

Blades Elementary Student Handbook 2014-2015



5140 Patterson Road
St. Louis MO 63129
(314) 467-7300

Dr. Jeremy Booker, Principal
Mrs. Laurie Tretter-Larkin, Asst. Principal
Mrs. Marcia Gleiforst, Secretary
Mrs. Melea Genthon, Secretary

Important Phone Numbers:

School Office	467-7300
Fax Line	467-7399
Attendance Line	467-7310
Nurse's Office	467-7330
Transportation	467-5240
Y-CARE	467-7388

Blades Staff

All # begin 467-		
Name	Ext.	Title
Peggy Capizzi	7365	Kindergarten
Shannon Kress	7316	Kindergarten
Keddie Weil	7322	Kindergarten
Stephanie Coleman	7300	Kindergarten
Gretchan Hearst	7317	1st Grade
Dawn Hart	7373	1st Grade
Stacey Pauk	7379	1st Grade
Laurie Ringkamp	7319	1st Grade
Ellen Biele	7347	2nd Grade
Laura Kadlec	7320	2nd Grade
Dawn Meyer	7321	2nd Grade
Sara Hermann	7371	2nd Grade
Sharon Guy	7334	3rd Grade
Stephanie Nemeec	7323	3rd Grade
Lauren Waterkotte	7337	3rd Grade
Beth Butchko	7336	4th Grade
Sarah Abernathy	7332	3rd Grade
Jill Hudson	7327	4th Grade
Renee Zerwig	7329	4th Grade
Lauren Ellington	7324	5th Grade
Kristin Nelson	7325	5th Grade
Chris Tinker	7333	5th Grade
Jessica Woulfe	7326	5th Grade
Kriste Ludwig	7349	Music
Katie Hernandez		PT Music
Anne Weyerich	7355	Art
Brandon Schulte	7357	PE
Kevin Green	7366	PT PE
Ann Willis	7340	Librarian
Meredith Fournell	7364	Reading
Christina Fedorchak	7328	Reading
Jamie Williams	7374	ELL
Colleen Filla	7335	SSD
Scott Crooks	7383	SSD/Psychologist
Donna Marlette	7372	SSD
Diane Oldham	7341	SSD
Liz Mee	7318	SSD
Amy Butler	7344	SSD/Speech
Nancy Wamser	7339	SSD/OT



BLADES BOBCAT BOOSTERS

The Blades Bobcat Boosters Parent-Teacher Organization is open to all parents and guardians. The BBB sponsors many of the student and school activities. Anyone interested in volunteering time or serving on BBB should call The Blades Bobcat Boosters President, Jennifer Haag.

The Blades Bobcat Boosters (BBB) seeks to actively engage in and be a reflection of the larger Blades community. The BBB seeks to implement, sponsor and support programs and activities that enriches the learning capabilities of the Blades students and fosters a positive learning environment. Recognizing the critical role that our teachers play in the development of our children, we will support programs and activities that assist our faculty in both the classroom and extra-curricular activities. Also understanding the vital role of parent participation in our children's lives, we will seek to implement and encourage activities and communication that will allow for the maximum opportunity for involvement.

Office	Name	Contact
President	Jennifer Haag	Jenhaag22@gmail.com
Vice-President	Sara Barnes	sgbarnes32@hotmail.com
Secretary	Stacey Geldmacher	stacey@bladesboosters.org
Treasurers	Cathy Nixon & Denise King	Cnix01@att.net Deniseking75@gmail.com
Fund Raising	Tina Mueller	Tmueller0508@gmail.com
Assistant Fund Raising	Tammy Anthony & Paul Anthony	Tammyanthony72@gmail.com Trainerpaul72@gmail.com

VISITING SCHOOL

Parents are very welcome to visit school and are frequently invited to observe special programs. Requests to visit classrooms should be made in advance through the office. Teachers cannot discuss a child's achievements or concerns during class time. Please call to arrange a conference with your student's teacher.

All visitors must sign in the office upon arrival and wear a visitor's badge at all times.

VOLUNTEERING

Parents, grandparents, or other community members wishing to volunteer their time for the benefit of Blades Elementary School may contact the school office at 467-7300. Volunteers will fill out a Volunteer Agreement in the office before working with students. In addition to the satisfaction of working with young people, volunteers enjoy the appreciation of staff, students, and the community.

WITHDRAWING A STUDENT

Parents should inform the elementary school at least one week prior to moving out of the district. The parent should return any library books and pay any fees or fines that are due.

Y-CARE

A Latch-Key program, offered by the South County YMCA, provides before and after-school childcare at Blades Elementary School. For specific information, call 849-4668, ext. 249.

RELEASING OR DISMISSING A STUDENT

The safety and security of our students are always our first concern. No child is to be released to anyone unless first cleared through the office. This rule is for the protection and safety of the child. Parents, guardians, or an authorized substitute of the parent needing to take a child out of school should report to the office and sign out the student. The secretary will verify identification before releasing the student. The office will then call the student's teacher and ask for the student to be sent to the office for dismissal.

The district will release a student to either parent unless the district has a valid court order directing otherwise or unless the parent requesting release is only entitled to supervised visitation. If district staff have concerns about releasing a student to a parent, the student may be held while additional precautions are taken, including, but not limited to, verifying custody orders, contacting the other parent or contacting the proper authorities.

Teachers have been instructed not to release any child without office approval. Parents unable to pick up a child in person should contact the office to designate a substitute. Parents are encouraged to list authorized substitutes with the office ahead of time.

ATTENDANCE AND TARDY POLICY

Regular daily attendance is vital a student's success. It is critical that they are at school during the designated times and days to ensure they are receiving the appropriate education.

Students arriving after **8:05 A.M.** are marked tardy and should report to the office before going to their classrooms. Parents of children arriving after **8:05 A.M.** **MUST** bring the student to the office to sign in and receive a pass before they are allowed to go to class.

The principal will send a letter to families reminding them when their child or children have missed an excessive amount of days. The letter will explain that Children's Division may be contacted if the situation continues. Below is a breakdown of this process.

- Letters will be mailed in October, January, and March, informing parents of unexcused absences and excessive tardies. These are the guidelines we will follow:
 - * 5 or more absences
 - * 10 or more absences
 - * 5 or more tardies
 - * 10 or more tardies
- **Doctors notes are needed for excused absences.**
- Letters will also be sent home at the discretion of the principal.

Students arriving late or leaving early are **not eligible** for perfect attendance awards at the end of the year.

ARRIVAL AND DISMISSAL

School begins promptly at 8:05 A.M. Students may enter the building at **7:55 A.M.** The school provides supervision beginning at 7:55 A.M. For your child's safety, please do not drop off students before 7:55 A.M. For students who must arrive earlier, before and after school childcare is available on site through the Y.M.C.A.

When it is necessary for a student to leave school early, the parent or guardian should come to the office to sign the student out. Office personnel will call the student to the office for dismissal.

WE APPRECIATE YOUR ASSISTANCE BY AVOIDING EARLY DISMISSALS AFTER 2:30 P.M.

At 2:30 P.M., teachers begin preparing students to end the school day, organize homework assignments, and prepare to be dismissed. In order to allow for a smooth transition, we try to avoid interrupting this process. We appreciate your support.

The school day ends at 2:45 P.M. Students will be escorted to the buses and the parent pick-up area by their teachers beginning at 2:45 P.M. Buses will be dismissed at 2:50 P.M.

Procedures for reporting student absences:

- The parent/guardian should **call** the school Attendance Line at **467-7310** prior to **8:30 A.M.** on the day of the absence to report the student will be absent from school .
- Absences must be verified or the absence will be marked unexcused.
- **A doctor's note is required for illness lasting 3 or more consecutive days and/or excessive illness.**
- Letters will be sent home a during the year for excessive tardies and absences (over 5 days and/or 10 days). *See attendance and tardy policy p. 14

AM PARENT DROP-OFF PROCEDURES

- ***NO STUDENTS ARE TO BE DROPPED OFF PRIOR TO 7:55 A.M.***
- Pull forward along the back of the building to the drop off zone behind the building
- Wait for a Blades Staff Member to release and allow the students to exit **ONLY** on the vehicle doors closest to the building

PM PARENT PICK-UP PROCEDURES

- ***DISMISSAL WILL BEGIN AT 2:45 P.M.***
- Pull forward to the drop off zone along the back of the building
- Make sure your "family name Card" is displayed in your front window

BREAKFAST PROGRAM

Breakfast for elementary students is available from 7:50 A.M. to 8:10 A.M. in the cafeteria. Generally, breakfast includes milk, fruit, juice, cereal, or another breakfast entrée. Breakfast is served at the full price (\$1.00), reduced price (\$0.30), or free, depending on family income. Students will be dismissed to their classrooms after eating breakfast.

BUS TRANSPORTATION

314-467-5240-Mehlville Transportation Department

School bus transportation is provided for all students who live in the Mehlville School District and students who participate in the Voluntary Interdistrict Transfer Program (VICC). The Mehlville School District will abide by all federal, state, and local laws and regulations. In order to participate in transportation service, students as well as parents must be willing to accept and comply with the regulations and responsibilities established by Mehlville School District.

Students are expected to ride on their assigned bus. For information on bus routes or if there is a change in address, parents of Mehlville residents should contact the school office at 467-7300. Parents of VICC students should contact the VICC office at 721-8657. Bus passes are not permitted for any reason. **Students will only be authorized to ride their assigned bus to their assigned stop.** The practice of riding multiple buses to different stops will no longer be permitted except for authorized daycare centers.

Bus drivers will only allow kindergarten students off the bus if a parent or guardian is at the bus stop to pick up the child. Kindergarten students not met by a parent or guardian will be brought back to school.

ELEMENTARY BUS ROUTINE

Be Safe

Sit Seat to Seat and Back to Back

Keep Hands, Feet and other Objects to Yourself (KHFOOTY)

Level 1 Voice

Be Respectful

Use Kind Words

Take Care of Others, the Bus, and Yourself

Be Responsible

Follow Directions

Keep Area Clean

Save Food and Drink for School or Home

BLADES HALLWAY ROUTINE

Be Safe

Use quiet walking feet
Keep hands, feet, and other objects to yourself
Stay to the right

Be Respectful

Walk quietly

Be Responsible

Return to class promptly
Stay in line facing forward
Walk with your hands at your sides or behind your back
Voice level 0

BLADES PLAYGROUND ROUTINE

Be Safe

Keep hands, feet, and other objects to yourself
Rocks and woodchips stay on the ground
Stay in approved area

Be Respectful

Take turns.
Let others play
Thank the recess teachers

Be Responsible

Be a problem solver.
Put the equipment in the containers immediately after the whistle blows 3 times
Take all your belongings, line up quickly, and wait for instructions from recess teachers at Voice Level 1
Enter building and wait in the cafeteria line at Voice Level 1

PBIS-Positive Behavior Support Program

Be Respectful

Be Safe

Be Responsible

Making Blades a positive learning environment for all of our students each and every day is our number one priority. We will be working with the students throughout the school year to teach them routines in all common areas of the building. This will be done through a variety of learning opportunities including: buddy activities, videos, classroom lessons and skits. We appreciate your support by carefully reviewing these routines with our students' on a regular basis to help to continue the ongoing learning between home and school.

BLADES BATHROOM ROUTINE

Be Safe

Wash hands with soap and water
Keep hands, feet and all other objects to yourself

Be Respectful

Respect privacy
Keep the bathroom clean

Be Responsible

Follow bathroom routine
Voice level 0

BLADES CAFETERIA ROUTINE

Be Safe

Keep hands, feet, and other objects to yourself
Keep food and drinks in the cafeteria

Be Respectful

Eat only your food and drink
Raise your hand if you need anything
Thank the cafeteria teachers

Be Responsible

Know your lunch number
Sit at your assigned table
Clean up after yourself
Put trash and recyclables in the appropriate containers
Take all of your belongings and wait for your teacher to dismiss you
Wait at a Voice level 1

BUS REFERRALS AND CONSEQUENCES

Bus drivers have the responsibility to maintain a safe and orderly environment on the school bus. **The drivers have the right to warn students, conference with students, and assign specific seats.** The driver will note on a Bus Safety Report any behaviors that are deemed hazardous while riding the school bus. The building principal or designee will handle behavior that results in a Bus Safety Report. Parents having questions or concerns regarding bus behavior should contact the building principal.

Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

CODE OF CONDUCT FOR STUDENTS

The intent of all rules and regulations is to protect the health and welfare of students and staff at Blades Elementary School while maintaining an atmosphere conducive to learning.

Blades students are expected to:

- Attend class on a regular basis and participate in class activities.
- Make choices that demonstrate respect for self, others, and property.
- Maintain appropriate behavior so as not to interfere with the teacher's teaching and other students' learning.

Our objective is to encourage and reinforce appropriate social skills and behavior to insure a positive learning environment for students and staff. Teachers will use a variety of strategies to guide students to correct misbehavior and assign consequences according to classroom discipline plans.

Students will be referred to an administrator for serious or recurring misbehavior. Parents will be notified about the disciplinary referral, interventions used to correct the inappropriate behavior, and the consequences earned by the student. Students will be assigned consequences in accordance with the Mehlville School District Disciplinary Policies, Procedures, and Consequences Manual.

COUNSELING

A certified school counselor is on staff for the benefit of students, parents, and teachers. The counselor works within each classroom to instruct students in skills that will enhance their learning. The counselor's primary responsibility is to work with students in developing appropriate and positive social, personal, or academic behavior. Counseling sessions may be on an individual basis in order to provide an outlet for the student to express his or her feelings. The counselor will talk with students at the request of students, parents, or teachers. Families with academic/school issues, as well as concerns about personal well-being, can contact the counselor. The counselor may be reached at 467-7305.

CUSTODY

In the event that a child is living with only one parent, report cards and conferences will be offered to the non-custodial parent upon request. If the non-custodial parent is not to be involved with his/her children, then THE CUSTODIAL PARENTS MUST PRESENT LEGAL DOCUMENTATION OF CUSTODIAL RIGHTS TO THE PRINCIPAL.

DISTRICT POLICIES AND PROCEDURES

Mehlville School District publishes the Disciplinary Policies, Procedures, and Consequences manual to outline student rights. Please read through the manual with your student, sign the last page, and return it to school.

DRESS CODE

Every student is expected to present a proper and appropriate appearance. Students should dress in a manner that will not disrupt the educational process. Student clothing should be functional, safe, and reflect the attitude of the student toward his or her primary job-*learning*.

Students' health and safety are always a factor in establishing dress codes. A principal may determine a student's attire to be inappropriate for the school setting.

EARLY CHILDHOOD

Early childhood classes are available from two to four days a week on a tuition paid basis. Please contact the John Cary Early Childhood Center at 467-5300 for more information.

EMERGENCY SCHOOL CLOSINGS

When severe weather necessitates the closing of school, the Superintendent strives to make the decision by 5:30 A.M. School closings will be broadcast through the School Reach phone system, on the district website (www.mehlvilleschooldistrict.com) and on most major radio and television stations. If school is closed, all other school-related activities are canceled for that day.

ENROLLMENT

The enrollment of a new student requires:

1. Birth Certificate
2. Proof of Residency (current personal property/property tax receipt, lease agreement, or home sale agreement)
3. Immunization records

An enrollment form must be completed on each new student by one of his/her parents or legal guardians.

NURSE AND HEALTH ROOM

The school health room is located in room 105, and it is staffed daily from 7:45 until 3:05. The nurse may be reached 467-7330. Preventative health care is a primary goal of Blades Elementary. In addition to providing emergency care in case of accidents or illness, the nurse distributes prescription medication, reviews immunization records, and conducts regular hearing and vision screenings for students. Referrals for follow-up care are made when indicated.

Ensure your child's well-being by:

Keeping a child home if the child is running a fever, vomiting, and/or seems too ill to benefit from school... other students and parents will thank you!

Being responsible for having someone available to pick your child up from school if he/she is injured or sick at school.

Being responsible for keeping all emergency data current. This includes a home and work telephone number, addresses, the names of other persons to which your child may be released. A yearly emergency form must be on file before a student may participate in field trips and sports activities.

Calling or sending a note sharing any medical information that may affect your child's performance in school in any way.

Sending a copy of all immunization boosters. Student records must remain current for the student to attend school. ***Missouri law does not allow for a grace period on immunizations.***

Sending a copy of the results of physical examinations (required of all new students, pre-school, kindergarten, fourth, seventh, and tenth grade students.)

Sending all medications in the original container along with a note from the parent or guardian with specific instructions (signed and dated) and a prescription from your child's physician for all over-the-counter medications.

OASIS TUTORING

Oasis is a national nonprofit educational organization designed to enhance the quality of life for mature adults. The OASIS Intergenerational Tutoring Program trains volunteers to work with young children to build reading skills and positive attitudes towards learning. Blades Elementary is fortunate to have OASIS volunteers working each week with designated students. If you know of someone interested in becoming an OASIS volunteer tutor, have them contact Sarah Farhner at 467-7832.

PARENTS AS TEACHERS

Parents As Teachers, or PAT, is a nationally recognized, free program offered to all families in the Mehlville School District. It is a voluntary parent and child early education program. Parents with children from birth to age five are eligible. PAT educators work with families using developmental screening, home visits, group meetings, family activities, and referral network. For more information, call 467-5300.

HONOR ROLL

Third through fifth grade students are eligible for Honor Roll status for each term's grades. Requirements for Honor Roll are as follows:

- Gold – All "A's"
- Silver – All "A's" and "B's"

LOST AND FOUND

The Lost and Found is located outside the cafeteria doors. To help identify lost items, we *strongly* encourage parents to label all school clothing and items brought to school.

LUNCH PROGRAM

Lunch is available for purchase for all students at the cost of **\$2.30 per day** (additional fees may apply for branded pizza days, \$2.50), reduced price (\$0.40), or free, depending on family income. Money can be sent by the day, week, month, etc. The school's computerized accounting system allows money to be deposited in each student's account and withdrawn as the student makes each meal purchase. **Students are not allowed to pay cash for meals at lunchtime.** Any money left in a student's account will be carried over to the next year.

The meal account is not a charge account for students. No credits will be issued to students with zero balances in their lunch accounts. Students with a zero balance in their meal account will receive a cheese sandwich and drink. Monthly menus for breakfast and lunch are sent home with all students.

Students may ask the cashier at any time for the balance on his/her account. Parents may check a child's account balance by accessing www.mehlilleschooldistrict.com and choosing the *Parent Portal*.

All students are required to eat lunch in the cafeteria, whether they bring their lunch or buy their lunch, unless a teacher has made other arrangements. The lunch period should be used not only as a period to satisfy one of our basic physical needs, but also as a time to develop desirable cultural habits. For student health and safety of the students', food cannot be shared.

M.A.P

The Missouri Assessment Program (MAP) is administered to all students in grades three through five during a four week period in late March through early April. The state mandated assessment is designed to monitor the progress of all students in meeting the Show-Me Standards, as set forth by the Missouri State Board of Education. Students are tested at various grade levels in the areas of communication arts, math, and science.

FIELD TRIPS

Throughout the school year, classes and grade levels go on educational field trips. These field experiences are designed to enhance student learning. Field trips also serve to connect classroom learning with the "real world." Parents must sign their approval for field trips on the Field Trip Permission Slip in order for a student to attend field trips. Students who have not demonstrated appropriate behavior during the school year may lose the privilege of attending field trips. Parents of asthmatic students are asked to send the child's inhaler to school on the day of a field trip.

FREE/REDUCED LUNCH AND BREAKFAST

The processing of an *Approval of a Free and Reduced Price School Meals Family Application* qualifies a student for free or reduced breakfast. Contact the school office at 467-7300 for a free/reduced lunch application.

GIFTED EDUCATION

The STRETCH program serves qualifying gifted students in first through fifth grades. The program, under the direction of a teacher certified in Gifted Education, extends student learning through a variety of activities, field trips, and performances. Parents and teachers may refer students for STRETCH testing in January. Testing occurs throughout the spring, and parents are notified of their student's admission in the program in late May or early June.

GRADING AND REPORT CARDS

Report cards will be sent home at the end of each six-week grading period. Parents will have the opportunity to review their child's progress through conferences. Elementary conferences take place in October and March. Parents are encouraged to contact their student's teacher at any time to discuss the child's progress. Informal conferences are encouraged; however, arrangements need to be made between the parent and teacher for a mutually suitable time.

Kindergarten through 2nd Grades

Students are graded developmentally for each academic/skill area using the following:

M = Meets Expectation
N = Nearing Expectation
I = Improvement Needed

3rd through 5th Grades

A+ = 100-97%	C+ = 79-77%
A = 96-93%	C = 76-73%
A- = 92-90%	C- = 72-70%
B+ = 89-87%	D+ = 69-67%
B = 86-83%	D = 66-63%
B- = 82-80%	D- = 62-60%
	F = 59-0%