

Edgar Road School Family Handbook



1131 Edgar Road
Webster Groves, MO 63119
314-963-6472 Fax 314-963-6477

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Webster Groves School District 2021-2022

Board of Education

Amy Clendennen- President
David Addison- Vice President
Jo Doll
Christine Keller
Alexander Kahn
Arnold Stricker
Kita Quinn

Administrative Offices

400 E. Lockwood
Webster Groves, MO 63119
(314) 961-1233
Superintendent, Dr. John D. Simpson
Asst. Superintendent Curriculum and Instruction, Dr. Jason Adams
Asst. Superintendent Human Resources, Dr. Sandy Wiley
Chief Financial Officer/, Dr. Pam Fraiser
Chief Communications Officer, Ms. Cathy Vespereny
Director of Student Services, Mr. John M. Thomas

Director of Special Education, Catina Lyles
SSD Area Coordinator 9-12, Mary Beth Dutch
SSD Area Coordinator 6-8, Ellen Jacobs
SSD Area Coordinator K-5, Joy Yowell

Special School District Parent Advisory Council

Rachel Valenti, rachelvalenti@yahoo.com
Lisa Liss, lisamliss@yahoo.com

Non-Discrimination Statement

The Webster Groves School District does not discriminate on the basis of race, color, national origin, sex, disability, age 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: John M. Thomas, Director of Student Services, 400 E. Lockwood Ave, Webster Groves, MO 63119 (314) 961-1233.

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

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

Anti-Bias Anti-Racism Policy

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

policy and actively participating in all related programs, professional learning, activities, etc. The WGSD will not tolerate any racist or biased acts. Students or staff committing such acts will be disciplined in accordance with applicable district policies and will be provided with training. The complete district policy is available on the district website www.webster.k12.mo.us.

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 - a) Make complaints of illegal discrimination or harassment.
 - b) Report illegal discrimination or harassment.
 - c) Participate in an investigation, formal proceeding or informal resolution, whether conducted internally or externally, concerning illegal discrimination or harassment.
 2. Aiding, abetting, inciting, compelling or coercing illegal discrimination, harassment or retaliatory actions.
 3. Discrimination, harassment or retaliation against any person because of such person's association with a person protected from discrimination or harassment in accordance with this policy and law.
- As used in this policy, "discrimination, harassment or retaliation" has the same meaning as "illegal discrimination, harassment or retaliation" and is limited to acts prohibited by law. All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute discrimination, harassment or retaliation in accordance with this policy. If a student alleges sexual misconduct on the part of any district employee to any person employed by the district, that person will immediately report the allegation to the Children's Division (CD) of the Department of Social Services in accordance with state law.

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

Assistant Superintendent of Human Resources, Director of Learning Support Services, and
Director of Diversity, Equity, and Inclusion
Webster Groves School District
400 E. Lockwood
Webster Groves, MO 63119
Phone: 314-961-1233 / Fax: 314-918-4023
Email: TitleIX@wgmail.org

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

Sexual Harassment Under Title IX

The Webster Groves School District does not discriminate on the basis of sex in its education programs and activities, including employment and admissions, as required by Title IX of the Education Amendments of 1972 (Title IX). All forms of sex-based discrimination are prohibited

in the district, but this policy focuses exclusively on sexual harassment as defined in Title IX that occurs within the education programs and activities of the district. However, the district will respond promptly to investigate and address any report or complaint of sexual harassment.

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

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

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

Assistant Superintendent of Human Resources

Webster Groves School District

400 E. Lockwood

Webster Groves, MO 63119

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

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 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 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.



Mission Statement

Our Purpose

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

Vision Statement

Our Future

As a learning community, the Webster Groves School District will lead in

purposeful innovation that challenges each of us to discover and pursue our passions and make a positive impact on the world.

Our Values

We Model and Promote



In order to accomplish the district's Mission and new Vision Statement, 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.

Edgar Road School Mission Statement

Through collaboration, every child will learn in a supportive, inclusive environment.

Jaguar PRIDE!
Jaguars are:

Problem Solvers
Respectful
In Control
Determined
Empowered

PTO

Edgar Road 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. Volunteering opportunities are located on the main bulletin board across from the school office. All funds raised by the PTO are returned to the students and facilities through the PTO's numerous activities and projects. PTO meetings are held once a month on Thursdays. Supporting the PTO enriches the entire Edgar Road School community.

Edgar Road's PTO Board for 2021-2022
ERSPTO@gmail.com

Katie Rengel- President
drury.kathryn@gmail.com
314-517-3003

Amber Porter- President
ambermporier@gmail.com
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Heather Goff- Vice President
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314-304-6549

Lori Buchanan- Vice President
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Lynn Kerrigan- Secretary
lynnchristanell@gmail.com
314-620-8684

Kathryn Drennan- Treasurer
jaynekat69@gmail.com
314-610-2613

Welcome to Edgar Road Elementary School

Dear Families,

On behalf of the entire staff, it is my privilege to welcome you to Edgar Road School. We are all looking forward to a wonderful year with your child/children. At Edgar Road School, parent support and dedicated teachers compliment each other in creating the best learning experience for every child. We are very proud to say that we have achieved 100% participation by our families for conferences on a yearly basis.

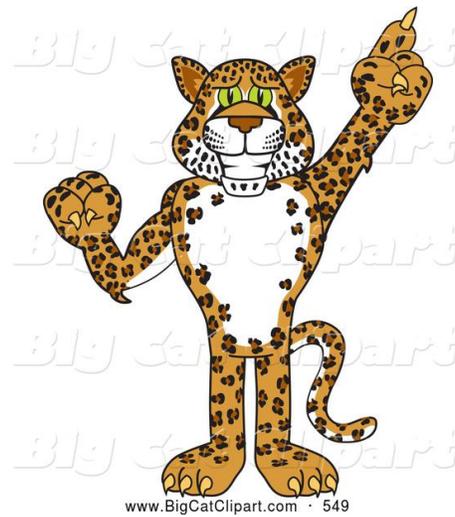
I invite you to fully participate in our classrooms, programs, activities and events. Volunteers and PTO support are significant contributors to the success of each child's total school experience.

Please feel free to call me or stop in if you have any questions, suggestions, or just to chat. Again, I look forward to a wonderful year with you and all the Edgar Road children.

Thank you for sharing your children with us,

Dr. Julie Wuch

Principal



Edgar Road Mascot – Jaguar

School Colors –Orange and Black

General Information

School hours and Supervision

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

Supervision is available 15 minutes before school for children

To insure your child's safety, please see that your child arrives at school no earlier than 7:30 a.m. Parents will be called if children are frequently arriving too early. 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.

Dropping off and picking up children

For the safety of our children, please wait for your child/children outside the building. In the a.m. and dismissal time, it is very important that those dropping off or picking up children follow the parking and drive-through procedures as depicted on the signage in the front driveway. 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 children arrive on 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.

Absence procedures

Parents and the Edgar Road School staff need to know where our children are at all times. To help in this effort, please call the Edgar Road School when children are absent, or will be tardy, at 963-6472.

Illness

If at all possible, please call 963-6472, 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., we will call the parent, guardian 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.

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 during the school year. Though we realize the educational value of such an experience, we discourage such vacations because there is no effective way for a child to make up the experiences missed at school during his/her absence. 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.

Leaving early

If a child (ren) needs to leave school early, a parent/guardian needs to go to the office to sign out their child (ren). 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 his/her daily routine. If parents need to get a message to his/her child, they may call the school office and leave a message with the school secretary. It 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. ERS has a monitor/buzzer system at the center and south doorways. All visitors will be "buzzed" in and asked to come directly to the office. All visitors will be asked to show their ID once in the office in order to be scanned into the system and receive a visitor sticker.

Classroom Visitors

In keeping with Edgar Road's open door policy, guests, parents, and community members are welcome to observe classroom instruction and general school operations at any time. The focus at Edgar Road School is a 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. Likewise, if a visitor wishes to have time to talk with the principal, and/or teachers, scheduling an appointment is advised. We are proud of our students, our school and our commitment to achievement; and welcome your interest in Edgar Road.

Attire

Children are to come to school dressed for learning. Items of apparel that interfere with learning because they are uncomfortable, conspicuous and in bad taste are not appropriate. Clothing should not display alcohol, drugs or sexual references. Children may not wear bandanas, hats, do-rags or dropped pants at school. Hats will be permitted on special spirit days only and will be designated in the *Sunday Scoop* and *Paw Print* Newsletter.

Celebration and birthdays

Each classroom may have three celebrations a year: Halloween, Winter Break, and Valentine's Day. Please contact your child's room parent for further information. Also, be sure to read the section on Food At School to acquaint yourself with our school procedures regarding food.

Children may bring birthday treats to share with their classmates if the classroom teacher permits it. There are other suggestions for birthday celebrations included in the Food At School information. Please check with your child's classroom teacher before your child's birthday to make arrangements. If birthday treats are allowed, they will be eaten in the cafeteria. In place of children walking around the building sharing treats, they may invite others to the cafeteria for a treat if they so wish.

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

Lost and Found

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

Lunch program

Children may choose to bring their lunches from home or to purchase lunches from the school cafeteria. At Edgar Road, 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 is in arrears. 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. Lunches are available at a reduced cost to those who qualify; please contact the school office for information.

Breakfast	\$1.75
School lunch	\$2.75
Adult lunch	\$3.00

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

Lunch time is scheduled every 20 – 25 minutes and generally is ample time for children to eat their lunch. In the event that children need more time, they are welcome to remain in the cafeteria and finish his/her meal. Supervision is provided at all times in our cafeteria.

Bicycles, Scooters, Skateboards

For the safety of our students, it is our practice that students may ride a bicycle, scooter or skateboard to school. We highly recommend the following::

The student is in grade 3, 4, or 5

The student has a padlock and a chain to secure his/her bicycle or scooter on the racks provided (we will not store scooters in the office, classrooms, etc.)

Skateboards must be labeled with students name and kept in the main office.

Students need to WALK their bicycles, scooters and skateboards on school property due to traffic congestion at arrival and dismissal times. Please dismount at the school property and walk your bicycle to the bike rack in the morning. At dismissal, please walk your bicycle from the bike rack to the edge of the school property before riding home. The wearing of bicycle helmets is NECESSARY for safety reasons.

Toys

Toys, including cards, 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.

Electronics

Electronic devices (anything that can communicate outside of school), such as cell phones, iPods, Apple watches, hand-held games, etc., are not to be brought to school. When exceptions are needed for children to have a device for after school, it must be kept in the main office during the school day.

Playground

If children stay after school to play on the school grounds, they must be supervised by an adult and use the north playground/side of the building. 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.

Volunteers

Volunteers are an integral part of Edgar Road Elementary School. 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 will be happy to have you be a part of field trips, classroom help, tutoring, etc. If you are going to volunteer, please fill out the District's online volunteer application. For the safety of all of us here at Edgar Road, please sign-in at the office and wear a visitor badge/sticker.

Duplicating and Distribution

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

- Copyright laws will be followed
- Alternatives to copying will be sought
 - Posters will be used for advertisements
 - Morning announcements/reminders
 - Printing on the front and back of paper
 - Student made books, hand-outs, notes home, are encouraged
 - Electronic mailings

- All items to be sent home or emailed must be pre-approved by the principal
- All notes, flyers, advertisements and all-school publications will go home or emailed on Wednesdays – special circumstances will need the principal's approval
- Materials distributed all-school need to be dropped off or emailed to the office the Tuesday before the distribution date (our aide staff will copy items for you)
- We will continue to focus on going paperless in communications. We will use the ER and WGSD web sites, emails, and phone messages.

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 919-1709.

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 calling the teacher's classroom phone. During instruction, your call will go to voice mail. The teacher will return your call. If you need additional assistance, the principal is available to help in any way possible.

Conferences

A conference between a child's teacher and his/her parent or guardian will be held 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 3rd report is the year end progress report.

Grade Level Expectations

Grade level curriculum expectations for children can be found on the WGSD web site. 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 Edgar Road 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 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 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 Edgar Road 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, John Thomas, at 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. Edgar Road is equipped with a variety of technology 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 Edgar Road 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.**

Reading Recovery/Remediation

Reading Recovery is an intervention program designed to facilitate early identification of first grade children who are likely to need extra help in reading. Reading Recovery provides individual instruction for thirty minutes daily. Reading remediation provides small group instruction that focuses on reading strategies and fluency. Both of these instructional programs are offered in addition to the regular

classroom reading program by our reading specialists. Edgar Road Elementary is not a Title I School. Please see the Family Compact/Parental Involvement Plan in the back of this handbook.

Comprehensive Balanced Literacy

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

CBL goals are:

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

Wings

Edgar Road's Wings program is site-based and serves second through fifth grade children in various extended learning opportunities. Enrichment may be offered with co-teaching within the regular classroom, pull out services and/or small group activities. The major focus is to challenge the students' higher level thinking skills, creativity, interests, abilities and talents

Project Plus

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

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.

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

The purpose of homework is to provide students with opportunities for continued academic growth and the development of responsible learning behaviors.

Professional Development

The Edgar Road 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. On professional development days, students will be dismissed at 11:45 or there will be no school that day. The district calendar outlines the dates for professional development.

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 at <https://www.webster.k12.mo.us/Page/22336>.

HEALTH POLICIES and INFORMATION

Immunizations

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

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

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

MMR (Measles, Mumps, Rubella) – 2 doses

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

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

Please 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.

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 t 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

Edgar Road 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 Edgar Road 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

Edgar Road 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.

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 Edgar Road 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. 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.

Edgar Road 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, Mrs. Lauter, 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 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 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 life styles.

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.

The following absences will be excused:

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

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

Consequences for Violations

Grades K–8

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

1. Any time a student is absent and the parents have not contacted the school, the building principal or designee will call the home.
2. When a student has accumulated three (3) unexcused absences, the building principal or designee will send a letter or make a phone call home. The purpose of the letter or phone call is to clarify the school's expectations regarding attendance and elicit suggestions from the parent on how to improve the student's attendance, including identifying reasons why the student is not attending school regularly.
3. When a student has accumulated five (5) unexcused absences, the building principal will schedule a conference with the parents. The purpose of this conference is to determine why the student is not attending school regularly; to examine the student's academic performance; to communicate district attendance expectations; to provide information about compulsory attendance laws and educational neglect; to elicit suggestions from family members about increasing the student's engagement with school; and to create an attendance plan that includes specific intervention strategies designed to improve the student's attendance.
4. When a student has accumulated eight (8) unexcused absences, the principal and/or a staff member from the district will arrange an in-home visit to discuss the student's attendance plan and make any necessary modifications to the student's attendance plan. The principal and/or staff member will again provide information about compulsory attendance laws and educational neglect and that at ten (10) unexcused absences the district will contact the Children's Division (CD) of the Department of Social Services or a referral to Family Court.
5. When a student has accumulated ten (10) unexcused absences, the district will determine whether there is reason to suspect educational neglect or whether the parent is violating the compulsory attendance laws. If so, the district will contact the Children's Division (CD) of the Department of Social Services or a referral to Family Court.
6. When a student has accumulated ten (10) absences with a combination of excused and/or unexcused a letter will be sent home to clarify the school's expectations regarding attendance and elicit suggestions from the parent on how to improve the student's attendance, including identifying reasons why the student is not attending school regularly.
7. When a student has accumulated fifteen (15) absences with a combination of excused and/or unexcused absences the principal will schedule a conference with the parents. The district will determine whether there is reason to suspect educational neglect or whether the parent is violating the compulsory attendance laws. If so, the district will contact the Children's Division (CD) of the Department of Social Services or a referral to Family Court will be made.

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

Any conference may be waived by the building principal if the absences were caused by a specific event

or long-term illness. In cases where the district is aware that a student must be absent for an extended period of time, the district will arrange for the student to receive instruction by other appropriate means.

Tardy

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

Notice and Due Process

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

Intervention and Engagement Strategies

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

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.

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 Edgar Road School to make the safety and well-being of our students our top priority.

Because food allergies are so prevalent, I am asking for your assistance in providing a safe environment for our students. We will be making changes that serve the best interest of our students and reduce the risk of exposure. Please help in this effort by:

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

At school we will:

- Educate the children on food allergies as appropriate
- Avoid or limit food in lessons
- Not use food as an incentive or reward
- Encourage healthy snacks
- Use the cafeteria to eat snacks – this supports practices regarding allergies but also supports keeping our classrooms cleaner and free of pests.
- Minimize the use of food in class celebrations *
- Encourage an alternative to birthday treats, ie pencil, book or game for the class *
 - Birthdays will be recognized on the a.m. announcements

*Parents/guardians need to work with the classroom teacher regarding any food, celebrations, events, etc. Food will be eaten in the cafeteria. Exceptions will need the principal's approval.

The Edgar Road School Student/Parent handbook offers many suggestions for alternatives for celebrations, birthdays, snacks, etc. In order to address the needs of students with food allergies, the Food at School committee has developed practices for ERS to provide a safe environment for our children.

Edgar Road School is dedicated in offering resources in education in and outside the classroom about healthy living; providing a supportive atmosphere for a healthy environment, and empowering individuals to make healthy choices.

Responsibilities of parents:

- Notify school of child's diagnosis and provide that information to the school nurse.
 - Medical documentation, instructions, medications etc., as directed by the physician.
- Work with the school team to develop a plan (504 or Health plan) that accommodates the child's needs throughout the school including the classroom, in the cafeteria, after school programs, etc.
- Provide school with a list of safe/unsafe foods. A list of safe snacks that could be used for birthday treats or class parties – suggested.
- Provide shelf-stable allergen free snacks that can be kept in the classroom
- Volunteer as a room parent or lend assistance to the room parents so they can plan safe class parties.
- Educate child about the importance of taking responsibility for the food allergy
 - Safe and unsafe foods
 - Strategies for avoiding exposure to unsafe foods
 - Symptoms of allergic reactions
 - How and when to tell an adult they may be having an allergy related problem
 - How to read food labels (age appropriate)
- Review policies/procedures with the school staff, the child's physician, and the child (if age appropriate) if a reaction occurs.
- Provide emergency contact information

Responsibilities of the school:

- Be knowledgeable about and follow applicable laws including ADA, IDEA, Section 504, FERPA and any state laws or district policies that apply.
- Review health records submitted by parents and physicians
- Review policies/prevention plan with Principal, Counselor, Nurse.
- Include food-allergic students in school activities.
- Assure that all staff who interact with the student on a regular basis understands food allergy, can recognize symptoms, knows what to do in an emergency.
- Practice/follow the steps in 504 plan.
- Be prepared to handle a reaction and ensure that there is a staff member available who is properly train to administer medications during the school day.
- Discuss field trips with the family of the food-allergic child to decide appropriate strategies for managing the food allergy.
- Follow federal/state/district laws and regulations regarding sharing medical information about a student

Student's Responsibility:

- Should not trade food with others.
- Should not eat anything with unknown ingredients or known to contain any allergen.
- Should be proactive in the care and management of their food allergies and reaction based on their developmental level.
- Should notify an adult immediately if they eat something they believe may contain the food to which they are allergic.

Education

1) All staff

- Annual training that covers the various types of allergic reactions and how to identify and respond to a life-threatening reaction.

Education video:

<http://www.allergyhome.org/schools/food-allergy-school-staff-training-full-length-module/> (comprehensive 30 min module)

2) Students

- Causes and symptoms of allergies
- How to recognize an allergic reaction
- How to reduce cross-contamination
- What to do if a classmate has an allergic reaction.

Education video: http://www.allergyhome.org/schools/food_allergy_awareness_for_school_kids/ (4 ½ min module), <http://pbskids.org/arthur/health/allergy/episode.html> (Arthur episode dealing with peanut allergy)

3) Parents in affected classrooms

- distribute safe/unsafe food lists so that they can send in appropriate snacks, birthday treats, plan safe parties, etc...

Education Video:

<http://www.allergyhome.org/food-allergy-awareness-for-all-parents-in-the-school-community/> (6 ½ min module)

4) Community education

- food allergy workshops
- parent presentations/discussion

Recommendations For Classroom Celebrations

1. In those classrooms that have children with documented food allergies, a letter will go home to each parent listing acceptable snacks that can be sent in for a birthday treat, even when eaten in the cafeteria.

2. When a child brings birthday treats to school the teacher is notified prior to the date and the treats will be eaten in the cafeteria. The treats will be shared with their classroom friends and not with teachers/staff in other rooms. This will eliminate children walking around with food and any circumstances that could result. The birthday student may invite staff members to join them in the cafeteria.

3. Remind parents before classroom parties requesting that they NOT send snacks/treats that have not been pre-approved by the classroom teacher and head room parent.

Healthy Parties 101

- Involve children in planning and preparing the party. This gives you the opportunity to have conversations about including healthy foods.
- Keep food in its proper place. Refreshments should complement the fun, not become the 'main event.'
- Create a list of healthy foods for parents to donate instead of asking parents to send in whatever they want.
- Plan a variety of contrasting activities –active and quiet, indoor and outdoor, individual and group, food and non-food
- Have children create the decorations and favors.
- Plan creative experiences such as art and music.
- Have children make a Fruit and Veggie tray by asking each family to donate an item for the tray. Ask children to clean and cut the items and have each child tell something about the item they bring in –i.e. it's a root vegetable, it has lots of vitamin A, etc.

Alternative Food Ideas (even these foods must be approved by principal)

- Fruit Smoothies
- Fruit Kabobs/Trays
- Veggies and Homemade Dips
- Homemade Trail Mix
- Celery with Nut Butter and Raisins or Cream Cheese and Blueberries
- pumpkin muffins

- Whole Grain Crackers
- Whole Grain Pancakes or Waffles Topped with Fruit
- Ham, Turkey or Cheese Roll-Up Sandwiches, Sliced into Appetizer Bites
- Plain Yogurt with Berries and Honey
- Banana Splits with Dark Chocolate, Berries and Nuts
- Cheese or Bean Quesadillas Sliced into Triangle Bites
- Homemade Oatmeal Cookies with Raisins
- Organic juice boxes or [pouches](#) from Honest Kids
- Organic apple sauce snack packs
- [Real-fruit strips](#) and rolls from Stretch Island Fruit
- Whole food bars such a [LARABAR](#) minis
- [Bare Fruit](#) trial size packs
- Boxes of organic raisins and, where available, other organic dried fruits.
- [100% honey sticks](#) DO NOT GIVE HONEY TO CHILDREN UNDER THE AGE OF TWO
- Individual packets of fair trade, organic [Amazing Grass Chocolate SuperFood](#)
- Jammy Sammy bars & Yo Drops from [Revolution Foods](#)
- Raw or roasted nuts (ask parents before giving out nuts due to allergies)
- [Organic Twisted Fruit](#)
- Trial size packs of [dried veggie chips](#), like [Terra Chips](#)
- [Surf Sweets'](#) fun selection of [sour worms](#), gummy bears [and more](#) (Bonus: they're gluten-free , too!) Pure Fun also has an amazing array of individually wrapped organic, fair trade, vegan and dye-free hard candies (in "pops", "rocks", "jaw boulders" and more) in flavors such as root beer, Goji berry, and ginger. Pure Fun also sells a bag of USDA Certified Organic, Kosher, Vegan, allergy free and Gluten Free Pure Pop©

Non food items ("treasures")

- [Acorns](#) (kids love items from nature)
- Beads
- [Bells](#)
- Charms
- Coins (US or non-US)
- [Crayon "rocks"](#) (soy-based)
- [Earth tone feathers](#)
- [Games for Your Brain Ocean Cards](#) (one card per child)
- Glass rings
- Glass beads
- [Jokes](#)
- Large metallic star confetti or "fairy dust"
- [Mosaic glass](#) tumbled, recycled (safe for older children)
- [Pencils made from recycled money or plastic](#)
- Printed items like [word games, word search or cross word puzzles](#)
- [Seashells](#)
- Seed Packets
- [Soap](#)
- [Spinning tops](#) (recycled plastic or wooden)
- Stamps from foreign countries
- Stickers
- [Whistles](#) (Recycled plastic or wooden)
- [World Almanac for Kids Puzzler Deck](#) (one card per child)
- [Xeko cards](#)
- Yarn bracelets
- [52 Cool Tricks for Kids cards](#) (one card per child)
- [52 Great Art Projects for kids](#) (one card per child)

[52 Brain Tickling Activities for Kids](#) (one card per child)

[52 Tricks and Treats for Halloween](#) (one card per child)

[3-D cat cards](#) (one per child)

- [3-D dog cards](#) (one card per child)

Group/Class Incentives

- Pick different seats to sit in for a day
- Afternoon movie
- Dress up days...let the class vote!
- Pajama day (can also incorporate sleeping bags/blankets)
- Crazy hair day
- Farmer day
- Stuffed animal day
- Backward day (wear clothes backward and even follow the class schedule backward!)
- Camp out day (kids bring sleeping bags and teacher brings a tent)
- Book swap party (each child brings a book they no longer want and “trades” with their classmates)
- An art or craft party
- A game the class plays together (like bingo or kickball)
- Plant some flowers or plants together at the school
- Paint birdhouses together to put up at the school
- Dance party with music
- Film a short digital video/documentary as a class (for e.g. each student answers a question for the camera) then watches it together afterward

WGSD Discipline Plan

School Discipline Plan

The School Discipline Plan is prefaced by the Mission Statement because the school mission drives the environment we work to create.

Edgar Road Mission Statement:

We believe that every child has a right to learn in a safe supportive environment that encourages collaboration of staff, students, parents and community for the benefit of each individual learner, as well as the celebration of all our achievements.

Discipline Statement:

Therefore, at Edgar Road, we provided a positive learning environment where students are encouraged to reach their full potential, both academically and socially.

At Edgar Road School we:

- Encourage respect for self and others
- Develop a sense of social responsibility
- Guarantee a variety of quality learning opportunities
- Acknowledge everyone’s right to learn
- Reinforce positive behaviors and self-discipline
- Offer a variety of strategies that meet student’s needs
- Anticipate and promote student growth and risk taking
- Demonstrate kind, caring, respectful attitudes

Students are expected to:

- Be prepared to learn each day
- Show respect to self, others and property
- Make good decisions/choices
- Take responsibility for decisions/choices
- Demonstrate manners and kindness
- Keep hands and feet to self
- Display sportsmanship

The logic of discipline...

The building principal is charged with the responsibility of establishing expectations for all students and enforcing the discipline guidelines, as established by the Safe Schools Act and the Webster Groves School District's discipline policy. Consequences for infractions are logical to the incidence and will result in one or more of the following actions.

At Edgar Road, we have worked to create a "safe, supporting, learning environment."

The need for teaching, re-teaching, and re-teaching again is a constant expectation. Appropriate behavior is also a constant expectation.

Therefore, the premise for our discipline plan is derived from the Latin word, "to teach." This includes clear communication of expectations, modeling, teaching, practicing and re-teaching appropriate behaviors and problem solving, plus positive reinforcement of appropriate behavior choices. In a safe and caring community of learners, students feel they can freely express themselves and risk making mistakes because they know they will be accepted. Educators create such an environment by providing safe, firm boundaries and modeling respectful, supportive interactions with others.

Teaching Guidelines:

In the real world, conflict is a natural occurrence. Therefore, in an elementary school conflict will occur and needs to be addressed in a problem solving manner. Students are taught to choose ways to solve their problems from the chart below:

Ways to Solve a Problem

- Use your "I" message
- Ignore
- Move Away
- Ask a grown up for help

Although these are not the only ways to solve a problem, and not in any particular order, they empower children to be independent thinkers and work towards becoming problem solvers on a daily basis.

Students are also taught and expected to follow the Jaguar PRIDE expectations:

Jaguar PRIDE!

Jaguars are:

Problem Solvers

(Coming up with safe and fair solutions)

Respectful

(Using kind words and actions to myself and others)

In Control

**(Being safe with my body and words)
Determined
(Trying, even when something is hard)
Empowered
(Making the best decisions for me)**

As a staff, our goal is to move from an extrinsic system of rewarding good choices to an intrinsic system, as developmentally appropriate.

In the teaching process of expectations, we encourage the understanding of individual decision making, consequences to choices, and the verbalization of what better choices could have been made.

Voter Registration

Persons 18 years of age or older may register to vote at the Edgar Road School Office during school hours. Any new resident of the state or another county in Missouri may register immediately upon establishing residency. According to state legislation, no person shall be allowed to register unless he/she presents personal identification containing voter's name and signature. Examples:

Valid Missouri driver's license

Medicare/Medicaid card

Previous Voter's Registration card (signed)

Passport

Major Credit Card

Missouri ID

Check cashing card

Military ID

Any person now registered in St. Louis County may change his/her name and/or address at the school office. Each voter is required to appear in person to make the change. To be eligible to vote, a person must complete this process 27 days before an upcoming election.

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-Racism, Anti-Bias 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-racism, anti-bias policy.

The Webster Groves School District condemns 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.

You can read the complete policy at the link

<https://simbli.eboardsolutions.com/Policy/ViewPolicy.aspx?S=448&revid=uG3plusb4plusMqmRGXAplusQXUbSCw==&ptid=amlgTZiB9plushNjl6WXhfiOQ==&secid=&PG=6&IRP=0>