



Oakville Elementary School

Proud Member of the Mehlville School District

Student / Family Handbook

2023-2024

Oakville Elementary School

2911 Yaeger Rd.

St. Louis, MO 63129

314-467-5800

Table of Contents

Mission Statements	4
District / School Contact Information	4
School Calendars	5
Staff Contact Information	5
Notices	5
Absences	6
Bus Routes	7
Bus Rules	7
Bus Referrals and Consequences	8
Code of Conduct for Students	8
Conferences / Meetings with Teachers	9
Counseling	9
Crisis Planning	10
Custody / Releasing Students to Families	10
Daily Schedule	11
District/State Assessments	11
Dress Code	12
Electronic Communications	12
Emergency School Closings	12
Gifted Education (STRETCH)	13
Grading and Report Cards	13
Hazardous Materials	13
Lost and Found	14
Missouri Course Access Program (MOCAP):	14
Nurse and Health Room Services	14
OASIS Tutors	15

Parents as Teachers	16
Playground Rules and Procedures	16
School Food and Nutrition Service	16
Sexual Health Instruction	17
Student Records	17
Trauma Informed School Initiative	17
OES PTO	18
Y-Club	18

Mission Statements

The mission of the Mehlville School District is to ensure that all students reach their potential by preparing them to be lifelong learners and responsible citizens through a dynamic curriculum, student-centered instruction, a safe and nurturing environment, and community collaboration.
([Policy AD](#))

OES Mission Statement:

Oakville Lions Engage in Learning for Success

OES Vision Statement:

To inspire Oakville Lions to be valuable, productive community members

Theme:

This Is Me. This Is We—Oakville Elementary, where we are loved for our individuality and value the strength of our community.

District / School Contact Information

Mehlville School District

3120 Lemay Ferry Rd.

St. Louis, MO 63125

314-467-5000

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

Oakville Elementary School

2911 Yaeger Rd.

St. Louis, MO 63129

314-467-5800

<https://oakvilleelementary.mehlilleschooldistrict.com/>

School Calendars

Mehlville School District Calendars

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

Oakville Elementary Calendar

<https://mehlvilleoakvilleelementary.ss11.sharp>

Staff Contact Information

Staff directory

https://oakvilleelementary.mehlilleschooldistrict.com/contact_us/staff_directory

Notices

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

Notice of Nondiscrimination:

The Mehlville School District does not discriminate based on 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](#). The link also contains information on the state children's health insurance program, MO HealthNet for Kids.

Absences

If your child cannot attend school, the parent or guardian should call our school attendance line at 314-467-5810 to report his/her absence. Please do this before 10:00 AM. If a parent or guardian does not call to verify a student's absence, the absence is marked as unexcused. Frequent unexcused absences could result in a referral to Children's Division or St. Louis County Family Court ([Policy JED](#) and [Regulation JED-R1](#)).

Bus Routes

Bus transportation is available free of cost to students living inside the Oakville attendance zone. For information on bus routes or if there is an address change, parents of Mehlville residents should contact the school office at 314-467-5800.

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.

Bus Rules

Cooperate: Follow directions the first time given.

Act Responsibly: Sit in your assigned seat; Take all your belongings when you exit the bus.

Respect Others: Use kind words; Use a Level 2 voice

Show Effort: Watch for your stop

Be Safe: Sit seat to seat, Back to Back; Walk on and off the bus, KHFOOTY (Keep hands, feet, and all other objects to yourself).

***Cell phones and other electronic devices are not to be in use or visible on the bus. They should remain in students' backpacks.**

Bus Referrals and Consequences

Bus drivers are responsible for maintaining a safe and orderly environment on the school bus. The drivers have the authority to warn students, conference with students, and assign specific seats. The driver will note any behaviors deemed hazardous while riding the school bus on a Bus Safety Report. Video cameras are located in the front and rear of each 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 earn consequences 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

All rules and regulations intend to protect the health and welfare of students and staff at Oakville Elementary School while maintaining an atmosphere conducive to learning. Oakville Elementary students are expected to follow OES CARES:

- **Cooperate with others:** Maintain appropriate behavior to avoid interfering with the teacher's teaching and other students' learning.
- **Act Responsibly:** Attend class regularly.
- **Respect Others:** Make choices demonstrating respect for self, others, and property.
- **Show Effort:** participate in class activities and do their best work
- **Be Safe:** Make decisions that do not put themselves or others in harm's way.

We aim to encourage and reinforce appropriate social skills and behavior to ensure a positive learning environment for students and staff. Teachers will use various 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](#).

Student Searches:

- Students have no expectation of privacy in lockers, desks, computers, or other district-provided equipment or areas.
- The district will conduct periodic and unannounced administrative searches of lockers, computers, and other district equipment.
- The district uses dogs to indicate the presence of alcohol, drugs, or other prohibited substances on campus, including the parking lot.
- Additional searches of bags, purses, coats, electronic devices, other personal possessions and cars in accordance with law.
- The district may require a student to submit to a drug or alcohol test if there is reasonable suspicion that the student has consumed prohibited substances.
- Policy [JEG](#).

Conferences / Meetings with Teachers

Parents have the opportunity to review their child's progress through conferences. Elementary Parent-Teacher Conferences take place on October 10th and 13th. In the spring, teachers will contact parents of students struggling in class during the week of March 13th. Parents are encouraged to contact their student's teacher anytime to discuss their child's progress. Informal conferences are encouraged; however, arrangements must be made between the parent and teacher for a mutually suitable time.

Counseling

A certified school counselor, Mrs. Salters, is on staff to benefit students, parents, and teachers. The counselor works within each classroom to teach students skills to 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 individually 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 and concerns about personal well-being can contact the counselor. Mrs. Salters may be reached at 314-467-5815.

Crisis Planning

Student safety is our most important task. Keeping this in mind, we have developed plans for emergencies that could happen at school. Mehlville School District has adopted the "I Love U Guys" Foundation's Standard Response Protocol. Students and staff will train and practice the response protocols throughout the school year. The Oakville plan uses these same protocols and was created with the St. Louis County Police, Mehlville Fire Protection District, and American Red Cross.

The Standard Response Protocol is based on an all-hazards approach to incidents that can happen in schools. This protocol provides common, easy-to-understand language while allowing for flexibility in how school administrators and first responders respond. The premise is simple; five specific actions can be performed during an incident or emergency: HOLD, SECURE, LOCKDOWN, EVACUATE, and SHELTER.



STANDARD RESPONSE PROTOCOL

INFORMATION FOR PARENTS AND GUARDIANS

Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

HOLD

"In Your Classroom or Area"

Students are trained to:

- Clear the hallways and remain in their area or room until the "All Clear" is announced
- Do business as usual

Adults and staff are trained to:

- Close and lock the door
- Account for students and adults
- Do business as usual

SECURE

"Get Inside. Lock outside doors"

Students are trained to:

- Return to inside of building
- Do business as usual

Adults and staff are trained to:

- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual

LOCKDOWN

"Locks, Lights, Out of Sight"

Students are trained to:

- Move away from sight
- Maintain silence
- Do not open the door

Adults and staff are trained to:

- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend



EVACUATE

"To a Location"

Students are trained to:

- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

Adults and staff are trained to:

- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method.



SHELTER

"State Hazard and Safety Strategy"

Hazards might include:

- Tornado
- Hazmat
- Earthquake
- Tsunami

Safety Strategies might include:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

Students are trained in:

- Appropriate Hazards and Safety Strategies

Adults and staff are trained in:

- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method.



All staff members are trained on our crisis plans, and we regularly practice these procedures with the students. Additionally, in Missouri, school crisis plans are “closed” records. This prevents us from giving parents or community members details of our crisis plans, which will help keep anyone who would use a crisis to intentionally hurt our students.

In the case of an emergency, parents will be notified via phone call and text message using our student information database. If the emergency will cause the 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.

You can help us by making sure you always have accurate and working phone numbers. Please call the school office at (314) 467-5800 to update your contact information.

Custody / Releasing Students to Families

It is the goal of the Mehlville School District to provide a safe environment for students. The district recognizes that rules regarding the dismissal of students are a necessary part of the district’s safety program. Students will only be released to the parent, guardian, or to other individuals or agencies as permitted by law. *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.* Any person requesting release of a student must present proper identification before the release of the student. See [Policy JEDB](#) for more information.

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 parent must present legal documentation of custodial rights to the school principal.*

Daily Schedule

School hours are 8:45 AM until 3:35 PM. The district is not responsible for supervising students outside of these times unless the student is involved with a before or after-school club. Do not drop your child off or leave your child at school during unsupervised periods.

District/State Assessments

Students take several district and/or state assessments each year: iReady, Missouri Assessment Program (MAP), 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 school year.

The Missouri Assessment Program (MAP) is administered to all students in grades three through five beginning in late April and extending through 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 communication arts, math, and science.

Finally, students take the Panorama SEL survey twice a year, in September and in February/March. Panorama assessments help staff emotionally see each child's strengths and weaknesses 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 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. For more information, view [Policy JFCA](#).

Electronic Communications

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 ([Policy GBH](#)).

Emergency School Closings

When severe weather necessitates school closing, the Superintendent strives to decide by 5:30 A.M. School closings will be broadcast through Parent Square, on the district website (www.mehlilleschooldistrict.com) and on most major radio and television stations. All other school-related activities are canceled for that day if school is closed.

If the district has to send home students due to inclement weather during the school day, families will be notified through a Parent Square broadcast, the district website, and most television and radio stations. Please contact the Oakville Elementary School office at 314-467-5800 immediately if your child will be going home from school differently than normal.

Gifted Education (STRETCH)

The STRETCH program serves qualifying gifted students in first through fifth grades. The program, under the direction of certified gifted education teachers, extends student learning through various activities, field trips, and performances. STRETCH students are transported to Washington Middle School once a week for gifted services.

Teachers make student referrals for STRETCH testing in January. Testing occurs throughout the spring, and parents are notified of their student's admission to the program in late May or early June.

Grading and Report Cards

Report cards will be sent home approximately two weeks after the end of each quarter. The quarters end on these dates:

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

3 = Meets Expectations

2 = Approaching Expectations

1 = Beginning to Learn Expectations

Hazardous Materials

The district will comply with all state and federal laws regarding the identification, management, and abatement of asbestos in district buildings. [Follow this link](#) to see the compliance measures followed by Mehlville.

Lost and Found

Oakville Elementary has one lost and found shelf. It is in the lobby of the school. To help identify lost items, we *strongly* encourage parents to label all school clothing and items brought to school. Oakville Elementary is not responsible for lost items.

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.

Nurse and Health Room Services

The school health room is located in room 106 and is staffed daily from 8:15 until 3:45. The nurse, Ms. Kristi Lanham, may reach 314-467-5830. Preventative health care is a primary goal of Oakville 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 seem too ill to benefit from school... other students and parents will thank you!
- Students should be fever free for 24 hours before returning to school.
- Being responsible for having someone available to pick your child up from school if he/she is injured or sick.
- Keep all emergency data current. This includes a home and work telephone number, addresses, and 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, 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.

Medical Emergencies:

The health room stocks epinephrine and emergency asthma medication for any student experiencing a medical emergency, if appropriate. If you do not want your child treated with these medications, please notify the nurse in writing.

Student Medications and Immunizations:

- Students cannot possess or administer their own over-the-counter or prescription medications. The school nurse must administer all medications. For more information, see [Policy JHCD](#) and [Procedure JHCD-AP\(1\)](#).
- Information made available on immunizations, infectious diseases, medications, or other school health issues will be identical or similar to that produced by the Centers for Disease Control and Prevention ([Procedure KB-AP\(1\)](#)).

Too Sick for School:

If a child is too sick to stay at school, the nurse will call the child's parent to tell him or her to come pick the child up from the building. If the nurse cannot reach a parent, then s/he will call the child's emergency contacts to arrange to pick the child up.

OASIS Tutors

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 toward learning. Oakville 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 the curriculum office at 314-467-7833.

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 networks. For more information, call 314-467-5300.

Playground Rules and Procedures

1. **Cooperate:** Follow directions the first time; wait for your turn
2. **Act Responsibly:** Play by the rules; listen and respond to the whistle; return all equipment
3. **Respect Others:** Use kind words; include others
4. **Be Safe:** KHFOOTY (Keep Hands, Feet, and Other Objects to Yourself)

Students will have outdoor recess whenever possible. They will have indoor recess during periods of inclement weather, including rain, snow, extreme heat (95 degrees or higher), or extreme cold (20 degrees or colder).

School Food and Nutrition Service

Meal Programs:

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 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 and 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.

All students must 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. 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 health and safety of the students, food cannot be shared.

Cafeteria Rules:

- **Cooperate:** Follow directions the first time; wait for your turn
- **Act Responsibly:** Raise your hand for help; ask permission to leave your seat; clean up after yourself.
- **Respect Others:** Use kind words, use the appropriate voice according to stoplight: Red- Level 0, Yellow- Level 1, Green level 2
- **Show Effort:** use the time allotted to eat your lunch
- **Be Safe:** KHFOOTY (Keep Hands, Feet and Other Objects to Yourself); walk

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.

Student Records

Families have privacy rights under the Family and Educational Rights and Privacy Act (FERPA). A list of these rights can be found in [Policy JO-1](#) and [Procedure JO-AP1](#).

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](#).

OES PTO

The OES PTO is open to all parents and guardians. They sponsor many of the student and school activities. Anyone interested in volunteering time or serving on PTO should contact Mandy Janesko at oespto@gmail.com. You can view the OES PTO [FB page here](#). PTO meetings will be held on the first Thursday of each month at 7:00 p.m. in the OES library, unless communicated otherwise due to a conflict.

Y-Club

Before and after-school care is offered by the South County YMCA. Y-Club meets in the cafeteria from 6:30 AM until the start of school and from 3:35 to 6:00 PM. For specific information visit www.gwrymca.org.