



Bristol Elementary Handbook 2024-2025

20 Gray Ave.
Webster Groves, MO 63119
(314) 963-6433

**Webster Groves School District
2024-2025**

Board of Education

Mr. Allen Todd, President
Mr. Alex Kahn, Vice President
Mrs. Kita Quinn, Secretary
Mrs. Jo Doll, Director
Mrs. Christine Keller, Director
Dr. Grace Lee, Director
Mrs. Tara Scheer, Director

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.....Mr. Jacob Myers
Director of Community Relations.....Mr. Derek Duncan
Director of Student Services.....Ms. Tina Scott
Director of Special Education-Dr. Shantay Wakefield
Special Education Area Coordinator.....Dr. Jennifer Macalady
Special Education Area Coordinator.....Dr. Stephanie Berry

Non-Discrimination Statement

The Webster Groves School District does not discriminate on the basis of race, color, national origin, sex, disability, are or genetic information or any other characteristic protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. In addition, demeaning or otherwise harmful actions are prohibited, if directed at personal characteristics including, but not limited to, socioeconomic level, gender identity, and sexual orientation. The following person has been designated to handle inquiries regarding the non-discrimination and accessibility policies: Tina Scott, Director of Student Services, 400 E. Lockwood Ave, Webster Groves, MO 63119 (314) 961-1233.

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. You can read the complete policy at this [LINK](#).

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.

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 non business 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.

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 cause 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 www.webster.k12.mo.us and may be made available per request at the Central Office, 400 E. Lockwood Avenue, Webster Groves, MO, 63119, (314) 961-1233.



Purpose

Our Purpose

Inspiring students' lives and communities through learning

Principles

We **ensure** academic excellence and continuous growth.

We **promote** a safe, inclusive, and equitable environment.

We **nurture** trusting and supportive relationships.

We **hear** and **value** diverse voices and multiple perspectives.

We **prioritize** personal well-being and the well-being of others.

We **empower** lifelong learners to embrace challenges and explore creative solutions.





The following goals will focus our strategic plan for the future:

Personalized Learning

Webster Groves School District will personalize learning for all students to increase engagement and rigor resulting in improved student achievement.

Creating a Culture of Innovation

Webster Groves School District will foster curiosity and exploration throughout the school community to establish a culture of innovation.

Sustainability

Webster Groves School District will make a positive impact on the world by being a model for teaching, learning, and practicing sustainability.

Communication

Webster Groves School District will engage stakeholders in an open communication process that emphasizes feedback to create a positive and challenging educational experience for students.

Welcome to Bristol Elementary School

Dear Families,

On behalf of the entire staff at Bristol Elementary School, we are happy to welcome you to the 2024-2025 school year as our partner in your child(ren)'s education. We value, appreciate, and seek out your involvement and collaboration for the success of your child.

At Bristol Elementary School, we firmly believe that the platform of successful education is built on the relationship between the student, school, and home. We encourage your presence and involvement in school and district programs, activities, and events. Most importantly, we ask that you guide and support your child's learning and social emotional development by ensuring that they:

- Attend school daily and arrive on time, prepared for the day's learning experiences.
- Read daily to develop a love for reading and to improve literacy skills.
- Share school experiences with you so that you are aware of your child's/children's school life.
- Know that we are a team, here to support them each and every step of the way.

We, along with dedicated teachers and staff, are committed to creating a safe and caring environment for all children to learn and grow. Our school community looks forward to welcoming each child's excitement, curiosity, and wonder into the classrooms and hallways of Bristol Elementary School starting on Tuesday, August 20, 2024.

Our team, at Bristol Elementary School, will work very hard with you to ensure that your child receives the best education and school experience possible. We are depending on you, and we want to thank you for entrusting us with your child(ren).

Nancy Zitzmann
Bristol Elementary
Principal

Meg Holliday, Ed.S
Bristol Elementary
Assistant Principal

Bristol Mascot – Buddy the Bulldog

School Colors –Orange and Black

General Information

School Hours and Supervision:

Instructional time- 7:50 a.m. – 2:50 p.m.

Traditional Arrival: From **7:40 to 7:50** children may go directly to their classrooms. This is a time for the children to settle in and prepare for their day.

Early Drop Off: Front Door entry only at 7:25 a.m. for students that are riding the district’s bus or eating breakfast. Due to supervision, students entering the building before 7:40 a.m. will need to wait with an adult before the bell rings for them to go to their classrooms.

Late Start Schedule

The Webster Groves School District is implementing late start days as a way to offer opportunities for teachers to collaborate on topics such as data analysis, student progress monitoring and best teaching and learning practices. FAQ regarding Late Start can be found [HERE](#).

Late start days are marked on the WGSD [calendar LINK](#)

Elementary Late start days will be on every other Monday morning. The district will provide supervision to all students who need it from grades K-12. You can register for supervision through the Tyler SIS parent portal. Supervision will be performed by Bristol building staff.

Late Start Schedules

K - 5	HX	WGHS
Meeting 7:30am- 8:45am	Meeting 8:05am-9:20am	Meeting 8:05am-9:20am
Supervision: 7:40am-8:50am	Supervision: 8:15am - 9:25am	Supervision: 8:15am - 9:25am
Arrival Begins @ 8:50am	Arrival Begins @ 9:25am	Arrival Begins @ 9:25am
School begins @ 9:05am	School begins @ 9:40am	School begins @ 9:40am

Dropping Off and Picking Up Children:

For the safety of our children, please wait for your child(ren) outside of the building. In the morning and at dismissal time, it is imperative that those dropping off or picking up children follow the parking and drive-through procedures as communicated by the school. Please do not park or plan to pick up children anywhere except where designated. It is not safe for the children to cross traffic except at the crosswalks.

Tardy:

Children who arrive after school has begun (7:50 a.m.) must sign in at the office before they proceed to class. Please help your child(ren) arrive at school on time. Being on time helps your child(ren) 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.

Absence Procedures:

Parents and the Bristol School staff need to know where our children are at all times. To help in this effort, please call Bristol when children are absent, or will be tardy, at **(314)963-6433**.

Illness:

If at all possible, please call **(314)963-6433**, and leave a message on the clinic's answering machine before 7:30 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 8:30 a.m., Infinite Campus will send an email/text to parents/guardians.

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

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 will also provide homework to help a child keep up during an extended illness.

Vacation:

Some families may decide to take children out of school for an extended vacation at various holiday times or other occasions throughout 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 the student's absence. Therefore, please do not ask teachers to make up packets prior to a child's absence; instead, please encourage your child to keep a journal and to read every day.

Early Dismissal:

If a child needs to leave school early, a parent/guardian needs to go to the front vestibule/office to sign out their child. The school secretary 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 2:25 and 2:50; this is a busy time as we prepare for end of the day dismissal.

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 to the school office to inform us of the change. Without notification, a child will not be allowed to change their daily routine. If parents need to get a message to a child, they may call the school office and leave a message with the school secretary. The information will be delivered to the child's teacher.

Please communicate all changes with the front office **before 2:10 PM.**

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 and front office giving your permission and informing of the change. Please note: Students who are not on the district bus route, are not permitted to ride the bus home with a friend.

Visitors:

For the safety and protection of all children, visitors are required to check in at the school office. Bristol Elementary School has a monitor/buzzer system at the main entrance. All visitors will be screened and will be asked to scan their ID and screened prior to being admitted into the building

A strong focus at Bristol Elementary school is the learning environment. Therefore, it is in the best interest of the learners that visitors call ahead if they wish to observe a specific time, classroom, or activity. This can be arranged with administration, following the procedures for observations. Likewise, if a visitor wishes to have time to talk with the principal, and/or teachers, scheduling an appointment is advised.

Parent-Teacher Organization (PTO)

The Bristol Elementary PTO is a volunteer organization that sponsors enrichment, social, and fundraising activities for our students, faculty and families. Your volunteer efforts make all of 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. The PTO website is found [HERE](#).

Volunteer:

With your help we can assist the teachers and provide assistance for many projects and events. We welcome parent and community help and hope you will volunteer. Your child's teacher may reach out if volunteers are needed for specific field trips or classroom help. If you are going to volunteer, please fill out the District's online volunteer application [HERE](#). For the safety of all of us at Bristol, all visitors must check in with the office before entering hallways or classrooms.

Attire:

Clothing should not disrupt learning. Tennis shoes are always the best choice for footwear. Be sure to be prepared for temperature variations inside and outside of the school building. Please mark your child's name on all outerwear.

Parent Custodial Rights:

We cannot deny a parent access to his or her child unless we have a copy of a current court order. It is essential for a custodial parent to notify the principal when there are legal restrictions regarding releasing the child to the non-custodial parent. This information must be on file in the office to guarantee guidelines are followed correctly. Please contact the principal or school counselor if you have any questions.

Lost and Found:

The hallway in front of the school library houses Bristol's Lost and Found. Please ask your child to check for lost items in the boxes at the Lost and Found. Valuable items will be kept by the school secretary until identified. Unclaimed items are donated to a charity at the end of the school year.

LABEL

Please label EVERYTHING your student brings to school: You won't believe the things we find in lost and found! Please use a permanent marker and write full names (initials are hard for us to decipher!). This lets us return things to your kids ASAP. From years of experience, LUNCHBOXES are the first to get lost with our little ones. Label, label, label!

Celebrations and Birthdays:

We enjoy celebrations at school and have designated three times throughout the school year for school-wide celebrations.

During the 2024 - 2025 school year we will be having celebrations on the following dates:

- Friday, September 20th - Fall Party
- Friday, December 20th - Winter Party
- Thursday, March 20th - Spring Party

Room parents organize the parties and ask parents for assistance. Bristol PTO organizes room parents for each class/grade level. Information regarding acceptable treats and party details will be sent home in the weeks prior to the parties. All guests attending classroom parties will need to RSVP in advance so that a RAPTOR background check can be completed.

Birthdays are a monumental occasion for students. Students celebrating birthdays will hear their names on the morning announcements. **We do not serve birthday treats at school**, but teachers have special ways to honor birthdays. We prefer that birthday party invitations are not distributed at school unless all classmates are included. If you send flowers, balloons, or other special recognitions to school, we will hold the items in the school office until the end of the school day. However, it is preferred that those items are sent to your home.

Lunch Program:

Children may choose to bring their lunches from home or to purchase lunches from the school cafeteria. At Bristol Elementary School, 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. Letters will be sent home when the child's account has a low balance. Please take care of lunch balances as soon as possible. Children

bringing their lunches may also purchase milk, juice and other a la carte items (salad bar, fruit, etc) at lunchtime. School lunches are available at a reduced cost to those who qualify; please contact the school office for information.

Breakfast	\$1.85
School lunch	\$2.90

White milk, chocolate milk, and juice are available for purchase for \$.65

Bicycles & Scooters:

Bikes and scooters are a good way for children to get exercise. If you permit your child to ride to school, please be sure that your child wears a properly fitted bicycle helmet and please remind them to walk their bikes on school grounds. Bike racks are available near the front entrance off of Gray and on the North side of the building near the playground. Bikes and scooters should be locked for security purposes.

Toys:

Toys, including cards and video games, are not to be brought to school without the consent of the classroom teacher. Toys may be lost or broken and need to be enjoyed at home.

Food at School:

You've all read the headlines and seen the news stories about food allergies as a growing concern in schools across America. Millions of children are affected by food allergies and must watch every single bite they eat, or risk suffering a severe or even life-threatening reaction. In fact, food allergies claim over 200 lives and are responsible for over 30,000 emergency room visits each year. A major health issue such as this one needs to be taken seriously, and it is our practice at Bristol to make the safety and well-being of our students our top priority. Because food allergies are so prevalent, we ask for your assistance in providing a safe environment for our students.

Please help in this effort by:

- Telling your child not to share food or drinks with classmates.
- Telling your child to use hand sanitizer/ wash hands with soap and water before and after eating/touching all foods.

Electronics:

Electronic devices, such as cell phones, iPods, hand-held games, etc., are not to be brought to school. Smart watches can be worn but must not be used for communicating purposes or games. They should be silenced so they do not distract the learning environment. When exceptions are needed for children to have a cell phone, it must be kept off and in the child's backpack. If these expectations for electronics are not met, consequences may follow.

Contacting Your Student During the School Day:

We do not have kids accept texts or calls from parents during the school day on a student cell phone or Smart Watch. Please do not text, call, or email your child on smart watches during the day. If you must get a message to your child during the day, please follow our standard procedures for communication with teachers (by calling the main office). Staff will allow students to use the school phones to communicate with parents if necessary.

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.

Adventure Club:

Adventure Club is an option for families needing care for their child(ren) before the school day begins or after the school day ends. 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 the Adventure Club for more information at 314.963.6440.

Communication:

Open communication between home and school is vital to student success. Parents are encouraged to share information that is necessary to help their children. Teachers appreciate knowing about problems at home and school. Please address concerns with the teacher by calling, e-mailing, or requesting a conference. Calls during the school day will go to voicemail and the teacher will return the call as quickly as possible. Parent/Teacher Conferences are scheduled for the fall and spring. Teachers schedule back to back conferences for families and send conference notes home with the scheduled time for you to attend. If you need to speak to a specialist, reading, or SSD teacher, please schedule an additional conference.

School Closures:

In case of severe weather or emergency, school may be closed. Announcements will be made over local radio and television stations and posted on the Webster Groves School District website. Parents will also receive a phone call from the District's mass communication system. The service will also be used to communicate general announcements or reminders to parents. When used, the service will simultaneously call all listed phone numbers in our parent contact list and will deliver a recorded message from a school administrator. In the event of a "late start" Bristol School will begin at 9:35 a.m.

The Bulldog Bulletin:

This communication source contains information about upcoming events, happenings from teachers, and the PTO, information from the Webster Groves School District, and The District Foundations, plus much more! You should review each week's edition in order to stay up to date and informed. An email blast is sent each week to remind parents and guardians to read the updated bulletin.

Allergy Awareness:

Bristol is an "allergy aware" school. Teachers ask parents to avoid peanut and/or tree nut food products in the classrooms where there is a severe allergy to those items. This includes food products prepared in factories that use peanut or tree nut oil. Specialist classes are always peanut and tree nut free. A special table is provided in the cafeteria for students with allergies. Students at the allergy table may invite friends to join them for lunch if they have a peanut and tree nut free lunch (bought school lunch or checked by the teacher assistant supervising the cafeteria). The table is washed with a special solution after every lunch session. The school lunch program, provided by Chartwells, will have Sun butter products in place of Peanut butter. Additional allergy awareness information will be sent home prior to the seasonal parties.

Pets on Property:

In accordance with WGSD School Board Policy, please refrain from bringing pets on school property especially during school events and at arrival/dismissal.

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 encourage 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 need to know about a problem at home or at school.

In order to work together effectively, concerns should first be addressed with the teacher. Contact your child's teacher to schedule a conference, by emailing or calling the teacher's classroom phone. During instruction, your call will go to voicemail. The teacher will return your call. If you need additional assistance, the school administrative team is available to help in any way possible.

Conferences:

Jumpstart conferences are held before school begins and are an opportunity for parents to share information about their child with the classroom teacher. A conference between a child's teacher and his/her parent or guardian will be held two times a year. It is very important that a parent attend these conferences. Every effort will be made to schedule the meetings at a convenient time. Other conferences may occur as the need arises at the request of the parent or the teacher.

Progress Reports:

Progress reports are shared with parents at the end of each of the three reporting periods. Progress reports for the first and second reporting periods are written reports that accompany a parent-teacher conference. The third report is the year end progress report.

Grade Level Expectations:

Grade level curriculum expectations for children can be found on the WGSD website. If you would like a hard copy, please let your child's teacher know. 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:

A counselor is assigned to Bristol Elementary School five days a week. 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.

Student Problem Solving Team:

The Student Problem Solving Team meets regularly to discuss specific issues and concerns regarding the progress of individual students. The team consists of the building administrators, school counselor, specialists, teachers, and special school district personnel. Following the problem solving model, the major goal of the Student Problem Solving 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 Bristol Elementary School. Children with disabilities may qualify for services from the Special School District 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 Student Success team, classroom teacher, and the child's parent(s) will 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 call our Student Services Director, Tina Clark Scott, at 314-961-1233.

Technology:

All students use a variety of technology equipment on a regular basis. Technology is used as a tool for inquiry, research, development, and publication. Bristol is equipped with a variety of technologies to enhance student learning.

All technology is the property of the Webster Groves School District. All students are given specific instruction about how to handle equipment appropriately as well as how to be a responsible digital citizen. If there is negligence on the student's part in either of these areas, students may be held responsible according to the district discipline policy. Students may also be held financially responsible for damages to technology equipment.

Library and Textbooks:

All textbooks and library books are the property of the Webster Groves School District. The child who was responsible for their care must pay for lost or damaged books. Library fines must be paid before the child will be allowed to check books out.

Music:

All Bristol 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.

Art:

All students receive art instruction 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. .

Gym Shoes:

Tennis shoes are encouraged every day. Children will need tennis shoes for gym class, but these may be worn to school. **Please – no black soled shoes, nor retractable roller shoes.**

Remedial Reading:

Remedial Reading is an intervention program for children who need extra help in reading. Our Reading Specialists provide small group instruction that focuses on reading strategies and fluency. Bristol Elementary is not a Title I School.

Comprehensive Balanced Literacy:

The Comprehensive Balanced Literacy program is dedicated to ensuring that every child will be able to read and write 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 writing and demonstrate strategies for applying it to classroom practices
- 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 literacy.

Math Intervention:

Math Interventionists work with students to grow math skills. The intervention program provides support to classroom teachers, support to students within the classroom, and small group instruction.

Project Plus:

Project Plus is the component of the gifted program. It is a state-funded program that serves the child for a percentage of their week, depending on their grade level. Children leave their regular classrooms in order to participate in activities that challenge and appeal to their strengths and interests. More information can be found on the WGSD website.

Fine Arts Gifted Program:

The WGSD is unique in that it is the only Missouri District that offers a Fine Arts Gifted Program that 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 the Academic and Fine Arts Gifted programs due to the amount of time each program requires. More information can be found on the WGSD website.

Homework:

Teachers may assign homework for their students. Homework is an assignment to be completed at home and returned on a particular due date. This might include:

- Reading on a daily basis should be a priority for all children
- Practice or extension of a lesson or skill
- Incomplete class work assignments
- Long-term projects
- Home and school communications

Professional Development:

The Bristol Staff continues to work on professional development in keeping their skills strong, learning new information and discussing implementation throughout the year. We are grateful for these opportunities for collegial time to learn, grow and share.

MOCAP:

Because virtual instruction can be an effective education option for some students, there may be courses available either through a district-provided virtual option or through the Missouri Course Access Program (MOCAP). More information about virtual courses can be found on our website by clicking [HERE](#).

HEALTH POLICIES and INFORMATION

Please direct questions concerning immunizations to the school nurse.

Satisfactory Evidence of Immunization:

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

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 dose 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 a 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 a child had varicella, a doctor's statement is needed with the date of the disease.

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 – Present a physician's statement that the child has been receiving medication for at least 2 days.

Head Lice – No nits (eggs) are present.

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

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.

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**.

Illness or Injury at School:

Bristol 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 Bristol 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 the nurse or secretary if numbers change during the school year.

Emergency Disaster Procedures:

Bristol works very hard to be as prepared as possible for any disaster. Fire drills, earthquake drills, and tornado drills are practiced to keep children familiar with procedures. Lockdown drills are also practiced.

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 Bristol Elementary 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. Permission forms are available from the school nurse.

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.

It is not recommended for elementary students to carry their inhaler.

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 your school nurse if you have any questions or concerns regarding this matter.

All medications must be brought to the clinic and kept in the cabinet in the nurse's office.

Records will be kept concerning the administration of all medication.

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

Screening is used to determine the presence of a health condition or risk factor in order to identify those who need further evaluation. Screening tests for various health conditions (such as vision, hearing and speech) will be conducted in accordance with administrative procedures. Students may also be weighed and measured. Parents/Guardians will receive a written notice of any screening results that may indicate a condition that might interfere with a student's progress or health. Please contact our school nurse if you want to opt out of any health screening for your child.

INDIVIDUALIZED HEALTH CARE PLAN

An Individualized Health Care Plan (IHP) will be developed jointly by the parent, nurse, physician, and school building administrator to encourage communication and cooperation to provide the best possible care. The Individualized Health Care Plan is stored in an area which is easily accessible to personnel who are identified in the plan.

1. **PARENT**
 - A. Participates in developing the IHP.
 - B. Provides medication, supplies, equipment, and physician's written instructions to the school.
 - C. Is encouraged to participate in/attend the training of school personnel in administration of medication or treatment.
2. **SCHOOL NURSE**
 - A. At the beginning of each school year, the nurse will survey health information and physical forms and develop a list of students who need to have an Individualized Health Care Plan.
 - B. Obtains significant health data (ASSESSMENT).
 - 1) Description of significant health condition (history/allergies).
 - 2) Treatment required at school.
 - 3) Name and phone number of current physician.
 - 4) Request "Medication Permission" form from parent.
 - 5) Request "Release of Confidential Information" form to contact physician.
 - 6) Name of hospital where records are kept.
 - 7) Current height and weight.
 - C. Develops and implements the Individualized Health Care Plan to be carried out in school. This should include situations such as field trips and transportation, as well as an **Emergency Evacuation Plan**, if applicable.
 1. The plan must contain:
 - a. Student identification data and date of plan.
 - b. Assessment of the student and possible effects of health condition on the student (Nursing Diagnosis).
 - c. Goals.
 - d. Interventions
 - Medication and equipment needs and storage.
 - Possible adverse effects of procedure or medication.
 - Obtain signed orders if applicable.
 - List names and phone numbers of persons to be called.
 - e. Evaluation.
 2. Identify persons trained to carry out the procedures.
 3. Ensure that plan is signed by parent, nurse and administrator. Obtain physician's signature if prescribed treatment is to be provided by the school.

- D. Shares Individualized Health Care Plan with those who need to know.
 - 1. Arranges training for those personnel who will require it. Have parent(s) participate in this training if possible. (Note: The nurse is **responsible** for training and delegation of care.)
 - 2. Files IHP in student's health record.
 - 3. Charts on student health record that IHP is written and on file.
- 3. **PHYSICIAN**
 - A. Complete "Physician's Order for Specialized Health Care Procedure".
 - B. Confer with nurse concerning student's care.
 - C. Provide special training if needed to provide the prescribed health care.
 - D. Write prescription for parent to obtain medication and/or equipment.
- 4. **ADMINISTRATOR AND/OR DESIGNEE**
 - A. Coordinates communication with parents, teacher, nurse, and staff.
 - B. Makes arrangements for physical accommodation; i.e., wheelchair, ramps, restroom alterations, changing tables, and privacy.
 - 1. Safety of environment, extermination of insects.
 - 2. Emergency power supply if life support equipment is in use.
 - 3. Appropriate outlets for health care equipment.
 - C. Provides time and financial support for training of school nurses and support staff as needed.
 - D. Be aware of the capabilities of 911 response team and call them immediately when the situation warrants.

GUIDELINES FOR DEVELOPMENT OF INDIVIDUALIZED HEALTH CARE PLAN (IHP)

Personal Data

Name
 Sex
 Age or date of birth
 Grade or teacher's name
 Medical diagnosis
 Physician's name and phone
 Parent/guardian's name and phone

NURSING PROCESS

Assessment

Health History – general health, medical care, development, relevant family history, conditions, or lifestyles.

Present Health Status – subjective and objective data related to functional health patterns.

Note patterns of health perception/health management, nutrition, elimination, activity, cognition, self-perception, role-relationships, sexuality, coping/stress tolerance, and values/beliefs.

(It is helpful to use a standardized form to gather the history and information about current status.)

Nursing Diagnosis or Problem Statement

The etiological factors, signs and symptoms, and other information collected in the assessment phase need to be organized and summarized into a statement of the student's problem or need.

Plan of Care

Goals: Usually a broad statement of the overall desired outcome.

May be written in terms of a goal of the student or may be written as a goal of nursing intervention.

Nursing Interventions

Describe actions of the nurse to provide appropriate nursing services to the student in the school setting based on the diagnosis derived from the assessment.

May include screening and referral, treatment or medications, health maintenance activities, and client, family, or staff education.

Expected Client Outcomes

Outcomes describing how the student's problem or need will be different (hopefully healthier) as a result of the nursing interventions.

Client (student) outcomes may be long or short term. The expected outcomes provide the "evaluation" of the nursing process.

Webster Groves School District
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.

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 there is reason to suspect educational neglect. If so, the district will contact the 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.

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.

DISCIPLINE GUIDELINES, PHILOSOPHY AND WGSD POLICIES

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 [here](#). The online policies offer the ability to search and importantly will reflect any revisions made over the course of the year.

Core Values:

At Bristol we agree to be Respectful, Responsible, Safe, and Supportive in all learning environments. Students and Teachers review these expectations regularly. These core values will be utilized through reflection during disciplinary situations and will also be utilized for positive referrals.

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 seats, talk quietly, and keep their hands and feet to themselves. All students riding a bus should follow the Bristol core values of being Respectful, Responsible, Safe, and Supportive on the bus. When students break the rules, a misconduct report will be filed with the principal's office.