

# **Beasley Elementary Student/Family Handbook 2023-2024**



**A National School of Character!**

**3131 Koch Road**

**St. Louis, Missouri 63125**

**Dr. Michelle Wood, Principal**

**(314) 467-5400**

**(314) 467-5499 (fax)**

**<https://beasleyelementary.mehlilleschooldistrict.com/>**

**School Colors: Blue & Red**

**Mascot: Beasley Jaguar (Joe the Jaguar)**

**Hours: 8:00 AM –2:50 PM**

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# 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](#))***

**The mission of Beasley Elementary is to provide a safe, caring and collaborative school community where all are lifelong learners and citizens of character.**

***Our school motto is "Working Together for Every Child, Every Day".***

## District Contact Information

Mehlville School District

3120 Lemay Ferry Rd.

St. Louis, MO 63125

314-467-5000

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

Our school calendar and staff pages can be found on our school website at

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

# 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 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](mailto: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 with 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

# **HIGHLY QUALIFIED STAFF**

As your principal, Michelle Wood, I certify that all teachers teaching core subjects at Beasley Elementary are highly qualified. They all have full state certification and hold a license to teach in Missouri. They have a bachelor's degree or higher. All teachers have demonstrated subject-matter competency in each of the Academic subjects in which they teach.

## **Daily Schedule**

School hours are 8:00 AM until 2:50 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. For students who must arrive earlier, before and after school childcare is available through the Y.M.C.A.

When it is necessary for a student to leave school early, the parent or guardian must come to the front doors to sign the student out. Proper identification is required. Office personnel will call the student to the office. Please send a note to your child's teacher stating the time you will be picking up your child so that they are aware and can have the student ready to leave.

## **NO EARLY DISMISSALS AFTER 2:30 P.M.**

**After 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 do not interrupt this process. We appreciate your support.

The school day ends at 2:50 P.M. Students will be escorted to the buses and the parent pick-up area by their teachers between 2:45 and 3:00 P.M. Buses will be dismissed at 2:50 P.M.

## **REPORTING STUDENT ABSENCES**

The parent/guardian should **call** the school Attendance Line at **467-5410** prior to **8:30 A.M.** on the day of the absence to report the student will be absent from school. 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](#)).

## LATE ARRIVALS

Students arriving after 8:00 A.M. are marked late 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 front doors/lobby area to sign in and receive a pass before they are allowed to go to class.

## RELEASING/DISMISSING STUDENT

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. Any person requesting release of a student must present proper identification prior to the release of the student. 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 front doors, present a picture I.D. such as a driver's license and signing 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. See [Policy JEDB](#) for more information.

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 emergency contacts in our Student Information System ahead of time. Please keep all information updated in SIS.

If you know in advance that your child will be picked up by someone else, please send a note to the office.

## EMERGENCY SCHOOL CLOSING

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 by phone, Parent Square, on the district website ([www.mehlilleschooldistrict.com](http://www.mehlilleschooldistrict.com)) and on most major radio and television stations. If school is closed, all other school related activities are canceled for the day

# ENROLLMENT

The enrollment of a new student requires:

1. Birth Certificate
2. Two Proof of Residency (See office for complete list of acceptable documentation.)
3. Immunization records
4. Parent identification (i.e. state driver's license or state I.D.)

All enrollment is completed online. Forms must be completed on each new student by one of his/her parents or legal guardians. Please contact the school office to begin the registration. They will direct you in the process.

# 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 textbook/library books, Chromebook, and pay any fees or fines that are due.

# 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](#)

# 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 467-5405.

Beasley also partners with a licensed therapist from Lutheran Family & Children Services of Missouri.

# Hazardous Materials

The district will comply with all state and federal laws regarding the identification, management, and abatement of asbestos in district buildings. See board policy [EBAB-AP\(1\)](#) to see the compliance measures followed by Mehlville.

## CRISIS PLANNING

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 Beasley plan was created in conjunction with the St. Louis County Police, Mehlville Fire Protection District, and American Red Cross, as well as The Standard Response Protocol K12 Program . Plans include, but are not limited to:

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

All staff members are trained on our crisis plans, and we regularly practice these procedures with the students. 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, which will help keep anyone, who would use a crisis intentionally, from hurting 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.

You can help us by making sure you always have accurate and working phone numbers. Please call the school office at 314-467-5400 if you need to update any of your contact information or update it online in our student information system.



# 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.





# STANDARD RESPONSE PROTOCOL

## PARENT GUIDANCE

In the event of a live incident, parents may have questions about their role.

## SECURE

**"Get Inside. Lock outside doors"**



Secure is called when there is something dangerous outside of the building. Students and staff are brought into the building and the outside doors will be locked. The school might display the Building is Secured poster on entry doors or nearby windows. Inside, it will be business as usual.

### SHOULD PARENTS COME TO THE SCHOOL DURING A SECURE EVENT?

Probably not. Every effort is made to conduct classes as normal during a secure event. Additionally, parents may be asked to stay outside during a Secure event.

### WHAT IF PARENTS NEED TO PICK UP THEIR STUDENT?

Depending on the situation, it may not be safe to release the student. As the situation evolves, Secure might change to a Monitored Entry and/or Controlled Release.

### WILL PARENTS BE NOTIFIED WHEN A SCHOOL GOES INTO SECURE?

When a secure event is brief or the hazard is non-violent, like a wild animal on the playground, there may not be a need to notify parents while the Secure is in place.

With longer or more dangerous events, the school should notify parents that the school has increased their security.

## LOCKDOWN

**"Locks, Lights, Out of Sight"**



A Lockdown is called when there is something dangerous inside of the building. Students and staff are trained to enter or remain in a room that can be locked, and maintain silence.

A Lockdown is only initiated when there is an active threat inside or very close to the building.

### SHOULD PARENTS COME TO THE SCHOOL DURING A LOCKDOWN?

The natural inclination for parents is to go to the school during a Lockdown. Understandable, but perhaps problematic. If there is a threat inside the building, law enforcement will be responding. It is unlikely that parents will be granted access to the building or even the campus. If parents are already in the school, they will be instructed to Lockdown as well.

### SHOULD PARENTS TEXT THEIR STUDENTS?

The school recognizes the importance of communication between parents and students during a Lockdown event. Parents should be aware though, during the initial period of a Lockdown, it may not be safe for students to text their parents. As the situation resolves, students may be asked to update their parents on a regular basis.

In some cases, students may be evacuated and transported off-site for a student-parent reunification.

### WHAT ABOUT UNANNOUNCED DRILLS?

The school may conduct unscheduled drills, however it is highly discouraged to conduct one without announcing that it as a drill. That's called an unannounced drill and can cause undue concern and stress.

Parents should recognize that the school will always inform students that it is a drill during the initial announcement.

It's important to differentiate between a **drill** and an exercise. A drill is used to create the "Muscle Memory" associated with a practiced action. There is no simulation of an event; this is simply performing the action. An exercise simulates an actual event to test the capacity of personnel and equipment.

### CAN PARENTS OBSERVE OR PARTICIPATE IN THE DRILLS?

The school welcomes parents who wish to observe or participate in drills.



## **Sexual Health Instruction**

The district offers instruction in human sexuality and will provide instruction regarding sexual abuse as required by law. Visit [Policy IGAEB](#), for more information..

## **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, visit <https://dese.mo.gov/college-career-readiness/school-counseling/traumainformed>

## **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 towards learning. Beasley 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.

## **VISITING SCHOOL**

To help assure the safety of our students and to maintain a secure facility, our exterior doors remain locked throughout the day. To enter our building, press the call button located near the front entrance and wait to be seen.

All visitors must present a government issued identification. The identification will be scanned through Raptor, a web –based visitor management system.

**All visitors must wear the Raptor issued name tag at all times while visiting.**

## **VIDEO SURVEILLANCE**

Mehlville School District has video surveillance cameras in and outside the school building as well as on district school buses. These video recordings will be kept confidential and only used by school personnel for disciplinary actions or safety related incidents occurring in and on the school grounds.

# CAFETERIA MENU

Monthly menus for breakfast and lunch are posted on Peachjar, Mehlville School District's website, and available in the office at school.

## SCHOOL FOOD AND NUTRITION SERVICES

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 on the next page or our district website. 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 is 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, is 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 in board policy ADF-AP(1). 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. Breakfast for elementary students is available from 7:45 A.M. to 8:00 A.M. in the Cafeteria and at Grab and Go locations in the building. 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. 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 the health and safety of the students, food cannot be shared.

Money for breakfast and lunch can be sent by the day, week, month, etc. School Food & Nutrition Services offers "**MYSCHOOLBUCKS**" for online payment. This provides a quick and easy way to add money to your student's meal account using a credit/debit card or electronic check. You can also view recent purchases, check balances and set up low balance alerts. **Students are not allowed to pay cash for meals/snacks at lunch time.** Any money left in a student's account will be carried over to the next year. Your child may bring a lunch from home or purchase a hot lunch for \$2.90 (reduced price .40) School breakfast costs \$2.00 (reduced .30).

**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 may ask the cashier at any time for the balance on his/her account. Parents may check a child's account balance by accessing the MySchoolBucks account.

## **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. This form also helps our school receive additional Federal educational funds. You may access our online Free/Reduced Lunch application link: <https://mehlilleschooldistrict.com/about-us/department/school-food-nutrition/free-and-reduced-meal-application>.

A paper copy was in the Beasley folder you received at the beginning of school.

## **CAFETERIA RULES**

### **Be Responsible**

Throw away your trash after eating

### **Be Respectful**

Be polite and use kind words to peers and cafeteria staff

Use a level two voice

### **Be Cooperative**

Keep the cafeteria clean

### **Be Kind**

Be patient while in line

### **Be Safe**

Practice KHFOOTY (keep hands, feet and other objects to yourself)

Walk while entering and exiting.

## **HALLWAYS/STAIRS RULES**

### **Be Responsible**

Pick up any trash or items for the lost and found

### **Be Respectful**

Respect others property and personal space

Respect posters and artwork hanging in halls

Use a level zero voice

### **Be Cooperative**

Stay in designated areas

Keep environment clean

**Be Kind**

Be patient towards others in hallway and on stairs

**Be Safe**

Keep hands, feet and objects to yourself

Face forward

Walk on the right

Use level zero voice

## **BATHROOM RULES**

**Be Responsible**

Use restroom pass when needed

**Be Respectful**

Be patient when waiting to use restroom

Use a level zero voice

**Be Cooperative**

Return to class promptly

**Be Kind**

Throw away any trash in the restroom

**Be Safe**

Practice KHFOOTY

Don't use others combs, brushes or personal items

## **PLAYGROUND RULES**

**Be Responsible**

Agree on game rules before the game and stick to them

**Be Respectful**

Use appropriate language

Follow directions of recess teachers the first time given

## **Be Cooperative**

KHFOOTY

## **Be Kind**

Include anyone who wants to play

## **Be Safe**

Use equipment appropriately

Stay in designated area

# **LOST & FOUND**

The Lost and Found is located in the commons. To help identify lost items, we **strongly** encourage parents to label all school clothing and items brought to school. Items left in lost and found will be donated to charity. Beasley Elementary is not responsible for lost items.

# **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 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. Parents may be asked to help chaperone the trip. If chaperoning, please make arrangements for siblings. **Siblings are not allowed to attend.** Parents will need to provide their own transportation.

# **PTO**

The Beasley Parent-Teacher Organization (PTO) is open to all parents and guardians. The PTO sponsors many of the student and school activities. PTO meetings are held monthly . Here are the 2022-2023 PTO meeting dates. We meet in the library from 6:30-7:30. Sept. 14, Oct. 12, Nov. 9, Dec. 14, Jan. 11, Feb. 8, March 8, April 12, May 10 -2nd Wednesdays

# **PARENT AS TEACHERS**

Parent 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.

## Y-CARE

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

## NURSE AND HEALTH ROOM

The school health room is located near the main office, and it is staffed daily from 7:45 until 3:00. The nurse may be reached 467-5430. Preventative health care is a primary goal of Beasley Elementary. In addition to providing emergency care in case of accidents or illness, the nurse distributes prescription medication, reviews immunization records, and will make school health care decisions. 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!
- Student 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 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.)
- Bring all medications in the original container along with filling out the online medication form.
- A prescription is needed 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.

### ***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 she/he will call the child's emergency contacts to arrange picking the child up.

### ***Student Medications and Immunizations:***

Students cannot possess or administer their own over-the-counter or prescription medications. All medications must be administered by the school nurse. For more information, see [Policy JHCD 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\(1\)](#)).

## **TRANSPORTATION**

### **(467-5240: Mehlville Bus Department)**

Bus transportation is available free of cost to students living inside the Beasley attendance zone and students who participate in the Voluntary Inter-District 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.

### **BUS PASSES**

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 ROUTES**

Bus transportation is available free of cost to students living inside the Beasley attendance zone. 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 467-5400. Parents of VICC students should contact the VICC office at 721-8657.

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**

### **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

## **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. Video cameras are located in the front and rear of each bus. 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.

# **RECESS**

All Students should be dressed appropriately for outdoor recess. Students will go outside for recess if the temperature is below the heat index of 95 degrees and above the wind chill of 20 degrees. Students are not to bring toys or other items from home which can be a distraction at school.

# **PHYSICAL EDUCATION**

Each child is expected to wear appropriate clothes on the days of gym. Tennis shoes are required to participate in class. If a student is not wearing the appropriate shoes required for a particular activity, he/she will sit out. Shorts, sweatpants, sweatshirts, T-shirts, and tennis shoes are all examples of appropriate clothing for gym.

# **GIFTED EDUCATION (STRETCH)**

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. STRETCH students are transported to Washington Middle School once a week for gifted services. Students in grades 1st and 5th are universally screened for STRETCH in the spring. Teachers in other grades may also refer students for STRETCH testing. Testing occurs throughout the spring/summer and parents are notified of their student's admission in the program.

# **CODE OF CONDUCT FOR STUDENTS**

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

Beasley 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 instructional environment.

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. This can be located on the district website at <https://www.mehlilleschooldistrict.com/parents/notifications>.

**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.

**CON'T.....**

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 [JFG](#).

## **BIRTHDAY CELEBRATIONS**

The Mehlville School District adopted an Allergy Prevention and Response Plan in July 2011. One of the components of this plan is to be aware of all food items and their ingredients that are served in our schools. We love celebrating our students on their birthdays. Mehlville School district will be celebrating birthdays with special activities or announcements. Each student will receive a birthday pencil from the principal. Food treats are not allowed. Providing food as a birthday treat to share with classmates can be dangerous for children with allergies and does not align with our district Wellness Policy. Your child's school or teacher will determine how they will recognize and celebrate students on their birthday. Thank you for your understanding as we work to keep all of our students healthy and safe. Distribution of invitations to home parties, such as birthday parties, will be permitted only when the ***entire class*** is invited or when ***all students of the same gender*** in the class are invited. Students will not be permitted to hand out invitations to a limited number of students while others are left out. Students are not to disrupt class time and can only pass out invitations at the discretion of the teacher. ***We prefer parents handle invitations by social media, mail or phone.***

## 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**.

Tops must cover midriff and shorts need to be the length of students fingertips when their arms are straight down by their sides. Pants and shorts must fit appropriately at the waist. (No sagging) Clothing should not have printing pertaining to drugs, alcohol, tobacco, violence, suggestive or offensive themes. Students should wear shoes safe for play at recess. Hats will not be worn in the building unless for a special occasion or with special permission. No make up/cosmetics may be brought to school. 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](#)).

## GRADING AND REPORT CARDS

Report cards will be sent home at the end of each grading period. Parents will have the opportunity to review their child's progress through conferences. **Elementary conferences district-wide take place in October.** 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. **Spring Conferences will be as needed at the discretion of the teacher and parent.**

Report cards will be sent home approximately two weeks after the end of each quarter. The quarters end on these dates: October 19, January 12, March 15, and May 29. Students are graded developmentally for each academic/skill area using the following: 3 = Meets Expectations, 2 = approaching Expectations, 1 = Beginning to Learn Expectations

## **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.

## **District/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/September, 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 NSGRA score may be reflected on their reading level on the report card. If your child participates in remedial reading class with a reading specialist, the Benchmark Assessment System may be given in place of the NSGRA.

Finally, students take the Panorama SEL survey twice a year, in October and in February. 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.

# **Title I Program Parent and Family Involvement and Engagement**

## ***Beasley Policy***

Beasley Elementary School and parents and family members of students participating in the Title I Part A program will jointly develop and agree upon a written parent and family involvement and engagement policy for the school that will establish the school's expectations and objectives for meaningful parent and family involvement and describe how the school will:

1. Involve parents and family members in the joint development of the Title I program plan. Parents and family members will also be involved in the development of support and improvement plans as required by law.

2. Provide the coordination, technical assistance and other support necessary to assist and build the capacity for all Title I schools in planning and implementing effective parent and family involvement and engagement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders and philanthropic organizations or individuals with expertise in effectively engaging parents and family members in education.

3. Coordinate and integrate Title I parent and family involvement and engagement strategies, to the extent feasible and appropriate, with other federal, state and local laws and programs.

4. Conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content of the parent and family involvement and engagement policy and its effectiveness in improving the academic quality of the schools served. The school will use the findings of the evaluation to design strategies for more effective parent and family involvement and engagement and to revise, if necessary, the parent and family involvement and engagement policies. The evaluation will include identifying:

- Barriers to greater participation by parents in activities authorized by law, particularly by parents who are economically disadvantaged, have disabilities, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. "
- The needs of parents and family members to assist with their students' learning, including engagement with school personnel and teachers."
- Strategies to support successful school and family interactions.

## **CON'T....**

5. Involve parents in the activities of the schools served, which may include establishing a parent advisory board composed of parents and family members who adequately represent the needs of the population served by the district. If created, the parent advisory board would be tasked with developing, reviewing and revising this policy.

### **According to the Every Student Succeeds Act of 2015 (Public Law 114-95), our Title I school is required to inform you about students in transition (homeless).**

Section 725(2) of the McKinney-Vento Act defines "homeless children and youths" as individuals who lack a fixed, regular, and adequate nighttime residence.

The term includes—

Children and youths who are:

- Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as "doubled-up");
- Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
- Living in emergency or transitional shelters; or abandoned in hospitals;
- Children and youths who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
- Children and youths who are living in cars, parks, public spaces, abandoned buildings,
- Substandard housing, bus or train stations, or similar settings; and
- Migratory children who qualify as homeless because they are living in circumstances described.

If you feel this may describe your situation, please contact our school for further assistance.

# TITLE ONE

Our district is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications. In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:
- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

## HIGH FIVE SCHOOL PLEDGE

***I pledge today that I will be RESPONSIBLE, RESPECTFUL, COOPERATIVE, KIND and SAFE.***