

**Fox C-6 School District**

# **Sherwood Elementary School**

*National School of Character*

**1769 MISSOURI STATE ROAD**

**ARNOLD, MO 63010**

**(636) 282-6965**

**FAX (636) 282-6966**

**NURSE (636) 282-6967**

## **Parent / Student Handbook for 2017 – 2018**

**PRINCIPAL**

**Dr. Colleen M. Cole**

**SCHOOL COLORS**

**Red & White**

**SCHOOL MASCOT**

**Chief**

**STANDARD COMPLAINT RESOLUTION PROCEDURES FOR NO CHILD LEFT BEHIND  
INSTRUCTIONAL SERVICES** **POLICY 6910.1**

Federal, State, Private Grant Projects

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the No Child Left Behind Act (NCLB)

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law and regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy.

The Fox C-6 School district implements the following procedures for resolving complaints which may arise concerning possible violations of the provisions of all Federal Programs:

1. Complaints may be filed by parents, advisory councils, district staff members, concerned organizations, or individuals within the Fox C-6 school District.
2. To be considered, the complaint should allege a violation of the Elementary and Secondary Act; the General Education Provisions Act as it applies to all Federal programs; any state rules or guidelines; or the application as approved.
3. The complaint should be in writing and signed by the individual or his representative and submitted to the Federal Programs Coordinator for the Fox C-6 School District.
4. Unless unusual circumstances arise, 30 days will be the maximum time for investigating and resolving the complaint by the Federal Programs Coordinator.
5. The Fox C-6 School District will provide the complainant, his representative, or both an opportunity to present evidence regarding the complaint and an opportunity for the complainant to question the parties involved.
6. A written decision will be rendered by the Fox C-6 School District to the complainant, the Missouri Department of Education, and the DAC and provided to all parties involved within 30 days of the filing of the original complaint. (note 3 above)
7. The complainant may appeal the decision to the Missouri Department of Education within 30 days of receiving the decisions of the Fox C-6 School District Federal Programs Coordinator.
8. Complaint procedures will be disseminated annually to interested parties including all advisory councils within the Fox C-6 School District.

If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is not evidence that the parties have attempted in

good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself.

Anyone wishing more information about this procedure or how complaints are resolved may contact local district of Department personnel.

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## SHERWOOD STAFF ROSTER

### 2017 - 2018

Colleen Cole, Principal  
 Jessica Meeks, Assistant Principal  
 Nikki Butram, Secretary  
 Mary Wagner, Nurse

Dave Sumner, Counselor  
 Katie Lowery, Diagnostician  
 Staff, Secretary

#### **KINDERGARTEN**

Kimberly Bruno E5  
 Brea Muenks E6  
 Holly Wasson E7

#### **FIRST GRADE**

Melissa Robichaud E1  
 Judy Fulcher E2  
 Holly Mobley E3  
 Dawn Streckfuss E4

#### **SECOND GRADE**

Gretchen Meyer C2  
 Jill Wilson C3  
 Jennifer Missey C4  
 Jennifer Rohlfig C5

#### **THIRD GRADE**

Melissa Hargis D4  
 Stephanie Dace D5  
 Jamie Niewsdieski D6  
 Danielle Gerberding D7

#### **FOURTH GRADE**

Christine Girardi B2  
 Amanda Malone B6  
 Brandy Legens B7

#### **FIFTH GRADE**

Brent Holman A5  
 Kim Oldham A6  
 Mindy Nicholson A7

#### **TITLE 1 TEACHER**

Lyn Orton B5  
 Melissa Taylor  
 Michelle Taylor B4

#### **LD-TITLE 1 READING & MATH**

K-2 A3  
 Tammy Marasky A1  
 Scott Eckert A4

**SHERWOOD STAFF ROSTER, cont.**  
2017 - 2018

**BEHAVIOR DISORDER**

Patricia Klein, Teacher  
Jessica Ortiz, Aide  
Cameron Blanton  
Stacey Matthews

**SPEECH THERAPIST**

April Lappe                      Speech Room  
Tara Rehm                        C1  
  
Mary Ann Woods ESL            C1

**ART TEACHER**

Cami Falconnier

**P.E. TEACHER**

Kahn Lucas

**MUSIC TEACHER**

Heather Jean

**OCCUPATIONAL/PHYSICAL THERAPIST**

**AUTISTIC**

Meaghan Kohler  
Staff, Aide  
Staff, TA

**LIBRARIAN**

Nancy Spraul                      D1

**COOKS**

Diana Fogle, Head Cook  
Lisa Brucker

**CUSTODIANS**

Paul Stoecklein                  Days  
Bradley Coleman                Nights  
Richard Straub                  Nights

**BUILDING AIDE**

Rachel Urrutia

## Principal's Message

Dear Parents and Students,

It is my pleasure to welcome you to Sherwood Elementary School. The faculty and staff join me in saying, "We are happy to have you as part of the Sherwood family". We hope that this will be a successful and satisfying year for you.

The pages of this handbook are filled with important information regarding school policies and procedures. I suggest that parents and students review the contents together. If you have any questions that remain unanswered after reading the handbook, please call the school office. We feel that open and clear communication between school and home is important to the success of our educational program. You, the parents, are our partners in the important job of educating the children of this community.

Please understand that this handbook does not attempt to cover the vast amount of rules, regulations, and procedures pertaining to the total education process. Many of these are contained in the School Board Handbook, the Professional Code of Ethics, and Missouri State Law.

We welcome your participation and support during the school year and solicit your membership in the Parent Teacher Organization (PTO). Working together, we will be able to reach our collective and individual goals. We look forward to celebrating with you the achievements of our students.

After you have read and reviewed the information contained in this handbook with your child, please sign and return the bottom portion to your child's classroom teacher.

Sincerely,

Dr. Colleen M. Cole,  
Principal

-----  
My child, \_\_\_\_\_ and I have reviewed and understand the Sherwood Elementary Parent / Student Information Handbook for the 2017 – 2018 school year.

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

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



Date \_\_\_\_\_

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

## **MY EXPECTATIONS OF STUDENTS IN OUR SCHOOL:**

### **I Would Like All of You to Know What I Expect From You, as a Student in Our 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 and to learn new things.

### **Things That You Can Expect From Sherwood 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 that I can do to make your child's educational experiences better.

Dr. Colleen M. Cole,  
Principal

This calendar is subject to change by the Fox C-6 Board of Education.

Sherwood Elementary School  
Planning Calendar for  
2017-2018 school year

August 14 – Open House – 5:30 – 7:30 pm  
16 – First Day of School  
24 - Texas Roadhouse

September 4 – Labor Day  
7 - Fox Forum (9:00 am - 11:00 am)  
12 – Picture day and Skate Night  
15 – Outdoor Movie night – starts at dark - Food Trucks  
21 – PTO meeting  
TBD - Vision Screenings

October 3 – Papa John’s Night  
2-6 Book fair/Fall Festival Oct. (grandparents’ days for 1,3,5)  
13 – Last Day of 1<sup>st</sup> quarter and hat day/pajama day  
16 - Texas Roadhouse  
16-19 - Dental Van  
17 – Retake picture day  
19 – PTO meeting @ 9:00am/6:30pm  
23 – Land of Smiles - 1:30 pm in the gym  
26 – ½ day PD/Conferences (No student attendance)  
27 – No school  
31 - Fall Party

November 3– Movie Night -PTO  
7 - Papa John’s Night  
8 – Pretzel Day  
9 – Veteran’s Day Parade/Candida  
14 – Skate Night – 6:00 – 8:00 pm  
16 – PTO meeting  
22-24 – Thanksgiving Break – No School

December 4 - 2nd/3rd grade concert  
5 - Texas Roadhouse  
12/5 - 12/7 - Santa Shop  
8 – Snowball fight  
15– Winter Party  
19 – End of 2<sup>nd</sup> Quarter and Hat day/P.J. Day  
20-January 3 – Winter Break

January 4 – School resumes  
12 – Movie Night  
15 – Martin Luther King Day  
18 – PTO meeting @ 9:00 am/6:30 pm  
24 – Pretzel Day  
26 – Father/Daughter (6:00 – 8:00 pm) pre-k -5

February 1 – Sherwood Movie Night  
6 – Papa John’s Night  
9 – Variety Show  
14 – Spring Party  
15 – PTO meeting @ 9:00 am/6:30 pm  
19 – President’s Day  
21 - Skate Night 6:00 - 8:00 pm

March 1 - 1st/4th grade concert  
1 - Texas Roadhouse  
9 - End of 3rd quarter and hat/pajama day  
10 - All district choir concert  
15 – PTO meeting 9:00 am/6:30 pm  
12-16 Book Fair and Grandparents’ days (Pre-k, K, 2, 4)  
20 - Spring pictures/Classroom panoramic  
22– ½ day of PD/Conferences – N o student attendance  
23 – No School  
28, 30 – Spring Break - No School

April 2,3 - Spring Break/PD - No Student Attendance  
10 - Papa John’s Night  
12 – Sherwood Movie Night  
13 - Mother/Son Event  
18 - Pretzel Day  
19 – PTO Meeting @ 9:00am/6:30pm

May 11- Outdoor Movie Night  
14 - 4th grade field trip to St. Charles - 9:00 am and awards at 1:30 pm  
16 – Projected last day of school  
TBA - Kindergarten and 5th grade will perform during the day (awards day)

## 7 Habits

**Habit 1 - Be Proactive** - I am a responsible person. I take initiative and choose my actions, attitudes and moods. I do not blame others for my mistakes. I can only be offended if I choose to be.

**Habit 2 - Begin With the End In Mind** - I plan ahead and set goals. I do things that have meaning and make a difference. I am an important part of my classroom and contribute to my school's mission, vision and look for ways to be a good citizen.

**Habit 3 - Put First Things First** - I spend time on things that are most important. This means I say no to things I know I should not do. I set priorities, make a schedule, and follow my plan. I am disciplined and organized.

**Habit 4 - Think Win-Win** - I balance courage for getting what I want with consideration for what others want. I make deposits in others' Emotional Bank Accounts. When conflicts arise, I look for options that work for both sides.

**Habit 5 - Seek First to Understand, Then to be Understood** - I listen to other people's ideas and feelings. I listen to others without interrupting. I am confident in voicing my ideas. I look people in the eyes when speaking.

**Habit 6 - Synergize** - I value other people's strengths and learn from them. I get along well with others, even people who are different from me. I work well in groups. I seek out other people's ideas to solve problems because I know that by teaming with others we can create better solutions than any one of us alone. I am humble.

**Habit 7 - Sharpen the Saw** - I take care of my body by eating right, exercising, and getting sleep. I spend time with family and friends. I learn in lots of ways and lots of places, not just school. I take time to find meaningful ways to help others.

## SCHOOL AND OFFICE HOURS

The office is open from 7:15 a.m. until 3:45 p.m. Teachers are present from 7:40 a.m. until 3:20 p.m. Students should arrive at 7:40 a.m. to begin school at 8:00 a.m. School is dismissed at 3:00 p.m. Busses will depart normally by 3:05 p.m.

## Mission Statement

### *Success for Every Student*

## NOTICE OF HANDICAP CENSUS

Children who may have a handicapped condition must be located and properly diagnosed so that they may receive appropriate special education services. School districts annually conduct an on-going census of handicapped children and youth under the age of 21 years. Fox C-6 district resident's who feel that their child may have a handicapping condition, should contact the school district's Director of Special Education. The director will then arrange an evaluation by the Fox C-6 Special Education Diagnostic Services. Should the child be in need of some type of special education service or placement, the parents may participate in the development of the individual education plan. It is emphasized that children below age 3 years be reported in order to obtain diagnostic information so that their individual education program may begin upon their third birth date.

## KNOW THE SIGNS

**SPEECH AND LANGUAGE:** Inaccuracy in pronunciation, e.g.: omission, distortion, or additional sounds. May include delay in understanding speech or using speech to communicate.

**PHYSICAL / OTHER HEALTH IMPAIRED:** Characterized by a physical and/or health problem of such an extent that the child needs a modified education setting. Adaptive equipment, building modifications, physical therapy, occupational therapy, etc., may be necessary.

**VISUAL IMPAIRMENT:** Some symptoms include distorted images, inability to focus, and extreme limitations of visual field. May range from slight impairment to total blindness.

**HEARING IMPAIRMENT:** Characterized by inability to hear or understand sounds in normal speech ranges, preferences for high volume on radio or T.V., possible limitations in verbal understanding and communication.

**LEARNING DISABILITY:** Inability to learn from sensory experience, touch, vision, and/or hearing. May be delayed language usage, poor memory, awkwardness, and/or distractibility.

**MENTAL RETARDATION:** General lag in development; most obvious is speaking and understanding, toilet training, dressing self, etc.

**BEHAVIOR DISORDERS:** Difficulty in establishing age appropriate relationships with children and adults, excessive mood changes, depression, unexplained learning difficulties.

**AUTISM:** Characterized by disturbances in communication, speech and language, sensory input and responses, developmental rates and sequences, social skills, behavior and interpersonal relationships.

**TRAUMATIC BRAIN INJURY:** An Acquired injury to the brain caused by an external event, resulting in total or partial functional disability or maladjustment that affects educational performance.

**EARLY CHILDHOOD SPECIAL EDUCATION:** Characterized by developmental delays significantly below that of peers in one or more of the following areas: Cognitive / Adaptive Behavior; Speech (mechanical production of language); Language (form, content, and use of language); Fine Motor, Gross Motor, and Social / Emotional / Behavioral.

**MULTIHANDICAPPED:** Physical and/or sensory impairments occurring in combination with each other or with another handicapping condition.

The Fox C-6 District provides a free appropriate public education (FAPE) to all handicapped children residing in the district. Eligibility for special education services will be determined on the basis of a professional evaluation. Parents have the right to review and/or appeal the special education placement.

Information about handicapped children may be reported to:

Becky Young, Director of Special Education  
745 Jeffco Blvd.  
Arnold, MO 63010  
(636)296-8000

### **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.

### **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.

## **SHERWOOD ATTENDANCE INFORMATION**

Every effort should be made to make sure that students are at school on time every day. CHILDREN ARE NOT TO ARRIVE AT SCHOOL BEFORE 7:40A.M. Supervision of students begins at 7:40 a.m. and we are greatly concerned about their security and safety. Many parents make arrangements for childcare with a neighbor, relative, or friend. If these options are not available, Fox offers our Character Kids program for before and after school supervision. Character Kids number is 636-282-6915.

If your child **MUST** miss school due to illness or emergency, please call the office at 636-282-6965 to report the absence. **PLEASE TRY TO SCHEDULE ROUTINE APPOINTMENTS DURING NON-SCHOOL HOURS, WHENEVER POSSIBLE. A SCHOOL YEAR CALENDAR IS PROVIDED SO THAT YOU MAY ALSO MAKE VACATION PLANS WITHOUT INTERRUPTING YOUR CHILD'S EDUCATIONAL PROGRAMMING.**

In the event that your child becomes ill while at school, you will be informed if there is a need for them to be picked up. Please remember that only persons designated on the emergency information form will be allowed to pick up your child from school. It is important to provide several emergency contacts and update them as the need arises.

Parents are discouraged from allowing their children to attend/participate in after school or evening activities if absences due to illness have occurred on that school day.

**LATE ARRIVAL:** Students arriving late to school **MUST BE SIGNED IN BY THE ADULT WHO BRINGS THEM TO SCHOOL!** Keep in mind that if a student is tardy six (6) times for only 30 minutes each time it is counted as one day of absence by the State Department. Students arriving after 8:00 a.m. are considered tardy and it will be counted against perfect attendance.

**EARLY DISMISSAL:** Teachers convey information and conduct classroom activities right up to dismissal time. **CHILDREN ARE EXPECTED TO REMAIN AT SCHOOL DURING THE ENTIRE DAY.** With the emphasis to increase student achievement, every minute counts!

**Regulation 2310**

- If district policies and regulation changes cause any information in the handbook to change all parties will be notified.

**DISTRICT ATTENDANCE POLICY**

Students are expected to be in attendance unless ill or there is a family emergency. If the student will not be attending, the parent should notify the school. If the school is not notified, the parent will be notified by the school to verify the student’s absence.

Absences caused by sickness, death in the family, or extreme emergency when verified by a written statement, and signed by the parent will be excused. The student or parent through contacting each teacher may arrange makeup work.

Absences caused from school for any other reason will not be excused and, consequently, makeup work will not be allowed. Excessive absences could very well result in failure to make passing grades.

Being absent from class or classes without the permission is an unexcused absence, and an act of Truancy if there is not a legitimate reason for cutting or skipping class. Cutting is cause for at least one of the above.

Truancy from school or cutting classes will not be tolerated. Cases of Truancy by pupils shall be subject to suspension and reported to the appropriate authorities.

At the elementary level on repeated occurrences the matter will be referred to the appropriate legal authority.

PROBLEM AREA	ACTION TO BE TAKEN		
	RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCE
Excessive Absences / Truancy	MINIMUM	Parent Involvement	Indefinite Suspension
	MAXIMUM	Parent Involvement / Detention /	Indefinite Suspension
		In-School Suspension	Referral to Authorities

PROBLEM AREA	ACTION TO BE TAKEN		
	RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCE
Excessive	MINIMUM	Informal Talk / Detention	Parent Involvement



Tardiness	MAXIMUM	In-School Suspension	Indefinite Suspension
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The student who is suspended out-of-school for a disciplinary reason may have that number of days charged against the total of ten (10) provided in the policy. If the student is suspended for any number of days, which cause them to reach eleven (11) days, they may receive approval for an extension and be permitted to attend classes on a day-to-day basis.

The student who is suspended in school for a disciplinary reason will not have their class absences during this time counted against them.

### **STUDENT DISCIPLINE**

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools.

No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property.

The district may also discipline students for off-campus conduct that negatively impacts the educational environment.

It is the policy of the Fox C-6 School District to report all crimes occurring on district property to law enforcement including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

## **Documentation in Student's Discipline Record**

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and policy.

### **Conditions of Suspension, Expulsion and Other Disciplinary Consequences**

All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee.

In addition, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school, if appropriate.

In accordance with law, any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property, unless one of the following

1. The student is under the direct supervision of the student's parent, legal guardian, custodian or another adult designated in advance, in writing, to the student's principal by the student's parent, legal guardian or custodian, and the superintendent or designee has authorized the student to be on district property.
2. The student is enrolled in and attending an alternative school that is located within 1,000 feet of a public school in the district.
3. The student resides within 1,000 feet of a public school in the district and is on the property

If a student violates the prohibitions in this section, he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences," listed below.

As with any absence, absences due to an out-of-school suspension may result in the student earning a lower grade in accordance with the district's policy on absences. The following are descriptions of prohibited conduct as well as potential consequences for violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building. All consequences must be within the ranges established in this regulation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file.

**Academic Dishonesty** – Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

**1<sup>st</sup> Offense: No credit for the work, grade reduction, or replacement assignment**

**Subsequent Offense: No credit for the work, grade reduction, course failure, or removal from extracurricular activities.**

### **Assault**

1. Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third degree.

**1<sup>st</sup> offense: Principal/Student conference, detention, in-school suspension, or expulsion.**

**Subsequent Offenses: In-school suspension, 1-180 days out of school suspension, or expulsion.**

2. Knowingly causing or attempting to cause serious bodily injury or death to another person, recklessly causing serious bodily injury to another person, or any other act that constitutes assault in the first or second degree.

**1<sup>st</sup> offense: 10-180 days out of school suspension or expulsion**

**Subsequent Offense: Expulsion**

### **Bullying and Cyberbullying (see Board Policy JFCF)**

Intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name calling, put-downs, extortion, or threats; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm. Students will not be disciplined for speech in situations where the speech is protected by law.

**1<sup>st</sup> Offense: Detention, in-school suspension, or 1-180 days out-of-school.**

**Subsequent Offense: 1-180 days out-of-school suspension or expulsion.**

**Bus or Transportation Misconduct (see Board policy JFCC)**

**STUDENT CONDUCT ON BUSES**

The following rules are for the safety and protection of students riding the buses. Failing to obey these rules may endanger the lives of students and could result in the suspension of bus privileges. Please help us provide your children SAFE TRANSPORTATION.

1. Follow the Drivers Directions
2. Stay in your Seat
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 Five (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 Seat and Remain Seated while the bus is moving
14. Keep Books and Instruments in your Lap – Do Not Block Aisle

No one will be allowed to board the bus with animals, balls, ball bats, or glass containers. Do not make more noise than necessary when on the bus. Remain seated while the bus is moving.

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 cannot stop and wait on students and still keep on schedule.

Students should be on their best behavior at the bus stop. More students get into trouble at the bus stop than at any other time during the school day. 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 the bus privilege of the student at any time.

Bus passes will be issued to ride another pass bus for emergencies only. A note explanation the need for the pass must be brought to the office before the pass will be issued.

Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

### Dishonesty

Any act of lying, whether verbal or written, including forgery.

**1st Offense: Nullification of forged document. Principal/Student conference, detention, or in-school suspension.**

**Subsequent Offense: Nullification of forged document. Principal/Student conference, detention, or in-school suspension, or 1-180 days out-of-school suspension**

### Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved)

Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

**1<sup>st</sup> offense: Principal/Student Conference, detention, in-school suspension, or 1-10 days out-of-school suspension.**

**Subsequent Offense: Detention, in-school suspension. 1-180 days out-of-school suspension, or expulsion.**

### Drugs/Alcohol (see Board policies JFCH and JHCD)

1. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

**1<sup>st</sup> offense: In-school suspension or 1-180 days out-of-school suspension.**

**Subsequent Offense: 1-180 days out-of-school suspension or expulsion.**

2. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

**1st Offense: In-school suspension or 1-180 days out-of-school suspension.**

**Subsequent Offense: 1-180 days out-of-school suspension or expulsion.**

3. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related

paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

**1st Offense: In-school suspension or 1-180 days out-of-school suspension.**

**Subsequent Offense: 11-180 days out-of-school suspension or expulsion.**

### **Extortion**

Threatening or intimidating any person for the purpose of obtaining money or anything of value.

**First Offense: Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.**

**Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.**

### **Failure to Care for or Return District Property**

Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.

**First Offense: Restitution. Principal/Student conference, detention, or in-school suspension.**

**Subsequent Offense: Restitution. Detention or in-school suspension.**

### **Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences**

Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences."

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

**First Offense: Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.**

**Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.**

**False Alarms (see also "Threats or Verbal Assault")**

Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property.

**First Offense: Restitution. Principal/Student conference, detention, in- school suspension, 1-180 days out-of-school suspension, or expulsion.**

**Subsequent Offense: Restitution. In-school suspension, 1-180 days out-of- school suspension, or expulsion.**

**Fighting (see also, "Assault")**

Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

**First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.**

**Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.**

**Gambling**

Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.

**First Offense: Principal/Student conference, loss of privileges, detention, or in-school suspension.**

**Subsequent Offense: Principal/Student conference, loss of privileges, detention, in-school suspension, or 1-10 days out-of- school suspension.**

**Harassment, including Sexual Harassment (see Board policy AC)**

1. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to,

touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

**First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.**

**Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion**

### **Hazing (see Board policy JFCF)**

Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity. Hazing may occur even when all students involved are willing participants.

**First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.**

**Subsequent Offense: 1-180 days out-of-school suspension or expulsion.**

### **Incendiary Devices or Fireworks**

Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.

**First Offense: Confiscation. Warning, principal/student conference, detention, or in-school suspension.**

**Subsequent Offense: Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.**

### **Nuisance Items**

Possession or use of items such as toys, games, and portable media players that are not authorized for educational purposes.

**First Offense: Confiscation. Warning, principal/student conference, detention, or in-school suspension.**

**Subsequent Offense: Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.**



### **Public Display of Affection**

Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

**First Offense: Principal/Student conference, detention, or in-school suspension.**

**Subsequent Offense: Detention, in-school suspension, or 1-10 days out-of- school suspension**

### **Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material**

Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

**First Offense: Confiscation. Principal/Student conference, detention, or in-school suspension.**

**Subsequent Offense: Confiscation. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.**

### **Technology Misconduct (see Board policies EHB and KKB and procedure EHB-AP)**

1. Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.

**First Offense: Restitution. Principal/Student conference, loss of user privileges, detention, or in-school suspension.**

**Subsequent Offense: Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.**

2. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other personal electronic devices during the regular school day, including class change time, mealtimes or instructional class time, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal.

**First Offense: Confiscation, principal/student conference, detention, or in-school suspension.**

**Subsequent Offense: Confiscation, principal/student conference, detention, in-school suspension, 1-180 days out- of-school suspension, or expulsion.**

2. Violations, other than those listed in (1) or (2) above, of Board policy EHB, procedure EHB- AP or any policy or procedure regulating student use of personal electronic devices.

**First Offense: Restitution. Principal/Student conference, detention, or in-school suspension.**

**Subsequent Offense: Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.**

3. Use of audio or visual recording equipment in violation of Board policy KKB.

**First Offense: Confiscation. Principal/Student conference, detention, or in-school suspension.**

**Subsequent Offense: Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out- of-school suspension.**

### **Theft**

Theft, attempted theft or knowing possession of stolen property.

**First Offense: Return of or restitution for property. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.**

**Subsequent Offense: Return of or restitution for property. 1-180 days out-of- school suspension or expulsion.**

### **Threats or Verbal Assault**

Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

**First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.**

**Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.**

### **Tobacco**

1. Possession of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD.

**First Offense: Confiscation of tobacco product. Principal/Student conference, detention, or in- school suspension.**

**Subsequent Offense: Confiscation of tobacco product. Detention, in- school suspension, or 1-10 days out-of-school suspension.**

2. Use of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be used in accordance with district policy JHCD.

**First Offense: Confiscation of tobacco product. Principal/Student conference, detention, in-school suspension, or 1-3 days out-of-school suspension.**

**Subsequent Offense: Confiscation of tobacco product. In-school suspension or 1-10 days out-of-school suspension.**

**Truancy or Tardiness (see Board policy JED and procedures JED-AP1 and JED-AP2)**

Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

**First Offense: Principal/Student conference, detention, or 1-3 days in- school suspension.**

**Subsequent Offense: Detention or 3-10 days in-school suspension, and removal from extracurricular activities.**

**Unauthorized Entry**

Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

**First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.**

**Subsequent Offense: 1-180 days out-of-school suspension or expulsion**

**Vandalism (see Board policy ECA)**

Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.

**First Offense: Restitution. Principal/Student conference, detention, in- school suspension, 1-180 days out-of-school suspension, or expulsion.**

**Subsequent Offense: Restitution. In-school suspension, 1-180 days out-of- school suspension, or expulsion.**

**Weapons (see Board policy JFCJ)**

1. Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo.

**First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.**

**Subsequent Offense: 1-180 days out-of-school suspension or expulsion.**

2. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).

**First Offense: One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.**

**Subsequent Offense: Expulsion.**

3. Possession or use of ammunition or a component of a weapon.

**First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.**

**Subsequent Offense: 1-180 days out-of-school suspension or expulsion.**

**Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.**

MSIP Refs: 6.6

Fox C-6 School District, Arnold, Missouri

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## **PLAYGROUND CONDUCT**

The playground and equipment is provided for the students to have an enjoyable relaxing and safe break during the school day. The following rules have been established for the safety and well being of the students.

1. Students are expected to follow the instructions of the playground supervisors.
2. Students should use playground equipment as instructed by the PE and classroom teacher.
3. Pushing, grabbing clothing, fighting and kicking are not permitted.

4. Students are not permitted to leave the playground area without permission from the teacher.
5. Students are expected to use appropriate language and should never use profane language.
6. Students should be quiet when moving between the classroom and playground area.

### **CORPORAL PUNISHMENT**

No person employed by or volunteering for the school district shall administer or cause to be administered corporal punishment upon a student attending district schools. A staff member may, however, use reasonable restraint against a student without advance notice to the principal, if it is essential for self-defense, the preservation of order, or for the protection of other persons of the property of the school district.

### **DAILY DISMISSAL / PARENT PICK-UP**

#### **THE EARLY DISMISSAL PROCEDURE:**

To value instructional time all students will be dismissed at **3:00 p.m.**

Parking for parent pick-up will remain on the lower playground.

**PARENTS WILL NEED TO CHECK IN WITH THE DUTY PERSON LOCATED AT THE BOTTOM OF STEPS. WHEN LEAVING THE PARKING AREA, PLEASE YIELD TO THE EXITING BUSES.**

**\*\*\*Notices regarding changes in your child's dismissal procedure must be received before 12:00 p.m. No other changes can be made after that time.\*\*\***

***\*ALL STUDENTS MUST BE CHECKED OUT THROUGH THE OFFICE OR BY PARENT PICK-UP\****

## **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.

### **RECESS TEMPERATURE GUIDELINES**

Children's Hospital guidelines for weather restrictions on taking the students outside:

WINTER (Temperature includes wind chill)

32 – 90 degrees – Children can stay out for unlimited amount of time

20 – 32 degrees – Children can stay out for 10-15 minutes

10 – 20 degrees – Children can stay out for 5 minutes

10 degrees or below – Children should not go outside

SUMMER (Temperature includes heat index)

Up to 90 degrees – Children can stay out for unlimited amount of time

90 – 100 degrees – Children can stay out with sunscreen and plenty of water

100 degrees or above – Children should not go out

### **Early Dismissal Procedures**

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. Please sign up on School Messenger at <https://infocenter.schoolmessenger.com> or text YES to 68453 to receive e-mails and or texts which will notify you of when school is cancelled or dismissing early,

**Regulation 2615**

### **STUDENT DRESS CODE**

It is the policy of the Board of Education not to allow shorts of unacceptable lengths on the school grounds during school hours. Bare feet are not permitted. No clothing that exposes undue portions of the body. Profane insignia or slogans are not permitted.

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

## I. General

- a. All students will wear shoes or sandals- **NO HEELIES**
- b. All articles of clothing cannot be advertising any commodity of any illegal nature
- c. All students will wear clothing covering the area from chest to near mid-thigh
- d. Swimming attire will not be worn

## II. Boys

- a. All shirts, designed to be buttoned, will be completely buttoned with the exception of the collar button
- b. No hats will be worn in the school building

## III. Girls

- a. All girls will wear the necessary feminine apparel
- b. See-Through blouses, dresses, etc. will not be worn
- c. All dresses, skirts, and shorts will reach near mid-thigh length
- d. Slacks and jeans may be worn

It is understood by all students and parents that the Principal has the determining judgment of appropriate school clothing. The administration also has the right to alter or revoke part, or all, of the dress code at any time. (The above student dress code was proposed and written by a joint student – teacher committee and approved by the C-6 Board of Education)

## **PHYSICAL EDUCATION CLASS**

1. Tennis shoes must be worn and tied. No zippered tennis shoes, please.
2. Tennis shoes must cover the entire foot. No tennis shoes without heels.
3. Jackets are required for outside P.E. classes if the temperature is below sixty (60°) degrees.
4. Activities which present a concern for students safety may require the student to adjust his/her hair and/or clothing during that time in the interest of maintaining safe standards.
5. Grades K through 5 receive grades for P.E.

## **FIELD TRIPS**

Field trips provide opportunities to relate academic learning to real life situations and serve as appropriate extensions to classroom instruction. Each classroom teacher will be allowed to schedule one educational field trip per year. Field trip scheduling will be approved on a first come, first served basis. Cost is determined by the place visited. Bus transportation costs are covered by the district for educational field trips only.

**NO STUDENT MAY GO ON A FIELD TRIP WITHOUT A SIGNED PERMISSION SLIP.** The signed slip must be returned prior to the day of the trip. This helps to avoid confusion on the day of the trip.

Please allow your child the opportunity to remain at school upon arriving back to school after the trip. Attendance is counted until the end of the school day. **SCHOOL IS DISMISSED AT 3:00 P.M.**

## **GRADING SYSTEM**

### **Grading Scale**

A = 100-90

B = 89-80

C = 79-70

D = 69-60

F = 59 and below

## **HONOR ROLL**

Sherwood Elementary has adopted the following guidelines for the Honor Roll:

**A Honor Roll** – grades 3 through 5 (All A's)

**B Honor Roll** – grades 3 through 5 (All A's and B's)

**Principal's Register** – grades 3 through 5 (All A's)

## **HOMEWORK**

All students are expected to do classroom and homework assignments to the best of their ability.

The teacher may keep your child in, deny recess, or special privileges until students complete schoolwork.

Students who make a habit of not doing work or of being late to turn in work may cause parents to be called to have a student improvement plan initiated by the teacher, or be referred to the Student Success Team.

You are here to learn and the only way to do this is to study hard and keep assignments up to date.

## **MAKE-UP WORK POLICY**



Because of the increasing number of requests for homework assignments for children who are absent it is necessary that some policy be drawn up to give students, parents, and the school some guidelines.

We ask for your cooperation with the following:

1. All students should make-up work missed when out of school for excused absences.
  - a. An Excused Absence:
    - i. Student or Immediate Family illness
    - ii. Death in Family
    - iii. Other Emergency Type Situations
  - b. An Un-Excused Absence:
    - i. Family on Vacation
    - ii. Visit to Family Out of Town
    - iii. Overslept
    - iv. Missed Bus
    - v. Etc.
2. Homework or Make-up Work will be due / completed when the student returns to school.
3. Teachers may not have time to send homework home on a daily basis. (Please 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 over a period of a few days.)
4. To pick-up Excused Absent Make-Up Work please call ahead of time. Absent work will be available to be picked up after 3:00pm.
5. Make-Up Work for Un-Excused Absences may be allowed at the discretion of the teacher and according to the teacher's schedule.

## **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

1. Inform appropriate school personnel
2. Keep a record of the medication administered
3. Keep medication in a locked cabinet
4. 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 is 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. A second application of the pediculicide should be given 7 – 10 days following the first application. An instruction sheet will be given to each family.

The no nit policy will refer to the removal of ALL nits. Before 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.

## **FOOD DISTRIBUTION**

### **REGULATION: FOOD DISTRIBUTED TO STUDENTS OTHER THAN FROM A SCHOOL CAFETERIA.**

All food prepared commercially or by a health department approved restaurant or food vendor may be distributed to students. **This does not include items prepared at home or brought from home raw, such as vegetables.**

When distributing any food items to students at school, protective gloves should be worn and items should be distributed in individual servings. Students should not be allowed to serve themselves from food offered in bulk such as a bowl of popcorn, candy (not wrapped), or chips.

Any food prepared and/or served at school other than by food service personnel should be served using preparation and serving procedures followed by the food service department.

## **LUNCHROOM INFORMATION**

### **BREAKFAST PROGRAM**

A breakfast program is available for all students who want to participate. Breakfast is free for all students. The breakfast menu includes one hot item every morning or an alternate choice of cold cereal, milk and juice. Breakfast is served in the school cafeteria from 7:40 a.m. until 8:00 a.m.

### **LUNCH PROGRAM**

A hot lunch is offered to all students. Students may either bring their lunch or participate in the school lunch. Lunch prices will be provided by food service at the beginning of school. At no time will any student be allowed to sit without a lunch without the written permission of a parent or guardian.

**IF YOU FEEL THAT YOU QUALIFY FOR FREE OR REDUCED MEALS PLEASE COMPLETE AN APPLICATION AND RETURN IT TO THE SCHOOL CAFETERIA. THE FORMS ARE AVAILABLE AT THE BEGINNING OF THE SCHOOL YEAR.**

The Food Service department encourages families to send money at the beginning of each week. The money you send is 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. You may send money weekly, monthly or yearly. We will notify you when your student's account is low.

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

**Lunchroom Conduct:**

1. Speak in a normal tone, no screaming or yelling
2. Please refrain from sharing food.
3. Raise your hand if help is needed
4. All trash will be picked up from table and floor before being dismissed
5. Respect each other and all adults.
6. All students will eat a lunch (unless waived by parent / guardian)

Lunch should be a time for you to relax, visit with nearby friends and enjoy the food prepared for you by our excellent cooks.

All students should remain seated for the entire lunch period unless some emergency causes you to have to get up. The cafeteria aide will dismiss each class.

**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.*

**SHERWOOD PARENT TEACHER ORGANIZATION**

The Officers for the 2017-2018 school year are:  
Denise Purdy and Jamie Metcalf – Co-Presidents

**VISITOR PASS**

Again, parents and members of the community are always welcome to visit their child's school and watch their child at work in the classroom. However, arrangements must be made in advance and you must stop by the office and get a VISITOR'S PASS/BADGE. **For the safety of all students, No adults will be allowed in the hallways, which includes walking their children to class before the bell rings and after the bell rings.** 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.

## **PARKING**

In order to ensure the safety of our children in the mornings, please follow these guidelines:

1. Do Not drive through the bus lane.
2. Drive through the parking lot.
3. Students are to be dropped off at the crosswalk.
4. No driving or parking near D or E Pod areas.
5. Parents may park in the parking lots provided when visiting Sherwood School.