

Clark Elementary School



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

Student and Parent Handbook 2024-2025

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Welcome to Clark School

Welcome to the 2024-2025 school year at Clark Elementary School!

We start every day at Clark Elementary School with the Pledge of Allegiance and the Clark School Pledge. In the Clark School Pledge we commit to being our best selves. Read it below. It's a pretty heavy lift, being a Clark Eagle. Every year, our students spend time exploring the traits listed in the Clark School Pledge. We'll talk about them as a school community in our first All School Assembly. I speak for the staff when I say I'm thankful you, too, have these traits as core values in your families. We absolutely love partnering with you as we seek to inspire students' lives and our community through learning.

Speaking of partnering, our students and staff absolutely loved using the new PTO Patio outside our cafeteria in 23/24. Because of your generosity and the efforts of the Parent-Teacher Organization, we utilized that outdoor space more than you might know. Our next big push will be for a new playground so look to hear more on that soon.

Thank you for entrusting us with your children. If, at any point, you would like to sit down and talk with me about your family's experience, please reach out and let's make that happen. I'm hoping the 2024-2025 school year turns out to be a year your child (or children) won't forget.

Joe Hays, Ed.D.
Principal

The Clark School Pledge

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

**Webster Groves School District
2024-2025 Board of Education**

Allen Todd, President Alex Kahn, Vice-President Kita Quinn, Secretary	Jo Doll, Director Christine Keller, Director Grace Lee, Director Tara Scheer, Director
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Board of Education Information

The Board of Education meets regularly at 6:30 p.m. on the second and fourth Thursday of the month unless otherwise noted. Meeting dates, times and locations are subject to change. Meetings are held in the District's Service Center, 3232 S. Brentwood Blvd.

Please visit WGSD's website ([here](#)) for more details.

Minutes and Agendas

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

Board Roles and Responsibilities

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

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

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

Eligibility

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

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

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

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

Citizen Committees

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

Office of the Superintendent

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

Dr. John Simpson <i>Superintendent of Schools</i>	Dr. Tina Clark-Scott <i>Director of Learning Support Services</i>
Dr. Jason Adams <i>Asst. Superintendent of Learning</i>	Dr. Shantay Wakefield <i>Director of Special Education</i>
Dr. Sandy Wiley Skinner <i>Asst. Superintendent Human Resources</i>	Dr. Jennifer Macalady <i>Special Education Area Coordinator K-5</i>
Mr. Jacob Myers <i>Chief Financial/Operations Officer</i>	Mrs. Beverly Brooks <i>Local Transportation</i>
Mr. Derek Duncan <i>Chief Communications Officer</i>	Mrs. Hollie Henderson <i>Special Projects/VICC Transportation</i>

Compliance Statement

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

Dr. Tina Clark-Scott
Director of Student Services
400 East Lockwood Avenue
Webster Groves, MO 63119
314-961-1233

Complaint Policy

All persons must report incidents that might constitute illegal discrimination or harassment directly to the compliance officer or acting compliance officer. All district employees will direct all persons seeking to make a grievance directly to the compliance officer. Even if the potential victim of discrimination or harassment does not file a grievance, district employees are required to report to the compliance officer any observations, rumors or other information regarding discrimination or harassment prohibited by this policy. If a verbal grievance is made, the person will be asked to submit a written complaint to the compliance officer or acting compliance officer. If a person refuses or is unable to submit a written complaint, the compliance officer will summarize the verbal complaint in writing. A grievance is not needed for the district to take action upon finding a violation of law, district policy or district expectations.

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

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

WGSD Purpose and Principles

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.

Clark Commitments

Commitments

As members of the Clark community we each have a critical role!

Student Commitment:

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

Parent/Guardian Commitment:

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

Staff Commitment:

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

General Information

School hours/Supervision

7:50 a.m. – 2:50 p.m.

Supervision is available starting at 7:35 a.m. for children. To ensure your child's safety, please see that your child arrives at school no earlier than 7:35 a.m.

Dropping off and picking up

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

Tardy

Children who arrive after school has begun (7:51 a.m.) must check in at the office before they proceed to class. Please help your children arrive at school on time. Being on time helps your child and the other students have a good start to their day. Depending on the student's arrival time, attendance and lunch selections will be taken in the office and/or the cafeteria. Please see our attendance policy on page 18 of the handbook for more information regarding tardies.

Absence and illness procedures

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

If at all possible, please call the office, and leave a message on the school's answering machine before 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 9:00 a.m., we will call the parent and/or emergency numbers.

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

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

Requesting homework

Homework may be requested for a child after two consecutive days of absence due to sickness. For extended vacations, please see below.

Vacation

Some families may decide to take children out of school for an extended vacation at various holiday times or other occasions during the school year. *Though we realize the educational value of such an experience, we discourage such vacations because there is no effective way for a child to make up the experiences missed at school during his/her/their absence.* Should your family take a vacation during the school year, please encourage your child to keep a journal and read every day. Teachers will not prepare homework packets for students on vacation.

Leaving early

If a child needs to leave school early, a parent/guardian needs to sign out his/her/their child out in the office. The school administrative assistant will call your child to the office for you. Please do not go to the classroom to pick up your child. We ask that you not pick up a child between 2:30 and 2:50 as this is a very busy time in the office.

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

Visitors

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

Classroom Visitors

We love having visitors in our classrooms and at Clark School. There are confidentiality matters we take into account so arranging a visit with the teacher *and the principal* is necessary. Please request your visit in advance as there is paperwork that must be attended to (background check) before the visit. If a visitor wishes to have time to talk with the principal, and/or teachers, scheduling an appointment is required. We are proud of our students, our school and our commitment to achievement. We welcome your interest in Clark.

Attire

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

Parties and Birthdays

Each classroom will have three parties a year: Fall, Winter, and Spring. Please contact your child's room parent for further information.

Food allergies must be taken into consideration. Please check with your child's teacher or [Nurse Meagan](#) about possible food allergies. In accordance with our District Wellness Policy, we are strongly encouraging healthy snacks and treats.

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

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

Summer birthdays are celebrated in this way:

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

Lost and Found

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

Lunch program

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

Breakfast	\$1.95
School lunch	\$3.00
White/Chocolate milk	\$.65

Parents are welcome to have lunch with their child. In fact, we encourage it. No need to let us know in advance. Check in at the office with our administrative assistant at lunch time and we'll get you in the cafeteria!

Bicycles/Scooters

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

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

Toys

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

Electronics

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

Playground

If children stay after school to play on the school grounds, they must be supervised by an adult. There are many children who are here after school for organized sports and our own Adventure Club. Having unsupervised children on the campus may lead to safety concerns. The school playground will close at 3:15 PM daily, at which time Adventure Club will gain sole access to the facilities.

Parent/Teacher Organization (PTO)

Clark School's PTO is a volunteer organization that sponsors enrichment, social, and fund raising activities for our students, faculty and families. Your volunteer efforts make all the PTO programs possible. All funds raised by the PTO are returned to the students and facilities through the PTO's numerous activities and projects. Supporting the PTO enriches the entire Clark School community. Please join us!

Clark's PTO Board 2023-2024

Senior Co-Presidents	Stephanie Seiffert and Jourdan Timmermann
Junior Presidents	Steve Moneer and Maria Tetley
Senior Vice President	Anne Tilly Luther
Junior Vice President	Rachel Wamser
Senior Secretary	

Junior Secretary	Rachel Noon
Auditor	Abby Hayes
Treasurer	Matt Stout
Senior Communications Officer	Jess Wroughton
Junior Communications Officer	Ellen Dorsey
Senior Equity in Education Officer	Jocelyn Meyer
Junior Equity in Education Officer	Elizabeth Schappe

Volunteers

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

Adventure Club

Adventure Club (AC) is an option for families needing care for their child(ren) after the school day ends. The after school program provides a snack, organized activities, outdoor playtime, and a place to begin homework. Please call 314-963-6440 for more information or email Adventure Club Coordinator, [Kelley Jones](#).

Curriculum and Services

Classrooms

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

Communication

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

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

Conferences

Conferences between a child's teacher and his/her/their parent or guardian will be held three times this school year. The first is at the beginning of the school year. We call these Jumpstart Conferences. Those will take place in mid August. The second round of conferences will happen in November after the first reporting period. The third and final round of parent-teacher conferences happens in February/March. It is very important that a parent/guardian attend these conferences. Other conferences may occur as the need arises at the request of the parent/guardian or the teacher.

Progress Reports

Progress reports are shared with parents at the end of each of the three reporting periods - mid-November, early-March, and at the end of the school year. Click [here](#) for more information on our progress reports.

Grade Level Curriculum

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

Counselor

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

Student Success Team

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

Special Education

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

The Webster Groves School District has a Parent Advisory Committee. To learn more about the committee and how you can get involved, please e-mail our Director of Learning Support Services, [Dr. Tina Clark-Scott](#).

Technology

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

Library and Textbooks

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

Music

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

Art

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

Physical Education

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

Gym Shoes

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

Reading Remediation

Clark has teachers - [Amy Puorro](#) and [Cheri Gray](#) - who are specifically trained in helping students who struggle with reading. Our reading specialists work closely with classroom teachers to meet the needs of our most struggling readers. They will determine a course of action by determining what reading remediation is needed.

Project Plus

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

Gifted Fine Arts Program

WGSD is unique in that it is the only Missouri public school district that offers a Gifted Fine Arts Program. GFA includes music, art and drama. Students selected for the program attend once a week for a half-day. The curriculum for the program seeks to nurture and build a community of artists where the exchange of ideas and talents are encouraged. Students cannot be in both Project Plus and GFA due to the amount of time each program requires.

Homework

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

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

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

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

Professional Development

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

Health Policies

Immunizations

The State Department of Health and Education requires parents or guardians to present evidence of adequate immunizations for all school age children on or before the first day of school. Children must comply with Missouri law concerning proper immunizations. They may not attend school until the evidence of immunization is provided.

View the current school year immunization requirements [here](#).

Please provide Clark's school nurse, [Meagan Lozano](#), with written proof of dates (day, month, and year) when immunizations were given.

Communicable diseases

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

Chicken Pox – All lesions scabbed over.

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

Ringworm – Until the child has been treated for 24 hours or if the lesion cannot be covered; if the lesion is on the scalp, until 24 hours after treatment is started.

Scabies – Until treatment is completed and a healthcare provider's note.

Strep infections – Not until at least 24 hours after starting a prescribed medication and fever free.

Conjunctivitis – Exclude until appropriate treatment has been initiated or the discharge from the eyes has stopped unless a doctor has diagnosed a noninfectious conjunctivitis.

Head Lice

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

Fever and vomiting

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

Illness or injury at school

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

Emergency Information

From time to time during the school year, it may become necessary to contact parents in an emergency situation. The Clark office needs up-to-date parent/guardian home and work phone numbers and the phone numbers of other adults to contact in an emergency. Please inform [Ms. Maura Floretta](#) or [Nurse Meagan](#) if numbers change during the school year.

Emergency disaster procedures

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

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

Administering medication to children

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

Parents must provide written authorization before any medication is administered to children. Contact Nurse Meagan for more information.

Prescription drugs

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

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

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

Records will be kept concerning the administration of all medication.

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

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

School Nurse:

Meagan Lozano

lozano.meagan@wgmail.org

314-918-4452

WGSD Attendance Policy JED

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

Definitions

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

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

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

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

Attendance Standards

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

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

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

Consequences for Violations - Grades K–8

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

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

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

Students are expected to make up assignments from missed classes within the time period established by their teachers. Students who do not complete missed assignments in the required time may be required to attend academic support sessions outside of the regular school day.

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

Tardy

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

Notice and Due Process

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

Intervention and Engagement Strategies

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

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

Building-level administrators and staff will:

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

Evaluation

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

1. A summary of which strategies are being implemented.
2. The number of participants that required assistance.
3. 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

School District Discipline Policies

All Board of Education discipline policies are posted together on the district website, webster.k12.mo.us. They can be found under the Need to Know, Parents tab on the home page and in the drop-down About menu on each school's home page. The online policies offer the ability to search and importantly will reflect any revisions made over the course of the year.

Anti-Bias, Anti-Racism School District Policy

As part of the school district's commitment to creating a more equitable environment and educational experience for all, the Board of Education has approved an anti-bias, anti-racism policy.

The Webster Groves School District rejects all forms of racism and bias as destructive to the district's mission, vision, values and goals.

The policy states that the district will:

- Establish and sustain 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.
- Cultivate the unique gifts, talents and interests of every student.
- Eliminate inequitable practices to end the predictive value of social or cultural factors, such as race, socioeconomic status or gender, on student success.
- Respect and validate diversity.
- Acknowledge 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.

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
 - 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.

Clark Elementary School Calendar 2024-2025 School Year



Event	Date	Time Start	Time End
Jumpstart Conferences (Parent Teacher Conferences)	August 15, 16		
1st-5th Grades Meet the Teacher	Friday, August 16	8:00 AM	9:00 AM
Kindergarten Orientation	Monday, August 19	8:00 AM	9:00 AM
First Day of School	Tuesday, August 20		
PTO Back to School Bash	Sunday, August 25	3:00 PM	5:00 PM
Labor Day - No School	Monday, September 2		
WGSD Family BBQ @ Ivory Crockett Park	Saturday, September 7	11:00 am	12:30 PM
Picture Day	Wednesday, September 18		
Fall Classroom Parties	Friday, September 20	2:00 PM	2:40 PM
Professional Development - School not in Session	Thursday, October 17		
No School	Friday, October 18		
1st Grade Concert	Thursday, October 24	6:00 PM	6:30 PM
2nd Grade Concert	Thursday, October 24	7:00 PM	7:30 PM
Trunk or Treat	Friday, October 25	6:00 PM	8:00 PM
Picture Retake Day	Wednesday, October 30		
Data Day - School not in Session	Tuesday, November 5		
Veterans Day Assembly	Friday, November 8	2:00 PM	2:40 PM
Parent Teacher Conferences	Monday, November 18		
Parent Teacher Conferences	Wednesday, November 20		
Thanksgiving Holiday - School not in Session	November 27-29		
Turkey Day Game - WGHS vs. KHS	Thursday, November 28	12:00 PM	4:00 PM
Soaring Singers Concert	Thursday, December 12	6:00 PM	6:30 PM
Winter Classroom Parties	Wednesday, December 20	2:00 PM	2:40 PM
Winter Recess	December 23 - January 3		
MLK Day - School not in Session	Monday, January 20		
3rd Grade Concert	Tuesday, February 11	6:00 PM	6:30 PM
4th Grade Concert	Tuesday, February 11	7:00 PM	7:30 PM
Professional Development - School not in Session	Friday, February 14		
Presidents' Day - School not in Session	Monday, February 17		
PTO Trivia/Auction Night	Saturday, March 1	7:00 PM	10:00 PM
Parent Teacher Conferences	Monday, March 10		
Parent Teacher Conferences	Wednesday, March 12		
Spring Classroom Parties	Thursday, March 20	2:00 PM	2:40 PM
School not in Session	Friday, March 21		
Spring Break	March 24-28		
Kindergarten Concert	Thursday, April 17	6:00 PM	6:30 PM
5th Grade Concert	Tuesday, April 17	7:00 PM	7:30 PM
Field Day	Friday, May 9		
Early Dismissal	Friday, May 9		11:45 am
Fly Up Day	Friday, May 16	8:00 am	8:30am

Field Day (Backup Date)	Monday, May 19		
Talent Show	Tuesday, May 20		
5th Grade Celebration	Friday, May 24	9:00 am	9:45 am
Last Day for All Students! - Early Dismissal	Friday, May 24		11:45 am