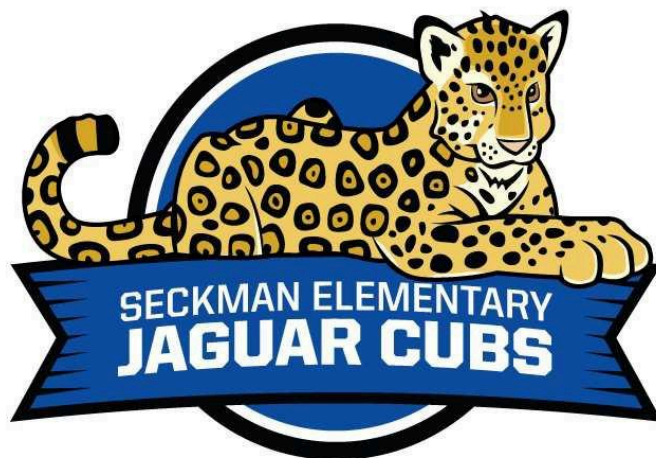


Seckman Elementary School

Student/Parent Handbook

2024 - 2025



Principal

Dan Baker

Assistant Principal

Ryan Shreve

School Colors

Blue & Gold

School Mascot

Jaguar Cub

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Fox C-6 School District
745 Jeffco BLVD, Arnold, MO, 63010
636-296-8000
www.fox.k12.mo.us

Handbook Policies and Procedures

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.

Regulation 2100: Non-discrimination and Student Rights

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

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

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

Policy 6910.1 - Instructional services

Standard Complaint Resolution Procedure for No Child Left Behind Programs

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 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. (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.

Principal's Message

Dear Students and Parents/Guardians,

I would like to welcome you to Seckman Elementary for the 2024-2025 school year. The entire staff would also like to extend you a warm welcome too. Only the start of another school year can provide so much anticipation, excitement, and promise. Whether you are joining SES for the first time or returning for another year, I hope that you find your experience here a success.

The purpose of this handbook is to provide families with a guide of school procedures and information necessary for a positive and successful school year. It is vital to have clear, open communication between your home and school. Please take time to review the contents of this handbook. This will ensure understanding of the policies and procedures. After reading through the material, please sign the signature form (separate) and return it with your child.

Please know that everyone at SES is available and ready to help with any concerns or suggestions that you may have. Feel free to contact the office if you have any questions. I look forward to working with everyone at SES again to ensure that we provide our students with a successful foundation for them through education, empowerment, and character development.

Sincerely,

Dan Baker
Principal

Seckman Elementary Staff Roster

2024 - 2025

Staff Member	Role	Staff Member	Role
Mr Baker	Principal	Mr. Shreve	Assistant Principal
Ms. Perstrobe	Secretary	Ms. Estopare	Diagnostic Secretary
Ms. Gearon	Counselor	Ms. Ruby	Nurse
Ms. Spradley	Teacher-Kindergarten	Ms. Towers	Teacher-Kindergarten
Ms. Triplett	Teacher-Kindergarten	Ms. Brown	Teacher-1st Grade
Ms. O'Reilly	Teacher-1st Grade	Ms. Schlarman	Teacher-1st Grade
Ms. Collins	Teacher-2nd Grade	Ms. Freeman	Teacher-2nd Grade
Ms. Lanfer	Teacher-2nd Grade	Ms. Zaretsky	Teacher-2nd Grade
Ms. Artinger	Teacher-3rd Grade	Ms. Drews	Teacher-3rd Grade
Ms. Gathard	Teacher-3rd Grade	Mr. Raye	Teacher-3rd Grade
Ms. Dickerman	Teacher-4th Grade	Ms. Hargis	Teacher-4th Grade
Ms. Penrod	Teacher-4th Grade	Ms. Salsman	Teacher-4th Grade
Ms. Brooks	Teacher-5th Grade	Ms. Cookson	Teacher-5th Grade
Ms. Herget	Teacher-5th Grade	Ms. Kickbohle	Teacher-5th Grade
Ms. Howley	Speech Pathologist	Ms. Michael	Speech Pathologist
Ms. Barbagallo	Occupational Therapist	Ms. Raster	Diagnositician
Ms. Schrum	Teacher-Art	Ms. Hampel	Teacher-Music
Ms. Ray	Librarian	Ms. Wuertenberg	Teacher-Physical Education
Ms. Randolph	Teacher-Reading Specialist	Ms. Kline	Teacher-Interventionist
Ms. Halim	Teacher-Special Education	Ms. Richardson	Teacher-Special Education
Ms. Green	Teacher-Special Education	Ms. Lane	Teacher-Special Education
Ms. Summers	Teacher-Special Education	Ms. Compton	Teacher-Special Education

Ms. Luh	Teacher-ELL	Dr. Spears	Audiologist
Ms. Teague	Interpreter	Ms. Otterbach	Interpreter
Mr. Helmka	Custodian-Daytime	Ms. Pruneau	Custodian-Evening
Mr. Arons	Custodian-Evening	Ms. Benz	Food Service-Manager
Ms. Burke	Food Service	Ms. Wheeler	Food Service
Ms. Braddy	Paraprofessional	Mr. Manning	Paraprofessional
Ms. Blancett	Paraprofessional	Ms. Pace	Paraprofessional
	Paraprofessional		Paraprofessional
Ms. McFerran	Interventionist	Ms. Barton	Building Aide
Ms. Flores	Itinerant Counselor		
Ms. Eirvin	CKC Site Coordinator	Ms. Schick	CKC Site Coordinator
Ms. Bartlome	Building Blocks Preschool	Ms. Prezzavento	Building Blocks Preschool
Ms. Tolliver	Building Blocks Preschool		Building Blocks Preschool

Seckman Elementary Student Bill of Rights

We have the right to teach and learn without distractions from others.

We have the right to feel safe from verbal, physical, and emotional abuse from others.

We have the right to enjoy lunchtime and free time without teasing or bullying.

We have the right to expect appropriate and not hurtful communication from others.

We have the right to be treated with respect by teachers, students, and staff.

We have the right to have our own opinions, disagree with others, and respectfully express our opinions.

We have the right to feel respected - not to be treated badly for any reason beyond our control.

We have the right to expect people to follow the discipline policy of our school with fairness.

We have the right to expect excellence from one another.

We have the right to take pride in our school and empower each other to be leaders.

We have the right to expect a positive school environment that builds our sense of personal value.

Homework

The beginning of a new school year is the perfect time to create positive homework habits. Please try these:

Check your child's backpack daily. Every child in grades 4-5 will have an assignment notebook. All daily assignments will be written in this book. Please look at the assignment book daily. Students take home checked papers, notes from the teachers, notes from the office, and other important communications regularly.

Help your child to focus on the task by asking, "What do you need to do today?"

Help your child to find a homework place where s/he can be productive – sitting at a desk, sprawled on the floor, etc.

There is no one right way. No TV.

Block a daily time for reading for pleasure. Listen to your child read aloud on his/her *reading level*. Read to your child on his/her *listening level*.

Read more as a family and watch TV less.

For most kids, homework time should average about 10 minutes for each grade (10 minutes for 1st grade, 20 minute for second grade, etc.) ***Days without homework are an excellent opportunity for more reading.*** Turn off the TV. Most of the television children watch is not designed with their welfare in mind.

Volunteer Opportunities

Parents, grandparents, guardians, and community members are invited to volunteer for library, committee work, classroom help, individual tutoring, PTO functions, or other school activities. Older adults (50 and older) are invited to work with a child as a weekly reading and writing tutor through our OASIS Program. Please call the school for more information if you are interested or know someone who is interested in volunteer work at the school. For the safety of

all children, volunteers will need to fill out volunteer forms annually and may be subject to a background check before being able to volunteer.

Seckman Elementary Parent/Teacher Organization

Seckman Elementary has a very active Parent/Teacher Organization called SEPTO (Seckman Elementary Parent/Teacher Organization). See the school calendar for meeting times and dates. As a voting member you will have a voice in many school decisions. You will have an opportunity to be involved in a PTO Committee, such as, Fall Festival, Santa's Cottage, etc.

SEPTO Officers:

Kelsey Bockskopf
Abby Ligue
Christy Rennie

Stephanie Janson
Heather Peter
Michele Sartors

Verdina Pilipovic
Maria Whalen

Conferences and Visits

We encourage communication between home and school. Conferences will be scheduled at the end of the 1st and 3rd quarters. They may also be scheduled throughout the year. Please send a note, email, or call in advance to schedule a conference with your child's teacher at any point. Conferences will be scheduled at such times that they do not interrupt or interfere with a teacher's instructional time.

School Visitors/Classroom Passes

Parents and grandparents are welcome to visit Seckman Elementary. To ensure a safe environment for your child, **all** visitors are required to sign in at the office and receive a visitor tag. **No adults will be allowed in the hallways without the proper identification.** The staff is instructed to question anyone not following this procedure. **To assure that classroom visitations and observations are meaningful and reasonable, please schedule them in advance with the teacher.** Typically, a classroom visitation would last fifty to seventy-five minutes.

Notes Home

Please encourage your child to take all school notes home and check the back pack daily. Information will be sent home with students on a regular basis throughout the school year. Email blasts and text messages are more routine but notes still do go home so please keep an eye out for these in your child's folders.

Classroom Parties and Birthday Celebrations

Fall, Winter, and Valentine's Day parties are organized by classroom room parents. Contact your teacher if you are interested in helping with parties. We do not take educational time for birthday parties at school, but individual birthday treats, such as cupcakes, etc, can be shared with the entire class. Party invitations passed out at school must be passed out to the entire class or all of the boys/girls. Decorated birthday cakes and large decorated cookies may be ordered

from the cafeteria. To order, notify the kitchen a week in advance. Balloon bouquets should not be delivered to your child at school. This is a distraction from the educational process and poses a safety threat on the bus.

Regulation for Food Distributed to Students -

Other than From the Cafeteria

All food prepared commercially, by a health department approved restaurant, or by a food vendor, may be distributed to students. Items prepared at home or brought uncooked from home may not be served. When distributing any food items to students at school, protective gloves must be worn and items are to be distributed in individual servings. Students are not allowed to serve themselves from food offered in bulk, such as, popcorn, candy (unwrapped), chips, etc. Any food prepared and/or served at school other than by food service personnel will follow the food service department preparation and serving procedures. To protect and provide for children with food allergies, before sending a treat, please send a note to your child's teacher stating what you would like to send and on what day.

Counseling Services

Safe Line Program – 296-SAFE (296-7233)

SAFELINE is a confidential reporting system available to students, teachers, staff, parents and others that allows for the person to report situations which affect the safety, security, or welfare of any student or Fox C-6 staff member. Anyone who has knowledge of any situation which they feel will lead to an injury, property damage, or some other type of crime may call the SAFELINE, 296-SAFE (296-7233) 24 hours a day. The school district Director of Safety and Security, Mr. Paul Burch, retrieves messages several times a day.

Crisis Helpline – Toll free: 1-888-644-5886

Crisis Hotline: KUTO (Kids Under Twenty-One) is a hotline for students at risk of suicide and other harmful behavior. If you or someone you know is in crisis or needs help, call the KUTO crisis helpline!

School and Office Hours

The office is open from 7:30 a.m. until 4:30 p.m. Teachers are present from 8:30 a.m. until 4:10 p.m. School begins at 8:50 AM. Supervision for your child is provided beginning at 8:30 AM. Children do not go to the classroom prior to this time. In order to help us provide for the supervision and safety of your child, **no student is allowed to be dropped off at school before 8:30 AM. If you must leave earlier for work, please make arrangements for a sitter to supervise your child until bus time or contact our Character Kids Club to enroll in the before-school program.** School is dismissed at 3:50 p.m. Buses will depart normally by 3:55 p.m.

Character Kids Club (CKC)

The school district provides a before and after school latchkey program at Seckman Elementary from 6:30 AM until 6:00 PM. Enrollment forms can be picked up in the office or from the CKC personnel. For more information, please call 282-6915. Scholarships are available for families who qualify for financial assistance.

School Attendance

Absences

If your child will be absent due to illness or for any other reason please call the school at 296-2030 or 282-1462, as early as possible in the morning. An automated call will go out to the parent of any absent child whose parent/guardian did not phone school to report the absence. Regular school attendance is essential for your child to receive the maximum benefit from classroom instruction and to achieve his/her full potential. It is the responsibility of the parent to see that their child attends school regularly.

Attendance letters will be sent after several absences to keep you informed. These letters will reflect excused and unexcused absences. Someone from SES will call on excessive absences. Excessive unexcused absences will be reported to the Division of Family Services.

Tardies

Any student arriving after the 8:50 bell must be signed in by an adult at the office before going to the classroom.

Truancy

Students who are not in school or who are tardy without parental or school consent will be considered truant. Continued truancy violates state and local attendance laws and will be reported to the Division of Family Services.

Make Up Work For Absentees

If your child is absent for only one day, they can make up the missed work after returning to school. For absences of two or more days, you may pick up your child's work from the office. In order to avoid the interruption of instructional time, please call the school in the morning and pick up the schoolwork after 3:00 PM. If this is not convenient for you, your child may make up missed work after returning to school. To avoid classroom interruptions and lost books and assignments, children are not to pick up work or books for other children. Students who go on vacation will pick up work upon their return to school.

Leaving and Returning

Students must be signed in/out by a parent when leaving for or returning from an appointment during the school day. Unless you have a specific need to pick up your child early, please allow him/her to finish the school day. Teachers convey information and conduct classroom activities right up to dismissal time. When possible, medical and dental appointments should be made outside of school hours. If a child needs to be excused early, a note stating the reason and time you are picking your child up should be sent on the morning of the dismissal.

Parents must come into the office and sign the student out. For the safety of your child, she/he will not be allowed to leave the building unescorted at any time. A child will not be released to anyone other than the parent or legal guardian, unless the school has been notified in writing by the parent or legal guardian.

Student Drop-Off/Pick-up Procedures

Dropping off students after 8:30

For the safety of your child, cars are not permitted to drive through the bus zone or through the gate in the back of the school. Please drop your child off at the designated drop-off spot located at the end of our sidewalk (on the Seckman Middle School side).

Picking Up Students at 3:50

For the safety of your child, cars are not permitted to drive through the bus zone or through the gate in the back of the school. At the dismissal bell, students who will be riding buses will walk out to the buses. Students who will be parent pick-up will go to the cafeteria by grade level. If you will be picking up your child, please park in the parking lot between the elementary and middle school. The back exterior doors of the cafeteria will open at 3:45. The students will be seated by grade level/classroom teachers in our gym and cafeteria. Please have your ID with you. You will show your ID to the staff member at the outside doors of our cafeteria. You will then go to the gym side of the building where your child will be coming through the back exterior doors of the gym.

Dropping off Forgotten Items

Students will be paged to the office to pick up forgotten books, jackets, band instruments, etc. to provide uninterrupted instructional time for the class.

Telephone/Address Changes

Whenever you have a change of address, telephone number, emergency contact, babysitter, etc. please make these changes to the Infinite Campus Portal and contact the office so we are aware of these changes. This information is vital whenever an emergency arises.

Early Dismissal/ School Cancellation

It may be necessary to cancel or dismiss school early because of any emergency situation. In the event of early dismissal, the district transportation will make every effort to transport all students home as soon as possible. **No child will be allowed to leave with another person, relative, or babysitter 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 should sign the student out in the office.

For early dismissal / school cancellation information – the district will send out communication via email and/or text messages; the following stations will carry information: KMOX (1120), WIL (92.3 FM), KJCF (1360AM), KXOK (630 AM), Fox (2), CBS (4), NBC (5). Phone calls to school during this time are discouraged as we are in communication with the administration and transportation offices. **Because early dismissal can happen at any time, especially during the winter months, you must make arrangements now as to who will care for your child on early dismissal days. When the school is closed or dismissed early, CKC and all after school and evening activities are automatically canceled. Notify the school in writing as to which bus the child is to ride on early dismissal days. School personnel can't wait for you to drive from work on early dismissal days. Arrangements must be made in advance.**

Health Information

Because nurses' health rooms are often small, please make arrangements in advance if your child should need to be picked up, to be within 30 minutes. This allows the nurse to be able to provide other students with needed healthcare services.

ILLNESS/INJURY

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

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

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

ILLNESS/INJURY AT SCHOOL

The school keeps on file the emergency numbers which are given as you enroll your child at school. SHOULD ANY OF THESE NUMBERS CHANGE AT ANY TIME, PLEASE UPDATE YOUR CHILD'S RECORDS. The numbers listed on these forms will be used to locate the proper parent or guardian in case your child is injured or becomes ill. If we are unable to reach you, the parents (guardians), we will then call the emergency numbers.

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

MEDICATION POLICY

Prescription Drugs

The medication shall be in the original container labeled with the physician's prescription.

Parents shall send a note authorizing school personnel to give medication. The note should include the parent's approval, dosage time and amounts, date prescribed, name of medicine, purpose of medicine and the termination date for administering the medication. Ask your pharmacist to supply a school bottle at the time the prescription is filled.

Please contact the school nurse for a medication administration record form. Return the completed form back to nurse with medicine to be administered.

Nonprescription Drugs

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

Parents shall authorize school personnel to give medication. This authorization can be in the form of a note to the school acknowledging the parent's approval, dosage, times, amounts, name of medicine, purpose of medicine and the termination date for administering the medication. **The medication shall be in the original container.**

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

C-6 HEALTH POLICY ON HEAD LICE

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

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

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

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

Enrollment

Only students whose parents live within the Fox C-6 School District may attend the Fox C-6 School District. Children who are five years old on or before July 30th of the current year may enter kindergarten. Children entering kindergarten must present the state copy of their birth certificate, required immunization records, and proof of residency (utility bill, lease or house sales contract, real estate tax bill accepted– *personal property tax bill not accepted*). Other new students should bring their most recent report card, immunization records and proof of residency.

Transfers

The school should be notified at least five days in advance of a student's impending withdrawal. The student will receive a transfer form and instructions from the office. All textbooks, library books, lunch charges or other monies must be paid before the student secures a transfer to another school. Student records will be mailed to the new school upon receiving a written request from the new school.

Custody

It is necessary to have custody papers on file if your child is not to be released to a non-custodial parent.

Lost and Found

The lost and found barrels are near the doors closest to the primary playground. Money and jewelry is turned in at the office. Library books are given to the librarian. Unclaimed articles that do not have a name associated with them are donated to a charity at the end of each quarter. Please mark all items with the student's name so they may be returned.

Student Behavior

1. Students are expected to conduct themselves in such a manner as to reflect credit to themselves and to Seckman Elementary.
2. Students are expected to show courtesy and respect to staff members and fellow students.
3. Students are expected to show respect and care for property belonging to themselves, to others, and to the school.
4. Students are expected to exert their best efforts to make each learning experience meaningful and lasting.
5. Acceptable standards of behavior will be expected at all times. Discipline will be administered when a student's actions interfere with the rights of others, or with the educational process.
6. All students are expected to complete classroom and homework assignments.

Cell Phones

Cell Phones are only permitted with written parent permission and must stay turned off and in the student's book bag during the school day. Any violation of this rule will result in the student losing this privilege. The exception to this is if the devices are being used for instructional purposes.

District Policy on Bullying

- The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students toward District personnel or students on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict physical, emotional or mental suffering on another individual or group of individuals. Bullying occurs when a student:
- Communicates with another by any means including telephone, writing, cyber bullying, or via electronic communications, intention to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose, or
- Physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require physical touching, although touching may be included.

- Students who are found to have violated this policy will be subject to the following consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Consequences: Loss of privileges, classroom detention, Conference with teacher, parents contacted, conference with Principal, in- school suspension, out-of-school suspension, expulsion and law enforcement contacted.

Adopted: 3/13 Effective: 3/13
Consolidated School District No.6 (Fox)

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 policy has been established by the Fox C-6 Board of Education to provide a guideline for 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	After school detention	A parent conference
Loss of school privileges	A formal conference	Out-of-school suspension
Recess detention*	In-school suspension	

** Detention may be loss of recess, lunch in the office, staying after school, or loss of other school activities.*

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.

Playground Rules

1. General Rules:
 - a. Students may not jump off of any equipment
 - b. No food, gum or drinks while playing on any of the equipment
 - c. No throwing or picking up rocks, mulch, snow, or ice
 - d. No tackling
 - e. Keep hands and feet to self
 - f. No playing tag on any equipment or blacktop (only allowed on field)
 - g. No jumping off picnic tables or walking through the flower boxes
 - h. Do not throw balls on walls with windows
 - i. K-2 no items should be brought from home (balls, toys, etc...)
 - j. 3-6 Items brought from home only at teacher's discretion
2. Monkey Bars
 - a. Kindergarten may not use the monkey bars

- b. Students may not skip bars
 - c. Students must use hands only. They may not climb on top or hang by legs
- 3. Slides
 - a. Students need to go down in a sitting position and feet first
 - b. Students may not climb up or run up the slide
 - c. Must go down one at a time
 - d. No hanging over, climbing over or jumping over the slide
 - e. No pushing others down the slide
- 4. Swings
 - a. Must be in a sitting with both hands hanging onto chains
 - b. No jumping or flipping off swings; no twisting of chains or pushing each other
 - c. All students not on the swings must be behind the railroad ties
- 5. Jungle Gym
 - a. No hanging by legs
 - b. No jumping off

Any student breaking one of the above rules is to be sent to the wall or to the concrete benches, or intermediate benches for the age-appropriate amount of time. A teacher may want to do a discipline slip and/or have additional consequences depending on the severity of the infraction.

Dress and Grooming Guidelines

1. Clothing with advertising of any commodity that is illegal for children to use will not be worn. Clothing with profane insignias and profane slogans is not permitted.
2. Clothing will cover the area from chest to mid-thigh (no spaghetti straps or thin straps) Shorts, shirts, and dresses will be of acceptable lengths.
3. All students will wear shoes or sandals. **Flip flops can cause safety concerns and lead to injury or broken bones.** Shoe skates are not allowed.
4. Colored spray in hair is not permitted.
5. Hair color, permanent or temporary, which creates a distraction to the learning process, will not be permitted. This includes, but is not limited to, blue, orange, purple, green, and any other color which is not genetically inherited.
6. Dress and grooming should not disrupt the teaching/learning process, cause undue attention, or constitute a threat to health or safety.
7. No hats will be worn in the school building, except on "Hat Days"
8. No pajamas will be worn in the building (except on designated school spirit days)
9. Students need to wear tennis shoes on their gym days.

Students wearing inappropriate apparel will be required to change into more suitable attire. Students go outside during the school day for free play, physical education, fire and earthquake drills, and sometimes after lunch. Students need to dress accordingly. Winter attire should include a warm coat, hat, and gloves.

Guidelines for face coverings:

- You may wear a school logo face covering
- Solid color or patterned cloth washable face masks are allowed
- Solid color or patterned washable neck gaiters (neck mask wrap) are allowed
- Bandana are not allowed as they are not suitable for providing protection
- All face coverings must comply with our dress code
- Proper wear and care are critical to your safety, please ensure that cloth face masks are being washed regularly to prevent unintentional transmission of germs

Bus Safety

The bus driver is responsible for the behavior and safety of the students. All students will be expected to follow instructions given by the bus driver and to be respectful to the bus driver at all times. Students will remain seated at all times and not engage in any behavior that would impair the safety of all students on the bus. Students are to keep hands, feet, and objects to themselves. No carbonated beverages, glass containers or objects, or animals may be taken on the bus. In order to not overload buses, bus passes cannot be given for social reasons.

Bus Conduct Reports:

1st Report	Warning*	2nd Report	Warning
3rd Report	1 day bus suspension	4th Report	3 day bus suspension
5th Report	5 day bus suspension		

Transportation on suspension day(s) will be the responsibility of the parent/guardian. *Severe misbehavior will result in a suspension.

Student Accident Insurance

Parents have the opportunity to purchase school accident insurance. School time and twenty four hour coverage is available.

Use of Telephone

Student use of the telephone is limited to emergency and school personnel directed calls. Arrangements for attending after school activities should be made at home in advance. The office will take messages for students. Parents are encouraged to call when they have questions or concerns. Teachers will return the calls during planning time.

School Lunch Program

Student lunch account– Money is deposited into the student’s account. When the student makes purchases in the lunch line, money will be drawn from the account. You may send one check for all of your children. Weekly, monthly, (etc.) payments are encouraged. Any amount that you send will be put into the account(s). Negative balance letters will be sent home to keep you informed.

If you want to restrict your child from purchasing snacks or extras in the breakfast and lunch lines, write a note to the cafeteria manager and advise your child of his/her limitations also. The yellow account envelopes are to be used all year. The I.D.Card is not a charge card; it is a debit card.

Elementary	Day
Breakfast	\$1.85
Lunch	\$3.35

Milk: 0.50

Adult Meal Prices: Breakfast: \$2.85 Lunch \$4.45

Students are allowed to go out to the playground for 10 minutes after spending 20 minutes at the table in the café. Any student may take the entire 30 minutes to eat. The cafeteria aide checks each tray before dismissing the student to lunch recess. Students are expected to eat approximately half of their lunch before going out to play.

Non-Smoking Policy

All buildings, grounds, and vehicles of the school district are to be smoke-free.

STUDENT NAME _____ TEACHER _____

STUDENT HANDBOOK 2024-2025

[Click here](#) for the Seckman Elementary Handbook which is available online. If you do not have internet access and need a hardcopy of the handbook, please contact the office and we will send one home with your child. Please sign below verifying that you have read the 2024-2025 Seckman Elementary Handbook and have reviewed the contents with your child.

Student’s Signature _____

Parent’s Signature _____