

Blades Elementary Student & Family Handbook 2023-2024



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

Dr. Jeremy Booker, Principal
Mrs. Jennifer Rich, Assistant Principal
Mrs. Mandy Meilinger, Secretary
Mrs. Jennifer Ross, Secretary

Blades Mission Statement:

Our mission at Blades is to have fun, make friends, and continue to grow and learn in a respectful, caring, and safe school community.

District Mission Statement

The Mehlville School District mission is to build a high-performing school system rooted in the community's desire to build a culture of improvement for staff and students. We believe that all of our graduates should be creative and critical thinkers, self-aware, persistent, communicators, and ethical and global. We call this our Portrait of a Graduate.

IMPORTANT PHONE NUMBERS:

Blades Staff Contact List

School Office	467-7300
Fax Line	467-7399
Attendance Line	467-7310
Nurse's Office	467-7330
Transportation	467-5240
Y-CARE	467-7388
Counselor	467-7305

SCHOOL CALENDAR LINKS

<https://www.mehlilleschooldistrict.com/calendars>

AMI DAYS & EMERGENCY SCHOOL CLOSINGS

AMI Days are school days done by Alternate Means of Instruction. Students learn with their teachers via Google Meet. Typically taken on a day with severe weather/snow, staff and students have a virtual day of instruction. Students use their district issued Chromebooks and click on their teacher's Google Meet link. They have class instruction from 9-11 am. Students have a combination of whole group lessons delivered by their teacher, teacher guided practice, and independent practice; this can include reading and math groups. To count as present for attendance that day, students must complete their assignments for the day, not just attend the Google Meet.

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.mehlilleschooldistrict.com), and on most major radio and television stations. If school is closed, all other school-related activities are canceled for that day.

ARRIVAL AND DISMISSAL

Each school will have designated entrances for students arriving by bus and car. School doors will open 15 minutes prior to the start of the official school day. Students will walk straight to their classrooms. Parents must stay in their vehicles for arrival and dismissal. If a student is late, a school employee will meet the child and parent at the front door for check-in. If a child is leaving early, an employee will bring him or her to the front door for sign-out.

School begins promptly at 8:00 A.M. Students may enter the building at **7:45 A.M.** The school provides supervision beginning at 7:45 A.M. For your child's safety, please do not drop off students before 7:45 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.

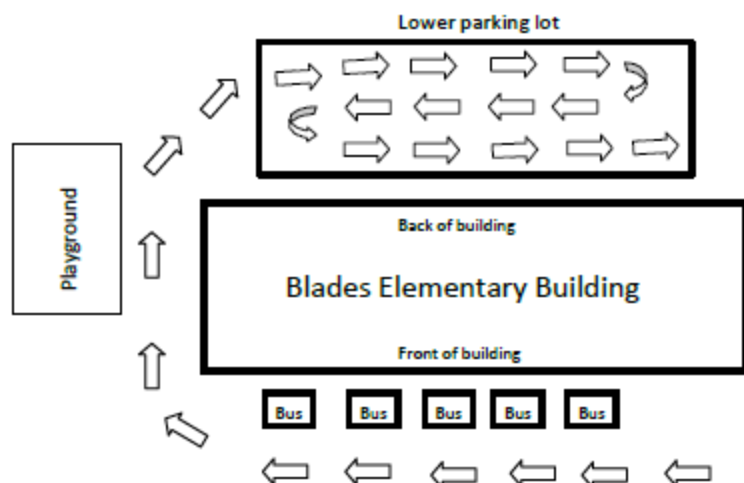
Blades 2023-2024 Arrival and Dismissal Procedures

Bus Drop Off

- Mehlville School buses pull up in front of the building lining up along the curb
- All students unload at 7:45am and go in the 2 front doors of the main building. *Do not enter through main office
- SSD, Daycare, and VICC Buses go around back and unload on the upper lot in back of building

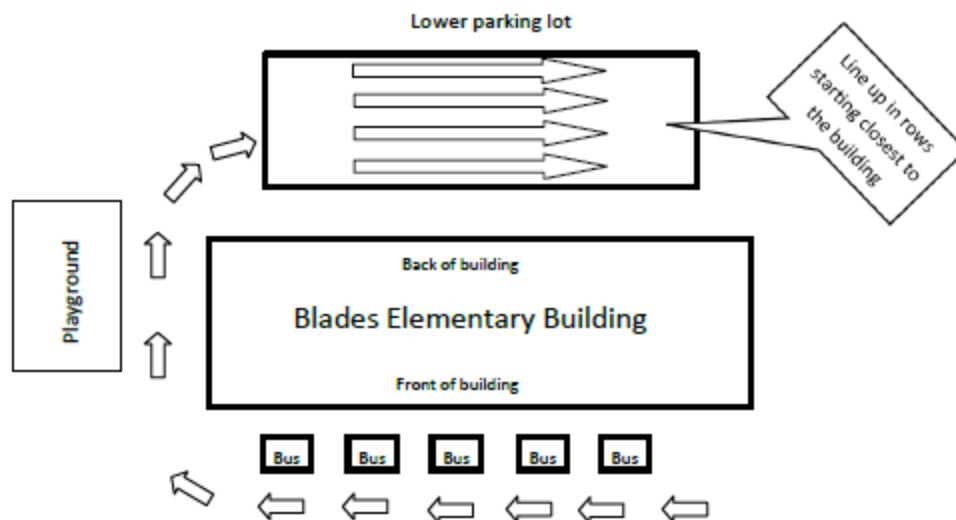
Parent Drop Off in the AM

- Drive to the back of the building and make an S-shaped line on the bottom parking lot (see diagram)
- Starts at 7:45am (no students can be dropped off early)
- A Blades staff member will assist students with exiting the vehicle on the side closest to the building.



Parent Pick Up in the PM

- Drive to the back of the building and park in rows on the bottom lot starting closest to the building.
- Students will exit the back of the building between 2:40pm and 2:45pm
- Parents will get out of their vehicles and escort their child back to their vehicle.
- Once all the cars are full, we will start dismissing by rows starting with the row closest to the building.



ATTENDANCE AND TARDY POLICY

Regular daily attendance is vital to 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 **8:00 A.M.** are marked tardy and should report to the office before going to their classrooms. Parents of children arriving after **8:00 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 each grading term, 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.

Procedures for reporting student absences:

- ☐ The parent/guardian should **call** the school Attendance Line at **314-467-7310** 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 as unexcused.
- ☐ **A doctor's note is required for illnesses lasting 3 or more consecutive days and/or excessive illness.**
- ☐ Letters will be sent home during the school year for excessive tardies and absences (over 5 days and/or 10 days). * See attendance and tardy policy pg. 14.

Why Attendance Matters

Only **17%** of students considered chronically absent in kindergarten and 1st grade were reading proficiently in the **3rd** grade.



Compared to **64%** of those students with good attendance.

Based on <https://www.attendanceworks.org/research/elementary-school/>

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 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 contact the Blades Bobcat Boosters President, Melissa Weber at melissasapienza@yahoo.com.

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.

BLADES BOBCAT BOOSTER EXECUTIVE COMMITTEE:

<u>NAME</u>	<u>POSITION</u>
Melissa Weber- melissasapienza@yahoo.com	President
Phil Hrdlicka- Stlman4545@hotmail.com	Vice President
Maureen Hrdlicka- mshrdlicka@gmail.com Jonathan Staley- staley1689@gmail.com	Treasurers
Natalie Hassler- nathassler@gmail.com	Secretary
Sarah Huffman- sarahnhuffman@gmail.co Jessica Andrews- Jsakers27@gmail.com	Social Media Coordinators
Casey Schuster- Cgoedde22@gmail.com	Fundraising Coordinator

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.

COUNSELING

A certified school counselor, Mrs. Kim Garrett, 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.**

DISCIPLINE

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 Elementary 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 ensure 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](#). In a student disciplinary situation, due process will be utilized meaning that fair procedures must be followed before the student accused of wrongdoing is found responsible and punished.

DISTRICT AND STATE ASSESSMENTS

Students take several district and/or state assessments each year: iReady, Missouri Assessment Program (MAP), the Next Steps in Guided Reading Assessment (NSGRA), and the Panorama Social-Emotional Learning survey.

The iReady benchmark in reading and mathematics is administered three times a year; in August, January, and May. iReady helps students demonstrate their growth over the course of the school year.

The Missouri Assessment Program (MAP) is administered to all students in grades three through five beginning in late April and extending through the month of May. The state-mandated assessment is designed to monitor the progress of all students in meeting the Missouri Learning 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.

In order to determine a student's independent reading level, the NSGRA is administered each spring. Children take the NSGRA one-on-one with their teacher. They read a variety of short stories and answer questions to determine their level of reading fluency and comprehension. Each child's final NSGRA score is reported on the 4th quarter report card.

Finally, students take the Panorama SEL survey twice a year, in September and in February/March. Panorama assessments help staff see each child's strengths and weaknesses emotionally for learning. The survey gives input regarding the children's growth in self-management, social awareness, growth mindset, self-efficacy, grit, emotional regulation, sense of belonging, and engagement in 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 learning style. 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.

ELECTRONIC COMMUNICATIONS

Blades students are not to have personal cell phones or electronic devices on during the school day in the school building or on the school bus. Students may not use, display or turn on personal communication devices during the regular school day, including instructional class time, class change time, breakfast, or lunch ([Procedure EHB-AP1](#)).

Students are prohibited from using visual or audio recording equipment on district property or at district activities unless: done in the scope of a district-sponsored class, at performances to which the general public is invited, at open meetings of the Board of Education, or as otherwise permitted by the building principal.

The Board of Education prohibits the use of audio, visual, or other recording devices at meetings unless approved within a reasonable time period prior to the scheduled meeting ([Policy KKB](#)).

Staff members may communicate electronically with students for educational purposes only between the hours of 6:00 a.m. and 10:00 p.m. Staff members are discouraged from communicating electronically with students for reasons other than educational purposes ([PolicyGBH](#)).

ENROLLMENT

The enrollment of a new student requires these documents:

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

Contact the Blades office at 314-467-7300 for any questions about enrollment.

An enrollment form must be completed on each new student by one of his/her parents or legal guardians [on the district website](#).

FOOD SERVICES FOR STUDENTS AT BLADES

Free/Reduced Lunch and Breakfast Program

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. [District Website link to school food and nutrition](#).

The Mehlville School District participates in the federal Free/Reduced Lunch Program. Eligible students will be provided meals, snacks, and milk at free or reduced prices. Learn more regarding the Free/Reduced Lunch Program [here](#).

Unpaid charges place a financial strain on district finances. The food service department is responsible for maintaining food charge records and for notifying the district's accounting department of outstanding balances.

At the beginning of each school year, a [copy of this procedure](#) will be provided to every parent/guardian in the district as required by law. In addition, a copy of this procedure, along with information about free and reduced-price school meals, will be provided to the parents/guardians of all students who enroll after the beginning of the school year.

The district has nutrition standards for food/treats brought into school by families for celebrations or parties. More information can be found [here](#).

Breakfast and lunch are available to students on a daily basis. Breakfasts include milk, fruit, juice, cereal, and/or another breakfast entrée. Lunches include milk or juice, a main entrée, fruit, and vegetables. Menus are published monthly. [Follow this link](#) to access the breakfast and lunch menus.

Breakfast Program

Breakfast for elementary students is available from 7:45 A.M. to 8:00 A.M. in the cafeteria. Generally, breakfast includes milk, fruit, juice, cereal, or another breakfast entrée. The breakfast reduced price is \$.30 and full price is \$2.00. Students eat breakfast in the classroom.

Lunch Program

Lunch is available for purchase by all students at the cost of \$2.90 per day (additional \$.20 for branded pizza days), 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 into 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 meal accounts.

School Food & Nutrition Services is excited to offer MySchoolBucks®. This online payment service provides a quick and easy way to add money to your student's meal account using a credit/debit card or electronic check. You will no longer be able to deposit meal account funds through the Parent Portal. You can also view recent purchases, check balances, and set-up low balance alerts for FREE!

MySchoolBucks provides:

- Convenience - Available 24/7 on the web or through our mobile app for your smartphone
- Efficiency - Make payments for all your students, even if they attend different schools within the district. Please note, there is a \$2.49 transaction fee for online payments. The fee is a flat rate. No matter how much money or how many students the payment is being applied to, the fee is \$2.49 per transaction.
- Control - Set low balance alerts, view account activity, recurring/automatic payments & more!
- Flexibility - Make payments using credit/debit cards and electronic checks.
- Security – MySchoolBucks adheres to the highest security standards, including PCI and CISP.

Enrollment for MySchoolBucks is easy!

1. Go to www.MySchoolBucks.com and register for a free account.
2. Add your students using their school name and student ID.
3. Make a payment to your students' accounts with your credit/debit card or electronic check.

If you have any questions, contact MySchoolBucks directly at support@myschoolbucks.com or 1-855-832-5226. Visit myschoolbucks.com and click on Help. All meal account balances will roll-over into the new system. Payments can also be sent to school in the form of cash or checks made payable to the Mehlville School District. If you have any questions about your student's meal account, please contact the School Food & Nutrition Office at (314) 467-5250.

All students are required to eat lunch in the cafeteria, whether they bring their lunches or buy their lunches, unless a teacher has made other arrangements. The lunch period should be used as a period to satisfy one of our basic physical needs and as a time to develop desirable cultural habits. Therefore, students are expected to be orderly in line, to sit at their assigned tables as soon as served, to use good table manners, to talk quietly while eating and to leave the lunchroom when excused. Students are expected to clear their trash from the tables. For student health and safety of the students, food cannot be shared.

FIELD TRIPS

Throughout the school year, classes and grade levels may 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 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.

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

Progress Reports or Report Cards are shared with parents at the end of each term. Parents have the opportunity to review their child's progress through conferences. Elementary conferences take place in October and March (optional). Parents are encouraged to contact their student's teacher at any time to discuss the child's progress. These conferences are encouraged; however, arrangements need to be made between the parent and teacher for a mutually suitable time.

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.

MISSOURI COURSE ACCESS PROGRAM (MOCAP):

Qualifying students may enroll in virtual courses offered in the Missouri Course Access Program (MOCAP) at district expense. [Click here](#) to learn more.

NOTICES of RIGHTS FOR FAMILIES

All Mehlville School District policies and procedures can be found by [following this link](#).

Notice of Nondiscrimination: The Mehlville School District does not discriminate on the basis of race, color, religion, sex, national origin, ancestry or disability. Additionally, the district does not discriminate on the basis of sex in its educational programs or activities, including admission and employment. For more information, follow this link to [Mehlville District form AC-AF1](#).

Special Education: The Mehlville School District provides special education and related services to children from ages 3-21. Learn more in Mehlville School District Policies [IGB](#) and [IGBA-2](#).

Notice regarding homeless, gifted, migratory and/or students learning English as a second language: Missouri school districts are responsible for meeting the educational needs of an increasingly diverse student population by providing a wide range of resources and support to ensure that all students have the opportunity to succeed and be college prepared and career ready. The Mehlville School District has programs designed to help meet the unique educational needs of children working to learn the [English language](#), students who are [advanced learners](#), students with [disabilities](#), [homeless students](#), the children of [migratory workers](#), and [neglected](#) or delinquent students. For more information, contact Adam Smith, Executive Director of Student Services, at asmith@msdr9.org.

Concerns and complaints regarding federal programs: [Follow this process](#) if there is a concern or complaint federal statutes and regulations under the Elementary and Secondary Education Act are not being followed.

Notice of Assessment Program: The Mehlville School District has a policy governing student participation in statewide assessments. For more information on the types of state assessments, [follow this link](#).

Public Information Program: The district creates school accountability report cards for each building, in accordance to law. Notices of this, along with notices regarding other public information can be found [here](#).

Family and Educational Rights and Privacy Act (FERPA) and Protection of Pupil Rights Amendment (PPRA):

<https://studentprivacy.ed.gov/node/490>

<https://studentprivacy.ed.gov/node/428>

<https://studentprivacy.ed.gov/resources/ppra-model-general-notices>

NURSE AND HEALTH ROOM

The school health room is located in room 116, 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.

Ways to help with your child's well-being:

- 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.
- 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. *Missouri law does not allow for a grace period on immunizations.*
- Student records must remain current for the student to attend school
- 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.

To Keep All Students and Staff Healthy, please keep your child home for the following:

FEVER –100.0 degrees or greater (home for 24 hours after the last temp of 100.0 degrees, without medication)

VOMITING – no episode within the last 24 hours

DIARRHEA – no episode within the last 24 hours

STREP THROAT – Must be on Antibiotics for 24 hours prior to returning to the building

If in doubt about sending your child for any illness, please call the Blades Health Room at: 314-467-7330.

MO HealthNet for Kids Program: The Federal Children's Health Insurance Program (CHIP), part of the MO HealthNet for Kids program, is a health insurance program for uninsured children of low-income families who do not have access to affordable health insurance. <https://www.benefits.gov/benefit/1606>

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 a referral network. For more information, call 467-5300.

PBIS-Positive Behavior Support Program

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 School Rules:

Be Respectful

Be Safe

Be Responsible

Be Kind

BLADES BATHROOM ROUTINE

Be Safe

- Wash hands with soap and water
- Keep hands, feet and all other objects to yourself
- Only 4 students in at a time

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

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

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 wood chips stay on the ground
- Stay in approved area

Be Respectful

- Take turns.
- Let others play

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 line at Voice Level 1

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.

SAFETY AND SECURITY

Here at Blades Elementary we believe student safety is our most important task. Keeping this in mind, we have developed plans for emergency situations that could happen at school. The Blades plan was created in conjunction with the St. Louis County Police, Mehlville Fire Protection District, and American Red Cross. All staff members are trained on our crisis plans, and we regularly practice these procedures with the students. Plans include, but are not limited to

- Fire
- Accident / Medical Situations
- Intruders
- Hostage Situations
- Earthquakes
- Tornadoes

Additionally, in the State of Missouri, school crisis plans are "closed" records. This prevents us from giving parents or community members details of our crisis plans. The goal is to keep those intent on harming people from intentionally using a crisis to hurt our students.

In the case of an emergency, parents will be notified via phone call and/or text message using our student information database. If the emergency will cause school to dismiss for the day, the phone call will have details on the procedures for dismissal. The St. Louis County Police, Mehlville Fire Protection District, and building administrators will be responsible for managing the crisis scene. Please follow their directions when picking up your child.

SEXUAL HEALTH INSTRUCTION

The district offers instruction in human sexuality and will provide instruction regarding sexual abuse as required by law. This link contains [Policy IGAEB](#), which deals with sexual health instruction. Parents/guardians have the right to remove their student from any part of the district's instruction on these topics upon written request.

TRAUMA INFORMED SCHOOL INITIATIVE

Missouri Senate Bill 638 established the Trauma-Informed School Initiative. This initiative seeks to provide a trauma-informed approach for understanding and responding to the symptoms of chronic interpersonal trauma and traumatic stress. For more information, [click here](#).

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 and the principal. 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 at the office upon arrival and wear a visitor's badge at all times. All Mehlville Schools utilize the Raptor ID scan system. You will be asked to present a driver's license or a government issued ID upon entrance to the school for a visitor's badge.

VOLUNTEERING

When volunteering is allowed, 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 student will not be withdrawn from the school until they have registered with their new school. 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 314-849-4668, ext. 249.