



***Forder Elementary School***

Proud Member of the Mehlville School District

# ***Student & Family Handbook***

**2022-2023**

**F**ostering

**A**cademic excellence and acceptance for

**L**earners to be productive

**C**itizens

**O**f character in our

**N**urturing and

**S**afe school

**Dr. Whitney Maus, Principal**

**Like us on Facebook, Twitter and Instagram @ForderFalcons  
to get all the latest news about our school**



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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](#))*

### Forder Elementary School Mission

**F**ostering  
**A**cademic excellence and acceptance for  
**L**earners to be productive  
**C**itizens  
**O**f character in our  
**N**urturing and  
**S**afe school

## District / School Contact Information

Mehlville School District

3120 Lemay Ferry Rd.

St. Louis, MO 63125

314-467-5000

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

Forder Elementary School

623 West Ripa Ave.

St. Louis, MO 63125

314-467-5600

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

## Forder School and District Calendar Links

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

## Staff Contact Information

School Office	314-467-5600
Fax Line	314-467-5699
Attendance Line	314-467-5610
Nurse's Office	314-467-5630
Transportation	314-467-5240
Counselor	314-467-5605

## 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 to law. Notices of this, along with notices regarding other public information can be found [here](#). The link also contains information on the state children's health insurance program, MO HealthNet for Kids.

### ***Parent Rights and Title 1 Information:***

If a parent or legal guardian has a concern regarding their child(ren), they may contact Forder's school office at 314-467-5600 to either discuss the matter with Dr. Maus or to schedule a meeting. Dr. Maus will return phone calls or set up a meeting as soon as possible to discuss the concern. Teachers and counselors may be invited to attend if needed. I, Dr. Maus, certify that all teachers teaching core subjects at Forder 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.

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.

### ***Homeless Children and Youth Definitions***

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

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

### ***Forder Policy***

Forder Elementary staff 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.
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 school. If created, the parent advisory board would be tasked with developing, reviewing and revising this policy.

**Missouri Department of Elementary and Secondary Education  
Every Student Succeeds Act of 2015 (ESSA)  
COMPLAINT PROCEDURES**

This guide explains how to file a complaint about any of the programs<sup>1</sup> that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)<sup>2</sup>.

<b>Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents</b>	
<b>General Information</b> 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed?	
<b>Complaints filed with LEA</b> 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)?	<b>Complaints filed with the Department</b> 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
<b>Appeals</b> 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)?	

**1. What is a complaint?**

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

**2. Who may file a complaint?**

Any individual or organization may file a complaint.

**3. How can a complaint be filed?**

Complaints can be filed with the LEA or with the Department.

**4. How will a complaint filed with the LEA be investigated?**

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

**5. What happens if a complaint is not resolved at the local level (LEA)?**

A complaint not resolved at the local level may be appealed to the Department.

<sup>1</sup> Programs include Title I, A, B, C, D, Title II, Title III, Title IV, A, Title V

<sup>2</sup> In compliance with ESSA Title VIII- Part C, Sec. 8304(a)(3)(C)

Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.

## Absences

If your child is unable to attend school, the parent or guardian should call our school attendance line at 314-467-5610 to report his/her absence. Please do this prior to 10:00 AM. If a parent or guardian does not call to verify a student's absence, the absence is marked as unexcused. Frequent unexcused absences could result in a referral to Children's Division or St. Louis County Family Court ([Policy JED](#) and [Regulation JED-R1](#)).

At Forder, we desire to have our students here each and every day, all day. Consistent attendance promotes academic success, social awareness, and prepares students to enter the workplace. We do understand there are absences due to sickness.

The following guidelines will be put in practice when a student shows a lapse in school attendance.

Universal: Families will receive a computer generated e-mail with their child's lunch account balance and notification when absences are over 5 days. This e-mail will come on a weekly basis.

STEP 1: A letter from the office will be sent after five days of absence or five tardies/lates/early outs in addition to a phone call home from the classroom teacher.

STEP 2: A letter from the office will be sent after ten days of absence or five tardies/lates/early outs. A parent/guardian will be required to meet with the Dr. Maus, counselor and/or resource officer (police officer) who is assigned to FORDER after 10 days of unexcused absence (unexcused absence is an absence not documented by a doctor's note). A meeting might also be held if tardiness or lateness is the concern. The purpose of this meeting is to form a plan to reduce the tardies, lates or absences. At this point, all future absences will require a doctor's note to avoid step 3.

STEP 3 If the absenteeism, tardiness or lateness continues after we have formed and implemented our attendance improvement plan, a referral will be made to the Division of Family Services to report educational neglect/truancy per Mehlville School District Policy.

As a reminder, our school day is from 8:45-3:35. Students may enter the building at 8:30. The first bell rings at 8:35 to dismiss students to their classrooms. The tardy bell rings at 8:45!

## Arrival and Dismissal

School begins promptly at 8:45 A.M. Students may enter the building at 8:30 A.M. The school provides supervision beginning at 8:30 A.M. **For your child's safety, please do not drop off students before 8:30 A.M.** Prior to 8:30 AM parents/guardians must remain with their children. Parent drop off and pick up will take place on the backside of the building. **All parents must follow the drop off procedures and remain in their cars unless arriving after 8:45 am.** Students riding the bus will enter the front side of the building. Grades K-2 will enter the main doors (entrance 1) and 3-5 will enter through entrance 2. All students who eat breakfast will have a grab and go option and eat in the classrooms. Free breakfast will continue to be offered to all students. For students who must arrive earlier, before and after school childcare is available on site through the Y.M.C.A. You can contact the Y.M.C.A. at 314-849-4668 ext. 249.

### *Procedures for reporting student absences:*

- The parent/guardian should **call** the school Attendance Line at **314-467-5610** prior to **9:30 A.M.** on the day the student will be absent from school.
- Absences must be verified or the absence will be marked as unexcused.
- A doctor's note is required for an illness lasting 3 or more consecutive days and/or excessive illness.

Students arriving after 8:45 A.M. are marked tardy and parents should use the buzzer on the front door to drop off their child(ren). 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. If a child is more than five minutes later than 8:45, they are marked as late.

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. Photo ID's are required to be presented when signing a student out in the office. Office personnel will call the student to the office.

### **NO EARLY DISMISSALS AFTER 3:15 P.M.**

At 3:15 P.M., teachers begin getting students ready to end the school day, organizing homework assignments, and preparing 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 after announcements at 3:25 P.M. Buses will be dismissed at 3:35 P.M.

## Birthdays

While we do acknowledge student birthdays, the sharing of birthday snacks or treats is prohibited. Providing outside food 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.

We will also not deliver any kind of presents to students during the school day. This includes flowers, balloons, etc. We do recognize birthdays are a special day for our students, however, we cannot allow them to become a distraction to the learning process.

## Bus Routes

Bus transportation is available free of cost to students living inside the Forder 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 314-467-6500. Parents of VICC students should contact the VICC office at 721-8657.

Bus passes are not permitted for any reason. Students will only be authorized to ride their assigned buses to their assigned stops. The practice of riding multiple buses to different stops will no longer be permitted except in the case of authorized daycare centers.

Bus drivers will only allow kindergarten students off the bus if a parent or guardian is at the bus stop to pick up the child. Kindergarten students not met by a parent or guardian will be brought back to school.

## Bus Rules

### **BE RESPONSIBLE:**

- Stay in your seat (sit seat to seat, back to back and feet on the floor)

### **BE RESPECTFUL:**

- Follow directions of the bus driver the 1st time given

### **BE COOPERATIVE:**

- Allow 3 to a seat

**BE KIND:**

- Use kind words
- Use “Level 1” voice

**BE SAFE:**

- KHFOOTY
- Keep your hand inside the bus

## 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.

## Code of Conduct for Students

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

Forder students are expected to:

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

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

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

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

Students will be assigned consequences in accordance with the Mehlville School District [Disciplinary Policies, Procedures, and Consequences Manual](#).

**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. Elementary Parent-Teacher Conferences take place in October. In the spring, teachers will meet with parents on an as needed basis before Spring Break in March. 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.

## Phone Calls to Teachers

Phone calls to a teacher's direct phone line will go straight to voicemail during school hours so the classroom is not disrupted. Teachers check their voicemail throughout the day and return messages within a 24 hour period. If you have an emergency, or transportation issue, please call the main office at 314-467-5600.

## Counseling

A certified school counselor, Mrs. Cindy Bright, 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 to develop 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 school counselor, Mrs. Cindy Bright may be reached at 314-467-5605.

## 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 Forder plan was created in conjunction with the St. Louis County Police, Lemay Fire Protection District, and American Red Cross. 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 to 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, Lemay 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) 467-5600 if you need to update any of your contact information.

## Custody / Releasing Students to Families

It is the goal of the Mehlville School District to provide a safe environment for students. The district recognizes that rules regarding the dismissal of students are a necessary part of the district’s safety program. Students will only be released to the parent, guardian or to other individuals or agencies as permitted by law. *The district will release a student to either parent unless the district has a valid court order directing otherwise, or unless the parent requesting release is only entitled to supervised visitation.* Any person requesting release of a student must present proper identification 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 parent must present legal documentation of custodial rights to the school principal.*

## Daily Schedule

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

## District/State Assessments

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

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

The Missouri Assessment Program (MAP) is administered to all students in grades three through five beginning in late April and extending through the month of May. The state-mandated assessment is designed to monitor the progress of all students in meeting the Missouri Learning Standards, as set forth by the Missouri State Board of Education. Students are tested at various grade levels in the areas of communication arts, math, and science.

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

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

## Dress Code

Every student is expected to present a proper and appropriate appearance. Students should dress in a manner that will not disrupt the educational process. Student clothing should be functional, safe, and reflect the attitude of the student toward his or her primary 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](#).

## 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 314-467-5300 for more information.

## Electronic Communications

Students may not use, display or turn on personal communication devices during the regular school day, including instructional class time, class change time, breakfast, or lunch ([Procedure EHB-AP1](#)).

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

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

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

## Emergency School Closings

When severe weather necessitates 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 Forder office at 314-467-5600 immediately if your child will be going home from school differently than normal.

## Enrollment

The enrollment of a new student is all done ONLINE through the district registrar and requires the following five items: 1. Birth Certificate; 2. Two Proofs of Residency (first a current mortgage statement, or an unexpired lease, or a current real estate tax receipt AND a current utility bill as second proof); 3. Immunization records. 4. New registration form; 5. Parent ID. Online enrollment forms must be completed on each student by one of his/her parents or legal guardians.

## 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. Parents of asthmatic students are asked to send the child’s inhaler to school on the day of a field trip.

## Forder Parent Teacher Association (PTO)

The Forder Parent-Teacher Organization (PTO) is open to all parents and guardians. The PTO sponsors many of the student and school activities. Anyone interested in volunteering time or serving on PTO should e-mail [forderpto@gmail.com](mailto:forderpto@gmail.com).

## Gifted Education (STRETCH)

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

Teachers make student referrals for STRETCH testing in January. Testing occurs throughout the spring, and parents are notified of their student’s admission 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 21<sup>st</sup>
- January 13<sup>th</sup>
- March 17<sup>th</sup>
- May 26<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

## 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.

## Homework

Although students may not have assigned homework every evening, we encourage all of our students to read 15-20 minutes every night. For students who are or will be absent, homework may be requested from the office on the 2nd day of a student's absence. Those requests must be made by 9:30 am. Homework can be picked up from the school office at 3:00 pm.

## Lost and Found

Forder's lost items can be found in a box outside of the cafeteria. To help identify lost items, we *strongly* encourage parents to label all school clothing and items brought to school. Forder Elementary is not responsible for lost items.

## Missouri Course Access Program (MOCAP):

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

## Nurse and Health Room Services

The school health room is located near the office and it is staffed daily during school hours. The school nurse, Mrs. Marissa Barham may be reached at 314-467-5630 or barhmanm@msdr9.org. Preventative health care is a primary goal of Forder 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!
- Students should be fever free for 24 hours before returning to school.
- Being responsible for having someone available to pick your child up from school if he/she is injured or sick 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.

### **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\(1\)](#)).

### **Too Sick for School:**

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

## OASIS Tutors

Oasis is a national nonprofit educational organization designed to enhance the quality of life for mature adults. The OASIS Intergenerational Tutoring Program trains volunteers to work with young children to build reading skills and positive attitudes towards learning. Forder Elementary is fortunate to have OASIS volunteers working each week with designated students. The OASIS program is on hold for now until it is safe to have visitors in the building regularly.

## 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 314-467-5300.

## Playground Rules and Procedures

- **Be Responsible:**
  - Agree on game rules before the game and stick to them

- **Be Respectful:**
  - Use appropriate language- only put-ups, no put downs
  - Follow directions of recess aides the first time given
- **Be Cooperative:**
  - Follow KHFOOTY
- **Be Kind:**
  - Include anyone who wants to play
- **Be Safe:**
  - Use equipment safely

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

## School Food and Nutrition Service

### ***Meal Programs:***

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

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

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

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

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

All students 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.

**School Food & Nutrition Services offers MySchoolBucks®**, an online payment service that 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 for FREE!

MySchoolBucks provides:

- Convenience - Available 24/7 on the web or through our mobile app for your smartphone

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

Enrollment is easy!

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

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

***Cafeteria Rules:***

**BE RESPONSIBLE:**

- Raise hand and listen for directions when finished eating

**BE RESPECTFUL:**

- Follow adult directions

**BE COOPERATIVE:**

- Say please and thank you

**BE KIND:**

- Use "Level 1" voice when eating

**BE SAFE:**

- Wait patiently with hands at your sides

## Sexual Health Instruction

The district offers instruction in human sexuality and will provide instruction regarding sexual abuse as required by law. This link contains [Policy IGAEB](#), which deals with sexual health instruction.

## Student Records

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

## Trauma Informed School Initiative

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

## 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 314-849-4668, ext. 249.