

Trautwein Elementary School

Family Handbook

2023- 2024



Trautwein Elementary School
5011 Ambs Road
St. Louis, MO 63128

314-467-6400 (Main Office)
314-467-6499 (Fax)
314-467-6410 (Absent Line)

Shannon Henderson
Principal

314-467-6401

hendersons@msdr9.org

Table of Contents

[Mehlville School District](#)

[Notices](#)

[Trautwein Calendars](#)

[Contact Information & School Hours](#)

[Attendance](#)

[Arrival/Dismissal Procedures](#)

[Bus Transportation](#)

[Care of District Property](#)

[Celebrations](#)

[Cell Phones](#)

[Change of Information](#)

[Chromebooks](#)

[Code of Conduct for Students](#)

[Confidentiality](#)

[Contacting Teachers](#)

[Counseling Services](#)

[Crisis Planning](#)

[Custody/Releasing Students to Families](#)

[Daily Schedule](#)

[District/State Assessments](#)

[Dress Code](#)

[Early Childhood/Parents as Teachers](#)

[Electronic Communications](#)

[Emergency School Closing](#)

[Enrollment](#)

[Extracurricular Activities & Clubs](#)

[Field Trips](#)

[Gifted Education \(STRETCH\)](#)

[Grading & Report Cards](#)

[Hazardous Materials](#)

[Health Room Services](#)

[Lost & Found](#)

[Missouri Course Access Program \(MOCAP\)](#)

[Map Testing](#)

[Media Exclusion](#)

[Online Registration - Required Annually](#)

[OASIS Tutoring](#)

[Parent Portal](#)

[Parent/Teacher Conferences](#)

[Parent Square](#)

[Photographing Students](#)

[P.I.E. \(Partners in Education\) / PTO](#)

[Playground Rules & Procedures](#)

[School Communication](#)

[School Food & Nutrition Services](#)

[Sexual Health Instruction](#)

[Social Media](#)

[Student Records](#)

[Student Goal Setting & Progress Monitoring](#)

[Trauma Informed School Initiative](#)

[Visiting School](#)

[Volunteering](#)

[Withdrawing a Student](#)

[Y-Care](#)

[Academic Interventionists](#)

[Social Emotional Learning \(SEL\) Interventionist](#)

Mehlville School District

Portrait of a Graduate



The Trautwein staff feels fortunate to work as a partner in educating and serving your child. As a community, we are committed to:

- Providing a safe, warm and inviting community.
- Building strong relationships that promote self-value, integrity and investment in our community.
- Providing educationally appropriate challenges that promote social, emotional and academic growth for EACH individual.
- Recognizing and developing the strengths and uniqueness of each student.
- Developing individual character focused on care and consideration for others.
- Fostering a love of learning among all students.

It is important to us as a community that all members feel welcome. We value your partnership and encourage your investment in our community, as well as your feedback throughout the year.

School Touchstones & Expectations

- Be respectful
- Be responsible
- Show self-control

Mission Statement

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](#))

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.

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.

Trauwein School Calendar

August

18 School Board Mtg - 6:30 pm
21 IceCream Social 4:30-6:00 pm
22 First Day of School
22 Tears & Cheers Breakfast - 8:30-9:30 am

September

4 NO SCHOOL - Labor Day
11 School Picture Day
11 PIE Mtg - 6:30 pm
13 ½ Day - 12:55 pm
15 Pretzel Sales
23 School Picnic - 10am-3:00 pm

October

6 Breakfast with Besties 7:30-8:15 am
9 PIE Mtg - 6:30 pm
11 ½ Day - 12:55 pm
16 Parent/Teacher Conferences
19 ½ Day - 12:55 pm
19 End of 1st Quarter
20 NO SCHOOL
23 PIE Red Envelope Fundraiser Begins
26 Trunk or Treat - 6:30-8:00 pm
31 Fall Celebration

November

7 NO SCHOOL - Election Day
13 PIE Mtg - 6:30pm
14 4th Grade Veteran's Performance 6:00pm
22-24 NO SCHOOL - Thanksgiving Break
30 School Picture Retake Day

December

4 3rd & Character Choir Concert 6:00 pm
5 Polar Express Night - 5:30-7:00 pm
11 PIE Mtg - 6:30 pm
13 ½ Day - 12:55 pm
19 Winter Celebration
21-1/3 NO SCHOOL - Winter Break

January

4 School Resumes
8 PIE Mtg - 6:30 pm
12 End of 2nd Quarter
15-16 NO SCHOOL
19 Pretzel Sales
24 ½ Day - 12:55 pm

February

2 Daughter Dance 6:00 pm
5 2nd Grade Choir Concert 6:00 pm
12 PIE Mtg - 6:30 pm
14 Friendship Celebration
19 NO SCHOOL - Presidents Day
23 Trivia Night - 6:30 pm
28 ½ Day - 12:55 pm

March

7 Spring Picture Day
9 Son Event
11 PIE Mtg - 6:30 pm
15 End of 3rd Quarter
18-22 NO SCHOOL - Spring Break
27 ½ Day - 12:55 pm

April

1-2 NO SCHOOL
8 PIE Mtg - 6:30 pm
10 NO SCHOOL
22-5/6 Tiger Trails Fundraiser Collection
24 ½ Day - 12:55 pm

May

3 Breakfast with Besties - 7:30-8:15 am
6 Tiger Trail Walk
6 PIE Mtg - 6:30 pm
17 Pretzel Sales
29 End of 4th Quarter
29 Last Day of School
(if no snow days)

Please visit the Mehlville School District website for a full calendar [by Clicking Here.](#)

Mark Your Calendar with a Few Important Dates!

Early Release at 12:55pm

9/13 10/11 10/19 12/13 1/24 2/28 3/27 4/24

Winter Break

December 21-January 3

School resumes on Wednesday, January 4, 2024

Spring Break

March 18-22

School resumes on Monday, March 27

No School

9/5 10/20 11/7 11/22-24 12/21 - 1/3
1/15-16 2/9 3/18-22 4/1-2 4/10

Contact Information

Mehlville School District

3120 Lemay Ferry Rd.

St. Louis, MO 63125

314-467-5000

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

Trautwein Elementary School

5011 Ambs Rd.

St. Louis, MO 63128

314-467-6400 (Main Office)

314-467-6499 (Fax)

314-467-6410 (Absence Line)

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

School Hours

8:45am – 3:35pm

students may arrive as early as 8:30am.

Early Childhood 8:00-11:00am AND 12:00-3:00pm

Attendance

Student attendance at school is critical in providing consistency in routine and allowing students to fully access their educational experiences. Additionally, the Department of Elementary and Secondary Education places an emphasis on attendance, requiring that all students maintain a 90% minimum attendance rate throughout the school year. Attendance, including late arrivals and early releases, are monitored weekly by the school principals and counselors. When absences are in excess, parents are notified. Frequent unexcused absences could result in a referral to Children's Division or St. Louis County Family Court (Policy JED and Regulation JED-R1).

Reporting an Absence - 314-467-6410

If your child must be absent, please call the Absent Line, 314-467-6410, before 9:00 am and provide the student's name and reason for the absence. If a child is absent for 3 consecutive days or has chronic absences, please provide a doctor's note. (In the event of excessive absences, an administrator or counselor will be in contact with the family.) If a parent or guardian does not call to verify a student's absence the absence is marked as unexcused.

Arrival & Dismissal Procedures

Arrival

School officially begins at 8:45 A.M. Students may enter the building at 8:30 A.M. To provide students with an opportunity to prepare for their day, ***we encourage students to arrive by 8:40am***. Class will begin promptly at 8:45am.

*****Please do not drop off students before 8:30am, as there is no supervision available.*****

Y-Club is available for families who need to drop their children off to school earlier than 8:30 AM. You can contact the YMCA 314-849-9622 or visit [Y-Club](#).

Late Arrival

Students arriving after **8:45 AM** are marked tardy and will need to be signed in by an adult. Students must be accompanied to the office by an adult to be signed in.

Leaving Early

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. Please have your ID. Students will only be dismissed to those listed on the Student Release Form (provided in First Day Packets). *Students will not be released to anyone without proper identification.*

No early dismissals after 3:10 PM!

At 3:10 P.M., teachers begin preparing students to end the school day for dismissal. In order to allow for a smooth transition, we do not interrupt this process. We appreciate your support.

Dismissal

Each day, buses will be dismissed from the lot first, followed by cars. Please follow the flow of parking and traffic for pick-up. Once you pull alongside the cafe (as with arrival), a staff member will assist your child into the car.

Parent Drop Off

In the morning, students riding in cars will be dropped off in front of the café, and greeted by a staff member. As a safety precaution, we ask that ALL parents remain in their car at drop off. Drivers, please follow the flow of traffic, driving cautiously and slowly. Students will be exiting buses and some parents will park and walk their child to the front doors.

*****Please do not drop off students before 8:30am, as there is no supervision available.*****

Parent Pick-Up

For our students' safety, the parking lot will close at 3:30pm when the first dismissal bell rings. Parent Pick-Up students will be escorted to the cafeteria and released to parents, guardians, or approved individuals only. It will always be necessary to have your **"Parent Pick-Up Card."** Parents will remain in their car during parent pick-up. Cars will pull in the entrance closest to Auburn Trace and pull forward facing Ambs, making parallel rows. Parents will drive alongside the cafe (as morning drop off) and staff will place your child(ren) in your car.

If you arrive after 3:30, please enter the entrance closest to Washington Middle; you will be directed to park parallel to Ambs.

If you do not have a “Parent Pick-Up Card,” please call the office to request one; cards will be given upon proof of ID. You are welcome to request multiple cards so that any individual who picks up your child has this.

Out of respect for our neighbors, please avoid parking on Auburn Terrace. There are “No Parking” signs that are enforced by St. Louis County Police, and circumstances become dangerous with additional traffic and students walking.

****Students will only be released to individuals listed on your child’s Student Release Form. Please keep this list current in the event of an emergency. If you need to change this list, please contact the office.****

Student Walking To/From School

Students who walk to and/or from school should have written permission on file. Parents may complete the “Student Walker Form.” Please contact the office for a form. For safety purposes, students who walk will be released before buses. Parents are welcome to accompany their child(ren) to the school grounds.

Going Home a Different Way?

If your child is leaving school a different way than usual, please provide the teacher with a note specifying the details. **If your child’s mode of transportation changes mid-day, please CALL THE OFFICE AT 314-467-6400** so our office staff may pass along the message.

Additionally, please be sure to notify the office by 3:00pm if your child's mode of transportation has changed. This will allow time to ensure your child and his/her teacher is notified of the change.

****DO NOT email or call teachers about changes in dismissal/transportation mid-day.****

(Teachers are providing instruction, and are often unable to check email or phone mid-day, or may be absent; in these cases, messages can be missed.)

Bus Transportation

Bus transportation is available free of cost to students living inside the Trautwein attendance zone. For information on bus routes, please visit [Mehlville School District Bus Routes](#). If there is a change in address, please contact the school office at 314-467-6400. Parents of VICC students should contact the VICC office at 721-8657.

Parents are encouraged to utilize bus service. Unless prearranged with the school office and our Transportation Department, students will ride the same bus daily.

Mehlville School District does not grant bus passes on a day-to-day basis.

For student safety, ALL KINDERGARTEN students must have an adult at the bus stop. If an adult is not present, students will be returned to school for pick-up there. Older children who are uncomfortable exiting the bus as the result of no adult at the stop will also be returned to school for pick-up.

*****Kindergarten students will only be allowed off the bus if a parent/guardian is at the bus stop*****

If a kindergarten student is not met at the bus stop, he/she will be brought back to school for pick-up.

Contact information for bus or route information:

Mehlville Resident Families: 314-467-5240

Voluntary Transfer Program Families: 314-721-8657

Expectations

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.

Care of District Property

Students are responsible for all textbooks, library books, technology, and other district-owned materials that are issued to them during the school year. Lost or damaged materials must be paid for. Damage to a chromebook is assessed by the IT Department. If a student's chromebook is damaged, they need to bring it to the office. An invoice will be issued if necessary and a new device will be issued after payment is received.

	Touch Screen N23 Yoga, 500e, 500e 2nd	Non-Touch 11e 3rd, 11e 4th, 100e 1st, 100e 2nd
Misc Plastic	\$15	\$15
Keyboard	\$40	\$30

Charger	\$25	\$25
Motherboard	\$100	\$100
Screen	\$100	\$40
Full Chromebook	\$275	\$175

Celebrations

Birthdays

We love celebrating our students on their birthdays. Due to allergies, food treats are not allowed, even if store bought. Providing food as a birthday treat to share with classmates can be dangerous for children with allergies and does not align with our district Wellness Policy. Parents are encouraged to make arrangements with the classroom teacher that do not include food. Thank you for your understanding as we work to keep all of our students healthy and safe.

If your child would like to bring and distribute birthday invitations at school for a party away from school, please be sure to invite all boys, all girls, or the entire class. Thank you for your sensitivity to all children.

Classroom

Generally, we have a school-wide day with grade level celebrations; these take place for fall, winter, and Friendship Day.

Outside Food

Due to allergies, food treats are not allowed, even if store bought to be sent into a classroom to be shared with students.

Cell Phones

Students are permitted to have cell phones at school, though we ask that they **remain off and in the child's backpack** to minimize distractions to learning throughout the day. If your child needs to contact you during the day, they may ask their teacher or the office staff for assistance.

Change of Information

If a change of phone number or email occurs, please notify the office immediately so that your child(ren)'s records are current, including emergency contacts and phone numbers. It is critical that we are able to reach our families when necessary.

If a change of address occurs, please notify the office immediately and bring in proof of residency for the new address.

Chromebooks

Students are issued one chromebook, charger and case. It is the student's responsibility to bring their chromebook daily to class fully charged. Lost or damaged chromebooks or chargers must be paid for. Damage to a chromebook is assessed by the IT Department. If a student's chromebook is damaged, they need to bring it to the office. An invoice will be issued if necessary and a new device will be issued after payment is received.

	Touch Screen N23 Yoga, 500e, 500e 2nd	Non-Touch 11e 3rd, 11e 4th, 100e 1st, 100e 2nd
Misc Plastic	\$15	\$15
Keyboard	\$40	\$30
Charger	\$25	\$25
Motherboard	\$100	\$100
Screen	\$100	\$40
Full Chromebook	\$275	\$175

Code of Conduct for Students

As a united community, it is important that all individuals contribute in a positive, respectful manner. When students make a mistake, it serves as, and is treated as, an opportunity for learning. Our role in supporting students who make mistakes is to promote reflection so that they are able to learn and contribute to our learning community in a positive way. The intent of all rules and regulations is to protect the health and welfare of students and staff at Trautwein Elementary School while maintaining an atmosphere conducive to learning.

Trautwein 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 [IFG](#).

Confidentiality

To preserve student confidentiality, there is a lot of information that we can only share with you in person and not over the phone. If you call and ask for information that might be deemed sensitive, you may be asked to come to school and provide identification to ensure that we are only releasing information to legal guardians.

Contacting Teachers

At Trautwein, we view our partnership with parents as the foundation for providing a united approach in which each child's well-being and academic achievement is individually supported. We strongly encourage two-way parent/teacher communication. Please feel free to email or call your child's teacher at any time. 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 voicemails 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 314-467-6400. You can also contact a teacher via email. Teachers strive to return emails within 24 hours as well.

Counseling Services

A certified school counselor is on staff for the benefit of students, parents, and teachers. The counselor works within each classroom, providing instruction that supports each child's well-being, social-emotional development, and skills to enhance learning. Our emphasis is on encouraging responsible, respectful behavior that promotes control of oneself. Trautwein is fortunate to have a full-time counselor, Fatima Warren. Fatima may be reached at 314-467-6474 or warrenf@msdr9.org.

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 Trautwein plan was created in conjunction with the St. Louis County Police, Mehlville 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 intentionally from hurting our students.

In the case of an emergency, parents will be notified via phone call and/or text message using our student information database. If the emergency will cause school to dismiss for the day, the phone call will have details on the procedures for dismissal. The St. Louis County Police, Mehlville Fire Protection District, and building administrators will be responsible for managing the crisis scene. Please follow their directions when picking up your child.

You can help us by making sure you always have accurate and working phone numbers. Please call the school office at (314) 467-6400 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 a child is living with only one parent, we are happy to provide report cards and other school communications to all parents/caregivers. Please make your child's teacher aware of your request. In the case where a 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 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 4th 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 & Parents as Teachers

Support for young children and their families is available through the Mehlville School District. Parents as Teachers is a program that supports parents with children from birth to age five at no cost. Educators, with Parents as Teachers, work with families using developmental screenings, home visits, group meetings, family activities and referral networking. Early childhood classes are available from two-to-four days a week on a tuition paid basis. For more information, please contact the John Cary Early Childhood Center at 314-467-5300.

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 Closing

When severe weather necessitates the closing of school, the Superintendent strives to make the decision by 5:30 A.M. School closings will be broadcast through Parent Square, on the district website (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 Trautwein office at 314-467-6400 immediately if your child will be going home from school differently than normal.

****Does your child know what to do if no one is at home???****

We encourage your family to discuss a plan for what your child should do, or where to go, in the event this happens.

Note: If school is closed, all school-related activities and Y Care are canceled for that day/evening.

Enrollment

Mehlville School District's enrollment process will be completed online. In addition, the annual back-to-school Family Information Update, required of all Mehlville School District families, will also be completed online, using a computer, tablet or web-browsing app on a smartphone. Please visit [Mehlville School District Enrollment](#) for more information.

Extra-Curricular Activities & Clubs

The Trautwein staff is proud to offer a variety of before and after school activities. All opportunities are optional and are offered to further extend student interests, enhancing their "connectedness" to our school community. Information regarding specific activities will be emailed; students must sign up to participate. In our response to COVID-19, clubs may have a limited number of students or focus on specific grade levels, to minimize cross-grade level activities.

Field Trips

Field trips are taken to enhance student learning through exploration and real-world experiences. Written parent permission will be necessary for your child to participate. Please communicate directly with the teacher regarding any related questions.

In some cases, parent chaperones are welcome to attend field trips. If you do volunteer to chaperone a field trip, we will follow the same process as if you were visiting Trautwein. This means utilizing the Raptor School Visitor System. In order to speed up the process of scanning parents on the day of the field trip, we may ask to prescreen you. All that is required for pre screening is your full legal name and date of birth. For more information on the Raptor system, please see the "Visiting School" section of this handbook.

If you chaperone a field trip, you will be required to provide your own transportation and we ask that you not bring siblings as it creates more children to supervise and monitor.

Thank you to our parent organization, P.I.E., for their fundraising efforts that assist with costs for many field trips.

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 19th
- January 12th
- March 15th
- May 29th

Standards-based assessment is a system designed to inform parents about students' progress towards achieving specific learning standards. The Mehlville Course Objectives establish high expectations for all students and describe what students should know and be able to do. These objectives serve as the basis for the Mehlville School District curriculum and assessment. The purpose of standards-based assessment is to precisely identify what students know and can do independently, as opposed to simply averaging grades over the course of the grading term, which can mask what a student has learned, or not learned, in a specific subject. A 3 point system is used in communicating student progress to parents, which does **not** correlate with a traditional A, B, C grading system.

- A **score of 3** indicates the student meets the expectation. He/she can independently and consistently demonstrate mastery of the standard.

- A **score of 2** indicates that a student is approaching expectations. He/she still needs additional instruction and/or support or shows inconsistency with meeting the standard.
- A **score of 1** indicates that a student is beginning to learn the expectation. He/she shows limited evidence of understanding the standard and needs a lot of additional instruction/support.
- If the standard does not have a score, this means the standard was not assessed during that grading term.

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.

Health Room Services

We have a full-time nurse on staff to help our sick or injured students. She can be reached at 314-467-6430 or @msdr9.org. Our nurse is available between 8:35 am and 3:35 pm. She provides emergency care to our students in case of illness or accident, distributes medicine, reviews immunization records, and conducts regular hearing and vision screenings.

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 must 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. This is filled out via Parent Portal.
- Calling or sending a note sharing any medical information that may affect your child's performance in school in any way.
- Uploading a copy of all immunization boosters via Parent Portal. Student records must remain current for the student to attend school. **Missouri law does not allow for a grace period on immunizations.** 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\(1\)](#)).
- Uploading a copy of the results of physical examinations via Parent Portal. (required of all new students, pre-school, kindergarten, fourth, seventh, and tenth grade students.)

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.

Illness

Though student presence at school is critical, illness resulting in absences is understandable. If your child is sick (vomiting, fever, diarrhea), an absence is required until symptoms have subsided for 24 hours without medication. ***If your child is ill, please remember to call the absent line 314-467-6410. This year we continue to ask parents to use cautious discretion when sending your child to school.***

When to stay home:

- **Fever of 100.4 degrees or higher**
- **Feels too sick to participate in school activities**
- **Needs fever or pain medication (like Tylenol or Motrin) to feel good**
- **Moderate to severe cough**
- **Shortness of breath**
- **Stomach pain**
- **Sore throat**
- **Diagnosed with COVID, flu, strep throat or pinkeye**
- **Vomiting**
- **Diarrhea**
- **New rash**
- **Bloodshot eyes or excessive discharge**

If a student develops these symptoms during the school day, nurses will use their discretion to determine whether a student should be sent home.

When to return to school following an illness:

- **5 days following a COVID diagnosis if asymptomatic or symptoms are resolving (no fever, runny nose or productive cough), and if a face covering can be worn for the next 5 days.**
- **No fever for 24 hours without fever-reducing medications like Tylenol or Motrin**
- **Occasional cough**
- **Feels good enough to fully participate in school activities**
- **No vomiting or diarrhea for 24 hours**
- **24-hours of antibiotics following a strep throat, pinkeye or ear infection diagnosis**

Medication at School

If your child receives medicine at school, please communicate directly with the nurse and follow these guidelines for your child's safety.

1. If your child is in need of medicine while at school, an adult must bring this to the health room.
Do not send medication to school with your child.
2. Medication must be in the original container with the original pharmacy label.
3. All over-the-counter medicine (Tylenol, Advil, cough syrup, cough drops, etc.) requires a doctor's written order (via a note or fax).
4. Written permission from the parent to administer medicine must be on file at school.
5. Students cannot possess or administer their own over-the-counter or prescription medications. All medications must be administered by the school nurse.
6. For more information, see [Policy JHCD](#) and [Procedure JHCD-AP\(1\)](#).

Lost & Found

Our Lost and Found is located near the cafeteria. Your child(ren) may check it when at school. To assist in the safe return of property, we encourage parents to label all student clothing, backpacks, lunch bags, etc. All non-claimed items are donated at the end of the school year.

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. (Procedure KB-AP(1)).

MAP Testing

The Missouri Assessment Program (MAP) is administered to all students in grades three through five starting during the months of April and 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.

Media Exclusion

Throughout the school year, teachers and other district personnel may take pictures and videos of students. Guardians that wish to not have these photographs published to district media platforms such as the Mehlville Messenger, school yearbooks, or social media should fill and submit the media exclusion form in the Parent Portal of our school information system. By filling out this form, your child will NOT be published in the school yearbook.

OASIS Tutoring

OASIS is a national nonprofit educational organization designed to enhance the quality of life for mature adults. This program trains adult volunteers to work with young children to build reading skills and positive attitudes towards learning. Trautwein is fortunate to have OASIS volunteers working each week with designated students. If interested, or for more information, please contact Fatima Warren at 314-467-6403, or your child's teacher.

Online Registration - Required Annually

Each year families are required to complete their Online Registration.

1. *Log in:* Log in to the [Parent Portal](#) on a laptop or desktop. If you do not have a log in, you can start the process of getting one by completing a [Parent Portal User Request Form](#) and returning it to the school.
2. *Dashboard:* After signing in to Parent Portal, you will see a yellow bar in your Dashboard that says "Online Registration must be completed for the 2022-2023 year." Click "View" to begin updating your family's information. *Note: If you don't see this option, you have already updated your family's information.*
3. *List of forms:* The next screen will contain the list of forms to be completed. Click "Edit" next to the first form, "Welcome and Instructions."
4. *Welcome and Instructions:* Check the e-signature box in the bottom left corner and select "Next."
5. *Annual notifications:* This section must be completed on a laptop or desktop. Click "Annual Notifications." This will launch a new browser tab. After reviewing, return to the original tab. Check the e-signature box in the bottom left corner and select "Next."
6. *Household parents:* Verify and update the information in this section. Check the e-signature box in the bottom left corner and select "Next."
7. *Household address:* Verify and update the information in this section. Check the e-signature box in the bottom left corner and select "Next."
8. *Proof of residency:* Answer the required questions in this section. All families must provide proof from both [List A and List B](#) annually. Check the e-signature box in the bottom left corner and select "Next."
9. *Student information:* Verify and update the information in this section. Check the e-signature box in the bottom left corner and select "Next."
10. *Emergency contact:* Verify, update or add information in this section. Check the e-signature box in the bottom left corner and select "Next."
11. *Non-Resident parent:* Verify or add information in this section. Check the e-signature box in the bottom left corner and select "Next."
12. *Enrollment survey:* Answer all questions in this section. Check the e-signature box in the bottom left corner and select "Next."

13. *Student health information*: Answer required questions in this section. If your child received a new physical, it should be uploaded through the Optional e-Form called Physical/Immunization Record. This is a requirement for students entering kindergarten, fourth-, seventh- or tenth-grade. If you received an updated immunization record, it should be uploaded through the Optional e-Form. Check the e-signature box in the bottom left corner and select "Next."

14. *Student over the counter medications*: Answer required questions in this section. Check the e-signature box in the bottom left corner and select "Next."

After completing step 14, you can submit the Family Information Update.

Parent Portal

Parent Portal allows you to access information about your child. You can access it through a desktop or mobile web browser, or you can use the Parent Portal app (Tyler SIS Student 360 in the App Store and on Google Play). The new assessment icon and information is currently not available in the app. To see assessment scores, please log in through your desktop or mobile browser and not through the app. To access the parent portal from your desktop, visit https://www.mehlvilleschooldistrict.com/parents/parent_portal. If you do not have a log in, you can start the process of getting one by completing a [Parent Portal User Request Form](#) and returning it to the school.

Parent-Teacher Conferences

Fall conferences are Oct. 10 for elementary students. Spring conferences are optional. Additional parent-teacher conferences can be scheduled at any time throughout the year.

ParentSquare®

ParentSquare is a simple and collaborative school-home communication platform designed to reach and engage every parent via the communication type and frequency they prefer. Parents can choose to receive information via email, text, app notification and/or automated calls. They can also choose to receive all messages in a daily digest or immediately. ParentSquare allows for two-way translated communication and allows parents to keep track of news and updates from their children's schools and the district in one place.

Photographing Students

For our student's safety, please **DO NOT** post pictures of any child, other than your own, on social media. There are families who have not offered consent to photograph their child(ren), and posting pictures may jeopardize the child's safety.

P.I.E. (Partners in Education)/PTO

Our parent group provides many opportunities for our students through their involvement, support, and fundraising. Please consider joining for a meeting. For more information or to get involved, please contact Cindy Kohlman @ cmp05f@hotmail.com. **We welcome and encourage volunteers.**

Playground Rules and Procedures

1. Level o voice in line.
2. Line up the first time the whistle is blown.
3. KHFOOTY (Keep Hands, Feet and Other Objects to Yourself)
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). Please help your student dress appropriately for the weather, and realize that weather changes throughout the day. It would be helpful to mark all coats, jackets, scarves, gloves with your child's name in case these items are lost.

School Communication

All school communication is typically via email, unless your family has chosen to receive texts as well. The intent is to be conscientious of printing, thus saving district funds and resources. If you prefer paper copies, please notify your child's teacher and the office.

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

Cafeteria Expectations:

- Use a Level 2 voice.
- KHFOOTY (Keep Hands, Feet and Other Objects to Yourself)
- Face forward, seat on seat, feet on floor.
- Raise your hand & ask permission to leave your seat.

MySchoolBucks is a system in which parents may deposit money for their child(ren)'s meal account. You can also view recent purchases, check balances, and set-up low balance alerts. There is a flat rate of \$2.49 for each transaction. To register, visit www.MySchoolBucks.com. Add your child(ren) using their school name

and birth date, and then make a payment. If you have any questions, contact MySchoolBucks directly at support@myschoolbucks.com or 1-855-832-5226.

Parents may also send a check to school made payable to Mehlville School District for meals. Always include your child's full name in the memo section of your check. It is best to avoid sending cash. If necessary to send cash, please be sure it is in a sealed envelope, labeled with your student's first and last name and indicate it is for lunch money.

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.

Social Media

Trautwein Elementary as well as many classroom teachers make use of multiple social media platforms to share and celebrate what is happening at school. We invite you to engage with these platforms and share in these celebrations. However, we ask that when you do engage with any of our social media platforms, questions and comments should remain positive so that we can all serve as positive role models for our students. If you do have questions or concerns that would be better discussed in private, please give us a call or send an email.

The district uses many forms of social media to share the successes of our students, teachers, staff and community. A series of guidelines and rules are in place to make sure that social media is being properly and responsibly used by staff, students and the community.

Mehlville Social Media Guidelines for Fans and Visitors: Mehlville's Facebook page and comments are reviewed daily by the communications department. We may remove comments that are inappropriate including:

- Spam
- Selling a product or service
- Inaccurate information
- Off-topic or unrelated to the Mehlville School District
- Personal attacks
- Language (comments including profane or provocative language; hateful, racially or ethnically offensive or derogatory content; threats; obscene or sexually explicit language will be removed.

The district reserves the right to block users from Mehlville's Facebook page for inappropriate use, and violations will be reported to Facebook

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](#).

Student Goal Setting & Progress Monitoring

To empower and further invest students in their learning, opportunities to set personal and class-wide goals, paired with monitoring progress, will be provided throughout each day.

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](#).

Visiting School

Typically we welcome parents to observe special programs or volunteer. Please bring your I.D. and sign in at the office upon arrival. Mehlville utilizes a system, Raptor, for visitor sign in. This system will require all guests to have their license scanned, with a background check, to ensure the individual should legally enter the building. When approved, a sticker will be printed to wear. We ask all visitors to **wear a visitor's badge at all times** to assist with student safety.

Please know that safety is one of our top priorities. We do very much want to create an environment that is warm and welcoming to all of our families. These procedures must exist to take every possible precaution to keep our students safe.

Volunteering

If you are interested in volunteering, please contact a P.I.E. representative, your child's teacher, our librarian, our office staff, or an administrator.

Withdrawing a Student

Please notify the office immediately if your child will be withdrawing from Trautwein and attending a new school. This information will assist us in providing a smooth transition, including forwarding any vital records to the new school. Parents should return any library books, chromebooks & chargers along with paying any fees or fines that are do.

Y-CARE

Fee-based before and after school care is available at Trautwein, offered by the South County YMCA. YMCA employees are fully responsible for the safety and supervision of students before and after school hours. Students must be registered to attend. For more information, please contact the YMCA at 314-849-9622., for more information regarding their Y-Club services or visit [Y-Club](#).

.Academic Interventionist

We are fortunate to have a full-time staff member to work with students who would benefit from additional academic support in core curricular areas. Students who receive this support will be identified through grade level discussions with a team of teachers, administrators, and the school counselor. Services will be provided through small group instruction, generally in a pull-out model, within the building. Parents will be notified and communicated with regularly from both the classroom teacher and the interventionist.

SEL (Social Emotional Learning) Interventionist

We are fortunate to have a full-time staff member to work with students who would benefit from additional social-emotional supports--social and self-regulation skills. Supports will be personalized for each child, and may be provided individually, through small groups, in or outside of the classroom. Parents will be notified and communicated with regularly from both the classroom teacher and the interventionist.