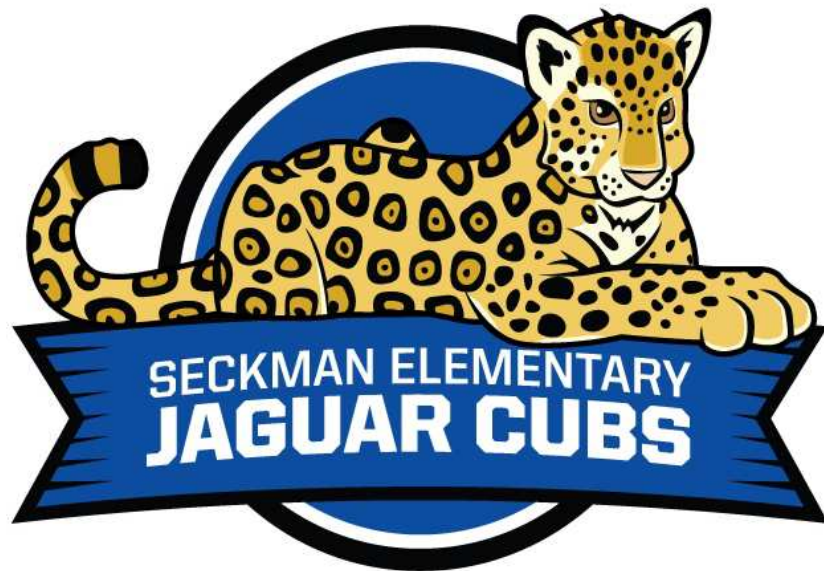


Fox C-6 School District

# **Seckman Elementary School**



## **STUDENT/ PARENT HANDBOOK 2013-2014**

**Principal**  
**Christine Simokaitis**  
**Ryan Shreve**  
**Assistant Principal**

**School Colors:**  
**Blue & Gold**

**School Mascot:**  
**Jaguar Cub**

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**Regulation 2100**  
**Non-discrimination and Student Rights**

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

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

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

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Effective: 06/97  
 Revised: 01/98, 01/00, 05/04, 06/09  
 Consolidated School District No. 6 (Fox)

# Principal's Message

Dear Parents and Students,

It is my pleasure to welcome you to Seckman Elementary School. The faculty and staff also extend to you a warm and sincere welcome. We are happy to have you as part of the Seckman family. We hope that this will be a successful and rewarding year for you.

This handbook of rules and policies has been created to provide you with the information necessary for a positive and successful school year. I suggest that parents and students review the contents together. You can also reference this document on our school website. If you have any questions that remain unanswered after reading the handbook, please call the school office. An open and clear communication between home and school is important to the success of our educational program. We rely on you, the parents, as our *partners* in the important job of educating the children of this community.

Seckman Elementary would not be the successful school it is today without the help and dedication of its volunteers. We welcome your participation and support during the school year at functions and monthly SEPTO meetings. Even if you can only attend one meeting the entire school year, your support and input is greatly appreciated. I believe in the T.E.A.M. acronym; "Together Everyone Achieves More." Our kids are *definitely* worth it!

Thank you for allowing your children to learn and grow at our school! I am so proud of Seckman Elementary and I feel privileged to get to work here every day. Just like the title of our school song...."Seckman is the best!"

Sincerely,

Christine Simokaitis  
Principal

After you have read and reviewed the information contained in this handbook with your child, please sign and return the bottom portion to your child's classroom teacher. (If you are reading this online, please sign and return the form that was sent home by the teacher)

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My child, \_\_\_\_\_ and I have reviewed and understand the Seckman Elementary Student/ Parent Handbook for the 2013-2014 school year.

Parent Signature \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

## SECKMAN ELEMENTARY STAFF ROSTER 2013-2014

Chris Simokaitis, Principal  
 Ryan Shreve, Assistant Principal  
 Norma Goldsmith, Secretary

Robin Cole, Counselor  
 Donna Fisher, Nurse  
 Cherie Estopare, Diagnostic Secretary

### KINDERGARTEN

Tracy Zaretsky	A Ctr
Allison Freeman	B Ctr
Nicole Spradley	C Ctr
LeAnn O'Reilly	C-2
Holly Wasson	A-1

### SECOND GRADE

Regina Ray	A-2
Andrea Ferguson	A-3
Chris Steller	B-6
Barb Collins	B-7
Andrea Beckerle	A-8

### FOURTH GRADE

Sherry Harrington	C-5
Lynda Randolph	C-4
Natalie Burris	C-6
Karen Salsman	C-3
Andrea Beckerle	C-1

### SIXTH GRADE

Jim Claxton	E-8
Chris Palermo	E-5
Dale Perstrobe	E-7
Chris Van Rhein	E-6

### DIAGNOSTICIAN

Sherry Emht

### HEARING IMPAIRED

Lisa Clark	B-8
Jennifer Green, Teacher's Aide	B-8
Jane Wieggers, Teacher's Aide	B-8
Rachel Spears, Audiologist	

### OCCUPATIONAL THERAPIST

Mary Leinauer

### ESL TEACHER

Tatiana Kennedy

### FIRST GRADE

Michelle Laratta	A-5
Adena Schlarman	A-7
Jenny Hentz	A-6
Angie Brown	A-4
TBD	B-1

### THIRD GRADE

Shannon Ehlmann	B-5
Rose Van Matre	B-3
Tim Raye	B-4
Lori Cookson	B-2

### FIFTH GRADE

Dennis Kurtz	D-6
Tammy Fluegge	D-5
Julie Dickerman	D-4
Brad Cookson	D-3

### ART TEACHER

Laura Sloan	E-4
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### MUSIC TEACHER

Bitsi Callahan	2
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### P.E. TEACHER

Jessica Collins	Gym
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### SPECIAL EDUCATION

Kathy Mertz	D-2
Jennifer Richardson	AC
Susie Risher	D-7
Melissa Taylor	D-7
Rick Bradley	C-7
Jake Manning, Teacher's Asst.	C-7
Sara Middleton, Teacher's Aide	C-7

### LIBRARIAN

Lori Arons	Library
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SECKMAN ELEMENTARY STAFF ROSTER, cont.  
2013-2014

CUB CAFÉ

Jenny Blumer  
Lisa Weiss  
Chris

SPEECH THERAPISTS

Susie Fisher C Ctr  
Theresa Howley Sp Rm

LUNCHROOM/OFFICE AIDE

Terri Meeks

PRESCHOOL

Lauren Garner 01

CUSTODIANS

Lisa Bonham  
Faith Fields  
Mark Ward

**STUDENT BILL OF RIGHTS**

WE HAVE THE RIGHT TO TEACH AND TO LEARN WITHOUT DISTRACTIONS FROM OTHERS  
WE HAVE THE RIGHT TO FEEL SAFE FROM VERBAL, PHYSICAL, AND EMOTIONAL ABUSE FROM OTHERS  
WE HAVE THE RIGHT TO ENJOY LUNCHTIME AND FREE TIME WITHOUT TEASING OR BULLYING  
WE HAVE THE RIGHT TO EXPECT APPROPRIATE AND NOT HURTFUL COMMUNICATION FROM OTHERS

TO BE TREATED WITH RESPECT BY TEACHERS, STUDENTS AND STAFF  
TO HAVE MY OWN OPINIONS, TO DISAGREE WITH OTHERS, AND TO RESPECTFULLY EXPRESS MY  
OPINIONS  
TO FEEL RESPECTED- NOT TO BE TREATED BADLY FOR ANY REASON BEYOND MY CONTROL  
TO EXPECT PEOPLE TO FOLLOW THE DISCIPLINE POLICY OF OUR SCHOOL WITH FAIRNESS

TO EXPECT EXCELLENCE FROM ONE ANOTHER  
TO TAKE PRIDE IN OUR SCHOOL AND EMPOWER ANOTHER TO BE LEADERS  
TO EXPECT A POSITIVE SCHOOL ENVIRONMENT THAT BUILDS OUR SENSE OF PERSONAL VALUE

**FOX C-6 DISTRICT MOTTO**

"Success for Every Student"

**Seckman Elementary Mission Statement**

Create a learning community that focuses on character and academic success  
with the assistance of parents, teachers and community.

**HOMEWORK**

The beginning of a new school year is the perfect time to create positive homework habits. Try this:

- **Check your child's book bag daily.** Every child in grades 4-6 will have an Assignment Notebook. All daily assignments will be written in this book. Please look at the assignment book daily. Students take home checked papers, notes from the teachers, notes from the office, etc.
- **Help your child to focus** on the task by asking, "What do you need to do today?"

- **Help your child to find a homework place** where s/he can be the productive – sitting at a desk, sprawled on the floor, etc. There is no one right way. No TV.
- **Block a daily time for reading for pleasure.** Listen to your child read aloud on his/her *reading level*. Read to your child on his/her *listening level*.
- **For most kids, homework time should average about 10 minutes for each grade** (10 minutes for 1<sup>st</sup> grade, 20 minute for second grade, etc.) Days without homework are an excellent opportunity for more reading.
- Turn off the TV. Most of the television children watch is not designed with their welfare in mind. **Read more as a family and watch TV less.**

### **VOLUNTEER OPPORTUNITIES**

Parents, grandparents, guardians, and community members are invited to volunteer for library, committee work, classroom help, individual tutoring, PTO functions, or other school activities. Older adults (50 and older) are invited to work with a child as a weekly reading and writing tutor through our OASIS Program. Please call the school for more information if you are interested or know someone who is interested in volunteer work at the school. For the safety of all children, volunteers will need to fill out volunteer forms annually and may be subject to a background check before being able to volunteer.

### **SEPTO**

Seckman Elementary has a very active **SEPTO** (Seckman Elementary Parent/Teacher Organization). See the school calendar for meeting times and dates. Our SEPTO works very hard to provide our children with many educational resources through their grant program. As a voting member you will have a voice in many school decisions. You will have an opportunity to be involved in a PTO Committee, such as, Book Fair, Santa's Cottage, etc.

#### **SEPTO (Seckman Elementary Parent/Teacher Organization) Officers:**

President: Katina Arras

Vice-President: Stephanie Conway

Treasurer: Kelly Fallert

Recording Secretary: Lori Chaptman

Corresponding Secretary: Denise Schick

Historian: Rebecca Sanders

### **CONFERENCES**

Communication between home and school is encouraged. Call school or send a note to schedule a conference with your child's teacher. Conferences will be scheduled at such times that they do not interrupt or interfere with a teacher's instructional time.

### **SCHOOL VISITORS/CLASSROOM PASSES**

Parents and grandparents are welcome to visit Seckman Elementary. To ensure a safe environment for your child, all visitors are required to sign in at the office and receive a visitor tag. To assure that classroom visitations and observations are meaningful and reasonable, please schedule them in advance with the teacher. Typically, a classroom visitation would last fifty to seventy-five minutes.

### **NOTES HOME**

Please encourage your child to take all school notes home and check the back pack daily. Information will be sent home with students on a regular basis throughout the school year. Classroom and school newsletters will regularly be sent home.

### **CLASSROOM PARTIES/BIRTHDAY CELEBRATIONS**

Fall Harvest, Christmas, and Valentines Day parties are organized by classroom room parents. Contact your teacher if you are interested in helping with parties. We do not take educational time for birthday parties at school, but individual birthday treats, such as cupcakes, etc, can be shared with the entire class. Party invitations passed out at school must be passed out to the entire class or all of the boys/girls. The school does not give out the addresses or phone numbers of students. Decorated birthday cakes and large decorated cookies may be ordered from the cafeteria. To order, notify the kitchen a week in advance. **Balloon bouquets should not be delivered to your child at school. This is a distraction from the educational process and poses a safety threat on the bus.**

### **REGULATION FOR FOOD DISTRIBUTED TO STUDENTS OTHER THAN FROM THE CAFETERIA**

All food prepared commercially, by a health department approved restaurant, or by a food vendor, may be distributed to students. Items prepared at home or brought uncooked from home may not be served. When distributing any food items to students at school, protective gloves must be worn and items are to be distributed in individual servings. Students are not allowed to serve themselves from food offered in bulk, such as, popcorn, candy (unwrapped), chips, etc. Any food

prepared and/or served at school other than by food service personnel will follow the food service department preparation and serving procedures. To protect and provide for children with food allergies, before sending a treat, please send a note to your child's teacher stating what you would like to send and on what day.

### **COUNSELING SERVICES**

#### **Safeline Program – 296-SAFE (296-7233)**

SAFELINE is a confidential reporting system available to students, teachers, staff, parents and others that allows for the person to report situations which affect the safety, security, or welfare of any student or Fox C-6 staff member. Anyone who has knowledge of any situation which they feel will lead to an injury, property damage, or some other type of crime may call the SAFELINE, 296-SAFE (296-7233) 24 hours a day. The school district Director of Safety and Security, Mr. Paul Burch, retrieves messages several times a day.

#### **Crisis Helpline – Toll free: 1-888-644-5886**

Crisis Hotline: KUTO (Kids Under Twenty-One) is a hotline for students at risk of suicide and other harmful behavior. If you or someone you know is in crisis or needs help, call the KUTO crisis helpline!

### **SCHOOL AND OFFICE HOURS**

The office is open from 7:30 a.m. until 4:00 p.m. Teachers are present from 7:50 a.m. until 3:30 p.m. School begins at 8:10 AM. Supervision for your child is provided beginning at 7:50 AM. Children do not go to the classroom prior to this time. In order to help us provide for the supervision and safety of your child, **no student is allowed to be dropped off at school before 7:50 AM.** School is dismissed at 3:10 p.m. Busses will depart normally by 3:15 p.m.

#### **Character Kid's Club**

The school district provides a before and after school latch key program at Seckman Elementary from 6:30 AM until 6 PM. Enrollment forms can be picked up in the office or from the CKC personnel. For more information, please call 282-6915. Scholarships are available for families who qualify for financial assistance.

### **SCHOOL ATTENDANCE**

#### **Absences**

If your child will be absent due to illness or for any other reason please call the counseling secretary, Cheri Estopare, or the school secretary, Norma Goldsmith, at 296-2030 or 282-1462, as early as possible in the morning. The secretary calls the parent of any absent child whose parent did not call school to report the absence. School is in session 170 days per year. Regular school attendance is essential for your child to receive the maximum benefit from classroom instruction and to achieve his/her full potential. It is the responsibility of the parent to see that their child attends school regularly.

Attendance letters will be sent after five absences to keep you informed. These letters will reflect excused and unexcused absences. The teacher and/or a principal will call on excessive absences. Excessive unexcused absences will be reported to the Division of Family Services. There are homebound forms available in the office for students who have prolonged or frequent intermittent illness. A home tutor is provided at no cost to the parents after the completed physician's form is approved.

#### **Tardies**

Any student arriving after the 8:10 bell must be signed in by an adult at the office before going to the classroom.

#### **Truancy**

Students who are not in school or who are tardy without parental or school consent will be considered truant. Continued truancy violates state and local attendance laws and will be reported to the Division of Family Services.

#### **Make Up Work For Absentees**

If your child is absent for only one day, s/he can make up the missed work after returning to school. For absences of two or more days, you may pick up your child's work from the office. In order to avoid the interruption of instructional time, please call the school in the morning and pick up the schoolwork after 2:30 PM. If this is not convenient for you, your child may make up missed work after returning to school. To avoid classroom interruptions and lost books and assignments, children are not to pick up work or books for other children. Students who go on vacation will pick up work upon their return to school.

#### **Leaving and Returning**

Student must be signed in/out by a parent when leaving for or returning from an appointment during the school day. Unless you have a specific need to pick up your child early, please allow him/her to finish the school day. Teachers convey information and conduct classroom activities right up to dismissal time. When possible, medical and dental



appointments should be made outside of school hours. If a child needs to be excused early, a note stating the reason and time you are picking your child up should be sent on the morning of the dismissal.

Parents must come into the office and sign the student out. For the safety of your child, s/he will not be allowed to leave the building unescorted at anytime. **A child will not be released to anyone other than the parent or legal guardian, unless the school has been notified in writing by the parent or legal guardian.**

### STUDENT DROP OFF/PICK UP PROCEDURES

#### Dropping off students after 7:50

For the safety of your child, cars are not permitted to drive through the bus zone or through the gate in back of the school. Please drop your child off at the designated drop-off spot located at the end of our sidewalk (on the Seckman Middle School side).

#### Picking Up Students at 3:10

For the safety of your child, cars are not permitted to drive through the bus zone or through the gate in back of the school. At the dismissal bell, students who will be riding buses will walk out to the buses. Students who will be parent pick-up will go to the cafeteria by grade level. If you will be picking up your child, please park in the area marked, "Visitor Parking," on the west side of the school. Enter the cafeteria through the interior cafeteria school doors, sign-out your child with the grade level teacher, and exit through the rear exterior cafeteria doors. If you will be picking up your child daily, please state this in a note and send it to school for our files. Send a note on any day your child will be parent pick-up if on an irregular basis. If we do not receive a note, or a call, stating that you will be picking up your child, s/he will be sent home on the bus. **A child will not be released to anyone other than the parent unless the school has been notified in writing by the parent.**

#### Dropping off Forgotten Items

Students will be paged to the office to pick up forgotten books, jackets, band instruments, etc., to provide uninterrupted instructional time for the class.

### TELEPHONE / ADDRESS CHANGES

Whenever you have a change of address, telephone number, emergency contact, babysitter, etc. please contact the office so we can update information. This information is vital whenever an emergency arises.

### EARLY DISMISSAL/ SCHOOL CANCELLATION

If may be necessary to cancel or dismiss school early because of any emergency situation, such as, winter storms, utility failure, earthquake, flood, fire, etc. In the event of early dismissal, the district transportation will make every effort to transport all students home as soon as possible. **No child will be allowed to leave with another person, relative, or babysitter unless we have written parent 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 should sign the student out in the office.

**For early dismissal / school cancellation information** – the following stations will carry information: KMOX (1120), WIL (92.3 FM), KJCF (1360AM), KXOK (630 AM), Fox (2), CBS (4), NBC (5). Phone calls to school during this time are discouraged as we are in communication with the administration and transportation offices. **Because early dismissal can happen at any time, especially during the winter months, you must make arrangements now as to who will care for your child on early dismissal days. When the school is closed or dismissed early, Latchkey and all after school and evening activities are automatically canceled. Notify the school in writing as to which bus the child is to ride on early dismissal days. School personnel can not wait for you to drive from work on early dismissal days. Arrangements must be made in advance.**

### HEALTH INFORMATION

#### Medication Policy

Prescription medications should be sent to school in the original container and labeled with the child's name, teacher's name, and the time and amount to be given. Most pharmacies will supply a school bottle. Non-prescription medications will be given if they are sent in the original package, clearly labeled with the child's name, teacher's name, and the time and amount to be given. All medication is dispensed through the nurse's office. Medicines not properly labeled cannot be given.

#### Illness or Injury at School

If a child becomes ill or is injured at school we will call the parents first. If unable to reach parents, we will then call the first emergency number on your list. The nurse will also contact you when your child receives a bump on the head. In accordance with the standing orders of the Fox C-6 District physician, parents will be notified and children sent home for the following conditions: *Fever of 100 degrees or more; skin rashes of unknown origin, vomiting, diarrhea, severe abdominal cramps, lacerations that may required stitches, possible fractures, loss of consciousness, streptococcal sore throats that have not had a minimum of 24 hour antibiotic treatment, pediculosis (head lice), conjunctivitis (pink eye), and*

*all serious injuries requiring a physician's evaluation.* **Students need to be free of fever, diarrhea, and vomiting before returning to school. In the case of head lice, the child will be sent home immediately and will not be readmitted until s/he is nit free.** Children will be checked in by the nurse upon their return to school. Head lice have been kept to a minimum at Seckman Elementary because of the cooperation of parents informing us when their child has head lice. The nurse will check the entire classroom after lice are detected on one child.

The following medicines may be administered, as the situation requires: *Tylenol for headache, antiseptic to cleanse wounds and abrasions, cough drops or Chloraseptic for minor sore throats. Calamine lotion for minor skin conditions, campho-phenique for minor mouth and gum sores, Ambesol for toothaches, TUMS for a stomach ache, and first aid cream for scrapes.*

### **Immunizations Required by the State of MO**

Kindergarten and transfer students must present immunization records before attending school. In accordance with State Department of Health Regulations, students shall not be allowed to attend the first day of school without the following completed immunizations:

- DPT – 4 doses with last dose after the age of 4*
  - OPV – 3 doses with last dose after the age of 4*
  - MMR – 2 doses: 1<sup>st</sup> dose after 1 year – 2<sup>nd</sup> dose before entering kindergarten*
  - Hepatitis B – 3 doses: pre-K and entering kindergarten*
- Chicken Pox vaccination required for Pre-K Classes**

### **ENROLLMENT**

Only students whose parents live within the Fox C-6 School District may attend the Fox C-6 School District. Children who are five years old on or before July 30th of the current year may enter kindergarten. Children entering kindergarten must present the state copy of their birth certificate, required immunization records, social security number, and proof of residency (utility bill, lease or house sales contract, real estate tax bill – *personal property tax bill not accepted*). Other new students should bring their most recent report card, immunization records, social security number and proof of residency.

### **Transfers**

The school should be notified at least five days in advance of a student's impending withdrawal. The student will receive a transfer form and instructions from the office. All textbooks, library books, lunch charges or other monies must be paid before the student secures a transfer to another school. Student records will be mailed to the new school upon receiving a written request from the new school.

### **Custody**

It is necessary to have custody papers on file if your child is not to be released to a non-custodial parent.

### **LOST AND FOUND**

The lost and found barrel is outside the cafeteria. Money and jewelry is turned in at the office. Library books are given to the librarian. Unclaimed articles with no student name are donated to charities at the end of each quarter. Please mark all items with the student's name so they may be returned.

### **STUDENT BEHAVIOR**

1. Students are expected to conduct themselves in such a manner as to reflect credit to themselves, their family, and to Seckman Elementary.
2. Students are expected to show courtesy and respect to staff members and fellow students.
3. Students are expected to show respect and care for property belonging to themselves, to others, and to the school.
4. Students are expected to exert their best efforts to make each learning experience meaningful and lasting.
5. Acceptable standards of behavior will be expected at all times. Discipline will be administered when a student's actions interfere with the rights of others, or with the educational process.
6. All students are expected to complete classroom and homework assignments.

The following conducts violate Fox C-6 School District policy:

1. Bullying
2. Defiance of authority.
3. Improper dress
4. Destruction of property/vandalism.
5. Excessive absences/truancy.
6. Excessive tardiness
7. Extortion
11. Improper behavior on bus
12. Gambling
13. Weapons
14. Profane Language
15. Fighting and/or disorderly conduct
16. Theft

- 8. Leaving campus without permission
- 9. Possession and/or use of drugs, narcotics, tobacco, and alcohol
- 10. Trespassing

- 17. Physical assault
- 18. Gangs/secret organization
- 19. Improper display of affection

**\*Cell Phones are only permitted with written parent permission and must stay turned off and in the student's book bag during the school day. Any violation of this rule will result in the student losing this privilege.**

**District Policy on Bullying:**

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

Bullying occurs when a student:

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

Students who are found to have violated this policy will be subject to the following consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Consequences: Loss of privileges, classroom detention, Conference with teacher, parents contacted, conference with Principal, in-school suspension, out-of-school suspension, expulsion and law enforcement contacted.

Adopted: 3/13 Effective: 3/13  
Consolidated School District No.6 (Fox)

**Discipline**

Effective discipline is essential in order to maintain control during the educational process and to provide the necessary stability to insure a harmonious atmosphere where learning can take place. The following policy has been established by the Fox C-6 Board of Education to provide a guideline for fair and equitable administration of those measures necessary to assist in maintaining proper student behavior. A record of offenses will be maintained. All students are to conduct themselves properly at all times within the school, on the playground or school site, and while going to and from school. Infractions of the discipline policy may result in one (or more) of the following corrective procedures:

- |                           |                        |                          |
|---------------------------|------------------------|--------------------------|
| An informal talk          | After school detention | A parent conference      |
| Loss of school privileges | A formal conference    | Out-of-school suspension |
| Recess detention*         | In-school suspension   |                          |

\* *Detention may be loss of recess, lunch alone, staying after school, or loss of other school activities.*

**RECESS**

Outdoor recesses are scheduled each day. Parents should be sure their child's clothing is suitable for outside play activities. Indoor activities are planned during inclement weather when children cannot play outside. Recess can be revoked at any time based on the discretion of the teacher, principal, or adult on duty.

**PLAYGROUND RULES**

**1. General rules**

- Students may not jump off of any equipment.
- No food or drink intake while playing on any of the equipment
- No throwing or picking up rocks, mulch, snow or ice.
- No tackling
- Keep hands and feet to self.
- No playing tag on any equipment.

- No “Red Rover”
- No jumping off picnic table.

## 2. Monkey Bars

- K & 1 students may not use the monkey bars.
- Students may not skip bars.
- Students must use hands only. They may not climb on top or hang by legs.

## 3. Slides

- Students may only go down seated and feet first.
- Students may not climb up the slide.
- Students may not hang over, climb over, or jump over the side of the slide.
- One at a time.
- No pushing others down slide.

## 4. Swings

- Must be seated with 2 hands holding on to chains.
- No jumping off or flipping off. No twisting.
- All students who are not on the swings must be behind the railroad ties.

## 5. Tether Ball

- No punching tether ball – hit ball only with open hand – no kicking ball.
- No more than 2 playing at a time.
- Do not climb the pole.
- Game rules follow:
  - Do not catch and throw the tetherball.
  - Do not grab the rope. If you do, you are out.
  - Only hit the ball once until it goes all the way around the pole.
  - The winner is the 1<sup>st</sup> person to get the tetherball wrapped around the pole. This is called a tether.
  - If any of the above rules are broken, the person is out and the next person gets to play.

## 6. Jungle Gym

- No hanging by legs.
- No jumping off.

*Any student breaking one of the above rules is to be sent to the wall or to the concrete benches, or intermediate benches for the age appropriate amount of time. A teacher may want to do a discipline slip and/or have additional consequences depending on the severity of the infraction.*

## DRESS AND GROOMING GUIDELINES

1. Clothing with advertising of any commodity that is illegal for children to use will not be worn. Clothing with profane insignias, profane slogans or a satanic symbol is not permitted.
  2. Clothing will cover the area from chest to mid-thigh (no spaghetti straps or thin straps) Shorts, shirts, and dresses will be of acceptable lengths.
  3. All students will wear shoes or sandals. **Flip flops can cause safety concerns and lead to injury or broken bones.** Shoe skates are not allowed.
  4. Colored spray in hair is not permitted.
  5. Hair color, permanent or temporary, which creates a distraction to the learning process, will not be permitted. This includes, but is not limited to, blue, orange, purple, green, and any other color which is not genetically inherited.
  6. Dress and grooming should not disrupt the teaching/learning process, cause undue attention, or constitute a threat to health or safety.
  7. No hats will be worn in the school building, except on “Hat Days”
  8. No pajamas will be worn in the building (except on designated school spirit days)
- Students wearing inappropriate apparel will be required to change into more suitable attire. Students go outside during the school day for free play, physical education, fire and earthquake drills, and sometimes after lunch. Students need to dress accordingly. Winter attire should include a warm coat, hat, and gloves.

## BUS SAFETY

The bus driver is responsible for the behavior and safety of the students. All students will be expected to follow instructions given by the bus driver and to be respectful to the bus driver at all times. Students will remain seated at all times and not engage in any behavior that would impair the safety of all students on the bus. Students are to keep hands, feet, and objects to themselves. No carbonated beverages, glass containers or objects, or animals may be taken on the bus. In order to not overload buses, bus passes cannot be given for social reasons.

### **Bus Conduct Reports:**

1<sup>st</sup> Report      Warning\*

2<sup>nd</sup> Report    Warning  
 3<sup>rd</sup> Report    1 day bus suspension  
 4<sup>th</sup> Report    3 day bus suspension  
 5<sup>th</sup> Report    5 day bus suspension

Transportation on suspension day(s) will be the responsibility of the parent/guardian.

\*Severe misbehavior will result in a suspension.

**STUDENT ACCIDENT INSURANCE**

Parents have the opportunity to purchase school accident insurance. School time and twenty four-hour coverage is available.

**USE OF TELEPHONE**

Student use of the telephone is limited to emergency and school personnel directed calls. Arrangements for attending after school activities should be made at home in advance. The office will take messages for students. Parents are encouraged to call when they have questions or concerns. Teachers will return the calls during planning time.

**SCHOOL LUNCH PROGRAM**

Student lunch account– Money is deposited into the student’s account. When the student makes purchases in the lunch line, money will be drawn from the account. You may send one check for all of your children. Weekly, monthly, (etc.) payments are encouraged. Any amount that you send will be put into the account(s). Negative balance letters will be sent home to keep you informed.

If you want to restrict your child from purchasing snacks or extras in the breakfast and lunch lines, write a note to the cafeteria manager and advise your child of his/her limitations also. The yellow account envelopes are to be used all year. The I.D.Card is not a charge card; it is a debit card. District policy requires that a student receive a peanut butter entrée after 2 charges. Students will be served a peanut butter sandwich with side dishes and the salad bar after two charges.

<b>Elementary</b>	<b>DAY</b>	<b>1-WEEK</b>	<b>2-WEEKS</b>	<b>4-WEEK</b>
Breakfast	\$1.25	\$6.25	\$12.50	\$25.00
Lunch	2.20	11.00	22.00	44.00
Reduced Lunch	.40	2.00	4.00	8.00
Reduced Breakfast	.30	1.50	3.00	6.00
Milk	\$.50 (Included in lunch or breakfast)		Snacks	\$.25 to \$1.00

**ADULT MEAL PRICES: BREAKFAST \$1.60 LUNCH \$2.55**

Students are allowed to go out to the playground for 10 minutes after spending 20 minutes at the table in the café. Any student may take the entire 30 minutes to eat. The cafeteria aide checks each tray before dismissing the student to lunch recess. Students are expected to eat approximately half of their lunch before going out to play.

**NON-SMOKING POLICY**

All buildings, grounds, and vehicles of the school district are to be smoke-free.

**INSTRUCTIONAL SERVICES**

**Policy 6910.1**

**Standard Complaint Resolution Procedure for No Child Left Behind Programs**

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

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel.

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

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

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

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

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

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

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