

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 24](#)***

Fox C-6 School District

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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 [JGE](#).

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 [JGE](#) 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.

Updated Student Electronic Devices as defined in SB 68

STUDENT ELECTRONIC DEVICES

In May, [Senate Bill 68](#) was passed to ban the use of student electronic devices in schools across Missouri. It is our goal at the Fox C-6 School District to teach students responsible use of technology. We recognize that electronic devices can have great educational potential; however, they can also become a nuisance. In order to continue to support high levels of engagement and learning within the school day, please see the following Student Electronic Device guidelines and expectations during school hours. Fox C6 Board Policy JFCD was adopted on 8/11/25 in accordance with this new law.

- Electronic devices should not be out between the time school begins until the time the school day ends.
- One major concern is the bullying/harassment of others using personal devices. In an effort to keep the learning environment safe and engaging, using electronic devices to photograph or post on social media, record other students or faculty, or cause a disruption between individuals is an abuse of the Student Electronic Device policy.
- Using cell phones to incite or record a fight will be disciplined as a third party to a fight.

All cell phones, earphones, and other electronic devices are not to be displayed, turned on, heard, or utilized during the school day. Students will be allowed to use personal electronic devices, headphones, video games, and cell phones before/after school. Students are expected to use their cell phones before/after school responsibly. Using social media to make fun of, intimidate, threaten or harass other students and staff is not a responsible use of technology and may result in the removal of the privilege to bring the cell phone to school.

Students who are in ISS or detention, will not be allowed the privilege of the use of an electronic device other than their school-issued Chromebook. The Electronic Device policy is a year-long policy, meaning discipline does not start over at semester. If a student fails to follow teacher direction concerning the cell phones, it will be considered insubordination.

ELECTRONIC DEVICE CONSEQUENCES: ([JG-R1](#))

FIRST OFFENSE: Warning

SECOND OFFENSE: The electronic device will be confiscated, and the student will place the device in a secure location in the main office. Student can pick up the phone at the end of the day. Parent contact will be made.

THIRD OFFENSE: The electronic device will be confiscated and the student will place the device in a secure location in the main office. The parent will have to pick up the cell phone from the main office.

FOURTH OFFENSE and Beyond: 1 Day ISS, 3 DAYS ISS, and then 5 DAYS ISS.

CELL PHONES AND CAMERAS

Cell phones and cameras may not be used inside restrooms/locker rooms for **any purpose**. This means no texting, no calling, and **no pictures**. The use of cell phones, regardless if it has a built-in camera or not, is **NOT PERMITTED IN THE RESTROOM/LOCKER ROOM AT ANY TIME**. There are no exceptions to the rule. A violation of this rule will result in disciplinary action. If a photograph is taken, the matter may be turned over to legal authorities. Should the student receive a call or text while he/she is in the restroom/locker room, he/she should take the phone (still in backpack, book bag, gym bag, etc.) out to the hall or outside the building before using it. **Cameras and Phones may NOT be in use or IN VIEW in the restroom/locker room for any reason.**

SEXTING

Taking nude photos of oneself and sending them to another is considered distribution of pornography, and could include charges for production of pornography as well. Having nude photos of another is considered possession of pornography. In either case, a School Resource Officer will be notified. Aside from the legal issues that this can cause, students must consider that sending photos via their cell phones, internet, etc. is a digital footprint that is in cyberspace forever. Students should consider that these pictures may get into the wrong hands and be used inappropriately. In addition, when nude photos are sent to students under the age of 17, it is considered distribution of pornography of a minor. Any photos of this sort brought to our attention will be turned over to the local police. School discipline can include up to 10 days OSS with recommendation to the Superintendent's office for a discipline hearing.

SOCIAL NETWORKING SITES

Students are responsible for information contained in written or electronic transmissions (e.g. e-mail) and any information posted on a public domain (e.g. internet, chat room, blogs, Facebook, YouTube, Snapchat, Instagram, Twitter). Inappropriate or embarrassing information or pictures should not be posted in any public domain. Students are **not precluded** from

participation in such online social networks; however, students should be reminded that they serve as representatives of the Fox C-6 School District. Texting, tweeting and uses of other social networks to disparage or criticize other students, or other school personnel is inappropriate behavior and unbecoming of a Fox C-6 student. Any individual identified on a social networking site which depicts illegal, inappropriate behavior or interrupts the educational process will be considered in violation and subject to disciplinary action by administration.

Alternative Methods of Instruction

The Fox C-6 School District may use Alternative Methods of Instruction (AMI) on days when the district closes school due to exceptional or emergency circumstances (which would include but not limited to: inclement weather days, utility outages, or an outbreak of contagious disease). When the district uses an AMI day, students will complete activities and assignments at home rather than making up instructional days in the classroom. This reduces the need to add instructional days to the end of the school year.

Notice Concerning Threats

The Fox C-6 School District takes all threats seriously and in cooperation with local authorities launches an investigation into any threats made whether verbal, pictorial, made on social media, or verbalized. Students found being involved in a threat via posting to social media or sharing of a threat are subject to a Juvenile referral, as well as a long-term suspension including up to 180 days of OSS or expulsion. Investigations regarding serious situations such as a threat, take time and students thought to be involved could also be placed on a suspension pending the outcome of the investigation. It is important for all students to attend school in a safe and secure environment free from worry of threats/harm and any threats will be handled accordingly. Please refer to specific discipline regarding threats on page 16 of this student handbook.

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 [JHDF](#)

SECKMAN MIDDLE SCHOOL

STUDENT & PARENT HANDBOOK 2025 - 2026



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WELCOME

The Seckman Middle School staff extends to you a warm and sincere welcome. We hope the time you spend at Seckman Middle School will be both academically rewarding and socially enjoyable. Your school experiences in the classroom and outside of the classroom will be as good as you make them. As a citizen of this school you are expected to become familiar with and to follow the rules which have been established for the welfare of the entire student body. This handbook has been prepared in order to help you become acquainted with rules, policies, and procedures at Seckman Middle School. Lack of familiarity with the rules and policies will not be an excuse to avoid following the rules and policies as described.

It has been our experience that students do better academic work, get along better socially, and generally, enjoy their educational experience more when they are well informed of and involved in their school's governing rules and policies. We are asking you to take some time at home to go through the handbook with your child. We sincerely believe your time will be well spent and as the year progresses, you and your child, as well as school officials will be rewarded for your efforts.

From time to time, school correspondence will be sent home, usually by 8th hour teachers. We will also communicate with you through weekly Friday newsletters that are emailed home. Your cooperation is essential to our maintaining a high quality educational program and character program for our community's most important product - - your children.

Mission Statement

Seckman Middle School is a collaborative environment where
Learning and **Excellence** leads to **Achievement** and **Pride**
For **Every** student... **Everyday**

Seckman Middle School Vision Statement

We believe that to achieve the mission of Seckman Middle School all staff need
to have collaborative time to support student learning at all levels.

Seckman Middle School Values

Showing Respect,
Taking Responsibility and
Building Relationships (SMS 3R's)

SMS Code of Conduct

At Seckman Middle school, we care about others, our school, and ourselves. All students must be respectful, cooperative, and helpful towards each other, all staff members, and the administration. All students are expected to conduct themselves in a considerate, civilized, and respectful manner at all times. 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.

DIRECTORY INFORMATION

Seckman Middle School

2840 Seckman Rd
Imperial, MO 63052
Phone: (636) 296-5707
Fax: (636) 282-6941

Dr. Patrick Schwalbe	Principal
Mr. Kolin Peterson	Assistant Principal
Mrs. Heather Burris	Counselor
Mrs. Jamie DuPatz	Counselor
Mrs. Amanda Forbes	Nurse
Mrs. Kim Joseph	Secretary
Ms. Janise Gildehouse	Diagnostician
Mrs. Alicia Schaper	Diagnostic Secretary
Mrs. Rebecca Mayorga	Cafeteria Manager

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

Important Phone Numbers

Seckman Middle School	296-5707
Seckman Middle School Fax	282-6941
Fox C-6 Administrative Offices	296-8000
Fox C-6 Transportation Office	296-5331
Seckman High School	282-1485
Safe Line	296-SAFE

Visit our website - <https://www.foxc6.org/seckmanms>

Follow us on Twitter - [@SMSJags](https://twitter.com/SMSJags)

Follow us on Facebook- <https://www.facebook.com/Seckmanmiddle>

FOX C-6 SCHOOL DISTRICT
745 JEFFCO BLVD. • ARNOLD, MO • 63010
636.296.8000 • 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 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. Nate Burch Assistant Supt Human Resources	Title VI Coordinator Ms. Kim Loomis Director of Federal Programs	Title IX Coordinator Dr. Nate Burch Assistant Supt Human Resources
Title II Coordinator Ms. Kim Loomis Director of Federal Programs	Age Act Coordinator Dr. Nate Burch 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.

DISTRICT POLICIES

Sexual Harassment Under Title IX ([MSBA Policy ACA](#))

Food Service Management ([MSBA Policy EF-AF1](#))

Prohibition Against Discrimination, Harassment and Retaliation ([MSBA Policy AC-AF1](#))

Injury and Illness Response and Prevention ([MSBA Policy EBBA](#))

Technology Usage ([MSBA Policy EHB](#))

Bullying ([MSBA Policy JFCF](#))

Student Allergy Prevention and Response ([MSBA Policy JHCF](#))

Suicide Prevention and Awareness ([MSBA Policy JHDF](#))

Special Education ([MSBA Policy IGBA](#))

Programs for English Language Learners (ELL) ([MSBA Policy IGBH](#))

Assessment Program ([MSBA Policy IL](#))

Ceremonies and Observances ([MSBA Policy IND](#))

Code of Conduct ([JG](#)) ([JG-R1](#)) ([JGA-2](#)) ([JGB](#)) ([JGD](#)) ([JGE](#)) ([JGF](#))

Handbooks ([MSBA Policy CHCA](#))

Dyslexia Screenings ([MSBA Policy IGAB](#))

Communicable Diseases ([MSBA Policy EBB](#))

Student Transportation Services ([MSBA Policy EEA](#))

Free and Reduced Price Food Service ([MSBA Policy EFB](#))

Sexual Health Instruction ([MSBA Policy IGAEB](#))

Accommodation of Students with Disabilities: Notice and Child Find ([MSBA Policy IGB](#))

Virtual Courses ([MSBA Policy IGCD](#))

District Sponsored Extracurricular Activities and Groups ([MSBA Policy IGD](#))

Student Absences and Excuses ([MSBA Policy JED](#))

Administration of Medications to Students ([MSBA Policy JHCD](#))

Distribution of Non Curricular Student Publications ([MSBA Policy IGDBA](#))

Hazing ([MSBA Policy JFCG](#))

Student Alcohol and Drug Abuse ([MSBA Policy JFCH](#))

Student Drug Testing ([MSBA Policy JFG](#))

Student Health Services and REquirements ([MSBA Policy JHC](#))

Student Counseling Program: Confidentiality ([MSBA Policy JHD](#))

Surveying, Analyzing or Evaluating Students: Notice and Opportunity to Opt Out ([MSBA Policy JHDA](#))

Reporting and Investigating Child Abuse ([MSBA Policy JHG](#))

Student Records ([MSBA Policy JO-1](#))

IDEA Procedural Safeguards ([MSBA Policy IGBA-AP\(1\)](#))

Special Education ([MSBA Policy IGBA-1](#))

Asbestos Hazard Emergency Response Act ([15 U.S.C. 2641-2656](#))

<p><u>AUGUST</u></p> <p>11 - IC goes live with 25-26 school year 11-13 - New Teacher Orientation 11 - Student schedule pickup 8-3:30 11 - MS registration assistance 8-3:30 14, 15, 18 - PD & Teacher Work Days 20 - First Day of School 8/25 - 9/10 BOY IXL Testing Window 26 - Open House 5:30-7:30</p>	<p><u>SHS FOOTBALL</u></p> <p>8/29 vs Pkwy West</p>	<p><u>JANUARY</u></p> <p>5 - School Resumes 5 - 21 MOY IXL Testing Window 15 - Volleyball Intrmrls at FHS 19 - No School - MLK Day 21- Volleyball Inclement Weather Date</p>
<p><u>SEPTEMBER</u></p> <p>1 - Labor Day - No School 4 - Color Run Kickoff Assembly 8 - Fall Pictures 11 - SMS Papa John's Night 18 - PTO meeting 6:30</p>	<p><u>SHS FOOTBALL</u></p> <p>9/5 at Fox 9/12 vs Northwest 9/19 vs Mehlville 9/26 at Oakville</p>	<p><u>FEBRUARY</u></p> <p>TBD - 8th Grade Connect Night at SHS 3 - No School - PD Day 9 - 25 NWEA Reading & Math Testing Window 12 - PTO meeting 6:30 12 - SMS Papa John's Night 18 - Choir Trip to Sheldon Hall 19 - 5th Grade Connect Night 16 - No School - Presidents' Day TBD - Snow Date 5th Grade Connect Night</p>
<p><u>OCTOBER</u></p> <p>6 - PD for teachers/No School for students 7 - 22 NWEA Reading & Math Testing Window 17 - Color Run 17 - Last Day of First Quarter 23-31 - Red Ribbon Week 20 - Picture Retake Day TBD - Fall Book Fair 30 - Basketball Intramurals at FHS</p>	<p><u>SHS FOOTBALL</u></p> <p>10/3 vs Pattonville 10/10 at Pkwy Sth 10/17 vs Hzlwd Wst 10/24 at Webster</p>	<p><u>MARCH</u></p> <p>6 - Spring Glow Dance 6-8pm 13 - Third Quarter Ends 16-20 - Spring Break 23 - Fourth Quarter Begins 25 - Soccer Intramurals at SHS 26 - Soccer Intramurals RAIN DATE</p>
<p><u>NOVEMBER</u></p> <p>- Fall Book Fair 3 - PD 8-11:30am P/T Conferences 2:00-7:00 pm 4 - No School 10-14 - NJHS Penny War 13 - Veteran's Breakfast 19 - NJHS Zoo Field Trip 20 - PTO meeting 6:30 20 - SMS Papa John's Night 26-28 - No School - Thanksgiving Break</p>	<p><u>DESE MAP Window</u></p> <p>April 6 - May 8 Both MAP & EOC</p>	<p><u>APRIL</u></p> <p>- Spring Pictures 6 - PD 8-11:30am P/T Conferences 2:00-7:00 pm 7 - No School 10 - 24 EOY IXL Testing Window TBD - Trnstn Lock In Incrbl Pizza 5-8pm 16 - PTO meeting 6:30 23 - SMS Papa John's Night 27 - Track Intramurals at SHS 28 - Rain Date Track Intramurals at SHS 29 - NJHS Induction Ceremony</p>
<p><u>DECEMBER</u></p> <p>1-5 - Cocoa for Christmas Wishes 3 - Choir Concert 7pm (Rickman Aud) 11 - Jazz Concert 7pm (Service Center) 9 - Band Concert 7pm (Rickman Aud) 12 - Winter Dance 3:00-5:00 19 - Last Day of 1st Semester - Half Day 12/22-1/2 - Winter Break</p>		<p><u>MAY</u></p> <p>5 - Band Concert 7pm (Rickman Aud) 8 - 8th Grade Formal @ Royale Orleans 6-9pm 11 - Jazz Concert 7pm (Service Center) TBD - 8th grade 6 Flags 13 - Choir Concert 7pm (Rickman Aud) 15 - 5th Grade Transition Visit 22 - Last Day of School - Half Day</p>

BELL SCHEDULE

<i>A Lunch</i>	<i>Daily Schedule</i>	<i>B Lunch</i>	<i>Daily Schedule</i>	<i>C Lunch</i>	<i>Daily Schedule</i>
<i>Period</i>	<i>Time</i>	<i>Period</i>	<i>Time</i>	<i>Period</i>	<i>Time</i>
Advisory	7:55 - 8:30	Advisory	7:55 - 8:30	Advisory	7:55 - 8:30
2	8:34 - 9:22	2	8:34 - 9:22	2	8:34 - 9:22
3	9:26 - 10:14	3	9:26 - 10:14	3	9:26 - 10:14
4	10:18 - 11:06	4	10:18 - 11:06	4	10:18 - 11:06
Lunch (30 mins)	11:06 - 11:32	5	11:10 - 11:58	5	11:10 - 11:58
5	11:36 - 12:24	Lunch (30 mins)	11:58 - 12:24	6	12:02 - 12:50
6	12:28 - 1:16	6	12:28 - 1:16	Lunch (30 mins)	12:50 - 1:16
7	1:20 - 2:08	7	1:20 - 2:08	7	1:20 - 2:08
8	2:12 - 3:00	8	2:12 - 3:00	8	2:12 - 3:00

Assembly Schedule (40 minute classes/4 minute passing/30 minute lunch)

7:50 - 1st Bell
 7:55 - 8:35 - 2nd Hour
 8:39 - 9:19 - 3rd Hour
 9:23 - 10:03 - 4th Hour
 10:07 - 10:47 - 7th Hour
 10:51 - 11:31 - 8th Hour
 11:35 - 12:05 - 6th Grade Eat (7th/8th grade - 5th hour)
 12:09 - 12:39 - B Lunch (6th grade - 5th hour) (7th/8th grade - 6th hour)
 12:43 - 1:13 - C Lunch (6th grade - 6th hour) (7th/8th grade - 6th hour)
 1:17 - 1:35 - Advisory - **Dismiss to Assembly via intercom**

½ Day Schedule (26 minute classes/3 minute passing/15 minute snack)

7:50 - 1st Bell
 7:55 - 8:21 - 2nd hour
 8:24 - 8:50 - 3rd hour
 8:53 - 9:19 - 4th hour
 9:22 - 9:48 - 5th hour
 9:51 - 10:17 - 6th hour
 10:20 - 10:46 - 7th hour
 10:49 - 11:15 - 8th hour
 11:18 - 12:00 - Advisory/Snack
 11:18 - 11:31 - 6th grade snack (7th & 8th grade in Advisory)
 11:33 - 11:45 - 7th grade snack (6th & 8th grade in Advisory)
 11:47 - 12:00 - 8th grade snack (6th & 7th grade in Advisory)

***8th grade back to advisory for dismissal when buses arrive.**

ACADEMIC INFORMATION

STATE TESTING

All students are required to participate in all state-mandated assessments. NO CELL PHONES WILL BE ALLOWED DURING ANY TESTING.

HOMEWORK REQUESTS

For students who will be out or miss 3 or more days, please call the office and homework will be arranged for you to pick-up.

REPORT CARDS/INFINITE CAMPUS

Student grades can be found on Infinite Campus. You can receive your login information from the school office. First and second semester report cards can be found on Infinite Campus.

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.

PARENT/TEACHER 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.

TEXT BOOKS

The Fox C-6 School District has dedicated many resources toward purchasing new textbooks. In an effort to keep the books in as good condition as possible, students will be required to maintain their books in the condition they were given them. Students are not allowed to share books.

MOCAP VIRTUAL EDUCATION

ATTENDANCE INFORMATION

Excellent attendance is an important part of getting a good education. Please observe the following rules: Regulation 2600 of the Fox C-6 School District.

ABSENCES

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 a student continues to be truant. A doctor's note should be given to the main office secretary upon returning to school. The doctor's note must state the reason you were absent from school with the date(s) and the day(s) missed. Parents should call the office when a student is absent from school as early as possible.

ACCEPTABLE EXCUSED ABSENCES

- Illness in which student is taken to see a physician (notes must be signed by the physician)
- Absences mandated by order of government agency or court order
- Death of family member (please obtain a bereavement note from the funeral home)
- Observance of religious holiday
- Pre-arranged absences approved in advance and in writing by administration

If a student accrues unexcused absences, the following measures will be taken:

3 days - If a student has 3 unexcused absences in one semester, a letter will be sent home to inform the parents that our records show he or she has been out of school 3 unexcused days. That letter needs to be signed and returned, informing the school that you are aware of the situation.

5 days - If a student has 5 unexcused absences in one semester, a letter will be sent home to inform the parents that our records show he or she has been out of school 5 unexcused days. The letter will also inform the parents of the measures that will be taken if the student accrues 8 unexcused days. The letter needs to be signed and returned, informing the school that you are aware of the situation.

8 days - If a student accrues 8 or more unexcused absences in a semester the school counselor or school administrator will call the parents for a meeting and a referral will be made to Jefferson County Juvenile Division regarding truancy/attendance.

Parents are encouraged to call the school early in the morning of the first day of a student's absence. Seckman Middle School will call a parent/guardian at the number provided to the school each day a child is absent unless otherwise notified. This communication between school and parents is important and informs the school that the parents are aware of the absence. Please note, that although notifying the school of your child's absence is necessary, it **does not necessarily mean that it is excused.**

Make-up work may be requested if a child misses **three** or more days. We will not be able to accommodate homework for fewer days. Please call before 10:00 if you are requesting homework. The homework will be gathered by office personnel and will be available for pick-up after 1:00 the same day.

TARDINESS TO CLASS

All students are expected to get to class on time and to be in their seats when the teacher begins class. Interventions/consequences for tardies will begin with the second tardy to any class.

CLASS CUTTING / TRUANCY

Cutting class or being truant from school will not be tolerated and will result in disciplinary action.

PASSES, EARLY DISMISSALS, AND SCHOOL PREMISES

BUS PASSES

For the 2024-2025 school year no bus passes will be issued.

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 are subject to disciplinary action.

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 guardians. A note signed by a parent must be presented to the principal before permission will be granted to leave the school in any vehicle but students' regularly assigned school bus.

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.

EMERGENCY PROCEDURE INFORMATION

EARTHQUAKE PROCEDURES

During the first vibrations of an earthquake, get on the floor under a load bearing structure (table, desk, chair, door frame). 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 lockdown mode the individual classrooms and the building will be locked in order to maintain student safety. Staff will follow the 4E Training model.

SAFE-LINE

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

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.
- 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/email 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.

HEALTH INFORMATION

Students who become ill during the school day should report to the nurse. Students must have a pass from the teacher to see the nurse. If there is a necessity to go home, the nurse will inform the parent and the student will be released to the parent.

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.

ADMINISTERING MEDICINES TO STUDENTS

If under exceptional circumstances a student is required to take medication during the school day, and parents cannot come to school to administer the medication, the school nurse and/or principal's designee will administer the medication in compliance with regulations.

PROCEDURES

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

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

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 must 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 the 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.

MEDICAL REQUIREMENTS

Missouri State Law requires students to have the following immunization shots. Students will not be admitted to school without proof of proper immunization.

6th - 8th Grades must have the following:

- 2 Varicella (chicken pox) or proof of disease
- 4 DPT
- 3 Oral Polio vaccine
- 2 MMR
- 3 Hepatitis B

8th graders must have the T-Dap and Meningococcal shot to begin school in August.

GENERAL RULES AND STUDENT CONDUCT

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
- Deposit money into your account in the TylerSIS Portal or lunch deposit box outside the office during breakfast time. Please use the envelopes provided. **Do not wait until lunch to deposit money into your account.** *Regulation 2730 Consolidated School District No. 6 (Fox)*

CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all books, supplies (including school issued chromebooks), 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 must have a pass from the teacher. Students will not be allowed to leave the class without a pass.

LOCKERS

All 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. If a student is required to share a locker, they are required to distribute space evenly.

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

STUDENT VALUABLES

Students are cautioned not to bring large amounts of money, valuable cameras, AirPods, cell phones, etc. to school. If you wear glasses or a watch, keep track of it properly. The students, not the school, are responsible for their personal property.

LOST AND FOUND

Found items will be placed in the Lost and Found Box. The lost and found box is in the SMS Cafeteria. 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 in the cafeteria lost and found.**

CELL PHONES

It is our goal at the Fox C-6 School District to teach students responsible use of technology. Cell phones, particularly smartphones, have great educational potential; however, they can also become a nuisance. Having your cell phone during school hours is a privilege, not a right. In order to continue to support high levels of engagement and learning within the school day, please see the following Cell Phone guidelines and expectations during school hours.

- One major concern during the school day is the bullying/harassment of others using personal devices. In an effort to keep the learning environment safe and engaging, using cell phones to photograph or post on social media, record other students or faculty, or cause drama between individuals is an abuse of the cell phone privilege or policy.
- Using cell phones to incite or record a fight will be disciplined as a third party to a fight.
- Excessive abuse of cell phones at school may result in the removal of the privilege to bring the cell phone to school.

All cell phones, earphones and other electronic devices are not to be displayed, turned on, heard, or utilized outside the school policy on cell phone use. Students will be allowed to use personal electronic devices, headphones, video games and cell phones before/after school. Students are expected to use their cell phones before/after school responsibly. Using social media to make fun of, intimidate, or harass other students and staff is not a responsible use of technology and may result in the removal of the privilege to bring the cell phone to school.

Students who are in ISS or detention, will not be allowed the privilege of the use of an electronic device other than their school issued Chromebook. The cell phone policy is a year-long policy meaning discipline does not start over at semester. If a student fails to follow teacher direction concerning the cell phones, it will be considered insubordination.

CELL PHONES AND CAMERAS

Cell phones and cameras may not be used inside restrooms/locker rooms for **any purpose**. This means no texting, no calling and obviously no pictures. The use of cell phones, regardless if it has a built-in camera or not, is **NOT PERMITTED IN THE RESTROOM/LOCKER ROOM AT ANY TIME. No exceptions to the rule.** A violation of this rule will result in disciplinary action. If a photograph is taken, the matter may be turned over to legal authorities. Should the student receive a call or text while he/she is in the restroom/locker room, he/she should take the phone (still in backpack, book bag, gym bag, etc.) out to the hall or outside the building before using it. **Cameras and Phones may NOT be in use or OUT IN VIEW in the restroom/locker room for any reason.**

SEXTING

Taking nude photos of oneself and sending them to another is considered distribution of pornography, and could include charges for production of pornography as well. Having nude photos of another is considered possession of pornography. In either case, a School Resource Officer will be notified. Aside from the legal issues that this can cause, students must consider that sending photos via their cell phones, internet, etc. is a digital footprint that is in cyberspace forever. Students should consider that these pictures may get into the wrong hands and be used inappropriately. In addition, when nude photos are sent to students under the age of 17, it is considered distribution of pornography of a minor. Any photos of this sort brought to our attention will be turned over to the local police. School discipline can include up to 10 days OSS with recommendation to the Superintendent's office for a discipline hearing.

SOCIAL NETWORKING SITES

Students are responsible for information contained in written or electronic transmissions (e.g. e-mail) and any information posted on a public domain (e.g. internet, chat room, blogs, Facebook, YouTube, Snapchat, Instagram, Twitter). Inappropriate or embarrassing information or pictures should not be posted in any public domain. Students are **not precluded** from participation in such online social networks; however, students should be reminded that they serve as representatives of the Fox C-6 School District. Texting, tweeting and uses of other social networks to disparage or criticize other students, or other school personnel is inappropriate behavior and unbecoming of a Fox C-6 student. Any individual identified on a social networking site which depicts illegal, inappropriate behavior or interrupts the educational process will be considered in violation and subject to disciplinary action by administration.

PHONE CALLS HOME/TO PARENTS

All phone calls home to parents must be conducted in the office. Students are not allowed to call home to parents with a cell phone during the day. If students make contact with their parents via cell phone they are subject to disciplinary action in accordance with cell phone usage.

RESTROOMS

Restrooms are provided in the front hall by the office, end of the front hall, and the front of back hall. The restrooms are to be used during passing periods. During lunch periods only the restrooms near the cafeteria should be used.

SCHOOL DANCES

After school dances are open only to Seckman Middle School students. Dances are offered for students to socialize outside the normal school day and attendance is a privilege that must be earned. **Any student that has been suspended (ISS or OSS) from the time period between the last dance and the next dance, will not be allowed to attend the next scheduled dance.**

No suspended students may attend any dance or other after school or evening activity.

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).

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.

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 SMS concerts with an adult. Students who are dropped off at a concert and not accompanied by an adult will not be allowed to enter or will be asked to leave.

DRINKS

Drinks are allowed, but they must have a cap or top that can be closed. Each classroom teacher will have their own classroom policy on drinks in the classroom. Drinks must be kept in lockers/book bags when not being used.

SELLING ITEMS

Students are not allowed to bring personal items, food, etc. to school to sell to other students. This causes a distraction to the learning environment and any items brought to school for this purpose will be confiscated for a parent to pick up.

STUDENT CONDUCT AND DISCIPLINE

Behavioral Expectations

All students attending school in District schools will be expected to accept the obligation and responsibility to attend school on a regular basis and to comply with the District's code set forth in Regulation 2610. Students who choose not to fulfill their responsibilities at school will be held accountable for their conduct.

CLASSROOM CONSEQUENCES

Classroom teachers will follow the below procedure unless an office referral is needed. More severe penalties may be necessary depending on the nature of the offense.

REDIRECT: Talk to students about behavior and redirect

SAFE SEAT: A seat in the classroom away from other students.

BUDDY ROOM: A safe seat in another classroom used when a student needs an alternative safe seat for a variety of reasons.

BIST ROOM/RECOVERY ROOM: The assignment to a safe seat or buddy room for an extended period of time for students who are having difficulty changing their disruptive or hurtful behaviors.

TRANSPORTATION SERVICES

Transportation Contact Information: 636-296-5331

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.

- 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.
- 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 the 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.

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 withheld. Also, pictures/video of students may be taken to use for school newspapers, videos, etc. Please notify the school in writing if you would like your phone number and address kept private and no pictures taken of your child. 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 a 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.