



# ***Oakville Middle School***

**Proud Member of the Mehlville School District**

## **Student and Family Handbook 2023-24**

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## 2023-2024 OMS Bell Schedule



### OMS Bell Schedule (Mon, Wed, Fri) 2023-24

Time	Hour	Lunches
8:00 - 8:45	1st (45)	
8:48 - 9:33	2nd (45)	
9:36 - 10:21	3rd (45)	
10:24 - 11:38	4th/Lunches	A Lunch 10:21-10:46(6) B Lunch 10:47-11:12(7) C Lunch 11:13-11:38(8)
11:41 - 12:26	5th (45)	
12:29 - 1:14	6th (45)	
1:17 - 2:02	7th (45)	
2:05 - 2:50	8th (45)	

### OMS Advisory Days (Tues & Thurs) Bell Schedule 2023-24

Time	Hour	Lunches
8:00 - 8:41	1st (41)	
8:44 - 9:25	2nd (41)	
9:28 - 9:57	Advisory (29)	
10:00 - 10:40	3rd (40)	
10:43 - 11:55	4th	A Lunch 10:40-11:05(6) B Lunch 11:06-11:31(7) C Lunch 11:32-11:57(8)
12:00-12:40	5th (40)	
12:43 - 1:23	6th (40)	
1:26 - 2:06	7th (40)	
2:09 - 2:50	8th(41)	



### OMS Early Release Bell Schedule 2023-24

Time	Hour	Lunches
8:00 - 8:23	1st (23)	
8:26 - 8:48	2nd (22)	
8:51 - 9:13	3rd (22)	
9:16 - 9:38	5th (22)	
9:41 - 10:03	6th (22)	
10:06 - 10:28	7th (22)	
10:31 - 11:45	4th/Lunches	A Lunch 10:28-10:53(6) B Lunch 10:54-11:19(7) C Lunch 11:20-11:45(8)
11:48 - 12:10	8th (22)	

### OMS 2-Hour Delayed Start Bell Schedule 2023-24

Time	Hour	Lunches
10:00 - 10:28	1st (29)	
10:32 - 11:00	2nd (28)	
11:03 - 11:31	3rd (28)	
11:31 - 12:48	4th/Lunches	A Lunch 11:31-11:56(6) B Lunch 11:57-12:22(7) C Lunch 12:23-12:48(8)
12:51 - 1:19	5th (28)	
1:22 - 1:50	6th (28)	
1:53 - 2:21	7th (28)	
2:24 - 2:50	8th (26)	

## Oakville Middle School Contact Information

### Building Information

**Address** 5950 Telegraph Road, St. Louis, MO 63129

**Phone** 314-467-7400

**Fax** (314) 467-7499

**Attendance** (314) 467-7420

### Principals 314-467-7400

Principal: Mike Salsman - [msalsman@msdr9.org](mailto:msalsman@msdr9.org)

Assistant Principal: Jason Buatte - [buattej@msdr9.org](mailto:buattej@msdr9.org)

### Counselors 314-467-7400

Nick Santoro (last names A-K) - [santoron@msdr9.org](mailto:santoron@msdr9.org)

Emily Lehr (last names L-Z) - [elehr@msdr9.org](mailto:elehr@msdr9.org)

### Nurse 314-467-7430

Eileen Mayberry - [mayberrye@msdr9.org](mailto:mayberrye@msdr9.org)

### Resource Officer 314-467-7400

Samantha Lang - [langs@msdr9.org](mailto:langs@msdr9.org)

### Food Services 314-467-5250

### Transportation 314-467-5243

Transportation Manager: Lori Oster - [loster@msdr9.org](mailto:loster@msdr9.org)

### Follow us on Social Media!

Facebook Page - @OakvilleMiddleSchool

Instagram - @OakvilleMiddle

Twitter - @OakvilleMiddle

*Regular school hours are 8 a.m. to 2:50 p.m.*

*On half-day/early release days, students are dismissed at 12:10 p.m.*

## Building Policies and Procedures

**W**elcome to Oakville Middle School. This handbook contains important information that will help you be successful at our school.

Always be conscious of the school's traditions and requirements. The school reflects the students who attend it, so do your part to make our school an outstanding place to be.

All students are expected to follow the The Oakville Way: **RESPECT, RESTRAINT, AND RESPONSIBILITY.**

### ATTENDANCE

School attendance is extremely important to your success in school.

Students are expected to arrive at school on time and be on time to class. The school hours are 8:00 A.M to 2:50P.M. Students may not enter the building until 7:45 a.m.

One of the most important factors for success in school is regular attendance. We ask that appointments are scheduled outside of the school day if at all possible. If it is absolutely necessary to leave school early, the parent must send a note in the morning and **MUST** call the office to sign the child in or out. Also, if a child is arriving to school late in the morning, the parent **MUST** call into the office to sign his/her child in. A student who arrives late must report to the school office to receive a pass for admission to class. Due to Covid restrictions, parents should call from their car to inform the office their child is arriving late.

[Mehlville School District Attendance Policy](#)

**A doctor's note is required in order for absences to be excused.**

Parents of absent students must call the school before 9:00 A.M. on the day of the absence. Parents should call the Attendance Line at 467-7420 to leave a message.

### BULLYING

Definitions

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

[Cyberbullying](#) – A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone,

wireless telephone or other wireless communication device, computer, or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the school will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the school is otherwise allowed by law to address the behavior.

## **BUS PASSES**

Bus Passes **will not** be allowed during the 2022-2023 school year.

## **BUS TRANSPORTATION**

Riding the bus is a privilege. All school behavior rules apply to students as they ride the bus. Students must stay seated at all times with their feet in the seat area, not in the aisle. Students should keep hands and objects inside the bus at all times. Students are expected to follow the bus driver's instructions. Students are to arrive at the bus stop a few minutes early since buses cannot wait for students who are late.

## **CAFETERIA PROCEDURES**

Students are required to be in the cafeteria before the tardy bell rings. Students are expected to remain at their tables until dismissed by the cafeteria aides.

Students must stay in chosen seat for the entire semester;

- A student using a PIN number may only purchase items for himself or herself;
- Stay at the same table during the entire lunch period; and,
- Each table and the area around it must be clean before dismissal.

## **CELL PHONES AND ELECTRONIC DEVICES**

Cell phones should remain in student backpack or locker during the school day, and must be turned off from 8:00-2:50. Unless approved by a teacher or administrator, **cell phones in sight or in use during the school day will be confiscated for the remainder of the school day.**

Consequences for confiscated items are as follows:

1. First offense: Lunch detention
2. Subsequent Offenses: 1 hour detention.

OMS students are bringing their personal cell phones at their own risk. **OMS will not be held responsible for any lost/stolen/broken items.**

**If you must reach your child during the day,  
refrain from texting/calling your child's cell phone.  
Please call the main office at 314-467-7400**

## **CHROMEBOOKS**

Each student is assigned a Chromebook to use for the school year. Students will be held responsible if they intentionally damage the Chromebook. Chromebooks should go home each night, and return **fully charged** and ready for school each day. Students should also bring their charger daily.



### **Go Guardian**

Go Guardian is used by teachers and administrators to monitor student activity on district devices. Administrators are alerted when students are viewing inappropriate content. Misuse of district technology may result in restricted access and/or loss of device privileges.

### **Outside of School Hours**

Students are expected to follow the district technology expectations when using their Chromebooks outside of school. Inappropriate behavior and searches can result in consequences at school. The chromebook is property of the Mehlville School District and is linked to district Google Accounts.

### **CLUBS & AFTER SCHOOL ACTIVITIES**

Participating in a club or activity after school is a privilege. Students need to be in good academic and behavioral standing in order to take part.

All students who stay for after school clubs, activities, or tutoring must report to the assigned room by 2:55 P.M. Only students participating in a school-sponsored activity may be in the building after school.

### **COUNSELORS**

Counselors are available to talk with students about academic problems, social and personal concerns, and scheduling conflicts. Counselors also administer specialized testing, provide career information, lead group guidance sessions, and are available for teacher and parent consultation. Students who want to speak with a counselor can fill out the counseling survey found in their google classroom and the counselors will get back to them. Responses will only be seen by Ms. Lehr and Mr. Santoro.

### **DECORATING LOCKERS**

Students will be able to decorate the inside of their lockers only.

### **DETENTION**

1-hour Detention is held after school on Mondays and Thursdays from 2:50 to 3:50 P.M. 2 Hour Detentions/Wednesday School from 2:50 to 4:50pm. Students need to be on time and stay for the entire time assigned. Students are to use the time for doing school work or reading. Students will be assigned a Wednesday School if they fail to attend.

### **DISCIPLINE**

OMS follows [Mehlville School Board's Discipline Policies](#). District Policy is designed to foster student responsibility, respect for others, and to provide an orderly school environment. Students in violation of policies may be given a consequence such as lunch detention, after school detention, restriction of privileges, ISS, or OSS. To see the full list of the Mehlville School District's Student Discipline Policies and Procedures head to "[Disciplinary Policies and Procedures](#)".

## **DRESS CODE**

A student's attire and grooming should be neat, clean and in good taste, so each student may share in promoting a positive, healthy, and safe learning environment. Dress and grooming may not disrupt the teaching/learning process or cause undue attention to an individual learner. Students who are not dressed appropriately will be asked to change and parents may be called to bring a change of clothing to school. The following guidelines will help students to determine what is acceptable at Oakville Middle School.

- Footwear should be worn at all times. Bedroom slippers and house shoes are not permitted. Closed-toed shoes are required in lab environments.
- Clothing should be neat and clean, properly fitting and of an appropriate length. For girls, skirts should be no shorter than fingertip length. Shorts should have at least a 3" inseam. All pants for both girls and boys should be fastened properly at all times. Pants should be worn at the waistline – sagging pants are not allowed. Undergarments must not be visible.
- Clothing should be worn in such a manner that the entire torso is covered modestly. See-through and cut clothing is inappropriate. Boys may not wear "muscle shirts." Low-cut necklines, bare backs, and spaghetti straps are not permitted at school.
- Articles of clothing with insignia or slogans that are disruptive to the educational process are not permitted. This includes but is not limited to clothing and/or accessories which display alcohol, illegal drugs, suggestive messages, profanity, violence, and anything considered gang-related.
- Students will not be allowed to wear fabric headbands, sweatbands, or bandanas of any kind unless it is part of school-sponsored activity. Sunglasses are not to be worn at school.
- Chained wallets and spiked accessories are prohibited.

## **DRUGS AND ALCOHOL**

Students found under the influence or possession of drugs or alcohol will face a 10-day+ OSS pending a SPAR(Suspension Pending Administrative Review). Details can be found in [MSD's Discipline Handbook](#). Students could also face charges from the St. Louis County Police if drugs or alcohol are found on campus or if a student is under the influence.

## **EARLY DEPARTURE FROM SCHOOL**

A parent must send a note or call the office if a student needs to leave school before the end of the day and you want your child ready and in the office. The parent needs to call the office 467-7400 or ring the bell to let us know they are here and for us to send the student out of the building

## **EMERGENCY DRILLS**

**Earthquake drills** help students learn how to react immediately and appropriately at the first indication of ground shaking. Drills show students where to seek shelter and how to protect their heads and bodies from falling objects. Students should remain calm and follow the teacher's instructions. Students will be asked to:

- Drop and cover;
- Turn away from windows; and,
- Stay under shelter until shaking stops.

During a **Fire drill**, the fire horn signals that all occupants must leave the building. Students are to walk single

file out of the building to a designated place. The classroom teacher will take roll. Students will remain outside until a signal is given to enter the building. Students are to remain quiet throughout the drill so everyone can hear directions or special instructions.

**Tornado drills** will be held periodically during the school year. Each classroom has an assigned location away from outside windows where students will go during the drill. Students will kneel down facing the wall and cover their heads. Students should remain quiet so they can hear the instruction of the teachers.

The signal to begin an **Intruder drill** is a P.A. announcement that states, "Intruder Drill." Students are to immediately go to a location in the classroom out of view of the door. The classroom light will be turned off and students must remain silent until the all-clear announcement is made.

## **ENTERING OUR BUILDING**

When coming to OMS visitors must buzz in at the front door. Once admitted, visitors should proceed directly to the main office. Visitors will be asked for a drivers license which will be scanned and a visitors badge will be printed. This badge must be worn *AT ALL TIMES* while inside the building. Parents are not allowed to visit classrooms or hallways unannounced, which includes before or after school.

## **FIELD TRIPS**

Field trips are planned during the year to enhance student learning. All school rules apply while on a field trip. Students are expected to follow the instruction of the teachers and sponsors involved with the trip.

## **FIRECRACKERS**

Firecrackers and other fireworks are illegal and dangerous. Possession or use of a firecracker or other incendiary device is cause for suspension and referral to the authorities.

## **GUM AND FOOD**

Each classroom teacher or Team will inform students about the gum/food policy; however, gum is never permitted in the library, cafeteria, gym, band room or any of the computer labs.

## **HALL CONDUCT**

Students are expected to walk to the right and avoid standing in groups. Students should be considerate of others in the halls and classrooms by walking and talking quietly.

## **HOMEWORK**

Students are expected to turn in all homework on time. When a student is absent, it is the responsibility of the student to initiate a request for make-up work and establish mutually agreeable times for daily work and test make-up. In the case of an extended absence, it is recommended that a parent call the office before 8:00 A.M. to arrange for homework to be collected from teachers.

## **INTERNET USE**

Students are permitted to use the Internet only when supervised by a teacher. Each student using the Internet must have a signed Acceptable Use Agreement on file and student use must follow the Mehlville School District guidelines for Internet use.

## **LIBRARY**

Students will visit the library with their ELA class every two weeks. Students will also have the opportunity to visit the library before school starting at 7:45. Students are responsible for their library materials that they check out.

## **LOCKERS**

STUDENTS WILL BE ASSIGNED LOCKERS THIS YEAR. OMS will issue locks to each student.

## **LOST AND FOUND**

Students should place their names on all books and personal items. Items found in the building or on the grounds should be taken to the main office or in the “lost and found” box near the cafeteria stairwell. If you have lost an article, check in the office. Unclaimed items will be donated to a charitable organization at the end of 1<sup>ST</sup> semester and at the end of the school year.

## **MEDICATIONS**

All medications must be administered in the health room. Students need to bring all medications to school in labeled pharmacy bottles. All medications are to be turned in to the health room at the beginning of the school day. Over-the-counter medications must be in the original bottle and sent with a doctor’s note in order to be given.

## **NURSE**

Students who feel ill during the school day should have the teacher call the nurse and then they will determine if you need to come to the health room or if the nurse needs to come to you. The nurse will meet you at the door to have your temperature taken and to evaluate your symptoms. Students are not to leave the building because of illness without authorization.

## **OFF-LIMIT AREAS**

Students are not permitted in the faculty room, faculty restrooms, on the Wohlwend School Campus, or in the parking lot.

Students are to remain in their team area. They are to use the staircase closest to their next class.

## **PERSONAL PROPERTY**

Students are not permitted to bring electronic devices to class. Please do not bring valuable items to school such as jewelry, large sums of money, expensive articles of clothing, electronics, etc. Oakville Middle School is not responsible for lost or stolen articles.

## **PETS**

Pets are not to be brought to school unless a teacher has granted permission for a class project. Parents are responsible for bringing the pet to school and should take the pet home immediately after the presentation. Pets are not permitted on school buses.

## **PHYSICAL EDUCATION**

Students will not change clothes for PE. Please dress accordingly on PE days. When participating in physical education, students need to wear elastic waist shorts, a T-shirt and tennis shoes. Sweat suits and warm-up suits are also permissible. Students are not permitted to wear muscle shirts, crop tops, t-strap tops, pajama pants, halter-tops or jewelry. Remember to put a lock on the gym locker when storing possessions during class.

## **SALE OF ARTICLES IN SCHOOL**

Sale of articles by a student during school hours is prohibited. Articles sold without authorization from the principal will be confiscated.

## **SCHOOL PROPERTY**

Students are responsible for the proper care of all books, supplies and furniture supplied by the school. Students who disfigure property, break windows or cause any damage to school property or equipment will be required to pay for the damage or replace the item.

## **SEARCHES BY SCHOOL ADMINISTRATORS**

School furniture and building appointments are the property of the district and are provided for the convenience of students, and as such, are subject to periodic inspection without notice.

Students or student property may be searched based on reasonable suspicion of a violation of district rules, policy or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided, or reasonable inference drawn from such facts or information. Personal searches, and searches of student property, shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses, and never in front of other students. Students shall not be required to undress, although they may be asked to empty pockets, or remove jackets, coats, shoes and other articles of exterior clothing for examination if reasonable under the circumstances.

## **SEXUAL HARASSMENT**

Sexual harassment is unwelcome sexual advances, request for sexual favors, and verbal or physical conduct of a sexual nature. Unwanted sexual behavior such as touching, comments, sexual name calling, spreading sexual rumors, jokes, pictures, overly personal conversation, cornering or blocking a student's movement, pulling at clothes and students "making out" on school premises will not be permitted. If a student feels he/she is being harassed, he/she should immediately tell a teacher, counselor or principal.

## **SMOKING / VAPING**

Smoking/Vaping is not allowed in Oakville Middle School building or on the campus.

## **SNOW DAYS**

The decision to cancel school because of inclement weather will be made by the superintendent. The safety and welfare of the students will be the basis for making the decision to cancel school. Please check the district website for up-to-date information at [www.mehlvilleschooldistrict.com](http://www.mehlvilleschooldistrict.com).

## **TARDIES**

Students are required to be in class before the class bell. Once a student receives 4 tardies in an individual class he/she will be given one after school detention. All students will reset to Zero tardies at the beginning of each term.

**1st Tardy**-Warning

**2nd Tardy**-Warning

**3rd Tardy**- Lunch Detention (assigned by the teacher and enters into SIS as an office referral)

**4th and 5th Tardy**- 1 hour Detention ( teacher enters into SIS as an office referral)

**6th+-** 2 hour detention

## **TEXTBOOKS**

All textbooks are furnished at no charge to students for the academic year. Students are responsible for all books issued to them and should make every effort to protect books. Students are required to pay for any lost or damaged books. Students are to make teachers aware of any damage that is not noted when the books are issued.

## **THREATS**

We take any and all threats seriously. If a child makes a threat towards school or anyone at OMS, district protocol will be followed when administering consequences. The St. Louis County Police Department may also be involved based on the information gathered.

## **WEAPONS**

Students are not permitted to bring knives, guns, weapons or weapon look-alikes to school or on the school bus. Students should report any sign of a dangerous item immediately to school personnel.

## **WITHDRAWAL FROM SCHOOL**

A student who moves or changes schools must officially withdraw from school. Forms for withdrawal are available in the office.

## **District Notifications**

### **Notice of Non-discrimination**

Notice that the district does not discriminate on the basis of race, color, religion, sex, national origin, ancestry or disability. Provide the procedures for reporting allegations of discrimination or harassment, including the definitions and examples of harassment and discrimination and the contact information for the compliance coordinator.

### **Title IX**

The district does not discriminate on the basis of sex in its education programs or activities, including admission and employment, and that inquiries about the application of Title IX may be referred to the Title IX Coordinator or the U.S. Department of Education; 2) the name or title, office address, electronic mail address and telephone number of the district's Title IX Coordinator. Policy ACA

### **Special Education Services**

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. Our 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.

### **Participation in Statewide Assessments**

In order to achieve the purposes of the student assessment program and comply with state and federal law, the district requires all enrolled students to participate in all applicable aspects of the district assessment program, including statewide assessments. (Currently state law does not allow for students to opt out of statewide assessments.) [Policy IL](#)

### **School Food and Nutrition**

The District participates in the National School Lunch and School Breakfast Programs allowing families the opportunity to apply for free and reduced price meal benefits. For more information please visit [Free](#)

[and Reduced Lunch Application](#). Families may only provide food for their student, food may not be shared with other students.

**Notice of Protection of Pupil Rights**

Notice of rights pursuant to the Protection of Pupil Rights Amendment (PPRA) including: a) Privacy regarding surveys b) Privacy regarding non-emergency, invasive physical examinations c) Privacy regarding the collection of information for marketing purposes (20 U.S.C. §1232h, Policies [JHC](#), [JHDA](#), [KI](#))

### **Sexual Health Instruction**

The district will offer instruction in human sexuality and will provide instruction regarding sexual abuse as required by law. All instruction will be appropriate to the age of the students receiving the instruction, and students may be separated by gender for the instruction. The district will notify parents/guardians of the basic content of the district's human sexuality and sexual abuse instruction. The district will also notify parents/guardians of their right to remove their student from any part of the district's instruction on these topics upon written request. The district will make all curriculum materials used in the district's human sexuality and sexual abuse instruction available for inspection prior to the use of such materials in actual instruction. [Policy IGAEB](#)

### **Suicide Awareness and Prevention**

This policy will outline key protocols and procedures the district will use to educate employees and students on the resources and actions necessary to promote suicide awareness and prevent suicide. The goal of the district is to help students who may be at risk of suicide without stigmatizing or excluding students from school. No student will be excluded from school based solely on the district's belief that the student is at risk of suicide. [Policy JHDF](#)

### **Missouri Course Access and Virtual School Program (MOCAP) Course**

A virtual course that is offered by a course provider listed by the Department of Elementary and Secondary Education (DESE) as part of the virtual course program under § 161.670, RSMo. Students must be enrolled in the district and meet eligibility requirements to take a MOCAP course. The district pays for MOCAP courses and is required to accept MOCAP course credit. Students in grades K–12 may enroll in and attend a MOCAP course in accordance with [Policy IGCD](#) and this policy.

### **Student Immunizations**

Students will not be permitted to attend classes until they provide satisfactory evidence of immunization. [Policy JHCB-AP1](#)

### **Audio and Visual Recordings**

Because the district predominantly serves minors, is subject to a number of confidentiality laws, respects parent/guardian and community concerns about privacy, and seeks to minimize disruption to the education environment, the district prohibits audio and visual recordings on district property, district transportation or at a district activity unless authorized in this policy. Any recording activity, even under circumstances permitted under this policy, will be prohibited if the activity creates a disruption. No recording equipment will be used or placed in areas of the building where the occupant would have a reasonable expectation of privacy, such as restroom facilities or locker rooms. [Policy KKB](#)

### **Electronic Communication Between Staff and Students**

Staff members are expected to maintain courteous and professional relationships with students. All staff members have a responsibility to provide an atmosphere conducive to learning through consistently and fairly applied discipline and the maintenance of physical and emotional boundaries with students. These boundaries must be maintained regardless of the student's age, the location of the activity, whether the student allegedly consents to the relationship or whether the staff member directly supervises the student. Maintaining these boundaries is an essential requirement for employment in the district. Although this policy applies to the relationships between staff members and district students,



staff members who inappropriately interact with any child may be disciplined or terminated when the district determines such action is necessary to protect students. [Policy GBH](#)

All Mehlville School District Board Policies and Procedures can be accessed on our district website or by clicking [here](#).