

Richard A. Simpson
Elementary

Bryan K. Clark
Principal

Lisa Hazard
Assistant Principal

3585 Vogel Road
Arnold, MO 63010

636-282-1480

FOX C-6 SCHOOL DISTRICT

745 Jeffco Blvd.
Arnold, MO 63010
636-296-8000

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.

WELCOME

We would like to welcome all parents and students to Simpson Elementary School. This Parent-Student Handbook was written by parents and students for Simpson Elementary. Suggestions from the building staff aided in the development of the rules and regulations.

Our common goal is to provide a positive, educational atmosphere where learning can occur

every minute of the day. The safety of the students and a learning environment are essential to the SUCCESS for EVERY STUDENT. Your child/children are important to us and should be presented with the most challenging academic tasks to help him or her develop to his or her greatest potential mentally, physically, and socially.

We encourage your cooperation and welcome your comments.

SIMPSON ELEMENTARY MISSION STATEMENT

Simpson Elementary will provide a positive and solid foundation of knowledge and skills to prepare every child to reach his/her maximum potential in achieving a high quality life.

BELIEF STATEMENTS

We believe:

- that all students can learn;
- that all children, regardless of individual differences, have the right to learn and grow together in a nurturing environment;
- that we must show students that we care about them and their capacity to learn and grow;
- that the elementary years are crucial to a solid foundation of knowledge and skills;
- that every student experience success in a dignified manner on a daily basis;
- that the classroom climate be set to encourage, accommodate, and value effective learning;
- that parents should be involved in their child's education and involved in decisions regarding their child;
- that the parents and students have a right to expect the very best from the entire staff;

- that we will provide a safe and clean environment with the necessary space to enhance learning and morale for everyone;
- that the success of the students involve a partnership between students, staff, parents and the community.

**Non-discrimination and Student Rights
Regulation 2100**

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

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

Effective: 06/97
 Revised: 01/98, 01/00, 05/04, 06/09
 Consolidated School District No. 6 (Fox)

SCHOOL INFORMATION

Simpson Elementary School

3585 Vogel Road
 Arnold, MO 63010

School Phone Number: 282-1480

Absent Line: 282-1481

School Hours: 8:10-3:40

Office Hours: 7:05-3:35

Principal: Bryan K. Clark

Assistant Principal: Lisa Hazard

District Security Director: Jeremy Donald

Secretary: Linda Landes

School Nurse: Cheryl Budwell

Counselor: Matthew Janicke

Kitchen Manager: Rita Enke

Please follow us on Twitter and Facebook:

<https://twitter.com/RetrieverPride>

[simpsones@facebook.com](https://www.facebook.com/simpsones@facebook.com)

GENERAL INFORMATION

Address and Telephone or Health Changes

Please notify the school immediately if there are changes in your address, telephone number, baby-sitter, a child's medical problem or person to contact in an emergency. This information is

very important in case your child becomes ill or injured at school.

Parties

Three school parties are organized by the parents and teachers and held in the fall and in February. We do not permit birthday parties during school hours. If you wish to send a birthday snack to school for your child's birthday, you may do so only if it is a small, packaged snack that can be eaten at free play. Home-baked goods will not be allowed to be shared at school. Our kitchen staff can prepare a snack for your child's birthday. Call the kitchen manager for arrangements and pricing. Due to student allergies, latex balloons are not permitted in the building. Animals should not be brought to the building without the permission of the classroom teacher or principal.

School Newspaper / School Information

School newspapers are posted online periodically. Please take the time to read them with your child/children. Other important information for parents will be sent home with the students on a regular basis throughout the school year. Encourage your child/children to bring them home the same day that they receive them in the classroom. These special notes and newspapers will keep you informed as to the dates and times of special events at the school or in the school district. You can also access our school website at www.simpsones.fox.k12.mo.us.

Attendance and Reporting Absences

If your child is going to be absent due to illness or other reasons, please contact the Simpson office. Attendance is recorded and reported by the hour.

Homework

When your child is absent, his/her homework may be picked up in the office after 2:30 p.m. Please call the office by 10:00 a.m. to request your child's homework. Homework may be sent home with a neighbor, relative, or friend upon request.

Visitor Passes

All visitors **MUST** report to the office to obtain a visitor's pass. This precaution is for the safety of all the children and will eliminate strangers from roaming the building. The visitor's pass must be returned to the school office at the end of the visit. There will be close supervision of this process, as we are required to take certain steps to ensure the safety of the students.

Classroom Observations

To assure that classroom observations are meaningful and reasonable, please schedule them one day in advance with the building principal.

Conferences

Conferences with staff members may be arranged by note or by telephoning the school office. Teachers are happy to meet with parents during their conference period or any other scheduled time. Please do not attempt to conference with your child's teacher before or after school unless scheduled in advance. Conferences are not to take place while students are in the room. Two conference days have been scheduled this year. School will be dismissed on these conference days. Both the principal and assistant principal are available to meet with parents. It is also good practice to schedule these conferences in advance. The morning schedule for the principals is very busy but a scheduled conference is always welcomed.

Arrival Time

School begins at 8:00 a.m. Supervision for your child is provided at 7:40. No child is allowed in the building before that time. In order to provide for the supervision and safety of your child, please do not drop him/her off at school before 7:40. Many working parents make arrangements for child care with a neighbor, friend, relative, or take advantage of the Character Kids Club.

Character Kids Club

The Fox C-6 School District offers a before and after school program at Simpson Elementary.

The program will be held in the cafeteria before and after school (6:10-7:50 a.m. and 2:55-6:00 p.m.) For tuition information and program details, please contact the Character Kids Club office at 282-6915.

Morning Drop Off 7:50-8:10 AM

Please drive to the back of the building each morning for dropping off your child/children. This will be the only time of day that cars will be allowed in the back of the building. There will be staff members in the back to help ensure your child's safety. After the buses have completed letting students off, the front will be opened to cars as well.

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 should be sent with the child on the morning of the dismissal. Include the reason for early dismissal and the time in which we can expect you or the designated party to arrive. A child will not be released to anyone other than the parent unless the school has been notified in writing by the parent. Parents must come to the school office to check a student out. Your child will be paged to the office upon your arrival.

Leaving / Returning Same Day

When a child must leave early but plans to return, the parent must sign the child out and sign the child back in on his/her return.

Picking Students up at Dismissal

Students who ride with a parent at the end of the day are to wait in the gym. Parents will go to the gym to sign the children out. The students must be present in the gym at the time he or she is being checked out. This is to ensure that the students are being dismissed to the proper

individuals. Parents are not to wait in the halls or in the commons. Students who walk home will go to the library and wait until all buses have departed. Character Kids Club and day care students will go to the cafeteria. Day care students will be dismissed as their buses arrive. Students are never to leave the school grounds unless they have been checked out by a parent or dismissed by a staff member. There is to be no parking in the bus lanes 7:30 a.m. - 8:00 a.m. nor 2:35 p.m. - 3:10 p.m. Please send a note to your child's teacher if plans have been changed concerning his/her transportation. If we do not receive a note, the teacher will follow the normal procedure for transportation home.

Student Pickup Procedures

Note: This procedure is changed for 2021-22 to minimize indoor gathering, Parents will remain in their cars for pickup from the gym. Directions are provided by email and at Open House.

- Student safety is our highest priority at this time of the day. Please keep in mind that several of our student files contain court orders of protection.
- Park in either parking lot, not in the bus lane or fire lane on the east side of the building.
- **Enter the Gym through the exterior doors near the cafeteria beginning at 2:55 PM or through the front doors after 2:55 PM. This will allow our students to move safely to the various dismissal areas. During the 5 minute period between the 2:52 and 2:55 bells, no visitors will be allowed in the halls. This is the most critical time of the day for student safety.**

- Please stay in the gym after you arrive. Several classes need to get through the halls to their classrooms after Art, Music, PE, recess, etc. in the last few minutes of the day.
- Check out your child(ren) with supervising teachers in the Gym.
- Please do not check out your child through the office to avoid this procedure. It distracts the teachers from safely getting all students where they need to go.

Bus Pass

Children will not be allowed to change buses without written permission from the parent. If a bus change is needed, the child must take the parent's note to the office for a bus pass. Bus drivers have been instructed to require a bus pass from those who are not on their list of riders.

Walkers

Children who live in Shelley Manor will be allowed to walk with parental permission. We will not give permission to walk if it means walking on private property. We must have a note on file from the parents of children who wish to walk to and/or from school.

After School Hours

The school grounds are reserved for use by Character Kids Club each day until 6:00 p.m. The campus closes at dusk with exceptions for students and patrons attending officially approved events at the school. **Skateboards, skates, scooters and bicycles are not permitted on the school grounds.**

Court Orders / Divorce Decrees

It is necessary to have custody papers on file if your child is not to be released to a non-custodial parent. Without custody papers, the school

cannot prevent a non-custodial parent from taking a child.

Vandalism

The school building, buses, and other equipment cost the taxpayers a great deal of money to purchase, maintain, and replace. Students caught damaging school property will be required to pay for repairs or replacement before continuing in school.

Textbook Damage

All textbooks must be returned at the end of the year in good condition. Severely damaged or lost books must be replaced at the borrower's expense. Most books are very expensive, so BE CAREFUL. Damages resulting from anything other than normal wear will be assessed by the teacher/principal and appropriate fines will be assigned. Lost or damaged library books are assessed at replacement cost.

Unpaid Fines

All fines must be paid by the last day of school. Students who have outstanding fines or lunch charges will not receive his/her report card and will not get advance notice of the next year's teacher.

Take Your Child to Work Program

You need to know that your child will be counted absent. Please encourage your employer to schedule the program during the summer months or on a day when we are not scheduled to be in school.

Student Pictures in the Yearbook or Newspaper

Articles and pictures of students are sometimes printed in the newspaper to give recognition to the students. Honor roll lists are often published in the community newspapers. Yearbooks are published each year. **If you do not want your child's name or picture published, please**

make sure to indicate this in the Tyler registration portal.

Building Use

An application must be completed and approved to use the school building. There will be a fee for building usage. Please see the school secretary for the building application. Return the completed form to the building principal for approval.

INCLEMENT WEATHER

Early Dismissal/Inclement Weather/ Emergency Situations

During the school year, it may be necessary to cancel school or dismiss early because of an emergency situation. Such situations may include winter storms, utility failure, earthquake, flooding, fire, or extreme cold. In the event of an emergency condition that necessitates an early dismissal:

- The 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 a relative or baby-sitter, unless we have written parent permission to that effect in the student's file or presented to us at the time the child is taken.
- All parents or designated parties who come for students must sign them out at the school office or temporary Student Release Station.
- The primary means for communicating school cancellations or early dismissal information is by text message, email and phone messages through EDLINE. Information may be announced on the following local radio and television stations: KMOX 1120 AM, WIL 92.3 FM, KTRS 550 AM, KJFF 1400 AM, KSDK Channel 5, KMOV TV Channel 4, KTVI Channel 2, KDNL TV 30.

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

Because an early dismissal can happen at any time, especially during winter months, you are encouraged to make child care arrangements now. If we are able to transport your children, it is essential that someone be prepared to care for them when they arrive at home.

You will not be called if school is dismissed early. Please have an emergency plan in place that does not rely on you to pick up your child.

Fire, Tornado and Earthquake Drills

Emergency preparedness requires remaining calm and knowing what to do. Evacuation instructions and procedures are posted in each classroom. The classroom teachers will review these with the students and drills will be held periodically. Drills must be taken seriously. Students are required to listen to the teacher and proceed in an orderly fashion as you carry out the instructions. Security drills will also take place throughout the year.

DRESS AND GROOMING GUIDELINES

Fox C-6 Board of Education Policy 2615,
Regulation 2600, Adopted 12/96

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

The guide for the length of shorts and skirts is near mid-thigh. Very casual dress frequently creates very casual attitudes, and we feel education should be taken seriously. We hope this dress guide is helpful and we ask the parent's support in helping us achieve a favorable educational climate.

- All students will wear shoes or sandals.
- All articles of clothing advertising any commodity of an illegal nature, or containing vulgar or suggestive pictures, insignias, or writing will be forbidden.
- All students will wear clothing covering the area from shoulders to near mid-thigh.
- No hats will be worn in the building. (Except on School Spirit Days).
- Shorts, shirts and dresses of acceptable lengths will be worn (near mid-thigh length).
- Dress and grooming should not disrupt the teaching/learning process or cause undue attention to an individual student.
- When, in the judgment of the principal, a student's appearance, or mode of dress disrupts the educational process, or constitutes a threat of health or safety, the student may be required to make modifications.
- Pants must be worn at the waist and not below.
- Students are required to wear tennis shoes for physical education class. Shoes with skate wheels are not allowed on the campus at any time.

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.

DISCIPLINE

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 will be suspended from school in accordance with Board policy.

Student Behavior and Discipline

Effective discipline is essential in order to maintain control during the educational process and to provide the necessary stability to insure a harmonious atmosphere where learning can take place. The following discipline program has been established to provide a guideline for the fair and equitable administration of those measures necessary to assist in maintaining proper student behavior. A record of offenses will be maintained.

All students are to conduct themselves properly at all times within the school, on the playground or 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 talk
- a formal conference
- a parental conference
- assignment of extra work
- after-school detention
- in-school suspension
- out-of-school suspension
- expulsion
- loss of school privileges
- other discipline measures which may be so adopted by the Board of Education
- third-degree assaults will be reported to the Jefferson County Sheriff Dept.

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

- Defiance of authority
- Destruction of property/vandalism
- Excessive absences/truancy

- Excessive tardiness
- Extortion
- Fighting and/or disorderly conduct
- Improper behavior on the school bus or while walking to and from school
- Gambling
- Improper display of affection
- Leaving campus without permission
- Improper dress
- Physical assault
- Physical assault on staff
- Possession and/or use of drugs, narcotics, tobacco, and alcohol
- Trespassing
- Profane language
- Theft
- Weapons
- Gangs and/or secret organizations

School Rules

- Be polite and respect others.
- Be attentive, listen and cooperate.
- Raise your hand before speaking in class.
- Keep hands, feet, and objects to yourself.
- Use your quiet, inside voices.
- No running inside the building.
- Complete classroom and homework assignments to the best of your ability.
- Attend school and be here on time.
- No form of violence, including hurtful words, looks, signs or acts that cause harm to a person's body, feelings or possessions, will be tolerated.
- No fighting. Learn to disagree without being disagreeable.
- No foul or abusive language or disrespect towards adults or other students.
- Respect the building. Do not graffiti or deface any part of the building.
- Dress appropriately for school.
- No weapons, illegal drugs, alcohol, or tobacco.
- No gang related clothing or activities allowed.

Consequences

Each classroom teacher, with the assistance of the students, when appropriate, will develop rules and consequences for the classroom. If the classroom consequences do not change behavior,

the student will then be sent to the Principal's Office. The classroom teacher will complete a behavior conduct report. A copy of the report will be sent to the parents and one copy will be placed in the child's permanent record. When a student is sent to the office for disciplinary reasons, the following consequences can occur:

- Conference with the student and/or parents
- Lunch detention
- Before or after school detention
- In-school suspension
- Out-of-school suspension
- Expulsion

Bus Conduct

In order to guarantee the safety of your child and the other children while riding the bus, we are utilizing the following discipline plan. We believe all students can behave appropriately and safely while riding on a school bus. We will not tolerate students who prevent the drivers from doing his/her job or preventing other students from having safe transportation.

Bus Rules

- Follow the driver's directions.
- Stay in your seat.
- Keep all parts of your body in the bus.
- Be courteous. No pushing, shoving, spitting, fighting, or using profane language.
- No eating, drinking, smoking, or vandalism.
- No glass objects or animals on the bus.
- Be at the bus stop 5 minutes early.
- Cooperate with the bus driver when appointed a bus stop. For safety and economic reasons, a bus stop may be appointed or relocated when stops are less than 500 feet apart.
- Cross the road in accordance with driver's instructions.
- Avoid playing or loitering on the roadway when waiting for a bus.
- Respect the property of others at the bus stop.
- Wait several feet from the bus until it comes to a complete stop.
- Go directly to your seats and remain seated while the bus is in motion.

- Keep books and instruments in your lap. Do not block the aisle.
- Keep the bus clean.

Consequences

First Incident: The driver will verbally warn the student.

Second Incident: The driver will write a “bus conduct” referral to the parents and the principal. The principal signs the conduct report and sends it home with the child to the parents. Copies of the conduct report are sent to the transportation supervisor. The parents are to sign the report and return it to the principal.

Third Incident: The principal will decide on the loss of bus privileges and the number of days. Severe misconduct such as fighting, property damage, refusal to obey the driver, or total disruption may result in automatic suspension of transportation privileges.

Playground Rules

Weather permitting, all students are expected to go outside for recess unless a written excuse is received.

- Always walk to and from the playground.
- No playing around classroom windows.
- Rough play is unacceptable. Fighting and unacceptable language will never be permitted.
- Stay out of mud and water.
- Stay within the view of the adult on duty.
- Do not throw rocks and woodchips.
- Get permission from the adult on duty before leaving the playground area or going inside the building.
- Always use good common sense and play safely on the equipment.
- Follow all other rules outlined by your classroom teachers.

CAFETERIA

The following cafeteria rules will be enforced to assure a safe, pleasant atmosphere for Simpson students. The cafeteria supervisor, an employee of the school district, is responsible for supervising the cafeteria. Please assist her by discussing these rules and procedures with your children. Thank you for your support.

Rules and Procedures

- Students are to remain seated with their class during lunch. Students may leave their lunch table only under the direction of the cafeteria supervisor.
- Food or other objects are never to be thrown.
- Children should use “inside” voices while in the cafeteria.
- Students needing to speak to the cafeteria supervisor should raise their hands.
- Students should speak respectfully to all adults in the cafeteria: food service workers, cashier, custodians, cafeteria supervisors, other staff members, and visitors.
- While in the cafeteria, students need to walk and keep their hands and feet to themselves.
- Inappropriate language, discussions, and gestures are unacceptable behaviors.
- Never touch anyone’s food or drink unless there is an emergency or you are helping in some way.
- Everyone needs to follow the directions of the cafeteria supervisor. When the lights go out, everyone needs to get quiet quickly.
- No glass containers are to be brought to the cafeteria.
- The cafeteria supervisor will dismiss each class.
- Students who choose not to eat lunch must notify their teacher and then the cafeteria supervisor.
- We prefer that you do not send sodas in your child’s lunch.

Consequences

- An assigned seat in the cafeteria
- Sitting alone in the cafeteria
- Suspension from lunch recess
- Assisting with cafeteria cleanup
- Referral to the principal
- Notification of parents

FOOD SERVICE

Students may pay for their lunches by the day, week, month or year. A “Type A” school lunch consists of an entree, assorted side dishes, dessert, and a choice of white or chocolate milk. A variety of a la carte items including chips, snack cakes and candy bars are sometimes available. Please notify the kitchen manager if you do not wish for your child to purchase these items.

Free and Reduced Lunches

Applications for free and reduced lunches can be obtained from the school office.

School Breakfast

Breakfast is served on a daily basis. Hot and cold entrees will be served. Students are to go to the cafeteria or directly to the classroom from the bus. The classroom teacher will inform the students of the procedure for the breakfast program. The cafeteria aide will dismiss the students to the classrooms as they finish breakfast.

Prices: Student Lunch	Free
Adult Lunch	\$3.95
Student Breakfast	Free
Adult Breakfast	\$2.60

SPECIAL SCHOOL PROGRAMS / ACTIVITIES

Special Education Services

In addition to basic 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 parents, the special education teacher and an administrator. Eligibility and placement are determined by state criteria.

School Library

We have an excellent library for our students to use. Students are encouraged to check out books during classroom and free time periods. The library is open 7:50 a.m. to 2:50 p.m. Students are responsible for paying for lost or damaged books. All library fines must be paid at the end of the school year.

Summer School

A state-funded summer school program is offered by the school district. Remedial and enrichment classes are offered. Times and locations will be announced in May for the summer classes.

Reading Support

Reading support is offered at Simpson Elementary for qualifying students in grades 1-5.

Musicals

Each student in the building will have the opportunity to perform in at least one vocal music concert each year sponsored by the music teacher. Winter programs and spring programs will rotate each year with the grade levels. Classroom teachers have the option of conducting special presentations. Kindergarten students will perform at the kindergarten graduation.

Gifted Classes

The Fox C-6 School District offers a gifted program (REACH) to those who qualify. Teacher recommendation, achievement test results, and I.Q. are examined carefully before qualifying students for the gifted program.

Spelling Bees

Building level and district level spelling bees will be held each year. The spelling bees are open to fourth and fifth graders. Winners will advance to the C-6 District Spelling Bee.

Geography Bee

Simpson students in fourth and fifth grades will have the opportunity to participate in the National Geographic Geography Bee.

Character Council: A student council is organized each year with students from the fourth, fifth, and sixth grades. Students who apply and qualify attend one meeting a month.

After-School Clubs

All students are encouraged to participate in after-school clubs. A number of these are sponsored by Simpson staff members. Past offerings have included:

- Archery Club**
- Arts and Craft Club**
- Drama Club**
- Handbells**
- Science Club**
- Simpson Choir**

Field Day

The students will participate in a field day at the end of the school year. The activities are organized by the physical education teacher.

All-District Track Meet

Select fourth, fifth, and sixth graders will have the opportunity to show off their athletic skills at the all-district track meet held in the spring.

Kindergarten Graduation Ceremony

The kindergarten students will participate in a graduation ceremony at the end of the school year.

Recognitions and Awards

Students are recognized quarterly and annually for outstanding achievements.

Awards given in past years include:

- Excellent Attendance
- Perfect Attendance
- Reading Certificates
- Special Academic Awards
- Simpson Athletic Awards
- Citizenship Awards
- Abbit Certificates

(A's & B's Because I Try)

Parents' Club

The Parents Club is an active organization for all Simpson Elementary parents. Meetings are held regularly.

School Volunteers

Volunteers are an important part of the Simpson community. We welcome parents to volunteer in the library, cafeteria, playground and classrooms.

Please contact a staff member or principal if you are interested in volunteering.

ATTENDANCE

Regular attendance is very important. You should make every effort to see that your child/children attend school every day. Research indicates that children with excellent attendance have better success in school. Simpson Elementary regularly recognizes and rewards perfect and excellent attendance.

Family Vacations

We realize that sometimes vacations will fall during the school year. Please note the following guidelines for vacations.

- Parents must notify the classroom teacher and school office of the vacation dates.
- It will be up to the classroom teacher as to if and what assignments can be made up.
- No penalty to an overall quarter grade will occur because of vacations. However, some students may get behind because of assignments missed while on vacation.
- Parents will have the option to take the school books on vacation and review material that is missed.

HEALTH SERVICES

Illness/Injury

In accordance with the standing orders of the district physician, the following orders will be followed.

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

- Fevers of 100° F or more and 24 hours fever free.
- Skin rashes of unknown origin or any rash accompanied by fever
- Vomiting-symptom free for 24 hours
- Diarrhea-symptom free for 24 hours
- Sever abdominal cramps
- Laceration that may require stitches
- Possible fractures
- Loss of consciousness
- Streptococcal sore throats that have not had a minimum of 24 hour antibiotic at home treatment before returning to school
- Pediculosis (head lice)
- Conjunctivitis
- All serious injuries requiring a physician's evaluation

And 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 only
- To conduct screenings for vision, hearing, and scoliosis
- To use Anbesol for minor tooth aches
- 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

Administering Medicines to Students

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 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 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 designees 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 amounts, 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 only. 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 in the student's health or change in medication. Medicines which do not have the above information written on it cannot be given. All medication is to be dispensed through the nurse's office.

***Exception for Potentially Harmful Administration**

It shall be the policy of this District that the District will not knowingly administer any medication to a student if the District's registered professional school nurse believes, in his/her professional judgment, that such administration could cause harm to the student, other students, or the District itself. Such cases may include, but are not necessarily limited to, situations in which the District is being asked to administer medication in a dosage that exceeds the highest recommended dosage listed in the current annual volume of the Physician's Desk Reference or other recognized medical or pharmaceutical text.

Immunization Requirements

Grades K-2: DTP/DT/Td: 4+ doses; Polio: 3+ doses; Measles: 2 doses; Mumps: 2 doses; Rubella: 2 doses; Hep. B: 3+ doses; Varicella (chickenpox): 2 doses or proof of disease (statement from parent/guardian or physician stating the month and year the child had chickenpox).

Grade 3-6: DTP/DT/Td: 4+ doses; Polio: 3+ doses; Measles: 2 doses; Mumps: 2 doses; Rubella: 2 doses; Hep. B: 3+ doses; Varicella (chickenpox): 1 dose or proof of disease.
Grades 7-9: DTP/DT/Td: 4+ doses; Tdap: 1 dose; Polio: 3+ doses; Measles: 2 doses; Mumps: 2 doses; Rubella: 1 dose; Hep. B: 3+ doses.
Grade 7 only: Varicella (chickenpox): 1 dose.
Grade 10 only: Tdap: 1 dose.
Grade 10-12: DTP/DT/Td: 4 doses; D booster 10 years after last dose; Polio: 3+ doses; Measles: 2 doses, 2 doses needed if going to college; Mumps: 1 dose; Rubella: 1 dose; Hep. B: 3+ doses.

Fox C-6 Health Policy on Head Lice

As head lice are recognized as a communicated 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 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.

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. 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 Department of Health and is recommended even if product marketing information deems nit removal unnecessary. The no-nit policy is also endorsed by the Jefferson County Health Department and the Jefferson County Association of School Nurses.

Before the child will be permitted to return to classes, he/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. If the child was not brought in by the parent, the child will be placed in a non-contact setting until that time

someone is available to check the student. Cases of non-cooperation or repeated instances of infestation may result in notification of the Division of Health or the Division of Family Services.

Visitors To The Schools

Note: Admission of visitors to the school may vary during the 2021-22 school year.

Parents and patrons of the school district may visit district schools and join the Board in improving the instructional program. However, all visitors during the regular school day shall check in at the building office prior to proceeding elsewhere in the building. Visitors may be requested to provide a photo I.D. The Board and administration will not tolerate any person or persons whose presence disturbs classes, school activities, hinders the instructional process or risks the safety of staff and students. If such persons will not leave the school premises upon request, the building principal or his/her designee may contact the proper legal authorities.

The Board directs the Superintendent to request a list pursuant to § 189.417.2, RSMo. of the state Registration of Offenders law. Any person who appears on this list shall not be allowed on the school grounds. Staff will be informed of names on the list on a need-to-know basis.

Exceptions to the preceding paragraph will be made if a person who appears on the Registration of Offenders list has children enrolled in the district. In such an instance, the person will be allowed access to the campus for the following reasons:

- Parent / teacher conferences
- Activities in which his/her child is involved
- Posted public meetings
- Scheduled appointments with school staff

The Board discourages using the school as a site for parents without custody to visit their

children. The principal may deny the parent without custody the opportunity to deliver packages, gifts, messages, etc., to the child and/or to see the child during the school day without the approval of the custodial parent or legal guardian. In this paragraph, “without custody” means the parent lacks joint legal custody under Missouri law.

SEXUAL HARASSMENT OF STUDENTS

Sexual harassment of students by employees or other students is strictly prohibited by the School District. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Such conduct has the purpose or effect of unreasonably interfering with a student’s educational performance or creating an intimidating, hostile or offensive educational environment.
- Submission to such conduct is made either explicitly or implicitly a term or condition of a student’s academic status or progress, or
- Submission to or rejection of such conduct by a student is used as the basis for evaluating the student’s performance within a course of study or other school-related activity.

Whether a student voluntarily submits to sexual advances or requests is irrelevant for purposes of this policy.

Students who believe they have been victims of or have witnessed sexual harassment should report the 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. Employees who witness sexual harassment against students shall immediately notify the designated administrator, or the next level administrator who is not the subject of the complaint. There will be no adverse action taken against a person for reporting an incident or participating in or cooperating with an investigation.

The appropriate administrator shall conduct an investigation of the incident and shall take disciplinary action where appropriate, up to and including suspension and/or expulsion of the student or suspension and/or termination of the employee, in order to ensure that further sexual harassment does not occur. Confidentiality will be preserved consistent with applicable laws and the responsibility to investigate and address such complaints. Students who believe that their complaint has not been satisfactorily resolved may use the normal grievance procedure.

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

STANDARD COMPLAINT RESOLUTION PROCEDURE FOR Every Student Succeeds Act (ESSA)

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 for the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

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

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

1. Complaints may be filed by parents, advisory councils, district staff members, concerned organizations, or individuals within the Fox C-6 School District.
2. To be considered, the complaint should allege a violation of the Elementary and Secondary Act; the General Education Provisions Act as it applies to all Federal programs; any state rules or guidelines; or the application as approved.
3. The complaint should be in writing and signed by the individual or his representative and submitted to the Federal Programs Coordinator for the Fox C-6 School District.
4. Unless unusual circumstances arise, 30 days will be the maximum time for investigating and resolving the complaint by the Federal Programs Coordinator.
5. The Fox C-6 School District will provide the complainant, his representative, or both an opportunity to present evidence regarding the

complaint and an opportunity for the complainant to question the parties involved.

6. A written decision will be rendered by the Fox C-6 School District to the complainant, the Missouri Department of Education, and the DAC and provided to all parties involved within 30 days of the filing of the original complaint (see note 3).

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. Policy 6910.1; adopted 9/98; revised 6/03.

HISTORICAL REVIEW

Richard A. Simpson Elementary School

Simpson Elementary School was named after Richard A. Simpson who has been a long-time resident of the community, a teacher, principal, and an assistant superintendent. Mr. Simpson and his family have contributed a great deal to both the community and to the education of many students. We are very proud that our school was named after such a deserving individual.

The name of our school was selected from hundreds of entries from the Fox C-6 students. A second grader from Clyde Hamrick Elementary, Curtis Ems, was responsible for submitting the name "Richard Simpson." A committee of board members and C-6 staff members, without hesitation, agreed with Chris, thus naming the school after Mr. Simpson.

The site was purchased from Mr. and Mrs. Edward Ziegler. Approximately 16 acres were purchased for about \$16,000 per acre. The total sale came to about \$265,000. The cost of the building itself was about \$4,100,000.

The first principal, Mrs. Alice Menne, with the help of many parents and students, opened the building during the winter of 1994-1995 to approximately 670 students and 55 full and part-time staff members.

Dr. Charles E. Hudson and Mr. James E. Chellew were the central office administrators who played a major role in the initial planning stages of the building and carried out the plans for Simpson Elementary. Mrs. Terri Eldridge, Mr. Ron Counts, Mr. Steven Ott, Mr. Kevin Kraus, Mr. Gary Prindiville, Mrs. Kathy Hayes and Mr. Jon Zimmermann were active board members during the year of construction and the opening of the building. We thank Dr. Hudson,

Mr. Chellew, and the C-6 Board of Education for such a beautiful facility.

The 1995-1996 school year opened with approximately 750 students. By the 1996-1997 school year we had to add two trailers to accommodate our sixth graders. We had grown to 825 students. Our friend, Mr. Simpson, retired from the Fox C-6 School District that summer. We continue to celebrate December 19th as "Richard A. Simpson Day". During the 1997-1998 school year there were approximately 900 students enrolled; the 1998-1999 school year, approximately 800 students. George Guffey Elementary opened in the Fenton area.

2000-2001 brought honors to Simpson Elementary from the Missouri Department of Elementary and Secondary Education and the St. Louis Post-Dispatch for high student achievement. We were also visited by Governor Bob Holden, who recognized our students and teachers for their superior performance. In the spring, Principal Alice Menne was chosen to serve the Fox District as Assistant Superintendent for Elementary Education. Bryan Clark, Assistant Principal 1998-2001, was selected as principal beginning fall 2001.

Simpson Elementary marked our 25th anniversary in the 2019-2020 school year!