

ANTONIA ELEMENTARY HANDBOOK

FOX C-6 SCHOOL DISTRICT

745 JEFFCO BLVD. • ARNOLD, MO • 63010
636.296.8000 • www.fox.k12.mo.us

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

Please check the district website at www.fox.k12.mo.us 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 Coordinator, Title IX Coordinator, Title II Coordinator & Age Act Coordinator:
Asst. Supt. - Human Resources
Central Office
745 Jeffco Blvd.
Arnold, MO 63010-1432
Telephone: 636-296-8000

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

MSBA

The Fox School District is currently adopting policy through the Missouri School Boards' Association, and this adoption could affect policy within this handbook. Parents will be notified if changes should occur.

CHARACTER EDUCATION

Character Education is a top priority of the staff and students at Antonia Elementary. 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. We make every effort to ensure that our students see good character in our staff, live our shared values while attending Antonia, and then carry them into their future lives.

THREE ANTONIA MANNERS

1. Be Respectful
2. Be Responsible
3. Be Safe

It is our belief that all other rules fit under these three manners, and we strive to promote the adherence to these in our students.

PROHIBITED PHRASES (Bull-ony Words)

I can't
I won't
Do I have to?
Whatever
Put Down of Others
Excuses
Inappropriate language

ACCEPTABLE PHRASES (Bulls-eye Words)

I can
I will
Do I get to?
Ok
Compliments
I'm sorry
Please
Thank you

8 SECOND RULE

We try to provide our students the opportunity to alter a negative behavior by allowing 8 seconds to think of a better way to handle the situation. We communicate to our students that a bull rider is considered successful if they ride for 8 seconds, therefore we can succeed in our behavior 8 seconds at a time. This is also displayed in our Antonia License Plate "82B GR8"

ANTONIA ELEMENTARY SCHOOL
LEARNING AND WORKING TOGETHER

Mission Statement

The mission of Antonia Elementary School is to provide a foundation for students to become productive citizens in their community through education, empowerment, and character development.

AS AN ANTONIA STUDENT, IT IS MY RESPONSIBILITY TO:

- attend school every day
- come to school prepared with books, paper, pencil and any materials and assignments as directed by teachers
- obey the directions of all staff members
- maintain a positive attitude toward learning and to believe in my ability to succeed
- respect myself and the rights and property of others

THE STAFF AT ANTONIA ACCEPTS THE RESPONSIBILITY TO:

- provide a quality instructional program in an integrated setting for each student
- provide an orderly classroom and safe school environment
- develop programs and activities which will respond to the social, emotional, personal and physical developmental needs of each student
- assist parents in helping their children develop the self-discipline and the self-confidence needed to participate in school as a responsible citizen

AS A PARENT OF AN ANTONIA STUDENT, IT IS MY RESPONSIBILITY TO:

- send my child to school each day on time, prepared with all necessary materials, well-rested, properly dressed and ready to learn
- check my child's work and homework on a regular basis
- communicate with my child's teachers when I am concerned with my child's achievement or well-being
- provide my child with suitable study conditions at home...a desk or table, lights, books and supplies

OPEN HOUSE

Open House is held at the beginning of each school year. It is an excellent opportunity for parents and teachers to become acquainted. All parents/family members are invited.

CONFERENCES AND VISITS

We encourage communication between home and school. Conferences will be scheduled at the close of the 1st and 3rd quarters. They may also be scheduled throughout the year. Please send a note, e-mail, or call in advance to schedule a conference with your child's teacher at any point.

POLICY FOR DROPPING OFF CHILDREN BEFORE SCHOOL

Your child's safety and well-being are our primary concerns. Therefore, we ask that you not drop off children before we can provide adequate supervision. School starts at 8:20 a.m. CHILDREN SHOULD NOT ARRIVE BEFORE 8:20 a.m. There is no one to supervise your child prior to this time. If you must leave earlier for work, please make arrangements for a sitter to supervise the child until bus time or contact our Character Kid's Club to enroll in the before-school program.

When dropping off your child, please use the parking area at the east entrance of the playground.

Students may be walked to the building; however, we ask that parents not visit the classrooms as teachers have morning routines to start and many children to attend to.

POLICY FOR PICKING CHILDREN UP DURING SCHOOL HOURS

For your child's protection, only you as the child's parent/guardian or those persons you list on file are allowed to pick up your child from school. If it is necessary for someone other than yourself, or those persons listed to pick the child up, a note from you giving your permission for that person to pick up your child will be required. To prevent confusion, a parent or other authorized person, must come to the office to pick up their child.

Students Leaving Early

Unless you have a specific need to pick up your child early, please allow him/her to finish the school day. Teachers convey information and conduct classroom activities right up to dismissal time. When possible, medical and dental appointments should be made outside of school hours. If a child needs to be excused early, a note stating the time you are picking your child up and the reason should be sent with the child on the morning of the dismissal. Notification may be made during the same day for an early dismissal, but we ask you to contact the school by 2:30.

The child cannot be released until you come to the office. Do not go to the room first. Do not ask that the child meet you outside. Teachers have been instructed not to release a child to a parent who goes directly to the classroom. If a child returns to school, they must be signed back in at the office.

WE TAKE RESPONSIBILITY FOR YOUR CHILD VERY SERIOUSLY. We ask that you cooperate by observing the rule that children do not leave the building, even with their parent, without signing out at the office.

Leaving/Returning Same Day Procedure

When a child needs to leave school for an appointment, but is going to return to school later, the child must be signed out by the parent. When the child returns to school, he/she must be signed back in by the parent (or authorized adult).

POLICY FOR PICKING CHILDREN UP AFTER SCHOOL

School ends at 3:40 p.m. Students are not released early from school unless they have a doctor's appointment or a family emergency occurs.

If you pick your child up EVERY DAY, please complete a pick-up form (from the office) and we will add your child to our daily pick-up list. These students may be picked up in the gym at 3:35.

For your child's protection, we are asking that all parents who pick their child up after school to please **park on the playground side of the fenced-in parking area**. Parents may then meet their child in the gym. It is unsafe for children to be running between parked cars and buses. Students will be released to the gym at 3:30.

CHARACTER KID'S CLUB

The Fox C-6 District provides a Character Kid's Club before and after school at Antonia Elementary. It runs in the mornings from 6:15 a.m. until 8:30 a.m. dismissal to the classrooms. After school child care is also provided until 6:15 p.m. For tuition information and program details, please contact Sue Belleville at 636-282-6915 or call our school. The program operates only on days when school is in session. Character Kid's Club does not operate on early dismissal days that are due to inclement weather. Snow day arrangements for you child must be made in advance.

PERFECT ATTENDANCE

A student will receive perfect attendance by being present at school all day every day. Unfortunately, any early dismissal or late arrival (no matter the length of time) could nullify a student from obtaining perfect attendance.

REPORTING ABSENCES

Please call 636-942-2181 before 10:00 a.m. if your child will be absent. Our automated system will call daily to confirm student absences with parents who have not notified the school of the absence. Excessive absences will be reported to the Division of Family Services. It is the student's responsibility to make up all missed assignments, projects or tests. Regular school attendance is essential for your child to receive the maximum benefit from classroom instruction. It is the responsibility of the parent to see that their child attends school regularly and on time.

MAKE-UP WORK POLICY

If your child is absent for one day, he/she may make up the missed work after returning to school. If absent for two or more days, you may pick up your child's work from the office. To arrange for make-up work, call the school in the morning, then pick up the homework after 2:45 p.m. This allows the teacher time to gather the work during the daily planning time and will avoid taking his/her time from classroom instruction. Your child may also make-up missed work after returning to school.

It is difficult for teachers to give make-up work in advance. It is nearly impossible to determine the amount of progress that a class may make over a period of several days.

NOTE: Please call before stopping by to get homework. This gives the teacher time to prepare the work and prevents class disruptions.

VISITOR'S PASS

Parents are always welcome to visit Antonia Elementary. However, you must stop by the office for a VISITOR'S PASS. No adults will be allowed in the hallways without proper identification. The staff is instructed to question anyone not following this procedure. THIS INCLUDES VISITORS IN THE HALLWAY BEFORE SCHOOL STARTS AND AT THE END OF THE DAY BEFORE DISMISSAL. Your child's safety is our main concern.

STAYING AFTER SCHOOL FOR FUNCTIONS

A note must be sent to the classroom teacher each time a student is to stay for extracurricular activities. This helps to ensure that your child will be sent to the proper activity each week. Send a note each week, otherwise students will always be sent home on his/her bus or sent to Character Kid's Club if applicable. These arrangements need to be made before the child comes to school.

HEALTH SERVICES

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)
- Conjunctivitis (pink eye). Student may return 24 hours post antibiotic treatment
- All serious injuries requiring a physician's evaluation

District orders will be followed to administer the following:

- To give Tylenol as needed according to child's weight
- To use antiseptic to cleanse wounds and abrasions
- To give cough drops or Chloraseptic for minor sore throats
- To use Calamine lotion for minor skin conditions
- To use Campho-phenique for minor mouth and gum sores
- To use first aid or burn cream as needed
- To use Solarcaine spray for sunburns
- To conduct screenings for vision, hearing, and scoliosis
- To use Anbesol for minor toothaches
- To administer prescription and over the counter medications that are properly labeled
- To practice proper first aid and emergency care to sick and injured students according to recommended guidelines
- To care for school related illnesses and injuries only
- To have a current immunization record on each student and to comply with all state regulations concerning exclusion of students in non-compliance.
- To administer Epi-pen for Anaphylaxis Emergency
- To give Tums for a stomach ache
- To obtain O2 sats when necessary

MEDICATION POLICY

The school nurse and/or the principal's 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 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, possible side effects, and the termination date for administering the medication. **Ask your pharmacist to supply a school bottle at the time the prescription is filled.**

Nonprescription Drugs

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 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, possible side effects, and the termination date for administering the medication. The medication shall be in the original container.

Procedures

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

- Inform appropriate school personnel of the medication
- 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 of the student's health or change in medication.

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. The numbers listed on these forms 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.

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.

C-6 HEALTH POLICY ON HEAD LICE

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

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. Notes will be sent home informing parents of the problem.

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 **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 to classes, 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 to class 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 CANCELLATIONS & EARLY DISMISSAL

During the school year it may be necessary to cancel school or dismiss early because of an emergency situation. Examples of emergency situations may include: Winter storms, utility failure (electric, water), fire, extreme cold, or any natural disaster.

In the event of an emergency condition that necessitates an early dismissal, the following procedures are taken:

The school district transportation department will make every effort to transport all students home as soon as possible.

No child will be allowed to leave with another person, even with a relative or babysitter, unless they are on that child's emergency list or we have WRITTEN PARENTAL PERMISSION to that effect in the student's file or presented to us at the time the child is taken. If you are picking up your child on an early dismissal, please DO NOT ask to use the phone to get permission to bring another child home — WE MUST HAVE WRITTEN CONSENT.

All parents or designated parties who come for students must sign them out at the school office or Temporary Student Release Station.

Phone lines are usually busy, making it difficult to call the school. Please remember that we have a multitude of families. Cancellations are reported to local news and radio stations, posted on the Fox Website, and frequently sent through our text/e-mail system. Please ensure you are set up to receive these alerts/messages. This is a great way to receive information on early dismissals and emergency situations.

If conditions make it impossible for the district to transport the children home and you are not able to reach the school, your child will be cared for here at school.

Because an early dismissal can happen at any time, especially during the winter months, you need to make arrangements now. Due to the increased number of incoming calls during an emergency situation, it is not possible for the school to contact all parents. It can also be difficult for the parent to get through to the school. If we are able to transport your child, it is essential that someone be available for them when they arrive home.

BUS SERVICE

Students must ride their assigned bus unless an emergency situation arises. Because of possible overcrowding on the buses, it will not be possible for groups of children to ride a different bus (for birthday parties etc.). The safety of the children is our primary concern. Overcrowding on a bus is not a safe situation. Bus passes are issued for emergency situations only. A written note from the parent is preferred, although we know that last minute emergencies do arise and this is not always possible.

STUDENT CONDUCT ON BUSES

The following rules are for the safety and protection of students riding on the buses. Failing to observe these rules may endanger the lives of students and could result in the suspension of bus privileges. Please help us to have safe transportation.

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

No one will be allowed to board the bus with animals, balls, ball bats, glass containers, or other objects prohibited by the individual bus driver or administration.

Do not push or crowd together when waiting for or while getting on the bus. Students should be at the bus stop no less than 5 minutes before the designated time. The bus can not stop and wait on students and still keep on schedule.

Students should be on their best behavior while at the bus stop.

As a general rule, three bus conduct reports will result in the suspension of bus privileges for a period of time. The administrator reserves the right to suspend bus privilege of the students at any time.

CAFETERIA INFORMATION

Product Availability:

Breakfast and lunch are served daily. Students may also purchase milk, juice, and other snacks individually (availability and pricing are posted at the beginning of each year).

Bakery goods are offered at various times throughout the year. Students may also purchase an additional entrée (cost determined yearly).

Antonia has a computerized accounting system. An account will be established for all students, and an ID will be used to access your child's food account.

Free and reduced priced lunches are available for qualifying families. Information is sent home at the beginning of school. Applications are available in the school office during the school year.

STUDENT ACCIDENT INSURANCE

Student accident insurance may be purchased from an outside agency. Parents interested in purchasing this coverage should fill out the application and make your check payable to that company...not to the school. Forms are available on the district website under the parents tab.

PARTY INFORMATION

PARTY DATES:

Fall—October 31

Christmas—December 20

Valentine—February 14

Party Times: All grades: 2:00-3:00 p.m.

Room mothers/fathers may take their children home with them after the party.

Parking for room parents is available on the playground.

We ask for a donation of \$3.00 per student to help cover costs of all three parties. Please send the money in to your child's teacher.

Each classroom teacher is given the freedom to handle his/her parties as they choose. Some teachers may choose to handle the parties by themselves with donations of commercially prepared baked goods from the parents. Others may use room parents. If you would like to help in some way, please inform your child's classroom teacher.

Surprise parties and birthday parties are not allowed. You may, however, send prepackaged baked goods or treats.

IMPORTANT NOTICE: All foods should be commercially prepared, or individually wrapped. **NO HOME BAKED ITEMS PLEASE!** Acceptable items include pizza, bakery items, and prepared items such as Little Debbie's.

ANTONIA SCHOOL STORE

Antonia has a school store. The store is open at 8:15 am every morning until the bell rings at 8:40. It is sponsored by the Student Council. Proceeds from the school store go towards educational and motivational assemblies, equipment, etc. The store has a supply of pencils, notebooks, folders, and other items.

STUDENT BEHAVIOR AND DISCIPLINE

Effective discipline is essential in order to maintain control during the educational process and to provide the necessary stability to ensure 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 in the school, on the playground or school site, and while going to and from school.
- Infractions of the discipline policy may result in one (or more) of the following corrective procedures:
 - an informal or formal talk
 - a parental conference
 - work duties around the school
 - lunch detention
 - before or after school detention
 - in-school-suspension
 - out-of-school suspension
 - expulsion
 - loss of school privileges
 - other discipline measures deemed necessary by the staff, principal, or those which may be adopted by the Board of Education.

The following conduct violates School Policy:

- devices prohibited in school: radios, video games, Ipods, tablets, cell phones, pagers, or any electronic devices, etc.
- defiance of authority
- destruction of property/vandalism
- excessive absences/truancy/tardiness
- incomplete assignments
- cheating on assignments/tests
- fighting and/or disorderly conduct (including physical assault)
- improper behavior on school bus
- gambling
- improper display of affection
- leaving campus without permission
- improper dress
- bullying (to include cyberbullying that affects our students at school)
- possession and/or use of drugs, narcotics, tobacco, and alcohol
- trespassing
- profane language
- theft
- possession of weapons of any kind (knife, gun, or any sharp object)
- formation or membership into gangs and/or secret organizations
- other conduct deemed inappropriate by staff, principal, or Board of Education

DRESS & 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. Shoes with wheels are not allowed.
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 to near mid-thigh.
 - shorts, skirts and dresses of acceptable length will be worn (near mid-thigh length). A general guide on proper length of a pair of shorts is to the end of a child's fingertips when arms are relaxed down to the side.
 - all shirts that do not cover the stomach and chest area will not be accepted.
4. Swimming attire will not be worn.
5. All shirts, designed to be buttoned, will be completely buttoned with the exceptions of the collar button.
6. No hats will be worn in the building.
7. No articles of clothing promoting inappropriate insignia, gestures, or violence will be allowed.
8. Dress and grooming should not disrupt the teaching/learning process or cause undue attention to an individual student.
9. When, in the judgment of the principal, a student's appearance, hair color, or mode of dress disrupts the educational process, constitutes a threat of health or safety, or is deemed inappropriate the student may be required to make modifications.

Students wearing inappropriate apparel will be required to change into more suitable attire. Repeated violation of these guidelines could lead to an indefinite suspension from school.

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 the district's 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 can be suspended from school in accordance with Board policy.

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 a term or condition of a student's academic status or progress.
- 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 it is irrelevant for purposes of this policy.

Students who believe they have been victims of or have witnessed sexual harassment should report the incident(s) to any teacher, guidance counselor or school administrator. The staff member who receives the complaint shall promptly inform the administrator who is designated to investigate such reports, or the next level administrator who is not the subject of the complaint. Employees who witness sexual harassment against 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 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.

BULLYING

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

Bullying occurs when a student:

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

Students who are found to have violated this policy will be subject to the student disciplinary consequences listed in this handbook and those in accordance with the Fox C-6 District, depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc.

District employees will report instances of bullying of which the employee has first-hand knowledge.

GRADING SCALE

Report cards are sent out quarterly. Parents are encouraged to study the report card carefully and to schedule conferences with the teachers when needed. Incompletes may be given for ten (10) or more days of absence in any one quarter. If your child has an extended illness, you should contact the office. Homebound instruction can be made available when appropriate and approved by the State Department of Education.

Kindergarten – 2nd grade students receive a skills based report card. The following grading scale will be in effect for grades 3-5 at Antonia Elementary:

90-100 = A	60-69 = D
80-89 = B	59 & below = F
70-79 = C	

SPECIAL SERVICES FOR CHILDREN

In addition to regular education, instruction is provided to students who are identified as having special needs. Children who qualify for special education must have an active Individual Education Plan (IEP). This plan outlines specific program goals and objectives and is reviewed on an annual basis by the parents, the special education teacher and an administrator. Eligibility and placement is based on and determined by state criteria.

SUMMER SCHOOL

A state funded summer school program is offered by the school district. Remedial and enrichment classes are offered. Times and locations are announced in the spring of each year. For more information, you may contact the central office at 636-296-8000.

REACH CLASS

The Fox C-6 School District provides a gifted program for exceptional students who qualify. Students who have been accepted will travel to the REACH Center once a week for class.

PHYSICAL FITNESS

Our P.E. instructor will conduct an annual physical fitness test to our 3rd-5th graders. Awards are given to those who qualify.

A district track meet is held annually in May.

DISTRICT SPELLING BEE

Student representatives from the 5th grade participate each year in a district spelling bee. Time and place will be announced.

NOTES TO PARENTS

Important information for parents will be sent home with students on a regular basis throughout the school year. Encourage your child to bring these notes home as they will keep you updated on important dates and times. At the beginning of each month we will send home a copy of the school lunch menu, breakfast menu, and a calendar of events for that particular month. These will help you to stay abreast of school news.

EVERY STUDENT SUCCEEDS ACT

Our district is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know. Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications. In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:
- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

**Missouri Department of Elementary and Secondary Education
Every Student Succeeds Act of 2015 (ESSA)
COMPLAINT PROCEDURES**

This guide explains how to file a complaint about any of the programs¹ that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)².

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1. What is a complaint?

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

Complaints can be filed with the LEA or with the Department.

4. How will a complaint filed with the LEA be investigated?

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

5. What happens if a complaint is not resolved at the local level (LEA)?

A complaint not resolved at the local level may be appealed to the Department.

¹ Programs include Title I, A, B, C, D, Title II, Title III, Title IV, A, Title V
² In compliance with ESSA Title VIII- Part C, Sec. 8304(a)(3)(C)

6. How can a complaint be filed with the Department?

A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated.

7. How will a complaint filed with the Department be investigated?

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

1. **Record.** A written record of the investigation will be kept.
2. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
5. **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
6. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

8. How are complaints related to equitable services to nonpublic school children handled differently?

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

10. What happens if a complaint is not resolved at the state level (the Department)?

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

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