



Avery Elementary

STUDENT HANDBOOK

2021-2022

909 N. Bompert Avenue
Webster Groves, MO 63119
(314) 963-6425

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Welcome to Avery Elementary School

Welcome to the 2021-2022 School Year! We are excited to partner with you to support your child's learning experience while at Avery. Please consider this handbook your ultimate guide for school and home connection. We believe that frequent communication is essential to a collaborative relationship.

This will be my first year at Avery Elementary and I feel very fortunate to be joining such a wonderful community. Please feel free to contact me at any time with any questions or concerns you may have.

Should you have any questions about the contents of this handbook, please feel free to contact our main office at 314.963.6425. Once again, welcome to the 2021-2022 school year.

Hannah Peterson, Ed.D.
Principal

WGSD Mission & Vision

Mission Statement

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

Vision Statement

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.

—Adopted June 24, 2013 by WGSD Board of Education

Avery Elementary School Mission and Vision

Avery Mission Statement:

We are dedicated to inspiring extraordinary leaders today and in the future.

Avery Vision Statement:

Avery is a community of leaders where passions are embraced and talents are pursued.

Avery Tagline:

Follow your passion. Live your dream.

Webster Groves School District Board of Education

Board of Education

Mr. David Addison, President
Mrs. Jo Doll, Vice President
Mr. Alex Kahn, Director
Mrs. Christine Keller, Director
Mrs. Kita Quinn, Director
Mr. Allen Todd, Director
Mrs. Shari Meyers, Board Secretary

Board of Education District Goals

- All students will be successful in the Webster Groves School District
- A high-quality staff will support student learning
- A well-articulated, aligned curriculum and instruction process will support student learning
- A strong infrastructure and support services will support student learning
- Involved parents and community will support student learning

WGSD Administrative Offices

400 East Lockwood Avenue
Webster Groves, MO 63119
(314)961-1233

- Superintendent.....Dr. John Simpson
- Asst. Superintendent, Learning..... Dr. Jason Adams
- Asst. Superintendent, Human Resources.....Dr. Sandy Wiley
- Asst. Superintendent/Chief Financial Officer.....Ms. Pamela Frazier
- Director of Community Relations.....Mrs. Cathy Vespereny
- Director of Student Services.....Ms. Tina Scott
- Director of Special Education-Ms. Shantay Wakefield
- Special Education Area Coordinator.....Mrs. Joy Yowell
- Special Education Area Coordinator.....Dr. Stephanie Berry

Equity Resolution

In 2001, the Webster Groves School District created a resolution which acknowledged historic discrepancies in learning and performance among groups of children in its schools and resolved to eliminate those discrepancies by working together with others. While progress has been made, disparities still exist. The following proclamation is written to declare the district's commitment to creating a safe, nurturing, and supportive culture and environment where everyone feels valued for who he or she is and where discrepancies in learning and performance among groups are no longer found.

WHEREAS, the Webster Groves School District's commitment to equity and justice will be consistently expressed in words and actions.

WHEREAS, we recognize the importance of understanding the aspects of our district community's history which were especially unjust and inequitable for people of color, and the effect they still have on all children and families today.

WHEREAS, we believe in the dignity and worth of every person regardless of his or her race, color, religion, sex, national origin, ancestry, ability, age, sexual orientation, gender identity and expression, socioeconomic status, or any other individual characteristic.

WHEREAS, the mission of the district is to ensure "academic and personal success" for every child.

WHEREAS, the core values of the district include diversity, individuality, community, and courage.

WHEREAS, we believe in fostering equity, justice, acceptance, dignity and equal rights for all children and adults.

WHEREAS, we strive to remove social, cultural and educational barriers that members of our district community may experience through learning, advocacy, and community partnerships.

WHEREAS, we believe we must directly confront issues of bias and social injustice in order to eliminate the inequitable practices and unsafe environments these issues create for everyone.

THEREFORE, BE IT RESOLVED, the Webster Groves School District Board of Education on this date May 31, 2017, affirms its commitment to lead efforts to advance a culture of equity and justice leading to better lives for all, including but not limited to the elimination of disparities which exist across groups of children in this school district.

Anti-Bias Anti-Racism Policy

The Webster Groves School District (WGSD) rejects all forms of racism and bias as destructive to the district's mission, vision, values and goals. The district is committed to the following principles: (1) Establishing and sustaining a school district community that shares the collective responsibility and is held accountable to address, eliminate and prevent actions, decisions and outcomes that result from and perpetuate racism and bias; (2) Cultivating the unique gifts, talents and interests of every student; (3) Eliminating inequitable practices to end the predictive value of social or cultural factors such as race, socioeconomic status or gender on student success; (4) Respecting and validating diversity; and (5) Acknowledging that racism and biases are often compounded by other forms of discrimination including, but not limited to, those protective classes referenced in policy AC, which prohibits discrimination or harassment based upon any

characteristics protected by law. All WGSD staff members and students are responsible for being in compliance with this policy and actively participating in all related programs, professional learning, activities, etc. The WGSD will not tolerate any racist or biased acts. Students or staff committing such acts will be disciplined in accordance with applicable district policies and will be provided with training. The complete district policy is available on the district website www.webster.k12.mo.us.

Prohibition Against Illegal Discrimination, Harassment and Retaliation (Notice of Non-discrimination)

The Webster Groves School District Board of Education is committed to maintaining a workplace and educational environment that is free from illegal discrimination, harassment and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The Webster Groves School District is an equal opportunity employer.

The board also prohibits:

1. Retaliatory actions including, but not limited to, acts of intimidation, threats, coercion or discrimination against those who:
 - a) Make complaints of illegal discrimination or harassment.
 - b) Report illegal discrimination or harassment.
 - c) Participate in an investigation, formal proceeding or informal resolution, whether conducted internally or externally, concerning illegal discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing illegal discrimination, harassment or retaliatory actions.
3. Discrimination, harassment or retaliation against any person because of such person's association with a person protected from discrimination or harassment in accordance with this policy and law.

As used in this policy, "discrimination, harassment or retaliation" has the same meaning as "illegal discrimination, harassment or retaliation" and is limited to acts prohibited by law. All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute discrimination, harassment or retaliation in accordance with this policy. If a student alleges sexual misconduct on the part of any district employee to any person employed by the district, that person will immediately report the allegation to the Children's Division (CD) of the Department of Social Services in accordance with state law.

The board designates the following individuals to act as the district's compliance officers:

Assistant Superintendent of Human Resources, Director of Learning Support Services, and Director of Diversity, Equity, and Inclusion

Webster Groves School District

400 E. Lockwood

Webster Groves, MO 63119

Phone: 314-961-1233 / Fax: 314-918-4023

Email: TitleIX@wgmail.org

The complete district policy is available on the district website www.webster.k12.mo.us.

Sexual Harassment Under Title IX

The Webster Groves School District does not discriminate on the basis of sex in its education programs and activities, including employment and admissions, as required by Title IX of the Education Amendments of 1972 (Title IX). All forms of sex-based discrimination are prohibited in the district, but this policy focuses exclusively on sexual harassment as defined in Title IX that occurs within the education programs and activities of the district. However, the district will respond promptly to investigate and address any report or complaint of sexual harassment.

"Sexual harassment under Title IX" is conduct on the basis of sex within the scope of the district's education programs or activities (as defined in this policy) that satisfies one or more of the following:

1. An employee of the district conditioning the provision of an aid, benefit or service of the district on an individual's participation in unwelcome sexual conduct;

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the district's education program or activity; or
3. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8) or "stalking" as defined in 34 U.S.C. 12291(a)(30).

If a student alleges sexual misconduct on the part of any district employee to any person employed by the district, that person will immediately report the allegation to the Children's Division (CD) of the Department of Social Services in accordance with state law and district policy. Any person may report sexual harassment regardless of whether the person is the alleged victim (complainant). However, Board members and employees must immediately report to the Title IX coordinator any incident or behavior that could constitute sexual harassment or retaliation in accordance with this policy. Reports may be made at any time, including during nonbusiness hours, by using the telephone number, email address or office address listed below. The Board authorizes the following individual(s) to serve as the Title IX coordinator(s) for the Webster Groves School District and coordinate and implement the district's efforts to comply with the requirements of Title IX.

Assistant Superintendent of Human Resources

Webster Groves School District

400 E. Lockwood

Webster Groves, MO 63119

Phone: 314-961-1233 / Fax: 314-918-4023

Email: TitleIX@wgmail.org

The complete district policy is available on the district website www.webster.k12.mo.us.

General Information

Primary Contacts

Position	Name	E-Mail
Building Principal	Hannah Peterson	peterson.hannah@wgmail.org
Building Assistant Principal	Aaron Winkler	winkler.aaron@wgmail.org
Administrative Assistant	Nanci Pollihan	pollihan.nanci@wgmail.org
Receptionist	January Wilkins	wilkins.january@wgmail.org
Counselor	Anna Wallace	wallace.anna@wgmail.org
Nurse	Vanessa Palmer	palmer.vanessa@wgmail.org

School Schedule Hours

The school hours for students at Avery Elementary are from 7:50 a.m. to 2:50 p.m. In order to ensure adequate supervision of students, please do not drop students off at school prior to 7:40 a.m.

Arrival & Dismissal

In order to create a cohesive Avery Community, each morning at 7:40 students go directly to their classroom for supervision. Breakfast is available for purchase beginning at 7:40 a.m. Please do not drop off your child before 7:40 a.m. If your student will be having breakfast at school please allow adequate time for them to eat because classes start promptly at 7:50 a.m. If your child is not in the classroom at 7:50 a.m., they will be considered tardy and must come to the office before they proceed to class.

On early dismissal days, the students will be dismissed at 11:45 a.m.

Dropping Off & Picking Up

Supervision for students will begin at 7:40 a.m. Students will only enter from the front, main entrance on Bompart. Please don't block other parked cars or park in No Parking Zones. Parking is extremely limited at Avery; we need everyone to be conservative and conscientious when dropping off students. Please refrain from parking in the lot on Marshall Avenue or across the street on Bompart Avenue. These areas are designated for staff members.

Dismissal begins at 2:50 p.m. for full days of school. Please verify the designated dismissal area with your child's teacher. Make sure that your child understands his/her after school routine. Please let your student's teacher or the office know if there will be a change in the pick-up routine. Exercise the same parking guidelines when picking your student up from Avery. We want to honor all members of the Avery community by working together. Your cooperation and patience is much appreciated.

Permission to go Home with another Student

There are times when a student wants to go home with a friend. Please make these arrangements at home and send a note to the teacher giving your permission.

Permission Slips

Permission notes/slips will be sent home with your child to give permission to go on school field trips and to participate in various activities at Avery. Please make sure to sign the form and return it to your child's teacher the following day.

Visitors

All visitors, including parents, must sign-in at the main office upon entering the building. Visitor badges are available for use while in the building. The badges let our All-Stars know that you are a "safe" visitor. Family and community members are always welcome and encouraged to participate in school activities, but please arrange volunteer participation in advance. When entering the building, you will be asked to provide your ID which will run through our Raptor System. To find additional information on Raptor, please click see the district link: <https://www.webster.k12.mo.us/Page/8367>

Unidentified visitors are not allowed on campus.

In an effort to keep our staff and students safe, regardless of vaccination status, visitors to the building must be wearing masks.

School/Home Communication

Classroom teachers send home weekly, bi-weekly or monthly newsletters about their grade level and/or classroom happenings. The Avery ***All-Star News*** is a publication sent home weekly with important school happenings and dates. In addition The ***Avery Pulse*** is communication you will receive from the building principal on Sundays. The purpose of this communication is to keep families current on information from the school.

If you would like to request a hard copy, please let the office know. Sometimes you will get an automated call from our phone blast system to update you on different issues or events. Parents or community members who have concerns or suggestions can call, write a note or send an email to the principal, who is committed to providing a timely response. Appointments can be made by calling the school.

Emergency Closing of School

In an event of an emergency, such as severe weather conditions, the Superintendent of schools may announce the closing of school. An early emergency dismissal form is provided in this packet for you to give us directions as to what your child is to do on early emergency dismissal days. An announcement will be made on local radio stations as well as on television. Please keep your emergency information up to date in the office. The teachers will follow these instructions when school is called off early. Make sure your children know what they are to do when an emergency school- closing occurs.

Late Start

In the event of inclement weather the Superintendent of schools may decide to start the school day later as opposed to closing school for the day. The start time for Avery would be 9:45 a.m. An announcement will be made on local radio stations as well as on television. Additionally, families will be notified by the automated call system.

Student Absence or Illness

It is very important, as we try to improve achievement at Avery School, that we improve our attendance as well. Every effort should be made for your child to attend school regularly. When your child needs to be absent, please call (314) 963-6425 before 9 a.m. to inform the office of the absence. When a student is expected to be absent for an extended period of time, please notify the school so that provisions for make-up work can be made. Good attendance is important, but we do urge students to remain home if they are ill. Students must be fever-free for at least 24 hours to return to school. Please read the district policy on student absences and excuses that follows.

AVERY SCHOOL 2021-2022 CALENDAR

This is a draft calendar for the 2021-2022 school year and all events are subject to change.

August

11	Wednesday	Teachers Return
16-18	Mon-Wed	Jump Start Conferences Scheduled with Teacher
18	Wednesday	Meet the Teacher (1st-5th) 8:00am-10:00am
18	Wednesday	Meet the Teacher (Kindergarten) 1:00pm-2:00pm
23	MONDAY	FIRST DAY OF SCHOOL 21-22!

September

6	Monday	Labor Day (no school)
15	Wednesday	Picture Day!
17	Friday	Early Dismissal @ 11:45am

October

15	Friday	Early Dismissal 11:45am
27	Wednesday	Picture Retake Day
29	Friday	Halloween Parade and Parties

November

1	Monday	No School (records day)
15 & 17	Monday/Wednesday	Conferences
19	Friday	Conference Break (no school)
24-26	Wed,Thurs & Fri	Thanksgiving Break (no school)

December

21	Tuesday	Winter Parties 1:45pm-2:45pm
WINTER BREAK - DECEMBER 22 – JANUARY 3		

January

3	Monday	Professional Day (no school)
4	Tuesday	School resumes
17	Monday	Dr. Martin Luther King Jr. Holiday (no school)

February

14	Monday	Valentine Parties 1:45 pm-2:45pm
18	Friday	NO SCHOOL – PROFESSIONAL DEVELOPMENT DAY
21	Monday	President’s Day Holiday (no school)

March

9	Wednesday	Spring Picture Day!
9	Wednesday	Music Concert
10	Thursday	Music Concert
14-17	Monday-Thursday	Parent/Teacher Conferences 3:15pm-8pm
18	Friday	Conference Break (no school)
21-25		Spring Break No School
SPRING BREAK - School closes at end of day Thursday, March 17 and resumes Monday, March 28		

April

4 weeks		MAP Testing Window for grades 3-5 (dates to be determined)
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May

6	Friday	Early Dismissal 11:45am
11	Wednesday	Fly Up Day
	Friday	Field Day
21	Friday	Field Day rain date
6	Friday	Blacktop Ball
27	Friday	5 th grade Farewell Celebration 9:00am
27	Friday	Last day of school 2021-2022 EARLY DISMISSAL – 11:45am

June

6	Monday	First Day of K-12 Summer School
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Closing and Delaying School Start Times Information

Communication

Should bad weather or other adverse conditions prompt us to consider not having school, having an early dismissal, or delaying school start times, the District will make a decision as early as possible. Information will be available through the following outlets:

- Phone call, email and text to all families through SchoolMessenger
- Local media: KMOV TV (Channel 4), KSDK TV (Channel 5), KTVI (Channel 2) and KMOX radio (AM 1120)
- District website www.webster.k12.mo.us
- Facebook <https://www.facebook.com/WebsterGrovesSD>
- Twitter @WebsterGrovesSD

No School

The Webster Groves School District will consider closing schools due to weather when road conditions and/or other environmental factors (ex: extreme cold) make it unsafe for children to get to school. If school is canceled, all before and after school programs and activities, including Adventure Club, will be canceled. Non-district related events in district buildings will also be canceled (ex: YMCA's Hoopsters).

Early Dismissal

The Webster Groves School District will consider closing schools early due to emerging weather and/or road conditions that will make it unsafe for children to be dismissed at the regular time. If school is dismissed early, all after school programs and activities, including Adventure Club, will be canceled. Non-district related events will also be canceled (ex: YMCA's Hoopsters).

Transportation provided by First Student, the Voluntary Interdistrict Choice Corporation, and ZipCare will transport children home at dismissal.

Unless special circumstances exist, schools will be dismissed at the following times:

	<u>Early Dismissal</u>
Webster Groves High School	12:00 p.m.
Hixson Middle School	12:40 p.m.
Steger Sixth Grade Center	12:00 p.m.
Avery, Bristol, Hudson	12:30 p.m.
Clark, Edgar Road	12:40 p.m.
Givens	12:00 p.m.
Ambrose Family Ctr. Preschool	12:30 p.m.
District Central Office	1:00 p.m.
WGHS Statesmen Preschool	12:00 p.m.

Delayed School Start Time

The Webster Groves School District will consider opening schools with a "late start" on inclement days when roads are expected to be cleared within a few hours. This option would keep children, families and staff off the roads during the

busy morning rush hour. **A late start would mean that all schools would open one hour and thirty minutes later than their usual start times.** A quick breakfast would be available for students. Transportation provided by First Student, the Voluntary Interdistrict Choice Corporation, and ZipCare will be scheduled to pick up students one hour and thirty minutes later than their regular pick up times.

All schools and Adventure Club would close at their regular times.

	<u>School Start Time</u>	<u>Staff Arrival Time</u>	<u>Student Arrival Time</u>
Webster Groves High School	9:25 a.m.	8:55 a.m.	9:10 a.m.
Hixson Middle School	10:05 a.m.	9:35 a.m.	9:50 a.m.
Steger Sixth Grade Center	9:20 a.m.	8:50 a.m.	9:05 a.m.
Avery, Bristol, Hudson	9:50 a.m.	9:20 a.m.	9:35 a.m.
Clark, Edgar Road	10:00 a.m.	9:30 a.m.	9:45 a.m.
Givens	9:20 a.m.	8:50 a.m.	9:05 a.m.
Ambrose Family Ctr. Preschool	9:50 a.m. (half & full day)	9:20 a.m.	9:35 a.m.
District Central Office	N/A	8:30 a.m.	N/A
WGHS Statesmen Preschool	10:00 a.m.	10:00 a.m.	9:45 a.m.

STUDENT ABSENCES AND EXCUSES (*Grades K-8*)

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.

The following absences will be excused:

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 provide 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. 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.

Yearly Emergency Contact Form

Each student must have a Yearly Emergency Contact Form on file in the clinic. This sheet must be kept up to date. Notify the school immediately if there are any changes in your address, telephone number, medical conditions, or emergency contact procedures. Please give us as many phone numbers, pager numbers, cell numbers, etc. as possible.

Medical Care/Nurse's Office

The nurse's office is located in Avery's main office. The nurse provides first aid, health maintenance, medication administration, prescribed nursing treatments, medical referrals, and maintenance of health records for all students. The nurse also screens students for hearing, vision, height/weight, and identifies and refers any problems noted.

Medication Procedures

The administering of medication during school hours shall be restricted to necessary medication that cannot be given on an alternative schedule. A district permission form must be filled out and signed by a parent or guardian for any medications given out at school. Prescription medication must be in a pharmacy bottle with the label affixed. Short term (one week or less) over-the-counter medication will be given with a parent/guardian signature.

Student Health Records

The state of Missouri requires proof of certain immunizations. Any exemption from immunizations, vaccinations, or examinations requirements must be supported by a written statement from a licensed physician or from the parent or guardian if there is a conflict with religious beliefs.

Physical Education

To be excused from physical education, students must have a written note from the child's doctor or parent. A parent's note can excuse the student from PE for one day. Thereafter, a doctor's excuse will be required. Students are required to wear tennis shoes/sneakers to every PE class. Soft-soled shoes without heels are also acceptable. Hard-soled shoes or boots are not allowed. Students may keep their gym shoes in their classroom cubby. Students are asked to wear comfortable clothing on gym days. Long skirts, pants without belts and other clothing that restricts their movement are not recommended. Girls with long hair are asked to tie it back for gym class. Long hair that isn't tied back restricts the student from seeing clearly as he/she moves about the gym.

Food Services

At this time, food service is free for the 2021-2022 school year. Milk will be included with a meal, however there is an extra milk charge for extra milk or for students who brought lunch from home and wish to buy milk. In this situation, the cost of milk is \$.60. Payment by check should be made out to "Webster Groves Food Service". Cash is also accepted. Parents can prepay on their child's account. Lunch charges are not allowed except under the following circumstances: Students who lose or forget their lunch money will be allowed to charge a lunch but must bring their payment the following day.

- If the charge is not paid, then the parents will be notified to make arrangements to bring the account current.

- Contact the Director of Food Services with any questions.

The monthly menu is available online through the district website.

Applications for free or reduced lunch can be found [here](#). Requests will remain confidential and the state's guidelines will be applied to each request.

Textbooks/Library

Students are responsible for taking care of textbooks and library books. Students in Grades K, 1, and 2 may check out one book at a time in the library. Students in Grades 3, 4, 5 may check out two at a time. Books must be returned before another can be checked out. Students have 2 weeks to read their books before it is considered overdue. We do not charge for overdue books, but we do request payment for replacing lost or destroyed books. All money owed to the school for lost books must be paid by year-end. If fines or fees are not paid, then grade cards will be held.

Homework

The purpose for assigning homework is to give students the opportunity to extend lessons, practice skills, engage in critical thinking and develop good work habits. Homework can also serve as one form of communication between the teacher and the family. It is important that homework does not add stress to family life. Daily homework is determined by classroom teachers and grade levels. Expectations are included in their classroom communication to families.

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.

Birthdays

Birthdays will be acknowledged on the announcements and teachers will recognize the student in the classroom. If your child's birthday is in the summer months it will be announced and celebrated on their half-birthday.

Outside food or home-baked goods for birthdays will not be allowed. Please let your child's teacher know if you would like to send a non-food item.

Weapons

The possession of weapons of any kind or any object, even toy weapons used as a weapon in a school setting or at a school activity, is strictly prohibited. The "Missouri Safe Schools Act" states the following:

- Any student possessing a firearm or weapon on school grounds, on a school bus, or school related activity will be suspended for a minimum of one calendar year.
- The superintendent may modify this suspension if the situation deems it necessary.
- The district will refer any student violating this policy to the appropriate law enforcement agency.
- Permanent expulsion from the district will be considered in any situation where a weapon is involved.

Bus Transportation

Safety on the bus is of primary importance. The driver has authority for maintaining order and is in complete charge. All student expectations for behavior at school apply to buses as well. To ensure safety, students are expected to stay in their seat, talk quietly, keep their hands and feet to themselves and be courteous and respectful to the driver. When students break the rules, a misconduct report will be filed with the principal's office.

Parent/Teacher Organization

Avery has an active parent organization that welcomes all parents to participate. The mission is to strengthen and support the school through the organization of community events and effective fundraisers. The PTO provides Avery with programs, services, and campus improvements in order to enrich the educational experience for all students. All parents, guardians and staff are encouraged to attend and actively participate in the meetings. Parents meet once a month in the evening.

School District Discipline Policy

This year, the district has posted all Board of Education discipline policies together online, rather than printing them out for everyone at the beginning of the year. They can be found under the Need to Know, Parents tab on the district home page and in the drop-down About menu on the school home pages. The online policies offer the ability to search and importantly will reflect any revisions made over the course of the year.

Avery School Expectations

All students are expected to follow the AVERY WAY:

A-Always Safe; V-Very Responsible; E-Engaged in Learning; R-Respectful of Self, Others, and Property; Y-You Matter!

The AVERY WAY is always the best way to make learning a great experience at Avery!

	All Settings	Classroom	Playground Lines	Hallway Lines	Restroom	Cafeteria	Playground
Always Safe	Always Safe	Stay in the space where you are assigned	Stay in your place in line	Everyone face forward Everyone stays in their space	Report any problem to an adult	Eat the lunch you bought or brought	See and adult at all times
Very Responsible	Very Responsible	Do your best work Ask for help when you need it	Honor the Whistle	Everyone walks on the right side of the hallway	Flush, Wash Hands, and Throw away paper towels	Raise your hand if your leave your space	Honor the Whistle
Engaged in learning	Engaged in learning	Listen carefully Focus on your learning	Voice Level 2 (Neighbor to Neighbor)	Voice Level is 0-1 (Silent or Whisper)	Take care of your business	Voice Level 2 (Neighbor to Neighbor)	Respect other's personal space Respect our playground

Respectful to self, others and property	Respectful to self, others and property	Follow directions Use appropriate language and tone of voice	Hands and feet to yourself	Everyone's hands and feet are to themselves	Respect your own and other's privacy	At the signal, line up to toss your trash	Respect other's personal space Respect our playground
Y <p style="text-align: center;">You Matter!!!</p>							

Examples of Inappropriate Behavior and Consequences

The following examples are presented in levels for easy reference, according to severity. All of these behaviors are detailed in the Webster Groves School District policy JG.

Level I—disrespect to students/staff, misuse of school property, inappropriate response to school staff, petty conflict among students, minor disruptions, etc.

Possible consequences: Conference with student, change in seating, written plan of action, conference with parents, loss of privilege, reparation project (student makes a mess of the lunch table; consequence is to clean tables for a week); involvement of counselor, social worker and/or principal, behavioral contract, detention.

Level II—Behavior that is disruptive to learning, scuffling, fighting, extortion, disrespect of people/property, intimidation, non-compliance, use of profanity, forgery, cheating, stealing, etc.

Possible consequences: detention, restitution, restriction of school activities, parent/ administrator conference, suspension.

Level III—Repeated violations of Level II, sexual harassment, smoking, physical aggression or assault against other students or staff, possession of a weapon/replica, alcoholic beverages/drugs, theft, etc.

Possible consequences: In-school suspension, out-of-school suspension, recommendation for expulsion

Bullying/Cyber-Bullying

The Webster Groves Elementary Schools are uniting to promote “Caring Communities”. A caring community is one in which kind and caring acts are supported, recognized, and reinforced. Bullying behavior is not tolerated at Avery Elementary. In effect, we are emphasizing what students are doing “right” and working on expanding these behaviors. All teaching staff are working each day to emphasize what caring behavior looks like. This will enhance our Positive Behavior Intervention and Support (PBIS) initiative.

According to Webster Groves School District Board Policy JFCF, students participating in or encouraging inappropriate conduct shall immediately be disciplined in accordance with Board policy JG. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in district sponsored activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official. Bullying by students that occurs off school premises and not at a school activity, may be subject to appropriate discipline if such conduct interferes with the educational environment

of the student subjected to the bullying. Avery uses the Bully-Free Prevention program adapted from the “Stop Bullying Now” program by Stan Davis.

The word “discipline comes from the same root as the word “disciple” and means “to teach”. We are most likely to succeed in helping young people change their aggressive behavior when we use the principles of good teaching in our discipline interventions (Stan Davis).

Student Handbook, Technology Resource, and Internet Acceptable User Agreement

A. Student Handbook and the Webster Groves School District Discipline Policy Handbook

All parents and students are expected to review, understand, and adhere to the expectations set forth in the Student Handbook and in the Webster Groves School District Discipline Policy Handbook.

B. Technology Resource and Internet Acceptable User Information

Technology, Information and Internet Instructional tools are used in Webster Groves School District to

- Expand and supplement Curricular Content
- Provide 21st Century Technology and Information Literacy Skills
- Research and Communicate
- Provide education opportunities beyond local resources

Students will be supervised in a classroom environment when using the Internet. Elementary students have access to websites that have been selected and pre-approved by teachers. Within the district, Internet filters block inappropriate websites and materials as required by the Children’s Internet Protection Act.

Computer Use Expectations

- Students will not start computers until instructed to do so by the teacher.
- Students will only use the computer and Internet for school-related activities.
- Students will respect other people’s files. (Do not change, copy, delete, read, or access files that are not yours.)
- Students will only use district or school software and authorized websites.
- Students will only use the portion of computer and network memory that is installed for student use.
- Students will not access the computer control panel or settings, or attempt any hardware or software maintenance or repair.
- Students will inform the teacher immediately if an inappropriate web site or materials are accessed.
- Students will not reveal logins, personal information, addresses, phone numbers or password be it their own or others.
- Students will not download any materials without specific permission from a teacher or administrator.
- Students will obey all copyright laws.
- Students will not plagiarize.
- Students will not use computers or network resources for threatening or for cyber-bullying as outlined in the school district anti-bullying policies.
- Students will observe all Classroom User Policies as defined by the needs of the individual classrooms.

Etiquette

- Do not use inappropriate or vulgar language when communicating online.
- Do not deprive others of the use of equipment or resources.
- Do not interfere or disrupt network services or equipment.
- Respect the property of others including online resources, materials and information.

The district reserves the right to inspect any materials or files within the district resources, and to monitor and/or review all computer and internet use and activity. Users will not obtain, view, download or gain access to objectionable materials. This includes documents, telecommunication resources, video, audio, or image files.

Consequences

- A letter will go home to the parent/guardian(s) from the student and teacher explaining the error in judgment and consequence.
- Limit or loss of access to computer and network resources.
- Additional disciplinary action at the school level.
- When applicable, law enforcement agencies may be involved.
- Financial responsibility for damaged or destroyed equipment.

ALL WEBSTER GROVES SCHOOL DISTRICT POLICIES APPLY

Webster Groves School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. It will not be responsible for any damages suffered while on this system and specifically disclaims any responsibility for the accuracy of information obtained through its services.

We have read the Student Handbook and the District Discipline Policy Handbook and reviewed the expectations. We also accept the technology rules and consequences and have discussed them as a family.