

# **STUDENT / PARENT HANDBOOK**

## **2024-2025**

**George Guffey Elementary School**  
**400 13th Street**  
**Fenton, MO 63026**

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

**<https://www.foxc6.org/guffeyes>**

**Follow us on Twitter @guffeyelem**

**Jackie Waller, Principal**  
**Lisa Hazard, Assistant Principal**

**Student Name:** \_\_\_\_\_

**Teacher Name:** \_\_\_\_\_ **Room #:** \_\_\_\_\_

**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, ethnicity, religion, sexual origin or perceived sexual origin, 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-Special Services Central Office 745 Jeffco Blvd. Arnold, MO 63010-1432 Telephone: 636-296-8000	Title VI Coordinator Assistant Supt-Human Resources Central Office 745 Jeffco Blvd. Arnold, MO 63010-1432 Telephone: 636-296-8000	Title IX Coordinator Assistant Supt-Human Resources Central Office 745 Jeffco Blvd. Arnold, MO 63010-1432 Telephone: 636-296-8000
Title II Coordinator Assistant Supt-Human Resources Central Office 745 Jeffco Blvd. Arnold, MO 63010-1432 Telephone: 636-296-8000	Age Act Coordinator Assistant Supt-Human Resources Central Office 745 Jeffco Blvd. Arnold, MO 63010-1432 Telephone: 636-296-8000	

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

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Effective: 06/97

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

Consolidated School District No. 6 (Fox)

## **2024-2025 SCHOOL YEAR**

This Parent-Student Handbook has been prepared to provide essential information to the students (and families) who attend Guffey Elementary School. Please take some time to review the contents of this handbook.

### **MISSION STATEMENT**

Guffey is the B.E.S.T. Bettering Everyone, Succeeding Together through L.O.V.E Learning, Optimism, Virtue and Empathy

### **SCHOOL OFFICES**

Please feel free to contact us to discuss your child's education.

Listed below are the phone numbers of various departments on campus:

<b>Fox C-6 Adm. Building</b>	296-8000
<b>Director of Transportation</b>	296-5331 (Gary Cross)
<b>Character Kid's Club</b>	282-6915 (Sue Belleville)
<b>Parents As Teachers Program</b>	282-1476 (Sue Belleville)
<b>Building Blocks Preschool</b>	282-6915 (Sue Belleville)
<b>The R.E.A.C.H. Center</b>	282-6974 (Christie Robbins)

**Guffey Elementary staff members have 24-hour voicemail system**  
**Contact your child's teacher: 636-343-7662**

<b>Principal</b>	<b>Jackie Waller</b>
<b>Assistant Principal</b>	<b>Lisa Hazard</b>
<b>Secretary</b>	<b>Tina Laaksonen</b>
<b>Counselor</b>	<b>Jennifer McElrath</b>
<b>School Nurse</b>	<b>Cathy Mueller</b>
<b>Cafeteria</b>	<b>Inger Clark</b>
<b>Character Kids Club</b>	<b>343-7662 ext. 22</b>
<b>Attendance Line</b>	<b>343-7662</b>

(Call Attendance line before 7:40 a.m. daily or email [laaksonent@foxc6.org](mailto:laaksonent@foxc6.org))

Web Page: <https://www.foxc6.org/Domain/15>

### **WELCOME TO STUDENTS**

The Guffey Elementary Staff extends to you a warm and sincere welcome. We hope the time you spend at Guffey Elementary this year will be both academically rewarding and socially enjoyable.

As a responsible citizen of this school, you are expected to become familiar with and follow the expectations which have been established for the welfare and safety of the entire student body. This handbook has been prepared in order to help you become better acquainted with expectations, policies, and procedures at Guffey Elementary. Purposely ignoring the expectations and policies will result in disciplinary action by staff / administrators.

## **THE DAILY EXPECTATIONS OF STUDENTS IN OUR SCHOOL**

I would like to share the Guffey Elementary 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 follow all the policies and expectations set by teachers/staff/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 know you will enjoy learning and growing as a student and a leader at Guffey Elementary School.

Have a Great Year!

Mrs. Jackie Waller, Principal

Mrs. Lisa Hazard, Assistant 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 concerns heard.
- ★ Be treated with kindness and respect.

## **FIGHT-FREE SCHOOL PROGRAM**

Guffey Elementary has a Fight-Free School Program. The philosophy of the program is to prevent small altercations, even "horsing around" activities, which can lead to more serious physical encounters. We are attempting to solve these "little" conflicts before they become bigger ones.. "**KEEP HANDS FEET AND ALL OTHER OBJECTS TO YOURSELF**" is our motto to stay fight-free and be KHFAAOOTY"! If your child receives 3 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(s) in charge.

## **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 Missouri School of Character 2016 and a National School of Character in 2017 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.

**DROPPING CHILDREN OFF**  
**BEFORE SCHOOL STARTS**

Children will be allowed to enter the building and proceed to their classroom at 8:30 a.m. each day. Guffey Elementary school starts when the bell rings at 8:50 a.m. Children may not be dropped off before 8:30 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. For safety reasons parents are not allowed to walk students to class.

If you have conflicts getting your child to and from school on time, the Fox C-6 School District offers a child care program before and after school. (See Character Kid's Club information)

**DROPPING CHILDREN OFF**  
**AFTER SCHOOL STARTS**

Students brought to school after the tardy bell rings at 8:50 a.m. are officially late/tardy and must be officially signed in at the office by their parent or guardian. **Students should not enter the building by themselves. If you arrive at school and the daily staff monitors are not outside that should be an indicator that you will need to park your car and walk your child into school to officially sign them in for the day.** All students arriving late must be accompanied by a parent or guardian.

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

Guffey Elementary offers a Character Kid's Club before and after school child care program. The program will be held in the cafeteria/classroom 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. Our CKC program is the BEST!

**PICKING CHILDREN UP DURING SCHOOL HOURS**

**Parents who wish to pick up children during the school day should report to the office.** For your child's protection, we will only release your children to you or to those individuals who are listed as emergency contacts. 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. **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 may not meet you outside and you cannot go to the room and pick up the child. We ask that you (or other authorized person) 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 3:50 p.m. Parents/Guardians will line up at the front of the building and go to the second set of double doors by the front entrance. The doors will open at 3:40 p.m. and you will go to a table in the commons and sign your child out. You will need your I.D. with you. No child will be released to another adult without written parent permission. Verbal permission over the phone is not acceptable. 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 second entrance. No cars will be allowed to park in the bus lane.

### **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 the 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 the 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.

## **GUFFEY COMMUNITY ORGANIZATION GCO**

Guffey Elementary has an excellent parent organization called the Guffey Community Organization (GCO). All parents are cordially invited to attend our meetings and work with a fine group of dedicated parents and staff. For additional information, please contact the school. Below is the GCO meeting schedule for 2024-2025.

Sept 12 6:30 - 7:30 p.m.

Nov. 7 6:30 - 7:30 p.m.

Jan. 9 6:30 - 7:30 p.m.

March 6 6:30 - 7:30 p.m.

May 1 6:30 - 7:30 p.m.

## **GCO CLUB OFFICERS**

President - Erin Oliver

Vice President/Treasurer - Denise Blattner

Secretary - Amy Koch

## **CLASSROOM PARTY INFORMATION - On Hold Until Further Notice**

- ☺ Halloween Party – October 31st – Kindergarten thru 2nd grade students may bring costumes to school. (Do not wear costumes on the bus.) No full masks allowed or weapons.
- ☺ Christmas Party - Dec. 13th, if school is canceled we will host the parties on Dec. 16<sup>th</sup>
- ☺ Valentine's Day Party - February 14th

## **FOOD DONATION / PARTY TREATS**

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. All drinks should be store bought and sealed to be opened at school.

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.

Remember the best way to prevent the spread of disease is through careful hand washing especially after visiting the bathrooms. Please encourage your children to wash their hands frequently throughout the day, use a tissue when coughing or sneezing and remind them not to share food or utensils with others. The health and well being of our children are priorities at Guffey Elementary.

### **VISITOR'S PASS**

Anyone who enters our school during school hours 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. We ask if you are interested in meeting with the teacher that you schedule an appointment to meet with them before or after school or during their plan time. We welcome parents and family members to come and enjoy lunch with students. Visitors will not be allowed to go down the hallway to a classroom without an appointment and may not interact with students during scheduled recess times.

### **CHANGE OF ADDRESS OR PHONE NUMBER**

Whenever you have a change of address you must contact the office and provide new proof of residency. You can update your phone number, emergency contact updates, babysitter information through the parent portal. Our district utilizes the Tyler Student Information System to keep families informed. We rely heavily on the accuracy of this information when we send out email blasts to keep parents informed of school and emergency information.

### **ILLNESS / INJURY**

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

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

- Fever of 100 degrees or more – must be symptom free for 24 hours to return
- Skin rashes of unknown origin or any rash accompanied by fever
- Vomiting - must be symptom free for 24 hours to return
- Diarrhea - must be symptom free for 24 hours to return
- Severe abdominal cramps
- Laceration that may require stitches
- Possible fractures
- Loss of consciousness
- Streptococcal sore throats that have not had a minimum of 24 hours of antibiotic treatment at home before returning to school
- Pediculosis (head lice) must be nit free to return to school
- Conjunctivitis (pink eye). Student may return 24 hours post antibiotic treatment
- All serious injuries / conditions requiring a physician's evaluation



- Any specified condition, as determined by the Department of Health and Senior Services of Missouri

### **ILLNESS / INJURY AT SCHOOL**

The school keeps on file the emergency numbers which are given as you enroll your child at school. SHOULD ANY OF THESE NUMBERS CHANGE AT ANY TIME, PLEASE UPDATE YOUR CHILD'S RECORDS IN THE PARENT PORTAL. The numbers listed will be used to locate the proper parent or guardian in case your child is injured or becomes ill. If we are unable to reach you, the parents (guardians), we will then call the emergency numbers. The nurses' health rooms are often small, please make arrangements in advance if your child should need to be picked up. Please make sure that the student is picked up in a timely manner. This allows the nurse to continue providing care to all students with healthcare needs.

If a child is injured or becomes ill, he/she should ask their teacher for a nurse pass to visit the nurse. If a student gets hurt on the playground, the student should inform the teacher on duty.

### **MEDICATION POLICY**

#### **Prescription Drugs**

The medication shall be in the original container labeled with the physician's prescription. Parents shall send a note authorizing school personnel to give medication. The note should include the parent's approval, dosage time and amounts, date prescribed, name of medicine, purpose of medicine and the termination date for administering the medication. **Ask your pharmacist to supply a school bottle at the time the prescription is filled.** Please contact the school nurse for a medication administration record form. Return the completed form back to the nurse with medicine to be administered.

#### **Nonprescription Drugs**

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

Parents shall authorize school personnel to give medication. This authorization can be in the form of a note to the school acknowledging the parent's approval, dosage, times, amounts, name of medicine, purpose of medicine and the termination date for administering the medication. **The medication shall be in the original container and the dosage may not exceed the package instructions.**

The school district retains the right to reject requests for administering medication. The parent/guardian of the student must assume responsibility for informing school personnel of any change of the student's health or change in medication.

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

The diagnosis of head lice is made by observing either lice or nits on the hair and scalp. When a child is found to be infected, the parent will be notified and expected to either pick the child up or arrange for transportation home. All siblings, other close contacts, and the student's classroom will be examined. The infestation must be treated before the child is returned to school or participates in any student sponsored activity. It is the responsibility of the parent or guardian to properly treat the infestation by shampooing the child's hair with a pediculicide and by removing all nits.

The **no-nit policy** will refer to the removal of all nits. As the ovicidal rate of the most effective pediculicide is 70-80%, and may be as poor as 45-70%, nit removal is necessary. This procedure is recommended by the Missouri Division of Health and is recommended even if product marketing information deems nit removal unnecessary.

Before the child will be permitted to return, he or she should be brought to school by the parent or guardian to be examined. Some proof of treatment showing the child has been treated with a pediculicide may be requested at the discretion of the school nurse. **Students will not be readmitted if nits remain in the hair.**

*Cases of non-cooperation or repeated instances of infestation may result in notification to the Division of Health or the Division of Family Services.*

### **SCHOOL HEALTH STAFF ARE ON DUTY DAILY TO ASSIST:**

- Give Tylenol as needed according to child's weight
- Use antiseptic to cleanse wounds and abrasions
- Give Chloraseptic for minor sore throats
- Use Calamine lotion for minor skin conditions
- Use Campho-phenique for minor mouth and gum sores
- Use first-aid or burn cream as needed
- Conduct screens for vision, hearing
- Use Anbesol for minor toothaches
- Administer prescriptions and over the counter medications that are properly labeled
- Practice proper first aid and emergency care to sick and injured students according to recommended guidelines
- Care for school related illnesses and injuries
- Have current immunization records on each student and to comply with all state regulations concerning exclusion of students in non-compliance
- Administer Epi-pen for Anaphylaxis emergency
- Use Tums for a stomach ache
- Obtain O2 stats when necessary
- Assist with other school related medical situations

### **STUDENT ACCIDENT INSURANCE**

Student accident insurance is available. Parents interested in purchasing this coverage should

complete the remittance envelope and mail directly to the insurance company. **DO NOT return your payment to the school**. Claim forms may be obtained from the school office. See Fox C-6 District website homepage (under the PARENTS tab) for documents: <https://www.foxc6.org/>

### **IMMUNIZATIONS REQUIRED** **BY STATE OF MISSOURI**

Immunizations are required prior to the start of school for all students (including kindergarten and transfer students). Proper documentation and / or up to date immunizations are required for students to be permitted to attend class.

**If your child needs immunizations, please check with your child's physician, the Jefferson County Health Department (636) 282-1010, or any local pharmacy such as Dierbergs, Walgreens, or Pharmax Pharmacy, for any needed immunizations. Immunization requirements can be found on the District website as well on the Missouri Department of Health & Senior Services website**  
<https://health.mo.gov/living/wellness/immunizations/schoolrequirements.php>.

### **BUS SERVICE**

Students must ride their assigned bus unless a special circumstance arises. No student is allowed to walk home without permission from the building principal. 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**

Following the Guffey Expectations are for the safety and protection of students riding a bus and at bus stops. Failing to observe these expectations may endanger the lives of students and could result in the suspension of bus privileges. **Please encourage and promote bus safety. We encourage parent presence at all bus stops to aid in student safety. Thank you for your assistance.**

### **Bus Expectations:**

Students are asked to follow the SHINE On bus expectations:

Give me 5

1. Bottom to Bottom, Back to Back
2. Feet on the Floor
3. Hands to Yourself
4. Nice, Quiet Voices
5. Ready to SHINE ON!

### **BREAKFAST/ LUNCH PROGRAM**

The breakfast menu will include one hot entree such as a sausage biscuit every morning along with a fruit choice, an alternate choice of cold cereal, milk and juice. Breakfast will be served in the school cafeteria 20 minutes before school starts (8:30 – 8:50 a.m.). Students will not need to be dropped off early to participate. **(\*Prices subject to change)**

Lunch may be purchased on a daily or weekly basis. Money can be sent in or loaded into your child's Tyler lunch account. Hot breakfast and lunch can be purchased for a week payable on Monday mornings or on a daily basis.

Breakfast: \$1.85  
Adult Breakfast: \$2.75  
Elementary Lunch: \$3.35  
Middle/High Lunch: \$3.45  
Adult Lunch: \$4.35  
Milk: \$0.50

The school lunch 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. If you have more than one child in school, you may send one check for all of your children and send it in one envelope. 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 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. Snacks may be purchased by 1<sup>st</sup> – 5<sup>th</sup> grade students. We are encouraging our kindergarten students to focus on eating the school lunch and have found the purchased snacks to be a distraction from the main meal choices. When there are balances of \$2.00 or less found in a child's account a letter will be sent home. 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. We look forward to working cooperatively with your family.

### **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 email or text alerts.:

**<https://www.fox6.org/>** **You can also text #67587 and text y or yes to receive text notifications.**

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.

During the winter months inclement weather may necessitate the cancellation or early dismissal of school. Cancellations and early dismissals will be announced on the district webpage, an email blast will be sent and the following television stations will be notified: FOX NEWS Channel 2; KMOV Channel 4; NEWS Channel 5.

### **CONFERENCES AND VISITS**

Conferences with teachers may be arranged by contacting the teacher. Feel free to contact the principals or classroom teachers whenever you have a concern or question. There are two scheduled conferences between parents & teachers each school year (refer to the school calendar). 1st Semester - November 4th 2nd Semester - April 7th

### **GRADING SCALE**

The following grading scale will be used by **grades K- 5th grade** for the skilled based report cards.

#### **Kindergarten–5th Grade Achievement Levels**

At quarter's end students are working at:

- 4 = Advanced
- 3 = Proficient
- 2 = Still Developing
- 1 = Not Achieving (grade level) Expectations

\* = Modifications and Accommodations in Accordance with 504/IEP

### **LUNCHROOM CONDUCT**

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

- 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, CARBONATED DRINKS OR SODA are to be brought to school or purchased at school from a vending machine.
- Students are to remain seated until dismissed. All items should be purchased before sitting down.
- Raise hand 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 low tone of voice. No screaming or yelling.

### **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.

Anyone who has knowledge of any number of different situations which they feel may/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 incident occurred, but chose not to get involved. SAFELINE is one way to prevent this in our District.

### **GUIDANCE COUNSELING SERVICES**

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 grade levels. The guidance curriculum is organized around 3 major areas: Personal & Social Development, Academic Development and Career Exploration & Planning. Student competencies to be addressed are related to the Missouri Learning Standards.

In addition to curriculum, the counselors will continue to give system support, responsive services and individual planning resources. Evaluations for the gifted R.E.A.C.H. Program and some of the screening tools for Kindergarten entry are conducted by the counselors. Examples of other services our school counselor(s) are involved in identification and monitoring of 504's, DFS, Comtrea and other outside agencies who are working with our students. Our counselors also conduct support groups on such issues as divorce recovery and crisis counseling when needed.

### **PROBLEM SOLVING TEAM**

Guffey Elementary has a Problem Solving Team (PST) composed of grade level teachers, school counselors and principal(s). The purpose of this team is to provide struggling students with assistance to promote academic or behavioral success. Students are referred to the Problem Solving Team by their classroom teachers. Referrals may be considered for the following causes: poor attendance, poor academics, behavior, attention concerns, and emotional factors are explored to see how they may be contributing to poor performance. Research based interventions and strategies are suggested by the PST members to assist the classroom teacher. In some cases an educational evaluation for the purpose of identifying a handicap 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 Problem Solving Team you will receive a letter reporting the concerns and recommendations. Parents should also be contacted by the teacher prior to a Problem Solving Team meeting on 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.

### **Library Procedures**

- 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> grade students can check out 3 books at a time.
- Reference books cannot be checked out except if the teacher has given permission. They must be used in the classroom and for only that day.
- Students who have overdue books will not be able to check out any new books.

- 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.
- When students are not able to check out a book, they are welcome to read magazines in the library. Magazines may not be checked out to students.

#### **Damaged/Lost Material Policy**

- Fines are not collected for overdue materials.
- 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 \$15 for a hardback book and \$10 for a paperback book.

**For additional information please see the Fox C-6 Policy Handbook. These policies are subject to change.**

**Thank you for reviewing the handbook with your child(ren).  
If you have any questions please let us know.**