

# CLYDE HAMRICK ELEMENTARY

Character Education Practices:  
*2014 Promising Practices Award Winning School*

Handbook  
2015-2016



Making Tracks...Leaving a Legacy



Hamrick@HamrickFoxC6



<http://hamrickes.fox.k12.mo.us/>



Clyde Hamrick Elementary

Elizabeth Anderson, Principal  
Nathan Burch, Administrative Intern

phone 636-282-6930

fax 636-282-6934

## CLYDE HAMRICK ELEMENTARY SCHOOL CALENDAR 2015-2016

### AUGUST

13	Thursday	Popsicles on the Playground - 6:00 for Grade K
18	Tuesday	Open House
20	Thursday	First Day of School
27	Thursday	PTO Welcome Coffee @ 9:00 a.m. - library

### SEPTEMBER

1	Tuesday	PTO Meeting @ 6:00 p.m. - library
3	Thursday	Fundraiser Kickoff
7	Monday	NO SCHOOL - Labor Day
10	Thursday	Picture Day
11	Friday	Popcorn/Hat Day
18	Friday	Movie Matinee
28	Monday	NO SCHOOL - Professional Learning
30	Wednesday	Skate Night at Rock Roll-O-Rena, 6:00-8:00

### OCTOBER

2	Friday	Popcorn/Hat Day
6	Tuesday	PTO Meeting @ 6:00 p.m. - library
9	Friday	Movie Matinee
16	Friday	End of First Quarter
16	Friday	School Store K-2
22	Thursday	Picture Retakes
23	Friday	School Store 3-5
26-29		Book Fair
28	Wednesday	Fall Parties - 2:00 - 3:00
29	Thursday	1/2 day dismissal @ 12:40; Parent Teacher Conferences 1:00 - 7:30
29	Thursday	Fundraiser Delivery
30	Friday	NO SCHOOL

### NOVEMBER

3	Tuesday	PTO Meeting @ 6:00 p.m. - library
6	Friday	NO SCHOOL - Professional Learning
11	Wednesday	Promising Practices Award Winning Veterans' Day Celebration
13	Friday	Popcorn/Hat Day
13	Friday	School Store K-2
20	Friday	Movie Matinee
20	Friday	School Store 3-5
25, 26, 27	Wed., Thurs., Fri.	NO SCHOOL - Thanksgiving Holiday

### DECEMBER

1	Tuesday	PTO Meeting @ 6:00 p.m. - library
4	Friday	Popcorn/Hat Day
9-11	Wednesday-Friday	Santa Shop
11	Friday	Dinner With Santa
18	Friday	Teacher Vs. Student Basketball Game
18	Friday	Winter Parties 2:00 - 3:00

18	Friday	End of Second Quarter
21-Jan 3		NO SCHOOL - Winter Break

**JANUARY**

4	Monday	Back to School
5	Tuesday	PTO Meeting 6:00 a.m. - library
8	Friday	Popcorn/Hat Day
15	Friday	School Store K-2
18	Monday	NO SCHOOL - Martin Luther King Jr.'s Birthday Observance
19	Tuesday	NO SCHOOL - Professional Learning
22	Friday	School Store

**FEBRUARY**

2	Tuesday	PTO Meeting 6:00 p.m. - library
5	Friday	Popcorn/Hat Day
10	Wednesday	Skate Night at Rock Roll-O-Rena, 6:00-8:00
12	Friday	Spring Parties 2:00 - 3:00
15	Monday	NO SCHOOL - Presidents' Day
16	Tuesday	Papa John's Day
19	Friday	Movie Matinee
19	Friday	School Store K-2
26	Friday	School Store 3-5

**MARCH**

1	Tuesday	PTO Meeting @ 6:00 p.m. - library
2	Wednesday	Dr. Seuss Reading Night - <i>Oh, the Places You'll Go!</i>
4	Friday	Popcorn/Hat Day
4	Friday	End of Third Quarter
11	Friday	School Store K-2
12	Saturday	Rummage Sale (tentative)
16	Wednesday	Spring Picture
18	Friday	School Store 3-5
22	Tuesday	1/2 day dismissal @ 12:40; Parent Teacher Conferences 1:00 - 7:30
23-28	Wednesday-Monday	NO SCHOOL-Spring Break
29	Tuesday	NO SCHOOL - Professional Learning

**\*MAP Testing -March 28-May 20 \***

**APRIL**

5	Tuesday	PTO Meeting @ 6:00 p.m. - library
8	Friday	Trivia Night
21	Thursday	Spring Fling

**MAY**

3	Tuesday	Last PTO Meeting - Location and Time To Be Determined
19	Thursday	TENTATIVE LAST DAY OF SCHOOL - 1/2 day dismissal at 12:40

The number of snow days may alter the last day of school. May 20-31 and June 1-3 are possible snow make-up dates. Please take this into consideration when planning vacations. Popcorn costs \$ .25 per bag. The kids can wear a hat for a \$ 1.00 donation. The profits help us purchase items for families in need at Christmas.

## **WELCOME BACK!**

The Clyde Hamrick Elementary Staff welcomes you to the 2015-2016 school year. We hope you had a good summer and are confident that the time we share this year will be both academically rewarding and socially enjoyable. We are here to help your child be successful and are here for you if you have any questions or concerns.

**Students do better when they know what is expected of them; therefore, you should go through this handbook with your child.** It contains important information about discipline, activities, and expectations. The information included will answer questions you may have. **Please sign the form provided** on the last page, indicating you have read and discussed the handbook and discipline policies with your child/children, and return it to your child's teacher.

### **FOX C-6 SCHOOL DISTRICT BILL OF RIGHTS**

The students in our school deserve to learn in the best environment we can provide.

- To learn without distraction from others.
- To feel safe from verbal, physical and emotional abuse.
- To enjoy lunchtime and free time without teasing and bullying.
- To expect appropriate and not hurtful communication from others.
- To be treated with respect by teachers, students and staff.
- To have our opinions, to disagree with others and to respectfully express our 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 one another to be leaders.
- To expect a positive school environment that builds our sense of personal value.
- WE HAVE THE RIGHT TO BE AGENTS OF CHANGE IN CREATING A LEGACY OF KINDNESS.

### **ATTENDANCE/REPORTING ABSENCES**

Regular attendance is essential in the educational process. Students can only achieve their full potential for learning if they consistently attend school. We have adopted an absence reporting policy to monitor attendance and the safety of our students.

If your child is going to be absent or late please call 282-6930 before school starts to notify us. If your child is absent or late and we have not been contacted, we will be contacting you to verify your child's absence. Periodically you may receive a letter, letters, or telephone call informing you of your child's attendance.

**STUDENTS ABSENT FROM SCHOOL WILL NOT BE ALLOWED TO PARTICIPATE IN ANY EVENING EVENT ON THE SAME DAY.** This is for the health and wellness of all Hamrick students, staff, and parents.

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

All students are expected to make up work missed when out of school. **All absences and tardies count against perfect attendance.**

- A. Excused absences
  1. Student or family illness
  2. Death in the family
  3. Other emergency type situations
- B. Unexcused absences
  1. Family on vacation
  2. Visiting relatives out of town
  3. Overslept
  4. Missed bus
  5. Suspension
  6. Take Your Child to Work Day
  7. Other

Make-up work for unexcused absences will be allowed at the discretion of the teacher and according to the teacher's time schedule. It is difficult for teachers to plan make-up work in advance because it is nearly impossible to determine how much progress the class will make each day. Therefore, the work will be given when the student returns to school. Students absent one day have one day to complete make-up work, students absent two consecutive days will have two days to complete make-up work, etc.

### **VISITORS**

The safety of our students is our priority. We have added security cameras and a buzz-in system at the front doors. To enter the school you need to press the buzzer and let us know your name and your reason for visiting. Please have identification ready. Also, visitors will not be allowed access to the classrooms without a scheduled appointment.

### **VOLUNTEERS**

We work hard to make all school activities safe for all students, therefore all volunteers and parents attending parties or field trips **must complete a volunteer form each school year**. Please see the secretary for a form if you have not completed one.

### **SCHOOL HOURS**

School begins at 8:40 am and ends at 3:40 pm. *Every effort should be made to schedule appointments (Dr., dentist, etc.) after school hours.* **STUDENTS CANNOT BE DROPPED OFF BEFORE 8:20 AM. IF YOU DROP YOUR CHILD OFF IN THE MORNING AND THERE IS NO ADULT OUTSIDE ON DUTY YOU ARE TOO EARLY.** There is no one to supervise your child and dropping him/her off before 8:20 poses a safety risk for your child.

Our office hours are 8:00 a.m. to 4:30 p.m.

### **CHARACTER KIDS CLUB**

The school district does offer childcare services before and after school at Clyde Hamrick. Please contact them at 636-282-6915 for further information.

### **DROPPING STUDENTS OFF**

**It is very important for students to arrive before school starts.** If students arrive after the 8:40 bell, they must be signed in at the office by a parent/guardian. Excessive tardiness will be noted and may require a parent conference or other intervention.

### **PICKING STUDENTS UP**

It is very important for students to attend the entire day. Our school day ends at 3:40. If an emergency arises and you need to pick up your child early, *you must sign him/her out at the office.* The office will notify the teacher and the student will come to the office to be dismissed. Please do not be offended if you are asked to show identification when picking up your child. ***The safety of our students is our top priority.*** In addition, no student will be allowed to go with someone other than his or her parent unless we have written permission from the legal guardian.

If you usually pick your child up at school please call and let us know if you are running late.

**Also, send written notification to the office that you will be picking your child up after school each day. They will wait in the office until you arrive to sign them out.**

### **CHANGE OF ADDRESS/PHONE NUMBER**

It is very important that we be notified of any changes in address, telephone number, or employment information. *This information is vital in case of an emergency.*

## **PARENT ORGANIZATION**

Hamrick has an active Parent Organization and we are always looking for volunteers to serve on various committees, such as: popcorn, movie matinee, spring fling, library, cafeteria helpers, room parents, book fairs, etc. Information will be sent home the second week of school.

## **CONFERENCES AND VISITS**

Conferences with teachers or the principal may be arranged by note or telephone.

## **FOOD ITEMS FOR PARTIES/SPECIAL OCCASIONS**

Any items brought for special occasions **cannot** be homemade. They must either be prepackaged or be from a state department approved kitchen. (bakery, restaurant) Party dates are listed on the calendar at the front of the handbook. Your child's teacher will send a note requesting money to help purchase food and prizes. Some classes have strict guidelines due to students with specific food allergies.

## **SCHOOL SUPPLIES**

School supply lists are available from each teacher, on-line and are sent to local stores.

## **BUS LANES**

The buses are on a strict time schedule and have designated areas to pick up and drop off students. The bus lane starts from the middle entrance and goes in front of the building. Please **DO NOT BLOCK the bus lanes** in front of the school. Bus hours are 8:15 a.m. – 8:45 a.m. and 3:00 p.m. until 3:50 p.m. Staff members are on bus duty to help guide traffic. Please follow their directions to help things run smoothly. Parent entrance is the far (west) entrance.

## **BUS SERVICE**

Students must ride their assigned bus unless a special need arises. If it becomes necessary for a child to ride a different bus, a note signed by a parent/guardian must be submitted to the office for approval. **Bus passes will be issued for emergency situations only. Please try to have a schedule and stick to it to save confusion.**

Misbehavior on the buses WILL NOT BE TOLERATED. The safety of the students is extremely important and the driver should not be distracted by disruptive activities. Students must remain seated while the bus is in motion.

A copy of the transportation handbook is available online at [www.fox.k12.mo.us](http://www.fox.k12.mo.us). I encourage you to go over it with your child. Again, safety is of the utmost importance!!

## **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 is established by the Fox 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. **WE ARE REQUIRED TO NOTIFY THE PROPER AUTHORITIES OF ASSAULTS THAT OCCUR ON SCHOOL GROUNDS.**

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 in the discipline policy may result in one (or more) of the following corrective procedures:

- \*an informal talk
- \*a formal conference
- \*a parental conference
- \*assignment of extra work
- \*after-school detention
- \*in-school suspension
- \*out-of-school suspension
- \*loss of school privileges
- \*expulsion
- \*other discipline measures which may be adopted by the Board of Education

The following conduct violates Fox C-6 School District policy:

1. Articles prohibited in school: radios, tape recorders, cell phones, pagers, etc.
2. Defiance of authority
3. Destruction of property/vandalism
4. Excessive absences/truancy
5. Excessive tardiness
6. Extortion
7. Fighting and/or disorderly conduct
8. Improper behavior on school bus
9. Gambling
10. Improper display of affection
11. Leaving campus without permission
12. Improper dress
13. Physical assault
14. Physical assault on staff
15. Possession and/or use of drugs, narcotics, tobacco, and alcohol
16. Trespassing
17. Profane language
18. Theft
19. Weapons
20. Gangs and/or secret organizations

### **DRESS AND GROOMING**

The following dress guide is provided as a **LAWFUL, SANITARY AND MODERNIZED** guide for student attire.

1. All students wear shoes or sandals.
2. All articles of clothing advertising any commodity of an illegal nature, profane insignia or slogans are not permitted.
3. All students will wear clothing covering the area from chest/neck to near mid-thigh (at tips of fingers with arms down at side). No stomach showing.
4. Swimming attire will not be worn.
5. Pants and shorts must be worn at waist and not below. No sagging pants.
6. No hats worn in the building. (unless it is a special/approved day)
7. Shorts, shirts, and dresses of acceptable length will be worn (near mid-thigh length).
8. Dress and grooming should not disrupt the teaching/learning process or cause undue attention to the individual student. When in the judgment of the principal, a student's appearance, or mode of dress disrupts the education process, or constitutes a threat of health or safety, the student may be required to make modifications.

**Please, no spaghetti strap tops for girls.**

**NO wheeled tennis shoes (wheelies).**

Please no temporary or semi-permanent hair color (red, green, blue, etc.) at any time. This causes a disruption in the learning environment.

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.

Students wearing inappropriate apparel will be required to change into more suitable attire from the nurse's office. Repeated violations could lead to a suspension from school.

### **STUDENT DRESS CODE FOR PHYSICAL EDUCATION CLASSES**

1. Tennis shoes must be worn and tied.
2. Girls must wear shorts under their dresses or skirts.
3. If the temperature is below 60 degrees, jackets are required for outside PE classes
4. No hats or sunglasses

**PERSONAL PROPERTY**

Students are not to bring collector cards, radios, headphones, hats, hand held electronic pets, toys, DSIs, balls, cell phones, pagers, etc. to school unless given specific permission to do so. Any objects of this nature brought without permission will be kept and returned to the parent.

**GANGS OR SECRET ORGANIZATIONS**

Secret organizations and/or gangs are strictly prohibited in the Fox C-6 School District. A secret organization or gang is any organization composed of district students, wholly or in part, which seeks to perpetuate itself by taking in additional members from our student body on the basis of the decision of its membership rather than upon the free choice of any student in the school who is qualified by the policy of the Board of Education.

Secret organizations and/or gangs will not be tolerated! Students are prohibited from displaying or wearing gang logos or colors. Students who promote or who are involved in any gang related activity will be suspended from school in accordance with Board policy. The first occurrence will be a 10-day out-of-school suspension. A repeated occurrence will result in expulsion from school. (This includes flashing gang signs and displaying gang drawings in any form.)

**SAFELINE**

The Fox District SAFELINE, at 296-SAFE (7233), has been developed to allow students and their parents to anonymously report any situation that affects their safety, security or welfare at any of the Fox C-6 schools. When you call the SAFELINE you will be asked to give the nature of the incident (a specific crime, a safety concern or a concern regarding a particular student's emotional well-being), the date, the time it occurred, the name of the school involved, vehicle information and any other information that would be helpful in effectively dealing with the situation. All calls are confidential and anonymous, but if you wish, you can leave your name and you will be contacted as soon as possible. Please note: THE SAFELINE IS NOT AN EMERGENCY NUMBER OR THE CHILD ABUSE AND NEGLECT HOTLINE. Please call 911 for emergencies and consult the public service pages of your local telephone directory for other helpful numbers. The SAFELINE is not a way to file complaints regarding school issues. Please contact the individual schools with those concerns.

**NUTRITION SERVICES**

A FREE BREAKFAST program is available FOR ALL HAMRICK STUDENTS starting around 8:20 a.m. Students are urged to eat and go to class as quickly as possible.

<b>Student breakfast</b>	<b>FREE for ALL Hamrick students</b>	
Child breakfast	\$ 1.35 (for kids not attending school)	milk \$ .50
Adult breakfast	\$ 2.00	
Adult lunches	\$ 3.00	
Student lunches	\$ 2.35	

Free or reduced lunches are available to qualifying families. **A new Meal Benefit Form must be completed each school year.**

Students can also bring homemade lunches. **PLEASE DO NOT SEND ENERGY DRINKS OR SODA TO SCHOOL.**

Account Cash – Money is deposited into an account and money is drawn from this fund for anything purchased in the breakfast/lunch line.

- Cashless lines are the goal.
- One check can be written to pay for the whole family
- Daily payments are discouraged.
- Credit card payments may be made on-line
- No ala carte purchases if student owes more than \$ 15.00



- Students who owe more than \$ 15.00 will receive a cheese sandwich, fruit, and milk for lunch.
- Restrictions MUST be made in writing, however, please advise your child of his/her limitations.

### **SCHOOL CANCELLATIONS/EARLY DISMISSALS**

Hamrick has several ways for parents to receive school cancellations and early dismissal information. School will be cancelled after it has been determined that road conditions are such that transporting students would be hazardous. PLEASE USE THESE RESOURCES INSTEAD OF CALLING HAMRICK. The phone lines need to remain free for emergency use!

1. Cancellations and early dismissals will be announced on local TV and radio stations.
2. Check the district website at: [www.fox.k12.mo.us](http://www.fox.k12.mo.us).
3. You can also sign up for our e-mail and text alert system! See the office to sign up and get important information sent to your phone and/or email account.

In the event of an early dismissal, it is the responsibility of the parent to have an emergency/early dismissal plan ALREADY IN PLACE. PLEASE DO NOT WAIT UNTIL WE DISMISS EARLY TO CALL AND MAKE ARRANGEMENTS. Students should not expect to use the phone to call and make transportation arrangements. Any time there is the slightest chance of an early dismissal, you must have a plan of action before your child comes to school. You can send a note to school explaining the procedure. This will help eliminate confusion.

### **NURSE INFORMATION**

Hamrick has a full time nurse to care for children who become sick or injured at school. If a child becomes ill parents are contacted and the child is sent home. If a parent cannot be contacted, the person designated on the registration form is contacted and asked to care for the child.

If, under exceptional circumstances a child is required to take medication during school hours, the school nurse and/or the principal's designee will administer the medication in compliance with the regulations that follow:

#### ***PRESCRIPTION MEDICATION***

The medication shall be in the original container labeled with the physician's prescription. Parents must send written authorization for school personnel to give medication. The note should include 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 MEDICATION***

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

Parents should send authorization for school personnel to give medication. The note should include 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. It is preferred that dosage for one day only be sent to school.

Handbooks are being provided to new students and grade K students only this year to conserve paper. Returning students can access the handbook online or can request a paper copy.

From time to time we will submit student names and pictures to local newspapers and put them on our website. If you do NOT want your child's name or photo published, please put your request in writing and send it to me!

## 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 no 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.

### Sexual Harassment Board Policy

Sexual Harassment of students by employees or other students is strictly prohibited by the 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 the 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 students shall immediately notify the designated administrator, or the next level administrator who is not the subject of the 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.

**STUDENTS**

**Regulation 2100**

**Non-discrimination and Student Rights**

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

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

Section 504 Coordinator Assistant Supt-Dr. Lorenzo Rizzi 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.

\*\*\*\*\*

Effective: 06/97

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

Consolidated School District No. 6 (Fox)

**Handbooks are being provided to new students and grade K students only this year to conserve paper. Returning students can access the handbook online or can request a paper copy.**

From time to time we will submit student names and pictures to local newspapers and put them on our website. **If you do NOT want your child's name or photo published, please put your request in writing and send it to me!**

The safety of our students is our priority. We have added security cameras and a buzz-in system at the front doors. To enter the school you need to press the buzzer and let us know your name and your reason for visiting. Please have identification ready.

Listed are some reminders about issues that come up frequently during the school year.

- Students who are absent cannot not attend a school-sponsored evening event on the same day.
- If cell phones are seen or heard they will be taken and will be returned to the parent/guardian. This is a big distraction and carrying a phone is a big responsibility for most elementary students. They need to be off and in a book bag!
- Take Your Child to Work Day usually occurs during testing time. If you and your child will participate in this program, please make arrangements to do it during the summer. This is an *unexcused* absence.
- No energy drinks or sodas please
- No hair dye! This is a distraction and disruption to the learning environment.
- Please make sure you have an emergency plan in place for early dismissal (1/2 days, snow days, other emergencies). You can also listen to the radio or watch the tv for early dismissal information when the weather is questionable. We need to keep the phone lines free for emergencies.
- MAP testing, grades 3-5, will occur sometime between March 28 and May 20. Please do not schedule any trips or appointments during this time, if possible.
- **Please have a consistent plan for your kids to get home daily.** When the "plan" changes it is confusing for the student and staff, who are trying to get the kids home safely.

Please sign and complete the bottom form indicating you have read the contents of the handbook and have discussed them with your child/children. Please return by Friday, September 4, 2015.

If you have any questions please don't hesitate to call or email! Have a great year!

Sincerely,  
Elizabeth Anderson, Principal

---

I have gone over the contents of the 2015-2016 handbook with my child.

Student \_\_\_\_\_

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

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

Teacher \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_