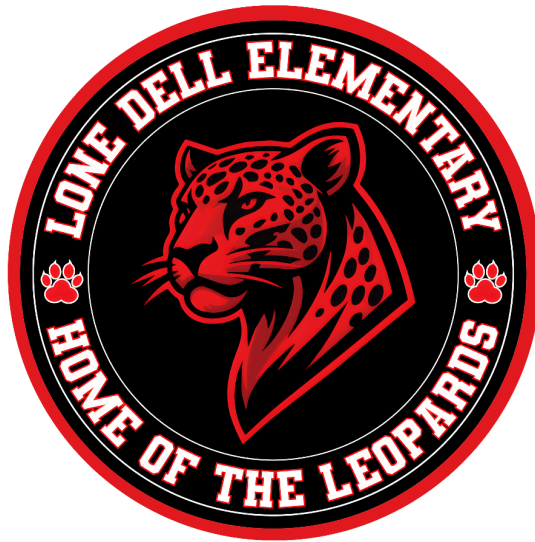


# Lone Dell ELEMENTARY

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## SCHOOL HANDBOOK



**Fox C-6 School District**

745 Jeffco Blvd. • Arnold, Missouri • 63010  
636-296-8000 • <https://www.foxc6.org/>

Lone Dell Elementary  
Student/Parent Handbook

Lone Dell Elementary  
2500 Tomahawk  
Arnold, MO 63010

Phone: 636-282-1470

Fax: 636-282-1474

[Lone Dell Website](#)

Dr. Paul Tramel

Principal

Lindsay Gruenewald

Assistant Principal

Christy English

Building Secretary

School Hours: 8:50 A.M. - 3:50 P.M.

This Handbook belongs to:

Name:		
Address		
City:	State:	Zip:
Teacher:		Room Number:

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

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

Please check the district website at <https://www.foxc6.org/> frequently for the most updated versions of our policies, procedures, and other useful information.

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

### **Statement of Non-Discrimination**

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

Section 504 Coordinator: Asst. Supt. - Elementary Education Central Office 745 Jeffco Blvd. Arnold, MO 63010-1432 Telephone: 636-296-8000	Title IV, Title IX, Title II, & Age Act Coordinator: Asst. Supt. - Human Resources Central Office 745 Jeffco Blvd. Arnold, MO 63010-1432 Telephone: 636-296-8000
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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.

## **PRINCIPAL'S MESSAGE**

Dear Parents/Guardians and Students,

We are beginning another very exciting year and I would like to take this opportunity to welcome you all to Lone Dell Elementary a *NATIONAL BLUE RIBBON SCHOOL* & a *Missouri Gold Star School*. The staff and I are looking forward to providing you and your child with a successful and rich school year.

The pages of this handbook are filled with important information regarding school policy and procedures. I suggest the parents and students review the contents together. If you have any questions that remain unanswered after reading the handbook, please call the school office at 282-1470. Open and clear communication between home and school is crucial to the success of our educational program and we hope to always provide the open lines for that communication. In addition, we feel that the handbook will serve as a helpful resource and reference for parents as they seek to provide academic support at home. Lone Dell parents are very important partners in the educational process and we plan to continue the family atmosphere for one and all.

We welcome your participation and support during the school year and solicit your membership in the Lone Dell Caring School Community parent organization. Working together, we will be able to reach our collective and individual goals. We look forward to an ongoing celebration of the strong academic success and will continue to strive for ongoing excellence.

Sincerely,

Dr. Paul Tramel  
Principal

## **MY EXPECTATIONS OF STUDENTS IN OUR BLUE RIBBON & GOLD STAR SCHOOL:**

I would like all of you to know what I expect from you, as a student in our Blue Ribbon/Gold Star School.

\*I expect you will represent our school in an outstanding manner at all times.

\*I expect you will work to the best of your ability.

\*I expect you will treat others with dignity, worth and respect.

\*I expect you will keep our campus beautiful and clean.

\*I expect you will obey all the rules and regulations set forth by your teachers and the school.

\*I expect you will work to keep a positive relationship with parents, teachers and friends.

\*I expect you to reach beyond your grasp to learn new things

Things that you can expect from Lone Dell Elementary:

\*You can expect to come to a friendly and safe learning environment each and every day.

\*You can expect to be treated with kindness and respect by all staff members.

\*You can expect to work hard and play hard.

\*You can expect to achieve the highest success with hard work from you and the staff.

I look forward to a wonderful year with you all. Please do not hesitate to contact me if there is anything I can do to make your child's educational experience better.

Dr. Paul Tramel  
Principal

## **ATTENDANCE**

School hours: 8:50-3:50

There is probably nothing that will affect your grades and the way you feel about school more than attendance.

Please be here every day you possibly can. Almost every day the teacher will teach new and important skills and ideas and if you are not at school these things will be difficult for you to pick up. Parents are to call the school and report their child's absence. If you do not report them absent, a phone call will be made to your home to indicate the absence of your child.

Please bring a note to the teacher after each absence telling the reason for the absence. Attendance will be closely monitored and letters shall be sent for excessive absences. Students continuing to practice poor attendance will be reported to the proper authorities

### *Early Arrivals:*

Supervision for your child is provided at 8:30. No child is allowed in the classrooms before that time. In order to provide for the supervision and safety of your child, please *do not drop your child off at school before 8:35*. Before school childcare is available at school through the district Character Kids Club. To make arrangements call (636) 282-6915.

### *Tardiness:*

It is very important that you get to school on time each and every day. In addition to missing valuable class time, instructions may be given at the beginning of the school day that will affect the whole school day. Students arriving late to school must be signed into the office by an adult to receive a late pass to get to class. *Please, do not drop children off without coming into the office.*

### *Early Dismissals:*

Unless you have a specific need to pick up your child early, please allow your child 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 the school day. Students will remain in the classrooms until an adult in the office signs them out.

Students will be placed on a bus every day unless a note is received from the parent to indicate other arrangements have been made.

Morning student drop off is located at the gym doors around the back of the building. We also allow drop off for K/1 students separately in front near the primary playground after 8:35. Please do not drop off students in the front bus zone.

Afternoon student pick up is located in the gym and you enter in the back of the building. All students must be signed out by an adult; an ID must be presented and the person picking up the student must be on the approved pick up list. No student will be allowed to leave without an adult present.

### **Character Kids Club:**

The Fox C-6 School District offers a before and after school childcare program at Lone Dell Elementary. The program hours are 6:00 a.m. to 6:00 p.m. For tuition information and program details please contact (636)282-6915.

### **MAKE-UP WORK GUIDELINES**

We ask your cooperation with the following:

1. All students should make up work missed when out of school for any absence.
  - A. Excused absence – student illness, serious family illness, death in family
  - B. Unexcused absence – family on vacation, visit to other family members, overslept, missed bus, etc.
2. Homework or make-up work will be done when the child returns to school.
3. Teachers may not have time to send homework on a daily basis. It is very difficult to put work together ahead of time, as it is nearly impossible to determine how much progress the class will make over a period of a few days.
4. To pick up absent work please call ahead of time. Absent work will be available to be picked up after 3:00 p.m.
5. Make up work for an unexcused absence may be allowed at the discretion of the teacher and the principal.

### **RESIDENCY**

The Safe Schools Act of 1996 requires that a student live in the district where he/she attends school. The child must be domiciled with and physically living with a parent or court-appointed legal guardian within the Fox School District to be eligible to enroll in any of the Fox schools. Proof of residency will be asked for at the time of enrollment and at any time we have reason to believe there has been a change in residency.

## **STUDENT BEHAVIOR AND 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 discipline program has been established 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 at all times within the school, on the playground or any school site, while going to and from school or on any school related outing.

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

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

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

1. Articles prohibited in school: CELL PHONES, radios, mp3 players, game boys, 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 the bus
9. Gambling
10. Improper display of affection
11. Leaving campus without permission
12. Improper dress
13. Physical assault on students, staff or visitors
14. Possession and/or use of drugs, narcotics, tobacco, and alcohol
15. Trespassing
16. Profane language



17. Theft
18. Weapons
19. Gangs and/or secret organizations

## **DRESS AND GROOMING GUIDELINES**

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

- 1) All students will wear shoes or sandals. Thong shoes are not considered appropriate for outside activities, NO shoes with wheels in them.
- 2) All articles of clothing advertising any commodity of an illegal nature or containing vulgar or suggestive pictures, insignias, or writing will be forbidden
- 3) All students will wear clothing covering the area from chest to near mid-thigh
- 4) Dress & grooming should not disrupt the teaching/learning process or cause undue attention to an individual student
- 5) Swimming attire will not be worn
- 6) All shirts, designed to be buttoned, will be completely buttoned with the exception of the collar button
- 7) Shorts, shirts, skirts and dresses of acceptable lengths will be worn (near mid-thigh length)
- 8) 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

Failing to follow the above dress guidelines could result in the following:

1<sup>st</sup> offense conference with student

2<sup>nd</sup> offense loss of privileges

3<sup>rd</sup> offense possible suspension & parent conference

Please understand that many of the clothing that is worn at home or in the neighborhood may be appropriate for that location but not appropriate for a school setting.

## **LUNCHROOM INFORMATION**

For the 2024-2025 school year, breakfast will be available at a cost of 1.85, lunch will be 3.35 and milk will be available for .50.

### Lunch Program

A hot lunch is offered to all students. Students may either bring their lunch or participate in the school lunch. At no time will any student be allowed to sit without a lunch without the written permission of a parent or guardian. Menus are sent home on a monthly basis. If you feel that you qualify for free

or reduced meals please obtain a form from the district website or cafeteria office.

Students at Lone Dell will participate in the SNAP lunch program again this year. The Food Service department encourages families to send money at the beginning of each week. All students will receive a card that is used to purchase meals. The money that is sent will be placed in an account for your child. If you would like restrictions of any kind placed on your account please put them in writing and send them to the cafeteria office at any time. Your child may buy breakfast, lunch or extra items from the cafeteria. You may send money weekly, monthly or yearly. When the account is low, you will be notified.

CHARGING FOR LUNCHES WILL BE PERMITTED IN CASE OF EMERGENCIES BUT IS NOT RECOMMENDED IN AN ONGOING BASIS.

In order to provide students and parents in the Fox C-6 School District with the best possible service, clarity, and accountability surrounding the school meal program, the following procedures regarding student meal account balances will be implemented effective August 20, 2015:

1. Parents are encouraged to prepay meals for their children, thereby eliminating situations that could develop during meal service over **negative balances**. Pre-payments for lunch and breakfast can now be made through the district website by utilizing the Parent Portal. Cash and check payments will continue to be accepted at each school; however, payments made through the district website or by check are preferred.

2. **No student will be denied a meal if he/she does not have adequate funds. Students with insufficient funds will be allowed to charge a maximum of \$15.00 towards meals per student.**

3. Once a student has charged a total of \$15.00 with no repayment, that student will receive a lunch consisting of a cheese sandwich, fruit, and milk or breakfast of cereal, fruit and milk. This meal maintains the USDA standards surrounding reimbursable meals and will be charged at full price to the student's account.

4. Students with negative meal account balances will not be permitted to purchase a la carte items.

5. A bi-weekly list of negative account balances will be forwarded to each principal. Each building Food Service Manager will send letters weekly to parents of school students with a balance of \$5 or less.

6. Parents are strongly encouraged to submit free/reduced meal application forms annually or when their household information or income changes.

Applications can be submitted at any time and are available during registration or through individual schools. Free/reduced applications will also become a part of all paperwork provided to families of students transferring into the Fox C-6 School District. While the district strongly encourages

families to apply for free/reduced meal benefits, the final application responsibility lies with the parents.

7. Parents are strongly encouraged to monitor their students' meal account activity through the Parent Portal on the online student information system. This system can be used to confirm payments have been received, make payments, and monitor account activity.

8. The Fox C-6 School District is committed to providing nutritious meals to students who choose to participate in the program. However, there is a responsibility on the part of the students and parents to satisfy all financial obligations to the meal program in a timely manner.

If you have any questions, please email me at [odenwaldk@foxc6.org](mailto:odenwaldk@foxc6.org).

Lunchroom conduct:

1. Speak in a normal tone, no screaming or yelling
2. No sharing or trading food
3. Raise your hand if help is needed
4. All trash will be picked up from table and floor before being dismissed
5. No throwing or playing with food
6. Respect the authority of the cafeteria aide
7. All students will eat a lunch

The first 20 minutes of lunch will be spent eating. The remaining 10 minutes, the students will be allowed to go outside. However, if the students are not finished eating, they will not be dismissed for outside activities. No food or drink will be permitted outside.

## **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.

## **PARENT ORGANIZATION**

If you are interested in participating in and/or organizing a parent group here at Lone Dell please contact the principal.

## **VOLUNTEERS**

If you wish to volunteer your time at school, we would be more than willing to find just the right place for you. Parents may help in the library, cafeteria,

or classrooms on a regular or short-term basis. You will receive information during the school year concerning these times.

## **VISITOR'S PASS**

Again, parents and members of the community are always welcome to visit. However, arrangements must be made in advance and you must stop by the office and get a VISITOR'S PASS. No adults will be allowed in the hallways without the proper identification (a visitor's or volunteer's pass). The staff is instructed to question anyone not following the procedures and immediately contact the office. THIS INCLUDES VISITORS IN THE HALLWAYS BEFORE DISMISSAL. Your child's safety is our main concern.

## **PERSONAL PROPERTY**

As a general rule, students should not bring toys, balls, radios, headsets, hand-held computer games, any type of playing/game cards, game boys, laser pointers, or CELL PHONES, IPODs, etc to school unless given specific permission to do so by school personnel. Any item brought to school without permission will be impounded and kept until the end of school year by the principal. All personal belongings will remain in the classroom until dismissal, this includes backpacks.

## **HEALTH SERVICES**

### *Illness/Injury*

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

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

1. fevers of 100 F or more and 24 hours fever free
2. skin rashes of unknown origin or any rash accompanied by fever
3. vomiting-symptoms free for 24 hours
4. diarrhea-symptoms free for 24 hours
5. severe abdominal cramps
6. lacerations that may require stitches
7. possible fractures
8. loss of consciousness
9. streptococcal sore throats that have not had a minimum of 24 hours of antibiotic at home treatment before returning to school
10. pediculosis
11. conjunctivitis (eye infections, pink eye)
12. all serious injuries requiring a physician's evaluation

And to administer the following:

- a. to give Tylenol as needed according to child's weight

- b. to use antiseptic to cleanse wounds and abrasions
- c. to give cough drops or Chlorseptic for minor sore throats
- d. to use Calamine lotion for minor skin conditions
- e. to use Campho-phenique for minor mouth and gum sores
- f. to use first aid or burn cream as needed
- g. to use Solarcaine spray for sunburns only
- h. to conduct screenings for vision, hearing and scoliosis
- i. to use Ambesol for minor tooth aches
- j. to administer prescription and over the counter medications that are properly labeled
- k. to practice proper first aid and emergency care to sick and injured students according to recommended guidelines
- l. to care for school related illnesses and injuries only
- m. to have a current immunization record on each student and to comply with all state regulations concerning exclusion of students in non-compliance

*Medication policy:*

If under exceptional circumstances a child is required 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 designee will administer the medication in compliance with the regulations that follow:

**Prescription Drugs:** The medication 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. It is suggested that there be enough dosage sent to school for the day, not the entire amount of the prescription.

**Nonprescription Drugs:** Oral medication that is non-prescriptive may be administered under the supervision of the school nurse and /or principal's designee if authorized by the parent. Students are not to carry medication with them at school. Parents shall authorize school personnel to give medication. This authorization can be in the form of a note to the school acknowledging the parent's approval, dosage, times and amount, name of medication, purpose of medication, possible side effects, and the termination date for administering the medication. It is suggested that there be enough dosage sent to school for the day only. The medication shall be in the original container.

*Procedures:*

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

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

The school district retains the right to reject requests for administering medication. The parent/guardian of the student must assume responsibility for informing school personnel of any change in the student's health or change of medication. Medicines, which do not have the above information, cannot be given. All medication is to be dispensed through the nurse's office.

## **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, "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 student's 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 other than the school bus.

The infestation must be treated before the child is returned 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. The not nit policy will refer to the removal of ALL nits. Before a child will be permitted to return to class, he /she must be brought to school by the parent or guardian to be examined by the school nurse. Cases of non-cooperation or repeated instances of infestation may result in notification of the Division of Health or the Division of Family Services.

## **EMERGENCY DISMISSAL**

In the case of inclement weather, school closings will be sent out via email, phone call, and text message using the District's notification system. Additionally, school closings will be announced on the District [Facebook](#) and

[Twitter](#) pages, @foxc6schools. School closings will also be published on Fox 2, KMOV 4, and KSDK 5.

<https://www.foxc6.org/> is the quickest and easiest way to get this information.

Parents should make arrangements ahead of time so that children know what they should do in case of an early dismissal. Children will not be allowed to use the phone to call parents when early dismissals occur. If possible please refrain from calling the school but tune your radio or TV to a station listed above. This will allow us to receive important informational calls from Central Office and the Transportation department.

## **EMERGENCY DRILL PROCEDURES**

The following drills are practiced regularly. The procedures are discussed with the students within the first 2 days of school starting. **PLEASE DO NOT CALL THE SCHOOL IN THE EVENT OF AN ACTUAL EMERGENCY. IT IS CRITICAL THAT WE KEEP OUR PHONE LINES OPEN TO REMAIN IN CONTACT WITH OUR CENTRAL OFFICE FOR INSTRUCTIONS AND ASSISTANCE.**

Tornado Drill-Students will go into the hallways in the duck and cover position until further notice

Fire Drill-Students will exit the building in an orderly fashion and remain with their class & teacher until further notice

Earthquake Drill-Students will immediately get under their desks in the duck and cover position and remain there until instructed to exit the building and go to designated safe zone.

Intruder Drill-students will remain in the classroom with the teacher and with the door locked until further notice.

## **SAFELINE**

SAFELINE is a student/parent/staff hot line that allows for reporting of certain safety, security and student welfare issues anonymously, if the person wishes. By calling 296-SAFE (7323), anyone can report a situation to a telephone recorder, which is checked daily by the district's Safety & Security Director. The goal of the SAFELINE program is to encourage the safe reporting of criminal activity (drugs, weapons, assaults, vandalism), unsafe conditions in and around our schools, and concerns a student may have about their own emotional well-being or that of another student.

## **NON-DISCRIMINATION AND STUDENT RIGHTS SEXUAL HARASSMENT OF STUDENTS**

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 victims of or have witnessed sexual harassment should report the incidents 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. An employee 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 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 a complaint has not been satisfactorily resolved may use the normal grievance procedures.

Publications disseminated to employees and students will inform them of this policy.



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

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Please check the district website at <https://www.foxc6.org/> frequently for the most updated versions of our policies, procedures, and other useful information.

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

Sincerely,

Dr. Paul Tramel  
Principal  
[tramel@foxc6.org](mailto:tramel@foxc6.org)

Ms. Lindsay Gruenewald  
Assistant Principal  
[gruenewaldl@foxc6.org](mailto:gruenewaldl@foxc6.org)