

# Wohlwend Elementary School Student Handbook

## 2021-2022

### ARRIVAL AND DISMISSAL

School officially begins at 8:45 A.M. Students may enter the building at 8:30 A.M. Buses will unload first at 8:30, and then car riders will drop-off. Parents or other responsible adults should not leave their vehicle for morning drop-off as we have plenty of staff available to help the students make it safely into the building.

Y-Club is available for families who need to drop their children off to school earlier than 8:30 AM.

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 and the parent pick-up area 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 – they must use parent pick-up.*

### ***Procedures for reporting student absences:***

- The parent/guardian should **call** the school Attendance Line at **467-6510** prior to **10:00 A.M.** on the day of the absence to report the student will be absent from school.
- Absences must be verified or the absence will be marked unexcused.

### ATTENDANCE AWARDS

Attendance awards are given to students at the conclusion of the year. Students who have missed zero minutes of school earn

the Perfect Attendance Award. Students with 96% or better attendance earn the Excellent Attendance Award.

### BREAKFAST PROGRAM

Breakfast is available to all students free of cost. Our wonderful cook staff will bring breakfasts to the classrooms each morning. Generally, breakfast includes milk, fruit, juice, cereal, or another breakfast entrée.

### BUS ROUTES

Bus transportation is available free of cost to students living inside the Wohlwend 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 467-6500. 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 respectful-** Use level 2 voices (inside voices), use kind words

**Be responsible-** Watch for your stop, take all belongings with you

**Be Safe-** KHFOOTY, sit in assigned seat, Sit seat-to-seat, back-to-back



## BUS REFERRALS AND CONSEQUENCES

Bus drivers have the responsibility to maintain a safe and orderly environment on the school bus. The drivers have the authority to warn students, conference with students, and assign specific seats. The driver will note on a Bus Safety Report any behaviors that are deemed hazardous while riding the school bus. Video cameras are located in the front and rear of each bus. The building principal or designee will handle behavior that results in a Bus Safety Report. Parents having questions or

concerns regarding bus behavior should contact the building principal.

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

## CAFETERIA RULES

1. Use a Level **2** voice.
2. KHFOOTY
3. 10 to a table, 5 on each side.
4. Face forward, seat on seat, feet on floor.
5. Raise your hand & ask permission to leave your seat.

## CAFETERIA MENUS

Monthly menus for breakfast and lunch are sent home via Peachjar emails.



## CHARACTER EDUCATION

Wohlwend Elementary strives to develop well-rounded and well-adjusted students by

teaching a comprehensive character education program. Students will learn about positive character traits and social skills through lessons.

## CODE OF CONDUCT FOR STUDENTS

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

Wohlwend students are expected to:

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

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

Students will be referred to an administrator for serious or recurring misbehavior.

Parents will be notified about the disciplinary referral, interventions used to correct the inappropriate behavior, and the consequences earned by the student.

Students will be assigned consequences in accordance with the Mehlville School District *Disciplinary Policies, Procedures, and Consequences Manual*.

### **CONFERENCES / MEETINGS WITH TEACHERS**

Parents have the opportunity to review their child's progress through conferences. Elementary Parent-Teacher Conferences take place on October 27<sup>th</sup> and 29<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 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. Hoover, 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. Hoover may be reached at 467-6503.

### **CUSTODY**

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

### **DISTRICT POLICIES AND PROCEDURES**

Mehlville School District publishes the *Disciplinary Policies, Procedures, and Consequences* manual to outline student rights. 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 2021-2022 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.

### **EARLY CHILDHOOD**

Early childhood classes are available from two to four days a week on a tuition paid basis. Please contact the John Cary Early

Childhood Center at 467-5300 for more information.

### **EMERGENCY SCHOOL CLOSINGS**

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

### **FIELD TRIPS**



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

### **FREE/REDUCED LUNCH AND BREAKFAST**

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.



### **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:

- October 22<sup>nd</sup>
- January 14<sup>th</sup>
- March 18<sup>th</sup>
- May 27<sup>th</sup>

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

- 3 = Meets Expectations
- 2 = Approaching Expectations
- 1 = Beginning to Learn Expectations

### **LOST AND FOUND**

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

## LUNCH PROGRAM

Thanks to a grant from the US government, lunch will be provided free of cost for all students this school year.

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

## M.A.P.

The Missouri Assessment Program (MAP) is administered to all students in grades three through five beginning in late April and extending through the month 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.



## NURSE AND HEALTH ROOM

The school health room is located in room 106, and it is staffed daily from 8:15 until 3:45. The nurse, Mrs. Bevell, may be reached 467-6530. Preventative health care is a primary goal of Wohlwend Elementary. In addition to providing emergency care in case of accidents or illness, the nurse distributes prescription medication, reviews immunization records, and conducts regular hearing and vision screenings for students. Referrals for follow-up care are made when indicated.

### Ensure your child's well-being by:

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

- Keep all emergency data current. This includes a home and work telephone number, addresses, the names of other persons to which your child may be released. A yearly emergency form must be on file before a student may participate in field trips and sports activities.
- Calling or sending a note sharing any medical information that may affect your child's performance in school in any way.
- Sending a copy of all immunization boosters. Student records must remain current for the student to attend school. ***Missouri law does not allow for a grace period on immunizations.***
- Sending a copy of the results of physical examinations (required of all new students, pre-school, kindergarten, fourth, seventh, and tenth grade students.)
- Sending all medications in the original container along with a note from the parent or guardian with specific instructions (signed and dated) and a prescription from your child's physician for all over-the-counter medications.

## OASIS

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. Wohlwend 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 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 network. For more information, call 467-5300.



### PLAYGROUND RULES / PROCEDURES

1. Level 0 voice in line.
2. Line up the first time the whistle is blown.

3. KHFOOTY
4. Follow directions the first time.
5. Follow the rules of the game.

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

### 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 and bring her or him to you. 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.*

### SW-PBS

Wohlwend participates in School-Wide Positive Behavior Supports (SW-PBS). This behavior program seeks to teach students the social skills necessary to navigate the school day and situations in the outside world.

SW-PBS rewards students for following our school-wide expectations: **Be Respectful, Be Responsible, and Be Safe**. Children are recognized for positive behavior in a variety of ways. These include Wohlwend Way Tickets for individual good behavior; behavior certificates for exhibiting positive

behaviors throughout the grading terms; and end-of-semester parties.

Classrooms also have the opportunity to earn recognition for their behavior. When a whole class follows our expectations, they receive a "Paw". Once the class earns 20 Paws, they receive a free recess or classroom party. When every classroom earns a Paw reward, our entire building will have a short building-wide activity.



### **TARDIES**

Students arriving after 8:50 A.M. are marked tardy and should report to the office before going to their classrooms. Parents of children arriving after 8:50 A.M. must bring the student to the office to sign in and receive a pass before they are allowed to go to class.

Students arriving late or leaving early are not eligible for perfect attendance awards.

### **VOLUNTEERING**

Parents, grandparents, or other community members wishing to volunteer their time for the benefit of Wohlwend Elementary School may contact the school office at 467-

6500. 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.

### **WILDCAT PAWS**

The Wildcat PAWS is open to all parents and guardians. The Wildcat PAWS sponsor many of the student and school activities. Anyone interested in volunteering time or serving on PAWS should contact Kate Kidwell wildcatpaws18@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 and pay any fees or fines that are due.

### **Y-CLUB**

Before and after school care is offered by the South County YMCA. Y-Club meets in the cafeteria from 6:30 AM until the start of school and from 3:35 to 6:00 PM. For specific information, call 849-4668, ext. 249.