

GENERAL ADMINISTRATION

Policy 1110
(Regulation 1110)
(Form 1110)

Religion

Religious Expression

The District is committed to provide educational services and to maintain a learning environment, which does not limit or deny participation in constitutionally protected prayer or other protected religious expression. Consistent with the provisions of the First Amendment, the District and its employees, who are engaged in official duties, will not sponsor any religious activity or expression. Conversely, the District and its employees, who are engaged in official duties, will not discourage or preclude religious expression that is privately initiated, consistent with this policy and regulation. (For Board policy regarding instruction and religious or controversial issues, refer to Policy 6242 - Religious or Controversial Issues.)

Adopted:

Consolidated School District No. 6 (Fox)

Calendar Requirements

School Year and School Day

The Board will annually adopt a school calendar that will provide a number of days as approved by the State and at least 1,044 hours of pupil attendance. The beginning of the school year will not generally be set more than ten (10) days prior to Labor Day. Should the Board decide to set an earlier start date, the Board will:

- Give public notice of the meeting to discuss an earlier start date
- Conduct a public meeting
- Vote at that meeting to allow an earlier start date

The length of the school day will meet State Department of Elementary and Secondary Education requirements for six (6) clock hours of instruction. A school year and school day in excess of the state required minimum may be recommended by the Superintendent and approved by the Board. At the option of the Board, the District may operate its schools on a four day school week with a minimum of 142 school days and 1044 hours of pupil attendance. Should the Board adopt a four day school week, the District will file a calendar with the Department of Elementary and Secondary Education.

If the District's schools are dismissed due to inclement weather after school has been in session for three or more hours, that day shall count as a full day, including kindergarten. When the total hours lost due inclement weather exceed twelve (12) hours, the time must be made up in half-or full day additions to the school term.

The District shall be required to make up the first six (6) schools days lost or canceled due to inclement weather and half the number of days lost or canceled in excess of six days. For purposes of this Policy, "inclement weather" shall mean ice, snow, extreme cold, flooding or a tornado, but now excessive heat.

Adopted: 11/97

Consolidated School District No. 6 (Fox)

GENERAL ADMINISTRATION

Policy 1300

Equal Opportunity

The District is committed to providing equal opportunity in all areas of recruiting, hiring, retention, promotion, and contracted service. The District further commits itself to the policy that there shall be no unlawful discrimination against any person because of race, color, religion, disability, age, gender, or national origin.

The District's equal opportunity policy extends to prohibitions against harassment of student or employees because of the individual's race, color, religion, disability, age, gender, or national origin. This prohibition against harassment includes, but is not limited to, disparaging comments, written material, physical assaults, verbal threats, and offensive pranks. Persons who believe that they have been harassed in violation of this policy should report the alleged harassment to their building principal or immediate supervisor unless this person is the alleged harasser. In this case, the report should be made directly to the Assistant Superintendent of Human Resources who is the designated coordinator. All complaints of violation of this policy will be promptly investigated and appropriate action will be taken.

Adopted: 11/97
Revised: 11/03

Effective: 11/03

GENERAL ADMINISTRATION

Equal Opportunity

Civil Rights, Title IX, Section 504

Policy 1310
(Regulation 1310)
(Forms 1310, 1310.1-1310.3)

The District assures that it will comply with:

1. Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et seq., which prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance.
2. Section 504 of the Rehabilitation Act of 1973 (Section 504), as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of disability in programs and activities receiving Federal financial assistance.
3. Title IX of the Education Amendments of 1972 (Title IX), as amended, 20 U.S.C. 1681 et seq., which prohibits discrimination on the basis of sex in educational programs and activities receiving Federal financial assistance. The provisions of Title IX apply to students with regard to educational opportunities and freedom from harassment, employees with regard to employment opportunities and freedom from harassment, and to individuals with whom the Board does business.
4. The Age Discrimination Act of 1975, as amended 42 U.S.C. 6101 et seq., which prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance.
5. All regulations, guidelines, and standards lawfully adopted under the above statutes by the United States Department of Education.

The District shall appoint an administrator(s) to assure compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and the Age Discrimination Act of 1975. A District may designate only one employee to serve as both the Title IX and Section 504 Coordinator. In that case, the individual must assume the responsibilities of both coordinators. Those responsibilities are outlined in Regulation 1310.

It is the policy of the District to process all grievances in a fair and expeditious manner, with the intent of resolving them in a mutually agreeable manner. Regulation 1310 provides mechanisms for the resolution of grievances/complaints by employees, patrons and/or students relating to discrimination under Section 504 and Title IX.

This policy and the corresponding regulation do not pertain to the identification, evaluation or placement of students under Section 504. The topics of the identification, evaluation and

placement of students under Section 504 are addressed in the following separate District policies and regulations: Policy and Regulation 2110 - Equal Education Opportunity, and Policy and Regulation 6250 - Instruction for Students with Disabilities.

For issues pertaining to freedom from harassment, refer to Policy and Regulation 2130 - Harassment, and Policy and Regulation 4810 - Sexual Harassment.

Adopted:

Consolidated School District No. (Fox)

School Community Relations

Parent/Family Involvement

Parents/families of all economic, racial/ethnic, cultural, and educational backgrounds can, and do, have positive effects on their children’s learning. The Fox C-6 Board of Education recognizes the importance of assisting schools in eliminating barriers that impede parent/family involvement, thereby facilitating an environment that encourages collaboration with parents/families and community.

The Fox C-6 Board of Education supports the development, implementation, and regular evaluation of a parent/family involvement plan and expects all schools to include in this plan the following six (6) elements and goals:

- 1). Promote regular, two-way, meaningful communication between home and school
Examples: personal visits beyond parent/teacher conferences, electronic/telephone contact, use of translators
- 2). Promote and support responsible parenting
Examples: parenting workshops, parent resource centers, parent support groups
- 3). Recognize the fact that parents/families play an integral role in assisting their children to learn
Examples: parent curriculum night, family literacy programs, post-secondary planning activities
- 4). Promote a safe and open atmosphere for parents/families to visit the school that their children attend and actively solicit parent/family support and assistance for school programs
Examples: training of volunteers and staff, family activities at school, identifying parent volunteer opportunities in and out of school
- 5). Include parents as full partners in decisions affecting their children and families
Examples: shared parent/teacher expertise on individual students, student academic planning, advisory councils (e.g. technology, nutrition/wellness), and parent leadership development
- 6). Use available community resources to strengthen and promote school programs, family practices, and the achievement of students
Examples: utilize the knowledge and skills of senior citizens, retired teachers, and veterans; encourage education-friendly practices in local businesses; parent information centers; identify links to current, quality resources.

Adopted: 02/06
Revised: 06/11

GENERAL ADMINISTRATION

Policy 1410

School/Community Relations

Relations with Law Enforcement Authorities

It is the District policy to cooperate fully with law enforcement agencies in promoting the welfare of District's students, staff and the community. As provided in Policy and Regulation 2673 – Reporting of Violent Behavior, District officials will satisfy the reporting requirements of the Safe Schools Act. (See also Policy 2150 – Searches by School Personnel, and Policy 2160 – Interviews, Interrogations and Removal from School.)

Adopted:

Consolidated School District No. 6 (Fox)

GENERAL ADMINISTRATION

Policy 1420
(Regulation 1420)

School Community Relations

Community Use of School Facilities

School district facilities are available for community use when facilities are not required for instructional or administration purposes. Use of district facilities is subject to approval of the community groups applications and is subject to conditions established by the Board of Education as set forth administrative regulations.

Adopted: 11/97
Revised: 06/11

Consolidated School District No. 6 (Fox)

School Community Relations

Public Solicitations/Advertising In District Facilities

It is the intent of the district to operate a nonpublic forum and, except as allowed in this policy, advertisement is prohibited on district property. For the purposes of this policy, advertisement includes, but is not limited to, in-person solicitation; signage; verbal announcements using communication equipment; pamphlets; handouts; distribution through district technology; other distribution of information regarding products or services available or for sale; or the solicitation of information including, but not limited to, political campaigning. This policy does not prohibit speech in circumstances where it is protected by law.

General Rule

The district may control the content of advertising as allowed by law. Minimally, advertisement on district property or at district events may not include information or materials that:

1. Are obscene to minors.
2. Are libelous.
3. Are pervasively indecent or vulgar (secondary schools) or contain any indecent or vulgar language (elementary schools).
4. Advertise any product or service not permitted to minors by law.
5. Constitute insulting 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, they 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 procedures.
7. **Distribution of flyers will be only during the regular school year and will begin three weeks after the 1st day school starts until the last day of the school year.**

District-Sponsored Advertisement

This policy is not intended to limit the use of district resources or forums by district personnel to distribute district-sponsored information or advertisements. District-sponsored groups may distribute advertisement to employees and students as determined appropriate by the superintendent or designee and school principal. Materials from extracurricular organizations or professional groups created by the district are considered district sponsored.

Groups Affiliated with the District

The district may allow groups affiliated with the district to advertise on district property in the same manner and to the same extent that district-sponsored groups are allowed to advertise. For the purpose of this policy, a group is affiliated with the district if it is recognized by the Board and 1) working collaboratively with the district, such as a business partner, or 2) is a group that is created solely to work with the district, its staff, students and parents and to raise funds for district activities such as parent-teacher associations or booster clubs.

Curriculum-Related Advertisement

District staff may use resources with reasonable advertising content when such resources are consistent with and related to the district's curriculum and compliant with the district's wellness policy and procedures. District staff may distribute advertisements regarding programs, events, contests and other activities that are not sponsored by the district when those events are consistent with and related to the district's curriculum. District staff may invite companies, organizations or individuals to advertise during school hours or school events if the school principal determines that the information provided is consistent with and related to the district's curriculum.

Distribution Directly to Students

Only curriculum-related advertisement, district-sponsored advertisement and advertisement by groups affiliated with the district may be distributed directly to students by placing the item in the student's backpack, folder or other conveyance; handing the material to students; placing the material at the student's assigned place; or instructing the student to pick up material at a designated location. Placing items in a designated location where they are available to students is not direct distribution if students are not instructed to pick up the materials.

Distribution to Staff

The district's intercampus mail, staff mailboxes and district e-mail are reserved for communication between employees regarding district business or for distribution of district-sponsored advertisement or advertisement from groups affiliated with the district.

Advertising from any other person or group will be made available to staff by placement in staff work areas or on designated bulletin boards not easily accessible to students. Such advertising must be provided first to the school principal and must clearly state that the district does not sponsor or endorse the information. School principals may establish uniform rules about the length of time an advertisement will be available and may limit the number of advertisements available at one (1) time.

Distribution by Students

Students may distribute district-sponsored advertisements on district property during noninstructional time as allowed by the school principal and group sponsor. Students may distribute noncurricular student publications and other advertisements not sponsored by the district during noninstructional time only.

Distribution by Student-Initiated Noncurricular Groups

Student-initiated noncurricular groups that meet in district facilities shall have the same access to district communication tools and media, including publications, websites and intercom, and are subject to the same provisions on the distribution and content of materials as district-sponsored noncurricular groups. The district may require these groups to clearly state on any advertisement or information that the group is not sponsored by the district.

Advertisement in Designated Locations

School principals may designate a bulletin board, table or other specific location where information regarding nonprofit community events targeting students and parents may be posted or otherwise advertised. All groups fitting this description will be allowed to submit advertising to be placed at the designated location. Such advertising must be provided to the school principal first and must clearly state that the district does not sponsor or endorse the information. School principals may establish uniform rules about the length of time an advertisement will be available and may limit the number of advertisements available at one (1) time.

Distribution at District Events

Only district-sponsored advertisement and advertisement from groups affiliated with the district may be distributed at district events, unless the district sells advertisement opportunities as described below.

Groups Using District Facilities

Boy Scouts, Girl Scouts and other Title 36 youth groups and their official affiliates who meet in district facilities pursuant to the Board's policy on use of facilities may distribute advertising during any meeting, activity or event held in accordance with that policy and applicable procedures but otherwise have no greater ability to advertise or distribute information in schools than groups not using district facilities.

Revenue-Generating Advertising on District Property or in District Publications

The district may accept or solicit advertising for use on the district's website and in gymnasiums, athletic fields and other facilities primarily used for extracurricular activities. Any such advertising will be limited to the name, address, phone number, Internet address and logo of the advertiser.

The district may accept or solicit advertising on extracurricular activity schedules, programs, newspapers, yearbooks or other district-sponsored publications at the discretion of the principal of the school involved. Advertising generally will be limited to the name, address, phone number, Internet address and logo of the advertiser except that publications may also provide the advertiser with a selection of greetings, phrases or graphics that can be included if the advertiser so chooses.

Student publications and the advertising in those publications are district-sponsored speech subject to editorial control over content in accordance with law.

All such advertising must be compliant with the district's wellness policy and procedures.

Collecting, Disclosing or Using Information for Marketing

In general, the district will not collect, disclose or use personal information from students for the purpose of marketing or selling that information or otherwise providing that information to others for that purpose unless required by law. For the purposes of this policy, "personal information" means individually identifiable information, including a student's or parent's first and last name, a home or other physical address, a telephone number and Social Security number.

In the rare case where the district may collect or disclose students' personal information or allow another group or entity to collect or disclose students' personal information for the purpose of marketing or selling that information, the district will directly notify the parents/guardians in accordance with law at least annually at the beginning of the school year of the specific or approximate dates when such information will be collected. Parents/Guardians, upon request, may inspect any instrument used to collect personal information for the purpose of marketing or selling that information before the instrument is administered or distributed to a student. All parents/guardians and students of appropriate age may decline to provide the information requested.

This portion of the policy does not apply to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for or to students or educational institutions, to the extent allowed by law and Board policy.

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Legal Refs: ' ' 610.010 - .028, RSMo.
Family Educational Rights and Privacy Act, 20 U.S.C. ' 1232g
Protection of Pupil Rights Amendment, 20 U.S.C. ' 1232h
Boy Scouts of America Equal Access Act, 20 U.S.C. ' 7905
34 C.F.R. ' ' 108.1 - 108.9
Patriotic and National Observances, Ceremonies and Organizations, 36 U.S.C.,
Subtitle II, Part B
Embry v. Lewis, 215 F.3d 884 (8th Cir. 2000)

Adopted: 07/07
Revised: 07/09; 06/11

School Community Relations

Non-Smoking

The Board of Education recognizes that smoking represents a health and safety hazard which can have serious consequences for the smoker and the non-smoker alike. The Surgeon General of the United States has repeatedly warned against the hazards of second-hand smoke to non-smokers and further states that tobacco is a gateway drug that may encourage subsequent illegal drug use by young people. Thus, the Board of Education sees the use of tobacco as a serious safety issue and believes it has the obligation to protect students, staff, employees, visitors, and guests of the district from an environmental hazard which may be harmful to them.

It is hereby declared that all the buildings, grounds, and vehicles of the school district are to be smoke-free. (See also Policy 2640).

For the purposes of this policy, smoking will mean all uses of tobacco, including cigars, cigarettes, pipes, and smokeless tobacco items.

Effective: 10/1/98
Adopted: 6/98; 06/11
Consolidated School District No. 6 (Fox)

School/Community Relations

Confidential Information

To accomplish the district's mission and to comply with the law, the district may need to collect, create and store confidential information, including information regarding students, parents/guardians, employees, applicants for employment and others. The district will only do so when necessary and will take measures to keep this information confidential as required by law.

District employees will only access personally identifiable confidential information if necessary to perform their duties. The district will only disclose this information to authorized district contractors or agents who need access to the information to provide services to the district and who agree not to disclose the information to any other party except as allowed by law.

The superintendent or designee is directed to create and review district procedures on securely maintaining confidential information and to provide adequate training to employees and others with access to the information. All employees and authorized district contractors or agents using personal information will strictly observe protections put into place by the district including, but not limited to, maintaining information in locked rooms or drawers, limiting access to electronic files, updating and maintaining the confidentiality of password protections, encrypting and redacting information, and disposing of information in a confidential and secure manner.

District employees, contractors and agents will notify the superintendent or designee immediately if there is reason to believe confidential information has been disclosed to an unauthorized person, whether intentionally or otherwise. The superintendent or designee will investigate immediately and take any action necessary to secure the information and issue all required legal notices.

The district may seek all legal recourse against any person who accesses confidential information without authorization or who fails to maintain the confidentiality of confidential information. District employees who violate district policies or procedures regarding the confidentiality of information may be disciplined up to and including terminated. The Board may publicly admonish Board members who violate this policy.

Legal Refs: §§ 210.150, .865, 407.1500, RSMo.
Federal Privacy Act of 1974, 5 U.S.C. § 552a
E Sign Act of 2000, 15 U.S.C. § 7001
Fair Credit Reporting Act, 15 U.S.C. § 1681a
Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g
Individuals with Disabilities Education Act, 20 U.S.C. §§ 1400 - 1417
29 C.F.R. §1630.14

Adopted: 8/11

Effective: 8/11

GENERAL ADMINISTRATION

Policy 1425
(Regulation 1425)
(Forms 1425)

School Community Relations

School Volunteers

The Board of Education recognizes that community and parent volunteers make valuable contributions to the district's schools and encourages volunteer participation in district programs. Further, parent and community involvement are essential components of high student achievement. The Board endorses a volunteer program and expects its professional staff to encourage and strengthen community and parent involvement in the schools.

The superintendent or designee will create appropriate procedures for attracting, screening and training community and parent volunteers. Volunteering in the district is a privilege, not a right. The district will conduct screening and criminal background checks before any volunteer is placed in a position where he or she will be left alone with a student. Prior to serving as a volunteer, each individual who may have unsupervised contact with a child must complete a Parent Volunteer Form for the position. The district may decline the services of any volunteer for any legal reason. All information collected on volunteers will be considered confidential to the extent allowed by law and will only be used to protect the students or minimize disruption to the educational environment.

Although volunteers will provide support services, they are not substitutes for the professional building staff. Volunteers will work under the direction of supervision of district staff.

Cross Refs: Ac, Nondiscrimination and Anti-Harassment

Adopted: 10/07

Effective: 10/07

Revised: 06/11

Consolidated School District No. 6 (Fox)

GENERAL ADMINISTRATION

Policy 1430 **(Regulation 1430)**

School/Community Relations

Visitors To Schools

Principals and teachers shall welcome and encourage visits by parents/guardians, Board members, volunteers and patrons of the schools. All visitors shall report to the principal's office on entering the building so that the office will be aware of their presence. When a patron of the school has a need for a conference with a teacher or counselor, an appointment should be made so the staff member may proceed with his/her assigned duties without undue interruption.

Groups of visitors wishing to visit the school or facilities shall notify the Superintendent as far in advance as possible.

Students dismissed earlier in one school than others are not permitted to be on the grounds of any other school in the District.

All persons who do not obtain permission from the principal's office to visit the school, or visitors who create serious distractions to the learning environment in the building or on the premises, shall be considered trespassers and subject to arrest and prosecution.

In order to minimize the potential harm to staff and students, persons listed on the sex offenders list may not be present in any school building, or on district property, in any district vehicle utilized to transport students, or be present at school activities without the written permission of the Superintendent. If permission is granted for a specific event or events, the Superintendent will notify the principal, where the sex offender will be present.

The Board discourages using the school as a site for parents without custody to visit their children. The principal may deny the parent without custody the opportunity to deliver packages, gifts, messages, etc., to the child and/or to see the child during the school day without the approval of the custodial parent or legal guardian. In this paragraph, "without custody" means the parent lacks joint legal custody under Missouri law.

Observations by Parents, Advocates, or Others

Under applicable state and federal law, a parent does not have a right to observe his/her child in the educational setting. However, if a parent, advocate or other person wishes to conduct an observation of any child, activity, teacher, or classroom, he or she must submit a written request to the building principal, within five school days of the date he or she wishes to observe, with the following information:

1. The name and position of the individual(s) who will be observing;
2. The date and time he or she wishes to observe;

3. The amount of time he or she wishes to observe;
4. The specific purpose for which he or she wishes to observe.

The building principal must then grant written permission for the observation to occur. The District reserves the right to deny any observation that it believes will disrupt the educational environment or may lead to a direct or indirect release of personally identifiable information about a student or students. The building principal or other administrator will provide a written or verbal explanation of its decision prior to the requested observation date.

Revised: 5/09

Adopted:

Consolidated School District No. 6 (Fox)

GENERAL ADMINISTRATION

Policy 1431
(Regulation 1431)

School/Community Relations

Code of Conduct - Adults

The Board of Education believes in and fosters a safe and orderly environment for all students, staff, and visitors.

Therefore, the Board of Education has established a code of conduct for parents, patrons, and visitors on school premises and at school activities. All parents, patrons, and visitors will be expected to conduct themselves in a manner reflective of a positive role model for children. Public displays contrary to this expectation as provided in Regulation 1431 will result in sanctions which will limit a person's access to school activities and school premises.

Adopted:

Consolidated School District No. 6 (Fox)

School/Community Relations

Prohibition Against Firearms and Weapons

The presence of firearms and weapons poses a substantial risk of serious harm to District students, staff and community members. Therefore, possession of firearms and weapons is prohibited on school premises at all times except for law enforcement officials. As used in this policy, the phrase *school premises* includes all District buildings, grounds, vehicles and parking areas. This prohibition also extends to the sites of school activities, whether or not those school activities are conducted on School District property.

Individuals found to be in violation of this policy will be dealt with severely. Students will be disciplined up to and including expulsion as provided in Policy and Regulation 2620 - Firearms and Weapons in School. Law enforcement officials will be notified and the individual violating this policy will be directed to leave school premises. Non-students violating this policy will be barred from all school premises and school activities for a period of one (1) year. Subsequent violations by the same individual will result in a permanent bar from school premises and school activities.

Student participation in school sanctioned gun safety courses, student military or ROTC courses, or other school sponsored firearm related events does not constitute a violation of this policy, provided the student does not carry a firearm or other weapon into any school, school bus, or onto the premises of any other activity sponsored or sanctioned by school officials. In addition, persons passing through school district property for purposes of dropping off or picking up a student do not violate this policy if they possess a lawful permitted weapon in the vehicle during this time.

Adopted:

Consolidated School District No. 6 (Fox)

GENERAL ADMINISTRATION

Policy 1440
(Regulation 1440)
(Form 1440)

School/Community Relations

Research Requests

Requests for research studies involving students and/or staff of the School District must be submitted to the Superintendent of Schools or the Superintendent's designee for approval. Any research utilizing human subjects must be authenticated by the sponsoring university. Written permission from parents of the students to be involved must also be obtained as well as approval of each principal whose school is to be involved.

Adopted:

Consolidated School District No. 6 (Fox)

GENERAL ADMINISTRATION

School/Community Relations

Public Access to District Documents

Policy 1450
(Forms 1450 and
1450.1)
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The Fox C-6 School District believes that local control of public education is best served when the patrons of the district and other members of the public have access to the meetings, records and votes of the Board of Education.

In limited situations, important considerations of public policy require meetings of the Board, including any record or vote, to be closed to the public. Meetings, records and votes shall be closed to the public to the extent allowed by law.

The following provisions shall govern the release of information concerning the meetings, records and votes of the Board:

1. The custodian of records is responsible for responding to requests for district records. Requests for records will be directed to the custodian, whose identity will be made available on request and will be advertised as appropriate. The Board appoints the following person as custodian of records:

Mrs. Deborah A. Davis, Board Secretary
Administration Building
Phone: 636.296.8000 x 7138
Fax: 636.282.5170
Email: davis@fox.k12.mo.us

In addition, the district will train at least one (1) additional employee to serve as custodian of records in the absence of the official custodian.

2. The custodian of records shall:
 - Respond to each request for inspection or copying as soon as possible but no later than the end of the third business day following the date of the request is received by the custodian. The three-day requirement may be exceeded for reasonable cause.
 - Give a detailed explanation of the cause for delay and the place and earliest time and date the record will be available if access is not granted immediately.
 - If access is denied, upon request provide a written statement of specific statutory grounds for such denial no later than the third business day following the date that the request for the record is received.

3. Except as otherwise provided by law, the custodian of records shall provide access to, and upon request furnish copies of, public records subject to the following:
- If records are requested in a certain format, the custodian of records will provide the records in the requested format if such format is available.
 - The district may charge fees for copying, duplicating time and research time. Copying fees shall not exceed ten (10) cents per page for a paper copy not larger than 9 by 14 inches. The hourly fee for duplicating time will not exceed the average hourly rate of pay for clerical staff of the district. Research time required for fulfilling records requests may be charged at the actual cost of the research time. The district will produce the copies using the employees that result in the lowest amount of charges for search, research and duplicating time.
 - Fees for providing access to computer records, recorded tapes, disks, videotapes, films, pictures, maps, slide graphics, illustrations or similar audio or visual items shall include only the cost of copies, staff time and the cost of the disk, tape or other medium used for the duplication. Charges for staff time will not exceed the average hourly rate of pay for staff of the district required for making copies and programming, if necessary. Fees may include the actual costs of programming if programming is required beyond the customary and usual level to comply with a request for records or information.
 - Payment of copy fees may be requested prior to copying. The person requesting the records may request an estimate of the cost prior to copying.
 - Copies may be furnished free or at a reduced rate if the Board determines that it is in the public interest because it is likely to contribute to public understanding of the operations of activities of the district and is not primarily based on commercial interests.
 - The custodian of records shall inform the district staff of the mandated retention schedules from the Secretary of State's office and will work closely with district technology staff on the retention of computer records
 - Once the district has been served with a summons, petition, complaints, counterclaim or cross-claim in a civil action to enforce the Sunshine Law, the custodian of records shall not transfer custody, alter, destroy or otherwise dispose of the public record sought to be inspected and examined until the court directs otherwise, regardless of the applicability of an exemption or the assertion that the requested record is not a public record.

4. If a Board member or a member of the district committee subject to the Missouri Sunshine Law transmits any message to enough members that, when counting the sender, a majority of the Board or committee members receive the message, the message shall also be concurrently transmitted to the custodian of records or the member's district office computer, if applicable in the same format. The message shall be considered an open record unless it is a closed record in accordance with law.

Adopted: 11/97
Revised: 11/05; 06/11

Consolidated School District No. 6 (Fox)

GENERAL ADMINISTRATION

Policy 1460
(Regulation 1460)

School/Community Relations

Community Involvement in Decision Making

The Board of Education recognizes that many residents of the District may be especially qualified to take an active part in school affairs because of their training, experience, or personal characteristics and encourages them to take an active part in school affairs.

The Board shall give substantial weight to the advice it receives from individuals and community groups interested in the District's schools, but shall use its own judgment in arriving at decisions.

Adopted:

Consolidated School District No. 6 (Fox)

School Community Relations

Public Gifts to Schools

Any gifts presented to the School District must be accompanied by a letter from the donor for official action and recognition by the Board of Education.

To be acceptable, a gift must satisfy the following criteria:

1. Will have a purpose consistent with those of the school;
2. Is offered by a donor acceptable to the Board;
3. Will not add to staff load;
4. Will not begin a program which the Board would be unwilling to continue, except for insufficient funds, when gift or grant funds are exhausted;
5. Would not bring undesirable or hidden costs to the school system;
6. Would place no restrictions on the school program;
7. Will not be inappropriate or harmful to the best education of pupils;
8. Will not be in conflict with any provision of the school code or public law.

All gifts, grants, and bequests shall become school district property. A letter of appreciation signed by the President of the Board and by the Superintendent shall be sent to a donor.

Adopted:

Consolidated School District No. 6 (Fox)

School/Community Relations

Memorials

Sadly the death of a student, former student, or staff member is an event that may occur at any time. Temporary memorials can provide students the opportunity to give testimony to their peers, as well as learn how to direct their generosity to grieving family members. The opportunity to participate in temporary activities and projects can help students and staff come to accept the finality of their loss. An initial memorial site will be designated by the principal where flowers, poems, pictures, stuffed animals in an area where those who wish not to be reminded can easily avoid that location. Memorial items will be removed after the family funeral in a way that permits presentation of these symbols of caring to the family.

Memorials for staff and students lost through suicide will not be established. This policy is the result of the fact that recognition of student suicide may adversely affect others predisposed to suicide.

Revised: 11/08

Adopted:

Consolidated School District No. 6 (Fox)

GENERAL ADMINISTRATION

Policy 1480

School/Community Relations

Public Complaints

Although no member of the community shall be denied the right to petition the Board of Education for redress of a grievance, the complaints will be referred through the proper administrative channels for solution before investigation or action by the Board. Exceptions are complaints that concern Board actions or Board operations only.

The Board advises the public that the proper channeling of complaints involving instruction, discipline, or learning materials is as follows:

1. Teacher
2. Principal
3. Appropriate Central Office Administrator
4. Superintendent
5. Board of Education

Any complaint about school personnel will be investigated by the Administration before consideration and action by the Board.

Adopted:

Consolidated School District No. 6 (Fox)

GENERAL ADMINISTRATION

Policy 1520
(Regulation 1520)

Office Methods and Data Management

School District Annual Report

School District officials will submit to the Missouri Department of Elementary and Secondary Education all data and reports as required by law and/or by regulations of the Missouri State Board of Education. The Annual Report will be completed and submitted in accordance with department regulations.

The Annual Report will be available on the District's website which is linked to the Missouri Department of Elementary and Secondary Education website.

Adopted:

Consolidated School District No. 6 (Fox)

GENERAL ADMINISTRATION

Policy 1521

Office Methods and Data Management

Census of Disabled Students

The Board will direct an annual census of disabled persons under the age of 21 who reside within the district or whose parents or guardians reside within the District.

The census report will utilize forms approved by the Missouri Department of Elementary and Secondary Education (DESE) and will include the student's name, parent/guardian name, address, birthdate, age of child and disabling conditions. The annual census will be completed and forwarded to DESE. All procedures, timelines and data collected will be in compliance with DESE regulations and with state law.

Adopted: 11/97

Consolidated School District No. 6 (Fox)

GENERAL ADMINISTRATION

Policy 1600

Private, State and Federal Programs Administration

Where appropriate the District will seek to participate in private, state and federal grant programs as recommended by the Administration and approved by the Board of Education. Procedures for development of grant proposals are set forth in Regulation 1620 - Private, State and Federal Funding.

Adopted:

Consolidated School District No. 6 (Fox)

Private, State and Federal Programs Administration

Protection of Student Rights

All instructional materials, including teachers' manuals, films, tapes or other supplementary material which will be used in connection with any student survey, analysis or evaluation shall be available for inspection by parents/guardians of the students. This requirement also applies to the collection, disclosure or use of student information for marketing surveys.

No student shall be required to submit to a survey, analysis, or evaluation as part of a school program or marketing survey that requires students to reveal personal information concerning:

1. Political affiliations of the student or student's family;
2. Mental and psychological problems of the student or his/her family;
3. Sexual behavior and attitudes;
4. Illegal, antisocial or self-incriminating behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Religious practices and affiliations;
7. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers; or
8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.

The District will give parents notice of their right to inspect surveys and instructional materials used in educating their children, and of the right to opt their child out of participating in activities that concern any of the above eight areas.

Adopted:

Consolidated School District No. 6 (Fox)

GENERAL ADMINISTRATION

Policy 1620
(Regulation 1620)

Private, State and Federal Programs Administration

Private, State and Federal Funding

Grants from outside agencies are to be related to the needs and priorities of the District in the form of program improvement. Outside funds are to be regarded as supplemental in nature, intended to enhance or augment the usual efforts toward desired goals, quality of learning, inservice education, or capital improvement. Grants may lead to research and development that will be of value to the District. All such funds will be deposited, accounted, and reported through the District's accounting office. The Board directs that the Administration keep financial and program records to document the compliance with all state and federal requirements and to corroborate program success.

All employees of the School District who plan to apply to an outside agency (private, corporate, or governmental) for grants or other types of funds for District use must clear the request with the Superintendent of Schools or designee before preparing an application. The application must then be approved by the Board of Education before submission to the source of funding.

Grants cannot be requested that would require District expenditures not budgeted in the current fiscal year. District funds may not be obligated in advance for future years by the terms of a grant without prior Board approval.

If a grant requires participation by children in experimental types of instruction, written permission of parents must be secured.

Adopted:

Consolidated School District No. 6 (Fox)

GENERAL ADMINISTRATION

Policy 1621
(Regulation 1621)
(Form 1621)

Private, State and Federal Programs Administration

Title I

Parent Involvement

The Board recognizes the importance of parental involvement with the Title I program and will provide a variety of opportunities for parents to be involved in policy design and in the planning, implementation and review of Title I programs.

Staff Qualifications

Title I teachers and paraprofessionals must meet the qualifications outlined in Regulation 1621.

Reporting Requirements

Pursuant to the provisions of the No Child Left Behind Act of 2001, the District will submit its Federal Title I LEA Plan, describing the District's Title I services.

Adopted: 9/17/13

Consolidated School District No. 6 (Fox)

GENERAL ADMINISTRATION

Policy 1710

Administrative Organization and Roles

Administrative Reports

The Board of Education may require reports from the Superintendent and other administrative officials concerning the status of District programs, educational needs and long-term District planning. The Board will take steps to monitor the success of District schools in achieving their educational objectives.

Adopted:

Consolidated School District No. 6 (Fox)

GENERAL ADMINISTRATION

Policy 1720 **(Regulation 1720)**

Administrative Organization and Roles

Superintendent of Schools

The Superintendent is the chief administrative officer of the School District. The Superintendent, under the direction of the Board, is responsible for the general supervision of the schools and all District personnel. The Superintendent is the chief executive officer of the Board and shall be responsible to the Board for the execution of the policies, rules and regulations and directives given by the Board, and for the functions listed in Regulation 1720.

The Superintendent is the authorized representative and signatory for all official matters pertaining to the School District.

Qualifications of the Superintendent of Schools

The Superintendent shall hold Missouri Teacher's and Superintendent's Certificates and have prior teaching experience. Prior experience as a school administrator is desirable.

Terms of Employment

The Superintendent's contract will be based on a twelve-month year, with salary and work year to be established by the Board.

Contract

The Superintendent of Schools may be employed by the Board of Education for a term of from one (1) to three (3) years. The terms of the Superintendent's employment will be contained in a written contract signed by the Superintendent, the Board President and the Board Secretary. During the term of the Superintendent's contract, the amount of compensation and benefits provided in the contract may not be changed.

Evaluation of the Superintendent

The Board of Education will evaluate the performance of the Superintendent in or by February in each contract year. The Superintendent's evaluation will be based, in part, upon the Superintendent's annual goals provided to the Board of Education.

Termination

The employment of the Superintendent terminates upon expiration of the Superintendent's contract. The decision to extend the Superintendent's contract or to deny such extension lies in the total discretion of the Board.

In addition, and as provided in the Superintendent's employment contract, the Superintendent's contract may be terminated by mutual consent, termination for cause, or death or incapacity.

Revised: 12/06

Adopted:

Consolidated School District No. 6 (Fox)

GENERAL ADMINISTRATION

Policy 1722

Administrative Organization and Roles

Authorized Representative

The School District Superintendent or his/her designee is the authorized representative and signature for all official matter pertaining to the School District.

Adopted: 11/97

Consolidated School District No. 6 (Fox)

Administrative Organization and Roles

Building Administration

The Board of Education affirms the rights and responsibilities of the building principals and directors for the administration of their various programs and buildings within the broad scope of the adopted Board policies, rules, and regulations.

Acting with the approval of the Superintendent, each principal or director will be the chief administrator of his or her school, and shall be responsible for the have authority over the actions of students, professional and support staff, visitors, and persons hired to perform special tasks. Staff members who work in more than one school will be responsible to the principal or director of the school during their time in that building.

The principal or director is charged with the supervision and direction of the staff and the students assigned to the building, as well as with the care of the school facility and its equipment. The principal or director will ensure that the Board policies, rules, and regulations, as well as the directives of the Superintendent and the guidelines for the instructional program are observed. Within the framework of Board policies and the general rules and regulations established by the Superintendent, the principal or director may implement and enforce additional regulations as deemed advisable for efficient operation of the school.

Adopted: 11/97
Revised: 06/11

GENERAL ADMINISTRATION

Policy 1740

Administrative Organization and Roles

Building Principals

The Board of Education upon recommendation of the Superintendent shall elect and appoint secondary and elementary principals and assistant principals. Each principal has the responsibility of supervision of their respective school as the policies, rules, and regulations of the Board of Education and the assignment of the Superintendent shall prescribe. Principals shall be directly responsible to the Assistant Superintendent and their efforts should be directed toward the coordination and the most effective operation of the school program.

Principals shall be elected for a term to be determined by the Board beginning on August 1 of each year.

Principals shall have completed the master's degree in elementary or secondary educational administration and possess a principal's certificate.

Adopted:

Consolidated School District No. 6 (Fox)