

# Fox C-6

## *Student Handbook* *Policies and Regulations*



The mission of the Fox C-6 School District is to motivate and inspire success, to build a foundation for life-long learning through [Achievement](#), [Character](#) and [Excellence](#). As a district who is dedicated to providing a safe learning environment for all students, on the following pages you will find Board Policies regarding legal compliance as well as policies on student discipline. (Policy [AD](#))

***\*Please note your child's individual school handbook begins on [page 22](#)***

***Fox C-6 School District***

745 Jeffco Blvd. Arnold, MO 63010

636-296-8000 [www.foxc6.org](http://www.foxc6.org)

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## **POLICY [JG](#) - STUDENT DISCIPLINE**

It is essential that the district maintain a safe school environment and a climate that allows teachers to communicate effectively with all students in the class and allows all students in the class to learn. Discipline will be equitably applied and viewed as a learning opportunity with the ultimate goal of improving behavior, safety and the school climate. The district seeks to minimize the unnecessary exclusion of students from classrooms and school and encourages the superintendent and district staff to exclude students only when necessary to maintain a safe and appropriate learning environment.

The superintendent or designee is authorized to contact the district's attorney for advice on the legality of district discipline or the discipline process. The Board encourages the superintendent to recommend changes to Board policy related to student discipline as needed.

### **Discipline Code**

To assist district staff in maintaining the necessary education environment, the Board of Education has created a discipline code that addresses the consequences for students whose conduct is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of other students.

The district's comprehensive written code of conduct includes, but is not limited to, this policy, [JG-R1](#), [JGB](#), [JGD](#), [JGE](#), [JGF](#) and associated procedures. The district's comprehensive written code of conduct will be placed on the district's website, and a copy will be available in the superintendent's office during normal business hours. The code of conduct will be distributed to all students and their parents/guardians at the beginning of each school year, which may be accomplished by directing students and parents/guardians to the district's website. These policies, regulations and procedures will apply to all students in attendance in the district's instructional and support programs as well as at district-sponsored activities.

### **Equity**

All district staff are required to enforce district policies, regulations and procedures in a manner that is consistent, developmentally appropriate and equitable. District staff who increase or decrease the consequences for student misconduct based on individual circumstances must document the reasons for the variance. The superintendent or designee will regularly review district discipline data to determine whether district policies are being equitably enforced and, when necessary, make recommendations to the Board for policy changes, training or resources to further the district's goals for providing equitable education to all students.

## **Discipline for Off-Campus Misconduct**

Students may be disciplined for misconduct that occurs off district grounds and outside a district activity when allowed by law including, but not limited to, the following situations:

1. The district's technology is used.
2. The student's conduct negatively impacts the education environment or there is a nexus to the education environment.
3. The student has been charged with, convicted of, or pled guilty to the commission of a felony in a court of general jurisdiction(not a juvenile court). The Board may suspend such students after a hearing in accordance with law.
4. The student has been indicted on, charged with or convicted of one of the specific crimes listed in § 167.171, RSMo. (see in policy JEC) or a petition has been filed or adjudicated in juvenile court involving one of the specific crimes listed in § 167.171, RSMo. The district shall exclude such students from school or from the general education environment after appropriate due process.
5. The student transfers to the district during a suspension or expulsion from another public school or a private or parochial school, and the district determines that the conduct would have resulted in a suspension or expulsion in this district. The district may honor a student's suspension or expulsion in such cases after providing appropriate due process when necessary.

## **Immediate Removal**

The Board authorizes the immediate removal of a student upon a finding by a principal or superintendent that the student poses a threat of harm to self or others, as evidenced by the prior conduct of such student. Any such removal will be subject to the appropriate due process procedures and in accordance with law.

## **Enforcement**

Building principals are responsible for the development and enforcement of additional student conduct rules needed to maintain proper behavior in schools under their supervision. All such rules shall be consistent with Board-adopted discipline policies and regulations.

Teachers have the authority and responsibility to make and enforce necessary rules for discipline in the classroom, subject to review by the building principal. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom.

All district staff enforcing student discipline should seek to minimize, as much as possible, the amount of instructional time the student loses.

## **Training**

All district employees shall annually receive instruction related to the specific contents of the district's comprehensive code of conduct and any interpretations necessary to implement its provisions including, but not limited to, confidentiality requirements and the approved methods for dealing with acts of school violence and disciplining students with disabilities.

## **REGULATION [JG-R1](#)**

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or board of education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

## **Reporting to Law Enforcement**

It is the policy of the Fox C-6 School District to report all crimes occurring on district property to law enforcement including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy [JGF](#).

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten days or expulsion of any student who the district is aware is under the jurisdiction of the court.

## **Documentation in Student's Discipline Record**

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and policy [JGF](#).

## **Conditions of Suspension, Expulsion and Other Disciplinary Consequences**

All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee. When appropriate, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school. Likewise, a student may become ineligible for or be required to forfeit any honors and awards as a disciplinary consequence.

In accordance with law, any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy [JGF](#) as a serious violation of school discipline, shall not be allowed to be within 1,000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property, unless one of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian, custodian or another adult designated in advance, in writing, to the student's principal by the student's parent, legal guardian or custodian, and the superintendent or designee has authorized the student to be on district property.
2. The student is enrolled in and attending an alternative school that is located within 1,000 feet of a public school in the district.

3. The student resides within 1,000 feet of a public school in the district and is on the property of the student's residence.

Students who violate the prohibitions in this section may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences," listed below.

Pursuant to law, no student will be confined in an unattended locked space except in an emergency situation while awaiting the arrival of law enforcement personnel.

## **Impact on Grades**

As with any absence, absences due to an out-of-school suspension may result in the student earning a lower grade in accordance with the district's policy on absences.

## Prohibited Conduct

The following are descriptions of prohibited conduct and potential consequences for violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building within the ranges established in this regulation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and board policy.

**Academic Dishonesty** – Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics, including unauthorized use of generative artificial intelligence (AI), such as large language models (chatbots).

*First Offense:* Replacement assignment, detention up to 5 days ISS depending on severity.

*Subsequent Offense:* Replacement assignment, detention up to 5 days ISS depending on severity.

**Arson** – Starting or attempting to start a fire, or causing or attempting to cause an explosion.

*First Offense:* Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate.

*Subsequent Offense:* 1-180 days out-of-school suspension or expulsion. Restitution if appropriate.

### Assault

1. Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.

*First Offense:* Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

*Subsequent Offense:* In-school suspension, 1-180 days out-of-school suspension, or expulsion.

2. Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes assault in the first or second degree.

*First Offense:* 10-180 days out-of-school suspension or expulsion.

*Subsequent Offense:* Expulsion.

**Automobile/Vehicle Misuse** – Uncourteous or unsafe driving on or around district property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on district property.

*First Offense:* Suspension or revocation of parking privileges, detention, or in-school suspension.

*Subsequent Offense:* Revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

**Bullying and Cyberbullying (see board policy [JFCF](#))** – Intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for their physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to, physical actions, including violence, gestures, theft or property damage; oral, written or electronic communication, including name-calling, put-downs, extortion or threats; or threats of reprisal or retaliation for reporting such acts. Cyberbullying is a form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager.

*First Offense:* Detention, in-school suspension, or 1-180 days out-of-school suspension.

*Subsequent Offense:* 1-180 days out-of-school suspension or expulsion.

**Bus or Transportation Misconduct (see board policy [JFCC](#))** – Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

**Dishonesty** – Any act of lying, whether verbal or written, including forgery.

*First Offense:* Nullification of forged document. Principal/Student conference, detention, or in-school suspension.

*Subsequent Offense:* Nullification of forged document. Detention, in-school suspension, or 1-180 days out-of-school suspension.

**Disrespectful or Disruptive Conduct or Speech (see board policies [AC](#) and [ACA](#) if illegal harassment or discrimination is involved)** – Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

*First Offense:* Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

*Subsequent Offense:* Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Drugs/Alcohol (see board policies [JFCH](#) and [JHCD](#))**

1. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

*First Offense:* In-school suspension or 1-180 days out-of-school suspension.

*Subsequent Offense:* 1-180 days out-of-school suspension or expulsion.

Possession of drug paraphernalia or possession of or attendance while under the influence of, or soon after consuming, any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalant, counterfeit drug, or imitation controlled substance, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

*First Offense:* In-school suspension or 1-180 days out-of-school suspension.

*Subsequent Offense:* 11-180 days out-of-school suspension or expulsion.

3. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

*First Offense:* 1-180 days out-of-school suspension or expulsion.

*Subsequent Offense:* 11-180 days out-of-school suspension or expulsion.

**Extortion** – Threatening or intimidating any person for the purpose of obtaining money or anything of value.

*First Offense:* Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

*Subsequent Offense:* In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Failure to Care for or Return District Property** – Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.

*First Offense:* Restitution. Principal/Student conference, detention, or in-school suspension.

*Subsequent Offense:* Restitution. Detention or in-school suspension.

**Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences** – Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences."

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property

during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

*First Offense:* Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

*Subsequent Offense:* In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

**False Alarms (see also "Threats or Verbal Assault")** – Tampering with emergency equipment, setting off false alarms, making false reports, communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment, or causing the evacuation or closure of district property.

*First Offense:* Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

*Subsequent Offense:* Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Fighting (see also, "Assault")** – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

*First Offense:* Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

*Subsequent Offense:* In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Gambling** – Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.

*First Offense:* Principal/Student conference, loss of privileges, detention, or in-school suspension.

*Subsequent Offense:* Principal/Student conference, loss of privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

**Harassment, including Sexual Harassment (see board policies [AC](#) and [ACA](#) and note that additional provisions of the code of conduct may apply to the student's behavior)**

1. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law.

*First Offense:* Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

*Subsequent Offense:* In-school suspension, 1-180 days out-of-school suspension, or expulsion.

2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law.

*First Offense:* In-school suspension, 1-180 days out-of-school suspension, or expulsion.

*Subsequent Offense:* 1-180 days out-of-school suspension or expulsion.

3. Student is found "responsible" for sexual harassment under Title IX upon conclusion of a formal complaint under policy ACA.

*Any Offense:* 10-180 days out-of-school suspension or expulsion.

**Hazing (see board policy [JFCG](#))** – Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity. Hazing can occur even when all students involved are willing participants.

*First Offense:* In-school suspension or 1-180 days out-of-school suspension.

*Subsequent Offense:* 1-180 days out-of-school suspension or expulsion.

**Incendiary Devices or Fireworks** – Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.

*First Offense:* Confiscation. Warning, principal/student conference, detention, or in-school suspension.

*Subsequent Offense:* Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

**Nuisance Items** – Possession or use of items such as toys, games, and portable media players that are not authorized for educational purposes.

*First Offense:* Confiscation. Warning, principal/student conference, detention, or in-school suspension.

*Subsequent Offense:* Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

**Public Display of Affection** – Consensual physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

*First Offense:* Principal/Student conference, detention, or in-school suspension.

*Subsequent Offense:* Detention, in-school suspension, or 1-10 days out-of-school suspension.

**Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material (see board policies [AC](#) and [ACA](#))** – Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

*First Offense:* Confiscation. Principal/Student conference, detention, or in-school suspension.

*Subsequent Offense:* Confiscation. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Sexual Activity** – Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.

*First Offense:* Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

*Subsequent Offense:* Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Technology Misconduct** (see board policies [EHB](#) and [KKB](#) and procedure [EHB-AP1](#))

1. Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.

*First Offense:* Restitution. Principal/Student conference, loss of user privileges, detention, or in-school suspension.

*Subsequent Offense:* Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

2. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other personal electronic devices during the regular school day, including class change time, mealtimes or instructional class time, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal.

*First Offense:* Confiscation, principal/student conference, detention, or in-school suspension.

*Subsequent Offense:* Confiscation, principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

3. Violations, other than those listed in (1) or (2) above, of board policy [EHB](#), procedure [EHB-AP1](#) or any policy or procedure regulating student use of personal electronic devices.

*First Offense:* Restitution. Principal/Student conference, detention, or in-school suspension.

*Subsequent Offense:* Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

4. Use of audio or visual recording equipment in violation of board policy [KKB](#).

*First Offense:* Confiscation. Principal/Student conference, detention, or in-school suspension.

*Subsequent Offense:* Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

**Theft** – Theft, attempted theft or knowing possession of stolen property.

*First Offense:* Return of or restitution for property. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

*Subsequent Offense:* Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.

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

*First Offense:* Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

*Subsequent Offense:* In-school suspension, 1-180 days out-of-school suspension, or expulsion.

## Tobacco

1. Possession of any tobacco products, electronic cigarettes (vaping products), other nicotine-delivery products or imitation tobacco products, as defined in policy AH, on district property, on district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may be possessed only in accordance with district policy [JHCD](#).

*First Offense:* Confiscation of prohibited product. Principal/Student conference, detention, or in-school suspension.

*Subsequent Offense:* Confiscation of prohibited product. Detention, in-school suspension, or 1-10 days out-of-school suspension.

2. Use of any tobacco products, electronic cigarettes (vaping products), imitation tobacco products or other nicotine-delivery products, as defined in policy [AH](#), on district property, on district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may be used only in accordance with district policy [JHCD](#).

*First Offense:* Confiscation of prohibited product. Principal/Student conference, detention, in-school suspension, or 1-3 days out-of-school suspension.

*Subsequent Offense:* Confiscation of prohibited product. In-school suspension or 1-10 days out-of-school suspension.

**Truancy or Tardiness (see board policy [JED](#) and procedure [JED-AP1](#) –** Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

*First Offense:* Principal/Student conference, detention, or 1-3 days in-school suspension.

*Subsequent Offense:* Detention or 3-10 days in-school suspension, and removal from extracurricular activities.

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

*First Offense:* Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

*Subsequent Offense:* 1-180 days out-of-school suspension or expulsion.

**Vandalism (see board policy [ECA](#))** – Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.

*First Offense:* Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

*Subsequent Offense:* Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Weapons (see board policy [JFCJ](#))**

1. Possession or use of any weapon as defined in board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 57010, RSMo.

*First Offense:* In-school suspension, 1-180 days out-of-school suspension, or expulsion.

*Subsequent Offense:* 1-180 days out-of-school suspension or expulsion.

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

*First Offense:* One calendar year suspension or expulsion, unless modified by the board upon recommendation by the superintendent.

*Subsequent Offense:* Expulsion.

3. Possession or use of ammunition or a component of a weapon.

*First Offense:* In-school suspension, 1-180 days out-of-school suspension, or expulsion.

*Subsequent Offense:* 1-180 days out-of-school suspension or expulsion.

### **Student Dress Code (Policy [JFCA](#) and [JFCA-AP\(1\)](#))**

The Board of Education recognizes the value of allowing individual student expression as well as the necessity of protecting student health and safety and maintaining an atmosphere conducive to education. Student dress code procedures must be designed with the goal of balancing these competing interests.

All dress code procedures will adhere to health and safety codes and comply with applicable law. Dress that materially disrupts the educational environment will be prohibited. No procedure will impose dress and grooming rules based on gender in violation of Title IX. District procedures will specifically define ambiguous terms, and examples will be provided when practicable.

It is expected that student dress and grooming be neat, clean and in keeping with community standards, so that each student may share in promoting a positive, healthy and safe atmosphere within the School District.

The Board expects student dress and grooming to be neat, clean and of good taste so that each student may share in promoting a positive, healthy and safe atmosphere within the school. The Dress Code's purpose is to emphasize that school is the student's place of work and that respect for other members of society and oneself places some restrictions on the nature of dress and grooming. It is a mark of maturity when students can freely choose apparel that demonstrates individuality without deviating from the standard of appropriateness. Student dress and grooming will be the responsibility of the individual and his/her parents and must be modest in nature which means:

1. All students will wear clothing that covers shoulder to mid thigh, This includes
  - a. no midriff tops
  - b. no holes in pants above the mid-thigh
  - c. Pants should fit properly and no sagging
  - d. no see-through materials
2. no pajama pants
3. nothing on head or face that blocks ability to identify students
4. shoes worn at all times (no slippers)
5. no blankets allowed

6. no chains or dangerous jewelry
7. Clothing that suggests gangs, violent content, drugs/alcohol or that are sexual in nature will not be allowed.
8. Any clothing items that create a disruption to the learning environment will be addressed accordingly.

When, in the judgment of the principal, a student's appearance or mode of dress does not comply with the above criteria, the student may be required to make modifications. No employee or volunteer shall direct a student to remove an emblem, insignia or garment, including a religious emblem, insignia or garment, as long as it is worn in a manner that does not promote disruptive behavior.

**Additional Legal Compliance Policies:**

Accommodation of Students with Disabilities [IGBA-1](#)

Administration of Medications [JHCD](#)

Concerns and Complaints Regarding Federal Programs [KLA](#)

Corporal Punishment [JGA-2](#)

District Wellness Program [ADF-AP\(1\)](#)

Free/Reduced Lunch [EFB](#)

Graduation [IKE](#), [IKFA](#)

Hazardous Materials [EBAB-AP\(1\)](#)

Immunization of Students [JHCB](#)

Meal Charges [EF-AP\(1\)](#)

Non Discrimination - [AC](#), [ACA](#), [AC-AF-1](#)

Nutrition Standards [ADF](#)

Personnel Records [GBL](#)

Programs for Homeless, Migratory, and EL Students [IGBCA](#), [IGBCB](#), and [IGBH](#)

Public Information Program (State Assessments, MO HealthNet [KB-AP\(1\)](#))

Sexual Health Instruction [IGAEB](#)

Staff/Student Relations [GBH](#)

Student Dismissal [JEDB](#)

Student Privacy [JHC](#), [JHDA](#), [KI](#)

Student Records [JO-1](#), [JO-AP\(1\)](#)

Student Searches [JFG](#)

Suicide Awareness/Prevention [JHDE](#)

# Antonia Middle School

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SCHOOL HANDBOOK  
2024-2025





**Fox C-6 School District**  
745 Jeffco Blvd. • Arnold, Missouri • 63010  
636-296-8000 • <https://www.foxc6.org/>

Antonia Middle School  
Student/Parent Handbook

**Antonia Middle School**  
Home of the Bulls  
6798 St. Lukes Church Road  
Barnhart, MO 63012

Phone: (636) 282-6970

Fax: (636) 282-6971

<https://www.foxc6.org/antoniams>

Matt Metz  
Lisa Brake  
Rachael Unverferth  
Kim Maledy  
Shanna Moore  
Jenna Summers  
Angela Marshall

Principal  
Asst. Principal  
Counselor  
Nurse  
Secretary  
School Psychologist  
Diagnostic Secretary

**School Hours: 7:55 A.M. - 3:00 P.M.**

**Important Phone Numbers**

Antonia Middle School	282-6970
Antonia Middle School Fax	282-6971
Fox C-6 Administrative Offices	296-8000
Fox C-6 Transportation Office	296-5331
Seckman High School	282-1485
Safe Line	296-SAFE

Please visit our website at <https://www.foxc6.org/antoniams> for up-to-date school and club information and daily announcements. You can also login to your Parent Portal page from the AMS website.

**Follow us on Twitter - [@AntoniaMSFOX](https://twitter.com/AntoniaMSFOX)**  
**Like us on Facebook - <https://www.facebook.com/Antoniamiddleschool/>**

**FOX C-6 SCHOOL DISTRICT**  
 745 JEFFCO BLVD. • ARNOLD, MO • 63010  
 636.296.8000 • <https://www.foxc6.org/>

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 <https://www.foxc6.org/> 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.

**Statement of Non-Discrimination**

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

Section 504 Coordinator Dr. Kelly Bracht Assistant Supt Human Resources	Title VI Coordinator Kim Loomis Director of Federal Programs	Title IX Coordinator Dr. Kelly Bracht Assistant Supt Human Resources
Title II Coordinator Kim Loomis Director of Federal Programs	Age Act Coordinator Dr. Kelly Bracht 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.

## **STUDENT INFORMATION**

*Phone numbers and addresses are considered directory information and must be released by law upon request unless the parent has asked for the information to be withheld. Also, pictures/videos of students may be taken to use for school newspapers, videos, etc. Please notify the school if you would like your phone number and address kept private and no pictures taken of your child.*

The district shall annually notify parents of students currently in attendance and eligible students currently in attendance of the “Directory Information” the district will release. Parents or eligible students will have (10) school days after the annual public notice to View the student’s “Directory Information” and to provide notice in writing to the school District that they choose to not have this information or any portion of the “Directory Information” released. Unless notified to the contrary in writing within the ten (10) day period, the school district may disclose any of those items designated as “Directory Information” without the parent’s or eligible student’s prior written consent including in print and electronic publications of the school district.

### PHONE CALLS HOME/TO PARENTS

*All forms of contact outside the building MUST be conducted in the office. Students are NOT allowed to contact outside the building with a cell phone during the day. If students make contact with their parent via cell phone without specific permission, students will be subject to disciplinary action.*

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## ABOUT ANTONIA MIDDLE SCHOOL

### Mission Statement

Antonia Middle School strives to promote student autonomy and learning through academics, character education, and a sense of belonging.

### Goals

Have student success and achievement at its highest level.

Increase student attendance.

Develop and reevaluate and apply the theories of Professional Learning Communities.

Build positive relationships between home, school, and community through a comprehensive

Character Education Program.

### AMS Code of Conduct

At Antonia Middle School we take the high road. We care about others, our school and ourselves. We show and receive respect by using kind words and actions, listening Thoughtfully, standing up for others and ourselves and taking responsibility for our own behaviors and learning.

*What matters is who you are when no one else is watching!*

## POLICIES, PROCEDURES, and INFORMATION

### I. BELL SCHEDULE

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#### **Bell Schedule:**

<b>1st Hour/Advisory:</b>	<b>7:55 AM - 8:36 AM</b>
<b>2nd Hour:</b>	<b>8:39 AM - 9:26 AM</b>
<b>3rd Hour:</b>	<b>9:29 AM - 10:16 AM</b>
<b>4th Hour:</b>	<b>10:19 AM - 11:06 AM</b>
<b>5th Hour:</b>	<b>11:09 AM - 12:30 PM</b>
	<b>A Lunch: 11:09 AM - 11:34 AM</b>
	<b>B Lunch: 11:37 AM - 12:02 PM</b>
	<b>C Lunch: 12:05 PM - 12:30 PM</b>
<b>6th Hour:</b>	<b>12:33 PM - 1:20 PM</b>
<b>7th Hour:</b>	<b>1:23 PM - 2:10 PM</b>
<b>8th Hour:</b>	<b>2:13 PM - 3:00 PM</b>

#### **PM Assembly Bell Schedule**

<b>2nd Hour:</b>	<b>7:55 AM - 8:39 AM</b>
<b>3rd Hour:</b>	<b>8:42 AM - 9:25 AM</b>
<b>4th Hour:</b>	<b>9:28 AM - 10:11 AM</b>
<b>6th Hour:</b>	<b>10:14 AM - 11:00 AM</b>
<b>5th Hour:</b>	<b>11:03 AM - 12:24 AM</b>
	<b>A Lunch: 11:03 AM - 11:28 AM</b>
	<b>B Lunch: 11:31 AM - 11:56 AM</b>
	<b>C Lunch: 11:59 AM - 12:24 PM</b>
<b>7th Hour:</b>	<b>12:27 PM - 1:10 PM</b>
<b>8th Hour:</b>	<b>1:13 PM - 1:56 PM</b>
<b>Assembly:</b>	<b>2:00 PM - 3:00 PM</b>

## II. PASSES, EARLY DISMISSALS, AND SCHOOL PREMISES

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### BUS PASSES

Per district policy, no bus passes will be given to students.

### EARLY DISMISSALS

Parents who wish to pick up their student prior to the end of the school day may do so by reporting to the main office to sign the student out. Please send a note with the student to be turned in to the office in the morning. **STUDENTS WHO LEAVE SCHOOL WITHOUT PROPERLY BEING SIGNED OUT WILL BE SUBJECT TO DISCIPLINARY ACTION AS OUTLINED IN THE STUDENT CONDUCT AND DISCIPLINE SECTION OF THIS HANDBOOK.**

### LEAVING SCHOOL WITH AUTHORIZED ADULTS

Students are not allowed to ride home during or after school with anyone except a person authorized by parents or guardian.

### SCHOOL PREMISES

Students are not permitted in the school or on school premises after school except during an authorized school activity. No person may remain on school premises who is not engaged in legitimate school business.

### WALKING HOME

Students are not allowed to walk home from school without permission from a parent.

## III. ATTENDANCE INFORMATION

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Excellent attendance is an important part of getting a good education. Please observe the following rules:

- 1. Absences from School** - Prolonged and excessive illness without a doctor's verification will be considered unexcused. The school is required to notify the Juvenile Office in Hillsboro when students continue to be truant.

Parents are asked to provide doctor's notes to document student absences. Parents are asked to call the office as early as possible to report their child absent. Excessive absences from school could result in placement in the AMS Truancy Diversion Program.

## IV. ACADEMIC INFORMATION

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**1. Homework Requests** - Homework can be requested to be picked up from the office for multiple day absences. For students who will be out more than three (3) days, please call the office and homework will be arranged for you to pick-up.

**2. Report Cards**- The 1st and 2nd semester report cards are emailed home. *Parents can access students' progress/grades via Infinite Campus at any time.*

**3. Semester Retention** - Student grades (all subjects), ability, attitude, conduct, motivation, and attendance will be used in making a determination to retain. *If a student fails a core subject, teachers counselors and parents will consult together to determine the best course of action to ensure student success.*

The Following policies and procedures will be used in determining whether or not a student is to be promoted to the next grade level.

Students each year are required to take two (2) semesters of English, Science, Math and Social Studies. This constitutes eight (8) semesters of required classes. In order to be promoted to the next grade, students must pass five (5) of eight (8) required semester classes and one-half (1/2) of any elective classes that they may be taking.

**4. Withdrawal from School** - To withdraw from school the parents shall notify the school immediately. The student will turn in all books and other materials during class periods throughout the day.

**5. Parental Conferences** – Parents will be invited to parent/teacher conferences at the end of 1st and 3rd quarter. Parents are always free to call the office for a parent/teacher conference if there are concerns regarding your student's progress.

**6. Zero's Are Not Permitted** – Antonia teachers and administration believe that giving students the option of not turning in homework is not appropriate. Students may be required to turn in all work and will be assigned lunch detention and/or required to work in one classroom all day until caught up on all work.

## V. GENERAL RULES AND STUDENT CONDUCT

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### **Dress Code**

It is expected that student dress and grooming be neat, clean and in keeping with community standards, so that each student may share in promoting a positive, healthy and safe atmosphere within the School District. This expectation includes the school day and school sponsored extracurricular activities.

Some types of apparel worn outside of school may not be appropriate to wear in school. If clothing, or the way it is worn, is considered school appropriate, the student should be prepared to change into a more appropriate dress. Clothing of a revealing or vulgar nature will not be tolerated.

Parents are expected to know what their children are wearing. It should not be necessary for school officials to have to make judgments about appropriate dress after parents have done so. However, in some cases the Principal or Asst. Principal may be expected to determine the appropriateness of dress. The student will be expected to change into appropriate clothing if directed to do so by the Principal or Asst. Principal

Items deemed not school appropriate include the following but are not limited to:

1. All students will wear clothing that covers shoulder to mid thigh, This includes
  - a. no midriff tops
  - b. no holes in pants above the mid-thigh
  - c. pants should fit properly and no sagging
  - d. no see-through materials
2. No pajama pants
3. Nothing on head or face that blocks ability to identify students
4. Shoes worn at all times (no slippers)
5. No blankets allowed
6. No chains or dangerous jewelry
7. Clothing that suggests gangs, violent content, drugs/alcohol or that are sexual in nature will not be allowed.
8. Any clothing items that create a disruption to the learning environment will be addressed accordingly.

***Any student not in compliance with the above dress code will be asked by an administrator to change the item in question.***

## **Cafeteria**

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. The lunchroom management and your fellow students will appreciate your cooperation in:

- Leave your table and area clean, put all trash in cans provided.
- No “horseplay” or other disorderly conduct allowed in the lunchroom.
- No food or drink may be taken out of the cafeteria.
- No cutting in the line
- If you need to leave the cafeteria for any reason ask permission from an adult
- Seats are not reserved in our cafeteria based on where you sat previously

Deposit money into your account during the breakfast time. Do not wait until lunch to deposit money into your account. It is preferred that you pay into your account by check.

## **Care of School Property**

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Students who disfigure property or do damage to school property and/or equipment will be required to pay for damage or replacement of the item. He/she will also be subject to disciplinary action as appropriate.

## **Hall Passes**

To leave a classroom for any reason, a student will use the classroom digital sign out.

## **Lockers**

Students will be issued a locker. Students are not to give out their combination for any reason. Students are responsible for their lockers. Any damage will result in fines to cover the costs of repairs.

- **DO NOT** kick your locker if it becomes jammed. Report this to your teacher or the office and someone will assist you in opening your locker.
- **Do not place stickers anywhere inside or outside your locker**
- Students should only use your assigned locker

*The school has the right to open and inspect your locker and its contents at any time without student knowledge or permission.*

***\*School desks and lockers are the property of the Board of Education and are provided for the convenience of the students. As such, they are subject to periodic inspection without notice. The lockers and desks may be searched by school administrators who have a reasonable suspicion that the lockers or desks contain materials prohibited by school policy or state/federal law.\****

## **Student Valuables**

Students are cautioned not to bring large amounts of money, valuable cameras, various electronics etc., to school. If you wear glasses or a watch, keep track of it properly. If it

becomes necessary to bring valuables to school, turn those into the office for safekeeping. Do not leave valuables in your locker. The students, not the school, are responsible for their personal property.

### **Lost and Found**

Found items will be brought to the office. All items left in the lost and found will be packed up at the end of each quarter and sent to a charitable organization. **If you have lost an item, check with the office lost and found.**

### **Cell Phones**

Students cannot have cellphones out/visible at any time in the classroom or hallway. This includes Apple watches and headphone devices. Cell phones/Apple watches/headphone devices will be allowed before school, after school, and during lunch. **Taking pictures of students** without permission is strictly prohibited and will result in disciplinary action by administration. Any student found utilizing cell phones/Apple watches/headphone devices during class or in the hallways will be assigned the following disciplinary action:

- First Offense: Warning.
- Second Offense: The device will be confiscated. The student will be directed to the office, and the device will be powered off and placed in a secure locker. The student will be allowed to pick up the cell phone at the end of the school day. Parent contact will be made.
- Third Offense: The device will be confiscated. The student will be directed to the office, and the device will be powered off and placed in a secure locker. The parent will have to pick up the cell phone from the main office. If a device cannot be retrieved by the parent by the end of the school day, the device will be returned to the student on the next school day before the start of school.
- Fourth Offense: 1 day of in school suspension will be assigned.
- Fifth Offense: 3 days of in school suspension will be assigned.
- Sixth Offense: 5 days of in school suspension will be assigned.
- Seventh and Subsequent Offenses: 5 days of in school suspension will be assigned.

### **Restrooms**

Restrooms are provided for student use throughout the building. Students should use the restroom closest to the area they are coming from.

### **School Dances**

After school dances are open only to Antonia Middle School students. Dances are offered for students to socialize outside the normal school day and attendance is a privilege that must be earned. Students that have excessive discipline referrals will not be allowed to attend.

**School Dance Attendance Requirements:**

- Any student who receives more than (3) days of In-School-Suspension OR any office referral that results in an Out-of-School suspension or bus suspension during the time period from one dance to the next will NOT be allowed to attend the next scheduled dance.
- If a student receives 10 or more days of OSS he/she will not be permitted to attend any school dance throughout the year.
- A student must be in attendance the entire day of the dance in order to attend (unless prior Principal approval of absence has been given).
- If student attendance has resulted in a referral to the truancy division, the student will also be prohibited from attending a school dance.
- Students who are currently serving suspension may not attend any dance or other after school or evening activity if the consequence falls under the day of the event. If the event is a curricular requirement then attendance will be left to the discretion of the administration.

No limos are allowed at any school dances. Students who purchase a ticket and receive disciplinary consequences which eliminates them from attending the dance WILL NOT RECEIVE ANY REFUNDS from their previously purchased ticket. All tickets must be purchased during the week of the dance, no tickets will be sold on the day of the dance.

\*\*The 8<sup>th</sup> grade formal is for 8<sup>th</sup> grade AMS students only, in which there will be a separate set of expectations as this event is held off campus. These expectations will be communicated well in advance of the event.

**Water Bottles**

No glass bottles are to be brought to school. No food or drink is allowed in classrooms unless prior teacher approval has been given. A student may have a water bottle containing water only. This is the only beverage allowed outside of the cafeteria. Please make sure the water bottle has a secured cap.

**Visitors**

Do not bring friends or relatives to visit during the school day. Safety factors and legal liability do not allow the school to have student visitors.

**Drugs**

Pep pills, marijuana, LSD, and other controlled substances are not only illegal, but may result in permanent physical and psychological damage. Students are warned against their use. Anyone found possessing, selling, buying drugs or paraphernalia of any kind on school premises or to and from school will be placed on a minimum of 10 days suspension and the Juvenile authorities will be notified. Under some circumstances the student will not be readmitted to school until after a substance abuse evaluation by Comtrea or other similar agency. Anyone found possessing, selling or buying artificial substance that resembles a controlled substance will be dealt with in the same manner as if it were actually a drug.

### **Gang Activity / Secret Organizations**

All forms of gang activity are forbidden, including, but not limited to: gang signs, gang language, gang apparel or other symbols.

### **Band/Choir Concerts**

Concerts are performed for the enjoyment of parents, families and community members. Students are required to attend all AMS concerts with an adult.

### **Distractions**

Items that could be considered a distraction to the learning environment should not be brought to school. These include but are not limited to bandanas, stuffed animals, fidget spinners, noise makers, etc. School administration reserves the right to add things to this list at any time.

## **VI. EMERGENCY PROCEDURE INFORMATION**

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### **Earthquake Procedure**

During the first vibrations of an earthquake, get on the floor under a load bearing structure (table, desk, chair, doorframe). Roll yourself into a “ball” position with your arms and hands folded over your head. If there is no load bearing structure to get under, then go to the closest corner and assume the “ball” position.

If you are in a crowd (gym, cafeteria, or a hallway), do not panic. If the crowd around you panics, hold on to your seat or other sturdy support so that you are not pulled into the flow of the panicked rush where people can be easily injured or killed.

When evacuating the building follow the instructions of your teacher or principal. You will probably be directed to a large open area like the athletic field. Be alert for downed electric lines and tall structures that may fall during earthquake aftershocks.

### **Fire Alert**

The signal for a fire alert is the constant ringing of the school bell or the constant buzzing of the automatic alarm. Your teacher will instruct you on how and where to exit the building. Return directly to class when the alert is over.

### **Tornado Alert**

In the event of a Tornado alert your teacher will instruct you on the procedures necessary to ensure your safety.

### **Lock Down**

In the event of an emergency situation the building will proceed into a lock-down mode. During the lock-down mode the individual classrooms and the building will be locked in order to maintain student safety.

**During any emergency it is absolutely necessary to follow the directions of teachers and staff. The safety of Antonia students and staff is of utmost importance.**

## SAFE-LINE

Call the Safe-Line number **296-SAFE (7266)** to report drugs, weapons, or other serious problems. **You need do not have to give your name.**

## SCHOOL CLOSINGS

*(See the section on School Closings and Early Dismissals for more information)*

When it becomes necessary to close school for snow or other emergencies, announcements will be made on the District website, social media, and local news stations.

**Please do not call the school for this information. It severely ties up the phone lines.**

## FOX C-6 SCHOOL DISTRICT

# STUDENT HEALTH INFORMATION

## HEALTH SERVICES

### HEALTH SERVICES

*Because nurses' health rooms are often small, please make arrangements in advance if your child should need to be picked up, to be within 30 minutes. This allows the nurse to be able to provide other students with needed healthcare services.*

### ILLNESS/INJURY

In accordance with the standing orders of the school physician, the following orders will be followed:

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

- Fever of 100 degrees or more – must be symptom free for 24 hours to return
- Skin rashes of unknown origin or any rash accompanied by fever
- Vomiting - must be symptom free for 24 hours to return
- Diarrhea - must be symptom free for 24 hours to return
- Severe abdominal cramps
- Laceration that may require stitches
- Possible fractures

- Loss of consciousness
- Streptococcal sore throats that have not had a minimum of 24 hours of antibiotic treatment at home before returning to school
- Pediculosis (head lice)
- Conjunctivitis (pink eye). Student may return 24 hours post antibiotic treatment
- All serious injuries / conditions requiring a physician's evaluation
- **Any specified condition, as determined by the Department of Health and Senior Services of Missouri**

## ILLNESS/INJURY AT SCHOOL

The school keeps on file the emergency numbers which are given as you enroll your child at school. SHOULD ANY OF THESE NUMBERS CHANGE AT ANY TIME, PLEASE UPDATE YOUR CHILD'S RECORDS. The numbers listed on these forms will be used to locate the proper parent or guardian in case your child is injured or becomes ill. If we are unable to reach you, the parents (guardians), we will then call the emergency numbers.

If a child is injured or becomes ill, he/she should ask their teacher for a nurse pass to visit the nurse. If a student gets hurt on the playground, the student should inform the teacher on duty.

## MEDICATION POLICY

### Prescription Drugs

The medication shall be in the original container labeled with the physician's prescription. Parents shall send a note authorizing school personnel to give medication. The note should include the parent's approval, dosage time and amounts, date prescribed, name of medicine, purpose of medicine and the termination date for administering the medication. **Ask your pharmacist to supply a school bottle at the time the prescription is filled.** Please contact the school nurse for a medication administration record form. Return the completed form back to the nurse with medicine to be administered.

### Nonprescription Drugs

Oral medication that is non prescriptive may be administered under the supervision of the school nurse and/or principal's designee if authorized by the parent. Students are not to carry medication with them at school.

Parents shall authorize school personnel to give medication. This authorization can be in the form of a note to the school acknowledging the parent's approval, dosage, times, amounts, name of medicine, purpose of medicine and the termination date for administering the medication. The medication shall be in the original container.

The school district retains the right to reject requests for administering medication. The parent/guardian of the student must assume responsibility for informing school personnel of any change of the student's health or change in medication.

### **C-6 HEALTH POLICY ON HEAD LICE**

The diagnosis of head lice is made by observing either lice or nits on the hair and scalp. When a child is found to be infected, the parent will be notified and expected to either pick the child up or arrange for transportation home. All siblings, other close contacts, and the student's classroom will be examined. The infestation must be treated before the child is returned to school or participates in any student sponsored activity. It is the responsibility of the parent or guardian to properly treat the infestation by shampooing the child's hair with a pediculicide and by removing all nits.

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

Before the child will be permitted to return, he or she should be brought to school by the parent or guardian to be examined. Some proof of treatment showing the child has been treated with a pediculicide may be requested at the discretion of the school nurse. **Students will not be readmitted if nits remain in the hair.**

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

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

During the school year it may be necessary to cancel school or dismiss early because of an emergency situation. Examples of emergency situations may include: Winter storms, utility failure (electric, water), fire, extreme cold, or any natural disaster.

In the event of an emergency condition that necessitates an early dismissal, the following procedures are taken:

- The school district transportation department will make every effort to transport all students home as soon as possible.
- No child will be allowed to leave with another person, even with a relative or babysitter, unless they are on that child's emergency list or we have WRITTEN PARENTAL PERMISSION to that effect in the student's file or presented to us at the time the child is

taken. If you are picking up your child on an early dismissal, please DO NOT ask to use the phone to get permission to bring another child home -WE MUST HAVE WRITTEN CONSENT.

- All parents or designated parties who come for students must sign them out at the school office or Temporary Student Release Station.
- Phone lines are usually busy, making it difficult to call the school. Please remember that we have a multitude of families. Cancellations are reported to local news and radio stations, posted on the Fox Website, and frequently sent through our text/e-mail system. Please ensure you are set up to receive these alerts/messages. This is a great way to receive information on early dismissals and emergency situations.
- If conditions make it impossible for the district to transport the children home and you are not able to reach the school, your child will be cared for here at school.
- Because an early dismissal can happen at any time, especially during the winter months, you need to make arrangements now. Due to the increased number of incoming calls during an emergency situation, it is not possible for the school to contact all parents. It can also be difficult for the parent to get through to the school. If we are able to transport your child, it is essential that someone be available for them when they arrive home.

## **FOX C-6 SCHOOL DISTRICT**

### **TRANSPORTATION SERVICES**

#### **BUS SERVICE**

Students must ride their assigned bus unless an emergency situation arises. Because of possible overcrowding on the buses, it will not be possible for groups of children to ride a different bus (for birthday parties etc.). We need to stress that the safety of the children is our primary concern. Overcrowding on a bus is not a safe situation. Per district policy, no bus passes will be allowed.

- No one will be allowed to board the bus with animals, balls, ball bats, glass containers, or other objects prohibited by the individual bus driver or administration.
- Do not push or crowd together when waiting for or while getting on the bus. Students should be at the bus stop no less than 5 minutes before the designated time. The bus cannot stop and wait on students and still keep on schedule.
- Do not make more noise than necessary when on the bus. Remain seated while the bus is moving.
- Students should be on their best behavior while at the bus stop. As a general rule, three bus conduct reports will result in the suspension of bus privileges for a period of time. The administrator reserves the right to suspend bus privilege of the students at any time.

## STUDENT CONDUCT ON BUSES

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

- Follow the driver's directions.
- Stay in your seat.
- Keep all parts of your body in the bus.
- Be courteous. No pushing, shoving, spitting, fighting or using profane language.
- No eating, drinking, smoking or vandalism.
- No glass objects or animals on the bus.
- Be at the bus stop 5 minutes early.
- Cooperate with the bus driver when appointed a bus stop. For safety and economic reasons, a bus stop may sometimes be appointed or relocated when stops are less than 500 feet apart.
- Cross the road in accordance with driver's instructions.
- Avoid playing or loitering on the roadway when waiting for a bus.
- Respect the property of others at the bus stop.
- Wait several feet from the bus until it comes to a complete stop.
- Go directly to your seats and remain seated while the bus is in motion.
- Keep books and instruments in your lap. Do not block the aisle.
- Any additional rule(s) deemed necessary by the bus driver or administration.

[Updated Policies](#)

FILE: EF-AF1

## FOOD SERVICE MANAGEMENT

*(Nondiscrimination in School Nutrition Programs)*

All information materials and sources, including websites, used by the district to inform the public about the district's food service program will contain the following information:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices and employees, and institutions participating in or administering USDA programs (including the district), are prohibited from discriminating based on race, color, national origin, sex, disability, age or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by the USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.) should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact the USDA through the Federal Relay Service at 800-877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) found online at [https://www.ascr.usda.gov/complaint\\_filing\\_cust.html](https://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office, or write a letter addressed to the USDA and provide in the letter all the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to the USDA by:

1. Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, DC 20250-9410;
2. Fax: 202-690-7442; or
3. E-mail: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity

***Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.***

FILE: AC-AF1

**PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND  
RETALIATION**

## ***(Notice of Nondiscrimination)***

### **General**

The Fox C-6 School District Board of Education is committed to maintaining a workplace and education environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law in its programs, activities or in employment. The Board also prohibits retaliatory actions against those who report or participate in the investigation of prohibited discrimination or harassment. The Fox C-6 School District is an equal opportunity employer.

### **Facilities**

The district also provides equal access to the Boy Scouts of America, the Girl Scouts of the United States of America and other designated youth groups in accordance with federal law.

### **School Nutrition Programs**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices and employees, and institutions participating in or administering USDA programs (including the district), are prohibited from discriminating based on race, color, national origin, sex, disability, age or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by the USDA. These programs include the National School Lunch Program, the Special Milk Program, the School Breakfast Program and the Summer Food Service Program.

### **Individuals with Disabilities**

The district will identify, evaluate and provide a free, appropriate education to all students with disabilities in accordance with law. Anyone who knows or believes that a child may have a disability regardless of whether the child is currently enrolled in the Fox C-6 School District is encouraged to contact the district's compliance officer listed below.

Anyone who, because of a disability, requires an auxiliary aid or service for effective communication or requires a modification of policies or procedures to participate in a program, service or activity should contact the compliance officer listed below as soon as possible, but no later than 48 hours before the scheduled event.

### **Reporting**

The district's nondiscrimination policy and grievance forms are located on the district's website at [www.fox.k12.mo.us](http://www.fox.k12.mo.us) or at any district office.

The following compliance officer has been designated to address inquiries, questions and grievances regarding the district's nondiscrimination policies:

Compliance officer related to 504s or to elementary school students:  
Assistant Superintendent for Elementary Education;

Compliance officer related to secondary school students:  
Assistant Superintendent for Secondary Education;

Compliance officer related to all other areas:  
Assistant Superintendent for Human  
Resources

745 Jeffco Blvd., Arnold, MO 63010  
Phone: 636-296-8000  
Fax: 636-282-5170

In the event that the compliance officer is unavailable or is the subject of a grievance that would otherwise be made to the compliance officer, reports should instead be directed to the acting compliance officer:

Superintendent

745 Jeffco Blvd, Arnold, MO 63010

636-296-8000

Inquiries may also be made to the U.S. Department of Education's Office for Civil Rights, the U.S. Equal Employment Opportunity Commission, the Missouri Commission on Human Rights, the USDA or the U.S. Department of Justice if applicable.

Office for Civil Rights Phone: 816-268-0550

TDD: 800-877-8339

**E-mail: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov)**

FILE: AC-AF1

Equal Employment Opportunity Commission

Phone: 800-669-4000

TTY: 800-669-6820

**E-mail: [info@eeoc.gov](mailto:info@eeoc.gov)**

U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, DC 20250-9410

Phone: 866-632-9992

Fax: 202-690-7442

TDD: 800-877-8339

**E-mail: [program.intake@usda.gov](mailto:program.intake@usda.gov)**

U.S. Department of Justice

Phone: 202-514-4609

TTY: 202-514-0716

**E-mail: [AskDOJ@usdoj.gov](mailto:AskDOJ@usdoj.gov)**

Missouri Commission on Human Rights

Phone: 877-781-4236

TDD: 800-735-2966

Relay Missouri: 711 or 866-735-2460

**E-mail: [mchr@labor.mo.gov](mailto:mchr@labor.mo.gov)**

***Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.***

Antonia Middle School  
2024 - 2025 Student Handbook Signature Form

***We the undersigned have read and understand the  
Antonia Middle School 2024 - 2025 Student Handbook.***

I have been shown how to access the AMS Student Handbook. Parents and students are expected to become familiar with and follow the rules, which provide for the general welfare of the entire student body. Failure to read and understand the school rules is not an excuse for breaking them.

I can access the handbook on the Antonia Middle website at any time under the “Families” tab at <https://www.foxc6.org/domain/240>

The district handbook can be accessed on the district website under the tab labeled “Families” at <https://www.foxc6.org/>

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 <https://www.foxc6.org/> 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.

Student Name ( <u>Please Print</u> )	Grade
Date	Student Signature
Date	Parent/Guardian Signature