

Clark Elementary School



9130 Big Bend Blvd
Webster Groves, MO 63119
Phone 314-963-6444 Fax 314-963-6446

Student and Parent Handbook 2018-2019

Table of Contents

Welcome	4
Webster Groves School District	5
Board of Education	
Board of Education Information	
Office of the Superintendent	
Compliance Statement	
Complaint Policy	
Mission/Vision Statements	8
WGSD Mission and Vision	
Clark Mission, Values, Vision and Commitments	
District Calendar	
PTO and Event Calendar	
General Information	9
School hours/Supervision	
Dropping off and picking up	
Tardy	
Absence/illness procedures	
Requesting homework	
Vacation	
Leaving early	
Change in daily routine	
Visitors	
Classroom visitors	
Attire	
Parties and birthdays	
Lost and found	
Lunch program	
Bicycles/scooters	
Toys	
Electronics	
Playground	
Parent/Teacher Organization (PTO)	
Volunteers	
Duplicating and distribution	
Adventure Club	
Curriculum and Services	13
Classrooms	
Communication	
Conferences	
Progress Reports	
Grade Level Expectations	
Counselor	
Special Education	
Technology	
Music	
Art	
Physical Education	
Gym shoes	
Project Plus	
Fine Arts Gifted Program	

Wings
Homework
Professional development

Health Policies.....16
Immunizations
Communicable diseases
Head Lice
Fever and vomiting
Illness or injury at school
Emergency information
Emergency disaster procedures
Administering medication to children
Prescription drugs

WGSD Attendance Policy JED.....18
Definitions
Attendance Standards
Consequences for Violations
Tardy
Notice and Due Process
Intervention and Engagement Strategies
Evaluation

Clark Elementary School Calendar.....21

Welcome to Clark School

Welcome to the 2018-2019 school year at Clark Elementary School!

If you are a returning Clark family, you'll notice a few changes as you make your way through the halls. First, you'll see a few new faces. Tiffani Coleman is a new kindergarten teacher and Tom Schwartz is our new music teacher. Ashley Hennis will be our math interventionist. We have all new teaching assistants, too. Thanks to the wonderfully generous PTO, you'll also notice that all of our 4th and 5th grade rooms were redesigned to help teachers and students utilize space in ways that enhance learning experiences.

If you are a new Clark family, we hope you'll notice how warm and friendly this school and community are. We hope you'll notice how desperately this staff wants to meet the needs of the students and the families we serve. We hope you'll notice that we have a love for this work and feel so incredibly honored to get to be a part of your family's lives.

As always, our doors are open. Not literally, of course, because we're all about safety but we do invite you to take part in the educational journey your child is (or children are) on. We are better when we are leaning on you to help us navigate what it is that your child needs in order to thrive here at Clark. We want nothing less than the very best experience for your family.

If, at any point, you would like to sit down and talk with me about your family's experience, please reach out and let's make that happen. I'm hoping the 2018-2019 school year turns out to be a year your child (or children) won't forget.

Dr. Joe Hays
Principal
hays.joe@wgmail.org

The Clark School Pledge

As a Learner at Clark School, I will be
Cooperative,
Respectful,
Responsible,
Honest, and
I will Persevere!

Webster Groves School District 2018-2019 Board of Education

*Amy Clendennen, President David Addison, Vice President Kita Quinn, Director Jo Dall, Director	Christine Keller, Director *Steven Loher, Director Arnold Stricker, Director <i>*Clark Elementary Liaisons</i>
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Board of Education Information

The Board of Education meets regularly at 7:00 p.m. on the second Monday of the month, September through June, in the District's Central Office, 400 East Lockwood. Public workshop meetings are held the fourth Monday of each month.

At its meetings, the board welcomes follow-up questions, ideas and comments from those who attend. Every agenda sets aside a specific time for public comments. Speakers are asked to limit their remarks to three minutes.

Those who have comments for board members are also welcome to telephone or write them at the District Central Office, 400 East Lockwood, Webster Groves, MO. 63119.

Persons with disabilities requiring special accommodations to attend meetings can request assistance at 961-1233 forty-eight hours (48) before the meetings to make arrangements.

Minutes and Agendas

Persons who wish to obtain board agendas can request them from the Community Relations Office by calling 961-1233. Agendas are posted at the Central Office the Friday before the meeting and may be found online on the district website by clicking on the E-News link. Those who wish to have the board put a specific topic on an agenda should contact the superintendent in writing five days before the regular meeting and explain the topic. Board minutes can be viewed at the Central Office during business hours. A newsletter detailing what happened at the last board meeting is available from the Community Relations Office. If you would like to receive it, please call Community Relations at 961-1233.

Board Roles and Responsibilities

The key roles and responsibilities of the school board are to:

- Hire and evaluate the superintendent
- Approve the District budget
- Establish goals and evaluate outcomes
- Adopt and evaluate policies
- Delegate administrative responsibilities
- Communicate with the community.

Because the board is a governmental body, it can take action only by a majority vote at a legally called meeting. The individual board member's major responsibility is to study, evaluate and, after consideration, vote in the best interest of all students. School board members are guardians of the public trust and through the policies they make, they establish the standards and philosophy by which District schools are run. Their ultimate responsibility is to determine the criteria used to evaluate how well the schools are run.

Eligibility

To be eligible for election, a school board candidate must be:

- A citizen of the United States
- A resident taxpayer of the District
- A resident of the state for one year preceding election
- At least 24 years of age.

Elections for the board, which consists of seven members, as mandated by state law, are held the first Tuesday in April each year. Candidate filing for a board position opens the thirteenth Tuesday before the election and closes the ninth Tuesday before the election. Candidates must file at the district's Central Office, 400 East Lockwood, Webster Groves.

Board members serve three-year terms. Members' terms are staggered; board positions are open each April.

Citizen Committees

The Board of Education encourages public participation in the schools through a variety of means, including citizen committees. Currently four committees have been established to assist the District: a Finance Advisory Committee, a Building Advisory Committee, Key Communicators Committee, and Strategic Planning Committee. If you are interested in serving on any of these committees or would like further information, please call the Community Relations Office at 961-1233.

Office of the Superintendent

400 E. Lockwood
 Webster Groves, MO 63119
 961-1233

Dr. John Simpson <i>Superintendent of Schools</i>	Mr. John M. Thomas <i>Director of Student Service</i>
Dr. Kris Denbow <i>Asst. Superintendent of Learning</i>	Dr. Catina Lyles <i>Director of Special Education</i>
Dr. Sandy Wiley <i>Asst. Superintendent Human Resources</i>	Mrs. Joy Yowell <i>Special Education Area Coordinator K-5</i>
Mr. Bruce Ellerman <i>Interim Chief Financial Officer</i>	Mrs. Beverly Brooks <i>Local Transportation</i>
Mrs. Cathy Vespereny <i>Chief Communications Officer</i>	Mrs. Hollie Henderson <i>Special Projects/VICC Transportation</i>

Compliance Statement

As required by law, it is the policy of the Webster Groves School District to not discriminate on the basis of race, color, religion, national origin, sex, disability, or age in admission or access to, or treatment or employment in, its programs and activities. The following person has been designated to handle inquiries regarding accessibility and the non-discrimination policies:

Mr. John M. Thomas
 Director of Student Services
 400 East Lockwood Avenue
 Webster Groves, MO 63119
 314-961-1233

Complaint Policy

All persons must report incidents that might constitute illegal discrimination or harassment directly to the compliance officer or acting compliance officer. All district employees will direct all persons seeking to make a grievance directly to the compliance officer. Even if the potential victim of discrimination or harassment does not file a grievance, district employees are required to report to the compliance officer any observations, rumors or other information regarding discrimination or harassment prohibited by this policy. If a verbal grievance is made,

the person will be asked to submit a written complaint to the compliance officer or acting compliance officer. If a person refuses or is unable to submit a written complaint, the compliance officer will summarize the verbal complaint in writing. A grievance is not needed for the district to take action upon finding a violation of law, district policy or district expectations.

Students, employees and others may address concerns directly with the person alleged to have caused harassment or discrimination in an attempt to resolve the issue, but are not expected or required to do so.

The district policy manual is available on the district website [here](#). A hard copy may be made available per request at the Central Office, 400 E. Lockwood Avenue, Webster Groves, MO 63119, (314) 961-1233.

WGSD Mission and Vision Statements

Mission

The Webster Groves School District community is committed to academic and personal success for every student.

Vision

As a learning community, the Webster Groves School District will lead in purposeful innovation that challenges each of us to discover and pursue our passions and make a positive impact on the world.

Clark Mission, Values, Vision and Commitments

Mission

The Clark Community exists to promote the academic and personal success of each child and to inspire in them a love of learning. We are students, staff, parents and guardians within a child centered environment committed to developing cooperative, respectful, responsible and honest citizens. We will persevere.

Values

Our Community values and promotes:

- Challenge
- Opportunity
- Risk Taking
- Diversity
- Character Development

In a safe, healthy and positive environment.

Vision

All Clark students will become productive citizens ready to succeed in a changing world.

Commitments

As members of the Clark community we each have a critical role in fulfilling the Clark mission.

Student Commitment:

As a student, I will accept the challenge of living up to my personal and academic potential. I pledge to be cooperative, respectful, responsible and honest. I will persevere!

Parent/Guardian Commitment:

As a parent/guardian, I will support the Clark Community by encouraging my child in his/her pursuit of excellence. As my child's largest influence, I will model the behaviors I wish to see manifested in her/him. My active participation and communication with the Clark Community is essential.

Staff Commitment:

As a staff member, I am committed to the academic and personal success of each child. I will do this by creating a positive, engaging and dynamic environment designed to encourage excellence. My active participation and communication with the Clark Community is essential.

General Information

School hours/Supervision

A.M. Kindergarten 8:25 a.m. – 11:30 a.m.

Full Day Kindergarten, 1st through 5th Grades 8:25 a.m. – 3:10 p.m.

Supervision is available starting at 8:15 a.m. for children. To ensure your child's safety, please see that your child arrives at school no earlier than 8:15 a.m. Parents will be called if children are frequently arriving too early.

Dropping off and picking up

For the safety of our children, please follow our carpool guidelines. At morning arrival and at afternoon dismissal, it is very important that those dropping off or picking up children follow the parking and carpool procedures. The Clark staff who oversee carpool have safety as their number one priority. Partner with us to ensure the safety of everyone.

Tardy

Children who arrive after school has begun (8:30 a.m.) must sign in at the office before they proceed to class. Please help your children arrive to school on time. Being on time helps your child and the other students have a good start to their day. Depending on the student's arrival time, attendance and lunch selections will be taken in the office and/or the cafeteria. Please see our attendance policy on page 18 of the handbook for more information regarding tardies.

Absence and illness procedures

Parents and the Clark School staff need to know where our children are at all times. To help in this effort, please call or email Clark's administrative assistant, Mrs. Pribish, when your children are going to be absent. Please note Mrs. Pribish or our school nurse, Mrs. Dunlap, will call until an absence is verified.

If at all possible, please call the office, and leave a message on the school's answering machine before 8:00 a.m. the day of your child's absence. When leaving a message please leave the following information: your name, child's name, teacher's name, date, and reason for absence.

If we have not been notified of the reason for the child's absence by 9:00 a.m., we will call the parent and/or emergency numbers.

If a child is to be absent for an event planned ahead (dentist, etc.), please send a note to the school the day before.

Again, please see our attendance policy at the end of the handbook for more information regarding absences.

Requesting homework

Homework may be requested for a child after two consecutive days of absence. If parents request homework after the two consecutive days, please do so early in the morning so the teacher has time to gather homework to be ready by the end of the day. Teachers are also willing to provide homework to help a child keep up during an extended illness. Teachers are always willing to work with you.

Vacation

Some families may decide to take children out of school for an extended vacation at various holiday times or other occasions during the school year. Though we realize the educational value of such an experience, we discourage such vacations because there is no effective way for a child to make up the experiences missed at school during his/her absence. Should your family take a vacation during the school year, please encourage your child to keep a journal and to read every day. Also check with your child's teacher about any other work that may need to be completed.

Leaving early

If a child needs to leave school early, a parent/guardian needs to sign out his/her child out in the office. The school administrative assistant will call your child to the office for you. Please do not go to the classroom to pick up your child. We ask that you not pick up a child between 2:45 and 3:10.

*The school reserves the right not to dismiss a child to any person unable to provide adequate identification, and without permission from the parent/guardian.

Change in daily routine

If a child is to have someone other than his/her parents pick him/her up at school, please send a note or e-mail to the school office to inform us of the change. Without notification, a child will not be allowed to change his/her daily routine. If parents need to get a message to his/her child, they may call the school office and leave a message with Clark's administrative assistant. The message will be delivered to the child's teacher.

Visitors

For the safety and protection of all children, visitors are required to check in at the school office.

Classroom Visitors

We love having visitors in our classrooms and at Clark School. Please arrange visits in advance as teachers want to prepare their students for a break in routine. If a visitor wishes to have time to talk with the principal, and/or teachers, scheduling an appointment is advised. We are proud of our students, our school and our commitment to achievement. We welcome your interest in Clark.

Attire

Appropriate school dress and grooming is expected of children. Items of apparel that make any child feel uncomfortable or conspicuous, or disrupts learning, should be avoided. Be sure your child is dressed for the temperature variations inside and outside the school building.

Parties and Birthdays

Each classroom may have three parties a year: Halloween, Winter Break, and Valentine's Day. Please contact your child's room mother/father for further information.

For holiday parties food allergies must be taken into consideration. Please check with your child's teacher or Mrs. Dunlap about possible food allergies. In accordance with our District Wellness Policy, we are strongly encouraging healthy snacks and treats.

For a whole host of reasons, we will not be celebrating birthdays with food. Please, do not send in food or trinkets. If any type of treat is brought in, they will be kept in the office and sent home at the end of the day. We promise your child will feel special on the day of his/her birthday.

*Please note, if you send flowers, balloons, or other special recognitions to school, we will hold it in the office until the end of the school day.

Summer birthdays are celebrated in this way:

- June half birthdays are celebrated in December
- July half birthdays are celebrated in January
- We do all August birthdays in August and all May birthdays in May (rather than celebrate half birthdays)

Lost and Found

Each year many valuable items are not claimed from our lost and found. Due to the similarity of items, it is important that all belongings brought to school be clearly labeled with the child's first and LAST name. Items are placed in the lost and found area. Small items (such as jewelry) are kept with the school administrative assistant. Items left in the lost and found areas will be taken to a charitable organization at the end of each quarter.

Lunch program

Children may choose to bring their lunches from home or purchase lunches from the school cafeteria (click [here](#) for our menus). At Clark, children have cafeteria accounts and a pin number to access their money for each purchase. You may send money at any time during the week to the cashier in the cafeteria. Envelopes will be sent home when the child's account is down to 3 lunches left. Children bringing their lunches may also purchase milk or juice at lunchtime. Lunches are available at a reduced cost to those who qualify. Please contact the school office for information.

Breakfast \$1.75

School lunch \$2.75

White milk, chocolate milk, and juice are available for .50

Parents are welcome to have lunch with their child. Please bring a lunch from home or buy a cafeteria lunch. We encourage you *not* to bring fast food or soda. We are trying to be good role models for healthy eating.

Bicycles/Scooters

Students may ride a bicycle or scooter to school if the following requirements are met:

Students need to WALK their bicycles/scooters on school property due to traffic congestion at arrival and dismissal times. At arrival, students will dismount bicycles/scooters while on school property and walk them to the bike rack. At dismissal, students will walk their bicycles/scooters from the bike rack to the edge of the school property before riding home. The wearing of bicycle helmets is REQUIRED for safety reasons.

Toys

Toys are not to be brought to school without the consent of the classroom teacher. We certainly do not want toys lost or broken here at school so please have students enjoy toys while at home.

Electronics

Electronic devices, such as cell phones, iPods, hand-held games, etc., are not to be brought to school. When exceptions are needed for children to have a cell phone for after school purposes, it must be kept off and in the child's backpack.

Playground

If children stay after school to play on the school grounds, they must be supervised by an adult. There are many children who are here after school for organized sports and our own Adventure Club. Having unsupervised children on the campus may lead to safety concerns. The school playground will close at 4:00 p.m. daily, at which time Adventure Club will gain sole access to the facilities.

Parent/Teacher Organization (PTO)

Clark School's PTO is a volunteer organization that sponsors enrichment, social, and fund raising activities for our students, faculty and families. Your volunteer efforts make all the PTO programs possible. All funds raised by the PTO are returned to the students and facilities through the PTO's numerous activities and projects. PTO meetings are held once a month on Mondays (and a couple of Tuesdays) in various time slots to accommodate a variety of schedules. Supporting the PTO enriches the entire Clark School community.

Clark's PTO Board 17-18

Senior Co-Presidents	Jay Hoskins and Dawn Zemper
Junior Co-Presidents	Kari Fischer and Sarah Pursell
Senior Vice President	Lindsey Dreste
Junior Vice President	Stephanie Sieffertt
Senior Secretary	Shelly Strickfaden

Junior Secretary	Allison Loveland
Auditor	Kyle Crawford
Treasurer	Jessica Jackson
Senior Communications Officer	Melissa Scott-Young
Junior Communications Officer	Matt Loveland
Equity in Education Officer	Courtney Wells

Volunteers

Volunteers are an integral part of Clark Elementary School. Clark is what it is because of the volunteer efforts of our families. Teachers plan experiences, projects and events that are often made better when volunteers step up and help! We welcome parent and community help and hope you will volunteer. Your child’s teacher will be happy to have you be a part of field trips, classroom help, tutoring, etc. Again, for the safety of all of us here at Clark, please sign-in in the office and wear a volunteer badge/sticker.

Duplicating and Distribution

The following guidelines have been developed to meet the duplicating and distribution needs of Clark students, staff, and parents, as well as reduce the amount of paper and costs of copying.

- Copyright laws will be followed
- Alternatives to copying will be sought
 - Posters will be used for advertisements
 - Electronic communication/website use
 - Morning announcements/reminders
 - Printing on the front and back of paper
 - Student made books, hand-outs, notes home, are encouraged
- All items to be sent home must be pre-approved by the principal
- All notes, flyers, advertisements and all-school publications will go home on Wednesdays – special circumstances will need the principal’s approval
- Materials to be copied and distributed all-school need to be dropped off at the office the Tuesday before the distribution date.

Adventure Club

Adventure Club (AC) is an option for families needing care for their child(ren) before the school day begins or after the school day ends. AC begins at 7:00 a.m. until the start of school. AC then provides services from 3:10 p.m. until 6:00 PM. The morning program includes breakfast and organized activities. The after school program provides a snack, organized activities, outdoor playtime, and a place to begin homework. Please call 314-918-4462 for more information or email Clark Adventure Club Director, [Brian Hill](#).

Curriculum and Services

Classrooms

Each classroom in our building is unique in its own way. Our teachers use their strengths, skills and strategies to develop a positive climate to deliver the district curriculum and to encourage growth and learning for all children.

Communication

Communication between parents and teachers is a vital part of our endeavor to educate our children in the most effective manner. We encourage parents to share whatever is necessary to create a positive environment for their child. Teachers will use any information about home or school to benefit your child.

In order to work together effectively, concerns should first be addressed with the teacher. You certainly do not have to wait until our official parent-teacher conferences to talk with a teacher. Contact your child's teacher to schedule a conference at any time! If you need additional assistance, the principal is available to help in any way possible.

Conferences

A conference between a child's teacher and his/her parent or guardian will be held at the beginning of the school year and after the first reporting period. It is very important that a parent/guardian attend these conferences. Every effort will be made to schedule the meetings at a convenient time. Our conferences are on August 27/29 and then again on November 12/14. Other conferences may occur as the need arises at the request of the parent/guardian or the teacher.

Progress Reports

Progress reports are shared with parents at the end of each of the three reporting periods. Click [here](#) for more information on our progress reports.

Grade Level Expectations

Grade level curriculum expectations for children can be found [here](#). These guides outline the curriculum goals for each grade level. Teachers will differentiate curriculum and instructional strategies to meet the individual needs of the children.

Counselor

[Jenn Starbuck](#) is Clark's counselor. The counseling program is designed to promote the social growth, emotional development, and academic progress of every student. Counseling services include classroom visits, small group discussions, special programs, and some individual counseling on a short-term basis.

Building Level Team

The Building Level Team meets to discuss specific issues and concerns regarding the progress of individual students. The team consists of the building principal, school counselor, specialists, teachers, and special school district personnel. Following the problem solving model, the major goal of the Building Level Team is to assist teachers in planning and implementing interventions that promote children's success.

Special Education

Special School District (SSD) staff members are assigned to Clark School. Children with disabilities may qualify for services from the SSD staff. Referrals for SSD evaluations are made after a careful assessment, which is a detailed gathering of information about a child's behavior and/or learning concerns. The Building Level Team, classroom teacher, and the child's parent's work together to determine whether a referral to SSD is appropriate.

The Webster Groves School District has a Parent Advisory Committee. To learn more about the committee and how you can get involved, please e-mail our Student Services Director, [John M. Thomas](#).

Technology

Every effort is made to incorporate technology into all aspects of the curriculum. All students use technology equipment on a regular basis. Technology is used as a tool for inquiry, research, development, and publication.

Library and Textbooks

All textbooks and library books are the property of the Webster Groves School District. Any lost or damaged book must be replaced; therefore, compensation for the lost/damaged book will be required. Any unpaid fine will result in a student not being able to check books out from the library. While our library does have a robust collection of wonderful books, we do love receiving some of the latest reads. Consider giving the gift of a book to the Clark Library. Our librarian, [Alison Weatherby](#), can make suggestions, if you're so inclined.

Music

Clark students participate in a variety of musical experiences and develop performance and appreciation skills. Classes meet on a weekly basis. All grade levels present a musical performance at some time during the year. Our music teacher, [Tom Schwartz](#), also leads a choir we call, Soaring Singers. This extra-curricular choir is for interested students in 3rd through 5th grades.

Art

Clark's art instructor, [Chrissy Boudoures](#), offers art to all of our students on a weekly basis. Our students paint, draw, weave, and sculpt with a variety of art media. They experience the importance of art history and the principles of critique and aesthetics.

Physical Education

At the elementary level, physical education emphasizes physical fitness and its contribution to a healthy lifestyle. Good sportsmanship is an integral part of all physical education instruction. Clark is fortunate to have [Cary Morrison](#) as our physical education instructor.

Gym Shoes

We encourage every student to wear tennis shoes every day for safety at recess. Children will be required to wear tennis shoes for gym class. Please, no black soled shoes or retractable roller shoes.

Reading Recovery/Remediation

Reading Recovery is an intervention program designed to facilitate early identification of children who are likely to need extra help in reading. Reading Recovery provides individual instruction for thirty minutes daily. Reading remediation provides small group instruction that focuses on reading strategies and fluency. Both of these instructional programs are offered in addition to the regular classroom reading program by [Amy Puorro](#) and [Lisa Wendt](#).

CBL – Comprehensive Balanced Literacy

The Comprehensive Balanced Literacy program is dedicated to ensuring that every child will be able to read proficiently.

CBL goals are:

- To provide ongoing, systematic professional development to enhance the quality of instruction and student performance.
- To examine research in reading and demonstrate strategies for applying it to the classroom practice.
- To assist with the integration of available resources into a comprehensive reading program.
- To stay abreast of and disseminate the most current information on research and best practices in the field of reading.

Project Plus

Project Plus is the component of the gifted program that serves the top 7% of our children. It is a state-funded program that serves the child for a percentage of his/her week, depending on his/her grade level. Children leave their regular classrooms during the intervention block in order to participate in activities that challenge and appeal to their strengths and interests. [Pam Washington](#) is the Project Plus teacher.

Gifted Fine Arts Program

WGSD is unique in that it is the only Missouri public school district that offers a Gifted Fine Arts Program. GFA includes music, art and drama. Students selected for the program attend once a week for a half-day. The

curriculum for the program seeks to nurture and build a community of artists where the exchange of ideas and talents are encouraged. Students cannot be in both Project Plus and GFA due to the amount of time each program requires.

Wings

Clark's Wings program is site-based and serves 2nd through 5th grade children in various extended learning opportunities. Enrichment is offered with small group activities in the Wings room. The major focus is to challenge the students' higher level thinking skills, creativity, interests, abilities and talents.

Homework

Homework is an assignment to be completed at home and returned on a particular due date. This might include:

- Practice or extension of a lesson or skill
- Incomplete class work assignments
- Long-term projects
- Home and school communications

While many teachers are opting out of giving traditional homework and instead encouraging play and discovery at home, there might be times when homework is assigned. The purpose of homework is to provide students with opportunities for continued academic growth and the development of responsible learning behaviors. General guidelines for time spent on homework are:

- Primary level – 20 to 30 minutes, 4 times a week
- Intermediate level – 45 minutes to an hour, 4 times a week

Professional Development

We, the Clark staff, are continuously working to improve our effectiveness. On a monthly basis, we come together in a formal setting to learn new information and discuss how it can be implemented immediately in our classrooms. Informally, we often use social media and other means to keep up with the latest educational trends. We are grateful for these opportunities for collegial time to learn, grow and share.

Health Policies

Immunizations

The State Department of Health and Education requires parents or guardians to present evidence of the following minimum immunizations for all school age children on or before the first day of school.

Diphtheria – 4 injections of DPT, DT or TD. Last does need to be given after 4 years of age, and Boosters every 10 years.

Polio – 3 doses of OPV. Last dose to be given after 4 years of age. If combination of IPV/OPV is received, 4 doses are required.

MMR (Measles, Mumps, Rubella) – 2 doses

Hepatitis B Series of 3 – Students entering Kindergarten – 5th grade and those entering 7th grade.

Varicella (chicken pox) – 2 doses – If child had varicella, a doctor's statement is needed with the date of the disease.

Please provide the school Clark's nurse, Chelsea Dunlap, with written proof of dates (day, month, and year) when immunizations were given.

Children must comply with Missouri law concerning proper immunizations on or before the first day of school. They may not attend school until the evidence of immunization is provided.

Communicable diseases

Children with contagious or infectious disease will be excluded from school for the period of time they are liable to transmit the disease to others. According to the Missouri Statutes, Section 167.191, it is unlawful for any child to attend any of the public schools of this state while afflicted with any contagious or infectious disease, or while liable to transmit such disease after having been exposed to it. The school principal may require an examination by a physician to determine the condition or the liability of transmitting the disease as follows:

Chicken Pox – All lesions scabbed over

Impetigo Contagious –until 24 hours after treatment is started. Lesions should be covered with watertight dressing.

Ringworm – until child has been treated for 24 hours or if the lesion cannot be covered. ..

or if the lesion is on the scalp, until 24 hours after treatment is started

Scabies – Present a physician's statement that the child is receiving medication.

Strep infections – Not until at least 48 hours after starting a prescribed medication or a note from a physician.

Conjunctivitis – Not until at least 24 hours after starting prescribed medication.

Head Lice

When head lice are found at school, a parent or guardian will be notified. They will be informed that the child should receive a treatment with a pediculicide before returning to school the next day. The American Academy of Pediatrics, CDC and NASN recommend that children not be excluded for head lice. Webster Groves nurses do not do routine screening for head lice.

Fever and vomiting

Children will be sent home from school with a fever of 100 degrees or more and should remain at home until they are free from fever for 24 hours without medication. Vomiting children should remain at home until they have not vomited for 24 hours. Children with diarrhea should stay home until they have been diarrhea free for 24 hours. Children with uncontrolled coughing may be sent home.

Illness or injury at school

Clark School attempts to provide an environment in which children are safe from accidents and injuries. If a minor injury occurs, first aid will be administered. If the injury is serious, parents or the person designated by the parents will be asked to assume responsibility for further treatment of the injured child. Parents or guardians must sign a Medical Emergency Transportation and Treatment Authorization Form as part of the enrollment

procedures. An updated Medical Emergency Transportation and Treatment Authorization Form must also be completed by a parent/guardian each year a child is in school.

Emergency Information

From time to time during the school year, it may become necessary to contact parents in an emergency situation. The Clark office needs up-to date parent/guardian home and work phone numbers and the phone numbers of other adults to contact in an emergency. Please inform Mrs. Pribish or Mrs. Dunlap if numbers change during the school year.

Emergency disaster procedures

Clark works very hard to be as prepared as possible for any disaster. Fire drills, earthquake drills, tornado drills, and intruder drills (we call intruder drills “multi-purpose drills”) are practiced to keep children familiar with procedures.

Children need to be aware of other adults (besides parents) who might come to pick them up. Regardless of the type of emergency, it is the practice of Clark School to have all children signed out before they may leave the school grounds. **No child will be allowed to leave without an adult.**

Administering medication to children

The policy of the Webster Groves School District discourages the giving of medicine to children during school hours and restricts such medicines to those that cannot be given on an alternative dose schedule. Only the school nurse, the principal, or their designee will be allowed to administer medication to children.

Parents must provide written authorization before any medication is administered to children. The authorization form can be accessed [here](#) or you can request a hard copy from Mrs. Dunlap.

Prescription drugs

The medicine shall be in the original container with a label affixed by a pharmacy or physician, indicating the name of the child, the dosage, the schedule of administration, the type of medication and the physician’s name. Medicine in baggies or envelopes will not be given to a student.

Over the counter medications can be administered for one week with parent authorization on our authorization form. To administer over the counter medications for more than one week, a physician’s prescription is required. These will also need to arrive in the original bottle or individual dose packages.

All medications must be brought to the clinic and kept in the cabinet in the nurse’s office. Medications should be transported by an adult for safety reasons.

Records will be kept concerning the administration of all medication.

Clark personnel retain the right to reject requests for administering any medication.

Cough drops are not considered a medication and may be kept in the classroom with the student. Teachers can decide if they want students to keep the cough drops in their desks or if they prefer to keep them and give them out as necessary. Please contact Mrs. Dunlap if you have any questions or concerns regarding this matter.

School Nurse:

Mrs. Chelsea Dunlap

ebker.chelsea@wgmail.org

314-918-4452

WGSD Attendance Policy JED

As directed by the Webster Groves School District Board, the following procedures will be used to implement the district's attendance policy JED.

Definitions

Attendance – A student is considered to be in attendance if the student is physically present in a class; participating in a district-sponsored or district-approved activity; participating in a class through alternative methods or media as allowed by Board policy; receiving homebound services; or receiving services at another location pursuant to law or by arrangement of the district.

Parent – A parent, guardian or person acting as a parent in the absence of the parent or guardian if the student is under 18. If the student is 18 or otherwise emancipated, the student will serve as the parent for purposes of this procedure.

Tardy – A student is tardy if the student arrives after the expected time. Tardiness will be counted as an absence in situations where the student arrives too late to have meaningful participation in the class, lesson or activity.

Truancy – A student is truant if the student is absent from school without the knowledge and consent of the parents and the administration. A student is also considered truant if the student leaves school without the consent of the building principal or accumulates excessive unjustifiable absences, even with parental consent. Truancy is a type of unexcused absence.

Attendance Standards

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

1. Illness or injury of the student, with a phone call/written excuse from parent. If the child is absent beyond 3 days then a note from a medical provider will be required.
2. Medical appointments, with written appointment confirmation by medical provider.
3. Funeral, with written/phone excuse from parent. The building principal may require a program or other evidence from services as well.
4. Religious observances, with written/phone excuse from parent.
5. Other appointments that cannot be scheduled outside attendance hours, such as court appearances, with written excuse from parent.
6. Out-of-School Suspension.

All other absences and any absence for which required documentation is not provided are unexcused. (e.g. family vacation, out of town guests, hair appointments)

Consequences for Violations - Grades K–8

Attendance 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 building principals, with the assistance of building staff, will closely monitor student attendance and implement intervention strategies and other actions as follows:

1. Any time a student is absent and the parents have not contacted the school, the building principal or designee will call the home.
2. When a student has accumulated three (3) unexcused absences, the building principal or designee will send a letter or make a phone call home. The purpose of the letter or phone call is to clarify the school's expectations regarding attendance and elicit suggestions from the parent on how to improve the student's attendance, including identifying reasons why the student is not attending school regularly.
3. When a student has accumulated five (5) unexcused absences, the building principal will schedule a conference with the parents. The purpose of this conference is to determine why the student is not attending school regularly; to examine the student's academic performance; to communicate district attendance expectations; to provide information about compulsory attendance laws and educational neglect; to elicit suggestions from family members about increasing the student's engagement with school; and to create an attendance plan that includes specific intervention strategies designed to

- improve the student's attendance.
4. When a student has accumulated eight (8) unexcused absences, the principal and/or a staff member from the district will arrange an in-home visit to discuss the student's attendance plan and make any necessary modifications to the student's attendance plan. The principal and/or staff member will again provide information about compulsory attendance laws and educational neglect and that at ten (10) unexcused absences the district will contact the Children's Division (CD) of the Department of Social Services or a referral to Family Court.
 5. When a student has accumulated ten (10) unexcused absences, the district will determine 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 a referral to Family Court.
 6. When a student has accumulated ten (10) absences with a combination of excused and/or unexcused a letter will be sent home to clarify the school's expectations regarding attendance and elicit suggestions from the parent on how to improve the student's attendance, including identifying reasons why the student is not attending school regularly.
 7. When a student has accumulated fifteen (15) absences with a combination of excused and/or unexcused absences the principal will schedule a conference with the parents. The district will determine 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 a referral to Family Court will be made.

Students are expected to make up assignments from missed classes within 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.

Any conference may be waived by the building principal if the absences were caused by a specific event or long-term illness. In cases where the district is aware that a student must be absent for an extended period of time, the district will arrange for the student to receive instruction by other appropriate means.

Tardy

1. When a student is tardy to school five (5) times, the principal will send a letter home stating the expectation for all students to be on time for school so that educational time is not missed.
2. When a student is tardy to school eight (8) times, a conference with the parents will be arranged. The principal and/or staff member will again provide information about compulsory attendance laws and educational neglect and that at ten (10) tardies to school the district will contact the children's Division (CD) of the Department of Social Services or make a referral to Family Court.
3. When a student is tardy to school ten (10) times, the district will determine whether this reason to suspect educational neglect. If so, the district will contact Children's Division (CD) of the Department of Social Services. If the district determines that there may be residency issues proof of residency could be requested.

Notice and Due Process

A summary of the Board-adopted attendance policy and related procedures will be published in student and other handbooks and posted on the district's website. In addition, students and their parents will be notified prior to the imposition of any consequence, and given the opportunity to appeal the imposition of the consequence to the superintendent. On appeal, the student and his or her parents may present evidence that the student has missed fewer days than the district's records show or that an absence recorded as unexcused should have been recorded as excused. An appeal will not be taken based on whether the reason for the absence justifies an exception to this rule.

Intervention and Engagement Strategies

The district will utilize the following intervention and engagement strategies as part of the district's overall approach to improve student attendance and achievement. The superintendent or designee will:

1. Conduct community-wide public relations efforts that stress the importance of school attendance.
2. Collaborate with community groups and other organizations that engage youth in activities to create a consistent message about the importance of education.

Building-level administrators and staff will:

1. Review attendance daily by percentage and fraction and notify staff of attendance levels if a problem arises. Individual student attendance information will not be publicly posted.
2. Assign truant students to academic support, detention or in-school suspension rather than out-of-school suspension.
3. Assign students who are frequently absent to a staff mentor or participation in a group advisory program.
4. Assign students to tutoring outside of the regular academic day.
5. Provide access to behavioral counseling, including information about community resources.

Evaluation

Building principals, with the assistance of building staff, will conduct annual evaluations of all strategies used to improve student attendance. The evaluations will include:

1. A summary of which strategies are being implemented.
2. The number of participants that required assistance.
3. ineffective will be modified or replaced. The building principal will provide evaluation information to the Records of targeted interventions for particular students.
4. Changes in overall attendance rates.
5. Changes in attendance rates and academic achievement of students participating in the various strategies.
6. Changes in attendance rates and academic achievement of individual students receiving targeted intervention.
7. Any other data that can be used to assess the effectiveness of strategies and interventions. Strategies found to be ineffective will be modified or replaced. The building principal will provide evaluation information to the superintendent

Clark Elementary School Calendar 2018-2019 School Year



9130 Big Bend Webster Groves, MO 63119		314.963.6444 (T)	314.963.6446 (F)
Event	Date	Time Start	Time End
1st-5th Grades Meet the Teacher	Thursday, August 9, 2018	7:30 AM	8:30 AM
Kindergarten Orientation	Friday, August 10, 2018	7:30 AM	8:30 AM
First Day of School	Tuesday, August 14, 2018		
PTO Welcome Back Breakfast	Tuesday, August 14, 2018	8:30 AM	9:00 AM
PTO Welcome Back Bash Family Picnic	Friday, August 17, 2018	6:00 PM	8:00 PM
Jumpstart Conferences (Parent Teacher Conferences)	Monday, August 27, 2018		
Jumpstart Conferences (Parent Teacher Conferences)	Wednesday, August 29, 2018		
Professional Development - No Student Attendance	Friday, August 31, 2018		
Labor Day - School Not in Session	Monday, September 03, 2018		
PTO Meeting	Monday, September 10, 2018	6:30 PM	8:00 PM
Picture Day	Wednesday, September 19, 2018		
PTO Meeting	Monday, October 8, 2018	6:30 PM	8:00 PM
Professional Development - Early Dismissal 11:45	Wednesday, October 17, 2018		
Picture Retake Day	Wednesday, October 24, 2018		
3rd Grade Concert	Thursday, October 25, 2018	6:30 PM	7:00 PM
Trunk or Treat	Friday, October 26, 2018	6:00 PM	8:00 PM
Halloween Parade and Parties	Wednesday, October 31, 2018	2:15 PM	2:55 PM
PTO Meeting	Monday, November 5, 2018	6:30 PM	8:30 PM
Parent Teacher Conferences	Monday, November 12, 2018		
Parent Teacher Conferences	Wednesday, November 14, 2018		
Professional Day - School Not in Session	Friday, November 16, 2018		
Thanksgiving Holiday - School Not in Session	November 21-23, 2018		
Turkey Day Game - WGHS vs. KHS	Thursday, November 22, 2018	12:00 PM	4:00 PM
2nd Grade Concert	Thursday, November 29, 2018	6:30 PM	7:00 PM
Soaring Singers Concert	Thursday, December 13, 2018	6:30 PM	7:00 PM

Winter Classroom Parties	Friday, December 21, 2018	2:15 PM	2:55 PM
Winter Recess	December 24, 2018 - January 3, 2019		
Professional Development - No Student Attendance	Friday, January 4, 2019		
PTO Meeting	Monday, January 7, 2019	6:30 PM	8:00 PM
MLK Day - School Not in Session	Monday, January 21, 2019		
4th Grade Concert	Thursday, January 24, 2019	6:30 PM	7:00 PM
Kindergarten Orientation	Thursday, January 31, 2019	6:00 PM	7:00 PM
Kindergarten Registration	Monday, February 4, 2019	7:30 AM	4:00 PM
PTO Auction/Trivia Night	Saturday, February 2, 2019	6:00 PM	11:00 PM
PTO Meeting	Monday, February 4, 2019	6:30 PM	8:00 PM
Valentine's Day Parties	Thursday, February 14, 2019	2:15 PM	2:55 PM
Professional Development - No Student Attendance	Friday, February 15, 2018		
Presidents' Day - School Not in Session	Monday, February 18, 2019		
After School Enrichment	Wednesday, February 20, 2019	3:15 PM	4:30 PM
After School Enrichment	Wednesday, February 27, 2019	3:15 PM	4:30 PM
After School Enrichment	Wednesday, March 6, 2019	3:15 PM	4:30 PM
5th Grade Concert	Thursday, March 7, 2019	6:30 PM	7:00 PM
After School Enrichment (Last Day)	Wednesday, March 13, 2019	3:15 PM	4:30 PM
Professional Day - School Not in Session	Friday, March 15, 2019		
Spring Break	March 18-22, 2019		
PTO Meeting	Monday, April 1, 2019	6:30 PM	8:00 PM
1st Grade Concert	Thursday, April 11, 2019	6:30 PM	7:00 PM
Kindergarten Concert	Tuesday, April 23, 2019	6:30 PM	7:00 PM
PTO Meeting	Monday, May 6, 2019	6:30 PM	8:00 PM
Field Day	Friday, May 10, 2019		
Professional Development - Early Dismissal 11:45	Friday, May 10, 2019		
Talent Show	Tuesday, May 21, 2019		
5th Grade Celebration	Thursday, May 23, 2019	9:00 AM	10:00 AM
Last Day for All Students! - Early Dismissal 11:45	Thursday, May 23, 2019		