

# FOX ELEMENTARY

739 JEFFCO BOULEVARD  
ARNOLD, MO 63010

## STUDENT / PARENT HANDBOOK 2015 – 2016



PHONE: 636-296-3396  
FAX: 636-282-1468

<http://www.foxes.fox.k12.mo.us/>

Follow us on Twitter @Fox Elementary

Lisa Sell, Principal  
John McNeill, Assistant Principal

Student Name: \_\_\_\_\_

Teacher Name: \_\_\_\_\_ Room #: \_\_\_\_\_

**STUDENTS**

**Regulation 2100**

**Non-discrimination and Student Rights**

The following notice of nondiscrimination will be distributed to all students:

The Fox C-6 School District does not discriminate on the basis of race, color, national origin, ethnicity, religion, sexual origin or perceived sexual origin, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Section 504 Coordinator Assistant Supt-Special Services Central Office 745 Jeffco Blvd. Arnold, MO 63010-1432 Telephone: 636-296-8000	Title VI Coordinator Assistant Supt-Human Resources Central Office 745 Jeffco Blvd. Arnold, MO 63010-1432 Telephone: 636-296-8000	Title IX Coordinator Assistant Supt-Human Resources Central Office 745 Jeffco Blvd. Arnold, MO 63010-1432 Telephone: 636-296-8000
Title II Coordinator Assistant Supt-Human Resources Central Office 745 Jeffco Blvd. Arnold, MO 63010-1432 Telephone: 636-296-8000	Age Act Coordinator Assistant Supt-Human Resources Central Office 745 Jeffco Blvd. Arnold, MO 63010-1432 Telephone: 636-296-8000	

Any person may also contact the Office for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Section 504, Title II, Title VI, Title IX, and the Age Act.

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Effective: 06/97

Revised: 01/98, 01/00, 05/04, 06/09

Consolidated School District No. 6 (Fox)

**FOX C-6 SCHOOL DISTRICT**  
745 JEFFCO BLVD. • ARNOLD, MO • 63010  
636.296.8000 • [www.fox.k12.mo.us](http://www.fox.k12.mo.us)

School and district handbooks contain policies and procedures that may be updated throughout the course of a school year. Updates to district-wide policies can be tracked by following Board of Education meetings through BoardDocs, and any changes to the policies contained in this handbook will be made available on district and building websites.

Please check the district website at [www.fox.k12.mo.us](http://www.fox.k12.mo.us) frequently for the most updated versions of our policies, procedures, and other useful information.

If you have any questions, please contact your building principal for more information.

**STUDENTS**

**Policy 2655**

**Discipline Bullying**

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students toward District personnel or students on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict physical, emotional or mental suffering on another individual or group of individuals. Bullying occurs when a student:

- Communicates with another by any means including telephone, writing, cyber bullying, or via electronic communications, intention to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose, or
- Physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require physical touching, although touching may be included.

Students who are found to have violated this policy will be subject to the following consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Consequences: Loss of privileges, classroom detention, Conference with teacher, parents contacted, conference with Principal, in-school suspension, out-of-school suspension, expulsion and law enforcement contacted. District employees are required to report any instance of bullying of which the employee has first-hand knowledge. Moreover, the District will provide training for employees relative to enforcement of this policy.

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Adopted: 3/13

Effective: 3/13

Consolidated School District No.6 (Fox)

Dear Fox Families,

Welcome to a new and exciting school year! The staff at Fox Elementary is thrilled you have chosen to attend our school for the 2015-2016 school year. We ask that you take time to review this handbook of school-wide expectations and procedures with your child(ren). We know with everyone working together to make our school a great place to learn and grow that the academic, learning, and social possibilities are endless. You will receive a form at Open House requesting that you take some time to review this handbook as a family. Please take some time to review these pages with your children, then sign and return the form indicating that your children and your family are aware of the student expectations and procedures at our school. We also ask that you keep this handbook in a handy location in case you need it during the school year.

You can also reference this document on our school website at:

**<http://www.foxes.fox.k12.mo.us/>**

We are delighted to share our character education theme for the year: Sport Your Great Character! As always thank you for partnering with our school and we look forward to working together as a team this school year.

Your partners in education,

Lisa Sell, Principal

John McNeill, Assistant Principal

*Follow Fox Elementary School  
on **Twitter:** @FoxElementary*



# Fox Elementary Events

## Calendar 2015-2016

### August:

- Tues. 18: Open House 5:30 – 7:30 pm
- Thurs. 20: First Day of School
- Wed. 26: Entertainment Book Sale begins  
Sponsored by Parents' Club (PC)  
(8/26/15 – 9/11/15)
- Fri. 28: Snow Cone Day Sponsored by (PC)

### September:

- Tues. 1: Back-to-School Skate Night:  
Rock-Roll-O-Rena 5:30 – 7:30 pm
- Mon. 7: **NO SCHOOL:** Labor Day Holiday
- Tues. 8: Parents' Club Meeting 6:30 café
- Fri. 11: Entertainment Book Sales end
- Wed. 16: Mid-Quarter Reports Sent Home
- Thurs. 17: Papa John's Pizza Night
- Fri. 18: Fall Picture Day ~ Smile ☺
- Fri. 18: Outdoor Movie Night: Sponsored by PC
- Sun. 27: Father & Son Event: Tentative Date  
Sponsored by PC
- Mon. 28: **NO SCHOOL:** Professional Dev. Day

### October:

- Mon. 5: Book Fair Week Begins  
(ends Oct. 9<sup>th</sup>)
- Tues. 6: Book Fair- Family Night 5:00 – 7:00 pm
- Thurs. 8: Book Fair: Grandparents Day 7:30–8:30 am
- Tues. 13: Parents' Club Meeting 6:30 café
- Thurs. 15: Papa John's Pizza Night
- Fri. 16: Last Day of 1<sup>st</sup> Quarter
- Fri. 16: Monster Bash Dance (K – 3<sup>rd</sup> grade)  
7:00 - 9:00 pm Sponsored by PC
- Wed. 21: Fall Picture Retake Day: Smile ☺
- Thurs. 22: Bounce House Day ~ Wear Socks
- Thurs. 22: Chili Supper/Fall Family Fun Night  
(4:45 – 7:30 p.m.)
- Thurs. 29: Halloween Class Party (9:00 – 9:45am)
- Thurs. 29: Parent-Teacher Conf: 1:00-7:30 pm
- Fri. 30: **NO SCHOOL**

### November:

- Fri. 6: **NO SCHOOL:** Professional Dev. Day
- Sat. 7: Mother & Daughter Event: Tentative  
Date - Sponsored by PC
- Tues. 10: Parents' Club Meeting 6:30 café

### November (cont.):

- Tues. 17: Mid-Quarter Reports Sent Home
- Tues. 17: 5<sup>th</sup> & 6<sup>th</sup> Grade Concert at Rickman  
Auditorium 6:45 arrival/7:00 show
- Thurs. 19: Papa John's Pizza Night
- Wed. 25 – Fri 27: **NO SCHOOL:** Thanksgiving

### December:

- Wed. 2: Groups & Clubs / Classroom Candid  
Picture Day
- Thurs. 3: Candyland Shopping: Sponsored by PC
- Fri. 4: Candyland Shopping: Sponsored by PC
- Thurs. 17: Christmas Class Party (9:00-9:45am)
- Thurs. 17: Papa John's Pizza Night
- Fri. 18: Christmas Class Party (alt. day if  
needed due to inclement weather 9:00-9:45am)
- Fri. 18: Last Day of the Semester
- Mon. 21 – Jan. 3: **NO SCHOOL:**  
Christmas Break

### January:

- Mon. 4: School Resumes ~ Happy New Year!
- Tues. 12: Parents' Club Meeting 6:30 café
- Mon 18: **NO SCHOOL:** Martin Luther King Jr.  
Holiday
- Tues. 19: **NO SCHOOL:** Professional Dev. Day
- Thurs. 21: Papa John's Pizza Night
- Sat. 23: Mother & Son Event: Tentative  
Date Sponsored by PC (or 1/22/15)
- Tues. 26: 3<sup>rd</sup> & 4<sup>th</sup> Grade Concert at Rickman  
Auditorium 6:45 arrival/7:00 show

### February:

- Wed. 3: Mid-Quarter Reports Sent Home
- Tues. 9: Parents' Club Meeting 6:30 café
- Mon. 8: T.J. Pizza Fundraiser Sales Begin
- Fri. 12: Valentine Class Party (9:00 – 9:45 am)
- Mon. 15: **NO SCHOOL:** Presidents' Day
- Thurs. 18: Papa John's Pizza Night
- Mon. 22: T.J. Pizza Fundraiser Sales End
- Thurs. 25: Fox Idol School Talent Show-  
Rickman 6:30pm ~ Money raised  
supports technology at FES
- Mon. 29: Book Fair Week Begins  
(ends March 4<sup>th</sup>)

**March:**

- Tues. 1: Book Fair – Family Night 5:00-7:00 pm
- Wed 2: 6<sup>th</sup> Grade Band Concert at Rickman
- Thurs. 3: Book Fair-Grandparents Day 7:30-8:30am
- Fri. 4: Last Day of the 3<sup>rd</sup> Quarter
- Mon. 7: 1<sup>st</sup> & 2<sup>nd</sup> Grade Concert at Rickman Auditorium 6:45 arrival/7:00 show
- Tues. 8: Parents’ Club Meeting 6:30 café
- Thurs. 10: Spring Picture Day & 6<sup>th</sup> Grade Panoramic Picture Day ~ Smile ☺
- Fri. 11: Father & Daughter Dance at the Fox C-6 Service Center – doors open at 6:00 pm
- Tues. 15: Spring Skate Night at Rock-Roll-O-Rena 5:30 – 7:30 pm
- Thurs. 16: T.J. Pizza Fundraiser 4:00 – 6:00pm Pick – up time
- Thurs. 17: Papa John’s Pizza Night
- Fri. 18: Father & Daughter Dance (alt. date in case of inclement weather)
- Tues. 22 ½ Day of School (Dismiss at 12:40)
- Tues. 22: Parent-Teacher Conf: 1:00–7:30 pm
- Wed. 23-28: **NO SCHOOL** ~ Spring Break
- Tues. 29: **NO SCHOOL:** Professional Dev. Day
- Wed. 30: Missouri State Testing Window Begins  
(Testing Window 3-30-16 to 5-20-16)

**April:** (State Testing Month for 3<sup>rd</sup> - 6<sup>th</sup> grade)

- Fri. 1: Light It Up Blue : Autism Awareness Day ~ Wear BLUE to support Autism Awareness
- Tues. 12: Parents’ Club Meeting 6:30 café
- Fri. 15: Mid-Quarter Reports Sent Home
- Thurs. 21: Papa John’s Pizza Night

**May:** (State Testing Month for 3<sup>rd</sup> - 6<sup>th</sup> grade)

- Wed. 4 : Teacher Appreciation Luncheon: Sponsored by the PC
- Fri. 6: Spring Fling Dance (4<sup>th</sup>-6<sup>th</sup> grade) 7:00 - 9:00 pm Sponsored by the PC
- Tues. 10: Parents’ Club Meeting 6:30 café
- Thurs. 12: Papa John’s Pizza Night
- Wed. 18: Kindergarten Concert & Awards (tentative) 1:00 at Rickman Auditorium
- Wed. 18: 1<sup>st</sup> – 6<sup>th</sup> grade Awards Day (tentative)
- Thurs. 19: ½ Day: **Last Day of School** (tentative)
- Fri. 20–Tues.31: Inclement Weather Make-Up Days (Senate Bill 69)
- Mon. 30: **NO SCHOOL:** Memorial Day Holiday

**In the event of excessive inclement weather, the school calendar may be adjusted accordingly.**

**Dates and events are subject to change if facilities are not available to host events.**

## 2015-2016 SCHOOL YEAR

This Parent-Student Handbook has been prepared to provide essential information to the students who attend Fox Elementary School and their family. Please take some time to review the contents of this handbook.

### MISSION STATEMENT

A school where everyone is committed to creating responsible life-long learners and leaders.

### VISION STATEMENT

A school where everyone has opportunities to learn, to gain acceptance, to experience success and develop lasting character.

### NOTE TO PARENTS

This handbook of expectations and policies has been created to provide your family with the information necessary for a positive and successful school year. It has been our experience that students do better academic work, get along better socially, and in general, have a positive educational experience when they are well informed of the school's governing rules and policies. Therefore, in addition to the classroom teachers reviewing the expectations with the students, we are asking you to take some time at home to go through the handbook with your child. We sincerely believe that reviewing the handbook will be time well spent. Your cooperation is essential in order to maintain a high quality educational program for your children.

Thank you for allowing your children to learn and grow at our school! We look forward to seeing you at many of the Fox Elementary activities throughout the school year. Enjoy this handbook as a useful resource throughout the year.

Your partners in education,  
Mrs. Lisa Sell, Principal  
Mr. John McNeill, Assistant Principal

### SCHOOL OFFICES

Please feel free to contact us to discuss your child's education. Listed below are phone numbers of various departments on campus:

Fox C-6 Adm. Building	296-8000
Director of Transportation	296-5331
Character Kid's Club	282-6915
Parents As Teachers Program	282-1476
The R.E.A.C.H. Center	282-6974

### **Fox Elementary staff members have 24-hour voicemail system**

Attendance Line	292-3396 ext 1
School Nurse	296-3396 ext 2
Cafeteria	296-3396 ext 3
Guidance Counselor	296-3396 ext 4
Principal	296-3396 ext 5
Assistant Principal	296-3396 ext 6
Character Kid's Club	296-3396 ext 7

(Please call absentee line before 7:30 a.m. daily)

Web Page:

[www.foxes.fox.k12.mo.us/pages/Fox\\_Elementary](http://www.foxes.fox.k12.mo.us/pages/Fox_Elementary)

### WELCOME TO STUDENTS

The Fox Elementary Staff extends to you a warm and sincere welcome. We hope the time you spend at Fox Elementary this year will be both academically rewarding and socially enjoyable.

As a responsible citizen of this school, you are expected to become familiar with and follow the expectations which have been established for the welfare and safety of the entire student body. This handbook has been prepared in order to help you become better acquainted with expectations, policies, and procedures at Fox Elementary. Purposely ignoring the expectations and policies will not be acceptable and disciplinary action will be the result of this behavior.

## **THE DAILY EXPECTATIONS OF STUDENTS IN OUR SCHOOL**

I would like to share the Fox Elementary student expectations which help create an optimal learning environment each day:

- ★ We expect you will represent our school in an outstanding manner.
- ★ We expect you will work to the best of your ability.
- ★ We expect you follow the Fox 5 Expectations and become a 7 Habits Leader at our school.
- ★ We expect you will treat others with dignity, worth and respect.
- ★ We expect you will keep our campus beautiful and clean.
- ★ We expect you will follow all the regulations and expectations set by your teachers and the school.
- ★ We expect you will work to keep a positive relationship with your parents, teachers, friends and community.
- ★ We expect you to reach beyond your grasp, challenge yourself and learn new things.

We know you will enjoy learning and growing as a student and a leader at Fox Elementary School.

Have a Great Year!  
Mrs. Lisa Sell, Principal  
Mr. John McNeill, Assistant Principal

## **STUDENTS' BILL OF RIGHTS**

The students at Fox Elementary deserve to learn and play in the best environment we can provide. Accordingly, all staff and students will make every effort to observe the following:

- ★ Learn in a disruption-free environment.
- ★ Know what is expected of them at all times in every area of the school.
- ★ Be protected from physical harm.
- ★ Have their positive behavior recognized.
- ★ Have their concerns heard.
- ★ Be treated with kindness and respect.

## **THE FOX FIVE EXPECTATIONS**

Character Education and positive student behavior play an integral role at our school. Our staff has created a program to assist children in focusing on five key character traits to assist with positive school interaction with others each day. Our staff refers to these expectations as THE FOX FIVE. Students are to focus on being: Respectful, Responsible (for their actions and choices), Honest, Cooperative and exhibit Self-Control. These expectations permeate throughout the school. Students are expected to utilize THE FOX FIVE in their classroom(s), hallway(s), café, library, on the playground, computer lab, art room, music room, in the gym, on the bus, at assemblies and school events and while on field trips. Each year classroom teachers and students will discuss THE FOX FIVE expectations and define the student expectations in these areas inside and outside our school. We know that each day Fox Elementary students will be:

“FOX FIVE ready... Give me 5!”

## **HOW FULL IS YOUR BUCKET?**

Our school participates in a character education kindness program to promote happiness, a healthy self-concept and understanding for others. This program is based on the concept of having a “full bucket”, which is an effective metaphor for a child’s healthy self-concept and happiness. A child’s bucket is filled by encouraging word and actions of children, parents, teachers, administrators, staff and others who help a child know they are loved, valued and capable. Students find the wisdom in their own hearts to make good choices and realize in the process that their actions positively (or negatively) affect others. Filling others buckets (and not dipping from their buckets) will make them happy and in turn our school and our world will be a better place (one kind gesture at a time).

***Have You Filled A Bucket Today?***



## LEADER IN ME / 7 HABITS OF HAPPY KIDS

The students and staff at Fox Elementary will embark on a school wide leadership program and nurture the leadership skills that every student possesses. The Leader In Me program and 7 Habits of Happy Kids program set forth by Stephen and Sean Covey will be implemented at our school. The 7 Habits are based on powerful principles that have been enriching lives for generations, principles such as respect, vision, responsibility, teamwork and balance. The 7 Habits possesses a common language that can permeate our homes, school, community and the world. Your child will learn more about the 7 Habits at our school: #1 Be Proactive, #2 Begin with the End in Mind, #3 Put First Things First, #4 Think Win-Win, #5 Seek First to Understand, then be Understood, #6 Synergize, and #7 Sharpen the Saw. It is a proven philosophy for adults and teens and we feel school aged children will benefit as well. Parents have been quoted saying, "The 7 Habits help lay the right foundation that will help our children make good decisions. They complement our efforts as parents to teach the right values of effectiveness at very impressionable ages. Teachers are saying, "Amazing things happen each day as our student develop stronger academic skills, as well as better skills in relationships and decision making", "By engaging students early on in the importance of leadership, students will develop habits in their lives that will lead them to success throughout their academic career and beyond." Administrators are saying, "We are teaching children that not only can they develop leadership traits in elementary school, but they we expect them to take these skills with them when they go on to middle school, and high school and to embrace them as lifelong skills." To learn more about The 7 Habits log on to:

<http://www.theleaderinme.org/the-7-habits-for-kids>

## FIGHT-FREE SCHOOL PROGRAM

Fox Elementary has a Fight-Free School Program. The philosophy of the program is to prevent small altercations, even "horsing around" activities, which can lead to more serious physical encounters. We are attempting to solve these "little" conflicts before they become bigger ones.. "**KEEP HANDS FEET AND ALL OTHER OBJECTS TO YOURSELF**" is our motto to stay fight-free and be KHFAAOOTY"! If your child receives 3 fight-free offenses for misbehavior that results in "hands-on" behavior, you will be contacted and a detention / suspension type consequence will be assigned by the administrator(s) in charge.

## DROPPING CHILDREN OFF BEFORE SCHOOL STARTS

Your child's safety and well-being is our primary concern. All cars will begin forming a line for drop off by the recycle bin/yellow clothing drop box by the circle drive. This will allow emergency vehicles, district vehicles, and staff to utilize the driveway prior to school starting. If you transport your child to school please utilize the two primary drop-off zones and have your children remain in your cars until the duty person has reached their drop-off duty zone at 8:20 a.m. daily. **Children will be allowed to enter the building and proceed to their classroom at 8:20 a.m. each day. The Fox Elementary School's tardy bell rings at 8:40 a.m.** The primary drop-off zone is located at the top of the U-shape driveway by the concrete landing near the flag poles, school sign and front steps. Two or three cars may drop off at one time at this location. You may access the secondary drop-off zone if you use the cut-through portion of our driveway. Please make a complete stop at the stop sign, and then proceed left to the concrete drop-off area. One car at a time may drop off at this drop off zone.

If you have conflicts getting your child to and from school on time, the Fox C-6 School District offers a child care program before and after school. (See Character Kid's Club information)

### **DROPPING CHILDREN OFF AFTER SCHOOL STARTS**

Students brought to school after the bell rings at 8:40 a.m. are officially late/tardy and must be officially signed in at the office by their parent or guardian. **Students should not enter the building by themselves. If you arrive at school and the daily staff monitors are not outside that should be an indicator that you will need to walk your child into school to officially sign them in for the day.** All students arriving late must be accompanied by a parent or guardian.

### **CHARACTER KID'S CLUB BEFORE AND AFTER SCHOOL CARE**

Fox Elementary offers a Character Kid's Club before and after school child care program. The program will be held in the cafeteria each day. For tuition information and program details, please contact the Character Kid's Club office at 636-282-6915, or obtain a program brochure from the school office. Our CKC program ROCKS!

### **PICKING CHILDREN UP DURING SCHOOL HOURS**

**Parents who wish to pick up children during the school day should report to the office.** For your child's protection, we will only release your children to you or to those individuals who are listed on your emergency release form. If it is necessary for someone other than you or your emergency contacts to pick up your child, a note from you giving permission and indicating your wishes is required. To prevent confusion, a parent (or other authorized person) must come to the office to pick up your child. **This is the only way a child will be released. You must come to the office and show proper identification to sign the child out!!** The

child may not meet you outside or you cannot go to the room and pick up the child. We ask that you (or other authorized person) come to the office and sign the child out. We will then call the child from class. **If the child returns to school, parents must sign their child or children back in at the office before returning to class.** **Please keep in mind that verbal permission over the telephone is not acceptable. We have the utmost concern for the safety of your child.**

### **PICKING CHILDREN UP AFTER SCHOOL**

**School ends at 3:40p.m.**

Some parents pick up their children every day after school; please notify your child's teacher if you are a parent who will be picking up your child each day. No child will be released to another adult without written parent permission. Verbal permission over the phone is not acceptable. We caution that students only be released from school early if a doctor's appointment is necessary.

At dismissal, Parent Pick-Up children will assemble in the gym for parent signature dismissal. For your child's protection we ask that all parents picking up their children after school should form a line outside the gym door by the illuminated school sign. At 3:35 the gym doors will open and student sign out procedures will begin. **Proper I.D. must be provided at the sign out tables in order for our staff to release your children.** We have had problems with children running in-between cars and in front of vehicles, so we ask that adults keep their children close when exiting the building and in the parking areas. Student safety is our #1 priority! **Teachers have been instructed not to release any students unless the pick up person shows proper identification.** Thank you for your cooperation.

## **DRIVING IN THE ALLEY BEHIND SCHOOL**

Deliveries being made through the alley by delivery trucks and our Special Education buses loading and unloading at the top of our circle driveway can lead to a backup of traffic. This extra traffic also serves as a problem when parents drop off and pick up their children behind school in the alley.

**Please drop your child off or pick up children in the designated drop off zones.** Cars will be stopped and asked to turn around if seen using the alley to drop their child off or pick them up (unless it has been approved first through the office or if your family uses the Character Kid's Club program before or after school).

## **VOLUNTEER PROGRAM**

Fox Elementary School offers parents, aunts, uncles, grandparents, college students, and community members the opportunity to volunteer at our school. Volunteers choose the opportunity that interests them and decide how many hours and which days they wish to contribute. For the safety of our children and school every volunteer must complete a Fox C-6 Board Approved Volunteer Form prior to volunteering in our school. The form is located in your back-to-school paperwork. If you need additional forms please request them from the school office. If you would like more information on opportunities to volunteer, please call 296-3396 and ask for the principal or your child's teacher. We ask that when you spend time volunteering or chaperoning field trips that you do not bring other children with you during these times. Accompanied children can cause volunteers to become distracted.

## **VISITOR'S PASS**

Anyone who enters our school during school hours must stop by the office to sign in and pick up a Visitor Pass. When you are ready to leave the building, return your pass back to the office and sign out. It is imperative to know exactly who is in the

building for the safety of our school or in case of an emergency. We ask if you are interested in meeting with the teacher that you schedule an appointment to meet with them before or after school or during a break time. We welcome parents and family members to come to enjoy lunch with students. Visitors will not be allowed to go down the hallway to a classroom without an appointment and may not interact with students during scheduled recess times.

## **ATTENDANCE & REPORTING ABSENCES**

Regular school attendance is essential to the process of education. Students can only achieve their full potential for learning if they consistently attend school. It is the parent's responsibility to see that the student attends school regularly. **For students who are absent, we request that parents please call school and inform the secretary that their child will not be attending. Please call 636-296-3396 ext. 1 to report a child's absence.**

Students that have been absent should bring a note for the teacher that is signed by the parent and indicates the reason for the absence. Make sure to read, sign, and return the Attendance Policy sent home at Open House. **If you need to retrieve a book or homework assignments the building is open M-F until 8:00 p.m., please see a custodian to unlock the classroom so you may retrieve the items needed.**

## **MAKE-UP WORK POLICY**

All students should make up work missed when out of school for excused absences.

❖ **An Excused Absence:** Student or family illness, death in family, or other emergency situations (*doctor's notes encouraged after student absence due to illness*).

❖ **Unexcused Absence:** Family on vacation, birthdays, visit to grandparents out of town, overslept, missed bus, etc. (except when bus don't run for some reason).

❖ Make-up work for unexcused absences will be allowed at the discretion of the teacher and according to the teacher's time schedule.

❖ Teachers will not be required to have homework ready ahead of time when families are going out of town for a few days.

Note: It is difficult for teachers to plan make-up work ahead of time as it is nearly impossible to determine how much progress will be made by the class each day. For those parents wanting to pick up homework for their children who are sick or absent, please do so after school each day.

**When you call to report your child's absence, please indicate if you will be picking up homework that afternoon.**

### **CHANGE OF ADDRESS OR PHONE NUMBER**

Whenever you have a change of: address, phone number, emergency contact updates, babysitter information, etc., please contact the office in writing to make sure we have updated information. Our district utilizes the Tyler Student Information System to keep families informed. We rely heavily on the accuracy of this information when we send out email blast to keep parent informed of school and emergency information. .

### **HEALTH INFORMATION FORMS**

Please complete the Health Information Form and return by Monday, August 24<sup>th</sup>. Students must present an immunization record to the school, and all immunizations must be up-to-date before being permitted to attend classes.

### **STANDING HEALTH ORDERS FOR STUDENT BODY**

In accordance with the standing orders of the Fox C-6 School District, the following orders will be followed:

**Parents will be notified and children sent home for the following conditions:**

- Temperature of 100° F or more. Student must be free of fever for 24 hours before returning to school.
- Skin rashes of unknown origin or any rash accompanied by fever.
- Vomiting (must be symptom free for 24 hours)
- Diarrhea (must be symptom free for 24 hours)
- Severe abdominal cramps.
- Laceration that may require stitches.
- Possible fractures.
- Loss of consciousness.
- Streptococcal sore throats that have not had a minimum of 24 hour antibiotic treatment before returning to school.
- Pediculosis – (head lice)
- Conjunctivitis
- All serious injuries requiring a physician's evaluation

### **School Health Staff are on duty daily to:**

- Give Tylenol as needed according to child's weight
- Use antiseptic to cleanse wounds and abrasions
- Give cough drops or Chloraseptic for minor sore throats
- Use Calamine lotion for minor skin conditions
- Use Campho-phonique for minor mouth and gum sores
- Use first-aid or burn cream as needed
- Use Solarcaine spray for sunburns only
- Conduct screens for vision, hearing and scoliosis
- Use Anbesol for minor tooth aches
- Administer prescriptions and over the counter medications that are properly labeled
- Practice proper first aid and emergency care to sick and injured students according to recommended guidelines
- Care for school related illnesses and injuries
- Have current immunization records

on each student and to comply with all state regulations concerning exclusion of students in non-compliance

- Administer Epi-pen for Anaphylaxis emergency
- Use Tums for a stomachache
- Obtain O2 stats when necessary

### **STUDENT ACCIDENT INSURANCE**

Student accident insurance is available. Parents interested in purchasing this coverage should complete the remittance envelope and mail directly to the insurance company. DO NOT return your payment to the school. Claim forms may be obtained from the school office. See Fox C-6 District website homepage for documents: [www.fox.k12.mo.us](http://www.fox.k12.mo.us)

### **IMMUNIZATIONS REQUIRED BY STATE OF MISSOURI**

Immunizations are required prior to the starting of school for all students (including kindergarten and transfer students). Students will not be permitted to attend classes without up-to-date immunizations.

### **ADMINISTERING MEDICINES TO STUDENTS**

If under any circumstances a child must 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**

Prescription drugs 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.

### **NONPRESCRIPTION DRUGS**

Nonprescription drugs that are taken orally may be administered under the supervision of the school nurse and/or principal's designee as authorized by the parent. Students are not to carry medication with them at school. The same authorization method as described earlier should be used.

It shall be the policy of the Fox C-6 District that this District will not knowingly administer any medication to a student if the District's registered professional school nurse believes, in his/her professional judgment, that such administration could cause harm to the student, other students, or the District itself. Such cases may include, but are not necessarily limited to, situations in which the District is being asked to administer medication in a dosage that exceeds the highest recommended dosage listed in the current annual volume of the Physician's Desk Reference. 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.

### **BUS SERVICE**

Students must ride their assigned bus unless a special circumstance arises. No student is allowed to walk home without permission from the building principal. Bus passes will be issued to ride another bus for emergencies only. A note signed by a parent explaining the need for the pass must be submitted to the school office for approval. Due to safety issues, bus passes will no longer be issued over the phone. A written note from the parents will be required.

### **BUS CONDUCT**

The following Fox 5 Expectations are for the safety and protection of pupils riding a bus. Failing to observe these expectations may endanger the lives of pupils and could result in the suspension of bus privileges. **Please encourage and promote bus safety.**

### Bus Expectations:

1. Follow the directions of the driver.
2. Stay sitting in your seat, No standing while the bus is in motion.
3. Keep all parts of your body inside the bus.
4. Be courteous. No pushing, shoving, spitting, fighting or using profane / inappropriate language.
5. KHFAAOOTY (Keep, Hands, Feet, And, All, Other, Objects, To, Yourself)
6. No eating, drinking, smoking, or vandalism.
7. No glass objects or animals on the bus.
8. Be at the bus stop 5 minutes early.
9. Cooperate with the bus driver when appointed a bus stop. For safety and economic reasons, a bus stop may sometimes be relocated when stops are less than 500 feet apart.
10. Cross the road in accordance with driver's instructions.
11. Avoid playing or loitering on the roadway when waiting for a bus.
12. Respect the property of others.
13. Wait several feet from the bus until it comes to a complete stop before boarding.
14. Go directly to your seats and remain seated while bus is in motion.
15. Keep books and instruments in your lap. Do not block the aisle.
16. Keep the bus clean.
17. Keep any electronics turned off while in route to your residence.
18. Always exhibit and use good Character-The FOX FIVE..Give Me 5!

### When students do not follow the bus expectations:

1<sup>st</sup> Incident: Driver verbally warns student

2<sup>nd</sup> Incident: Driver writes "Bus Conduct Report", parents are notified and privileges may be withheld.

3<sup>rd</sup> Incident: Students will be punished by having free-play / privileges withheld, by writing letters of apology to the offended person, by completing an assignment by the principal or some

such appropriate disciplinary action.

Bus transportation may be denied based on severity of the incident.

4<sup>th</sup> Incident: Student will be denied transportation for a period of time and the bus supervisor will be notified.

Bus discipline is up to the discretion of the administrator(s) and bus supervisor. Infractions of the bus policy may result in one or more of the above corrective procedures (in no specific order). Individuals will be addressed and decisions will be made to create a safe bus ride for all children.

### Severe Disruption:

The following behavior may result in automatic suspension of transportation privileges:

- ☹ Fighting
- ☹ Property damage
- ☹ Refusal to obey driver
- ☹ Being disrespectful to driver or other students
- ☹ Extreme disruptions

### BREAKFAST PROGRAM

A breakfast program will be available to any student who wants to participate. All students are eligible for FREE breakfast this year. We encourage you to participate. Adult breakfast cost is \$2.00. The breakfast menu will include one hot entree such as a sausage biscuit every morning along with a fruit choice, an alternate choice of cold cereal, milk and juice. Breakfast will be served in the school cafeteria 20 minutes before school starts (8:20 – 8:40 a.m.). Students will not need to be dropped off early to participate.

(\*Prices subject to change)

### SCHOOL LUNCH / SNAP PROGRAM

Lunch may be purchased on a daily or weekly basis. Money can be sent in and loaded into your child's SNAP account. Hot lunches can be purchased for a week payable on Monday mornings or on a daily basis. All students will be charged \$2.35 \* for lunch, unless they qualify for free or reduced prices, in which case, reduced

lunches will be charged \$0.40 \*. An adult lunch will cost \$3.00. The school lunch program allows you to write one check for school meals including snacks and extras. You may pay for those meals and extras for as many weeks in advance as you wish. If you have more than one child in school, you may send one check for all of your children and send it in one envelope. Please note on the check or include a note as to how the money should be divided if it is for more than one student and indicate. If you want to limit the amount of money your child spends on snacks and extras on a daily or weekly basis, please write a note to the head cook. A snack/extra block or limit can be entered into the computer. You may also put a **NO SNACK or EXTRAS** block on your child's account. Snacks may be purchased by 1<sup>st</sup> – 6<sup>th</sup> grade students. We are encouraging our kindergarten students to focus on eating the school lunch and have found the purchased snacks to be a distraction from the main meal choices. When there are balances of \$2.00 or less found in a child's account a letter will be sent home. If you receive a letter and there is money owed, the amount owed will be shown in parenthesis. Parents may also request at any time a computerized printout to show exactly how your child has spent the money from their account and how much money is still in their account. Free and reduced priced lunches are available to qualifying families. For details regarding free and reduced lunches, ask for information from the school office. Birthday treats can be purchased through the school cafeteria throughout the year. If you have any questions regarding the lunch program please contact the school cafeteria. We look forward in working cooperatively with your family. **(\*Prices subject to change)**

### **SCHOOL CANCELLATIONS & EARLY DISMISSAL**

We encourage your family to sign up to receive on-line alerts that pertain to the district and our school.

You may log on to the district website at: <http://www.foxes.fox.k12.mo.us/> to sign up for email or text alerts.

School will be closed after it has been determined by district officials that road conditions are such that transporting students would be hazardous. If possible, a decision to close school will be made prior to 5:00 a.m.

Once the school day has begun, school will be kept in session until the regular closing time, except in extreme emergencies. In the event of an early closing, it is the responsibility of parents to make sure children have an established procedure to follow if no one is home when they arrive. Parents should make child care arrangements for school closings and early dismissals well in advance of the inclement weather season. The child must know where they are supposed to go and who will be taking care of them.

During the winter months inclement weather may necessitate the cancellation or early dismissal of school. Cancellations and early dismissals will be announced on the district webpage, an email blast will be sent and the following television and radio stations will be notified: KMOX, 1120 AM; FOX NEWS Channel 2; KMOV Channel 4; NEWS Channel 5.

When an early dismissal occurs, the Fox Elementary School Office will stay open and staffed. The District's primary concern is the safety and welfare of the children.

### **CONFERENCES AND VISITS**

Conferences with teachers may be arranged by contacting the teacher. Feel free to contact the principals or classroom teachers whenever you have a concern or question. There are two scheduled conferences between parents & teachers each school year (refer to the school calendar in the front of this handbook). We ask that parents visit students for lunch, visitors may not interact with students during scheduled recess times.

## GRADING SCALE

The following grading scale is used by all **3<sup>rd</sup> - 6<sup>th</sup> grade** teachers during the school year.

95-100	A	74-76	C
90-94	A-	70-73	C-
87-89	B+	67-69	D+
84-86	B	64-66	D
80-83	B-	60-63	D-
77-79	C+	59 & below	F

## GRADING SCALE

The following grading scale will be used by **grades K, 1<sup>st</sup>, and 2<sup>nd</sup>** for the skilled based report cards.

**1<sup>st</sup> – 3<sup>rd</sup> quarters skills will be marked:**

+ = On track for proficiency this quarter

- = Not on track for proficiency this quarter

**4<sup>th</sup> quarter skills will be marked:**

P : Proficient

N : Nearing Proficient

I : Improvement Needed

AC : Area of Concern

T : Introduced

\* : Modified Grade

**Areas of Science / Social Studies / Technology / Personal and Social Development / Physical Education / Art / and Music skills will be marked:**

+ = On track for proficiency this quarter

- = Not on track for proficiency this quarter

## NOTES TO PARENTS

To stay abreast of weekly activities we encourage you to read the weekly newsletter /classroom webpages and ask your child questions about their day. It is helpful to get into the habit of checking your child's assignment book for any homework or to inquire about their learning day. To be more efficient with our paper supply, parents may request to receive weekly newsletters by email, or parents can indicate which child will be responsible for bringing home school wide notices.

Encourage your child to bring these notes home and place them in a designated spot. These notes will keep you informed as to dates and times of events of interest to your family. If you need to retrieve a book or homework assignments the building is open M-F until 8:00 p.m. Together we will be partners in your child's education.

## DRESS & GROOMING GUIDELINES

The following dress guide is provided as a lawful, sanitary and modernized guide for student attire. Fox Elementary events follow these dress guidelines:

- All students will wear shoes or sandals. Flip Flops can cause safety concerns and lead to injury or broken bones and no shoe skates.
- All articles of clothing advertising any commodity of an illegal nature or containing vulgar or suggestive pictures, insignias, or writing will be forbidden. Students will be asked to call home and/or change.
- All students will wear clothing covering the entire shoulder (no spaghetti straps / thin straps) to mid-thigh (arms down fingertip length).
- Dress and grooming should not disrupt the teaching/learning process or cause undue attention to an individual student.
- Swimming attire will not be worn.
- No hats will be worn in the building (except on designated school spirit days).
- Shorts, shirts and dresses of acceptable lengths will be worn (near mid-thigh length and covering the stomach area). This includes any form of clothing with undue exposure of the body. (i.e. spaghetti strap tops or dresses, thin straps, crop tops, half shirts, tank tops, etc.)
- If a student's appearance or mode of dress disrupts the educational process, or constitutes a threat of health or safety, the student may be



required to make modifications, based on the discretion of the administrators and health professionals.

- No colored hair or colored hair spray. Also, no face painting or dew rags/bandanas.
- No pajamas will be worn in the building (except on designated school spirit days).

The guide for length of shorts is mid-thigh. Very casual dress frequently creates very casual attitudes, and we feel education should be taken seriously. We hope this dress guide is helpful and we ask the parent's support in helping us achieve a favorable educational climate.

Parents will be notified if students' dress or grooming does not meet school expectations. Parents will be notified if students are wearing inappropriate apparel and will be asked to bring more suitable attire to school so the child may change. Repeated violation of these guidelines could lead to an indefinite suspension from school.

### **GYM CLASS DRESS**

- ① Tennis shoes (no slip-ons) must be worn, and tied.
- ② No graffiti or illegal substance advertising on shirts.
- ③ Girls must wear shorts under their dresses or skirts.
- ④ If the temperature is 55 degrees, or lower, jackets/long pants are required for outside P.E. classes.
- ⑤ No hats or sunglasses during gym time.

### **STUDENT BEHAVIOR & DISCIPLINE**

Effective discipline is essential to maintain order during the educational process and to provide the necessary stability to insure a

harmonious atmosphere where learning can take place. The following policy is established by the C-6 Board of Education to provide a guideline for the fair and equitable administration of those measures necessary to assist in maintaining proper student behavior. A record of offenses will be maintained.

All students are to conduct themselves properly and maintain self control at all times within the school, on the playground or school site, and while going to and from school. Infractions of the discipline policy may result in one or more of the following corrective procedures (in no specific order):

- ➔ An informal talk
- ➔ A disciplinary notice sent home
- ➔ A formal conference
- ➔ A parental conference
- ➔ Assignment of extra work
- ➔ After school detention
- ➔ In-school suspension
- ➔ Out-of -school suspension
- ➔ Expulsion
- ➔ Loss of school privileges
- ➔ Or other discipline measures which may be so adopted by the C-6 Board of Education.

### **The following conduct violates Fox C-6 School District Policy:**

- ➔ Articles prohibited in school; radios, CD players, i-pods, other electronic devices, etc.
- ➔ Defiance of authority
- ➔ Destruction of property/vandalism
- ➔ Excessive absences/truancy
- ➔ Excessive tardiness
- ➔ Extortion
- ➔ Fighting and/or disorderly conduct
- ➔ Improper behavior on school bus
- ➔ Gambling
- ➔ Improper display of affection
- ➔ Leaving campus without permission
- ➔ Improper dress
- ➔ Physical assault

- Physical assault on staff
- Possession and /or use of drugs, narcotics, tobacco, and alcohol
- Trespassing
- Profane / Inappropriate Language
- Theft
- Weapons
- Gangs and/or secret organizations
- Sexual Harassment
- Gender specific downgrading
- Cell phones: Fox Elementary policy is to keep a cell phone turned off and inside your book bag at all times. If the cell phone interrupts the school environment the phone will be sent to the office for parent pick-up. If a child's phone repeatedly interrupts the school environment their privileges to have a phone at school will be revoked. (see more information below)
- Fox Elementary is not responsible for items that are brought to school and are lost, damaged, or stolen.

Detention may be given for disciplinary purposes. Detention may be loss of recess, eating lunch alone, or staying after school. Detention may be assigned for:

- ⊖ Tardiness
- ⊖ Failure to report to class
- ⊖ Truancy
- ⊖ Behavior which interrupts the educational process of other students

### **CELL PHONES**

Cell phone use is not permitted during school hours. If a cell phone is brought to school it needs to be turned off and kept powered off in your child's book bag.. The school is not responsible for any lost, damaged or stolen cell phones at school or on the bus. Cell phones are to be kept powered off on the bus. Cell phone photographs are strictly prohibits at school or on the bus. If your child is found using a cell phone during school hours or on the bus the phone will be turned into the office and a parent will be required to pick up the phone. Students can lose cell phone

privileges for repeated offences.

### **LASER POINTERS**

The Fox C-6 School District has adopted a ban on laser pointers. Any student possessing a laser pointer will receive the following consequences:

- 1<sup>st</sup> offense-confiscate the pointer and have parents pick the item up from school.
- 2<sup>nd</sup> offense-3 days of in-school suspension
- 3<sup>rd</sup> and subsequent offenses-5 days out of out-of-school suspension.

Any student intentionally trying to cause physical injury to another person with a laser pointer will be handled as a Safe Schools Act Violation and will be reported as an assault.

### **GANGS**

Secret organizations and/or gangs are strictly prohibited in the Fox C-6 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. First occurrence will be a 10-day out-of-school suspension. A repeated occurrence will be expulsion from school.

## **ADDITIONAL DISCIPLINE PROCEDURE FOR 4<sup>TH</sup>, 5<sup>TH</sup> & 6<sup>TH</sup> GRADE STUDENTS**

The 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> grade students will participate in an additional discipline policy to maximize student learning and begin to prepare them for the transition to middle school. **STUDENT PROGRESS SHEET**

The Student Progress Sheet is used to monitor student behavior throughout the school building including: the classroom, special area classes, hallway, and lunchroom. This sheet will serve as a means of constant communication between school and home. Students will receive an “√” (strike) for not following school or classroom expectations, some examples include: not following directions, being disruptive in the hallway or classroom, being disrespectful, not having an assignment turned in on time, not having required materials, notes not being signed, not using time wisely...etc. The system works as follows:

- For every offense a student will be given an “√” (a strike).
- 4 “√’s” = loss of all privileges for the week (including fieldtrips and classroom parties within that week).
- 5 “√’s” = loss of all privileges and an in-school detention will be assigned.
- At times, the above steps may be replaced with being sent to the principal’s office, writing an apology letter, missing recess, principal assigned in-school detention or other consequences appropriate for the offense.
- We feel four chances in a week provide ample opportunity for the student to correct his/her inappropriate behavior. We encourage students to set goals and be leaders at our school. If a child receives a 5<sup>th</sup> strike they will conference with a building administrator.
- **Parents: Check your child’s Progress Sheet often so that you can monitor their daily progress. This form of daily communication**

**is intended to keep you well informed if your child is nearing a detention slip. Students are required to get their progress sheet signed every weekend!**

## **MONTHLY SPECTACULAR**

Students in 4<sup>th</sup> – 6<sup>th</sup> grades can earn a trip to the Monthly Spectacular. The Monthly Spectacular is a reward for the students **who do not earn strikes, who have completed assignments on time, and have their daily planner signed each day.** Each grade level who participates in the Student Progress Sheet system will provide the students with a monthly incentive for good behavior within our school. Incentives may vary by grade level and by individual classroom teachers.

## **IN-SCHOOL DETENTION**

Fox Elementary grades 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> will have an In-School Detention for receiving 5 strikes in a given week for poor behavior or for lack of responsibility. In-School detention will be served throughout the week, only on days when school is in session for a full day. During detention students will be required to remain seated and work quietly on an assignment or work toward their AR goal. Most In-School detentions will be combined with their lunch period and lunch recess to minimize loss of class instruction within the day. **The comments on the Behavior Progress Sheet will assist you in understanding why your child has received a detention and help you and your child prevent one from reoccurring.** The Behavior Progress Sheet will be used throughout the building including the lunchroom, music, art, physical education and in transition areas.

## **FOX ELEMENTARY TRACK TEAM**

Students that are in the 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> grades are eligible to be a part of the Fox Elementary Track Team that competes with other Fox C-6 Elementary Schools in May. This is a privilege for the student to be a part of this team that represents our school.

We require appropriate behavior to be displayed by the students that are chosen for this team. Appropriate behavior will be monitored throughout the school year. Students will be expected to show respect to teachers, staff and other students. Students who receive excessive marks on their Student Progress Sheet, have discipline referrals, have concerns with missing assignments or failure to complete homework assignments on time may not be able to represent our school at the track meet. Any student that is chosen to be on the team can be removed for not complying with the above rules or at the discretion of administrators. All students will sign a Character Contract prior to the annual track meet.

## **LUNCHROOM CONDUCT**

The following expectations have been established in order for every student to have an enjoyable and comfortable lunch:

- ↪ For student safety all students are asked to follow the Fox 5 Expectations for the café at all times.
- ↪ The eating area to which the class is assigned must be clean before students are dismissed. All trash must be put in the trash can.
- ↪ For health considerations, each student eats only his/her own food. Students may not give or accept food from another person.
- ↪ Any child who does not bring a lunch is to purchase a school lunch.
- ↪ NO GLASS CONTAINERS, CARBONATED DRINKS OR SODA are to be brought to school or purchased at school from a vending machine.
- ↪ Students are to remain seated until

dismissed. All items should be purchased before sitting down.

- ↪ Raise hand for help.
- ↪ Students are expected to follow the directions of the cafeteria aide.
- ↪ Playing with food or throwing of food is not allowed.
- ↪ Students are expected to speak in a low tone of voice. No screaming or yelling.

## **The consequences for misconduct in the cafeteria during lunch are:**

- ☹ Table cup system may be changed from green, yellow, red or blue. Additional consequences may include:
- ☹ Green cup is ideal lunchroom behavior ~ Way to Go! Give me Fox Five!
- ☹ Yellow cup indicates a warning and reminds table to lower voices and follow the Fox Five Expectations
- ☹ Having cup turn to “red” is loss of free play the next day.
- ☹ Having cup turn to “blue” is loss of free play (the next day) and a visit from the principal that afternoon to discuss how to correct lunchroom behavior
- ☹ Verbal Warning
- ☹ Discipline slip sent home.
- ☹ To be handled on an individual basis in the office by administrators

## **INSTRUCTIONAL SERVICES**

### **Federal, State, Private Grant Projects STANDARD COMPLAINT RESOLUTION PROCEDURE FOR NO CHILD LEFT BEHIND PROGRAMS**

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the No Child Left Behind Act (NCLB).

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel. Any parent or guardian, surrogate parent, teacher, administrator, school board

member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy.

The Fox C-6 School District implements the following procedures for resolving complaints which may arise concerning possible violations of the provisions of all Federal Programs:

- 1.) Complaints may be filed by parents, advisory councils, district staff members, concerned organizations, or individuals within the Fox C-6 School District.
- 2.) To be considered, the complaint should allege a violation of the Elementary and Secondary Act; the General Education Provisions Act as it applies to all Federal Programs; any state rules or guidelines; or the application as approved.
- 3.) The complaint should be in writing and signed by the individual or his representative and submitted to the Federal Programs Coordinator for the Fox C-6 School District.
- 4.) Unless unusual circumstances arise, 30 days will be the maximum time for investigating and resolving the complaint by the Federal Programs Coordinator.
- 5.) The Fox C-6 School District will provide the complainant, his representative, or both an opportunity to present evidence regarding the complaint and opportunity for the complainant to question the parties involved.
- 6.) A written decision will be rendered by the Fox C-6 School District to the complainant, the Missouri Department of Education, and DAC and provided to all parties involved within 30 days of the filing of the original complaint. (Note 3 above)
- 7.) The complainant may appeal the

decision to the Missouri Department of Education with 30 days of receiving the decisions of the Fox C-6 School District Federal Programs Coordinator.

8.) Complaint procedures will be disseminated annually to interested parties including all advisory councils with the Fox C-6 School District.

If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is not evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself.

Anyone wishing more information about this procedure or how complaints are resolved may contact local district of Department personnel.

Refer to the complete policy 6910.1  
Adopted: 9/98  
Revised: 06/03  
Effective: 06/03

### **SEXUAL HARASSMENT OF STUDENTS**

Sexual harassment of students by employees or other students is strictly prohibited by the Fox C-6 School District. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- ★ Such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creating an intimidating, hostile or offensive educational environment.
- ★ Submission to such conduct is made either explicitly or implicitly a

- ★ term or condition of a student's academic status or progress: or Submission to or rejection of such conduct by a student is used as the basis for evaluating the student's performance within a course of study or other school-related activity.

Whether a student voluntarily submits to sexual advances or requests is irrelevant for purposes of this policy. Students who believe they have been victims of or have witnessed sexual harassment by a student, employee, or other school personnel of the District, or by any other persons participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities under the auspices of the District, is encouraged to report the alleged acts to any school administrator or to the School District's Compliance Coordinator for Title VI, Title IX, and ADA/Section 504. The staff member who receives the complaint shall promptly inform administration who is designated to investigate such reports, or the next level administrator who is not the subject of the complaint.

Employees who witness sexual harassment against a person shall immediately notify the designated administrator, or the next level administrator who is not the subject of complaint. There will be no adverse action taken against a person for reporting an incident, or participating in or cooperating with an investigation.

The appropriate administrator shall conduct an investigation of the incident and shall take disciplinary action where appropriate, up to and including suspension and/or expulsion of the student or suspension and/or termination of the employee, in order to ensure that further sexual harassment does not occur. Confidentiality will be preserved consistent with applicable laws and the responsibility to investigate and address such complaints. Students who believe that their complaint has not been satisfactorily resolved may use the normal grievance procedure.

Publications disseminated to employees and students will inform them of this policy.  
Adopted: 12/96  
Revised: 06/04 / Effective 06/04  
Refer to complete policy # 2115  
Consolidated School District No. 6 (Fox)

### **FIREARMS AND WEAPONS IN SCHOOL**

The possession or use of a weapon by any person, except where authorized by law, shall be prohibited in all school buildings, on or about school grounds, and at all school activities.

A weapon shall be defined as any instrument or device customarily used for attack or defense against an opponent or device used to inflict physical injury or harm to another person.

Violators of this policy may be referred to the appropriate legal authorities. In addition, any student who violated this policy will be subjected to suspension and/or expulsion from school.

In accordance with federal law, any student who brings or possesses a firearm (as defined in 18 U.S.C. 921 and Missouri Safe Schools Act) (HB1301 & 1298) on school property will be suspended from school for at least one calendar year. The suspension may be modified on a case-by-case basis upon recommendation by the Superintendent to the Board of Education. Civil War era weapons, when used for Civil War re-enactment supervised by a staff member, on school property are exempt.  
Adopted: 12/96  
Refer to complete policy #2611 for more information  
Refer to complete regulation #2611 for specific on definition of possession of a "weapon"

### **SMOKE-FREE CAMPUS**

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 that 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.

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: 06/98

Consolidated School District No. 6 (Fox)

Refer to complete policy #1611

### **STUDENT USE OF TOBACCO, ALCOHOL, & DRUGS**

The Board Recognizes its responsibility for the health, welfare, and safety of the students who attend the School District. Therefore, the use, sale, transfer, possession of being under the influence of alcoholic beverages or controlled substances or substances represented to be such is prohibited on school property, during the school day or at any school-sponsored activity. This includes school-approved vehicles used to transport students to and from school or school activities; off school property at any school sponsored or school-approved activity, event or function, such as a field trip or athletic event.

For the purpose of this policy a controlled substance shall include any controlled substance, counterfeit substance or imitation controlled substance or defined in the Narcotic Drug Act, Section 195.010, RSMo.

Use of all medications prescribed by a physician, as well as all non-prescription medications shall be cleared with the school nurse or respective principal or superintendent before being taken.

Students under the jurisdiction of the School District shall not be permitted to use or have in their possessions tobacco products on school property during the school day, during extracurricular activities held on school premises, or on school-sponsored activity trips.

The school administrator or teacher shall have the right to conduct searches, which are reasonable in scope, or persons reasonably suspected to be in violation of this policy during or after school hours on school property, or at any school event, whether at school or at some alternate location. Such searches shall be conducted in accordance with applicable policies and laws.

See entire policy 2613 as it relates to drug searches/drug dog searches and walk throughs with law enforcement.

Policy 2613

Adopted: 12/96

Revised 05/04

### **Drug-Free Schools**

Pursuant to the requirements of the 1989 amendments of the Drug-Free Schools and Communities Act, pursuant to the requirements of the Safe Schools Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, the District shall provide age-appropriate, developmental-based drug and alcohol education and prevention programs to all student in all grades from early childhood level through grade 12.

Such programs address the legal, social and health consequences of drug and alcohol use, and provided information about effective techniques for resisting

peer pressure to use illicit drugs or alcohol.

The District shall provide information about any drug or alcohol counseling and rehabilitation and re-entry programs that are available to students. The information shall be provided through the guidance counselor's and the principal's office.

The District certifies that it has adopted and implemented the drug prevention program described in this policy in the form required by the Department of Elementary Education and Secondary Education or the United States Department of Education. The District conducts a biennial review of such program to determine its effectiveness, to implement necessary changes and to ensure that the disciplinary sanctions are consistently enforced.

Consolidated School District NO. 6 (Fox )  
Adopted: 12/96  
Revised: 09/04  
Refer to complete policy #2613.1  
Refer to complete regulation #2613.1 for specific disciplinary actions for violations of the Student Use of Tobacco, Alcohol of Drugs

**SAFELINE**  
**FOX C-6 SCHOOL DISTRICT**

SAFELINE is a confidential reporting system available to students, teachers, staff, parents and others that allows for the person to report situations which affect the safety, security, or welfare of any student or Fox C-6 staff member.

It works this way. Anyone who has knowledge of any number of different situations which they feel will lead to an injury, property damage, or some other type of crime may call the SAFELINE, (636-296-SAFE) OR (636-296-7233) 24 hours a day.

A call notes system will take their information, similar to leaving a message on an answering machine. The Director of Safety and Security is the only person with access to the SAFELINE, and he will check

it daily. Based on the type of information received, he will take appropriate action and make the appropriate referral. The caller does not need to leave any identifying information, but may do so if they wish. If the information is not school related, the appropriate public officials will be notified. The recorded message on the SAFELINE will instruct the caller as to what information is necessary to leave.

The purpose of the SAFELINE Program is to allow students to report situations without the fear of retaliation. It also gives individuals another way of reporting information which may be essential in either preventing a crime or solving one related to the Fox C-6 School District. Situations that could be reported include weapons violations, drug activities, property damage, assaults, child abuse, severe emotional problems, and safety concerns. In several of the recent school tragedies, students had information before the incidents occurred, but chose not to get involved. SAFELINE is one way to prevent this in our District.

**GUIDANCE COUNSELING SERVICES**

Fox Elementary has full time guidance counseling services, as well as a separate educational diagnostician to conduct special education evaluations. The building counselors implement the Missouri Guidance Grade Level Expectations. Our counselors will spend a third of the time directly in the classrooms with students at all the grade levels. The guidance curriculum is organized around 3 major areas: Personal & Social Development, Academic Development and Career Exploration & Planning. Student competencies to be addressed are related to the Missouri Show-Me Standards. In addition to curriculum, the counselors will continue to give system support, responsive services and individual planning resources. Evaluations for the gifted R.E.A.C.H. Program and some of the screening tools for Kindergarten entry are conducted by the counselors.



Examples of other services the counselors are involved in are identification and monitoring of ADHD students, consulting with doctors, DFS, Comtrea and other outside agencies who are working with our students. Our counselors also conduct support groups on such issues as divorce recovery and crisis counseling when needed.

### **STUDENT SUCCESS TEAM**

Fox Elementary has a Student Success Team (SST) composed of grade level teachers, remedial reading representative, school counselor and principal(s). The purpose of this team is to provide struggling students with assistance to promote academic or behavioral success. Students are referred to the Student Success Team by their classroom teachers. Referrals may be considered for the following causes: poor attendance, poor academics, behavior, attention concerns, and emotional factors are explored to see how they may be contributing to poor performance. Research based interventions and strategies are suggested by the SST members to assist the classroom teacher. In some cases an educational evaluation for the purpose of identifying a handicapping condition may be recommended. In other cases, strategies such as retention, tutoring, summer school, outside referrals, etc. may be recommended. If your child has been discussed by the Student Success Team you will receive a letter reporting the concerns and recommendations. Parents should also be contacted by the teacher prior to a Student Success Team meeting on your child. Since these students can be considered “at risk” for failure without early identification and intervention, we consider this an important part of our educational program.

### **PARENTS’ CLUB ORGANIZATION**

Fox Elementary has an excellent parent organization. The Parents’ Club primarily meets on the first Tuesdays of each month at 6:30 p.m. in the Fox Elem. Cafeteria (see calendar for exact dates). All parents are

cordially invited to attend our meetings and work with a fine group of dedicated parents. For additional information, please contact the school.

The Parents’ Club participates in the “Box Tops for Education”, “Campbell Soup Labels” and “Labels for Education” programs. These programs provide our students with funds to help pay for field trip buses and other items to assist with student learning. Please save any Box Tops, Campbell’s Soup labels or Labels for Education and send them to school with your child. Your efforts are greatly appreciated.

### **PARENTS’ CLUB OFFICERS**

President- Samantha Muehlenbeck  
Vice President- Angela Jaeger  
1<sup>st</sup> Treasurer- Mistti Ritter  
2<sup>nd</sup> Treasurer- Danielle Mueller  
Recording Secretary- Amberly Keach  
Historian- Wendi Meyer  
Parliamentarian – Jeff Blum

### **CLASSROOM PARTY INFORMATION**

- ☺ \*Halloween Party - October 29<sup>th</sup> No costumes on this day. Costumes may be worn at our annual Chili Supper Event that evening.  
**SEVERE BUILDING ALLERGY: PLEASE NO PUMPKINS OR SQUASH IN THE BUILDING OR FOOD CONTAINING PUMPKIN OR SQUASH ~ Thanks!**
- ☺ Christmas Party \*- Dec.17<sup>th</sup>, if school is cancelled we will host party on Dec. 18<sup>th</sup>
- ☺ Valentine’s Day Party \*- February 12<sup>th</sup>. Boys and girls may bring Valentine’s cards to exchange.

### **Party Information:**

- Party Cost: **\$6.00 cash** for all three parties. Party money will be collected August - October.
- Party times: 9:00–9:45 a.m.

- If interested in serving as a room parent, please contact the teacher. Room Parents will have party money to spend. The school will contact room parents to inform them how much money they have to spend. You will be reimbursed for purchases when you provide a valid store receipt to the office.
- Parking for Room Parents during parties is available in our parking lot or in front of Fox Middle.
- No surprise parties, or coming to school in your pajamas.
- No balloons of any kind are allowed during the school year due to student allergies.
- Parties are for current Fox Elementary students only – We encourage you make arrangements for younger aged siblings during party times.

### **FOOD FOR PARTIES**

The Fox C-6 District has a policy on food distribution. We ask that all food be commercially prepared or individually wrapped. Any bulk items such as potato chips or popcorn should be distributed with gloves that can be obtained from our kitchen. Foods such as bakery items or pizza, from a health department approved restaurant or food vendor, should be sealed in a closed container. This would not include items prepared at home or raw items such as vegetables or fruits. All drinks should be store bought and sealed to be opened at school.

If you are planning to send a treat, please send a note to your child's teacher first explaining what you would like to send and when you would like to send it. Do remember that some children have food allergies or medical conditions. Please be sure to stop at the front desk if you have made plans with the teacher to deliver the treats to class.

Remember the best way to prevent the spread of disease is through careful hand

washing especially after visiting the bathrooms. Please encourage your children to wash their hands frequently throughout the day, use a tissue when coughing or sneezing and remind them not to share food or utensils with others. The health and well being of our children are priorities at Fox Elementary. Please keep the children healthy and safe.

### **STUDENT RECOGNITION**

At the end of the school year, students will be recognized for their outstanding achievements. A student recognition assembly will be scheduled to present these awards. Following are some awards that may be earned by students:

#### **ABBIT SOCIETY CERTIFICATE**

This certificate will be awarded to students in grades K – 6<sup>th</sup>.

#### **For a child in 3<sup>rd</sup> – 6<sup>th</sup> grade to qualify for an ABBIT Certificate he/she must:**

- 1.) Maintain A's and B's in every subject area, except handwriting.
- 2.) Not have 5 or more unexcused days of school and/or not have 5 or more tardies (per quarter).
- 3.) Have "consistently" or "usually" comments in all conduct areas.
- 4.) Follow ABBIT Habits

#### **For a child in K – 2<sup>nd</sup> grades to qualify for an ABBIT Certificate he/she must:**

- 1.) In the areas of Communication Arts and Math maintain an overall level of Proficient (P / +) score for each marking period on the report card.
- 2.) Not have 5 or more unexcused days of school and/or not have 5 or more tardies (per quarter).
- 3.) Have satisfactory marks (S / +) in all social development and work habit areas.

#### **POSITIVE EFFORT AWARD**

This award will be given to students who have shown Positive and Consistent Effort throughout the whole year in every subject area. This award is for those students who have worked hard each quarter, yet

lacked one grade from qualifying for the ABBIT Certificate. All conduct areas have to be satisfactory grades.

### **ACADEMIC ACHIEVEMENT AWARD**

This award will be given to students who maintained a B average throughout the school year.

### **PERFECT ATTENDANCE AWARD**

This award will be given to students who did not miss any school.

### **OUTSTANDING ATTENDANCE AWARD**

This award will be given to students who missed 3 or less days of school.

### **PRESIDENTIAL ACADEMIC FITNESS AWARD FOR 6<sup>TH</sup> GRADE**

This award will be given to those sixth grade students who have earned a grade point average of 90 on a 100 point scale throughout their 4<sup>th</sup> - 6<sup>th</sup> grade school years and score in the 85<sup>th</sup> percentile or higher in math or reading on a standardized achievement test.

### **ACCELERATED READER PROGRAM**

#### **(Informational Letter to Parents)**

Reading is one of the most important skills your child will ever learn. The child who reads well and loves to read will excel in school and achieve personal growth.

The staff at Fox Elementary is committed to the belief, which is why we are placing a renewed emphasis on improving reading across the curriculum. To accomplish this goal, we have been using a reading program called Renaissance Reading Enterprise. This is a computer-based reading motivation system used by more than 50,000 schools in North America. Reading Renaissance Enterprise has three main objectives:

- To dramatically improve student reading performance, as measured by standardized tests,

- To improve students' critical thinking skills,
- To instill in students' a life-long love of reading.

You may notice that your child is reading more books than usual. Each goal is set by the individual child's reading ability as determined by the STAR reading test. Each quarter the children will be recognized by the percentage of the goal that they have reached.

Our school has adopted the web-based version of AR. Now the students have access to every test that AR produces. The wonderful part of this program is the access for the students to the many tests that AR has made. There is also a Home Connect parent access in which parents can monitor their child's progress in the AR program. This program is a voluntary program with wonderful rewards.

To log in to Renaissance Home Connect:  
**<https://hosted154.renlearn.com/188563/HomeConnect/Login.aspx>**

### **Library Procedures**

- Books are checked out for one week at a time. K-1 students can check out one book at a time. 2<sup>nd</sup>-6<sup>th</sup> grade students can check out 3 books at a time.
- Reference books cannot be checked out except if teacher has given permission. They must be used in the classroom and for only that day.
- Students who have overdue books will not be able to check out any new books.
- If student owes for damaged and/or lost book they are welcome to check out new books once the damaged and/or lost book has been paid for.
- When students are not able to check out a book, they are welcome to read magazines in the library.

Magazines may not be checked out to students.

- Students must have a signed “Internet User Permission Form” on file at Fox Elementary if they are using the library computers for any reason.
- Students may use the library computers for research projects approved by their teachers.
- If a child loses or damages their library card, a new card will be provided after the student pays a \$1 replacement fee.

#### **Damaged/Lost Material Policy**

- Fines are not collected for overdue materials.
- The fee for damaged and/or lost books is the original price of the book. When the original price of the book is not available the student will be charged \$15 for a hardback book and \$10 for a paperback book.

#### **FOX ELEMENTARY AWARD NOMINEES**

Each year at Fox Elementary, the students are given an opportunity to vote for their favorite book from a predetermined list.

#### **2014-2015 Award Book Winners**

- The Show-Me Award winner:  
**Jangles: a Big Fish Story**
- The Mark Twain Award winner:  
**Wonder**
- The Buildings Blocks Award winner:  
**Mustashe Baby**

The 1<sup>st</sup>-3<sup>rd</sup> graders across Missouri get to vote on the **Show-Me Award** nominees. All of the books on the list are read to the students in the library. The **2015-2016** nominees are:

- ❖ The Matchbox Dairy
- ❖ Wilfred
- ❖ Picture Day Perfection
- ❖ The Spelling Bee Before Recess
- ❖ The Invisible Boy
- ❖ A Splash of Red – The Life and Art of Horace Pippin
- ❖ As Fast as Words Could Fly

- ❖ The Day the Crayons Quit
- ❖ Trouper
- ❖ Memoirs of a Hamster

The 4<sup>th</sup>-8<sup>th</sup> grade students across Missouri get to vote on the **Mark Twain Award** nominees. They must read 4 from the list in order to vote. The **2015-2016** nominees are:

- ❖ The Water Castle
- ❖ Navigating Early
- ❖ Counting by 7’s
- ❖ Dorko the Magnificent
- ❖ Jinx
- ❖ Will in Scarlet
- ❖ The Great Trouble: A Mystery of London, the Blue Death, and a Boy Called Eel
- ❖ What We Found in the Sofa and How It Saved the World
- ❖ Al Capone Does My Homework
- ❖ Gaby, Lost and Found
- ❖ Rump: The True Story of Rumpelstiltskin
- ❖ Escape From Mr. Lemoncello’s Library

The Kindergarten students across Missouri get to vote on a relatively new award called the **Building Blocks Award**. The books are read to the students in the library. The **2015-2016** nominees are:

- ❖ Digger Dog
- ❖ Naked!
- ❖ This Book Just Ate My Dog!
- ❖ Row, Row, Row Your Boat
- ❖ Down by the Barn
- ❖ Oh So Brave Dragon
- ❖ Buddy and the Bunnies in Don’t Play with your Food!
- ❖ I’m My Own Dog
- ❖ Bears See Colors
- ❖ Hooray For Hat

**INSTRUCTIONAL SERVICES**  
**Regulation 6531**  
**Library, Media, and Technology**  
**Services**

Internet Usage Personal Responsibility  
Access to electronic research requires students and employees to maintain consistently high levels of personal responsibility. The existing rules found in the District's Behavioral Expectations policy (Board Policy/Regulation 2610) as well as employee handbooks clearly apply to students and employees conducting electronic research or communication.

One fundamental need for acceptable student and employee use of District electronic resources is respect for, and protection of, password/account code security, as well as restricted databases files, and information banks. Personal passwords/account codes may be created to protect students and employees utilizing electronic resources to conduct research or complete work. These passwords/ account codes shall not be shared with others; nor shall students or employees use another party's password except in the authorized maintenance and monitoring of the network. The maintenance of strict control of passwords/account codes protects employees and students from wrongful accusation of misuse of electronic resources or violation of District policy, state or federal law. Students or employees who misuse electronic resources or who violate laws will be disciplined at a level appropriate to the seriousness of the misuse.

**Acceptable Use**

The use of the District technology and electronic resources is a privilege, which may be revoked at any time. Staff and students are only allowed to conduct electronic network-based activities which are classroom or workplace related. Behaviors which shall result in revocation of access shall include, but will not be limited to: damage to or theft of system hardware

or software; alteration of system hardware or software; placement of unlawful information, computer viruses or harmful programs on, or through the computer system; entry into restricted information on systems or network files in violation of password/account code restrictions; violation of other users' rights to privacy; unauthorized disclosure, use or dissemination of personal information regarding minors; using another person's name/password/account to send or receive messages on the network; sending or receiving personal messages on the network; and use of the network for personal gain, commercial purposes, or to engage in political activity. Students and employees may not claim personal copyright privileges over files, data or materials developed in the scope of their employment, nor may students or employees use copyrighted materials without the permission of the copyright holder. The Internet allows access to a wide variety of media. Even though it is possible to download most of these materials, students and staff shall not create or maintain archival copies of these materials unless the source indicates that the materials are in the public domain. Access to electronic mail (E-mail) is a privilege and designed to assist students and employees in the acquisition of knowledge and in efficiently communicating with others. The District E-mail system is designed solely for educational and work related purposes. E-mail files are subject to review by District and school personnel. Chain letters, "chat rooms" or Multiple User Dimensions (MUDs) are not allowed, with the exception of those bulletin boards or "chat" groups that are created by teachers for specific instructional purposes or employees for specific work related communication. Students or employees who engage in "hacking" are subject to loss of privileges and District discipline, as well as the enforcement of any District policy, state and/or federal laws that may have been violated. Hacking may be described as the

unauthorized review, duplication, dissemination, removal, damage, or alteration of files, passwords, computer systems, or programs, or other property of the District, a business, or any other governmental agency obtained through unauthorized means.

To the maximum extent permitted by law, students and employees are not permitted to obtain, download, view or otherwise gain access to "inappropriate matter" which includes materials that may be deemed inappropriate to minors, unlawful, abusive, obscene, pornographic, descriptive of destructive devices, or otherwise objectionable under current District policy or legal definitions. Similarly, the use of any District computer to access sites which allow the user to conceal their objective of accessing inappropriate material is not permitted. The District and school administration reserve the right to remove files, limit or deny access, and refer staff or students violating the Board policy to appropriate authorities or for other disciplinary action.

Internet Access In compliance with the Children's Internet Protection Act ("CIPA"), 47 U.S.C. § 254, the District uses technological devices designed to filter and block the use of any District computer with Internet access to retrieve or transmit any visual depictions that are obscene, child pornography, or "harmful to minors" as defined by CIPA and material which is otherwise inappropriate for District students. Due to the dynamic nature of the Internet, sometimes Internet websites and web material that do not fall into these categories are blocked by the filter. In the event that a District student or employee feels that a website or web content has been improperly blocked by the District's filter and this website or web content is appropriate for access by District students, the process described below should be followed:

1. Follow the process prompted by the District's filtering software (or to remain

anonymous, log in under log in name: 123anonymous) and submit an electronic request for access to a website, or:

2. Submit a request, whether anonymous or otherwise, to the District's Superintendent / the Superintendent's designee.

3. Requests for access shall be granted or denied within three days. If a request was submitted anonymously, persons should either attempt to access the website requested after three days or log back in at 123anonymous to see the status of the request.

4. Appeal of the decision to grant or deny access to a website may be made in writing to the Board of Education. Persons who wish to remain anonymous may mail an anonymous request for review to the Board of Education at the School District's Central Office, stating the website that they would like to access and providing any additional detail the person wishes to disclose.

5. In case of an appeal, the Board of Education will review the contested material and make a determination.

6. Material subject to the complaint will not be unblocked pending this review process. In the event that a District student or employee feels that a website or web content that is available to District students through District Internet access is obscene, child pornography, or "harmful to minors" as defined by CIPA or material which is otherwise inappropriate for District students, the process described set forth in Regulation 6241 should be followed. Adult users of a District computer with Internet access may request that the "technology protection measures" be temporarily disabled by the chief building administrator of the building in which the computer is located for lawful purposes not otherwise inconsistent with this Policy.

### **Privileges**

The use of District technology and electronic resources is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. All

staff members and students who receive a password/account code will participate in an orientation or training course regarding proper behavior and use of the network. The password/account code may be suspended or closed upon the finding of user misuse of the technology system or its resources.

Consolidated School District NO. 6 (Fox )  
Regulation 6531

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Adopted: 11/03

Re-adopted: 07/08, 6/11, 9/13 Effective:  
07/08, 7/11, 9/13

### **Network Etiquette and Privacy of**

**Students and employees** are expected to abide by the generally accepted rules of electronic network etiquette. These include, but are not limited to, the following:

1. System users are expected to be polite. They may not send abusive, insulting, harassing, or threatening messages to others.
2. System users are expected to use appropriate language; language that uses vulgarities or obscenities, libels others, or uses other inappropriate references is prohibited.
3. System users may not reveal their personal addresses, their telephone numbers or the addresses or telephone numbers of students, employees, or other individuals during Email transmissions.
4. System users may not use the District's electronic network in such a manner that would damage, disrupt, or prohibit the use of the network by other users.
5. System users should assume that all communications and information is public when transmitted via the network and may be viewed by other users. The system administrators may access and read E-mail on a random basis.
6. Use of the District's electronic network for unlawful purposes will not be tolerated and is prohibited.

### **Services**

While the District is providing access to electronic resources, it makes no warranties, whether expressed or implied, for these services. The District may not be held responsible for any damages including loss of data as a result of delays, non-delivery or service interruptions caused by the information system or the user's errors or omissions. The use or distribution of any information that is obtained through the information system is at the user's own risk. The District specifically denies any responsibility for the accuracy of information obtained through Internet services.

### **Security**

The Board recognizes that security on the District's electronic network is an extremely high priority. Security poses challenges for collective and individual users. Any intrusion into secure areas by those not permitted such privileges creates a risk for all users of the information system.

The account codes/passwords provided to each user are intended for the exclusive use of that person. Any problems, which arise from the user sharing his/her account code/password, are the responsibility of the account holder. Any misuse may result in the suspension or revocation of account privileges. The use of an account by someone other than the registered holder will be grounds for loss of access privileges to the information system. Users are required to report immediately any abnormality in the system as soon as they observe it. Abnormalities should be reported to the classroom teacher or system administrator.

The District shall use filtering, blocking or other technology to protect students & staff from accessing internet sites that contain visual depictions that are obscene, child pornography or harmful to minors. The District shall comply with the applicable provisions of the Children's Internet Protection Act (CIPA) & the Neighborhood Internet Protection Act (NCIPA).

**Vandalism of the Electronic Network or Technology System**

Vandalism is defined as any malicious attempt to alter, harm, or destroy equipment or data of another user, the District information service, or the other networks that are connected to the Internet. This includes, but is not limited to the uploading or the creation of computer viruses, the alteration of data, or the theft of restricted information. Any vandalism of the District electronic network or technology system will result in the immediate loss of computer service, disciplinary action and, if appropriate, referral to law enforcement officials.

Regulation 6531

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Adopted: 11/03

Re-adopted: 07/08, 6/11, 9/13 Effective:  
07/08, 7/11, 9/13

Thank you for reviewing the  
handbook with your  
child(ren).  
If you have any questions  
please let us know.

Fox Elementary is a Bucket  
Filling school where students and  
staff exemplify the 7 Habits of  
Effective Leaders!

Enjoy the 2015-2016 School Year!  
"Sport Your Good Leadership  
Everyday!"



*Fox Rocks!*

Follow us on Twitter @Fox Elementary!