each pupil.

Teach such subject areas as are outlined in the latest state course of study or as may be scheduled as a part of the school program. Instruct pupils in the proper use of apparatus and instructional supplies.

Establish personal relations between the school and the home through: (1) carefully prepared measures of pupil progress as stated on the pupil's progress report; (2) additional statement sent home in writing via pupil or by mail; (3) conference, telephone conversation with parent or guardian at school or at home.

Participate directly in the construction, preparation, and revision of courses of study planned for the instructional program.

Be present for their duly selected functions and shall not be absent themselves from school without the consent of the building principal except in case of sickness. In all cases of anticipated absence or illness, report to the building principal in sufficient time to permit adequate preparation for a substitute teacher. In no case is the absent teacher justified in selecting a substitute teacher without the consent of the principal.

Keep records and submit reports as requested by the principal.

Maintain order and discipline in their respective rooms and classes at all times.

Reveal an active interest in the school and community activity and act honestly and loyally in all relationships with other teachers, the principal, superintendent, other employees, and the Board of Education.

Refrain from adverse criticism or gossip about other teachers and employees to pupils, other teachers, or any other persons. Matters which affect the welfare of the pupils or the school as a whole should be discussed with the principal and/or superintendent.

All new teachers must make application for a retirement number if they have never taught in Missouri. Necessary forms can be obtained through the superintendent's office and must be submitted at the beginning of the school term.

All payment made with monies collected shall be made through the Board of Education.

Request all extra janitor services through the principal's office in sufficient time so that the work may be planned.

Assist the janitor in keeping the room, halls, and buildings clean and in order by instructing the pupils toward habits of neatness, cleanliness, and order. It shall be the duty of the teachers to see that waste paper in the room is properly placed in the wastebaskets and books and other items are picked up and arranged in order. At no time should the pupils be permitted to wash the chalkboards.

Refer all problems indicating corporal punishment to the principal.

Collect all funds for hot lunch program and complete such records as are necessary to conduct the program efficiently, unless collections are otherwise paid for.

Perform such other necessary school duties as playground supervisory duties, attendance of teachers' meetings, attendance at open house, and extracurricular duties as required by the School Board or other administrator.

Effective: 12/96

Consolidated School District No. 6 (Fox)

STUDENTS

Regulation 2740
(Form 2740)

Student Welfare

Student Safety

The administration is responsible for notifying DESE upon the occurrence of the commission of any of the following violent criminal offenses on school premises:

1. Murder 1st Degree under section 565.020, RSMo;
2. Murder 2nd Degree under section 565.021, RSMo;
3. Kidnapping under section 565.110, RSMo;
4. Assault 1st Degree under section 565.050, RSMo;
5. Forcible Rape under section 566.030, RSMo;
6. Forcible Sodomy under section 566.060, RSMo;
7. Burglary 1st Degree under section 569.160, RSMo;
8. Burglary 2nd Degree under section 569.170, RSMo;
9. Robbery 1st Degree under section 569.020, RSMo;
10. Distribution of Drugs under section 195.211, RSMo;
11. Distribution of Drugs to a Minor under section 195.212, RSMo;
12. Arson 1st Degree under section 569.040, RSMo;
13. Voluntary Manslaughter under section 565.023, RSMo;
14. Involuntary Manslaughter under section 565.024, RSMo;
15. Assault 2nd Degree under section 565.060, RSMo;
16. Sexual Assault under section 566.040, RSMo;
17. Felonious Restraint under section 565.120, RSMo;
18. Property Damage 1st Degree under section 569.100, RSMo;
19. Possession of a Weapon under section 571, RSMo;

20. Child Molestation 1st Degree under section 566.067, RSMo;
21. Deviate Sexual Assault under section 566.070, RSMo;
22. Sexual Misconduct Involving a Child under section 566.083, RSMo; and/or
23. Sexual Abuse under section 566.100, RSMo.

For purposes of this policy, any student who is the victim of any of the following violent criminal offenses on school premises is entitled to a transfer to another District school:

1. Kidnapping under section 565.110, RSMo;
2. Assault 1st Degree under section 565.050, RSMo;
3. Forcible Rape under section 566.030, RSMo;
4. Forcible Sodomy under section 566.060, RSMo;
5. Burglary 1st Degree under section 569.160, RSMo;
6. Robbery 1st Degree under section 569.020, RSMo;
7. Arson 1st Degree under section 569.040, RSMo;
8. Assault 2nd Degree under section 565.060, RSMo;
9. Sexual Assault under section 566.040, RSMo;
10. Felonious Restraint under section 565.120, RSMo;
11. Property Damage 1st Degree under section 569.100, RSMo;
12. Child Molestation 1st Degree under section 566.067, RSMo;
13. Deviate Sexual Assault under section 566.070, RSMo;
14. Sexual Misconduct Involving a Child under section 566.083, RSMo; and/or
15. Sexual Abuse under section 566.100, RSMo.

Adopted:

Consolidated School District No. 6 (Fox)

STUDENTS

Regulation 2750 **(Policy 2750)**

Student Welfare

Wellness

1. Advisory Committee

A district-wide Nutrition & Physical Activity Advisory Committee will be established. The Committee would meet a minimum of two times annually. Any existing School Health Advisory Council will serve as the nucleus for the Committee. The Committee will include members as specified by law. Responsibility of the Nutrition & Physical Activity Advisory Council may include, but not be limited to, oversight of the following:

- Implementation of district nutrition and physical activity standards
- Integration of nutrition and physical activity in the overall curriculum
- Assurance that staff professional development includes nutrition and physical activity issues
- Assurance that students receive nutrition education and engage in vigorous physical activity

The Nutrition & Physical Activity Advisory Committee will be responsible for preparing a report that includes, but is not limited to, the following information:

- Monthly district menus and meal counts
- Listing of all a la carte, vending, and competitive foods sold by school food service
- Listing of all other sales of foods throughout the district including vending machines, school stores, culinary, and special education programs, in-school and in-class fundraisers, etc.
- Listing of physical activity programs and opportunities for students throughout the school year.
- Outcomes of Committee activities.

2. Student Nutrition

The School Breakfast/Lunch Programs:

- The full meal school breakfast and lunch programs will continue to follow the USDA Requirements for Federal School Meals Programs.
- The School Food Service Program will follow the District's Nutrition Standards when determining the items in a la carte and "competitive foods" sales.
- The Food and Service Director must work closely with the Nutrition & Physical Activity Advisory Committee.

Cafeteria Environment:

- A cafeteria environment that provides students with a relaxed, enjoyable climate that shall be developed
- The cafeteria is a place where students have:
 - o Adequate space to eat in clean, pleasant surroundings
 - o Adequate time to eat meals
 - o Convenient access to hand washing or hand sanitizing facilities before meals
- When possible recess time will be provided for elementary students before lunch.

Fundraising:

All fundraising projects for sale and consumption of food items within and prior to the instructional day will follow the District's Nutrition Standards when determining the items being sold.

3. Student Nutrition Education:

The District has a comprehensive approach to nutrition in Kindergarten through 12th grade. All K-12 instructional staff will be encouraged to integrate nutritional themes into daily lessons when appropriate. The health benefits of good nutrition should be emphasized. Lessons will focus on skills and positive aspects of healthy eating. The district nutrition policy reinforces nutrition education to help students practice these themes in a supportive school environment.

Parent Nutrition Education:

Nutrition education may be provided in the forms of handouts, postings on the district website, articles and information provided in district or school newsletters, presentations that focus on nutritional value and healthy lifestyles, and through any other appropriate means available for reaching parents.

Staff Nutrition & Physical Activity Education:

Nutrition and physical activity education opportunities will be provided to all schools staff at the elementary, middle, and high school levels. These educational opportunities may include, but not be limited to, the distribution of educational and informational materials and the arrangement of presentations and workshops that focus on nutritional and healthy lifestyles, health assessments, fitness activities, and other appropriate nutrition and physical activity-related topics.

4. District Nutrition Standards

The District strongly encourages the sale or distribution of nutrient dense foods for all school functions and activities. Nutrient dense foods are those foods that provide students with calories rich in the nutrient content needed to be healthy. In an effort to support the consumption of nutrient dense foods in the school setting, the district has adopted the following nutrition standards governing the sale of food, beverage, and candy on school grounds. Schools are encouraged to study these standards and develop building policy using the following District Nutrition Standards as minimal guidelines.

Food:

- Encourage the consumption of nutrient dense foods, i.e. WHOLE GRAINS, FRESH FRUITS, VEGETABLES, and DAIRY PRODUCTS.
- Any given food item for sale prior to the start of the school day and throughout the instructional day, will have no more than 35% of its total calories derived from fat.
- Any given food item for sale prior to the start of the school day and throughout the instructional day, will generally have no more than 10% of its total calories derived from saturated fat.
- Nuts and seeds with minimal added fat in processing (no more than 3 grams of added fat per 1.75 ounce or less package size) are exempt from these standards because they are nutrient dense and contain high levels of monounsaturated fat.

Candy:

- Candy is defined as any processed food item that has:
 - a. Sugar (including brown sugar, corn sweetener, corn syrup, fructose, glucose (dextrose), high fructose corn syrup, invert sugar, lactose, maltose, molasses, raw sugar, table sugar (sucrose), syrup) is listed as one of the first two ingredients
AND
 - b. Sugar is more than 35% of the item by weight.
- Vending sales of candy will not be permitted on school grounds.
- Non-vending sales of candy will be permitted ONLY at the conclusion of the instructional school day

5. Student Physical Activity

District Physical Activity Goal:

The District shall provide physical activity and physical education opportunities that provides students with the knowledge and skills to lead a physically active lifestyle. The District shall utilize the following Implementation Strategies:

- 1 Physical education classes and physical activity opportunities will be available to all students.
- 2 Physical activity opportunities shall be offered daily before school, during school (recess), or after school.
- 3 As recommended by the National Association of Sport and Physical Education (NASPE), school leaders of physical activity and physical education shall guide students through a process that will enable them to achieve and maintain a high level of personal fitness through the following:
 - Expose youngsters to a wide variety of physical activities
 - Teach physical skills to help maintain a lifetime of health and fitness
 - Encourage self-monitoring so youngsters can see how active they are and set their own goals
 - Individualize intensity of activities
 - Focus feedback on process of doing your best rather than on product
 - Be active role models
- 4 Introduce developmentally appropriate components of a health-related assessment to the students at an early age to prepare them for future assessments.
- 5 Physical education classes shall be sequential, building from year to year, and content will include movement, personal fitness, and personal and social responsibility. Students should be able to demonstrate competency through application of knowledge, skill, and practice.

Revised: 11/05

Adopted:

Consolidated School District No. 6 (Fox)

STUDENTS

Regulation 2760

Student Welfare

Foster Care Bill of Rights

The District educational liaison for foster care children will serve in an advisory capacity to:

- Ensure and facilitate proper educational placement, enrollment in school, and checkout from school;
- Assist foster care children when transferring from one school to another or from one school district to another, including, among other things, proper transfer of credit, records, and grades;
- Request school records, as provided in Policy/Regulation 2230, within two (2) business days of placement of a foster care child in a District school;
- Submit school records of foster care pupils within three (3) business days of receiving a request for school records from another School District as provided in Policy 2290; and
- Facilitate access to student records to any child placing agency for the purpose of fulfilling education case management responsibilities required of the juvenile officer or by law and to assist with the school transfer or placement of a child under foster care.

Revised: 10/09

Adopted:

Consolidated School District No. 6 (Fox)

STUDENTS

Regulation 2850

Student Services

Inoculations of Students

As mandated by the Missouri Department of Health, students must have up-to-date immunizations before being permitted to attend classes.

1. The District will maintain an individual health record for each student, including an immunization history supplied by the parent/guardian.
2. A complete immunization history will be required upon entrance to school. Satisfactory evidence of immunization is a statement, certificate or record from a physician or health facility that verifies the type of vaccine, the month, day and year of administration. The parent/guardian will be informed that any needed immunizations must be obtained prior to enrollment and attending school.
3. In certain special situations, exemptions or "In Progress" statements may be needed.
 - a. If a student has received all immunizations that are age appropriate but has not completed the minimum required for school attendance, the parent/guardian must obtain an "In Progress" card from a physician or health department that identifies when the next dose is due.
 - b. If the student cannot receive the needed immunization(s) for medical reasons, a medical exemption will be completed and signed by a physician and filed in the student's health record.
 - c. If the parent/guardian objects to immunizations for religious reasons, an exemption must be signed by the parent/guardian and verified by the school nurse. Protection against disease as a desirable measure for the protection of the student will continue to be emphasized.
4. In the event of an outbreak, students who are exempt from immunizations for any reason may be excluded from school for their own protection and that of other students, in accordance with State Rule 13 CSR 50-101.0412. The only exception will be students exempted by a physician because they have already had the disease and have available laboratory confirmation of immunity.
5. The District will notify the parent/guardian if a student will require any additional doses of a vaccine, giving the date by which the vaccine must be given to remain in compliance with the law.

6. The District will prepare the immunization report (CD 31) for the Missouri Department of Health by the specified date. Any deficiencies will receive follow-up as recommended. Every effort will be made to return excluded students to school as soon as possible. The parent/guardian will be advised of resources available to obtain needed protection. The parent/guardian who does not make an effort to comply with the law in order to return students to school within ten days may be reported to the local juvenile authority for enforcing the truancy law.
7. An ongoing review of immunization records will be made to ensure that entering transfer students, students who are "In Progress," and those needing Td boosters during the school year have adequate protection. Students will be notified in the spring that Td boosters will be due during the next school year. The records of entering transfer students and those due for boosters will be flagged, or a separate file or a line listing of these students will be maintained, to facilitate compliance with the statute.

Adopted:

Consolidated School District No. 6 (Fox)

STUDENTS

Regulation 2860 Employee Handbook

Student Services

Communicable Diseases

No home-prepared treats will be sent to school at any time for birthday or school parties. This is a precautionary measure against Hepatitis A. Snacks that are prepackaged such as individually wrapped servings of snack cakes, candies or chips would be acceptable alternatives. The best way to prevent the spread of Hepatitis A is by careful hand washing after toileting or diaper changing.

Suggested Procedures:

1. All employees will follow the most recently issued guidelines of the Centers for Disease Control, including applicable universal precautions in cleaning body fluid spills, whether or not an individual infected with body fluid or blood-borne pathogen is known to be presenting the school environment or related activities. Willful or negligent disregard for precautions by any staff member will be cause for disciplinary action.
2. Any staff member who has a basis for believing a student has been exposed to a contagious or infectious disease or who observes symptoms of such a disease shall inform the building administrator who will request a review of the case by the school physician.
3. If the school physician determines that the student is infected with an acute infectious disease of short duration, the student will be excluded from school for the number of days specified in the latest revision of the "Missouri Department of Communicable Diseases – A Guide for School Administrators", FHC 16, or until a physician certifies the student no longer is liable to transmit the disease.
4. If the school physician determines that a student identified as handicapped may be infected with a chronic infectious disease, the student shall be excluded from school and provided education in an alternative setting until the following procedures have been concluded.
5. If the school physician determines that a student not identified as handicapped may be infected with a chronic infectious disease, the student shall be excluded from school and provided education in an alternative setting until the following procedures have been concluded.
 - a. The building administrator shall request a team review and assessment of the student's medical condition. The team shall be composed of the following:
 - I. The student's parents or guardians
 - II. Either the student's personal physician or a written documentation verifying stage and degree contagion.
 - III. A school health professional

IV. The building administrator and, possible, a central office administrator.

V. The school physician and, if deemed appropriate, the school district attorney.

- b The team will assess the student's condition, the school conditions and the risks of exposing others to the disease in the school environment and determine whether the student should be permitted to attend school without restrictions, attend school under stated restrictions and conditions, or to be excluded from attending school and provided an alternative educational program. The team will also establish dates and/or conditions under which the student's status will be reviewed – a minimum of every two months.
- 6. The determination of the team will be communicated in writing to the student's parents or guardian, the building administrator, and to the superintendent. The determination will be final unless reversed on appeal.
- 7. The parents or guardians of the student may appeal the determination of the team to the Board of Education by submitting notice of appeal in writing to the superintendent after receiving written notification of the team's determination. After receiving notice of the appeal at its next regularly scheduled meeting or at a special called meeting. The Board's decision shall be final, except that the parents may appeal the decision to the State Board of Education.
- 8. If a student with a chronic infectious disease is permitted to attend school, the building administrator and school health officials will identify and notify the staff members including classroom teacher, homebound teacher, special education teacher, physicals education teacher, music teacher, playground supervisor and bus driver, who for medical reasons, need to know the student's identity and conditions under which the student is attending school. Willful or negligent disclosure of confidential information by a staff member will be cause for disciplinary action.

Head Lice-Pediculosis

As head lice are recognized as a communicable disease by the Missouri Division of Health, this problem should be covered by the district's policy on communicable disease which states that "a student shall not be permitted to attend classes or other student sponsored activities if the student is known to be contagious with or liable to transmit any contagious or infectious disease..."

The diagnosis of head lice is made by observing either lice or nits in the hair and scalp. When a child is found to be infected, the parent will be notified and asked to pick up the student from school. All siblings and other close contacts in school will be examined also. For elementary students found to be infected, their classroom will be examined and notes will be sent home informing parents of the problem. Parents will be expected to either pick up the child or arrange for transportation.

The infestation must be treated before the child is returned to school. It is the responsibility of the parent or guardian to properly treat the infestation by shampooing the child's hair with a pediculicide and by removing all nits. A second application of the pediculicide should be given 7-10 days following the first application. An instruction sheet will be given to each family.

The no-nit policy will refer to the removal of all nits. As the ovicidal rate of the most effective pediculicide is 70%-80%, and may be as poor as 45%-70%, nit removal is necessary. This procedure is recommended even if product marketing information deems nit removal unnecessary.

Before the child will be permitted to return to classes, he or she should be brought to school by the parent or guardian to be examined. Some proof of treatment showing the child has been treated with a pediculicide may be requested at the discretion of the school nurse. If the child was not brought in by the parent, the child will be placed in a non-contact setting until that time someone is available to check the student.

Cases of non-cooperation or repeated instance of infestation may result in notification of the Division of Health or the Division of Family Services.

Effective: 12/96
Revised: 12/03, 9/11

Consolidated School District No. 6 (Fox)

Student Services**Health Services and Administering Medicines to Students****Health Records**

Cumulative health records are maintained on each student and kept in the nurse's office. These records include immunizations and are updated yearly. A yearly health information form completed by parents is kept in the cumulative record. This form has current emergency information and present health needs. The district policy on prescriptions and non-prescription medications is detailed on this form.

Illness and Injury at School

The nurse will send home a form for emergency numbers at the beginning of each school year to be filled out and returned as soon as possible. We will call the parents first if your child becomes ill or injured at school. If unable to reach parents, we will call the first emergency number on your list. It is extremely important that these forms are kept up to date.

If a student is injured or becomes ill at school, he/she is to report to his teacher for a nurse pass. Exceptions include anyone who is hurt or becomes ill on the playground, gym or cafeteria.

When a student becomes ill at school, the school nurse, not the student will contact the parents to pick him/her up. Secondary students, who leave without properly checking out, will be given an unexcused absence and assigned detention time. The student will be released from the Principal's Office or the Nurse's Office only.

Standing Orders

In accordance with the standing orders of the district designated licensed physician, parents will be notified and children sent home for the following conditions:

1. Fever of 100 degrees or more; student may return when symptom free for 24 hours.
2. Skin rashes of unknown origin or any rash accompanied by fever.
3. Vomiting; student may return when symptom free for 24 hours.
4. Diarrhea; student may return when symptom free for 24 hours.
5. Severe abdominal cramps.
6. Laceration that may require stitches.
7. Possible fractures.
8. Loss of consciousness.
9. Streptococcal sore throats that have not had a minimum of 24 hour antibiotic at home treatment before returning to school.
10. Pediculosis (head lice).
11. Conjunctivitis (pink eye). The student may return 24 hours post antibiotic treatment.
12. All serious injuries requiring a physician's evaluation.

13. Head Lice-In the case of head lice, the child will be sent home immediately and will not be readmitted until he/she are nit free. Children will need to be checked in by the nurse upon their return to school. Please remind your child not to share hats and combs. Please check your child's head routinely.

The School Nurse is permitted to administer the following:

1. To give Tylenol as needed according to child's weight.
2. To use antiseptic to cleanse wounds and abrasions.
3. To give cough drops or Chloraseptic for minor sore throats.
4. To use Calamine lotion for minor skin conditions.
5. To use Campho-phenique for minor mouth and gum sores.
6. To use first aid or burn cream as needed.
7. To use Solarcaine spray for sunburns only.
8. To conduct screenings for vision, hearing and scoliosis.
9. To use Ambesol for minor tooth aches.
10. To administer prescription and over the counter medications that are properly labeled.
11. To practice proper first aid and emergency care to sick and injured student according to recommended guidelines.
12. To care for school related illnesses and injuries only.
13. To have a current immunization record on each student and to comply with all state regulations concerning exclusion of student in non-compliance.
14. To administer Epi-pen for Anaphylaxis Emergency.
15. To give tums for a stomachache.
16. To obtain O2 sats when necessary.

Anaphylaxis Emergency Protocol

Purpose

Any student with asthma/anaphylactic reaction may carry an inhaler/epi-pen when appropriate documentation from parent/guardian and physician is obtained.

Any student with diabetes is required to perform diabetic care/medication administration in the nurse's office unless appropriate documentation from parent/guardian and physician is obtained, and district approval has been granted. This is done on a case-by-case basis and approval may be withdrawn at any time if deemed necessary.

Anaphylaxis is an acute, systemic reaction, which can occur in a person who has a hypersensitivity to insect stings, food, or other allergens. The purpose of this protocol is to provide the school nurse with a standard by which to respond to this **life threatening event**.

Reactions can include:

1. Generalized itching and tingling.
2. Edema of lips, tongue, periobital area.
3. Weakness.
4. Rapid pulse.
5. Fall in blood pressure.

6. Respiratory difficulty or distress.
7. Cold, clammy skin.
8. Loss of consciousness.
9. Nausea and/or vomiting.
10. Abdominal cramping.

Emergency Protocol

If no individualized, child specific Emergency Protocol is in place and the school nurse determines that an anaphylactic reaction is occurring (s)he will:

1. Call 911, Specify that an anaphylactic reaction has occurred.
2. Administer Epi-pen or Epi-pen, Jr.
Epi-pen Jr. (0.15mg; for up to 66 lbs. (30kg).
Epi-pen (0.3 mg) for over 66 lbs. (30kg).
3. Observe for level of consciousness.
4. Administer CPR if needed.
5. Notify parent/guardian.
6. Anyone receiving epinephrine **MUST** be transported by paramedics for continue medical evaluation and care.

If under exceptional circumstances a child is required to take oral medication during school hours and the parent cannot be at school to administer the medication, the school nurse and/or the principal's designee will administer the medication in compliance with the regulations that follow:

Prescription Drugs

The school nurse, and/or the principal's designee, will act as the dispenser for medication prescribed by the student's physician. **All student medication will be kept in the nurse's office. No medication of any kind will be permitted in lockers.**

The medication shall be in the original container labeled with the physician's prescription. Parents shall authorize school personnel to give medication. This authorization can be in the form of a note to the school acknowledging the parent's approval, dosage, times and amounts, date prescribed, name of medicine, purpose of medicine, possible side effects, and the termination date for administering the medication. It is suggested that there be enough dosage sent to school for the day, not the entire amount of the prescription.

Nonprescription Drugs

Oral medication that is nonprescriptive may be administered under the supervision of the school nurse and/or principal's designee if authorized by the parent. Students are not to carry medication with them at school. Parents shall authorize school personnel to give medication. This authorization can be in the form of a note to the school acknowledging the parent's approval,

dosage, times and amounts, name of medicine, purpose of medicine, possible side effects, and the termination date for administering the medication. It is suggested that there be enough dosage sent to school for the day only. The medication shall be in the original container.

Procedures

The school nurse and/or principal's designee will follow the procedures listed below regarding the dispensing of personal medication:

- Inform appropriate school personnel of the medication.
- Keep a record of the medication administered.
- Keep medication in a locked cabinet.
- Return unused medication to the parent or dispose of it if the parent requests disposal.

The school district retains the right to reject requests for administering medication. The parent/guardian of the student must assume responsibility for informing school personnel of any change in the student's health or change in medication. Medicines which do not have the above information written on it cannot be given. All medication is to be dispensed through the nurse's office.

Exception for Potentially Harmful Administration

It shall be the policy of this District that the District will not knowingly administer any medication to a student that exceeds the highest recommended dosage listed in the current annual volume of the Physician's Desk Reference, Clinical Pharmacology, or other recognized medical or pharmaceutical text.

Error in Medications

If any medication is administered to a student in error, whether prescription or non-prescription drugs, the nursing staff will follow the procedures listed below:

1. An immediate assessment of the student will be done.
2. If the error is life threatening, call 911.
3. If the medication was ingested, call Poison Control for specific directions.
4. Building principal, nursing supervisor and parent/guardian should be notified.
5. Nursing supervisor will notify central office administration.
6. Designation can be given to another staff person regarding notification of the above personnel.
7. An incident report must be filled out, whenever the FIVE RIGHTS are not followed in medication administration.

Adopted:
Consolidated School District No. 6 (Fox)

STUDENTS

Regulation 2880

Student Services

Student Physical Examination

STUDENT HEALTH SCREENING & INFORMATION

Comprehensive screenings provides the basis for preventive health care and assessments of the developmental status of students. Screenings include immunization assessments, health history at time of enrollment and yearly screenings for scoliosis, vision and hearing at the following grades:

Scoliosis:	Grades 6 and 8
Vision:	Grades ECSE, K, 1, 3, 5, 8 and 10
Hearing:	Grades ECSE, K, 1 and 3

Additional screenings are done when requested by the student, parent or staff. Students who fail the vision and hearing screening are re-screened at a later date and may result in a referral being made to the parent.

Scoliosis (Spinal) Screenings

All sixth and eighth grade students will participate in a spinal screening during the winter months. If the school nurse detects any abnormalities, a note will be sent home for a referral for a second screening. Parents will receive a letter of notification before the spinal screenings.

Vision and Hearing Screenings

Every child in ECSE, Kindergarten, 1st, 3rd, 5th, 8th and 10th grade students will receive a vision screening, by the school nurse, sometime during the school year.

Fifth Grade Movie

Fifth graders will be presented with information concerning personal hygiene, growing up, etc. There is a video that is shown to boys and girls separately by the school nurse. Parents will be notified of the video before it is shown to the students.

Revised: 8/07

Adopted:

Consolidated School District No. 6 (Fox)

STUDENTS

Regulation 2900

Employee and Student Handbook

Activities and Athletics

PARTICIPATION IN ACTIVITIES

No pupil shall participate in any entertainment, sport, or other school activity in the name of the school if such pupil shall at such time have unsatisfactory record in scholarship, conduct, or attendance.

Any student in grades 7 through 9 who is participating in athletics, cheerleading, or any other sponsored group who represents the school in extracurricular activities, found in possession of controlled substances or alcohol shall be suspended from that activity for the season and the following season. Season is defined as either a fall, winter, or spring activity or sport.

It is the Board policy concerning dues and membership in student organizations as follows: Nonpayment of dues shall not be a condition of exclusion from membership. This policy shall apply to all nonexclusive groups. Dues previously paid shall be refunded. Such organizations shall accept all applications for membership according to participation and interest.

The term non-exclusive organization shall mean an organization to which any high school or junior high student is eligible for membership.

Reasonable and proper expenses related to such school activities may be billed to the school activity fund upon certification by the principal of the school involved and approved by the Superintendent of Schools.

Effective: 12/96

Consolidated School district No. 6 (Fox)

STUDENTS

Regulation 2910

Activities and Athletics

Student Publications

Purposes Of Student Publications

The publications fulfill a vital role within the school community in providing a means by which students, faculty, administrators, and community can communicate with other students, faculty, administrators and community members. The publications serve as a forum for the constructive expression of ideas, opinions, plans for innovation, events, etc., in a factually informative, interpretive, and entertaining manner, thereby providing primarily the students but also the faculty and administrators with an instrument of constructive leadership for influencing the school and community.

Student publications offer students an opportunity for practical and legitimate journalistic experience in terms of writing, editing, organizing, administering, financing and budgeting, etc. Assuming a position of leadership on the student publication signifies the student's acceptance of responsibility. The acceptance of this responsibility also provides the student with the opportunity to develop the potential which he/she possesses.

Standards

In fulfilling their roles as participants in the community media, students must demonstrate their maturity and dependability, and must show that they are capable of analyzing problems and making sound judgments. The following statement is adapted and modified from the Canons of Journalism by the American Society of Newspaper Editors.

1. Responsibility - The welfare and the best interests of school and community members must be the guideline for the publication of all material.
2. Freedom -With every freedom of speech and of the press there is a corresponding responsibility. No freedom, not even that of speech and of the press, is absolute. Student publications must be free to print what has been responsibly considered, researched and written. The staffs must demonstrate objectivity, but at the same time must be free to express viewpoints after presenting all sides of an issue. This policy should not rule out articles marked as news analysis advocating a particular point of view.
3. Accuracy - Thorough research of all materials -- news, editorials, features and sports -- will be conducted and the facts presented in an objective, balanced and truthful manner. The facts will be verified; the reporter will present them in the proper perspective; and the publications will print only that which is based on fact after careful research and investigation.

4. Fairness - Student publications will not make unjust or undue attacks on any individual group or person, and will provide an open forum for any viewpoints which are opposed to those of the publication.
5. Decency - Material published -- language, pictures and artwork -- will not be offensive, obscene, pornographic or injurious to any person or group.

Objectives and Responsibilities of the Publication Staff

In student publications, staff members must assume the following responsibilities:

1. To make a concerted effort as a staff to learn and to apply correct journalistic techniques of writing, editing, advertising and to seek the aid of professional journalists and responsible adults when and where necessary.
2. To assume obligations of a journalist in being responsible, honest, sensitive, fair, impartial, decent and dedicated to the necessity of a free and responsible press.
3. To be open-minded and representative of all feeling and ideas within the community, not only their own.
4. To plan each issue of the paper in order to provide a balance of informational, interpretive and entertaining material (all factually based); to give consideration to the importance, significance and value of each article and to the possible effect each article will have on the general welfare of the readers.
5. To research and verify all story ideas and related material and to refuse to publish any material until it has been verified as truthful and accurate.
6. To set priorities for material covered in the newspaper based on the importance, significance and interest of the material to the majority of the readers.
7. To develop a keen sense of observation and awareness about school, student and community activities and to report these accurately.
8. To establish a schedule of deadlines and to meet those deadlines as professionals.
9. To correct promptly all errors of fact for which the newspaper is responsible.
10. To develop faculty and administrative confidences and to keep those confidences.

11. To be supportive of the total school community and its activities and personnel. (Supportive - defined as praise, comment, or constructive criticism based on the offering of alternative suggestions and plans. It also involves the inclusion of names in the news in order to promote a sense of personal involvement on the part of the readers.)
12. To encourage intelligent thought and action from the readers.

Coverage of Material

News stories in student publications will be objective - free from opinion and bias. Stories will be based on facts obtained through thorough research and investigation. An emphasis will be placed on previewing upcoming events and activities to create interest. Newsworthy occurrences will receive attention in coverage articles. The stories will be presented on the pages of the paper in such a way that undue attention will not be given to articles of lesser value, interest or significance.

The primary function of features or special-interest articles is informational and entertainment. A special emphasis will be placed on in-depth coverage of material deemed to be of significant interest to the readers.

Sports articles will provide accurate description and records of athletic activities. Individual athletes will not be revered as stars or heroes, but proper credit for outstanding records, honors or performances will be given when due. The sports section of the paper will carry advance information to create interest in upcoming events as well as coverage articles for events. Material on the page will be varied to appeal to all readers, not just athletes and their avid fans. Proper coverage will be given to all teams and athletic activities, male and female, varsity and sub-varsity.

Responsibility for Handling Materials to be Published

Unchallenged Material

1. Writer directed to submit article and/or picture to page editor to whom reporter is immediately responsible; or unsolicited article submitted to an editor in that area.
2. Material reviewed by page editor responsible to determine if it meets standards for publications.
3. Materials reviewed by Editor-in-Chief.
4. Material reviewed by Faculty Advisor.

5. Material published.

Challenged Material

1. Editorial Level

If material submitted to a page editor is rejected, the writer, after a conference with the editor, may appeal to the Editorial Board. If the Editorial Board rejects the material, the writer may appeal to the faculty advisor. The faculty advisor, after hearing both sides, considering all factors and giving guidance and counsel, shall submit in writing his/her recommendations and resolutions. The Editorial Board may by a two-thirds vote reject the proposal of the faculty advisor and not publish the material. The statement of the final action taken by the Editorial Board will be signed by all parties.

2. Editor-in-Chief Level

If material presented by a page editor is rejected by an editor-in-chief, the writer after a conference with the editor-in-chief may appeal to the Editorial Board. If the Editorial Board rejects the material, the writer may appeal to the faculty advisor. The faculty advisor, after hearing both sides, considering all factors and giving guidance and counsel, shall submit in writing his/her recommendations and resolutions. The Editorial Board may by a two-thirds vote reject the proposal of the faculty advisor and not publish the material. A statement of the final action taken by the Editorial Board will be signed by all parties.

3. Faculty Advisor Level

Material found unobjectionable by the Editorial Board but questioned by the faculty advisor shall be discussed by both parties. If the difference cannot be resolved, the material shall be presented to the building principal for review and guidance.

Material still found unobjectionable by the Editorial Board but questioned by the faculty advisor and/or building principal shall be presented at a joint meeting of the Editorial Board and the advisor. The faculty advisor must give specific reasons for his/her objections and give guidance to the group. The student writer shall be afforded an opportunity to present his/her viewpoint. If the Editorial board by a two-thirds vote still finds the material unobjectionable it may be printed. A quorum will be considered present when two thirds of the Editorial Board attend a meeting, and two thirds of those present must agree.

A brief statement summarizing the dialogue held and signed by all parties shall be presented to the building principal. The building principal shall forward the statement and

copies of the article to the Superintendent and the Board of Education for their information. The signed statement shall signify that the Editorial Board fully understand the reservations of the faculty advisor and/or building principal and has chosen to exercise its option under the Board Policy.

4. Building Principal Level

The building principal/designee may delay or stop distribution of any materials proposed for printing or that have been printed which may be reasonably forecast to cause substantial and material disruption or obstruction of any lawful mission, process or function of the school.

The building principal/designee must forward a copy of the material to the Superintendent and a statement of reasons for delay or stoppage. The Superintendent shall schedule a hearing with all parties immediately to determine if the delay or stoppage was warranted.

Editorial Page Policy

An Editorial Board (composed of the editor-in-chief, chairman, the managing editor, news editor(s), editorial editor(s), feature editor(s), sports editor(s), photography editor(s), business manager, production manager, art editor and the head advertising manager) determines the content of the editorial page. Editorial ideas are presented to the Editorial Board for consideration. Editorials in the school publication will only be printed after all sides of an issue are considered and researched. The staff should consult with their advisor before printing issues which have a controversial connotation. The principal may also be consulted at the staff's discretion. There are basically four types of editorials that appear in the student publication:

1. The unsigned staff position: These editorials will deal with issues which the Editorial Board considers to be of importance to the school community and on which members of the Board reach a majority consensus after careful consideration and research of both sides of the issue. The purpose and content of each editorial or column will be stated in the article. Any editorial board member representing the minority opinion in these instances will be given space in which to express his/her view if he/she wishes. In instances of extremely controversial issues, unsigned editorials must represent the unanimous opinion of the Editorial Board. If a unanimous decision is not reached, both sides of the issue shall be printed under by-lines. Unsigned articles shall be designated as representative or staff opinion in the masthead of each issue.
2. By-line editorials: These editorials deal with issues the Editorial Board considers to be of importance, but on which they do not wish to take a staff position. These editorials may also represent issues on which members of the student body, not regularly affiliated with

the student publication staff, wish to express an opinion after researching the issue, perhaps in response to an unsigned editorial.

3. Letters to the Editor: Letters to the editor shall be accepted from any reader so long as those letters are signed and are in keeping with the policy of the student publication. The staff reserves the right to edit any letter after consulting with the author. The staff may refuse any letters which it feels are malicious, libelous, or irresponsible. Any letter that criticizes an individual or group shall be presented to that individual or member of that group before the letter is published so that the individual or group being attacked may make a response or reply if they so desire. The two letters shall then be published simultaneously. If the writer of any letter to the editor presents a good cause, his name may be withheld. This shall be so designated in the publication by "Name withheld upon request." The name of the writer may be available to legitimate authority for legitimate reasons if the student publication faculty advisor, the editor, and the writer so agree, legal requirements excepted.
4. Reviews and Critiques: Periodically, movies, books, plays and musical performances are reviewed or critiqued. This expression of interest in cultural activity is deemed as a legitimate function of the student publication in bringing these things to the readers' attention. All reviews and critiques - favorable and unfavorable - shall be constructive and in keeping with good taste. They shall not be malicious or irresponsibly done.

Pictures and Artwork

Pictures and artwork in the publications shall add to the meaning of a story, shall serve to identify individuals, and shall generally add reader interest to the publication. These pictures shall cover many and varied individuals and activities. The photographs shall not violate the right of privacy and shall present a truthful situation. Cartoons and artwork shall have a definite function within the editorial context of the publication.

Copyright Law

All published materials and reproductions of artwork, etc., must not violate copyright laws.

Advertising and Business Management

Financial Arrangements

The financial operation of student publications must be approved by the building principal in accordance with current district funding practices. At no time are financial arrangements to be entered into without principal or school district approval.

Advertising

1. Allocation of Space

The amount of space allocated to advertising in school publications should not dominate the overall image of the paper. This situation should be examined from time to time by the faculty advisor so as to protect as much editorial space as possible to develop the writing abilities of students. The publication schedule and the size of the individual issues of the school publication shall be a matter of judgment of the faculty advisor and editorial staff.

1. Advertising Rates

Advertising rates per column inch will be sent by each school publication with approval of the faculty advisor.

2. Acceptable Advertising

Advertising shall be accepted from bona fide business firms in operation for a year or more or from new firms of a stable and permanent character.

Any advertising offering employment opportunities promising high earnings, travel or other extravagant claims should be thoroughly investigated.

3. Types Prohibited

- a. No advertising of liquor, tobacco or narcotics shall be accepted.
- b. Advertising soliciting sales of patent medicines, health treatments, salacious literature, joke devices, firearms, lotteries or any other items prohibited by postal laws shall not be accepted.
- c. When students and/or staff pictures are used in advertising, they shall be requested to sign permission slips.
- d. Advertising for motion pictures rated "X" may not be accepted. Pictures rated "R", "G" and "PG" may be advertised.

4. Collections

Advertising contracts between the student publication and the advertiser are binding to both parties as per terms of the contract. In cases where the advertiser does not pay his due bill, the business manager shall send at four (4) week intervals three (3) "reminder"

letters. If the bill remains unpaid, the business manager shall make a personal call on the advertiser. If at this time the bill remains unpaid, the advertiser's name and contract shall be turned over to the building principal for action, as is stated in the third reminder sent to the advertiser. If the student publication staff fails to fulfill its contract terms, the contract is automatically canceled at no expense to the advertiser if he/she so desires.

Violations of Standards

If any school publication or publication other than those sponsored by schools is in violation of standards of school publications, the principal/designee shall request the distributor to desist distribution and call for a hearing immediately with parties involved.

Hearing procedures shall follow those in the school district guidelines.

Adopted:

Consolidated School District No. 6 (Fox)

STUDENTS

Regulation 2920 **(Form 2920)**

Activities and Athletics

Interscholastic Activities and Athletics

Interscholastic competition for secondary school students shall be provided through a variety of activities and athletics. Students are allowed to attain the privilege of representing their school by meeting the standards of eligibility as set forth by the Missouri State High School Activities Association (MSHSAA). These standards may include academic requirements, citizenship, age maximums, passing medical examinations and other items that are posted in the school and discussed by the coaches and sponsors with their students as well as mailed home to the parents/guardians of all student participants.

Interscholastic competition may be withheld from any student as a condition of discipline. Furthermore, all policies that apply to the regular school day apply also to interscholastic competition. Coaches and sponsors may establish policies for their groups in addition to those stated herein.

A student must be in attendance for the full day on days of extracurricular participation. Failure to do so will eliminate the student from practice or participation that day. Exceptions may be granted in special cases.

The following criteria will be followed:

1. Students will meet the eligibility requirements set out by MSHSAA.
2. Any student failing a class may be required to attend study sessions after school.
3. Any student receiving an incomplete grade because of failure to promptly complete work will be placed on the ineligibility list. Incomplete grades resulting from illness or other special circumstances during the last week or two of a grade period may be exempted.
4. Students displaying unacceptable citizenship behaviors may be suspended from participation.
5. Each coach and sponsor will establish written guidelines for their groups. These guidelines shall be presented orally and in written format. A copy of such guidelines will be on file with the principal.

The interscholastic competition program is an integral part of the secondary schools and shall supplement the curriculum program by providing worthwhile experiences to students that will enable them to develop the attributes of good citizenship. These programs will be administered by the principal/designee.

Participation in interscholastic competition is for students in grades nine through twelve (9 - 12) as determined by the local area athletic conference and the MSHSAA.

Programs of interscholastic competition will be planned in accordance with MSHSAA regulations and conference rules, and will include programs reflective of student interest. All student members should participate insofar as feasible. Access shall be provided contingent on budgetary limitations and in accordance with District guidelines for the following:

1. School facilities.
2. Sponsors and coaches.
3. Scheduling of meetings, practice times and games.
4. Number of events at each level of competition.
5. Equipment, supplies and services.

All faculty sponsors and coaches must hold a valid Missouri State Teacher's Certificate. Non-faculty head coaches must have as a minimum a four-year college degree and a valid Missouri Substitute Teaching Certificate. Non-faculty assistant coaches must have as a minimum a valid Missouri Substitute Teaching Certificate. Non-faculty head and assistant coaches must successfully complete the MSHSAA/NFHS Coaching Principles and Sports First Aid courses. Sponsors and coaches are required to follow all District regulations.

A student engaged in interscholastic competition must portray good citizenship in the school and community. He/she shall be required to be in conformance with all general school rules and regulations, rules established by the sponsors and coaching staff for the program in which he/she is participating, and conformance with the laws of the community.

The District's High School is a member of the MSHSAA. In all interscholastic competition matters, this school will adhere firmly to the rules and regulations of MSHSAA. The MSHSAA handbook will be considered a part of this regulation.

Regulations Governing Student Participation

A student must be under nineteen (19) years of age on or before July 1 preceding the opening of school, pass a medical examination and have parent/guardian permission. Ninth grade students must not be older than sixteen (16) years of age prior to July 1.

A student shall not be considered eligible while under out-of-school suspension. A student expelled or who withdraws from school because of disciplinary measures shall not be considered eligible for 365 days from the date of expulsion or withdrawal.

A student who is absent from school on the day of a interscholastic contest or on a Friday before an interscholastic contest on a Saturday will not be permitted to participate in said contest without a written release from the school principal.

Credit earned or completed after the close of the semester shall not count as having been earned that semester, except in case of a delayed final examination because of illness certified by a physician. Credit earned in summer school may count for or against the student's record for eligibility purposes if the classes are required for graduation from the local school. Students may count up to one (1) unit of credit for summer school toward establishing their eligibility for the fall semester. Summer school electives will not count toward eligibility.

A student shall not accept a cash or merchandise award in any competition in which MSHSAA member schools compete interscholastically. Awards for participation in nonschool competitions during the summer shall meet the same standards as awards given by schools during the school year.

The student must meet all other eligibility requirements of MSHSAA and the local area high school athletic conference.

Competition by students in organized nonschool-sponsored competition must meet the following conditions:

1. During the season, a student who represents his/her school by competing in an interscholastic contest shall not compete as a member of a nonschool team or as an individual participant in an organized nonschool competition in that same contest.
2. A student may compete in organized nonschool competition in other events in which MSHSAA member schools compete interscholastically if no school time is missed to compete, practice for, or travel to the site of nonschool competition; and if the student does not practice for or compete in the nonschool competition on the same date he/she practices or competes for the school.

District participation in interscholastic competition will be subject to approval by the Board.

Budgeting for the interscholastic competition program will include gate receipts and be incorporated into the general District budget. No expenditures for interscholastic competitions may be made in excess of those listed in the budget without approval by the Superintendent.

Hazing

Student hazing is expressly prohibited by Board of Education policy. For purposes of this policy, hazing is defined as willful conduct directed at another student, whether occurring on or off school property, for purposes of initiation or admission to any school-related activity or athletic team. Conduct prohibited by this policy includes, but is not limited to, exposure or contact of genitals, buttocks, or breasts (female students), directly or indirectly through contact with undergarments; threats of physical harm; and infliction of physical or mental harm or humiliation.

Students found to have violated this policy will be subject to suspension/expulsion from school and suspension and exclusion from activities/athletic participation depending on the severity of the misconduct.

Nonstudents who participate or enable the hazing of students may be excluded from attendance at school activities and school athletic events. District employees, including sponsors and coaches who have knowledge of student hazing but fail to take corrective action will be subject to discipline up to and including termination.

Adopted:

Consolidated School District No. 6 (Fox)

STUDENTS

Regulation 2940

Activities and Athletics

Student Group Use of School Facilities

Secondary schools will provide an opportunity for student-initiated noncurricular groups to meet on school premises during noninstructional time when the following criteria have been met:

1. A meeting must be voluntary and student-initiated. No student shall be in any way coerced to participate in religious or other activity. Teachers and school administrators, when acting within the course and scope of their employment, will strictly observe a policy of official neutrality regarding religious activity.
2. No school employee may sponsor, promote, lead, or participate in any student-initiated, noncurricular meeting. However, a teacher, administrator, or other school employee may be assigned to monitor the group's facility use and student conduct.
3. Employees and agents of the school may be present at student-initiated religious meetings only in a nonparticipatory capacity.
4. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school.
5. Nonschool persons may not direct, conduct, control, or regularly attend the meetings of a student-initiated, noncurricular group.

Adopted:

Consolidated School District No. 6 (Fox)