



# ***Rogers Elementary School***

**Proud Member of the Mehlville School District**

## 2023-2024

# Rogers Family Handbook

*Mission - To ensure high levels of learning for all - students and adults.*

*Vision - Success for each person in the Rogers Community.*

Values:

Personalization

Love

Excellence

Empowerment

Inclusion

Community

Learning

**Patrick R. Keenoy, Ph.D., Principal**

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# District Calendar

2023-2024 ACADEMIC CALENDAR								
		<table border="0" style="width: 100%; font-size: small;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> <li><span style="color: blue;">■</span> First and Last Day of School</li> <li><span style="color: yellow;">■</span> Early Release Day/PD</li> <li><span style="color: green;">■</span> Professional Development</li> </ul> </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> <li><span style="color: red;">■</span> No School - District Closed</li> <li><span style="color: orange;">■</span> No School - Teacher Workday</li> <li><span style="color: purple;">■</span> Inclement Weather Make Up Day</li> </ul> </td> </tr> </table>					<ul style="list-style-type: none"> <li><span style="color: blue;">■</span> First and Last Day of School</li> <li><span style="color: yellow;">■</span> Early Release Day/PD</li> <li><span style="color: green;">■</span> Professional Development</li> </ul>	<ul style="list-style-type: none"> <li><span style="color: red;">■</span> No School - District Closed</li> <li><span style="color: orange;">■</span> No School - Teacher Workday</li> <li><span style="color: purple;">■</span> Inclement Weather Make Up Day</li> </ul>
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<p>4 District Closed - Independence Day</p>	July '23	January '24	<p>1-2 No School - Winter Break</p> <p>3 No School - 1/2 Day PD, 1/2 Day Teacher Workday</p> <p>11-12 Final Exams</p> <p>12 End of Second Quarter/First Semester</p> <p>15 No School - Martin Luther King Jr. Day</p> <p>16 No School - Teacher Workday</p> <p>24 Early Release, Early Childhood PM Attend</p>					
<p>TBD New Teacher Orientation</p> <p>17 District Professional Development</p> <p>18 PD - 1/2 Day District, 1/2 Day Building</p> <p>21 Teacher Workday</p> <p>22 First Day of School</p>	August '23	February '24	<p>19 No School - Presidents Day</p> <p>28 Early Release, Early Childhood PM Attend</p>					
<p>4 No School - Labor Day</p> <p>13 Early Release, Early Childhood AM Attend</p>	September '23	March '24	<p>11-15 Spring Parent/Teacher Conferences</p> <p>15 End of Third Quarter</p> <p>18-22 No School - Spring Break</p> <p>27 Early Release, Early Childhood PM Attend</p>					
<p>11 Early Release, Early Childhood AM Attend</p> <p>16 ES Parent/Teacher Conferences 4 hrs</p> <p>17 MS Parent/Teacher Conferences 4 hrs</p> <p>18 HS Parent/Teacher Conferences 4 hrs</p> <p>19 Early Release, Early Childhood AM Attend</p> <p>Parent Teacher Conferences</p> <p>3 hrs 20 mins, End of First Quarter</p> <p>20 No School - District Closed</p>	October '23	April '24	<p>1 No School - District Closed</p> <p>2 No School - 1/2 Day PD, 1/2 Day Teacher Workday</p> <p>10 No School - District Closed</p> <p>24 Early Release, Early Childhood PM Attend</p>					
<p>7 No School - Election Day - 1/2 Day PD, 1/2 Day Teacher Workday</p> <p>22-24 No School - Thanksgiving Break</p>	November '23	May '24	<p>27 No School - Memorial Day</p> <p>28-29 Final Exams</p> <p>29 Last Day of School</p> <p>End of Fourth Quarter/Second Semester</p> <p>30-31 Indement weather make up days</p>					
<p>13 Early Release, Early Childhood AM Attend</p> <p>21-29 No School - Winter Break</p>	December '23	June '24	<p>3-6 Indement weather makeup days</p> <p>19 No School - Juneteenth</p> <p>The district may use up to five virtual learning days for indement weather or other emergency. Should we use all five days, additional inclement weather days will be made up beginning May 30.</p>					
Mehlville School District • 3120 Lemay Ferry Road • St. Louis, MO 63125 • 314-467-5000 • mehlvilleschooldistrict.com								

Board approved 12/15/22

[Click Here for the District Calendar](#)

[Rogers Elementary Calendar- Click Here](#)

## Staff Contact Information

Bader	Stacey	Nurse	6330	baders@msdr9.org
Baker	Cordell	Custodian	6360	bakerc@msdr9.org
Bayer	Debbie	Fourth Grade	6366	bayerd@msdr9.org
Brown	Kevin	Custodian	6360	brownkt@msdr9.org
Buehne	Donna	Music	6378	dbuehne@msdr9.org
Chambliss	Gina	Second Grade	6342	gchambliss@msdr9.org
Charles	Alicia	Third Grade	6329	charlesa@msdr9.org
Clay	Kimberly	Food & Nutrition Manager	6350	clayk@msdr9.org
Cook	Jennifer	Cafeteria/Recess		cookj@msdr9.org
Copeland	Jeff	Fifth Grade	6344	jcopeland@msdr9.org
Czapla	Tracy	Kindergarten	6349	czaplat@msdr9.org
Daugherty	Dale	Head Custodian	6360	daughertydw@msdr9.org
Depue	Nakita	Art	6380	depuen@msdr9.org
DeRoy	Lindsey	Administrative Assistant	6311	lindsey.deroy@gmail.com
Donze	Jodie	Second Grade	6337	donzej@msdr9.org
Driskell	Kristen	SSD-PT	6317	driskillk@msdr9.org
Ehrlich	Anne	SSD Teacher	6317	ehrlicha@msdr9.org
Emmons	Patricia	SSD-OT	6372	emmonsp@msdr9.org
Ford	Bryana	Food & Nutrition	6350	fordb@msdr9.org
Garrison	Liz	Kindergarten	6345	garrisone@msdr9.org
Glaser	Judy	Third Grade	6368	jglaser@msdr9.org
Harris	Emily	Interventionist	6371	harrise@msdr9.org

Hodge	Sarah	SSD-Para	6317	wilsons@msdr9.org
Horner	Eliza	Fourth Grade	6332	hornere@msdr9.org
Hotz	Taryn	SSD Teacher		
Janssen	Katie	Psychologist	6367	janssenk@msdr9.org
Kaminski	Bailey	Administrative Assistant	6312	kaminskib@msdr9.org
Keenoy	Patrick	Principal	6301	pkeenoy@msdr9.org
Klosterman	Callie	Fifth Grade	6316	klostermanc@msdr9.org
Klott	Tim	Cafeteria/Recess		klottt@msdr9.org
Kreyling	Susan	Reading Specialist	6383	kreylings@msdr9.org
Luczak	Erica	Multi Lingual (ML)	6370	luczake@msdr9.org
Mahacek	Dawn	First Grade	6346	mahacekd@msdr9.org
McKelvey	Meagan	Librarian	6364	mckelveym@msdr9.org
McKinney	Stephanie	Interventionist	6371	mckinneys@msdr9.org
McNamara	Julie	Interventionist	6347	mcnamaraj@msdr9.org
Meyer	Lisa	Fifth Grade	6369	meyerl@msdr9.org
Miller	Cathy	SSD-OT	6317	millercl@msdr9.org
Montgomery	Stephanie	Third Grade	6348	smontgomery@msdr9.org
O'Brien	Jayne	Second Grade	6335	obrienj@msdr9.org
Pease	Sabrina	Cafeteria/Recess		peases@msdr9.org
Redding	Jamie	Social Worker		reddingj@msdr9.org
Ritzie	Cheryl	Food & Nutrition	6350	ritziec@msdr9.org
Roberts	Kaitlyn	SSD Teacher		robertskm@msdr9.org
Sanders	Dominic	Custodian	6360	sandersd@msdr9.org
Sapienza	Cara	Counselor	6305	sapienzac@msdr9.org
Scheuermann	Shannon	SSD Teacher	6372	scheuermanns@msdr9.org
Schirmer	Erin	Reading Specialist	6318	schirmere@msdr9.org
Skokovic	Megan	PE	6377	skokovicm@msdr9.org
St. Louis	Julia	First Grade	6384	stlouisj@msdr9.org
Taylor	Amanda	SSD-Para	6317	
Baker	Leah	First Grade	6334	wallisl@msdr9.org

Werkmeister	Tammie	Kindergarten	6338	werkmeister@msdr9.org
Werkmeister	Polly	SSD-Para	6317	werkmeisterp@msdr9.org
Wich	Chris	Fourth Grade	6365	wichc@msdr9.org
Zwart	Mary Leigh	Speech Language	6319	zwartm@msdr9.org

 23-24 Google Meet Codes [Link](#)

## District and School Contact Information

Mehlville School District  
 3120 Lemay Ferry Rd.  
 St. Louis, MO 63125  
 314-467-5000  
<https://www.mehlilleschooldistrict.com/home>

Rogers Elementary School  
 7700 Fine Road.  
 St. Louis, MO 63129  
 314-467-6500  
<https://mehlvilleroerselementary.ss11.sharpschool.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 Kids.

## ABSENCES

If your child is unable to attend school, the parent or guardian should call our school attendance line at 314-467-6310 to report his/her absence. Please do this prior to 9:00 AM. Frequent absences could result in a referral to Children's Division or St. Louis County Family Court ([Policy JED](#) and [Regulation JED-R1](#)).

## ATTENDANCE CONCERNS

The principal and counselor will meet regularly to review student attendance.

- At five days, we will reach out to classroom teachers and have teachers contact the family to share how the student's attendance is affecting their performance in the classroom. This contact will be done via a **phone call**.
- At eight days, the principal will communicate attendance concerns to the family and possibly offer suggestions for interventions that we can put in place to improve student attendance.
- At ten days, we will review the attendance report to determine if a referral to the Saint Louis County Division of Family Services is needed.

## ARRIVAL AND DISMISSAL

School officially begins at 8:45 A.M. Students may enter the building at 8:30 A.M. Students depart from the bus at 8:30 AM to enter school. Car riders may begin entering school at 8:30 AM. Children need to remain in their car until the bell rings at 8:30 AM, and then car riders will be able to enter the school. Parents or other responsible adults should not leave their vehicle for morning drop-off as we have staff available to help the students make it safely into the building.

Y-Club is available through the South County YMCA for families who need to drop their children off to school earlier than 8:30 AM. 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, call (314) 849-4668, ext. 249.

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.

**NO EARLY DISMISSALS AFTER 3:20 P.M.**

At 3:20 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 3:35 P.M. Students will be escorted to the buses by their teachers between 3:25 and 3:30 P.M. Buses will be dismissed at 3:35 P.M.

*Parents cannot pick their students up in the lobby at the end of the school day – they must use parent pick up.*

**Breakfast / Lunch Prices**

**Meals**

Mehlville School District offers breakfast and lunch for students each day. To add money to your child's lunch account, please send cash or check (made out to Mehlville School District) in a sealed envelope with your child's name, teacher and grade. You can also pay online with MySchoolBucks. More information about MySchoolBucks is available [here](#).

Meal prices for this school year are as follows:

**Breakfast**

Paid: \$2.00

Reduced Price: \$.30

**Lunch**

Paid: \$2.90

Reduced: \$.40

**Extra milk, juice and bottled water**

Milk= \$.75

Juice= \$.65

Bottled Water= \$.50

Mehlville School District participates in the National School Lunch and Breakfast Programs, which allows families to [apply for free and reduced meal benefits](#). The USDA has the following family-size income criteria for this school year:

Household Size	Maximum Household Income Eligible for Free Meals			Maximum Household Income Eligible for Reduced Price Meals		
	Annually	Monthly	Weekly	Annually	Monthly	Weekly
1	\$16,744	\$1,396	\$322	\$23,020	\$1,906	\$459
2	22,646	1,880	436	32,227	2,686	620
3	28,548	2,379	549	40,626	3,386	782
4	34,450	2,871	663	49,025	4,086	943
5	40,352	3,363	776	57,424	4,786	1,105
6	46,254	3,855	890	65,823	5,486	1,266
7	52,156	4,347	1,003	74,222	6,186	1,428
8	58,058	4,839	1,117	82,621	6,886	1,589
Each add'l member	+ 5902	+ 492	+ 114	+ 8,399	+ 700	+ 162

Lunch meals can be found on the [School Food and Nutrition Services section of the website](#).

Please use your child's SIS Parent Portal page to complete an *Approval of a Free and Reduced Price School Meals Family Application*. This application will help determine if your student qualifies for free or reduced price meals. Our district has also put together a few other ways to access the Free and Reduced Lunch application. Below is a link to the district website as well as a QR code that can be used to access those forms.

[https://www.mehlilleschooldistrict.com/about\\_us/departments/school\\_food\\_nutrition/free\\_and\\_reduced\\_meal\\_application](https://www.mehlilleschooldistrict.com/about_us/departments/school_food_nutrition/free_and_reduced_meal_application)



## Bullying

In order to promote a safe learning environment for all students, the Mehlville School District R-9 prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.

### **Definitions**

*Bullying* – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

### **Consequences**

Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the district's discipline code. Such discipline may include detention, in-school suspension, out-of-school suspension, expulsion, removal from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the principal or superintendent. The district will also contact law enforcement when required by law or notify social media companies of inappropriate online activity when appropriate.

The complete district policy on Bullying (Policy JFCF can be found [here](#).)

If you have a concern about your child being bullied, please contact me so that I can send you the appropriate documentation to complete ([Document to complete and submit to me](#))

## BUS ROUTES

Bus transportation is available free of cost to students living inside the Rogers attendance zone. For information on bus routes or if there is a change in address, parents of Mehlville residents should contact the school office at (314) 467-6300. Routes are also available on the district website by clicking this [link](#). Parents of students participating in the VICC program should contact the VICC office at (314) 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

Sit seat to seat & back to back

Level 1 Voice

Follow directions

Keep area clean

Watch for and follow "Give Me 5"

Save Food and Drink for School or Home

Bus transportation is an essential part of ensuring a safe and orderly environment for students. The responsibility of maintaining this environment lies with the bus drivers, who have the authority to enforce rules and regulations on the school bus. They can issue warnings, hold conferences with students, and assign specific seats to maintain order.

To ensure student safety and accountability, bus drivers document any hazardous behaviors observed during the bus ride on a Bus Safety Report. Video cameras placed in the front and rear of each bus further assist in monitoring and addressing any incidents.

When a behavior is reported on the Bus Safety Report, the building principal or their designee takes charge of handling the matter. Parents who have questions or concerns regarding their child's behavior on the bus should contact the building principal for further assistance.

It's important to note that any offense committed by a student while using district-provided transportation is treated with consequences in the same manner as if the wrong had occurred at the student's assigned school. Additionally, transportation privileges may be suspended or revoked as a result of serious or repeated violations.

By maintaining a safe and respectful atmosphere on school buses, we can ensure a positive transportation experience for all students.

## CAFETERIA RULES

- Single file lines

- Raise your hand to ask for help
- Use kind words and actions
- KHFOOTY
- Level 2 Voice
- Throw away trash
- Recycle
- Watch for and follow 'Give me 5'

## CAFETERIA MENUS

Monthly menus for breakfast and lunch are sent home via Peachjar emails. Menus are also available to view on the district website ([link to menu](#)).

## CAR RIDER / MORNING DROP OFF ROUTINE

For families utilizing the car rider drop-off system in the morning, we have some guidelines to ensure a smooth and efficient process:

1. Upon entering the parking lot, please pull to the right immediately. This helps maintain a steady flow of traffic and allows our staff to direct you to the appropriate lane.
2. A staff member will be present to guide you to the designated lane for drop-off. Please follow their instructions to ensure proper traffic management.
3. When it's time for your lane to drop off your child, we kindly request that you pull as far forward as possible, close to the curb. This allows for efficient unloading of students from your vehicle.
4. It is important to note that parents are required to stay in their cars during the drop-off process. We have a designated area called "Buckle Buddies" located in the middle of the parking lot where parents can safely remain in their vehicles. Our staff will be available to direct you to this area.

We appreciate your cooperation in following these guidelines, including staying in your car and utilizing the "Buckle Buddies" area. By working together, we can ensure a safe and efficient car drop-off experience for all families.

## CAR RIDER DISMISSAL ROUTINE

- If you plan to pick up your child(ren) from school on a regular basis, we kindly request that you inform the office so that we can provide you with a car visor sign. This sign will have a unique number printed on it, facilitating the dismissal process. To request a car rider number, please complete the Car Pick-up Request questionnaire available by [clicking here](#).

Please note that we are starting anew with car numbers for this school year, so if you had a car rider number from the previous year, you will need to request a new one.

When picking up your child, we ask that you have the car visor sign visible while in the Rogers parking lot. This number allows us to inform the teacher supervising the students when to dismiss your child. Additionally, it helps the teachers assisting with the car rider pickup to know where the student should line up.

When picking up your child, please remain in your car.

For security reasons, please do not give the car visor sign to anyone other than the person(s) responsible for picking up your child(ren). It is essential to maintain the integrity of the dismissal process.

We recommend completing the questionnaire if you anticipate picking up your child three or more days a week. If you only plan to pick up your child periodically, there is no need to complete the questionnaire.

Thank you for your cooperation in following these procedures. By doing so, we can ensure a smooth and organized car rider pickup experience for everyone involved.

If you have any further questions or concerns, please feel free to contact the office.

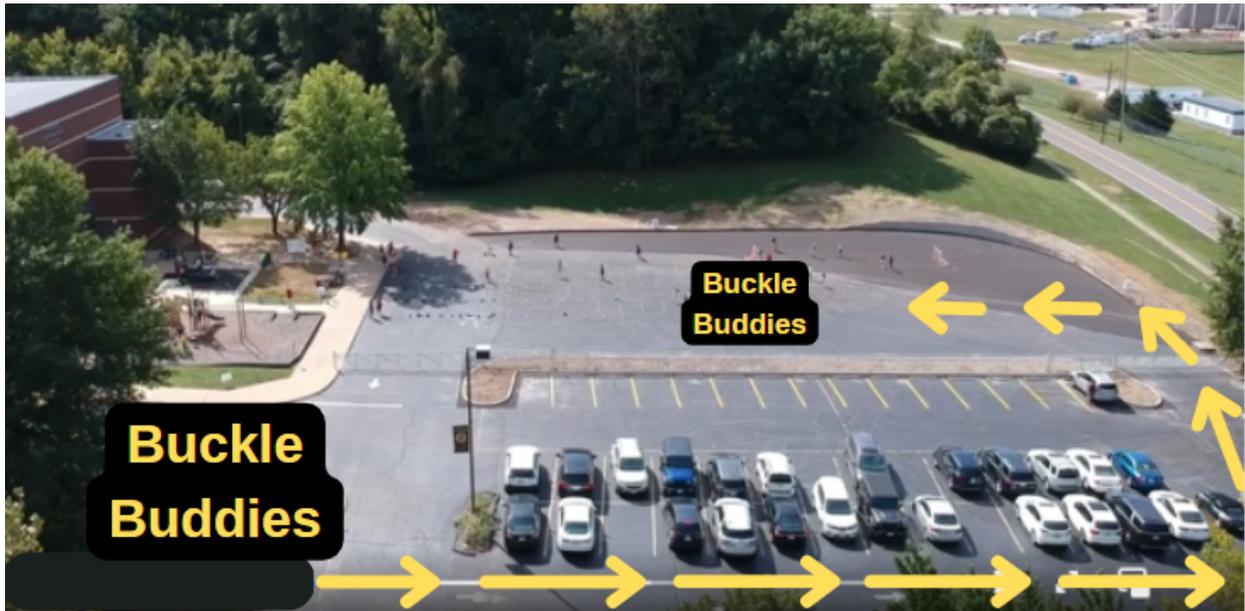
- At dismissal time, if you prefer to exit your car to pick up your child, we have designated a specific area called the "Buckle Buddy" area located in the middle of the parking lot for this purpose.  
After all car riders have been safely picked up, our staff will direct you to park in the Buckle Buddy area. Once parked, you will have the opportunity to exit your vehicle and assist your child in getting into the car.

This process allows for a smoother and more efficient flow of traffic while ensuring the safety of all students. We appreciate your cooperation in following these procedures.

Parent Pick Up & Drop Off Diagram



## Buckle Buddies Diagram



[Click Here for procedure video](#)

### CODE OF CONDUCT FOR STUDENTS

The primary purpose of all rules and regulations at Rogers Elementary School is to prioritize the health and well-being of students and staff, while creating an environment that fosters effective learning. To uphold these principles, we expect the following from our Rogers students:

1. Regular Attendance and Participation: Students are expected to attend class regularly and actively engage in class activities to maximize their learning opportunities.
2. Respectful Choices: Students should make choices that demonstrate respect for themselves, others, and school property. Respecting personal boundaries, showing kindness, and taking care of the school environment are important aspects of this expectation.
3. Appropriate Behavior: Students should maintain appropriate behavior that does not disrupt the teacher's instruction or impede the learning of fellow students. By doing so, they contribute to a positive and productive learning atmosphere.

Our objective is to encourage and reinforce appropriate social skills and behavior, fostering a positive learning environment for all students and staff. Teachers will employ various strategies to guide students in correcting misbehavior and will

administer consequences in accordance with their classroom discipline plans. In cases of serious or recurring misbehavior, students will be referred to an administrator for further intervention. Parents will be promptly notified regarding disciplinary referrals, the interventions employed to address the inappropriate behavior, and the resulting consequences faced by the student. By upholding these expectations and working collaboratively, we can cultivate an atmosphere that supports the growth and success of all students.

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 [JFG](#)

### CONFERENCES / MEETINGS WITH TEACHERS

Parents have the opportunity to review their child's progress through conferences. The Fall Elementary Parent-Teacher Conferences take place on October 16<sup>th</sup> and 19<sup>th</sup>. In the spring, teachers will contact parents of students who are struggling in class. Parents are encouraged to contact their student's teacher at any time to discuss their child's academic progress. Informal conferences are encouraged; however, arrangements need to be made between the parent and teacher for a mutually suitable time.

### COUNSELING

A certified school counselor, Mrs. Sapienza 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. Mrs.Sapienza may be reached at (314) 467-6305.

### CHROMEBOOK CARE

In accordance with Policy JFCB, which highlights the importance of responsible stewardship of school property, we kindly remind all students to exercise reasonable care when handling school resources. Students are expected to take appropriate measures to protect and maintain the integrity of school property.

As per this policy, students will be held responsible for any loss, damage, or excessive wear and tear incurred by school property, including books, school supplies, school equipment, and Chromebooks. The payment for lost or damaged items will be assessed by the school's principal or a designated representative in accordance with the price of the item affected.

To ensure the longevity and functionality of the Chromebooks, we highly recommend using the district-provided Chromebook cases. These cases are specifically designed to provide optimal protection against potential damage, including impacts, scratches, and other common risks. Using these cases, students can significantly reduce the likelihood of damage to the Chromebooks. A link to the district Chromebook Handbook can be [found here](#).

### CUSTODY

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 prior to 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 PARENTS MUST PRESENT LEGAL DOCUMENTATION OF CUSTODIAL RIGHTS TO THE PRINCIPAL.

## DISTRICT POLICIES AND PROCEDURES

Mehlville School District publishes the [Disciplinary Policies, Procedures and Consequences Manual](#) manual to outline student rights. Information and procedures regarding the Federal No Child Left Behind Act of 2001 (NCLB) and the requirement to the Missouri Department of Elementary & Secondary Education (DESE) to adopt procedures for resolving complaints regarding operations of programs authorized under the Act can be found in the Mehlville School District 2022-2023 Student Discipline Handbook.

## 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](#)).

### FACE COVERINGS

Face coverings are optional at Rogers, however, at this time, face coverings are required in the nurse's office.

### EMERGENCY SCHOOL CLOSINGS

When severe weather necessitates the closing of school, the Superintendent strives to make the decision by 5:30 A.M. School closings will be broadcast through 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 that day.

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 on most television and radio stations. Please contact the Rogers office at 314-467-6300 immediately if your child will be going home from school differently than normal.

### FIELD TRIPS

Throughout the school year, classes and grade levels go on educational field trips. These field trip 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.

### 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.

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

### GRADING AND REPORT CARDS

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

- Term 1: October 12, 2023
- Term 2: January 12, 2023
- Term 3: March 15, 2024
- Term 4: May 29, 2024

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

The Lost and Found is located in the hall next to the cafeteria. To help identify lost items, we *strongly* encourage parents to label all school clothing and items brought to school. Rogers Elementary is not responsible for lost items.

## LUNCH PROGRAM

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. During lunch, students are expected to be orderly in line, to sit at their assigned table 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.

## M.A.P (District and State Assessments)

Throughout the academic year, students at our school participate in various district and/or state assessments to evaluate their progress and support their educational development. The assessments include:

1. iReady Benchmark: This assessment is conducted three times a year in reading and mathematics, typically in August, December, and May. iReady helps track students' growth and showcases their progress over the course of the school year.
2. Missouri Assessment Program (MAP): Administered in late April through May, MAP is a state-mandated assessment for students in grades three through five. It evaluates students' proficiency in communication arts, math, and science, aligned with the Missouri Learning Standards established by the State Board of Education.
3. Next Steps in Guided Reading Assessment (NSGRA): The NSGRA is administered annually in the spring to determine each student's independent reading level. This one-on-one assessment involves students reading various short stories and answering questions to assess their reading fluency and comprehension. The NSGRA score is included in the fourth-quarter report card.
4. Panorama Social-Emotional Learning (SEL) Survey: Students take the Panorama

SEL survey twice a year, typically in September and February/March. This assessment provides valuable insights into students' emotional well-being, strengths, and areas for growth in self-management, social awareness, growth mindset, self-efficacy, grit, emotional regulation, sense of belonging, and engagement in school.

These assessments allow teachers and staff to gain a comprehensive understanding of students' academic progress, reading abilities, and social-emotional development. By utilizing this data, educators can tailor instruction and support to meet the unique needs of each student, fostering a well-rounded educational experience.

### 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

The school health room is located next to the main office, and it is staffed daily from 8:30 until 3:45. The nurse, Nurse Stacey, may be reached at (314) 467-6330. Preventative health care is a primary goal of Rogers 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 100.0 degrees Fahrenheit or above, vomiting, diarrhea and/or seems too ill to benefit from school...other students and parents will thank you!
- Students should be fever free and vomiting free for 24 hours before returning to school.
- Ensuring there is someone available to pick your child up from school if he/she is injured or sick at school.
- 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. This form**

**is found on the parent portal (yearly health form). Please make sure this is filled out and updated prior to the first day of school.**

- 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.).
- **All medications must be in the original container, with the prescription label, and must be brought to school by an adult. MEDICATIONS CANNOT TRAVEL ON THE BUS WITH YOUR CHILD.** The parental permission form is located on the parent portal and will also need to be filled out. If your child needs to keep over the counter medications at school, a doctor's order is required as well as the online parent permission form.
- Medications may be brought to the school nurse's office on supply drop off night and during kindergarten orientation.
- If your child has an Asthma Action Plan or an Allergy Action Plan please upload those to the parent portal.

## 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. All medications must be administered by the school nurse. 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\(1\)](#)).

## OASIS TUTORING

Intergenerational Tutoring Program trains volunteers to work with young children to build reading skills and positive attitudes towards learning. Rogers 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.

## PEANUT FREE CLASSROOMS AND CLASSROOM PARTY FOOD ITEMS

All of our classrooms at Rogers are peanut free; please help us by adhering to the following food allergy safety guidelines for our classrooms:

- Any food items to be eaten as snacks in our classroom with ingredient labels indicating they contain nuts, including peanuts or peanut butter are prohibited.
- Any food items with ingredient labels indicating they were manufactured in a factory that processes nuts are prohibited.
- Classroom parties are a special time for children, but can be difficult for the food-allergic child. All food items served at our designated parties need to be approved by Nurse Stacey prior to the party. She will need to check for allergies as well as make sure all food items meet our district's School Wellness Policy.
- Birthday treats (food items) cannot be sent in for your child's classroom.. You may send in non-food item goody bags for students.
- As far as the cafeteria during lunch, due to procedures we have in place in the cafeteria, students who are not allergic to peanuts may have those items during

lunch. If you wish for your child to sit at the nut free table at lunch please notify Nurse Stacey.

### PLAYGROUND RULES / PROCEDURES

- Stay within the assigned area
- Include anyone who wants to play
- Level 3 Voice
- Use equipment appropriately
- KHFOOTY
- Line up when you hear the whistle
- Watch for and follow 'Give me 5'
- Follow the rules of the games

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 with the heat index) or extreme cold (20 degrees or colder).

### 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 early should ring the doorbell at the front of the building, give your name, your student's name, and the teacher. We will call your student to the office. The secretary will verify identification before releasing the student. 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.

*Students leaving early will be marked absent for the number of minutes missed.*

## 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-API1](#).

## TRAUMA INFORMED 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](#).

## PBIS

Rogers participates in School-Wide Positive Behavior Supports (PBIS). This behavior program seeks to teach students the social skills necessary to navigate the school day and situations in the outside world. PBIS rewards students for following our school-wide expectations: Be Respectful, Be Responsible, and Be Ready. Children are recognized for positive behavior in a variety of ways such as Bear Awards.

## TARDIES

Students arriving after 8:45 A.M. are marked tardy and should report to the office before going to their classrooms. Parents of children arriving after 8:45 A.M. must bring the student to the office to sign in and receive a pass before they are allowed to go to class.

## VOLUNTEERING

Parents, grandparents, or other community members wishing to volunteer their time

for the benefit of Rogers Elementary School may contact the school office at (314) 467-6300 to discuss volunteer opportunities. 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.

### ROGERS PARENT ORGANIZATION (RPO)

The RPO is open to all parents and guardians. The RPO sponsors many of the student and school activities. Anyone interested in volunteering time or serving on RPO should contact Dr. Paula Buchanan at [president.rpo@gmail.com](mailto:president.rpo@gmail.com).

### WITHDRAWING A STUDENT

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