

**GEORGE GUFFEY ELEMENTARY**

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**Student's Name**

**STUDENT / PARENT HANDBOOK  
2017-2018**

**GEORGE GUFFEY ELEMENTARY SCHOOL  
400 13<sup>TH</sup> Street  
FENTON, MO 63026**

**PHONE: 636-343-7662  
FAX: 636-343-7664**

**[guffeyes.fox.k12.mo.us](http://guffeyes.fox.k12.mo.us)**

**Jackie Waller, Principal  
Jennifer Fritz, Assistant Principal**

**Teacher:** \_\_\_\_\_ **Room Number:** \_\_\_\_\_

**Study Island Login:** \_\_\_\_\_

**Study Island Password:** \_\_\_\_\_

**Think Central Login:** \_\_\_\_\_

**Think Central Password:** \_\_\_\_\_

## **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:  
Asst. Supt. – Human Resources  
Dr. Kelly Bracht  
Central Office  
745 Jeffco Blvd.  
Arnold, MO 63010-1432  
Telephone: 636-296-8000

Title IV Coordinator, Title IX Coordinator, Title II Coordinator & Age Act Coordinator:  
Asst. 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.

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

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

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

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

## 2017-2018 SCHOOL YEAR

This Parent-Student Handbook has been prepared to provide essential information to the students who attend *George Guffey Elementary School* and their families.

### MISSION STATEMENT

Guffey Elementary is the B.E.S.T.  
Bettering Everyone, Succeeding  
Together through ACTion Academics,  
Character and Technology

### WELCOME

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

Enjoy the school year and we look forward to seeing you at many of the Guffey Elementary activities this school year. Thank you for allowing your children to learn and grow at our school.

Have a Great Year!

Jackie Waller, Principal  
Jennifer Fritz, Assistant Principal

### SCHOOL OFFICES

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

Fox C-6 Adm. Building	296-8000
Director of Transportation	296-5331
Character Kid Club	282-6915
Parents As Teachers Program	282-1476
The R.E.A.C.H Center	296-5707

### **Guffey Elementary numbers below have 24-hour voicemail system**

<b>Principal</b>	<b>Jackie Waller</b>
<b>Assistant Principal</b>	<b>Jennifer Fritz</b>
<b>Secretary</b>	<b>Colleen Bloethner</b>
<b>Counselor</b>	<b>Jennifer McElrath</b>
<b>School Nurse</b>	<b>Treasure Wilson</b>
<b>Cafeteria</b>	<b>Inger Krieg</b>
<b>Character Kid's Club</b>	<b>343-7662 ext 22</b>
<b>Attendance Line</b>	<b>343-7662</b>

(Call attendance line before 7:30 a.m. daily or email [bloethnerc@foxc6.org](mailto:bloethnerc@foxc6.org))

Web Page: [www.guffeyes.fox.k12.mo.us](http://www.guffeyes.fox.k12.mo.us)

### CHARACTER EDUCATION

Character Education is a top priority of the staff and students at Guffey Elementary. We are proud to announce that Guffey was named a National School of Character in 2016 and a Missouri and National School of Character in 2011. We strive to create and keep an atmosphere at our school that promotes character in all aspects. It is our belief that every student will succeed in all areas of life if they know and adhere to the values promoted, the most basic one being the Golden Rule: Treat others the way you want to be treated.

### Guffey's Core Values

Guffey's B.E.S.T. **STARS** Shine on!

**Success** – putting my dreams and work together

**Teamwork** – together everyone achieves more

**Attitude** – a little thing that makes a big difference

**Respect** – treat others like you want to be treated

**Service** – using my head, heart, and hands to make the world a better place.

### DAILY EXPECTATIONS OF STUDENTS AT OUR SCHOOL

We would like all of you to know our student expectations which help create an optimal learning environment each day:

- ★ We expect you will represent our school in an outstanding manner.
- ★ We expect you will work to the best of your ability.
- ★ We expect you will treat others with dignity, worth and respect.
- ★ We expect you will keep our campus beautiful and clean.
- ★ We expect you will obey all the rules and regulations set forth by your teachers and the school.
- ★ We expect you will work to keep a positive relationship with your parents, teachers, friends and community.
- ★ We expect you to reach beyond your grasp, challenge yourself and learn new things.
- ★ We hope learning and growing as a student at Guffey Elementary is fun!

Mrs. Jackie Waller, Principal  
Mrs. Jennifer Fritz, Asst. Principal

### STUDENTS' BILL OF RIGHTS

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

- ★ Learn in a disruption-free environment.
- ★ Know what is expected of them at all

times in every area of the school.

- ★ Be protected from physical harm.
- ★ Have their positive behavior recognized.
- ★ Have their personal property protected.
- ★ Have their concerns heard.
- ★ Be treated with kindness.

### DROPPING CHILDREN OFF BEFORE SCHOOL STARTS

Children will be allowed to enter the building and proceed to their classroom at 8:20 a.m. each day. **Guffey Elementary school starts when the bell rings at 8:40 a.m. Children may not be dropped off before 8:20 a.m. unless attending the CKC program.** Your child's safety and well-being is our primary concern. If you transport your child to school please utilize the primary drop-off zone. The primary drop-off zone is located at the back of the building. Please do not drop off or park in the school bus lanes. Your child should cross in front of the vehicle. For safety reasons parents are not allowed to walk students to class. Parents are asked to say their goodbyes in the commons area and exit the building by 8:40 a.m. so that classes may begin.

If you must leave early for work and have conflicts on getting your child to school on time, you should have a trustworthy neighbor supervise your child before his/her bus arrives. If that is not possible, the Fox C-6 School District does offer a child care program at school. (See Character Kid's Club information below.)

### DROPPING CHILDREN OFF AFTER SCHOOL STARTS

Students brought to school after the bell rings at 8:40 a.m. are officially late and must be signed in at the office by their parent or guardian. Students should not enter the building by themselves. All students arriving late must be accompanied by a parent or guardian and officially signed in.

**PICKING CHILDREN UP DURING  
SCHOOL HOURS**

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

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

**PICKING CHILDREN UP  
AFTER SCHOOL**

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

No child will be released to another adult without written parent permission. Verbal permission over the phone is not acceptable. The child has to be signed out through the office or checkout station located in front of the library before leaving the building. For your child's protection we are asking that all parents picking up their children park in the front parking lot and proceed to the student checkout located at the library entrance. Parents should line up at the second set of doors. The doors will be open at 3:30 p.m. for student checkout. Everyone will be asked to show I.D for student pickup. No cars will be allowed to park in the bus lane.

**\*If a child(ren) is signed out in the office prior to 3:40, it will be marked on their attendance.**

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

Guffey Elementary will offer Character Kid's Club, a before and after school program for the school year. The program will be held in the cafeteria each day. For tuition information and program details, please contact the Character Kid's Club office at 636-282-6915, or obtain a program brochure from the school office.

**Court Orders/Divorce Decrees**

It is necessary to have custody papers on file if your child/children are not to be released to a non-custodial parent. Without custody papers, the school cannot prevent a non-custodial parent from picking up a child.

**CHANGE OF ADDRESS OR  
PHONE NUMBER**

Whenever you have a change of address, phone number, emergency contact changes, babysitter changes, etc., please contact the office in writing to make sure we have updated information for emergency purposes. This information is vital whenever an emergency may arise.

**VOLUNTEER PROGRAM**

Guffey Elementary School offers parents, aunts, uncles, grandparents, college students, and community members the opportunity to volunteer at our school. Volunteers choose the opportunity that interests them and decide how many hours and days they wish to contribute. If you would like more information on what might be available, please call 343-7662 and ask for your child's teacher. We ask that when you spend time volunteering or chaperoning field trips that you do not bring other children with you during these times. Accompanied children can cause volunteers to become distracted. All volunteers are required to fill out a district volunteer application before participating in any activity.

## **ATTENDANCE & REPORTING** **ABSENCES**

Your child's teacher will do their best to help your child learn and succeed in school, but there is one thing *only you* can do – get him/her to school every day and on time. State law requires that every child between the ages of 7 years and 17 years of age attend school full time from the first through the last day of each school year. This law is also in effect for children under 7 enrolled in a public school. Guffey Elementary recognizes that there are times when absences, tardies and early departures are unavoidable. **If your child is absent from school, you must call the office 636-343-7662 in the morning to report your child's absence.** Although this telephone communication is necessary to inform/verify the child's absence, it does not render the reason of absence as 'excused'. **Once the child returns to school, written notification of reason your child was absent is required and turned into your child's teacher.**

The more time a child misses school, we become concerned about the child's ability to master the skills needed for the next grade level. Chronic absences, tardies and early departures, whether excused or unexcused, are disruptive to the learning process of every student. Absences in excess of 8.5 days begin to concern us, because they usually interfere with achievement. We know you want to be able to help your child achieve at school and consistent attendance is one way to do this. Please strive to make sure your child is in school on time every day—ready to learn. **Please remember that every minute of the school day counts towards your child's attendance.**

**The following is a plan of action that Guffey Elementary will implement for student absences:**

- 1.) Each day of absence, if the parent/guardian fails to report the absence and give reason, the

school secretary or automated system contacts the parent/guardian.

- 2.) After a few days absent, the classroom teacher will contact the parent/guardian, if they are unaware of the reason for absence.
- 3.) Once a child has missed 5 or more days of school, the following may occur:
  - The first attendance letter will be sent to the parent/guardian.
  - The school counselor will contact the parent/guardian.
  - The second attendance letter will be sent to the parent/guardian.
  - A parent meeting will be requested by the school.
- 4.) If absenteeism continues, the school will involve the Juvenile Office and/or Department of Social Services (Children's Division).

### **MAKE-UP WORK POLICY**

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

❖ **An Excused Absence:** doctor note, student or family illness, death in family, or other emergency situations.

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

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

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

Note: It is difficult for teachers to plan make-up work ahead of time as it is nearly impossible to determine how much progress will be made by the class each day. For those parents wanting to pick up

homework for their children who are sick or absent, please do so after school each day between 3:30 and 4:30 p.m. When you call to report your child's absence, please indicate if you will be picking up homework that afternoon.

### **FIELD TRIPS**

The Fox C-6 Board of Education has authorized one field trip per year related to specific curricular or co-curricular purposes as a valid extension of a child's educational experience beyond the limits of school confines. The practice of providing field trips requires an extra measure of responsibility on the part of students. In administering these programs, neither the Board nor its professional staff can take responsibility for student safety and welfare beyond normally prudent requirements of school and classroom management. While, under Missouri law, the School District is not generally liable for injuries to students, precaution will be taken for the safety and welfare of all children. Parents are asked to discuss field trips with their children, stressing the importance of responsible behavior. The privilege of participating in these programs may be withdrawn or withheld by a parent or authorized professional personnel. Parents are asked to accept these conditions and authorize their child to participate in these programs. **If you do not wish for your child to participate in the field trips, you will need to notify the office in writing that your child is not allowed to attend field trips.**

Fox C-6 School District policy states that no illegal drugs, alcohol, or other illegal substances may be used by students and that all students must assure their field trip sponsors that they will comply with these school rules. Disciplinary measures will be taken in accordance with school district policies for infraction of these rules.

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

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

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

- Temperature of 100 F or more. Student must be free of fever for 24 hours before returning to school.
- Skin rashes of unknown origin or any rash accompanied by fever.
- Vomiting
- Diarrhea
- Severe abdominal cramps.
- Laceration that may require stitches.
- Possible fractures.
- Loss of consciousness.
- Streptococcal sore throats that have not had a minimum of 24 hour antibiotic treatment before returning to school.
- Pediculosis - LICE
- Conjunctivitis

### **STUDENT ACCIDENT INSURANCE**

Student accident insurance is available. Parents interested in purchasing this coverage can find information on the district website under the parent tab. [www.fox.k12.mo.us](http://www.fox.k12.mo.us)

### **ADMINISTERING MEDICINES TO STUDENTS**

If under any circumstances a child is to take oral medication during school hours and the parent cannot be at school to administer the medication, the school nurse and/or the principal's designee will administer the medication in compliance with the regulations that follow:

### **PRESCRIPTION DRUGS**

Prescription drugs shall be in the original container labeled with the physician's prescription. Parents shall authorize school personnel to give medication. This authorization can be in the form of a note to the school acknowledging the parent's approval, dosage, times and amounts, date prescribed, name of medicine, purpose of medicine, possible side effects, and the termination date for administering the medication.

## **NONPRESCRIPTION DRUGS**

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

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

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

As head lice are recognized as a communicable disease by the Missouri Division of Health, this problem should be covered by the District's policy on communicable disease which states that "a student shall not be permitted to attend classes or other student sponsored activities if the student is known to be contagious with or liable to transmit any contagious or infectious disease..."

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 asked to pick up the student from school. All siblings in school will be examined also. Other close contacts and the students in the classroom will be examined. Notes will be sent home informing parents of the problem. Parents will be expected to either pick up the child or arrange for transportation.

The infestation must be treated before the child can return to school. 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. A second application of the pediculicide should be given 7-10 days following the first application. An instruction sheet will be given to each family. The no-nit policy will refer to the removal of all nits.

Before the child will be permitted to return to classes, he/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. If the child was not brought in by the parent, the child will be placed in a non-contact setting until that time someone is available to check the student. Cases of non-cooperation or repeated instances of infestation may result in notification of the Division of Health or Division of Family Services.

## **BREAKFAST PROGRAM**

A breakfast program will be available to any student who wants to participate. Breakfast is free for every student at Guffey Elementary. The breakfast menu will include one hot entree such as a sausage biscuit every morning, an alternate choice of cold cereal, milk and juice. The breakfast will be served in the school cafeteria about 20 minutes before school starts (8:20 – 8:40 a.m.). Students do not need to be dropped off early to participate in this program.

## **SCHOOL LUNCH / Tyler PROGRAM**

Lunch may be purchased on a daily or weekly basis. Money can be sent in and put into your child's Tyler account. Hot lunches can be purchased for a week payable on Monday mornings or on a daily basis. All students will be charged **\$2.50** for lunch, unless they qualify for free or reduced prices, in which case, they will only be charged \$0.40\* for lunch (prices subject to change). The Tyler program

allows you to write one check for school meals including snacks and extras. You may pay for those meals and extras for as many weeks in advance as you wish. Please note on the check or include a note as to how the money should be divided if it is for more than one student and indicate if it is for breakfast/lunch. If you want to limit the amount of money your child spends on snacks and extras on a daily or weekly basis, please write a note to the head cook. A snack/extra block or limit can be entered into the computer. You may also put a NO SNACK or EXTRAS block on your child's account. When there are balances of \$3.00 or less found in a child's account a letter will be emailed home on Tuesdays and Thursdays each week. If you receive a letter and there is money owed, the amount owed will be shown in parenthesis. Parents may also request at any time a computerized printout to show exactly how your child has spent the money from their account and how much money is still in their account. Free and reduced priced lunches are available to qualifying families. For details regarding free and reduced lunches, ask for information from the school office. Birthday treats can be purchased through the school cafeteria throughout the year. If you have any questions regarding the lunch program please contact the school cafeteria.

**SCHOOL CANCELLATIONS & EARLY DISMISSAL**

We encourage your family to sign up to receive on-line alerts that pertain to the district and our school. You may log on to the district website to sign up for the parent portal to receive email or text alerts. During the winter months inclement weather may necessitate the cancellation or early dismissal of school. Cancellations and early dismissals will be announced on the following radio and television stations: KMOX, NEWS Channel 30; FOX NEWS Channel 2; KMOV Channel 4; NEWS Channel 5.

School will be closed after it has been

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

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

**CONFERENCES**

Conferences with teachers may be arranged by note, email or by telephoning the school office. Feel free to contact the principal whenever you have a concern or question. There are two scheduled conferences between parents and teachers each school year (refer to the school calendar).

**GRADING SCALE**

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

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

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

- 4= Above Grade Level Expectations
- 3= Has Achieved Expectations
- 2= On Track to Achieve Expectations
- 1= Not on Track to Achieve Grade Level Expectations

## **DRESS & GROOMING GUIDELINES**

The following dress guide is provided as a lawful, sanitary and modernized guide for student attire:

- All students will wear shoes or sandals. NO Shoe Skates. Flip flops are not recommended.
- All articles of clothing advertising any commodity of an illegal nature or containing vulgar or suggestive pictures, insignias, or writing will be forbidden.
- All students will wear clothing covering the area from shoulders to mid-thigh (arms down / fingertip length).
- Dress and grooming should not disrupt the teaching/learning process.
- Swimming attire will not be worn. All shirts, designed to be buttoned, will be completely buttoned with the exception of the collar button.
- No hats will be worn in the building (except on designated school spirit days).
- Shorts, shirts and dresses of acceptable lengths will be worn (near mid-thigh length and covering the stomach area). This includes any form of brief clothing with undue exposure of the body. (i.e. spaghetti strap tops, crop tops, half shirts, tank tops, etc.)
- When in the judgment of the principal, a student's appearance, or mode of dress disrupts the educational process, or constitutes a threat of health or safety, the student may be required to make modifications.
- No pajamas will be worn in the building (except on designated school spirit days).

In an effort to restrict any potential development of cult activities in the school district, no clothing or insignia of any kind which depicts satanic symbols will be allowed.

Parents will be notified if students are wearing inappropriate apparel and will be asked to bring more suitable attire to school so the child may change. Repeated violation of these guidelines could lead to an indefinite suspension from school.

## **GYM CLASS DRESS**

- ① Tennis shoes (no slip-ons) must be worn, and tied.
- ② No graffiti or illegal substance advertising on shirts.
- ③ Girls must wear shorts under their dresses or skirts.
- ④ If the temperature is 55 degrees, or lower, jackets/long pants are required for outside P.E. classes.
- ⑤ No hats or sunglasses during gym time.
- ⑥ Hair must be tied back and no dangle earrings are allowed.

The guide for length of shorts is mid-thigh. We hope this dress guide is helpful and we ask the parent's support in helping us achieve a favorable educational climate.

## **STUDENT BEHAVIOR & DISCIPLINE**

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

- ➔ An informal talk
- ➔ A disciplinary notice sent home
- ➔ A formal conference
- ➔ A parental conference
- ➔ In-school suspension
- ➔ Out-of-school suspension
- ➔ Expulsion

- Loss of school privileges
- Or other discipline measures which may be so adopted by the C-6 Board of Education.

**GUFFEY ELEMENTARY TRACK AND ARCHERY TEAM**

Students that are in the 4<sup>th</sup> and 5<sup>th</sup> grade are eligible to be a part of the Guffey Elementary Track Team. Students in grades 4<sup>th</sup> and 5<sup>th</sup> are eligible to be a part of the Archery Team. This is a privilege for the student to be a part of this team that represents our school. We require appropriate behavior to be displayed by the students that are chosen for this team. Appropriate behavior will be monitored throughout the school year. Students will be expected to show respect to teachers, staff and other students. Students should not receive discipline referrals or have concerns with missing assignments or failure to complete homework assignments on time. Any student that is chosen to be on the team can be removed for not complying with the above rules or at the discretion of administrators.

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

- Articles prohibited in school; radios, CD players, i-pods, etc.
- Defiance of authority
- Destruction of property/vandalism
- Excessive absences/truancy
- Excessive tardiness
- Excessive early dismissals
- Extortion
- Fighting and/or disorderly conduct
- Improper behavior on school bus
- Gambling
- Improper display of affection
- Leaving campus without permission
- Improper dress
- Physical assault
- Physical assault on staff
- Possession and /or use of drugs, narcotics, tobacco, and alcohol
- Trespassing
- Profane language
- Theft
- Weapons

- Gangs and/or secret organizations
- Sexual Harassment

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

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

**CELL PHONES**

Cell phone use is not permitted during school hours. If a cell phone is brought to school it needs to be turned off and turned into the teacher daily. The student is responsible for their phone prior to dismissal. The school is not responsible for any lost, damaged or stolen cell phones. If your child is found using a cell phone during school hours the phone will be turned into the office and a parent will be required to pick up the phone.

**GANGS**

Secret organizations and/or gangs are strictly prohibited in the Fox C-6 School District. Students are prohibited from displaying or wearing gang logos or colors. Students who promote or who are involved in any gang related activity will be suspended from school in accordance with Board policy. First occurrence will be a 10-day out-of-school suspension. A repeated occurrence will be expulsion from school.

**BUS SERVICE**

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

## **BUS CONDUCT**

The following rules are for the safety and protection of pupils riding in the buses. Failing to observe these rules may endanger the lives of pupils and could result in the suspension of bus privileges.

**Please help us encourage and promote bus safety.**

**Rules:**

1. Follow the directions of the driver.
2. Stay seated in your seat.
3. Keep all parts of your body inside the bus.
4. Be courteous. No pushing, shoving, spitting, fighting or using profane language.
5. No eating, drinking, smoking, or vandalism.
6. No glass objects, balloons or animals allowed or permitted on the buses.
7. Be at the bus stop 5 minutes early.
8. Cooperate with the bus driver when assigned a bus stop. For safety and economic reasons, a bus stop may sometimes be reassigned or relocated when stops are less than 500 feet apart.
9. Cross the road in accordance with driver's instructions.
10. Avoid playing or loitering on the roadway when waiting for a bus.
11. Respect the property of others at the bus stop.
12. Wait several feet from the bus until it comes to a complete stop.
13. Go directly to your seat and remain seated while bus is in motion.
14. Keep books and instruments on your lap. Do not block the aisle.
15. Keep the bus clean.

**If students do not follow the bus expectations:**

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

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

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

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

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

### **Severe Disruption:**

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

- ⊗ Fighting
- ⊗ Property damage
- ⊗ Refusal to obey driver
- ⊗ Being disrespectful to driver
- ⊗ Extreme disruptions

## **BULLYING**

Guffey Elementary is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students toward District personnel or students on school grounds, or school time, at a school sponsored activity or in a school related context.

Bullying is the intentional action by an individual or group of individuals to inflict physical, emotional or mental suffering on another individual or group of individuals.

Bullying occurs when a student:

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

Students who are found to have violated this policy will be subject to the following consequences depending on factors such as: age of student(s), degree of harm, severity of behavior,

number of incidences, etc.  
Consequences: Loss of privileges, classroom detention, Conference with teacher, parents contacted, conference with Principal, in-school suspension, out-of-school suspension, expulsion and law enforcement contacted.

District employees are required to report any instance of bullying of which the employee has first-hand knowledge. Moreover, the District will provide training for employees relative to enforcement of this policy.

### **LUNCHROOM CONDUCT**

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

- ↪ All students go to the lunchroom with his/her class at the time their class is designated to be in the lunchroom.
- ↪ The eating area to which the class is assigned must be clean before students are dismissed. All trash must be put in the trash can.
- ↪ For health considerations, each student eats only his/her own food. Students may not give or accept food from another person.
- ↪ Any child who does not bring a lunch is to purchase a school lunch.
- ↪ NO GLASS CONTAINERS OR CARBONATED DRINKS are to be brought to school or purchased at school in a vending machine.
- ↪ Students are to remain seated until dismissed to go outside, or to their teachers. All items should be purchased before sitting down.
- ↪ Students are to raise their hands for help.
- ↪ Students are expected to follow the directions of the cafeteria aide.
- ↪ Playing with food or throwing of food is not allowed.
- ↪ Students are expected to speak in a normal tone of voice. No screaming or yelling is allowed.

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

- ☹ 1<sup>st</sup> Incident: Verbal warning.
- ☹ 2<sup>nd</sup> Incident: Discipline slip sent home.
- ☹ 3<sup>rd</sup> Incident: To be handled on an individual basis.

### **FIGHT-FREE SCHOOL PROGRAM**

Guffey Elementary has a Fight-Free School Program. The philosophy of the program is that small altercations, even “horsing around” activities, may lead to more serious physical encounters. We will be attempting to solve those “little” conflicts before they become big ones. Each class will have a flag on their door every day signifying they are “Fight -Free.” If there have been any violations, the offenders have to take their class flag or flags to the office until the next school day and will receive a discipline slip to take home. Monthly rewards & incentives will be given for students and classrooms for remaining Fight-Free.

**“KEEP HANDS FEET AND ALL OTHER OBJECTS TO YOURSELF”** is our motto to stay fight-free and be KHFAAOOTY”!  
KHFAAOOTY Bear, our school mascot, visits classrooms on a rotating basis and assists our counselor in teaching fight-free conflict resolution behaviors. You will be hearing about KHFAAOOTY Bear, and hopefully, the fight free alternatives that will be discussed during counselor time in the classrooms from your children. If your child receives three fight-free offenses for misbehavior that results in “hands-on” behavior, you will be contacted and a detention / suspension type consequence will be assigned by the administrator in charge.

### **SEXUAL HARASSMENT OF STUDENTS**

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

- ★ Such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creating an intimidating, hostile or offensive educational environment.
- ★ Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or progress: or
- ★ Submission to or rejection of such conduct by a student is used as the basis for evaluating the student's performance within a course of study or other school-related activity.

Whether a student voluntarily submits to sexual advances or requests is irrelevant for purposes of this policy. Students who believe they have been victims of or have witnessed sexual harassment should report the incident(s) to any teacher, guidance counselor or school administrator.

The staff member who receives the complaint shall promptly inform the administrator who is designated to investigate such reports, or the next level administrator who is not the subject of the complaint.

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

The appropriate administrator shall conduct an investigation of the incident and shall take disciplinary action where appropriate, up to and including suspension and/or expulsion of the student or suspension and/or termination of the employee, in order to ensure that further sexual harassment does not occur.

Confidentiality will be preserved consistent with applicable laws and the responsibility to investigate and address such complaints. Students who believe that their complaint has not been satisfactorily resolved may use the normal grievance procedure.

Publications disseminated to employees

and students will inform them of this policy.

Adopted: 12/96

Revised: 06/04

Refer to complete policy # 2115

Consolidated School District No. 6 (Fox)

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

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

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

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

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

### **SMOKE-FREE CAMPUS**

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

obligation to protect students, staff, employees, visitors, and guests of the district from an environmental hazard which may be harmful to them.

It is hereby declared that all the buildings, grounds, and vehicles of the school district are to be SMOKE FREE. For the purposes of this policy, smoking will mean all uses of tobacco, including cigars, cigarettes, pipes, and smokeless tobacco items.

Effective: 10/1/98 Adopted: 06/98  
Consolidated School District No. 6 (Fox)  
Refer to complete policy #1611

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

Pep pills, marijuana, LSD, and other controlled substances are not only illegal, but may result in permanent physical and psychological damage. Students are warned against their use. Anyone found possessing, selling, or buying drugs of any kind on school grounds will be placed on a minimum of ten days of suspension and can be turned over to the proper legal authorities. Students will only be re-admitted after obtaining a substance abuse evaluation stating that he/she is capable of coping with the school environment. Also, anyone found possessing, selling, or buying an artificial substance that resembles a controlled substance will be dealt with in the same manner due to the intent involved in this kind of action. If an extreme drug situation develops, a student and his/her parents shall be required to sign a contract regarding good school conduct or the student may face expulsion from school.

The Fox C-6 School District has adopted a Smoke-Free campus. Smoking is not permitted on the premises at any time by anyone. Students who habitually engage in smoking may be subject to suspension from school. Repeated occurrences of this act could lead to three days suspension on the first offense, five days out-of-school suspension for the second offense, or an alternative by the Superintendent. Any student found using tobacco between

classes, in the building, or on buses faces a three day in-school suspension for the first offense, and a five day out-of-school suspension for any further offenses.

Adopted: 12/96 Revised: 09/04  
Refer to complete policy #2613

**SAFELINE  
FOX C-6 SCHOOL DISTRICT**

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

It works this way. Anyone who has knowledge of any number of different situations which they feel will lead to an injury, property damage, or some other type of crime may call the SAFELINE, (636-296-SAFE) OR (636-296-7233) 24 hours a day. A call notes system will take their information, similar to leaving a message on an answering machine. The Director of Safety and Security is the only person with access to the SAFELINE, and he will check it daily. Based on the type of information received, he will take appropriate action and make the appropriate referral. The caller does not need to leave any identifying information, but may do so if they wish. If the information is not school related, the appropriate public officials will be notified. The recorded message on the SAFELINE will instruct the caller as to what information is necessary to leave.

The purpose of the SAFELINE Program is to allow students to report situations without the fear of retaliation. It also gives individuals another way of reporting information which may be essential in either preventing a crime or solving one related to the Fox C-6 School District. Situations that could be reported include weapons violations, drug activities, property damage, assaults, child abuse, severe emotional problems, and safety concerns. In several of the recent school tragedies, students had information before

the incidents occurred, but chose not to get involved. SAFELINE is one way to prevent this in our District.

### **GUIDANCE COUNSELING SERVICE**

Guffey Elementary has full time guidance counseling services, as well as a separate educational diagnostician to conduct special education evaluations. The building counselors implement the Missouri Guidance Grade Level Expectations. Our counselors will spend a third of the time directly in the classrooms with students at all the grade levels. The guidance curriculum is organized around three major areas: Personal & Social Development, Academic Development and Career Exploration & Planning. Student competencies to be addressed are related to the Missouri Show-Me Standards.

In addition to curriculum, the counselors will continue to give system support, responsive services, individual planning resources. Examples of other services the counselors are involved in are identification and monitoring of ADHD students, consulting with doctors, DFS, Comtrea and other outside agencies who are working with our students.

### **STUDENT SUCCESS TEAM**

Guffey Elementary has a Student Success Team (SST) composed of grade level teachers, a remedial reading or math representative, a school counselor and a principal. The purpose of this team is to provide struggling students with assistance to promote academic or behavioral success. Students are referred to the Student Success Team by their classroom teachers. Referrals may be considered for the following causes: poor attendance, poor academics, behavior, attention concerns, and emotional factors that may be contributing to poor performance. Research based interventions and strategies are suggested by the SST members to assist the classroom teacher. In some cases an educational evaluation for the purpose of identifying a

handicapping condition may be recommended. In other cases, strategies such as retention, tutoring, summer school, outside referrals, etc. may be recommended. If your child has been discussed by the Student Success Team you will receive a letter reporting the concerns and recommendations. Parents should also be contacted by the teacher prior to a Student Success Team meeting regarding your child. Since these students can be considered “at risk” for failure without early identification and intervention, we consider this an important part of our educational program.

### **GUFFEY COMMUNITY ORGANIZATION**

Guffey Elementary has an excellent parent organization. Please refer to school calendar for dates and times of the GCO meetings. All parents are cordially invited to attend these meetings and work with our fine group of club officers and other interested parents or guardians. For additional information, please contact the school office.

The GCO participates in the Tyson Food program, “Box Tops for Education,” and “Campbell Soup Labels.” These programs provide our students with items to assist in student learning. Please save any box tops, Tyson or Campbell’s soup labels and send them to school with your child. Your support is greatly appreciated.

### **GUFFEY COMMUNITY ORGANIZATION OFFICERS**

President – Jill Hruskocy  
Vice President – Debbie Arnold  
Secretary – Lisa Voss

### **CLASSROOM PARTY INFORMATION**

- ☺ Halloween Party- October 31, 2017  
Kindergarten thru 2<sup>nd</sup> grade students may bring costumes to school. (Do not wear costumes on the bus.)  
**No full face masks allowed**
- ☺ Christmas Party – December 15, 2017.

- ☺ Valentines – February 14, 2018 Boys and girls may bring Valentine’s cards to exchange.  
The parties will be from 2:15-3:15

**Party Information:**

- Room Parents may take their children home with them after the party concludes (sign out on classroom sign out sheet it will be counted on their attendance.)
- Party Cost: Room parents are responsible for making all party arrangements.
- No surprise parties, or coming to school in your pajamas.
- No balloons of any kind are allowed due to student allergies.
- Birthday party invitations may only be passed out at school if every child in the class is invited or every child of the same gender is invited.

**VISITOR’S PASS**

Anyone who visits our school must stop by the office to sign in and pick up a Visitor Pass. When you are ready to leave the building, return your pass back to the office and sign out. It is imperative to know exactly who is in the building for the safety of our school or in case of an emergency.

**FOOD FOR PARTIES/BIRTHDAYS**

The Fox C-6 District has a policy on food distribution. We ask that all food be commercially prepared or individually wrapped. Any bulk items such as potato chips or popcorn should be distributed with gloves that can be obtained from our kitchen. Foods such as bakery items or pizza, from a health department approved restaurant or food vendor, should be sealed in a closed container. This would not include items prepared at home or raw items such as vegetables or fruits. No drinks please for parties or birthdays. **Note: all birthday treats should be sent or delivered before school starts.** Birthday treats will be handed out at the teacher’s discretion. Students will be allowed to give treats to the teachers in their specific grade

level only. Please no gifts and treat bags. \*If you are planning to send a treat, please send a note to your child’s teacher first explaining what you would like to send and when you would like to send it. Do remember that some children have food allergies or medical conditions, and the teacher may have to make other arrangements for these individuals.

**ABBIT SOCIETY CERTIFICATE**

This certificate will be awarded to students in grades 3rd – 6<sup>th</sup>.

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

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

**ACCELERATED READER PROGRAM**

Reading is one of the most important skills your child will ever learn. The child who reads well and loves to read will excel in school and achieve personal growth. The staff at Guffey Elementary is committed to the belief, which is why we are placing a renewed emphasis on improving reading across the curriculum. To accomplish this goal, we have been using an Accelerated Reader program.

Accelerated Reader has three main objectives:

- To dramatically improve student reading skills.
- To improve students’ critical thinking skills,
- To instill in students’ a lifelong love of reading.

You may notice that your child is reading more books than usual. Each goal is set by the individual child’s reading ability as determined by the STAR reading test. This goal will also include achieving at least an 85% accuracy rate on all tests taken.

## **LIBRARY PROCEDURES**

1. Books are checked out for one week at a time. K-1 students can check out one book at a time. 2<sup>nd</sup>-5<sup>th</sup> students can check out two books at a time.
2. Reference books cannot be checked out except by teachers to use in the classroom.
3. Students who have overdue books will need to return that book before they can check out another book. Fines are not assessed for overdue books.
4. If a student owes for a damaged and/ or lost book, they are welcome to check out new books once the damaged and/or lost book has been paid for. The fee for the damaged/lost book is the original price of the book.
5. When students are not able to check out a book, they are welcome to read magazines in the library. Magazines cannot be checked out.
6. Online Internet Permission Form must be complete.
7. Students may use the library computers for research projects approved by their teachers.

## **DAMAGED / LOST MATERIAL POLICY**

1. Fines are not collected for overdue materials.
2. The fee for damaged and/or lost books is the original price of the book. When the original price of the book is not available the student will be charged \$10 for a hardback book and \$5 for a paperback book.

## **FOX C-6 SCHOOL DISTRICT RULES FOR ONLINE SAFETY**

1. I will be careful what kind of information I give out to other people or to websites (myspace.com, for example). I will not give out personal information such as my address, telephone number, parents' work address or telephone number, or the

- name and location of my school without my teacher's permission.
2. I will never send someone my picture or anything else without first checking with my teacher. I will never agree to get together with someone I meet online without first checking with my parents. If my parents agree to the meeting, I will be sure that it is in a public place and bring my mother or father along.
3. I will tell my teacher right away if I come across any information that makes me feel uncomfortable.
4. I will not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do, I will tell my teacher right away so that he/she can handle the situation appropriately.
5. I will not send any messages that are intended to bully or harass my classmates or other people.
6. I will not give out passwords to anyone (even my best friends) except my teacher.
7. I will not attempt to disable or bypass programs that keep me safe while on the computers. These include, but are not limited to, anti-virus software, firewalls and content filters.
8. I will check with my teacher before downloading or installing software or doing anything that could possibly hurt the computers or jeopardize anyone's privacy.
9. I will respect these rules and follow my teacher's instructions for using the computers.
10. I will understand what it means to be a good online citizen and not do anything that hurts other people or is against the law.

Adapted from *Child Safety on the Information Highway* by Lawrence J. Madid, copyright 2003 National Center for Missing and Exploited Children

*Thank you for  
reviewing the  
handbook with your  
child (ren).*

*Guffey Elementary  
Shines On!*

*Enjoy the 2016-2017  
school year!*