

Gotsch Parent & Student Handbook 2017-2018

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



Gotsch Intermediate School

Dear Students and Parents,

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 the opportunity for a quality education. Our purpose is to see that all students reach their full academic potential and become confident and capable citizens.

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 throughout the school year.

Christine Powers, Ed.D.
Principal

Rose Davis
Assistant Principal

Mission Statement

Gotsch Intermediate School will support students' academic and social needs in order to create a positive learning community, where we will work collaboratively to inspire students to become responsible citizens and lifelong learners.

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.

General Information

School Hours

8:40 a.m.- 3:25 p.m.

Arrival and Dismissal Procedures

Students may enter the building at 8:25 a.m. Students should not arrive to Gotsch prior to 8:25 a.m. because they will not be permitted to enter the building and will not be supervised on school grounds. If it is necessary to drop your child off before 8:25 a.m., Affton Before Care is available for a fee. Please contact Melissa Eckhard at (314)638-8770 for information about Before/After Care.

The front circle is reserved for bus drop off and pick up only. Car drop off is located in the back of the building outside of the cafeteria. Cars should follow the arrows and form two lines (that merge into one) before pulling up to the curb outside the building. Drivers should remain in vehicles and pull forward for student drop off and pick up. Name signs will be provided during the first week of school and should be displayed in your vehicle window (preferably passenger side) during afternoon pick up.

Bus Riders

Students are assigned a bus and may not ride a different bus unless prior arrangements have been made in writing with the main office. Please review the following bus expectations with your child to ensure a safe and enjoyable bus experience for all students.

- Arrive at your bus stop five minutes before the scheduled arrival time.
- Wait for the bus on the sidewalk. While waiting for the bus, be considerate of nearby homeowners' property.
- Always remain seated while the bus is in motion and never put arms, heads or objects outside the bus window.
- Do not eat or drink on the bus.
- Follow all bus driver directions.

Students who do not meet the above expectations or make unsafe choices when riding the bus will face logical consequences. Students are subject to district authority and discipline while waiting for, entering and riding district transportation.

Walkers and Bike Riders

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.

Student Attendance

Regular attendance is of the utmost importance for school success. However, if your child is ill, parents are asked to contact school by 9:00 a.m. on the day of the absence. If your child will be absent, please contact our school office at (314)842-1238 or report the absence online at: <https://gotschintermediate/reportanabsence>

We closely monitor student attendance. Parents will receive a letter when a student has accumulated five (5), eight (8), and ten (10) absences in a semester. According to district policy possible action when a student has reached ten (10) absences could include scheduling a conference with the parents/guardians or reporting to Children's Division (CD) of the Department of Social Services or the juvenile court, local prosecutor or other appropriate authority possible violation of compulsory attendance laws.

Our district policy on student absences and excuses can be found at the following link.

<https://ASDattendancepolicy>

Student Code of Conduct

Gotsch Intermediate has high standards of behavioral expectations for all students to ensure a safe and orderly environment conducive to learning. The Affton School District Code of Conduct can be found on our district website.

<http://ASDCodeofConduct>

A copy is also available from the Gotsch office upon request. In addition to the Affton Discipline Policy, Gotsch maintains high expectations for student behavior to ensure a safe and orderly school environment. Our school uses a character education approach and takes time to teach, model, and reinforce school wide expectations throughout the year. Each classroom teacher establishes their own classroom discipline plan.

Health 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. 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

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 between 7:30 a.m. and 4:30 p.m. 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.*

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. 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.

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. They will be readmitted to class after the school nurse determines they are "nit-free".

Guidelines for visitors

We welcome and encourage visits from parents, community members, and other guests. All visitors must sign in with the main office. The Affton School District will not tolerate any person whose presence disturbs classes or district activities or hinders the instructional process.

Please click the following link to view our district policy on visitors to district property or events. <https://ASDvisitorspolicy>

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

Student Planners

All Gotsch students are provided a daily assignment planner. 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 for all students each fall (October) and on a limited basis at the midpoint of the third quarter (February). Your child's teacher will contact you to arrange conference times.

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. Please contact your child's teacher by phone or email to schedule a conference at any point during the school year.

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

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.

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

Each classroom will have a Fall and Winter party. Parents can volunteer to help with refreshments, crafts, and games. Please follow the Affton School District Wellness Guidelines when providing treats for parties/birthdays.

Personal Property

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.

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 (including while on the school bus).

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.

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 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.

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.

Safety Drills

Students will participate in regular fire, tornado, earthquake and intruder drills throughout the year. All teachers and students will be given information about safety procedures appropriate for such situations. Students are required to become acquainted with the procedures for all emergency drills.

Physical Education

To ensure maximum safety and performance, rubber soled shoes and appropriate clothing are required for physical education classes. 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

Students will receive weekly instruction in art. We recommend that students do not wear their best clothes on art day as the school will not assume the responsibility for stains.

Music

Students receive weekly instruction in music. Each grade level participates in some type of school wide performance during the year (i.e. dance, musical, etc.).

Library/Makerspace

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. Makerspace provides students time, space, and materials to explore, research, learn, build and create.

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.

Breakfast

Breakfast is available each morning in the cafeteria from 8:25 a.m.-8:40 a.m. The breakfast consists of milk and juice, cereal, or some other type of hot item.

Lunch

All students are required to remain at school during the lunch period. Students may either bring their lunch or buy it in the cafeteria. Students who bring their lunch may purchase milk. 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. Students are not allowed to bring glass containers. Parents are invited to join their child during lunch.

Meal Pricing

Breakfast - \$1.40

Reduced Breakfast - \$0.30

Breakfast entree - \$1.10

Lunch - \$2.40

Reduced Lunch - \$0.40

Lunch Entree (all schools) - \$2.05

Milk (all schools) - \$0.50

Adult Lunch Prices - \$3.10

Parents will be notified by the cafeteria manager when a student's lunch account has a negative balance.

School Closings

Circumstances which affect our schedule, inclement weather or building conditions, will be announced on the Affton School website, Facebook pages, Twitter, and on local radio and television stations. You will also be contacted by phone through our automated School Messenger system.

Before/After Care

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 2017-2018 school year working in partnership with the Gotsch students, parents and community members.