



**R.M. CAPTAIN
ELEMENTARY SCHOOL**

**Parent/Student Handbook
2019-2020**



It is the policy of the School District of Clayton not to discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs or employment practices as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990.

Inquiries related to the District's employment practices should be directed to Dr. Tony Arnold, Assistant Superintendent of Human Resources, School District of Clayton, #2 Mark Twain Circle, Clayton, Missouri, 63105 or by phone at (314) 854-6032. Inquiries related to the District's student programs should be directed to Dr. Robyn Wiens, Assistant Superintendent of Student Services, School District of Clayton, #2 Mark Twain Circle, Clayton, Missouri, 63105 or by phone at (314) 854- 6013.

Inquiries or concerns regarding civil rights compliance by school districts should be directed to the local school district Title IX/non-discrimination coordinator. Inquiries and complaints may also be directed to the Kansas City Office, Office for Civil Rights, US Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City MO 64114; 816-268-0550; fax 816-823-1404; TDD 877-521-2172.

School District of Clayton
#2 Mark Twain Circle
314.854.6000

Ralph M. Captain Elementary

"The view you adopt for yourself profoundly affects the way you lead your life. It can determine whether you become the person you want to be and whether you accomplish the things you value."

~Carol Dweck, author of *Mindset*

Dear Ralph M. Captain Families,

The students of Ralph M. Captain Elementary are the heart of our school community. Faculty and caregivers work in partnership to foster a caring, supportive learning environment where all children embrace challenges, think critically and persevere to reach high levels of learning. Creativity, innovation and leadership are just a few of the unique characteristics that describe our diverse group of young learners.

Our teachers ensure that each child's individual strengths are nurtured and serve as the foundation of learning. Ralph M. Captain Elementary students partake in differentiated learning experiences designed to deepen their understanding and prepare them to transfer knowledge and skills to new learning situations.

From assisting in the classroom to chairing a school event, parents have many opportunities to volunteer in our school, and they enjoy doing so! The Parent Teacher Organization (PTO) welcomes parent involvement and continually seeks avenues to further enhance teaching and learning.

The Ralph M. Captain Elementary website is a wealth of information; however, please feel free to contact the school directly. On behalf of the staff, I would like to extend a warm welcome to you and your family. We are excited to work with your children.

Respectfully,

A handwritten signature in cursive script that reads "Dr. J. Martin".

Principal, Ralph M. Captain Elementary

DISTRICT INFORMATION

As a community, the students, staff, parents and patrons of the School District of Clayton are united in our commitment to student learning. Our mission, vision and core values embody why we are here, what we want our students to become and the principles that guide our work.

Mission Statement

We inspire each student to love learning and embrace challenge within a rich and rigorous academic culture.

Vision Statement

We develop leaders who shape the world through independence, creativity and critical thinking.

Core Values

We model and promote

- **excellence** by challenging our students and ourselves to meet the highest expectations of our community.
- **trust** by building relationships based on integrity, mutual respect and open communication.
- **inclusiveness** by valuing individual differences and the contributions of a diverse student body and staff.
- **innovation** by encouraging ideas and practices that foster adaptability.
- **accountability** by aligning our actions and resources with our stated objectives and taking responsibility for the outcomes.

Tag Line

Educate. Inspire. Empower.

Schools of Clayton

<p>The Family Center 301 North Gay Avenue Clayton, Missouri 63105 (314) 854-6900 Debbie Reilly, Director</p>	<p>Meramec Elementary 400 South Meramec Clayton, Missouri 63105 (314) 854-6300 Patrick Fisher, Principal</p>
<p>Ralph M. Captain Elementary 6345 Northwood Clayton, Missouri 63105 (314) 854-6100 Dr. Jennifer Martin, Principal</p>	<p>Wydown Middle School 6500 Wydown Clayton, Missouri 63105 (314) 854-6400 Dr. Jamie Jordan, Principal</p>
<p>Glenridge Elementary 7447 Wellington Way Clayton, Missouri 63105 (314) 854-6200 Beth Scott, Principal</p>	<p>Clayton High School #1 Mark Twain Circle Clayton, Missouri 63105 (314) 854-6600 Dr. Dan Gutchewsky, Principal</p>

Central Office Administration

Superintendent: Dr. Sean Doherty

Assistant Superintendent of Teaching and Learning:

Dr. Milena Garganino

Assistant Superintendent of Student Services: Dr. Robyn Wiens

Assistant Superintendent of Human Resources: Dr. Tony Arnold

Chief Financial Officer: Mary Jo Gruber

Chief Technology Officer: Jeff Puls

Chief Communications Officer: Chris Tennill

Board of Education

2019-2020 Board of Education Members



Joe Miller, President
joemiller@claytonschoools.net
314.862.5920
Term Expires: 2022

Joe Miller received his Bachelor of Arts in Sociology from Northwestern University and his Master of Public Administration from Saint Louis University. He currently serves as Senior Vice President at Wyman. Joe was elected to the Board in 2016. He and his wife, Sonny, have two children at Clayton High School and one who graduated from Clayton High School.



Amy Rubin, Vice President
amyrubin@claytonschoools.net
314.706.5679
Term Expires: 2021

Amy Rubin earned her Bachelor of Arts from Georgia State University and her Juris Doctor from Saint Louis University School of Law. She is currently managing partner at the Law Offices of Amy S. Rubin, LLC. Amy was elected to the Board in 2015. She serves as the Board liaison for the Clayton Recreation, Sports and Wellness Commission (CRSWC), the Economic Development Committee, the Special School District Governing Council and the Drug and Alcohol Free Task Force. Amy and her husband, Mark, have a son who attends Glenridge Elementary School and a daughter enrolled at Wydown Middle School.



Gary Pierson, Secretary
garypierson@claytonschoools.net
314.646.8550
Term Expires: 2020

Gary Pierson earned his Bachelor of Arts in Psychology from Greenville College and his Juris Doctor from the University of Illinois College of Law. He is currently a partner at Pierson/Wells. Gary and his wife, Laura have a daughter who attends Captain Elementary and a son and daughter enrolled at Clayton High School.



Jason Wilson, Treasurer
jasonwilson@claytonschoools.net
314.324.9752
Term Expires: 2021

Jason Wilson received his Bachelor of Arts from Texas Southern University and his M.B.A. from the Washington University Olin School of Business. He is the owner and Chief Executive Officer of Northwest Coffee Roasting Company. He and his wife, Dr. Shanti Parikh, who is a professor at Washington University, have two sons who attend Captain Elementary School.



Lily Raymond, Director
lilyraymond@claytonschoools.net
 314.662.1468
Term Expires: 2020

Dr. Lily Raymond received her Bachelor of Arts from the University of Notre Dame and her Doctorate in Counseling Psychology from the State University of New York at Albany. Lily is currently a psychologist with St. Louis Psychiatric Rehabilitation Center. She previously served on the Board of Education from 2006-2012 and was elected again in 2014. She currently serves as the Board liaison for the Parents of African American Students Committee and the PTO Council. Lily and her husband, Bill Schmidt, have two daughters who graduated from Clayton High School.



Kristin Redington, Director
kristinredington@claytonschoools.net
 314.726.2664
Term Expires: 2020

Kristin Redington received her Bachelor of Fine Arts in Graphic Communications from Washington University in St. Louis. She has worked in the communications field in Boulder, Colorado, and for HOK Architects in St. Louis. Kristin was elected to the Board in 2011. She currently serves as the Board liaison for the Clayton Education Foundation and the Legislative Advocacy Committee. Kristin and her husband, Jim, have one son at Wydown Middle School, one son at Clayton High School and a daughter who graduated from Clayton High School.



Stacy Siwak, Director
stacysiwak@claytonschoools.net
 314.721.2552
Term Expires: 2022

Stacy Siwak earned her Bachelor of Science in Secondary Education and Spanish from Indiana University and her Master of Education in School Counseling from University of Missouri - St. Louis. She previously served as a teacher with the Rockwood School District and at Washington University. Stacy and her husband, Greg, have a son who attends Clayton High School and a son and daughter at Wydown Middle School.

Schedule of Meetings 2018-2019

August 28, 2019
 September 11, 2019 (joint meeting with the BOA)
 September 25, 2019
 October 16, 2019
 October 30, 2019
 November 13, 2019
 December 4, 2019
 December 18, 2019
 January 8, 2020
 January 22, 2020
 February 5, 2020
 February 19, 2020
 March 11, 2020
 March 25, 2020
 April 15, 2020 (election results/swearing in/orientation)
 April 29, 2020
 May 13, 2020
 May 27, 2020
 June 3, 2020

2019-2020

Academic Calendar

SCHOOL DISTRICT OF CLAYTON | 2019-2020 CALENDAR

<p>6-9 Teacher Preparation</p> <p>12 Teacher Preparation</p> <p>13 Classes Begin</p> <p>30 No School PK-12 Students: Professional Development</p>	<table> <tr><th colspan="7">AUGUST 2019</th></tr> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table>	AUGUST 2019							S	M	T	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	<table> <tr><th colspan="7">JANUARY 2020</th></tr> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table> <p>1-2 Winter Break</p> <p>3 No School PK-12 Students: Grading Day</p> <p>6 Classes Resume</p> <p>17 Early Release Day: Professional Development</p> <p>20 Martin Luther King, Jr. Day</p>	JANUARY 2020							S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
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<p> Semester Begins</p> <p> No School for Students; Teacher Work Day</p> <p> No School for Students or Teachers</p> <p> Early Release Day</p> <p> PK-12 Parent-Teacher Conferences</p> <p> Early Dismissal (Same schedule as Early Release)</p>	<p>1st Semester 86 Days</p> <p>2nd Semester 93 Days</p> <p>Total 179 Days</p> <table> <tr><td>1st Quarter</td><td>October 17</td><td>45 Days</td></tr> <tr><td>2nd Quarter</td><td>December 20</td><td>41 Days</td></tr> <tr><td>3rd Quarter</td><td>March 12</td><td>46 Days</td></tr> <tr><td>4th Quarter</td><td>May 28</td><td>47 Days</td></tr> </table> <p>Snow Days: If the District falls below the state minimum of 174 days: April 10 and May 29 become make-up days.</p>	1 st Quarter	October 17	45 Days	2 nd Quarter	December 20	41 Days	3 rd Quarter	March 12	46 Days	4 th Quarter	May 28	47 Days																																																																																							
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School Information

Absence: We request that parents call the school before 8:45 a.m. to report a child's absence. If we are not notified by 9:00 a.m., then office personnel will call parents to ensure each child's safety. Upon return, a dated note mentioning the reason for the absence and signed by a parent or guardian should be submitted to the main office. Office Number: 314.854.6100

Absence Due to Illness: Students who were absent due to illness are asked to report to the nurse when returning if any outside medical care was required. The School District of Clayton policy states that any child who is too ill to come to school in the morning should remain home for the entire day to protect the health and safety of all students.

Absence for Other Reasons: If a child will be absent for a medical appointment or another preplanned event, please submit an early dismissal request to the student's classroom teacher at the beginning of the day in question. It is preferred to have the request submitted at least one day in advance. In these situations, a child may return to school midday.

Arrival to School: Opening begins at 8:30 a.m. to ensure children begin with instruction at 8:40 a.m. Supervision on the playground begins at 8:20 a.m. **Children should not arrive before 8:20 a.m. without parent supervision.** Parents who need to leave their child/children at school before 8:20 a.m. should request information on Captain Kid Zone, the before and after school child care program. Kindergarten children arrive on the kindergarten playground (east side of school) and 1st through 5th grade arrive on the large playground (west side of school).

Attendance/Tardiness: One major factor in a child's success in school is regular attendance. Each time a child is absent from school he/she misses instructional experiences that cannot be duplicated. It is imperative that your child attends school every day unless he/she has a medical excuse. We encourage doctor appointments be scheduled after school hours. If a parent has a concern about their child's attendance and the effect of any absence(s) upon grades, the parent is encouraged to speak with their child's teacher.

We believe it is important for every child to arrive on time for school every day. Tardiness to school can cause a disruption to learning and break the continuity of the teaching process. Parents are encouraged to make every effort to get their child to school on time. It is important for children to develop the habit of arriving to school on time. Students enter the building at 8:30 a.m. and are expected to begin learning at 8:40 a.m. *Tardy students are always required to check in with the office for a late admittance slip before entering their classroom.*

Attire/School Dress Code: Please use the following to provide guidance to your child/children:

- Clothing is to be free of advertisements and slogans that could be considered inappropriate for elementary students.
- Clothing should always be in good taste - for example, very short shorts, sagging pants and exposed midriffs are not suitable for elementary school.
- Students should wear clothing appropriate for the weather conditions, especially for inclement weather.
- For safety reasons, it is requested that children have a pair of athletic shoes for Physical Education classes and recess every day.
- Parents are encouraged to clearly mark outer clothing with students' names for easy identification in the event of being lost or misplaced.
- Students are welcome to wear hats, scarves, and/or other accessories so long as they are not a disruption to the learning environment. Students are encouraged to remove hats during the playing of The National Anthem and/or The Pledge of Allegiance.

Before/After School Care – KID ZONE: A before and after school child care program (KID ZONE) is available at R.M. Captain School. It operates from 7:00-8:30 a.m. and again from 3:30-6:00 p.m. Interesting and challenging recreational activities are planned. An afternoon snack is served daily. Fees are charged for this program and applications are available on the school website. Financial assistance is available for students on the free or reduced lunch and breakfast program. Phone Number: 314.854.6147

Bicycle Safety: For the safety and welfare of our students, we have outlined the following list of bicycle rules to be followed during the school day:

- Walk bicycles on the sidewalks on Northwood.
- Provide locks for all bicycles and lock them to the bike rack located at the front entrance, not on the chain fences.
- Wear helmets and store them in his/her lockers.

Birthday Treats: R.M. Captain Elementary recognizes that birthdays are special days for the children. Students will have their names read over the intercom for recognition and will receive something special on their birthdays (half-birthdays for students with summer days) from the school. **In order to protect instructional time and to maintain a safe environment for all students who have food allergies, birthday treats are not allowed.** In honor of their child's birthday, families are welcome to donate a book to the classroom or school library.

Breakfast Program: The breakfast program is a regular part of our cafeteria service. Breakfast is served from 8:15-8:30 a.m. Students in child care and students who ride the bus go directly to the cafeteria and then go out to play after they eat. Breakfast is not served to students who arrive after 8:30 a.m. Breakfast includes cereal, milk, fruit or juice, bread, muffins, etc.

Captain's Log: A weekly e-news message titled "The Captain's Log" will arrive in your e-mail each weekend once the school year begins. This communication will include important information about the week ahead as well as updates from our specialist teachers and PTO. Please keep the school informed of any email address changes, and do take time to learn all that you can about our work at Captain through these communications.

Other paper information/communication will be backpacked. For families with more than one child enrolled at Captain, the updates and notes will be sent with the youngest child.

Cell Phones: Since we protect the learning time of your child, students are not permitted to use cell phones in class. If parents desire their child to carry a cell phone, it must remain turned off and in the backpack during the school day. We ask parent volunteers to refrain from using cell phones while volunteering in the classrooms.

Class Meetings: Class Meetings are designed to build relationships among the class and develop a stronger sense of community that can support one another socially and academically. Teachers engage students in class meetings daily as part of the morning routines.

Conferences: Conferences are held during the first and third quarters of the school year. First quarter conferences are goal-setting conferences when parents, students and teachers set goals for the school year. Third quarter conferences are used to assess progress toward those goals. Additional conferences may also be scheduled any time during the school year by contacting your child's teacher. Written report cards are issued in January and June.

Dismissal: School is dismissed at 3:20 p.m. for kindergarten students and 3:30 p.m. for students in grades 1-5. Students should go directly home after school and check in with an adult unless they are involved in a school-sponsored activity meeting immediately after school. **Children accompanied by a parent or supervising adult may return to play on the playground.**

A note from a parent is required for early dismissal. Safety precautions require that students sign-out in the office prior to leaving the building.

- **Kindergarten – Dismiss from Classrooms**
- **Grades 1-3 – Dismiss from Cafeteria**
- **Grades 4-5 – Dismiss onto Blacktop (west side of the school)**

Early Release Days - Teachers and all professional staff meet throughout the year for professional development focused directly on student learning and achievement. Early Release Days are included on the calendar as a means for setting aside time for conference preparation, grading/records and professional learning. School will dismiss after lunch is served at 1:15 p.m., each early release afternoon. Please note students follow an alternative schedule on these days. Kid Zone offers extended care on early release days for children who are enrolled in the program. All early release dates can be found on the District Academic Calendar.

Emergency Preparedness – Fire, Tornado, Earthquake, Intruder: Practice drills are held throughout the school year. Children will practice the correct positions and procedures for maximum safety. In case of severe storm warnings at the end of the school day, dismissal may be delayed until it is safe for the children to leave the building.

Fire Procedures:

Signal: Uninterrupted sounding of alarm

Procedures:

- Exit building and report to the west side of the playground. Staff will use alternate exit routes as necessary. Teachers will complete attendance sheet and report anyone who is missing.

Tornado Procedures:

Signal: Uninterrupted sounding of alarm/Directions over intercom

Procedures:

- Walk to designated safe area and assume “duck, tuck and cover head” position. The designated safe areas include the stairwells, bathrooms and rooms/hallways without windows. Teachers take attendance and report to the administrative team.

Earthquake Procedures:

Signal: Building/Ground Shaking

Procedures:

- Indoors: Duck, tuck and cover under a table or desk.
- Outdoors: Move to open area away from buildings and wires.
- When movement has stopped, the building leader will order evacuation of the school over the loud speaker.

Security Drill Procedures:

Signal: An announcement saying, “This is a Security Alert” (intruder drill)

Procedures:

- Staff will direct the children to respond in one of the following ways based on the information they have regarding the location of the intruder:
 - **Educate:** The best way we can work to keep the school safe is to be aware of anything in school that does not seem right. If you see someone in the school that you do not know who is acting in a strange manner, please report that immediately to the first adult you see. That adult will then address the situation and will make sure you are safe.
 - **Evade:** Sometimes the best response when there is a dangerous person in the building is to hide from the person. Remember, when we attempt to hide we will turn off the lights, remain quiet and stay out of sight as best as possible. We will practice that today, and we will also look for ways to make it more difficult for a dangerous person to get into the room (will practice barricading room in one minute).

- **Escape:** Sometimes the best response when there is a dangerous person in the building is to escape the building if we think we can do so safely. Today during our drill there will be an announcement about the location of an intruder. If that location is far enough away for us to escape, we are going to walk to the nearest safe escape route. When we do so, please remain quiet and follow my directions.
- **Engage:** If there is a situation where the dangerous person comes into our room, the best option may be to make it as difficult as possible for the person to do harm to anyone. If that is the case, please look around and identify items you may be able to throw at the person to distract or hurt them. Then, take the first opportunity you have and exit the classroom and building and get to a safe place outside of school.

Emergency Contact Information: It is important that we have up-to-date telephone numbers for each parent and the telephone numbers of two other people authorized to act for you, the parent, as well as the names and telephone numbers of your child's doctor and dentist. If it becomes necessary to contact parents for an emergency situation such as an illness or injury, this information is critical so that we may act in the best interest of your child.

Please update this information immediately whenever a change has been made. Children are strongly encouraged to memorize parent's phone numbers for emergency purposes.

E-Readers: At R.M. Captain, we are supportive of students in grades 3-5 using personal e-readers in the classroom. **The devices are to be used for reading only.** Students are not allowed to use the devices for playing games. The R.M. Captain Elementary staff is NOT responsible for lost, misplaced, stolen, broken or damaged e-readers. Please consider this when making the decision to allow your child to bring his/her e-reader to school.

Excuse from PE/Recess: A note from a parent is required if a student needs to be excused from Physical Education or recess. In accordance with School District policy, these requests will be honored for one week. Requests that a child be excused from Physical Education or recess for more than one week must be from a physician.

Extracurricular Activities/Clubs: Captain teachers share their interests and expertise in a variety of before and after school clubs and intramural sports. These extracurricular activities are offered on a semester basis. A description of available activities is sent home at the beginning of each semester and students have the opportunity to register for the activities in which they are interested. Specific information on these activities will be made available via a flyer.

Food Allergy Management Policy for District: The School District of Clayton is working to ensure that our schools are welcoming and safe for students with life threatening or other serious food allergies. With the safety of all students in mind, the Board of Education approved a Food Allergy Management policy:

- No peanuts, tree nuts or products containing peanuts or tree nuts may be brought into classrooms for any purposes, such as snacks, classroom parties, etc.
- The District will not serve peanuts, tree nuts or products containing peanuts or tree nuts. Additionally, the policy contains changes that are grade-level specific:

Grades K – 2:

Students **may not** have peanuts, tree nuts or products containing peanuts or tree nuts in their lunches. There will be a table in the cafeteria designated as a nut-restricted table.

Grades 3-5:

Students **may** have peanuts, tree nuts or products containing peanuts or tree nuts in their lunches to be consumed only in the cafeteria during lunch. There will be a table in the cafeteria designated as a nut-restricted table.

Gifted Education Program: The eXtended Learning (XL) program focus is on talent development that incorporates the Intellectual Standards, along with attention to the affective needs of gifted students.

Grades 2nd-5th grade students who meet the target scores within each of the Missouri Department of Elementary and Secondary Education (DESE) categories will participate in a weekly pull out session with a gifted specialist for a minimum of 150 minutes. Student progress in the gifted curriculum is determined and provided to parents. Elementary gifted specialists meet with classroom teachers to collaborate with teachers for professional learning and supporting the learning for gifted students in the regular classroom.

Students Grades 6-8 who meet the target scores within each of the DESE categories may elect to take Exploratorium as one of their grade level electives. Secondary gifted specialists work with administrators to determine a schedule for collaboration with grade level teams as part of providing professional learning and planning for instruction for gifted middle school students. Information about identification for Gifted programming is available on the Student Services section of the District's website (<https://www.claytonschoools.net/Page/25>).

Holiday Room Parties: Halloween, Winter Holiday and Valentine's Day are the three regularly scheduled classroom parties each year. Grade level representatives selected by the Parent-Teacher Organization are responsible for the organization of the celebrations. **In order to maintain a safe environment for all students who have food allergies, edible treats are not allowed.**

Homework: Homework is assigned to offer further practice or reinforce learned concepts, study/review for assessments and enrich learning experiences. Homework fosters independence and promotes the development of responsibility, time management and organization. Please see additional resource located at the end of this handbook.

Home/School Communications: R.M. Captain Elementary believes in strong partnerships with parents/caregivers supported by solid communication. When parents have questions or concerns, it is important to contact the classroom teachers first. Teachers represent the first step in resolving concerns because they are knowledgeable about your children and the school program.

Immunizations: Missouri State Law mandates that children must be completely immunized and you must provide the school with the immunization record by the **first day of school attendance**. Any child who is not fully immunized or properly exempted will not be allowed to enter school.

Missouri School Immunization Law requires the following immunizations for all school children unless naturally immunized, or exempt for religious beliefs. For further information or clarification, please contact the school nurse.

- **Rubeola (Measles):** Two doses on or after first birthday separated by at least 30 days, for students who started kindergarten, or who were 5 or 6 years of age, as of and after the 1990-91 school year.
- **Rubella (German Measles):** One dose on or after first birthday.
- **Mumps:** One dose on or after first birthday.
- **Polio:** At least 3 doses. Last dose must have been at age 4 or older.
- **Diphtheria (DPT, DT, Td):** At least 3 doses (+10 yr. booster). Last dose must have been at age 4 or older.
- **Pertussis (DPT):** At least 3 doses. Applies to students 6 years of age and younger. Last dose must have been at age 4 or older.
- **Tetanus (DPT, DT, Td):** At least 3 doses (=10 year booster). Last dose must have been at age 4 or older.

Inclement Weather and School Closings: Information regarding school closings or schedule changes due to extreme weather will be posted on the front page of the District website as soon as a decision is made. Typically, a decision to close school or open on a snow schedule is not made until 5:00 a.m. on the morning in question.

When a snow schedule is announced, starting times for the school will be one hour later than normal (9:40 a.m. - 3:30 p.m.). School will still be let out at the regular time. The before and after school child care program (Kid Zone) will follow a regular schedule unless otherwise announced. Please check this site or tune to local media for information on school closings.

On days that the District is closed or on a snow schedule, School Messenger, the District's broadcast telephone messaging system, will call all District families at their primary contact number to announce a closing or late start.

The School District of Clayton also posts school closings on the local radio and television stations. School closing information may also be obtained by calling the District Administration Building at 314-854-6000.

Lost and Found: Each year many valuable, personal possessions are not claimed from our Lost and Found. **Due to the similarity of items, it is very important that all belongings brought from home be clearly labeled with the child's first and last name.** We suggest that parents encourage children to carefully check for lost items; parents are also invited to look through the Lost and Found located on the first floor of the school. All items left in the Lost and Found are donated to charity during the Winter Break and at the end of the school year.

Lunch: Students may bring a lunch from home or purchase a lunch from the Cafeteria. Parents deposit money into each child's lunch account. As the children come through the lunch line, the cashier deducts the day's purchase from his/her account. Students may purchase milk or juice to accompany lunch from home. Lunch prices are reviewed and often adjusted annually. At the beginning of the year, information is sent home to inform families of lunch costs. Students whose lunch account falls in arrears will be served a cheese sandwich for their lunch until the account is paid in full. Please check with the cafeteria staff to ensure your child's account is up-to-date. Menus can be found on the District's website.

Medication taken by Students at School: Regulations for administering prescribed medications to students are as follows:

- **Medications** must be brought to school in a container appropriately labeled by the pharmacy or physician and taken directly to the clinic.
- **Written permission** must be provided by the parent requesting the medication be taken at school and appropriate forms completed in the school office.
- **Parents and/or physician** should keep school personnel informed regarding the effectiveness and continuation of the medication taken during school hours.
- **Non-prescription medications** such as aspirin, cold tablets, cough drops, etc. are not given in the school.

Messages for Students: If you need to leave a message for your child about going home a different way, please call before 3:00 p.m. so office personnel can deliver the message before dismissal.

Parent-Teacher Organization (PTO): At Captain School, our children, parents and teachers have worked hard to create a community of learners. We believe the participation of everyone in our school community is a key ingredient to successfully educate our children. Everyone in our community is a part of PTO and we especially welcome new parents and families. We are continually working toward a community where every voice is heard and everyone is able to participate. We are proud of the partnership we are building between parents and teachers. The PTO offers workshops and ways for parents to volunteer within the curriculum. The PTO participation not only helps parents learn about our curriculum; it broadens a parent's understanding of the entire school.

Meetings are open to all interested parents and are announced in the *Captain's Log* and posted on the RM Captain website.

Our PTO is organized with grade level representatives and officers. Each classroom has a grade level representative. The representative works with the teachers and parents in planning the three classroom parties, in working on a larger PTO project and in acting as a connection to our families.

A very important part of PTO is fostering community. We sponsor several events throughout the year that help us to connect with each other and deepen our community spirit.

The PTO Board meetings are held at Captain in the Library every month. We encourage our parents to come and participate in our decision-making process and to update themselves about what is going on in our school community. Notices about meetings, community events and volunteer opportunities are published regularly in the *Captain's Log* and RM Captain website.

Pedestrian Safety: Children who walk to school should stay on the sidewalk. They should cross the street only at the corner or designated crosswalk. Children should not take short cuts through driveways or alleys. Crossing guards are located at the corners of Northwood and Demun, Clayton and Demun, and Wydown and Cecil.

Procedures for Overdrawn Meal Accounts:

1. Low Balance Report: Weekly, Cafeteria personnel generate a low balance letter whenever a student's prepaid balance is \$10.00 or less. The designated school Administrator's name appears as the sender of the letter. Cafeteria personnel will send the letters directly to parents via email. Emailing letters will ensure that the message was received by the parent. If no email exists, then a letter will be sent home. At this point, there is no disruption of food services.
2. Negative Balance Report: Cafeteria personnel generate a negative balance letter under the appropriate Administrator's name whenever a student's prepaid balance is overdrawn. Cafeteria personnel will send the letters directly to parents via email. If no email exists, then a letter will be sent home. Food service is disrupted after the negative balance reaches the equivalent cost of 5 meals. At this point, middle and elementary school students are provided with an alternative meal.

NOTE: The student has had approximately 4 to 5 days of meals served between the time the low balance report is sent and changes in food service occur.

3. High School: CHS students will not be able to purchase homecoming tickets, prom tickets, etc. if they owe on their lunch account. Furthermore, graduating seniors may not be able to participate in graduation ceremonies if they owe on their lunch account.
4. Cafeteria personnel will monitor for any student receiving substitute meals for the 2nd time. The Director of Food Services may contact the school administrator after 5 alternative meals have been served to jointly form a plan of action to resolve the issue. The Food Service office should be contacted if there is any chance the student may be eligible for free or reduced price meals.
5. If an insufficient funds check is presented, the amount will be deducted from the students cafeteria account and could result in a negative balance.

Recess: Children will partake in twenty minutes of recess daily. Recess will be held outdoors, weather permitting. If the temperature or wind chill falls at or below 10 degrees Fahrenheit or the temperature or heat index exceeds 95 degrees Fahrenheit, students will partake in indoor recess.

School Safety: The Captain staff are routinely trained in school safety procedures, which include *Active Shooter Training*. We proactively practice with students what to do in the case of a fire, tornado, earthquake and intruder by participating in safety drills. The principal leads a School Safety/Crisis Team of teacher and parent representatives.

This team meets at least once each semester to review procedures, roles and responsibilities in the event of a threat to the security of staff and students. Our District Chief Communications Officer conducts annual safety walkthroughs in each building with our District Director for Facilities and area First Responders (Fire, Police, EMT); often suggesting timely upgrades to our security systems as a result of each audit. Captain teachers also meet with the School Resource Officer assigned to Captain to role play and gain knowledge in support of securing the safety and well-being of students in the event of an emergency situation. The building is locked while school is in session. Please use the buzzer system when visiting and do check in at the office once you have identified yourself and the intent of your visit. Also note that as an extra safety precaution, Captain students are taught not open the school doors for adult visitors.

School Song/Colors: School colors are red and blue and the school mascot is the cougar. The Captain School song is sung to the tune of the Notre Dame fight song.

Ralph M. Captain, loyal and true
Cougars are fighting for red and blue
We have classes of all kinds
Helping to build up students' minds
Soccer, football, basketball, too
We're always planning something to do
We have power by the hour
So fight on for red and blue! Hurray!

Telephone Use by Students: The phone lines are kept open for school business. After-school arrangements should be made at home prior to school time. Students will be asked to plan play dates when they get home from school. In cases of an emergency, a phone call will be made by a school staff member.

Touchstone: A touchstone expresses the "how" of an organization, including how to treat each other and the attitudes needed to approach learning and work. It is meant to inspire individuals to be their best and to guide their thoughts and actions on a daily basis. The goal is for students to become intrinsically motivated to live the values of the touchstone. It is not a tool for adults to gain compliance from students. In general terms, a touchstone is a test for a standard, such as for the purity of gold. Here, it is a test for how well your thoughts and actions align with the school's core values. And it applies to all members of the school community, not just the students.

Captain Touchstone:

At Captain, we...

- value each other's differences.
- approach conflicts peacefully.
- practice a growth mindset.
- respect ourselves and others.

This is what we do, even when no one is watching.

Volunteer/Visitor Sign-In/Out: We take the safety of your child seriously. On school days from 8:40 a.m. -3:20 p.m., all visitors and volunteers to R.M. Captain Elementary must enter through the front door and be buzzed in by office personnel. Please do not ask students to open exterior doors.

Volunteers and visitors to R.M. Captain **must** sign-in in the office and wear a visitors' sticker. **Please do not go to a classroom before you sign in at the office.** For the safety of our students, we must know who is in the building at all times.

Volunteer Opportunities: There are a number of ways parents can be productively involved in Captain School. Parents can help plan a variety of social and fundraising events that enrich our school community and serve on a variety of planning and curriculum committees. When you become a volunteer, your work takes on special significance -- though you are not part of the staff, you share their responsibilities while working with students.

When you volunteer at Ralph M. Captain Elementary, you help . . .

- your child.
- other children.
- teachers.
- administrators.
- the community.

Volunteers are expected to complete the background safety check and complete training required by District policy. Additional information can be found on the School District of Clayton's website or at Ralph A. Captain's main office. Thank you for sharing your time with the children.

Website & Mobil App: The School District of Clayton's website, <http://www.claytonschoools.net>, contains valuable information such as calendars, menus and staff contact information. You can also stay connected with the School District of Clayton by using our mobile app. Download today to receive push notifications and gain access to calendar events, menus and District news.