

WELCOME

to

GOTSCH INTERMEDIATE SCHOOL

8348 S. Laclede Station Road

St. Louis, MO 63123

314-842-1238

Fax 314-633-5991

School Hours: 8:40 A.M. to 3:25 P.M.

Christine Powers, Ed.D., Principal

Rose Davis, Assistant Principal

Adrienne Adkison, Guidance Counselor

Peter Bogart, Guidance Counselor

AFFTON SCHOOL DISTRICT

8701 Mackenzie Road

St. Louis, MO 63123

314-638-8770

Fax 314-631-0030

Dr. Steve Brotherton, Superintendent

Dr. Travis Bracht, Assistant Superintendent

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WELCOME TO GOTSCH INTERMEDIATE SCHOOL

This handbook will hopefully answer some of your questions and help you become acquainted with important policies, procedures and dates. We know you will find Gotsch to be a caring and exciting place for your child to learn and grow.

We are committed to instructional excellence and will support the work of teachers at Gotsch to provide each student a quality education. Our purpose is to see that all students reach their full academic potential.

The partnership between school and home is a critical one in making each child's educational experience successful. We look forward to getting to know you and your child during the upcoming school year.

Please take the time to read the handbook carefully and keep it in a convenient place to reference throughout the year. Contact us if we can be of further assistance to you or your child.

Christine Powers, Ed.D.
Principal

Rose Davis
Assistant Principal

GOTSCH INTERMEDIATE SCHOOL FACULTY AND STAFF 2016-2017

Christine Powers, Principal
Rose Davis, Assistant Principal
Jackie Todt, Secretary
Donna LaBruyere, Secretary
Adrienne Adkison, Guidance Counselor
Peter Bogart, Guidance Counselor
Dena Christ, Social Worker*
Kathy Christ, Nurse
Kelly Sander, Instructional Coach*

Christa Argint, Teacher Assistant
Cindy Doerr, Teacher Assistant
Michelle Gockel, E.L.L. Teacher Assistant
Jennifer Stewart Cook, Teacher Assistant
Alyssa Wagner, Teacher Assistant
Kyle Vance, Cafeteria & Lunch Recess Assistant*

THIRD GRADE TEACHERS

Nicki Hejlek
Melissa Lavalley
Patrick Lowery
Melissa Mendoza
Lisa Rheinecker
Lydia Ross
Anna Steffen
Jennifer Wintergalen

FOURTH GRADE TEACHERS

Elizabeth Cotton
Emily Burst
Mackenzie Ely
Marquitta Heggins
Jennifer Laue
Julie Oceguera
Anne Pitcher
Mary White

FIFTH GRADE TEACHERS

Jacqueline Beyer
Angela Black
Eric Bowen
Rachel Eaton
Sheri Hogland
Jennifer Molsbee
Rodger Robbins
Kara Sanders

GOTSCH INTERMEDIATE SCHOOL FACULTY AND STAFF 2016-2017

SPECIAL SUBJECT TEACHERS

Mark Hoffman, Art
Ann Ratliff, Librarian
Jennifer Stark, Physical Education
Ellen Birkedal, Vocal Music
Kim Blankenship, Reading Specialist
Bonnie Rowan, Instructional Coach Title I Math Specialist*
Laura Pezzani, Gifted/Enrichment
Amy Todt, ELL

SPECIAL SCHOOL DISTRICT

Julie Jacob, Resource
Nicole Aronoff, Resource
Cathey Pozzo, Resource
Gayle Peach, Resource
Ashley Zweifel, Educational Support Partnership
Betsy Hanak, Speech/Language
Patti Vogt, Speech/Language
Maggie Stockmann, Social Worker*
Patricia Emmons, Occupational Therapist*
Kim Richardson, Teacher Assistant
Telia Rodgers, Teacher Assistant
Carla Bunch, Teacher Assistant
Suzette Hopkins, Teacher Assistant
Rita Hastie, Teacher Assistant
Nisvet Muharemovic, Teacher Assistant

CAFETERIA

Brian Jaboor, Head Cook

CUSTODIANS

Paul Caritoni, Daytime Custodian
Laura Showalter, Evening Custodian
Tim Showers, Lead Custodian
Carrick Brazeal, Evening Custodian

BEFORE/AFTER SCHOOL CARE PROGRAM

Ron Medley, School Age Facilitator

*Denotes part-time at Gotsch

Mission Statement

The mission of the Affton School District is to prepare all of our students to become confident and capable citizens through rigorous, customized learning.

Vision Statement

Affton's continuous journey toward excellence sparks innovative teaching and learning, developing students as responsible citizens prepared for the challenges of the global society. Students grow as highly capable, curious, and confident learners through customized instruction, fueled by technology integration and the passions of the Affton community.

Strategic Focus Areas

Student Performance
Highly Qualified Staff
Facilities, Support and Instructional Resources
Parent and Community Involvement
Governance

ATTENDANCE POLICY

Regularity in attendance is of the utmost importance for students' school success. Even though students may make up missed assignments, they miss the class discussion and integration of classroom objectives that is critical to the overall learning process. Of course, ill students should not attend school, but please avoid absences due to other circumstances.

If a student has been absent from school because of illness and elevated temperature, it is suggested that the child should remain home for 24 hours after their temperature returns to normal (below 100 degrees without taking Tylenol).

If your child is going to be absent, **it is of utmost importance that parents notify the Gotsch office at 842-1238 or you may leave a message on the recorder if it is after hours.** *When the office has not been notified of a child's absence, the office personnel will attempt to contact parents at home and/or work to verify the child's absence. This procedure is conducted to protect our students.*

Arrival Time:

For students' safety, students are not to arrive before 8:25 A.M. as teachers are not on duty until that time. If before or after school day care is needed, refer to Extended Day Program that can be found under DISMISSAL PROCEDURES in this handbook.

Tardiness:

Students are expected to arrive in their classroom on time to prevent disruption and loss of instructional time. **If tardy, students must check in with office personnel upon arrival.**

The Affton School District has an attendance policy that is sent to all parents. Please refer to the guidelines for elementary students outlined in this booklet for the definitions of excused and unexcused absences. These guidelines will be followed when a student is absent and the procedures for elementary schools will be implemented.

Attendance Standards (Grades K-8)

The following absences will be excused. Documentation must be provided as indicated.

1. Illness or injury of the student, with contact from parent.
2. Illness or injury of a member of the student's family when the student's presence is necessary or expected, with contact from parent.
3. Medical appointments, with written appointment confirmation by medical provider.
4. Funeral, with contact from parent. The principal may require a program or other evidence of attendance as additional verification.
5. Religious observances, with contact from parent.
6. Other appointments that cannot be scheduled outside attendance hours, such as court appearances, with written excuse from parent.
7. Out-of-School suspension.
8. Visits with a parent or legal guardian who is an active duty member of the military who has been called to duty or, is on leave from, or is immediately returned from deployment to a combat zone or combat support posting, with permission of the superintendent or designee.

All other absences and any absence for which required documentation is not provided are unexcused.

Consequences for Violations

Grades K-5

Attendance in early grades is crucial to later academic development. In addition, attendance habits are formed in early grades, and many later attendance problems can be averted with intensive family and student interventions in early grades. For this reason, principals with the assistance of building staff, will closely monitor student attendance and implement intervention strategies and other actions as follows:

1. The district will prepare five-day attendance report for every student accumulating five (5) unexcused absences in a semester and will notify the student's parents/guardians.
2. When a student has accumulated eight (8) unexcused absences in a semester, the district will notify the student's parents/guardians in writing and will schedule a conference with the parents/guardians.
3. When a student has accumulated ten (10) unexcused absences in a semester, the district will contact the appropriate juvenile authorities as described below.
4. When a student has accumulated ten (10) total absences (excused and unexcused) in a semester, the district may initiate special action including, but not limited to, the following:
 - a. Scheduling a conference with the parents/guardians.
 - b. Determining whether there is reason to suspect educational neglect or whether the parent is violating the compulsory attendance laws. If so, the district will contact the Children's Division (CD) of the Department of Social Services or the juvenile court, local prosecutor or other appropriate authority.
5. Students are expected to make up assignments from missed classes with the time period established by their teachers. Students who do not complete missed assignments in the required time may be required to attend academic support sessions outside of the regular school day.

MEDICAL POLICY

HEALTH INFORMATION

The following information **must be included** in students' school records:

Immunization Information: Immunization records are necessary before the opening of school. Students who do not have current immunizations and complete immunization records will not, by law, be allowed to attend school until such requirements are satisfactorily met.

Physical Examination: The physical examination form received at registration should be completed by your child's physician at the time of a physical examination and returned to the school.

MEDICATION POLICY

Students may not receive medication of any type from the school unless such medication is absolutely necessary and required by the doctor on a scheduled basis (every two hours, etc.). If this is the case, we ask the students and parents to follow these procedures:

Prescription Drugs: *All prescription medication must be brought to school by a parent/guardian.* Students will not be allowed to bring their prescription medications with them to school and the nurse will not accept them from students. *Prescription medication may NOT be transported by the children on the bus.* It is preferred that prescription drugs be brought to school by parent/guardian (and/or sent by mail service) during the following hours: Gotsch School – 8:40 A.M. to 3:25 P.M. regular hours and 6:30 A.M. to 5:45 P.M. extended hours.

When circumstances prevent a parent from bringing prescription drugs during these hours, the parent/guardian should call the school nurse to make special arrangements.

There must be a written physician's order for the medication with the name of the student, name of medication, dosage, time interval to be given (if ordered "as needed" – a plan must be provided), and a diagnosis or reason for the medication. A current prescription label on the container may serve as the physician's order.

Written permission must be provided by the parent/guardian requesting that the school comply with the physician's order.

Prescription medication should be brought to school in a container appropriately labeled by the pharmacy.

If there is **any** change in the dose or timing of the medication, the physician must submit the change in writing. This may be mailed or faxed to the school. A parent may not give permission to administer medication differently than the physician's order. The fax number at Gotsch is 314-633-5991.

For medications that will be given for the entire school year, the student needs a new prescription each school year.

The school has the right to call the physician to clarify a medication order.

The student is not to possess any prescription drugs at school.

Exceptions to this procedure: The doctor may order students to carry and self-administer certain medication(s), such as inhalers. The doctor's order must be on record in the nurse's office.

Over-the-Counter Drugs: Over-the-counter drugs may be brought to school by the student on the school bus provided that upon arrival at school the over-the-counter drugs are immediately delivered to the nurse's office. (If the nurse is not in the office, over-the-counter drugs should be delivered to the principal's office.)

All over-the-counter drugs must be in the original container with directions for administering.

All over-the-counter medications must have a written statement from the parent/guardian indicating permission for the student to take or receive. If the orders for administering are to be modified in any way, the parent must indicate this in the written statement.

Food Items: Students remain at school for lunch and also have food snacks occasionally in the classroom. If a child has an allergy to certain foods, or if there is a family practice that discourages the eating of specific kinds of food, please inform the school nurse and the child's classroom teacher.

ILLNESS & COMMUNICABLE DISEASES

When students have a temperature of over 100 degrees, they are sent home. The child should remain home for 24 hours after their temperature returns to normal (below 100 degrees without taking Tylenol).

When a student becomes ill while at school, the school nurse will notify the parent or guardian. For this reason, it is extremely important that the following items are on file in the principal's office. We obtain this information from the "Information Form" that is sent home at the beginning of each school year to update your child's records. **If any of the following information changes during the year, parents must notify the office immediately:**

- Home phone number
- Home address
- Father's and mother's cell and/or work phone numbers
- Emergency contact person(s)' phone number(s)

The school must have current information in order to reach parents in case of any emergency.

A doctor's excuse is needed if a student has to miss gym more than a week at a time.

HEAD LICE

If you find head lice or nits in your child's hair, contact your physician, pharmacist or the school nurse for the proper treatment instructions. It is important the school be contacted so the other children can be checked by their parents.

When a case of lice is detected in a classroom, the student is sent home for treatment. Notices are sent to the parents of all children in contact with the infested child so they can check their children also. When returning to school, students that had head lice must be brought in by an adult once it is assumed they are lice and "nit free". The students will be readmitted to class after being checked by the school nurse to assure that there is no evidence of lice or nits. Please be aware that every attempt will be made to keep this process confidential.

Children should be instructed not to share combs, brushes, headbands, or hats. This should be enforced everywhere – Brownies, Cub Scouts, sporting events, "overnights", etc. Together, we will hopefully prevent the spread of any head lice this year!

TRANSPORTING ILL STUDENTS

The school has no facilities for transporting ill students to their homes or for keeping these students at school for any length of time. When the parent is contacted about the child's illness and the parent has no means of transportation for the child, the nurse or office personnel will ask the parent to call a taxicab to take the child home. The school will follow these procedures for the child's safety:

- The name and number of the taxicab will be taken.
- The parents will be called at the time the student leaves school in the taxicab.
- The school is to be notified by the parent when the child arrives home.

HOME/SCHOOL COMMUNICATION

GUIDELINES FOR VISITORS

We welcome and encourage visits from parents, community members, and other guests. We do request, however, that students do not bring other children as visitors due to the interruptions in the educational process this practice could create.

For the protection of our students, the following visitor guidelines have been established throughout the Affton School District:

1. The school will post at ALL entrances a notice indicating that all visitors are to report to the principal's office.
2. During regular school office hours, visitors are to "sign-in" at a central location within each building to indicate the reason for their visit, i.e., volunteer, scheduled conference with teacher, etc.
3. Visitors are to obtain a visitor's pass in the office, complete it and wear it during the duration of their visit.

4. Parents/guardians who wish to meet with teachers are to schedule a meeting with the teacher during a time that the teacher is not responsible for supervising students.
5. Parents/guardians and visitors are expected to communicate with staff in an appropriate manner.
6. Parents/guardians and visitors are expected to cooperate with school staff.
7. The school staff will cooperate and communicate with parents/guardians and visitors in an appropriate manner as well.

Administrators will monitor the compliance with the guidelines in the building. Principals will also advise teachers to be proactive:

1. If a teacher feels that a parent's, guardian's or visitor's behavior is inappropriate (obscene language, threats, etc.), the teacher will contact the appropriate district personnel. The teacher will contact the appropriate building level administrator immediately. In a signed and dated statement, the teacher will document the event(s), describing in factual language the behavior that occurred. A copy of the statement will be given to the administrator.
2. If a teacher feels that a scheduled conference may be difficult or threatening, the teacher may request that an administrator or other district personnel be present.

Your assistance in cooperating with these guidelines is greatly appreciated in assuring our students' safety and the avoidance of disruptions in the educational process.

DAILY ASSIGNMENT SHEETS

All Gotsch students are provided a daily assignment sheet. These sheets list the major areas of the curriculum and provide space for students to record the daily assignments. Each classroom teacher has specific procedures for how the sheets are to be used and will provide parents this information through parental notes and/or during Open House.

The daily assignment sheets provide an excellent method of communication between home and school. It is of vital importance that teachers, students and parents work together in using the assignment sheets to help students develop responsibility and achieve at their highest potentials.

PARENT/TEACHER CONFERENCES

Parent/teacher conferences are held each fall. A sign-up sheet will be available at Open House. If you are unable to sign-up that night, teachers will contact parents for a convenient time and date. Of course, teachers are willing to have conferences in person or by telephone throughout the school year. Feel free to contact your child's classroom teacher to arrange conferences. You will also have an opportunity to meet with your child's teacher for a Spring Conference in February.

Please do not attempt to have personal conferences with teachers as school begins in the morning, during class time or at dismissal. This takes from instructional time and is not conducive to the privacy required for conferencing.

DISSEMINATION OF STANDARDIZED TEST DATA

Parents have the right to know how their children score on standardized tests. All test data is available upon request. Parents who have questions in regard to standardized test scores of their children are encouraged to contact the guidance counselor, who will properly interpret the data and will answer any questions.

STUDENT RETENTION POLICY

The responsibility for determining the promotion or retention of students rests with the professional staff. Parents will be notified no later than April 30 when their child is under consideration for possible retention.

STUDENTS LEAVING THE DISTRICT

When students transfer to other schools during the school year, at least one week's notice, if possible, is requested. All textbooks, library books and other items, property of the Affton School District, must be returned.

CHARACTERplus

CHARACTER*plus* is a partnership between school districts, business and community leaders that was created to strengthen students' responsibility and character.

CHARACTERplus GOALS:

- To develop in a metropolitan area a unified approach to providing services to young people that enhance their ability to be responsible, ethical and informed citizens.
- To strengthen the ability of educators to communicate, model and teach personal responsibility values.
- To assist school districts in the development and delivery of effective personal responsibility programs which will provide models and resources for use by other districts.
- To mobilize community support to extend and reinforce school initiatives, and to increase the school's impact on students.
- To create effective processes for collaboration among corporate, community and school district leaders.

The Affton School District is committed to preparing students to meet the challenges of the 21st century. Our goal is to integrate character education into the curriculum. This commitment includes educating the whole child by way of **CHARACTERplus** including:

- Infusing approaches to provide young people with ways to develop responsible behavior.
- Strengthening the strategies of Affton educators to communicate, model and teach personal responsibility.
- Developing the student characteristics, i.e., cooperation, self-esteem, respect for self and others, kindness, personal commitment, honesty, reliability,

self-control, responsibility, responsible decision making, positive work ethics and equality that prepare students for success in adult life.

STUDENT RECOGNITION AND AWARDS

The Gotsch faculty and staff encourage our students by recognizing their performance, effort and improvement. Recognition is vital in building self-esteem and also encourages all students to strive for improvement. Research indicates that frequent awards and recognition bring about higher levels of student performance. Students are recognized throughout the year for achievements and improvements in academics, attendance and character education.

SCHOOL PARTIES

Since it is recognized that there are definite social values that boys and girls derive from school parties, provisions have been made to have two such functions each year. The two occasions are Fall and Winter Break.

This year Fall and Winter parties will be held on October 28th and December 22nd.

Birthday or other party invitations must not be distributed at school. This practice is disruptive to the classroom environment and results in hurt feelings for those not invited.

Students are not to have parties for their teachers unless this has been cleared through the office.

TELEPHONE CALLS

Students should be developing responsibility for bringing homework, gym shoes, musical instruments, field trip permission slips, library books, etc. to school. In order to help students develop this responsibility and to reduce interruptions, generally, students will not be allowed to call home.

Of course, students will be allowed to call home when they have forgotten medicine, an emergency has arisen or the call is deemed necessary by the teacher or principal. Likewise, it is requested that parents not phone their children during the school day except in emergency or rare instances.

VALUABLES

Bringing items of value or those with sentimental value to school is discouraged. **The school is not responsible for damage to items or missing possessions.** If the child and/or parents would be upset if an item was damaged or lost, it is best not to bring the item to school.

If special circumstances make it necessary for a student to bring extra money or other important possessions to school, these items can be safeguarded by registering them and leaving them in the office.

PLEASE mark all items, i.e. lunch boxes, clothing, etc., with students' names using permanent marker.

DISCIPLINE POLICY

GOTSCH DISCIPLINE

The primary purpose of having a discipline policy is to insure a school climate conducive to learning in a safe environment. The *Affton School District Discipline Guidelines* has been developed with this purpose as its primary objective. The Discipline Guidelines is available on the district website. If you would like a hard copy of it, please contact the Gotsch office.

Developing a discipline policy that would encompass every situation that could arise is an impossibility. Therefore, the policy is a guide to be used as a point of reference.

The majority of discipline problems are handled by classroom teachers. Some consequences are dictated by Affton Board Policies and Missouri State Law. A large portion of decisions concerning consequences of failure to abide by school regulations are decided by the administrator.

Each discipline infraction that occurs is unique in its severity, the parties involved, and the past discipline records of those committing the infractions.

In many instances the administrator may seek input from other staff members and the parents of the students. However, in these cases it is the administrator's responsibility to make the final decision regarding the disciplinary action to be taken.

Careful consideration is given in disciplining students with the goal in mind of influencing the individual student's future behavior and maintaining a safe school climate conducive to learning for the entire student body.

Please refer to the *Affton School District Discipline Guidelines* for more specific information.

SAFE SCHOOLS ACT (1996)

Under the terms of the Safe Schools Act (1996), the Affton School District is required to do the following with regard to serious violations of school discipline policy:

- All serious violations of school discipline policy (including, but not limited to assault, fighting, possession of a weapon, possession or sale/transfer of alcohol/drugs, stealing, etc.) must be reported to St. Louis County Police and, for students age 16 and under, the Juvenile authorities.
- In addition to transcripts and attendance records, student discipline records will be sent to any district or school to which a student may transfer. In addition, Gotsch Intermediate School will receive discipline records from other schools for students transferring to Gotsch.

A St. Louis County Police Officer serves as the Affton School Resource Officer. The officer is often called upon to assist with discipline infractions and to conference with students and parents.

THREATS

The issue of threats and/or threatening language will be taken very seriously by teachers, administrators and the School Resource Officer. Students' threats will be considered as disciplinary infractions and addressed for the protection of all. The zero tolerance for threats policy, implemented in the fall of 1999, may result in students being suspended for a minimum of one (1) day following making a threat as well as meeting with the School Resource Officer to discuss the threat. Parents are asked to help their children understand that all threats, even though students may have been joking or were not of serious intent, are none the less considered threats and subject to students' suspension.

SAFE SCHOOL HOTLINE

Safety at school is a top priority. If you are aware of a situation that jeopardizes the safety of anyone at school, immediately notify a member of the school staff. If you are uncomfortable bringing this situation to the attention of a staff member, call the Safe Schools Hotline at 889-SAFE. Your call may be anonymous.

PROHIBITED ITEMS

Use of electronic devices is not permitted in the school building during instructional time without the express permission of the teacher. Electronic devices include, but are not limited to, cell phones, Gameboys (and similar handheld electronic game systems), pagers, cameras, iPods (and similar personal music systems) and CD players. Electronic devices should be secured in a student's purse, pocket or bookbag. **Students are discouraged from bringing these items to school. The school will not be responsible for loss or damage of items brought from home.**

Cell Phones: Cell phones should remain "off" during instructional times. "Forgetting" to turn off a cell phone will not be considered an excuse and the appropriate consequences will follow. Use of a cell phone during a test (i.e., text messaging) will be considered cheating and the proper action will be taken. The use of a cell phone to take photographs is prohibited during the school day.

Consequences:

- 1st Offense – Electronic device will be confiscated by the teacher or administrator and returned at the end of the school day.
- 2nd Offense – Electronic device will be returned only to the student's parent/guardian.
- 3rd Offense – Electronic device will be confiscated and returned at the end of the school year.

NOTE: THE DISTRICT IS NOT RESPONSIBLE FOR CONFISCATED DEVICES.

Students are not to bring live animals to school without prior arrangements made with the teacher and approved by the administration. Live animals are not to be transported by bus.

Some items are strictly prohibited and bringing these items to school may result in a school suspension. These items include drugs, tobacco, alcohol, matches, lighters, knives or any other types of weapons. In addition, toy weapons or items that could be used in a threatening manner may also result in a suspension. Mace or similar self-defense items are also strictly prohibited due to the potential danger these items could create.

DESTRUCTION OF SCHOOL PROPERTY

Students found guilty of wilfully destroying or damaging any portion of the school or school property will be expected to pay for the damages. The principal will notify the parents in such instances. Students will also receive disciplinary actions regarding the incident.

If a student accidentally causes damage they should report it to their teacher immediately, so that the damage is not misconstrued as vandalism.

LOST OR DAMAGED TEXTBOOKS

Students are expected to take reasonable care of school property. Students shall pay for books, school supplies, school equipment or other school property lost or damaged beyond ordinary wear and tear. Payment shall be assessed by the principal of the school concerned, or a designated person, in accordance with the price of the book or other article lost or damaged.

STUDENT DRESS

The Board of Education expects student dress and grooming to be neat, clean and in good taste so that each student may share in promoting a positive, healthy and safe atmosphere within the school district.

Student dress and grooming will be the responsibility of the individual and parents/guardians, within the following guidelines:

1. Dress and grooming will be clean and in keeping with health, sanitary and safety requirements.
2. All students must wear shoes, boots or other types of footwear.
3. Dress and grooming will not disrupt the educational environment. Examples of dress or grooming that are disruptive to the education environment could include:
 - ▶ Strapless tops, spaghetti strap tops, sheer tops or muscle shirts.
 - ▶ Clothing that reveals the midriff, cleavage or back.
 - ▶ Clothing that is extremely short.
 - ▶ Clothing that reveals undergarments.

The determination of what is disruptive may be adjusted depending on the age of the student.

4. Class activities that present a concern for student safety may require the student to adjust hair and/or clothing during the class period in the interest of maintaining safety standards.

5. Dress that is in conflict with the district's curriculum and contrary to the educational mission of the district is not permitted. This includes clothing and other items that display or promote drugs, alcohol, tobacco or illegal or sexual activity.
6. Caps, hats, bandanas, other head coverings and sunglasses are to be removed and may not be worn in the building during the school day. Sunglasses may be worn only during outside activities.
7. Items that are inherently dangerous or could likely be used as a weapon such as metal, spiked belts, wrist bands or collars.
8. No clothing, coloring, insignia or other symbols or combination of symbols indicating membership in, affiliation with or support for any gang or similar organization associated with violence, drugs, sex, intimidation or other criminal activity will be allowed on school grounds or at school-sponsored activities. A list of items the district considers gang-related is available in each building. This list is updated as necessary.
9. Additional dress guidelines may be imposed upon students participating in certain extracurricular activities.

When, in the judgment of the principal, a student's appearance or mode of dress does not comply with the above criteria, the student may be required to make modifications, and a written referral will be documented in the office. Exceptions to the dress code may be made for students who have religious or medical requirements that do not meet the dress code. No employee or volunteer shall direct a student to remove an emblem, insignia or garment, including a religious emblem, insignia or garment, as long as it is worn in a manner that does not promote disruptive behavior.

SCHOOL DAY PROCEDURES

PHYSICAL EDUCATION PROGRAM

The Affton School District is concerned with all factors of your child's safety and health. For this reason, we ask your cooperation in the following matters:

- To insure maximum safety and performance, tennis shoes are required for Physical Education classes. They can either be worn or brought to school on gym days. Please label clothing such as sweaters, coats, caps, gym shoes, etc.
- A student who is physically unable to participate in Physical Education class is required to obtain a written excuse from a doctor stating why the student is unable to participate and when the student may resume Physical Education class.

ART PROGRAM

To protect school clothes, students are asked to bring a paint shirt (old adult shirt) that will remain in the classroom for art day. We also recommend that students do not wear their best clothes on art day as the **school will not assume the responsibility for stains.**

LIBRARY

Each class is scheduled a period in the library each week to check out materials and books. Books are checked out for one week. Students having overdue books must return books before checking out additional books or materials.

BOOKMOBILE

The St. Louis County Bookmobile visits Gotsch Intermediate School once a month. Applications for the library cards are sent home in September. Every month your child will be reminded of the Bookmobile visit by notices posted in the building.

Bookmobile books are checked out for one (1) month. Students having overdue books or fines must return books and pay fines before checking out additional books.

FIELD TRIPS

Field trips to points of interest are scheduled by teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notices of field trips well in advance of the scheduled trip date and will be asked to sign field trip permission forms.

All school rules are enforced on field trips and students must take extra care in following directions to prevent accidents. Students who have a history of not following directions may be denied field trips for their own safety and the safety of others. In some cases, students are allowed to attend the field trip if the parent/guardian accompanies the child and assumes responsibility for the child's safety. These special arrangements need to be agreed upon by the parents, teachers and administration.

LUNCH PERIOD

All students are required to remain at school during the lunch period. Students may either bring their lunch or buy it in the cafeteria. School lunch menus are sent home with the students at the beginning of each month. Students who prefer to bring their lunch may purchase milk. The cost of a hot lunch is \$2.30 including milk. Reduced lunch is 40 cents daily. For those bringing their lunch the cost of white or chocolate milk is 50 cents. Students may pay by the day or week.

All students are expected to eat either a sack lunch or a school lunch unless the parents notify the office otherwise. A note from the parent is required in the event that a parent requests that a student not eat. The student will be supervised in the office during the lunch period.

Students are not allowed to bring glass containers or carbonated beverages (soda, etc.) in either glass containers or cans.

BREAKFAST PROGRAM

Breakfast is available each morning in the cafeteria from 8:25 A.M. to 8:40 A.M.

Regular price for breakfast is \$1.30; reduced rate is 30 cents. Students who meet the eligibility for free lunch are also eligible for free breakfast. White milk, chocolate milk and juice are available at 50 cents each.

CAFETERIA RULES

The same general rules for behavior apply in the cafeteria as in the classroom. Students may visit quietly in line, must have their money ready for the cashier, and keep hands to themselves. Students are not allowed to save places in the lunch line.

We realize that the lunch period is a time for socialization and building of friendships. We want the students to visit with their friends but request that low voices are used. We encourage the use of good manners and request parents' assistance in this matter.

Students are to get their condiments, silverware, napkins, etc., before sitting down and must not leave their seats without permission. Students are to listen to the cafeteria supervisors' requests and directions.

Students are to use and enjoy the salad bar. However, they are asked to take reasonable serving sizes, visit the salad bar only once before they sit down, and eat all they take to prevent waste.

RECESS POLICIES

If weather permits, third and fourth grade students are given two (2) recesses each day. Fifth grade students receive one (1) recess each day. Decisions to have outside recess during cold weather depend upon the temperature and the wind chill factor.

Students should always be properly dressed for outside recess. Only students with medical excuses will be allowed to remain in the building during scheduled outside breaks.

Students will have supervised free time in the classroom on days when bad weather prevents outside recess. Quiet games, talking with friends, etc., are usually allowed by the teacher in charge.

Recesses may be denied to students who are missing assignments, those who are exhibiting unacceptable behaviors and/or students needing additional teacher assistance. A study hall, supervised by a certified staff member, is held during recess to accommodate these students.

PLAYGROUND RULES

- Games of "chase" and "play fighting" are not allowed. This type of play often results in disagreements, injuries, etc.

- Students must have permission from a teacher to get a ball that is off of the playground. If a ball goes over a fence, the custodian should be notified. Students are never allowed to climb over a fence or leave the school grounds to retrieve a ball.
- Students must not touch or tease neighbors' dogs or dogs that may enter the play area.
- Students must properly use the play equipment and must adhere to these guidelines for safety purposes.
- Candy, gum or other edibles are prohibited on the playground.
- Students are not allowed to go into the building for play equipment, coats, etc.
- At the end of recess students are to line up immediately, remain quiet and listen for supervisors' directions.
- Students may bring soft balls for playground use (i.e. nerf, foam, soft sculpture, etc.). All equipment brought from home must be clearly marked with the student's name. Baseball and softball gloves, labeled with the student's name, may be brought as well. **The school will not be responsible for loss or damage of items brought from home.**

The playground rules are to insure students' safety. Students who fail to follow the rules may be asked to stand away from other students during recess, denied recesses, and/or sent to the office.

DISMISSAL PROCEDURES

CLOSE OF SCHOOL

It has been our experience that at the close of school children are sometimes uncertain as to whether they are to ride the bus or wait for a parent to come for them. To prevent this confusion ***parents must inform the principal's office in writing or by phone if plans are changed. If the office is not notified before dismissal, children are sent home on their regular buses.***

If students are to ride a bus other than their regular bus, the ***student must bring a note from their parent/guardian to the office in the morning. These notes are recorded, stamped and returned to the student so they may present it to the bus driver at dismissal. Students without notes are sent home on their regular buses.***

SAFETY SUGGESTIONS FOR ALL STUDENTS

Whether your child is a walker or a bus rider, please instruct him/her to adhere to the following:

- The child is to go directly home.
- The child should take the route as directed by the parent.
- He/she should not deviate from this route.

Impress upon your child that under no circumstances is he/she to accept a ride with or talk with a stranger.

RULES & PROCEDURES FOR STUDENT BUS RIDERS

For the safety of school bus passengers, the following transportation regulations and procedures are established. School officials ask that parents of students riding buses review these procedures and regulations and help their children to “think safety.”

1. Arrive at your bus stop five (5) minutes before scheduled arrival. Buses cannot wait for riders.
2. Approach bus stops carefully. Observe all traffic rules.
3. While waiting for the bus, be considerate of nearby homeowners’ property.
4. Always wait until the bus comes to a complete stop before getting on or off.
5. Follow the directions of the driver at all times.
6. Don’t distract the driver in any way.
7. Always remain seated while the bus is in motion.
8. Never put arms or heads outside the bus windows.
9. Use the emergency door only in an emergency.
10. Smoking will not be allowed on a school bus at any time.
11. Throw away your trash before boarding the bus, or use the container provided on the bus.
12. Pets or animals are not allowed on the bus.
13. Treat bus equipment with respect. A student who vandalizes bus equipment will be expected to pay for damages.
14. Students who need to cross the road after leaving a school bus must cross at least ten (10) feet in front of the bus and cannot cross more than two (2) lanes of traffic.
15. Eating and/or drinking on the bus are not permitted.

Riding the school bus is a privilege that can be revoked for failure to observe the rules as outlined. If a student fails to follow the regulations established for safe conduct of all passengers on the bus, the student will be referred to the building level administrator for appropriate disciplinary actions.

A student who vandalizes a school bus will be denied transportation privileges for a period not less than one day nor more than a semester depending on the offense. In any case, the student will not be permitted to ride the bus until further restitution for damages is made.

PARENTS PICKING UP STUDENTS AT DISMISSAL

The area for student pick-up is outside the cafeteria in the back parking lot. Cars are to drive around the back of the building to the pick-up point. Staff members are assigned to supervise students and will dismiss students as their parents drive up to the pick-up point. Parents are not to leave their cars. If you wish to enter the building to pick-up a student, you must park in a parking spot not along the pick-up route.

Parents who pick up students after school on a regular basis are asked to make this arrangement with the office and have a written note on file.

If you come for your children after school, you may not take neighboring children along unless definite arrangements have been previously made with the other children's parents and the school office has been notified ahead of time by them.

Please do not plan to pick children up before the dismissal bell on a regular basis as this disruption causes loss of instructional time for your child as well as for the other students in the classroom.

RELEASING STUDENTS TO EMERGENCY CONTACTS

At anytime when we are unable to reach the parent(s), the student may be released to an emergency contact, which you provided and updated at the beginning of the school year. We will always try to first contact the parent(s) before releasing the student to the emergency contact. (i.e. Student is sick or an emergency contact comes to pick up student at dismissal.)

RELEASE OF STUDENTS DURING SCHOOL HOURS

It is strongly suggested that students are not to be picked up before dismissal due to the interruption of the educational process. However, if an emergency should arise which necessitates taking your child from the school before the close of the school day, you are asked to proceed in the following manner:

- If possible, notify the school by telephone or by note of your coming.
- If a person other than the parent is sent to pick up the child, it will be necessary for the parent to inform the principal's office as to whom this person will be. Proper identification will be required before the student will be released.
- Upon arrival at school, please go directly to the office and speak with the office personnel. The teacher will then be notified by office personnel to send your child to the office.
- After the student has been called to the office, or in the event the parent arrives early, please be seated on one of the benches in the front foyer after checking in with office personnel. (Personal conversations with parents, students and school personnel are being conducted in the office complex and we wish to respect our students' and parents' privacy).
- For the security of our students and to prevent classroom interruptions, parents or other individuals picking up students are **not** to go to the classroom or wait in the halls outside of classrooms.

BIKE RIDERS - WALKERS

All students are urged to ride the district buses for safety reasons. If parents wish to allow their children to ride a bike or walk to and from school, the office must receive a note from the parents stating this permission.

Bike riders and walkers will report to the adult in charge and wait until after buses and cars have cleared the driveway to be dismissed. For safety purposes, bike riders are to walk their bikes while on school property.

Students who walk are to use the sidewalk, also for safety purposes. Students are not to climb the fences surrounding the school property.

Students are not allowed to ride skateboards, roller skates or roller blades on school property. Again, this is to protect our students' safety.

EXTENDED DAY PROGRAM

The Before & After School Extended Day Program is available at Gotsch. Please contact Melissa Eckhard at 638-8770 for more information. Students that participate in the extended day program must comply with the Student Discipline Guidelines that have been established by the Affton School District.

Parents needing to bring students to Gotsch prior to 8:25 A.M. or in need of childcare after school should contact Melissa Eckhard as no supervision before or after school will be provided by Gotsch.

Gotsch faculty and staff members are looking forward to a productive and exciting 2016-2017 school year working in partnership with the Gotsch students, parents and community members.