

# MRH ELEMENTARY

7314 Glades Avenue • Richmond Heights, MO 63143 • 314-644-4403  
[mrhschools.net](http://mrhschools.net)

## FAMILY HANDBOOK 2021-2022

Click this link for [Covid19 resources](#)  
including the [2021-22 MRH RETURN TO SCHOOL Family Guide](#)

*This family handbook is provided for you to use as a reference guide throughout the school year. It is our hope that this handbook will prove helpful and informative. If you have any questions that are not answered here, please call the school office at 314-644-4403*

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**MRH ELEMENTARY SCHOOL  
7314 GLADES AVENUE  
RICHMOND HEIGHTS, MO 63117**

**Phone: 314-644-4403    FAX: 314-644-0315**

**Attendance Line: 314-256-7202 (24 hour)**

**School Hours: 7:30am – 2:40pm**

**Early Dismissal Releases at 12:50pm**

 **Morning Supervision Begins at 7:15am**

*For safety reasons, students should not arrive before supervision begins.*

Angela Thompson	Principal	<a href="mailto:angela.thompson@mrhschools.net">angela.thompson@mrhschools.net</a>
Meghan Boyer	Assistant Principal	<a href="mailto:meghan.boyer@mrhschools.net">meghan.boyer@mrhschools.net</a>
Todd Byrne	Counselor	<a href="mailto:todd.byrne@mrhschools.net">todd.byrne@mrhschools.net</a>
Lesa Thomas	Counselor	<a href="mailto:lesa.thomas@mrhschools.net">lesa.thomas@mrhschools.net</a>
Cheryl O'Connor	Main Office	<a href="mailto:cheryl.oconnor@mrhschools.net">cheryl.oconnor@mrhschools.net</a>
Kris Ricks	Attendance/Student Services	<a href="mailto:kris.ricks@mrhschools.net">kris.ricks@mrhschools.net</a>
Kathryn Whitehouse	School Nurse	<a href="mailto:kathryn.whitehouse@mrhschools.net">kathryn.whitehouse@mrhschools.net</a>

**[MRH Elementary School Staff Directory](#)**

**[MRH SCHOOL DISTRICT  
BOARD OF EDUCATION](#)**

President, [Brandi Herndon-Miller](#)  
Vice President, [Katie Kaufmann](#)  
Treasurer, [Francis Chmelir](#)  
Secretary, [Maria Langston](#)  
Director, [Ralph Posley](#)  
Director, [Rachel Goltzman](#)  
Director, [Amber Withycombe](#)

***CENTRAL OFFICE ADMINISTRATION***

[Bonita Jamison Ed.D.](#), Superintendent  
[Roxanna Mechem Ed.S.](#), Asst. Superintendent  
[Chris Hoelzer](#), Director of Technology & Business Services  
[Ed Rich](#), Director of Communications  
[Vince Estrada](#), Director of Student Services  
[Ben Gleason](#), Special Education Administrator - SSD



## MRHE Return to Learning, 2021-2022

# Maplewood Richmond Heights School District

The complete districtwide reentry plan is on our [website](#); please review it.

**The first day of school is August 24, 2021.**

**Here's what MRH Elementary School families need to know:**

### In-Person Learning

- In-person learning is the primary mode of instruction for the MRHE 2021-2022 school year.
- Classes will be held five days per week.
- MRH Virtual Academy is not available.
- Discover Club will be offering before and after care.
- MRH Clubs and extracurriculars will be offered in accordance with current safety guidelines issues by the St. Louis County Department of Health.
- MRHE students will move to specials classrooms and to switching partner teachers' rooms (cleaning to happen between groups of students).

### Safety Expectations

- All individuals attending MRHE will be required to wear a mask.
- Arrival and dismissal will be staggered to reduce congestion during high traffic times (*3rd & 5th graders are asked to arrive at 7:15; 4th & 6th graders to arrive at 7:25. Bus riders and walkers will be dismissed at 2:35; car riders and Discover Club will dismiss at 2:40*).
- Individuals should maintain 3-6 feet of physical distance at all times to the greatest extent possible.
- Assigned seating and records of seating will be maintained to assist with contact tracing.
- Masks will be worn during recess and MRHE students will be allowed to co-mingle at recess.
- Plexiglass or other physical barriers may be used in high-travel areas where distancing is difficult.
- Special cleaning protocols will ensure regularly disinfection of high touch surfaces.
- MRHE will practice and reinforce handwashing and healthy hygiene

behaviors.

- Systemic contact tracing will occur using modified quarantine guidelines.
- MRHE encourages vaccination of all eligible individuals as a key mitigation strategy.

### Transportation

- Students who qualify for transportation will be required to wear a mask at all times while on the bus.
- Parents are encouraged to walk or provide transportation to school if possible.
- All buses will be equipped with hand sanitizer for student use.
- Students will be seated according to established protocols and must remain in assigned seats to ensure effective contact tracing.

### Food Service

- Free meals will be available to all MRHE students.
- Students will eat in the gym/stage/cafeteria to ensure distancing during lunch.
- Students will have assigned seats and eat with their cohort
- Grab and Go breakfast items will be available for pick up at the end of each school day.
- Lunch will be served in designated areas with physical distancing to the extent possible and plexi-glass barriers where appropriate.
- Tables and other high touch surfaces will be frequently disinfected.
- Students will be expected to maintain distancing and to replace mask when finished eating or drinking.

### Health Expectations

- Students and staff members will be provided with two masks.
- Face coverings should have at least two layers of washable, breathable fabric and be worn securely over mouth and nose.
- Individuals exhibiting symptoms of COVID-19 should not attend school.
- Individuals who become symptomatic while at school will be immediately isolated.
- Individuals will be asked to isolate and quarantine in accordance to St. Louis County Department of Public Health modified guidance.

### Family Partnerships

- Conduct daily health screenings for all family members.
- Keep children home from school when sick or after close contact with COVID-19.

- Report all probable or confirmed household cases to the school nurse.
- Communicate with the school if the child will be absent to ensure learning supports.
- Weekly reports are available on the MRH COVID-19 dashboard ([www.mrhschools.net](http://www.mrhschools.net)).
- Parents and visitors will generally not be allowed to enter the buildings.
- Individuals granted access for essential services will be required to follow all established health and safety protocols.
- Social workers and counselors are available to provide additional support to families.

Questions? Please contact MRH Elementary School at  
314-644-4403.

[angela.thompson@mrhschools.net](mailto:angela.thompson@mrhschools.net)

## Visitors to MRH Elementary-

With everyone's safety in mind, current MRH School District Covid protocol prohibits non-essential visitors in the buildings. Visitors should be prepared to ring the doorbell and explain the reason for their visit. If buzzed in, please remain in the foyer, and someone will assist you shortly. You will be required to sign the visitor log, and pick up a visitor pass before moving past the Atrium. Visitor pass must be worn at all times while at MRH Elementary.

### VISITORS MUST FOLLOW COVID SAFETY PROTOCOL AT ALL TIMES

- Masks must be worn correctly
- Maintain 6 feet distance from others
- Use of hand sanitizer as you enter and exit the building is strongly encouraged

**If you are exhibiting any of the following symptoms:** fever, cough, shortness of breath, difficulty breathing, congestion/runny nose, chills, repeated shaking with chills, sore throat, muscle aches/pains, headache, new loss of smell or taste - or if you have been diagnosed with or been in close contact with someone diagnosed or presumptively diagnosed with Covid 19 in the past 14 days, **do not attempt to visit MRH Elementary.**



# MRHE School Museum

## Shared Mission, Vision, Beliefs and Commitments

### MRH SCHOOL DISTRICT Shared Mission:

“Inspiring and preparing everyone as leaders, scholars, stewards, and citizens for a diverse and changing world.”

### Shared Vision for Success:

We succeed when each of our students:

- Effectively listens and articulately communicates ideas
- Collaboratively solves problems and designs solutions
- Exhibits character and models empathy toward others
- Celebrates individual differences and values multiple perspectives
- Possesses the foundation necessary for future educational challenges
- Critically thinks about personal, social, and global issues
- Accesses and analyzes information to make thoughtful decisions
- Demonstrates curiosity and confidently takes risks to achieve excellence
- Utilizes technology to enhance creativity and innovation
- Makes healthy choices that positively impact their life and the lives of others

### Shared Beliefs:

At MRHE School Museum, we as a staff believe:

- Every student is a capable learner with endless potential
- Learning experiences should embrace the academic, social, emotional, and physical development of students
- A student’s background, culture, individual needs, and family structure should be honored in the educational process
- Change is necessary for continuous improvement
- Intelligence is not fixed and develops over time
- We are all connected and genuine relationships are essential to success
- The world is constantly changing and our students must be prepared to embrace each experience

### Shared Commitments:

To accomplish our mission and vision and honor our shared beliefs, the staff of MRHE School Museum will:

- Expect excellence of ourselves and each other every day
- Differentiate instruction to foster the academic, social, emotional, and physical development of all students
- Collaborate with all members of our learning community (colleagues, students, and guardians) to ensure every child is successful
- Embrace new learning, engage in reflection, and be open to change
- Stay on the forefront of the educational research and best practices
- Assume goodwill and model our mission for our students

## **MRH ELEMENTARY FAMILIES ARE COMMITTED TO:**

Communicating with their child's teacher by phone, email, notes, and conferences.

Acknowledging the importance of their child's education by sending him/her to school on time with their necessary belongings. *Please note our school hours are 7:30 a.m. – 2:40 p.m.*

Celebrating their child's efforts in reading, writing, math, and Inquiry with words of encouragement.

Modeling appropriate behaviors for their children to encourage growth and success at school by talking respectfully at home and helping them see things from different perspectives.

Instilling the love of literature by reading with their child every night and talking about the stories they have read.

Supporting learning by monitoring and assisting with homework

## **WAYS FAMILIES CAN HELP:**

**Support the school.** Maintain a positive attitude about education, the school and the teachers. If a problem occurs at school, get the FACTS, and then cooperate with the school to find a workable solution to the problem.

**Become acquainted with your child's teachers** and cooperate closely with them. You may help tremendously by coming to school for a conference when requested to do so. Make a point of seeing grade reports at each grading period. Attend all meetings for guardians. Learn "what's going on at school" so you can discuss schoolwork and activities at home. Read to your children and have them read to you. Model reading at home and play games with your children.

**Volunteer** to help the school in any way you can. Visit your child's classroom on a regular basis as a "room helper." Become involved in our school.

**Insist upon regular attendance and punctuality.** Most parents and guardians go to great lengths to see that their children are in school on time every day except when illness, death in the family or another type of emergency necessitates their absence. Transportation problems, bad weather, and other involvements often make "getting the kids to school" a difficult task. However, the dividends of regular attendance on the child's education are well worth the effort.

## **INFORMATION**

[MRH SCHOOL DISTRICT WEBSITE](#)

[2021-22 MRH District Calendars](#)

[2021-22 MRHE School Supply List](#)

[MRH Bus Schedules](#)

## **COMMUNICATION WITH FAMILIES**

### **MRHE Museum Memo**

Information about what's happening at MRH Elementary is emailed to families in the weekly Museum Memo (*formerly the Family Update*). Please take a moment to review the Museum Memo each week. If you are not receiving this email newsletter, please contact school secretary Cheryl O'Connor in the main office at 314-644-4403 or via email: [cheryl.oconnor@mrhschools.net](mailto:cheryl.oconnor@mrhschools.net)

### **Updating Student Demographic Information**

It is very important to keep your student's demographic information up-to-date. Please contact our main office secretary at [cheryl.oconnor@mrhschools.net](mailto:cheryl.oconnor@mrhschools.net) or call the Elementary main office at (314) 644-4403 to report any changes in contact information. This includes: phone, address, email, emergency contact and custody information. By keeping this information current in our office, you help guarantee that we are able to contact you in the event of an emergency. Email address is important as this is the main way MRHE communicates with families. Telephone number, address, employment and other changes should be reported. If your telephone number is unlisted, we still need the number in the school office in case of emergency. The school considers all telephone numbers and email addresses confidential.

## **REQUIRED FORMS**

### **Instructions:**

1. download the form(s) all the way to your device
2. name it and save it (student first and last name)
3. fill in the downloaded document/form
4. return the completed form as an attachment to the email address indicated below
5. Forms must be signed by legal guardian. Typing your name into the text box where indicated will serve as your digital signature.

**The following 6 forms must be filled out new every school year.**

Complete online form through [MySchoolApps.com](https://www.myschoolapps.com) OR email to Head of Food Service Irene Wan at [irene.wan@mrhschools.net](mailto:irene.wan@mrhschools.net) (*Only one application per family is needed.*)

1. [Free & Reduced Meal Application](#)

Complete and email to School Nurse Kathryn Whitehouse at [kathryn.whitehouse@mrhschools.net](mailto:kathryn.whitehouse@mrhschools.net)

2. [Health/Medical Information Form](#)
3. [Permission to Dispense Medication Form](#) (*disregard unless your child personal medications dispensed at school*)

Complete and email to Cheryl O'Connor at [cheryl.oconnor@mrhschools.net](mailto:cheryl.oconnor@mrhschools.net)

4. [Emergency Dismissal Plan & Field Trip Consent](#) (*Parents/Guardians must sign additional consent forms for individual field trips as required*)
5. [Signature Page \(page 72\)](#)  
OR click and complete [MRHE Family Handbook Read & Agree Signature FORM](#)

## **REGISTRATION & ENROLLMENT**

Given the current health and safety guidelines due to COVID-19, we have eliminated in person enrollment at this time. Through the combined efforts of our registrars and district administrators, we created a new online enrollment process for the 2021-22 school year.

Below you will find specific links to the Registration & Enrollment pages for each school building:

- [MRH Early Childhood Center Registration & Enrollment \(PreK – 2nd\)](#)
- [MRH Elementary School Registration & Enrollment \(3rd – 6th Grade\)](#)
- [MRH Middle School Registration & Enrollment \(7th - 8th Grade\)](#)
- [MRH High School Registration & Enrollment \(9th – 12th Grade\)](#)

If you have any questions about residency and eligibility for enrollment, please contact our Director of Student Services, Vince Estrada @ 314-565-7441 OR [vince.estrada@mrhschools.net](mailto:vince.estrada@mrhschools.net)

### **Transfers**

Families should notify the office if they are moving. The receiving school will contact the MRHE office to request the student's records be sent to them. Alerting the MRHE office will help us to fill these records requests in a timely manner.

### **Parental Rights**

All parents have certain legal rights. However, in the case of divorce or separation, these rights may be changed. MRH will do everything possible to adhere to the wishes of the court. Written documentation will need to be provided if special circumstances exist, and copies of such documents will need to be kept on file at school for the safety of your child.

## **ARRIVAL & DISMISSAL**

**Beginning at 7:15 there will be staff on duty to supervise arriving students.**

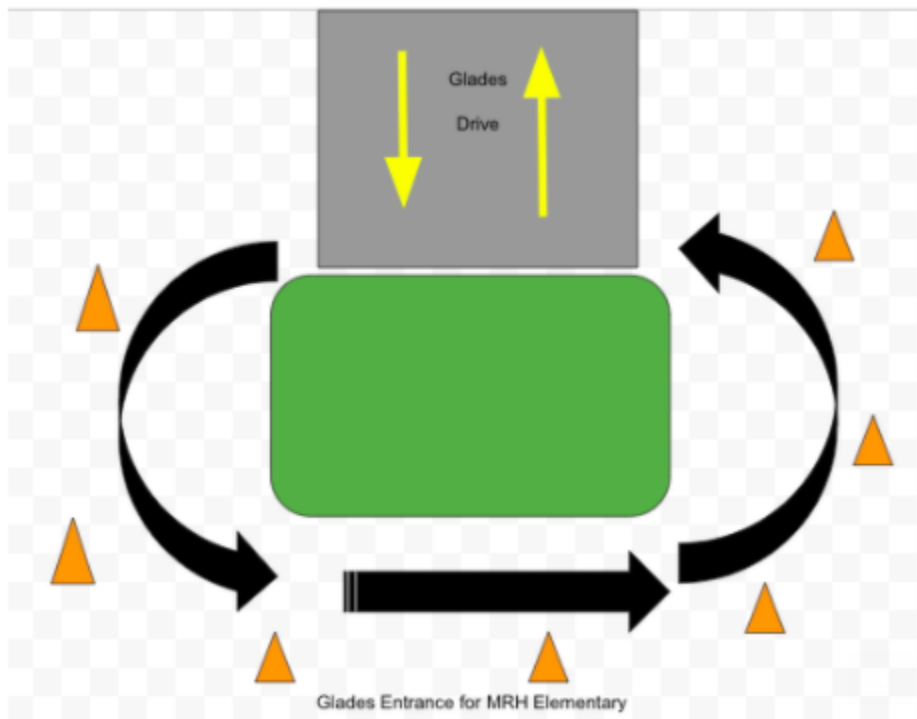
Students should not arrive before this time. Please remind your child(ren) to stay on the sidewalk avoiding lawns during their travels to and from school. There will be a crossing guard at Bellevue and Glades each morning and afternoon.

Upon arrival, students should enter through the atrium using the Glades or Princeton doors.

- **Bus riders** will be dropped off and picked up on the Princeton Place side of the building.
- **Car Riders** should be dropped off at Glades Circle
- **Walkers** can enter at Princeton Place or Glades Circle doors.
- All students go directly to their classrooms upon arrival.

### Glades Circle Drop Off Instructions

- Right turns only onto Glades Avenue/traveling southbound on Bellevue
- Pull up to the furthest available cone on the circle drive
- Use the visor/window sign (provided by school on first day or by request) with your child's FIRST & LAST name.
- Do not attempt to pass other cars on the circle
- Students should enter and exit on the passenger side (closest to the sidewalk) of the vehicle.
- Do not block the driveways of area residents



**School dismisses at 2:40.** (excluding Early Release Days\*) Students who are not picked up from school in a timely manner will be escorted to the main office to contact their adult in charge.

### **Student Drop Off & Pick Up**

Families who are dropping off or picking up their children must use the **Glades Avenue** circle drive. **Please pull forward as far as possible and only allow your child to exit your vehicle curbside. Please do NOT attempt to pass other cars in line as this puts our students and staff at risk.** If you are parking, you must use the Alameda parking lot (accessible from Bruno to Alameda) Please do not park in the bus/fire lane on Princeton Place in front of school. **DO NOT PARK ON GLADES AVE. PARKING IS BY PERMIT ONLY AND YOU WILL BE TICKETED.**

### **Bike Riders**

Students riding their bikes to school must park and lock their bikes at the bike rack on Glades Circle sidewalk. Helmets can be stored in student's locker.

### **Reporting Change in Normal Dismissal Plan for Student**

Please call school if you have any changes to your child's normal dismissal plan. If prior permission is not received by the school office from parent or guardian, the student will be required to follow their normal dismissal plan. Emailing these instructions is discouraged as a teacher may be absent or unable to access email in time for dismissal.

Please inform any designee you send to pick up your child, that he/she may be required to present I.D. to school office personnel before the child is released. Again, we will require your child to follow their normal dismissal plan unless you notify us of the change.

### **Early Release Days**

There are 7 early release days scheduled on various Tuesdays throughout the 21-22 school year. This allows time for staff in-service, departmental meetings and school improvement activities. MRH Elementary will dismiss (*one hour and 50 minutes early*) at 12:50 p.m. on these days. **Please keep in mind, on these days MRH students participate in over 5 hours of regular instruction. It is important that your student attend just as any other regularly scheduled school day.**

It is required that you specify what your child's dismissal plan is on these early release days. Below is a list of upcoming Tuesday early release dates or you can consult the [district calendar](#).

**September 14**  
**October 5**

December 7  
February 1  
March 1  
April 5  
May 3

## **ATTENDANCE**

### **Tardy, Absent or Early Pick Up**

A student is considered **tardy** if he or she joins their class later than 7:30 a.m. Teachers report student attendance first thing in the morning. Students not present with their class at this time are reported absent. Tardy/Late students **MUST** check in with the office just inside the entrance off the atrium to have their absence corrected and obtain a **tardy pass** to give their teacher. It is the responsibility of the parent or guardian to make sure their child arrives at school on time each day.

### **Reporting an Absence**

Please contact the Elementary Attendance Office if your child is going to be late or absent.

When reporting an absence, please state the child's name, his/her teacher and the reason for the absence.

If absence is due to illness of any kind, please include specific symptoms as your child may be required to stay home due to current Covid safety protocol.

If the attendance office has not received verification of student absence by 9:00am, the attendance secretary will attempt to contact you.

For your convenience, we offer multiple options to report absences.

### **4 WAYS MRH FAMILIES CAN REPORT AN ABSENCE**

**ONLINE:** [MRH STUDENT ILLNESS REPORTING FORM](#) if your child's absence is due to illness of any kind.

**CALL:** 314-256-7202 MRHELE Attendance Line

**TEXT:** 314-565-9786

**EMAIL:** [kris.ricks@mrhschools.net](mailto:kris.ricks@mrhschools.net)

CC Nurse [kathryn.whitehouse@mrshschools.net](mailto:kathryn.whitehouse@mrshschools.net) if your child's absence is due to illness

### **Early Pick Up**

When picking a student up early from school, parent/guardian should ring the doorbell at the Glades entrance to alert office staff. Student will be called down from class to meet you at the door. This preserves the greatest amount of learning time. Do not

attempt to pick your student up directly from the classroom, playground or a field trip. Staff cannot release a student without following these procedures. *Please make every attempt to inform your child's teacher of these plans ahead of time, no later than the morning of the event. **Leaving school early will reflect on student attendance records.***

## **BEFORE & AFTER SCHOOL PROGRAMS**

### **Discover Club Child Care**

MRH offers a before and after child care program for our MRH students. The [Discover Club](#) program offers a safe, well-supervised alternative environment for your child on weekdays from 6:30 a.m. until the start of school and again after school is out until 6:00 p.m. For more information regarding this program click the link above. Afternoon Discover Club is held at MRHE. Morning Discover Club is held at ECC. Please remember to notify DISCOVER CLUB Supervisor Betty Pearson 314-566-3650 (*or any other child care program or provider*) if your child has been picked up early from school and will be absent from childcare that day. If your child does not come to school due to illness or other reason, they may not attend Discover Club on that day.

### **After School Clubs**

MRH Clubs will be offered in accordance with current safety guidelines issued by Saint Louis County Department of Health.

### **MRHE Learning Lab**

Learning Lab offers additional support for students who may need additional time and support to process through assignments. Families should reach out to their child's teacher who will coordinate with a Learning Lab teacher directly. The Learning Lab meets on Tuesday, Wednesday and Thursday from 2:45-3:45pm.

## **TECHNOLOGY**

### **Powerschool & It's Learning**

These technology resources at MRHSD allow MRH families access to valuable information. [Click here](#) to learn more and for the link and instructions to create your Powerschool parent account.

### **Computer/Tech Repair and Troubleshooting**

After filling out a tech work order by calling 314-446-3999 or emailing [tech@mrhschools.net](mailto:tech@mrhschools.net) an MRH computer or other tech item can be dropped off and picked up at the MRH MS/HS Gym Lobby between the hours of 8:00 am - 3:00 pm Mon-Fri. [Click here for important instructions regarding this contactless process.](#)

**At Home Internet Speed Tips & TroubleShooting**



1. Close all open internet windows and applications you don't need at the moment.
2. Move closer to the router, try different parts of your home to see if some places work better than others.
3. Move away from others in your space that are using Zoom, or use a headset.
4. Use the "Need a break" message in "participants → ... → Break" to indicate that they need to go to the bathroom or get a drink.
5. When your voice is choppy, turn off your own video when you are talking so everyone can hear you better. Then turn the video back on when muted.
6. Turn off online video games or Netflix type streaming services in the house during Zoom sessions. It's all about the bandwidth!
7. To check speed of internet service go to: [Google Speedtest](#)
8. When showing a video, have everyone mute and turn off their video. Leave yourself unmuted, but turn off your video as well.
9. Teach students to keep their screen on speaker view on, unless grid is needed for the activity.

## **EMERGENCY PREPAREDNESS**

### **Earthquakes**

The Federal Emergency Management Agency (FEMA) has developed materials that explain safety measures to be taken by students during an earthquake. The materials may be accessed at [www.fema.gov/earthquake-safety-school](http://www.fema.gov/earthquake-safety-school).

### **School Cancellation**

When the decision is made to close schools or alter our school day, we use various procedures to notify the MRH community. Notification announcements for full-day school closings or a late start to school will normally be made by 5:00 a.m., and afternoon and evening activity cancellations will normally be announced by 2:00 p.m. Closing and emergency notifications are sent via phone calls through the District's family "robocall" notification system, posted on the [MRH District's website](#), **Facebook** pages, and **Twitter** accounts. We also post school closings on the following radio and television stations:

- **Radio:** KMOX (AM 1120)
- **TV:** KTVI (Channel 2), KMOV (Channel 4), KSDK (Channel 5), KPLR (Channel 11), and KDNL (Channel 30)

While we try not to close school early due to weather-related concerns, there could be other emergency situations where parents/guardians are asked to pick up students early from school. **Every family should have a plan for picking up children from school in such a situation.** We also ask that you make sure you have provided your child's school with information on all adults who are authorized to pick up your child at school. If necessary, due to safety concerns, students will be kept at school until they are picked up by an adult who has previously been identified on the emergency contact

form that families are asked to complete at the beginning of each school year.

## **FIELD TRIPS**

During the course of the school year, in an effort to enhance and support the curriculum, teachers plan field trips away from the school site. Notification of such trips will be sent home with students in advance of the event. PERMISSION SLIPS MUST BE SIGNED AND RETURNED BY PARENT/GUARDIAN IN ORDER FOR A CHILD TO LEAVE SCHOOL PROPERTY FOR A FIELD TRIP. In most cases adult family volunteers are asked to accompany the classes to provide additional supervision. If you are interested in volunteering, please contact your child's teacher. **IMPORTANT-ALL VOLUNTEERS MUST OBTAIN A BACKGROUND CHECK, YEARLY, BEFORE YOU WILL BE ALLOWED TO SUPERVISE CHILDREN ON A FIELD TRIP. ONLY ADULT FAMILY MEMBERS WILL BE ALLOWED TO ACCOMPANY STUDENTS ON FIELD TRIPS. YOUNGER SIBLINGS MAY NOT ATTEND FIELD TRIPS WITH THEIR OLDER SIBLINGS.**

Field trips will be offered in accordance with current safety guidelines issued by Saint Louis County Department of Health.

*\*\*\*Please note that participation in any off campus experience (field trips, 6<sup>th</sup> grade capstone trip) can be terminated as the result of a safety concern or as part of a discipline decision by school administration. \*\*\*\**

## **MRH BUS RIDER - RULES AND REGULATIONS**

- Students who qualify for MRH bus transportation will be required to wear a mask at all times while on the bus.
- Students will be seated according to established protocols and must remain in assigned seats to ensure effective contact tracing. If needed, students will have additional assigned seating based on the discretion of the bus driver and/or school administration.
- Students should arrive 5 minutes early to the bus stop.
- NO pushing, shoving, fighting, scuffling, etc., while in line waiting for the bus.
- **DO NOT** move to board the bus until the bus has stopped and the door opened.
- Talking should be at a conversational level.
- Students should not litter the bus.
- Food, candy, gum, or drinks may not be consumed on the bus (this includes breakfast items).
- Students are **to remain seated** while the bus is in motion. Not doing so is considered a serious violation and will be brought to the attention of the principal. Repeated offenses will be handled according to our MRH Bus Misconduct Procedures (see below).
- Arms, heads, feet, etc. should remain inside the bus windows & within the seat area – not the aisles and/or over the seat

- Students will be considerate and respectful of the bus driver and in no way interfere with him/her.
- No inappropriate or hurtful language will be permitted on the bus or at the bus stop.
- Fighting, rough-housing, pushing, and throwing objects etc. will not be permitted on the bus.
- The bus driver is not permitted to discharge students at places other than the authorized bus stop unless authorized by the principal.
- Students may not throw anything from the bus.
- Students may not tamper with any of the bus controls or conduct any sort of activity that might place them or other bus riders in a dangerous situation.
- Objects other than regular school materials (skateboards, large instruments, glass containers, flammable items, knives, etc.) may not be transported to or from school.
- Animals of any kind are not permitted on the bus.
- Students should follow all reasonable rules and regulations given or posted by the bus driver.

### **MRH Bus Misconduct Procedures**

Safety is our main concern for all students when riding the bus to and from school. Bus misconduct cannot be tolerated. If you have any questions please contact your child's school. The following does apply to elementary students. The most difficult issue for some of our younger students is to stay seated. Please make sure your child understands this expectation to ensure that they remain on the bus without interruption.

- **First time** bus offenders will be given a verbal warning, parents will be contacted and a student conference will be held with school administrator. However, if the act impacts the safety of the bus riders and/or drivers, suspension of bus privileges may be immediate.
- **Second time** bus offenders will receive a bus write-up, which will be followed by an in school consequence determined by school administration. However, if the act impacts the safety of the bus riders and/or drivers, suspension of bus privileges may be immediate.
- **Third time** bus offenders will be suspended from the bus for a period not to exceed 10 days.
- **Fourth time** bus offenders continued bus privileges would be determined at a bus hearing with parents, school personnel and district administrators. During the period between the 4<sup>th</sup> write up and the bus hearing, which may take a week to schedule, the student will be suspended from the bus. Resumption of bus privileges will be determined within 24 hours following the hearing unless it is a weekend or holiday in which case it

will be the end of the next school day. Parents will receive a decision in writing from the Director of Building/Grounds/Transportation.

## **REPORT CARDS & PARENT TEACHER CONFERENCES**

Progress reports are issued four times a year, at the end of each quarter.

**Parent-Teacher Conferences** are normally held at the end of the first and third quarters. **2021-22 MRHE Fall conferences will be held on the evenings of November 8 & 10, 2021. Spring conferences are scheduled for February 7 & 9, 2022.** You will be contacted by your child's teacher to schedule a conference as these dates approach. We believe parent-teacher communication is extremely important for your child's success, therefore, we may require you to attend your scheduled conference before a report card is released.

In addition to regular parent-teacher conferences, you are welcome to schedule a conference with your child's teacher or the principal at other times during the school year. You may send a note to the teacher or call the school office for an appointment.

## **GUIDANCE COUNSELORS**

The counselor is available for consultation regarding appropriate methods of intervention for students with specific problems. Counselors will meet on a regular basis with teachers to discuss teacher concerns regarding students and will make recommendations and suggestions to assist the teacher in meeting the student's needs. MRH Elementary school Counselors are Lesa Thomas ([lesa.thomas@mrhschools.net](mailto:lesa.thomas@mrhschools.net)) and Todd Byrne ([todd.byrne@mrhschools.net](mailto:todd.byrne@mrhschools.net))

## **READING & MATH INTERVENTION**

Building reading & math specialists and assistants will aid students identified as needing additional support in literacy and/or math.

## **SPECIAL SCHOOL DISTRICT**

The MRH School District receives services from the Special School District. Many services are available to our students, such as educational testing, home teaching, diagnostic evaluations in the areas of speech, hearing, sight, and alternative schools. For specific information regarding these programs call the school counselor.

## **PERSONAL PROPERTY AND VALUABLES**

**Please mark items like coats/jackets, lunch boxes/water bottles and other personal property with your child's name.** Valuable items should not be brought to school without permission or pre-arrangement with your child's teacher. Large amounts of money are not to be brought to school. Monies brought to school should be in a marked envelope. Please keep all toys at home (electronic game devices, ipads, ipods,

any type of trading cards). Any type of toy weapon brought to school will be confiscated and disciplinary action will be taken. **MRH Elementary will NOT be responsible for or pay for any items (electronic game devices, cell phones, ipods, trading cards, etc.) that are lost or stolen at school.**

### **Cell Phones**

We understand that many families choose to send their children to school with cell phones. Children use phones to contact families when they arrive at school after walking or when they arrive home at the end of the day. We support keeping our students safe and respect each family's decision to use cell phones for this need.

Families choosing to send their child to school with a cell phone, should be aware of the following:

- Once a student enters the school building, cell phones and cell phone accessories are to be turned off and placed out of sight.
- Lockers DO NOT have locks and the school is NOT responsible for cell phones that are lost and stolen.
- Cell phone use on school buses is not acceptable.
- Families hoping to contact their child during the school day should not use their child's cell phone. Rather, they should contact the school office directly.
- In individual cases where the above expectations are not being followed, cell phones will be kept safely in the school office until a parent or guardian can pick it up.
- Excessive abuse of this plan will result in a meeting with school administration, the student and parent/guardian to determine a plan to correct behavior.

**MRH Elementary will NOT be responsible for or pay for any items (electronic game devices, cell phones, ipods, trading cards, etc.) that are lost or stolen at school.**

### **Lost & Found**

The lost and found is located by the gym door near the blacktop area. Twice a year, during Conferences, these items will be displayed for families to check for lost items. Items not claimed after conferences will be donated.

## **VOLUNTEERING AT SCHOOL**

### **MRH Elementary PTO**

The PTO is the parent teacher organization in our building. We encourage all adult family members and staff to become involved in the PTO. Studies indicate that family involvement is important in a child's education. We welcome you to become involved as a part of our school through the PTO. PTO Meeting dates are posted on the [MRH calendar](#), and in the weekly Museum Memo eNewsletter. If you have questions or suggestions regarding the PTO feel free to contact your child's school.

<p><b>2020-2021 MRHE PTO Leadership</b>  <b>MRH PTO Officers</b>  President: <b>Shevaun McNaughton</b>  Vice President: <b>Jennifer Chaves</b>  Treasurer: <b>Laine Schenkelberg</b>  Secretary: <b>Katrina Dalbey</b></p>	<p><b>Elementary PTO Committee Leadership</b>  Co-Chairs: <b>Stacy Dick &amp; Gretchen Brenner</b>  Vice Chair: <b>Jennifer Chaves</b>  Communication Chair: <b>Katrina Dalbey</b>  Finance Chair: <b>Shevaun McNaughton</b>  Advisor: <b>Angela Thompson</b></p>
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Check out the MRH PTO website at [www.mrhpto.org](http://www.mrhpto.org)

For more information please visit: <https://www.mrhschools.net/parents/pto>

**Family Volunteers**

We invite your participation in our school. Although parents and visitors will generally not be allowed to enter the building; individuals granted access for essential services or who are participating in field trips will be required to follow all established health and safety protocols.

The volunteer program is coordinated mostly through the PTO. Information regarding specific areas for volunteering at school may be sent home with your child or shared via the Museum Memo. Please complete this [Volunteer Background form](#) and send it to the attention of: Erin Jackson at MRHSD Central Office located at 7539 Manchester Road, Maplewood, Mo. 63143 as soon as possible. ***This form is required YEARLY and can take as long as 2 weeks to process.*** Direct any inquiry to Erin via email: [erin.jackson@mrhschools.net](mailto:erin.jackson@mrhschools.net) or phone: 314-644-4400.

**BIRTHDAY ACKNOWLEDGEMENTS & CLASSROOM CELEBRATION POLICY**

Traditionally, celebrations are held district wide during October for Fall, December for a winter celebration and in February for Valentine’s Day. PTO coordinates and provides food/drinks for these parties in accordance with recommendations of the MRH Wellness Committee.

Staff and students at MRHE enjoy wishing each other a happy birthday on their special day. Each individual is acknowledged on his or her birthday during the morning broadcast with weekend birthdays on either the Friday or Monday surrounding that weekend. Even summer birthdays are announced during the last weeks of school in May. All students are invited to come to the main office and pick up a birthday pencil on their special day.

We continue to encourage students to celebrate their birthdays with non-food items; however:

- **Students may bring in individually wrapped, prepackaged treats** to celebrate with their class (bag of Goldfish, fruit snacks, Jolly Ranchers, roll of Smarties,

etc.) during snack or lunchtime. Edible items must be store-bought with the manufacturer's ingredients clearly labeled. Healthy items are strongly encouraged. **No cookies, donuts, cupcakes, or other unwrapped treats that would need to be handed out.**

- **All items must be PRE-APPROVED and assured allergen free by the school nurse before they can be shared with MRHE students.** It is the parent's responsibility to contact Nurse Kathryn with any questions or allergy concerns at [kathryn.whitehouse@mrhschools.net](mailto:kathryn.whitehouse@mrhschools.net) or call 314-257-7207.
- **Please continue to notify your child's teacher no less than one week in advance.** This is very important as schedules often change and we want to ensure we acknowledge your child's celebration on the appropriate day.

Thank you for helping to ensure the safety of our students and their learning environment each day.

## **CAFETERIA INFORMATION**

### **[Breakfast & Lunch Menus](#)**

**[Free and Reduced Meal Application](#)** *(must be turned in NEW beginning of each school year even if you don't qualify)*

During the 2021-22 school year, free meals will be available to all MRH students. Lunch will take place in the cafeteria following all health and safety guidelines. Grab and Go breakfast items will be available for pick up at the end of each school day. Your child will need to specify with their teacher each day that they want school lunch and/or breakfast.

Absolutely no food sharing or trading among students. Please do not order food delivery to school for your child. Students carrying lunch boxes should make sure that their names are clearly marked on or in the lunch box.

**Precautions for Nut Allergies** *(see Allergy Anaphylaxis Management Statement below)*

## **RECESS**

Assume there will be, and prepare your child to enjoy OUTDOOR recess, unless any of the following is occurring during their scheduled recess period:

- Temperature with Wind chill is at or below 25 degrees F \*
- *Steady* Rain, Snow - wet conditions

Dressing in layers, appropriate footwear for outdoor activities and labeling coats and jackets with student name is recommended.

## **HEALTH AND MEDICAL INFORMATION**

MRH Elementary families are fortunate to have a full time, registered nurse on staff in our building. Nurse Kathryn Whitehouse is an experienced school nurse and is available to answer any questions related to your child's health needs here at school.

### **MRHE School Nurse Contact Information**

Kathryn Whitehouse, 314-256-7207  
[kathryn.whitehouse@mrhschools.net](mailto:kathryn.whitehouse@mrhschools.net)

### **MRH STUDENT ILLNESS REPORTING FORM**

#### **Sick Students**

Any sick or contagious child should not be sent to school. The health room services are for emergencies, which occur during the school day, not for care of children who are sick when sent to school. **Students who are too sick to come to school are not to participate in after school clubs including Discover Club, or attend sporting events or any other school sponsored activities.**

**Do not send your child to school if they are experiencing any of these symptoms currently or within the past 24 hours:**

- Fever of 100 or above
- Congestion/Runny Nose
- Nausea/Vomiting/Diarrhea
- Sore Throat
- Headache
- Fatigue/Muscle or Body Aches
- Cough
- Difficulty Breathing
- Loss of Taste/Smell

**Rather, contact the School Nurse and/or the Attendance office so a date can be determined for your child to return to regular in-person school.** If your child is being asked to stay home due to current Covid 19 protocol the office will contact and make arrangements with their teachers, for the student to log into an open Zoom to their classrooms during those specified dates. Please continue to stay in close contact with Nurse Kathryn and/or Attendance, reporting updates in condition, testing or personal physician recommendations so that these learning supports can continue to be in place.

### **4 WAYS MRH FAMILIES CAN REPORT AN ABSENCE**

**ONLINE:** [MRH STUDENT ILLNESS REPORTING FORM](#) if your child's absence is due to illness of any kind.

**CALL:** 314-256-7202 MRHELE Attendance Line

**TEXT:** 314-565-9786

**EMAIL:** [kris.ricks@mrhschools.net](mailto:kris.ricks@mrhschools.net)

CC Nurse [kathryn.whitehouse@mrshschools.net](mailto:kathryn.whitehouse@mrshschools.net) if your child's



*absence is due to illness*

See the [Student Symptom Decision Tree](#)

### **Student Illness Guidelines**

The following guidelines address how student illness may be handled within the MRH School District. The Maplewood Richmond Heights District Schools are staffed by Registered Nurses who have access to consultative backup from the District Physician, Dr. David Campbell, and/or the child's primary care physician when needed. As such, professional discretion and best clinical judgment will be used in conjunction with these guidelines.

- **CONJUNCTIVITIS:** Commonly called "pink eye", is highly contagious and treatment must be administered before a student may return to school. Students with red, crusted and/or draining eyes will be sent home. A doctor's note is required for verification.
- **HEAD LICE / NIT PROCEDURE:** Effective 12/22/16: If there is evidence of untreated nits or live lice, the child will be temporarily dismissed from school until proper treatment and checklist has been done. The school nurse will provide the checklist as needed.
- **IMPETIGO:** This is highly contagious and requires treatment. The child may not attend school until consulted by doctor and treatment has started for 24 hours.
- **PAIN:** Irritability, lethargy, persistent crying, difficulty breathing should be referred to a physician. School reserves the right to call parent/legal guardian and request that the child be picked up as the nurse's office is not a substitute for home care.
- **RASH:** A child with a rash or open sore(s) should be excluded until the cause has been determined. This may require a physician's note to return to school.
- **RINGWORM:** Is a fungal infection of the body, scalp, or feet, and if suspected, a doctor's evaluation for diagnosis and treatment is required. The student will be excluded from school until 24 hours after treatment is started.

**Please note: There are times when a child does not have a fever, is not vomiting, or have diarrhea but yet are not well enough to continue their day at school. Our school nurse will work with families, but for the care and well-being of the students, parent/guardian pick up may be required.**

**Contagious or communicable diseases should be reported to the school nurse for the protection of students.**

### **ALLERGY/ANAPHYLAXIS MANAGEMENT**

Food and Insect sting allergies may result in anaphylaxis, which is a severe allergic reaction that has a rapid onset and may be fatal. The prevalence of food allergy diagnosis in school-aged children has soared, and 25% of children who experience anaphylaxis in school were not previously diagnosed. There is no cure for food allergies. Strict avoidance is key in

preventing severe reactions. Furthermore we recognize that Allergies have a significant impact on the lives of families. Families with allergies report a high level of stress for both parent/guardians and the child. Families are anxious about sending their child to school with an allergy.

It is our priority to provide the safest learning environment for all our students. A collaborative approach between the family and the school is essential for us to safely and effectively manage allergies and anaphylaxis.

### **School's Responsibility**

- Our school district has adopted a food allergy policy and focuses on providing a safe and healthy environment for all students to learn.
- School personnel will take part in annual food allergy education and epinephrine auto-injector administration training.
- All students will take part in age appropriate food allergy education to create a positive school climate and promote acceptance/understanding of children with food allergies.
- In the cafeteria, allergen friendly seating, including a peanut free table is available.
- All surfaces are cleaned and disinfected. The peanut free table has separate cleaning agents and cloths from the other tables as to prevent cross contamination between regular tables and allergen free tables.
- An emergency protocol for an anaphylactic reaction has been developed and is practiced and documented.
- Classroom activities will avoid using common food allergens that are harmful to students.
- Bullying and teasing will not be tolerated.
- No eating on the school bus.
- We will celebrate special events with non-food items. If food is involved, only labeled prepackaged items with a complete ingredient list are allowed
- All students will wash their hands before and after meals or snacks.
- A box of wipes will be kept in the classroom, please ask your child to use them.
- Children will wipe hands before entering the classroom in the morning if necessary.
- The school nurse will work with the family to decrease stress and anxiety by answering all questions and assisting in developing an Individual Health Plan, a Food Allergy Action Plan/Emergency Care Plan or a 504 plan if necessary.

### **Family Responsibility**

- Make an appointment to meet with the school nurse before the school year starts to discuss your child's health history, medical needs while at school and provide emergency care instructions from the child's physician/create a written plan that outlines necessary accommodations.
- Provide labeled medications and replace medications after use or expiration.
- Educate yourself on the seriousness of allergies and anaphylaxis.
- Discuss with your child the seriousness of their food allergy and how they can keep themselves safe. Your doctor can also help you with this.
- Keep an open dialogue about your concerns with your child's teacher.
- Check in with school nurse before field trips to assess safety needs

### **Student's Responsibility**

- The child must notify an adult immediately if they have eaten something they are allergic to or if they feel ill.
- The student should not eat anything with unknown ingredients.
- Absolutely no food trading or sharing.
- Report bullying or teasing to an adult.
- Discuss how to keep yourself safe with your parent or guardian.

### **Medical Emergencies**

When a child is injured or becomes ill at school, and if in the judgment of the nurse, should be sent home, the parent/guardian is called. If they can not be reached, the persons listed on the emergency form will be called. **It is important to keep your child's emergency contact information up to date.** If in the judgment of the nurse, a child's life and health is in immediate danger, 911 will be called and you will be notified of the emergency as soon as it is possible to do so.

### **Medications**

**ALL MEDICATION SHOULD BE BROUGHT TO SCHOOL BY AN ADULT. Please do not send medications in your child's lunch. All medications taken during school hours are required to be given by the school nurse or trained designee.**

When medicine is to be administered by the school, the medicine must be accompanied by a label affixed by a pharmacy or physician showing:

- Name of child
- Name of medicine
- Dosage and schedule of administration
- Date purchased
- Physician's name

In addition, a [medication form](#) must be filled out by the child's legal guardian in order for the medicine to be administered at school.

### **Physicals**

The MRH School District suggests a physical examination for entrance into school and at the beginning of fourth, seventh and tenth grades.

### **Immunization Requirements**

Missouri School Immunization Law 167.181 will be strictly enforced by the MRH School District.

If you have any questions regarding your child's immunization status or for more detailed information, please check with MRHE School Nurse Kathryn Whitehouse at 256-7207 or email [kathryn.whitehouse@mrhschools.net](mailto:kathryn.whitehouse@mrhschools.net)

The school nurse will contact those parent/guardians whose files show a lack of the proper immunizations for their children.

## 2021-2022 Missouri School Immunization Requirements

- All students must present documentation of up-to-date immunization status, including month, day, and year of each immunization before attending school.
- The Advisory Committee on Immunization Practices (ACIP) allows a 4-day grace period. Students in all grade levels may receive immunizations up to four days before the due date.
- Required immunizations should be administered according to the current Advisory Committee on Immunization Practices Schedule, including all spacing. (<http://www.cdc.gov/vaccines/schedules/index.html>).
- To remain in school, students "in progress" must have an Immunization In Progress form (Imm.P.14) on file. In progress means that a child has begun the vaccine series and has an appointment for the next dose. This appointment must be kept and an updated record provided to the school. If the appointment is not kept, the child is no longer in progress and is noncompliant. (i.e., Hep B vaccine series was started but the child is not yet eligible to receive the next dose in the series.)
- Religious (Imm.P.11A) and Medical (Imm.P.12) exemptions are allowed. The appropriate exemption card must be on file. Unimmunized children are subject to exclusion from school when outbreaks of vaccine-preventable diseases occur.

Vaccines Required for School Attendance	Dose Required by Grade												
	K	1	2	3	4	5	6	7	8	9	10	11	12
DTaP/DTP/DT <sup>1</sup>	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+
Tdap <sup>2</sup>									1	1	1	1	1
MCV <sup>3</sup> (Meningococcal Conjugate)									1	1	1	1	2
IPV (Polio) <sup>4</sup>	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+
MMR <sup>5</sup>	2	2	2	2	2	2	2	2	2	2	2	2	2
Hepatitis B <sup>6</sup>	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+
Varicella <sup>7</sup>	2	2	2	2	2	2	2	2	2	2	2	2	1

1. Last dose on or after the fourth birthday and the last dose of pediatric pertussis before the seventh birthday.  
**Maximum needed:** six doses.
2. 8-12 Grades: Tdap, which contains pertussis vaccine, is required.
3. Grade 8-11: One dose of MCV is required. Dose must be given after 10 years of age.  
Grade 12: Two doses of MCV are required unless the first dose was administered to a student who was 16 years of age or older, in which case only one dose is required. At least one dose must be given after 16 years of age.
4. Kindergarten-11 Grade: Last dose must be administered on or after the fourth birthday. The interval between the next-to-last and last dose should be at least six months.  
Grade 12: Last dose on or after the fourth birthday. Any combination of four doses of IPV and OPV constitutes a complete series. **Maximum needed:** four doses.
5. First dose must be given on or after twelve months of age.
6. There must be at least four weeks between dose one and two; at least 8 weeks between dose two and three; at least 16 weeks between doses one and three and final dose must be given no earlier than 24 weeks of age.
7. First dose must be given on or after twelve months of age.  
Kindergarten-11 Grade: As satisfactory evidence of disease, a licensed health care provider may sign and place on file with the school a written statement documenting the month and year of previous varicella (chickenpox) disease.  
Grades 12: As satisfactory evidence of disease, a parent/guardian or MD or DO may sign and place on file with the school a written statement documenting the month and year of previous varicella (chickenpox) disease.



## **EXPECTATIONS**

Certain rules are necessary for the smooth operation of any school. In addition to the information listed earlier in the RETURN TO LEARNING 2021-22 sections of this handbook, the following is a listing of the rules we expect students to adhere to while attending our schools.

### **MRH ELEMENTARY SCHOOL WIDE EXPECTATIONS**

#### **Chill Zone Expectations**

**Purpose:** To calm down and refocus that I can learn and help my classmates to do the same.

I will show **respect** by using the items safely.

I will show **responsibility** by staying in the space and putting items away when finished.

I will show **cooperation** by following all chill zone expectations.

I will show **empathy** by using this zone quietly.

I will show **honesty** by only staying as long as I need to.

I will show **perseverance** by re-joining my class and working hard.

#### **Buddy Room Expectations**

I will show **respect** entering the room quietly and treating the space safely.

I will show **responsibility** by completing the buddy room reflection sheet.

I will show **cooperation** by working with my buddy room teacher to come up with a solution.

I will show **empathy** by understanding how my choices affected others.

I will show **honesty** taking ownership of why I am here and my part in the process.

I will show **perseverance** by working hard to solve the problem so I can re-join my class.

#### **Lunch Room Expectations**

I will show **respect** by following the directions given by all lunchroom adults.

I will show **responsibility** by only taking what I plan to eat and using my time wisely.

I will show **cooperation** by raising my hand when I need something.

I will show **empathy** by including others at my table and conversations.

I will show **honesty** by cleaning up my area before I exit the lunchroom.

I will show **perseverance** by following the expectations, even when others may not be.

#### **Recess Expectations**

I will show **respect** by following the directions given by all recess adults.  
I will show **responsibility** by using the equipment and my body safely.  
I will show **cooperation** by being a good playmate with my peers.  
I will show **empathy** by including others and treating others how they want to be treated.  
I will show **honesty** by playing fairly and being in charge of my decisions.  
I will show **perseverance** by working to get along with others, even when I'm frustrated.

### Hallway Expectations

I will show **respect** by treating the environment with care.  
I will show **responsibility** by getting to my destination as quickly as possible.  
I will show **cooperation** by staying in my own space and keeping my hands to myself.  
I will show **empathy** by understanding that others are learning as I transition.  
I will show **honesty** by making sure my teacher or other adult knows where I am going.  
I will show **perseverance** by doing my best to follow expectations, even when it's hard.

### Bathroom Expectations

I will show **respect** by observing the privacy of others.  
I will show **responsibility** by using the bathroom appropriately and not leaving a mess behind.  
I will show **cooperation** by waiting appropriately for my turn.  
I will show **empathy** by making sure others have a clean, safe restroom to use.  
I will show **honesty** by reporting any messes that I make or find.  
I will show **perseverance** by getting in and out of the restroom as quickly as I can.

### State and District Expectations

- No child may take part in any activity that is in violation of the criminal or juvenile codes under the state of Missouri, St. Louis County, or the municipalities within the MRH attendance area.
- No student shall intentionally threaten, harass, assault or cause physical injury to other students or any personnel.
- No student shall steal or intentionally damage any school or private property.
- Students shall obey all directions of administrators, teachers, substitute teachers, student teachers, teacher's aides, bus drivers, and other school personnel authorized to give directions during all school hours and activities.
- All students riding the school bus will observe the established bus rules and regulations.
- All students enrolled are required to attend school daily unless unable to do so for medical reasons or are properly excused.
- A student shall not use profane or abusive language.



- A student shall not cause disruption of any school function or activity or urge others to engage in any disruptive conduct.
- Personal appearance and conduct are required to be such as not to disrupt or distract from the instructional procedure of the school. Footwear shall be worn at all times. Special dress may be required to special activities such as field trips.
- Students shall not reproduce the signature of a parent/guardian, teacher or other child or staff member for the purpose of deception.
- A student shall not engage in unauthorized selling in school or on school property.
- A student shall not knowingly cause a false alarm or other emergency.
- No student shall smoke or possess a smoking product or smoking equipment.
- A student shall not knowingly buy, sell, transmit, use, possess or be under the influence of any drug, alcoholic beverages or intoxicant of any kind unless medically prescribed by a registered physician.

## **Student Social/Emotional/Behavioral Development and Classroom Management**

The school-wide commitment to social/emotional/behavioral development for MRH Elementary is ongoing. Proactive components of the plan are: classroom universals in place, high expectations, well established procedures, frequent review/repetition/modeling of procedures and expectations, clear and consistent expectations and consequences, whole class reinforcement system, individual student support plans as needed, and class meetings devoted to supporting and reinforcing the MRHE Way.

Through Character Education, Restorative Practices, Mindfulness, and Trauma-Informed Principles we strive to achieve educational equity in social/emotional/behavioral development.

Student understanding and independence is the ultimate goal of the program. This will occur through a caring, consistent team approach that respects the individual needs of each child. Students will develop personal goals regarding their achievement, accountability, safety, and behavior with academic and social/emotional/behavioral success at the forefront.

**The following process will be followed to maintain positive learning environments throughout classrooms and the entire school community.**

### **MRHE WAY: Who We Are and What We Do**

- Respect**
- Responsibility**
- Cooperation**
- Empathy**
- Honesty**

**Perseverance**

**Students following the MRHE Way will look like:**

- Respecting each other through our words and actions.**
- Keeping our hands, feet, and objects to ourselves.**
- Listening and following directions.**
- Walking quietly in line.**
- Using honesty when interacting with others.**
- Working together and being kind to others.**
- Doing the right thing - - even when no one is watching.**



# MRH ELEMENTARY HOMEWORK POLICY

## Philosophy

Homework is a valuable tool in the learning process; it is a natural extension of the work students complete in class. Homework provides opportunities to apply learning and to experience necessary practice. Homework offers teachers, parents and students the opportunity to be involved in and support the learning process outside of school. Research shows that homework increases student achievement. To move our students forward in the learning process, MRH students will be given consistent, appropriate and meaningful homework.

## Purpose

Our faculty strives to make each homework assignment meaningful and purposeful. To that end homework gives students the opportunity to practice skills or elaborate on material already introduced. Our faculty will share with students the purpose of each homework assignment. Robert Marzano, a leader in the field of educational research, identifies several major purposes of homework.

## Practice

Students must reach a level of self-sufficiency in performing a learned skill. This kind of homework typically increases speed and accuracy.

## Elaboration/Extension/Enrichment

This type of homework might require students to compare items, explain their thinking, or use a graphic organizer to organize information. These challenging assignments allow students to demonstrate their knowledge in creative and varied ways.

## Reading

Students must spend time reading to increase fluency and comprehension while preparing for discussions or key writing assignments. Practicing this key skill helps students improve in reading.

## Study

This type of homework requires students to review material in notes and assignments to commit key information, ideas and concepts into long-term memory and to enhance understanding of a subject. Students will need to review and make connections between information and assignments to further enhance their understanding.

## Amount and Frequency

Research at all levels has shown that consistently assigned homework positively influences student achievement. All homework should be able to be completed in a reasonable amount of time. Individual work rates and other factors can vary for each student. After your child has spent the required minutes on his/her homework, it then becomes a choice whether or not the remaining section of the assignment is completed. Students should indicate on their paper where on their assignment they were working after they stopped after completing the required homework minutes. (E.g. a child may draw a line under the last problem finished when the required time is fulfilled). If parents are finding that their children are spending an excessive amount of time on homework, then they are encouraged to contact the teacher. Even when homework is not assigned, it is recommended that students spend some time on school-related activities (reading, studying, writing). It will be understood that these are basic guidelines. Some weeks such as during testing or before vacation or holiday periods, you may see less homework. Elementary students can expect to have homework 3-4 times per week. Guidelines for each grade level are charted below.

## Homework Minutes/Reading Minutes Guidelines by Grade Level

Grade	Homework Minutes per Night (excluding reading)	Reading Minutes per Night (additional minutes beyond required homework minutes)
2	Up to 20	15
3	Up to 30	15
4	Up to 40	15 – 20
5	Up to 50	15 – 20
6	Up to 60	15 – 20

### Completion Guidelines

Students are expected to complete assigned homework and to turn it in on time. Elementary Zeros Aren't Permitted (EZAP). We encourage students to put in the effort to complete their homework neatly. The chart below lists the procedures staff will follow when a student misses homework. These steps will be followed on a quarterly basis. Parents will be notified and students will be required to follow these procedures. Homework lab will be on Tuesday, Wednesday, and Thursday afternoons from 2:45 – 3:45 p.m. A bus will be provided for bus riders on these days. Students who attend Discover Club will have a 45 minutes of homework time each day. Students who miss homework because of an absence will receive the opportunity to make up missed work.

### Missing Homework Consequences

# of times missing	Action taken
1	<b>1<sup>st</sup> reminder</b> – Letter is sent home from the student.
2	<b>2<sup>nd</sup> reminder</b> – Call from the teacher is made to parent.
3	<b>3<sup>rd</sup> reminder</b> - Contact from the teacher setting up a conference (phone or face-to-face to create an action plan together). If parent can't meet then we will set up homework lab as an option until we can meet.

### Record Keeping/Grading and Reporting

The research is clear that feedback on homework increase the effectiveness of homework. Homework will be reviewed with students and/or feedback given within a week of the assignment. At that same time, homework is designed to allow more time for practice; therefore, homework will not be reflected in overall quarter grades.

## Expectations for Teachers, Parents, and Students

### Teacher Role

Teachers will assign meaningful and purposeful homework as they prepare lessons to reinforce and extend classroom learning. Teachers will not introduce new concepts for homework tasks. Teachers will consider individual differences in ability when creating homework by allowing students to finish what they can within the grade-level required minutes. Teachers will identify and mark the type of homework for students on the assignment. Teachers will clearly explain homework to students and will include written directions when appropriate. Teachers will communicate homework types to parents on assignments, at open house, by telephone, and in newsletters. Teachers will give feedback about homework. Teachers may provide a homework folder for each student to transport homework assignments from and to school. Teachers will contact parents if a child misses a second homework assignment within a quarter. Teachers will assign homework between Monday and Thursday. Time will be made each day for students to record and review homework assignments. Teachers and students praise one another's efforts and have a positive attitude about the homework progress.

### Parent Role

We ask parents to provide a quiet, well-lit place and a consistent time for children to work. Parents will establish a homework routine. Parents should keep a supply of homework materials on hand for children to use or notify the school which materials are needed. Parents should check their child's homework folder each evening to see if homework was assigned and if it is complete. They will support, clarify, and motivate when children are completing homework but will not do the homework for their child. If there is a unique assignment, then parents should read the teacher's notes to better understand the scope of the work. If children are struggling with an assignment or have a good reason for not completing the homework, parents will call or write the teacher a note. Please do not let more than a week go by without contacting the teacher if your child is experiencing difficulty. We encourage parents to praise student efforts and have a positive attitude about the homework process.

### Student Role

Students will listen to the directions and make sure they know what to do. Students will write down the homework assignments when appropriate for their grade level. Students will make sure they have the material they need to complete the assignment before leaving the classroom. Students will find a quiet place in their home to do homework. Students will produce neat, quality work. If homework needs to be signed, students will ask parents to sign the paper. Students will put homework in their book bags when homework is completed. Students will be responsible for keeping up with their homework and getting it to and from school. Students will turn in homework on time.

## Location and Distribution of Policy

The MRH Elementary Homework Plan will be located in the MRH Elementary School Handbook and Classroom Substitute Teacher Folders. Teachers will share more information about homework during the Parent Information Night so that parents are informed.

## **MRH ELEMENTARY PARENT/SCHOOL COMPACT**

STUDENT NAME \_\_\_\_\_ HOMEROOM \_\_\_\_\_

The MRH Elementary School and its **STAFF** will...

- Provide certified teachers, develop appropriate high quality curriculum and instruction, and create an effective teaching-learning environment specifically designed to assure maximum student performance
- Host orientation activities, especially for kindergarteners and new students, at the beginning of the school year to inform parents of expectations, procedures, policies, report card review, and explanations of the curricula at each grade level
- Provide many and varied opportunities for parent involvement and education scheduled at mutually convenient times to support parents' efforts to take responsibility for high student performance
- Maintain communication with parents through school and classroom newsletters, conferences, telephone calls, notes, emails, meetings, and the parent/student handbook
- Provide written evaluations to parents informing them of their child's' attendance, attitude, and academic performance
- Conduct a yearly survey that allows parents to evaluate curriculum and programs and provides them an opportunity to make suggestions and comments

As a **PARENT**, I will support my child's education in the following ways...

- Monitor my child's attendance and homework
- Read the parent handbook with my child and sign the parent/school compact
- Encourage the habit of reading for information and recreation
- Attend parent-teacher conferences and other school sponsored activities
- Encourage respectful behavior
- Make every attempt to get my child to school every day and on time

As a **STUDENT**, I will share in the responsibility to improve my academic performance...

- Attend school every day possible and be on time
- Be respectful towards others

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_

## **ELEMENTARY CODE OF CONDUCT**

### **JG-R1 MRH Board Policy - Student Discipline**

The **Student Code of Conduct** is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and on district transportation, walking to and from school, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that is a serious expression of intent to harm or cause injury to another, or which would cause a substantial disruption of school activities.

### **Reporting to Law Enforcement**

It is the policy of the School District of Maplewood Richmond Heights to report all crimes occurring on district property to law enforcement as required by state and federal law. A list of crimes the district is required to report is included in policy [JGF](#).

The principal may also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten days or expulsion of any student who the district is aware is under the jurisdiction of the court.

### **Documentation in Student's Discipline Record**

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and policy [JGF](#).

### **Conditions of Suspension, Expulsion and Other Disciplinary Consequences**

All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee. In addition, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school, if appropriate.

In accordance with law, any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy [JGF](#) as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any district property

or any activity of the district, regardless of whether the activity takes place on district property, unless one of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian, custodian or another adult designated in advance, in writing, to the student's principal by the student's parent, legal guardian or custodian, and the superintendent or designee has authorized the student to be on district property.
2. The student is enrolled in and attending an alternative school that is located within 1,000 feet of a public school in the district.
3. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

If a student violates the prohibitions in this section, he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences," listed below.

### Prohibited Conduct

The following are descriptions of prohibited conduct as well as potential consequences for violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building. All consequences must be within the ranges established in this regulation. In addition to the consequences specified here, school officials may notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy and will contact the parents or legal guardian.

**Academic Dishonesty** – Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

<b>Academic Dishonesty</b>	Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty;
<b>First Offense</b>	No credit for the work, grade reduction, or replacement assignment.
<b>Subsequent Offense</b>	No credit for the work, grade reduction, course failure, or removal from extracurricular activities.

**Arson** – Starting or attempting to start a fire or causing or attempting to cause an explosion.

<b>First Offense</b>	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate.
<b>Subsequent Offense</b>	1-180 days out-of-school suspension or expulsion. Restitution if appropriate.

### Assault

1. Hitting, striking and/or attempting to cause injury to another person; placing a person

in reasonable apprehension of imminent physical injury; physically injuring another person.

<b>First Offense</b>	Parent/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
<b>Subsequent Offense</b>	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

2. Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.

<b>First Offense</b>	Expulsion.
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**Automobile/Vehicle Misuse** – Uncourteous or unsafe driving on or around district property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on district property.

<b>First Offense</b>	Suspension or revocation of parking privileges, detention, or in-school suspension.
<b>Subsequent Offense</b>	Revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

**Bullying and Cyberbullying (see Board policy [JFCF](#))** – Intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm. Students will not be disciplined for speech in situations where the speech is protected by law.

<b>First Offense</b>	Detention, in-school suspension, or 1-180 days out-of-school suspension.
<b>Subsequent Offense</b>	1-180 days out-of-school suspension or expulsion.

**Bus or Transportation Misconduct (see Board policy [JFCC](#))** – Any offense committed by a student on transportation provided by or through the district shall be punished 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.

**Dishonesty** – Any act of lying, whether verbal or written, including forgery.

<b>First Offense</b>	Nullification of forged document. Principal/Student conference, detention, or in-school suspension.
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<b>Subsequent Offense</b>	Nullification of forged document. Detention, in-school suspension, or 1-180 days out-of-school suspension.
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**Disrespectful or Disruptive Conduct or Speech (see Board policy [AC](#) if illegal harassment or discrimination is involved)**—Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

<b>First Offense</b>	Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
<b>Subsequent Offense</b>	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Drugs/Alcohol (see Board policies [JFCH](#) and [JHCD](#))**

1. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

<b>First Offense</b>	Parent/Principal/Student conference, in-school suspension or 1-180 days out-of-school suspension.
<b>Subsequent Offense</b>	Parent/Principal/Student conference, 1-180 days out-of-school suspension or expulsion.

2. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

<b>First Offense</b>	In-school suspension or 1-180 days out-of-school suspension.
<b>Subsequent Offense</b>	11-180 days out-of-school suspension or expulsion.

3. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

<b>First Offense</b>	1-180 days out-of-school suspension or expulsion.
<b>Subsequent Offense</b>	11-180 days out-of-school suspension or expulsion.

**Extortion** – Threatening or intimidating any person for the purpose of obtaining money or anything of value.



<b>First Offense</b>	Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
<b>Subsequent Offense</b>	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences** – Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences."

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

<b>First Offense</b>	Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.
<b>Subsequent Offense</b>	Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

**False Alarms (see also "Threats or Verbal Assault")** – Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property.

<b>First Offense</b>	Restitution. Parent/Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
<b>Subsequent Offense</b>	Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Fighting (see also, "Assault")** – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

<b>First Offense</b>	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
<b>Subsequent Offense</b>	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Gambling** – Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling

includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.

<b>First Offense</b>	Principal/Student conference, loss of privileges, detention, or in-school suspension.
<b>Subsequent Offense</b>	Principal/Student conference, loss of privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

**Harassment, including Sexual Harassment (see Board policy AC)**

1. Use of unwelcome verbal, written or symbolic language that is sexually harassing or based on gender or of a sexual nature that has the purpose or effect of unreasonably interfering with a student’s educational environment or creates an intimidating, hostile or offensive educational environment. Examples of sexual harassment include, but are not limited to, sexual jokes or comments; requests for sexual favors and other unwelcome sexual advances.

<b>First Offense</b>	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
<b>Subsequent Offense</b>	In-school suspension, 1-180 days out-of-school suspension, or expulsion

2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

<b>First Offense</b>	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
<b>Subsequent Offense</b>	1-180 days out-of-school suspension or expulsion.

**Hazing (see Board policy JFCF)** – Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity. Hazing may occur even when all students involved are willing participants.

<b>First Offense</b>	In-school suspension or 1-180 days out-of-school suspension.
<b>Subsequent Offense</b>	1-180 days out-of-school suspension or expulsion.

**Incendiary Devices or Fireworks** – Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by

district staff; possessing or using fireworks.

<b>First Offense</b>	Confiscation. Warning, principal/student conference, detention, or in-school suspension.
<b>Subsequent Offense</b>	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

**Nuisance Items** – Possession or use of toys, games, MP3 players and other electronic devices (other than mobile phones) that are not authorized for educational purposes.

<b>First Offense</b>	Confiscation. Warning, principal/student conference, detention, or in-school suspension.
<b>Subsequent Offense</b>	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

**Public Display of Affection** – Physical contact that is inappropriate for the school setting, including, but not limited to, kissing and groping.

<b>First Offense</b>	Principal/Student conference, detention, or in-school suspension.
<b>Subsequent Offense</b>	Detention, in-school suspension, or 1-180 days out-of-school suspension.

**Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material** – Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

<b>First Offense</b>	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
<b>Subsequent Offense</b>	Confiscation. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Sexual Activity** – Acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation.

<b>First Offense</b>	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
<b>Subsequent Offense</b>	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Technology Misconduct (see Board policies [EHB](#) and [KKB](#) and procedure [EHB-R1](#))**

1. Attempting, regardless of success, to: gain unauthorized access to a technology

system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.

<b>First Offense</b>	Restitution. Principal/Student conference, loss of user privileges, detention, or in-school suspension.
<b>Subsequent Offense</b>	Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

2. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other electronic communication devices during the regular school day, including instructional class time, class change time, breakfast or lunch.

<b>First Offense</b>	Confiscation, principal/student conference, detention, or in-school suspension.
<b>Subsequent Offense</b>	Confiscation, principal/student conference, detention, in-school suspension, 1-180 days out-of school suspension, or expulsion.

3. Violations of Board policy [EHB](#) and procedure [EHB-AP](#) other than those listed in (1) or (2) above.

<b>First Offense</b>	Restitution. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
<b>Subsequent Offense</b>	Restitution. Loss of user privileges, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

4. Use of audio or visual recording equipment in violation of Board policy [KKB](#).

<b>First Offense</b>	Confiscation. Principal/Student conference, detention, or in-school suspension.
<b>Subsequent Offense</b>	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

**Theft** -- Theft, attempted theft or knowing possession of stolen property.

<b>First Offense:</b>	Return of or restitution for property. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
<b>Subsequent Offense:</b>	Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.

**Threats or Verbal Assault** – Verbal, written, pictorial or symbolic language or gestures that

create a reasonable fear of physical injury or property damage.

<b>First Offense</b>	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
<b>Subsequent Offense</b>	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

### Tobacco

1. Possession of any tobacco products on district property, district transportation or at any district activity.

<b>First Offense</b>	Confiscation of tobacco product. Principal/Student conference, detention, or in-school suspension.
<b>Subsequent Offense</b>	Confiscation of tobacco product. Detention, in-school suspension, or 1-10 days out-of-school suspension.

2. Use of any tobacco products on district property, district transportation or at any district activity.

<b>First Offense</b>	Confiscation of tobacco product. Principal/Student conference, detention, in-school suspension, or 1-3 days out-of-school suspension.
<b>Subsequent Offense</b>	Confiscation of tobacco product. In-school suspension or 1-10 days out-of-school suspension.

**Truancy or Tardiness (see Board policy [JED](#) and procedures [JED-AP1](#) and [JED-AP2](#))** – Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

<b>First Offense</b>	Principal/Student conference, detention, or 1-3 days in-school suspension.
<b>Subsequent Offense</b>	Detention or 3-10 days in-school suspension, and removal from extracurricular activities.

**Unauthorized Entry** – Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

<b>First Offense</b>	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension, or 1-180 days out-of-school suspension.
<b>Subsequent Offense</b>	1-180 days out-of-school suspension or expulsion.

**Vandalism (see Board policy [ECA](#))** – Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.

<b>First Offense</b>	Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
<b>Subsequent Offense</b>	Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Weapons (see Board policy [JFCJ](#))**

1. Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo.

<b>First Offense:</b>	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
<b>Subsequent Offense</b>	1-180 days out-of-school suspension or expulsion.

2. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo. or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).

<b>First Offense</b>	One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.
<b>Subsequent Offense</b>	Expulsion.

3. Possession or use of ammunition or a component of a weapon.

<b>First Offense</b>	In-school suspension, 1-180 days out-of-suspension, or expulsion.
<b>Subsequent Offense</b>	1-180 days out-of-school suspension or expulsion.

[MRH BOE Policy](#)

**BULLYING AND HAZING ([JFCF](#))**

**General**

In order to promote a safe learning environment for all students, the School District of Maplewood Richmond Heights prohibits all forms of hazing, bullying and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with JG-R. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official.

In addition, district staff, coaches, sponsors and volunteers shall not permit, condone or tolerate any form of hazing or bullying or plan, direct, encourage, assist, engage or participate in any activity that involves hazing or bullying. District staff will report incidents of hazing and bullying to the building principal. The principal shall promptly investigate all complaints of hazing and bullying and shall administer appropriate discipline to all individuals who violate this policy. District staff who violate this policy may be disciplined or terminated.

The superintendent or designee will provide for appropriate training designed to assist staff, coaches, sponsors and volunteers in identifying, preventing and responding to incidents of hazing and bullying.

The district shall annually inform students, parents, district staff and volunteers that hazing and bullying is prohibited. This notification may occur through the distribution of the written policy, publication in handbooks, presentations at assemblies or verbal instructions by the coach or sponsor at the start of the season or program.

### **Definitions**

**Hazing** – For purposes of this policy, hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity.

Hazing may include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing consumption of any food, liquor, drug or other substance; forcing inhalation or ingestion of tobacco products; or any other forced physical activity that could adversely affect the physical health or safety of an individual.

Hazing may occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or tryout for an organization when the criteria are reasonable, approved by the district and legitimately related to the purpose of the organization.

**Bullying** – For purposes of this policy, bullying is defined as intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyberbullying or cyberthreats. Cyberbullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyberthreats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

### [JG - Student Discipline](#)

It is essential that the district maintain a classroom environment that allows teachers to communicate effectively with all students in the class and allows all students in the class to learn. To assist district staff in maintaining the necessary classroom environment, the Board of Education has created a discipline code that addresses the consequences, including suspension or expulsion, for students whose conduct is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of other students. However, the district believes younger students do not benefit from consequences that include out-of-school suspensions. Therefore, the district is committed to not issuing out-of-school suspensions as a discipline consequence to students in kindergarten through third grade.

The comprehensive written code of conduct of the district is composed of this policy and includes, but is not limited to, the following policies, procedures and regulations: [JG-R1](#), [JGA-2](#), [JGB](#), [JGD](#), [JGE](#) and [JGF](#). A copy of the district's comprehensive written code of conduct will be distributed to every student and the parents/guardians of every student at the beginning of each school year and will be available in the superintendent's office during normal business hours.



## Application

These policies, regulations and procedures will apply to all students in attendance in district instructional and support programs as well as at school-sponsored activities. Off-campus misconduct that adversely affects the educational climate will also be subject to these policies, regulations and procedures. Students who have been charged, convicted or pled guilty in a court of general jurisdiction for commission of a felony may be suspended in accordance with law.

The Board authorizes the immediate removal of a student upon a finding by a principal or superintendent that the student poses a threat of harm to self or others, as evidenced by the prior conduct of such student. Any such removal will be subject to the appropriate due process procedures and in accordance with law.

No student may be confined in an unattended locked space except in an emergency situation while awaiting the arrival of law enforcement personnel. For the purpose of this policy, a student is unattended if no person has visual contact with the student, and a locked space is a space that the student cannot reasonably exit without assistance.

## Enforcement

Building principals are responsible for the development of additional regulations and procedures regarding student conduct needed to maintain proper behavior in schools under their supervision. All such regulations and procedures shall be consistent with Board-adopted discipline policies.

Teachers have the authority and responsibility to make and enforce necessary rules for internal governance in the classroom, subject to review by the building principal. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom. All district staff are required to enforce district policies, regulations and procedures in a manner that is fair and developmentally appropriate and that considers the student and the individual circumstances involved.

All employees of the district shall annually receive instruction related to the specific contents of the district's discipline policy and any interpretations necessary to implement the provisions of the policy in the course of their duties including, but not limited to, approved methods of dealing with acts of school violence, disciplining students with disabilities and instruction in the necessity and requirements for confidentiality.

## **Technology Misconduct (see Board policies EHB and KKB and procedure EHB-AP)**

1. Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.



## **MRH DISTRICT MISSION**

The mission of the Maplewood Richmond Heights School District is to inspire and prepare students as leaders, scholars, stewards and citizens for a diverse and changing world.

## **District Policies**

The policies of the Maplewood Richmond Heights School district may be obtained in a searchable format at:

[https://simbli.eboardsolutions.com/SB\\_ePolicy/SB\\_PolicyOverview.aspx?S=442&Sch=442](https://simbli.eboardsolutions.com/SB_ePolicy/SB_PolicyOverview.aspx?S=442&Sch=442)

## **PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION (Notice of Nondiscrimination)**

### **General**

The Maplewood Richmond Heights School District is committed to maintaining an educational and workplace environment that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service.

In its programs and activities, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law and as required as required by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups. Further, no person shall be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination based on the above listed characteristics under a school nutrition program for which the District receives federal financial assistance from the U.S. Department of Agriculture (USDA Food and Nutrition Service).

The following people are designated and authorized as the District's Non-Discrimination and Title IX Coordinator to coordinate compliance with the laws identified above, including to handle inquiries or complaints regarding the District's non-discrimination policies:

Non-Discrimination Compliance Officer: Roxanna Mechem, Assistant Superintendent  
7539 Manchester Rd, Maplewood, MO 63143 314-644-4400  
[Roxanna.mechem@mrhschools.net](mailto:Roxanna.mechem@mrhschools.net)

Title IX Coordinator: Vince Estrada, Director of Student Services 7539 Manchester Rd,  
Maplewood, MO 63143 314-644-4400 [Vince.estrada@mrhschools.net](mailto:Vince.estrada@mrhschools.net)

For information regarding how to report or file a claim of discrimination, harassment, or retaliation, see Board of Education Policy AC. Policy and Regulation AC shall govern the grievance procedures, process, and response for complaints and concerns by parents, patrons, employees, or students of the District related to discrimination, harassment, or retaliation on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law.

Inquiries or concerns regarding civil rights compliance by school districts should be directed to the local school district's Non-Discrimination and Title IX Coordinator. Inquiries and complaints may also be directed to the Kansas City Office, Office for Civil Rights, US Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; (816) 268-0550; TDD (877) 521-2172.

## **Individuals with Disabilities**

The district will identify, evaluate and provide a free, appropriate education to all students with disabilities in accordance with law. Anyone who knows or believes that a child may have a disability is encouraged to contact the district's compliance officer listed below.

Anyone who, because of a disability, requires an auxiliary aid or service for effective communication or requires a modification of policies or procedures to participate in a program, service or activity should contact the compliance officer listed below as soon as possible, but no later than 48 hours before the scheduled event.

## Reporting

The district's nondiscrimination policy is located on the district's website at <http://www.mrhschools.net/policies/non-discrimination-policy>. Grievance forms be obtained at any district office.

The following compliance officer has been designated to address inquiries, questions and grievances regarding the district's nondiscrimination policies:

Roxanna Mechem  
Assistant Superintendent  
7539 Manchester Road, Maplewood, Missouri 63143  
Phone 314-644-4400  
Fax: 314-781-3160

In the event that the compliance officer is unavailable or is the subject of a grievance that would otherwise be made to the compliance officer, reports should instead be directed to the acting compliance officer:

Vince Estrada  
Student Services Director  
7539 Manchester Road, Maplewood, Missouri 63143  
Phone 314-644-4400  
Fax: 314-781-3160

Inquiries may also be made to the U.S. Department of Education's Office for Civil Rights, the U.S. Equal Employment Opportunity Commission, the Missouri Commission on Human Rights, the USDA or the U.S. Department of Justice if applicable.

Office for Civil Rights  
Phone: 816-268-0550  
TDD: 800-877-8339  
E-mail: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov)

Equal Employment Opportunity Commission  
Phone: 800-669-4000  
TTY: 800-669-6820  
E-mail: [info@eeoc.gov](mailto:info@eeoc.gov)

U.S. Department of Agriculture  
Director, Office for Civil Rights  
Room 326-W, Whitten Building  
1400 Independence Avenue SW  
Washington, DC 20250-9410  
Voice and TDD: 202-720-5964

U.S. Department of Justice  
Phone: 202-514-4609  
TTY: 202-514-0716  
E-mail: [AskDOJ@usdoj.gov](mailto:AskDOJ@usdoj.gov)

Missouri Commission on Human Rights  
Phone: 877-781-4236  
TDD: 800-735-2966  
Relay Missouri: 711 or 866-735-2460  
E-mail: [mchr@labor.mo.gov](mailto:mchr@labor.mo.gov)

## **Assistance to Students Who are Homeless, Migrant, or 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. 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 migrant workers, and neglected or delinquent students. For more information, contact your building principal.

## **Students Eligible for Special Education Services under the IDEA**

The district, in cooperation with a special school district, will comply with applicable federal and state laws governing special education services.

## **Standard Complaint Procedure**

The standard complaint procedure as outlined in Board Policy KL applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the No Child Left Behind Act (NCLB). Alleged acts of unfairness or any decision made by school personnel, except as otherwise provided for under student suspension and expulsion, which students and/or parents/guardians believe to be unjust or in violation of pertinent policies of the Board or individual school rules, may be appealed to the school principal or a designated representative. As outlined in Policy KL, principals shall schedule a conference with the parents and any staff members involved to attempt to resolve the problem. If the problem is not resolved to the satisfaction of parents/guardians, a request may be submitted for a conference with the superintendent of schools. If the student and/or parents/guardians are not satisfied with the action of the superintendent, they may submit a written request to appear before the Board of Education. Unless required by law, a hearing will be at the discretion of the Board. The decision of the Board shall be final. All persons are assured that they may utilize this procedure without reprisal.

# **Missouri Department of Elementary & Secondary Education**

## **Every Student Succeeds Act of 2015 (ESSA)**

### **COMPLAINT PROCEDURES**

This guide explains how to file a complaint about any of the programs that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Child Succeeds Act of 2015. Programs include Title I. A, B, C, D, Title II, Title III.A.2, Title IV.A, Title VI, Title VII.C, 2, Title IX Part C. Sec. 9304(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.

#### **1. What is a complaint under ESSA?**

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 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.

#### **6. How can a complaint be filed with the Department?**

A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated.

#### **7. How will a complaint filed with the Department be investigated?**

The investigation and complaint resolution proceedings will be completed within a time limit of forty calendar days. That time limit can be extended by the agreement of all parties. The following activities will occur in the investigation:

1. **Record.** A written record of the investigation will be kept.
2. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. **Report by LEA.** Within thirty five days of the complaint being filed, the LEA,

will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.

5. **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, and/or telephone call(s).
6. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

### **8. How are complaints related to equitable services to private school children handled differently?**

If the complaint is an LEA is not providing equitable services for private school children, in addition to the procedures listed in number 7 above, the complaint will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Departments' resolution of the complaint (or its failure to resolve the complaint).

### **9. How will appeals to the Department be investigated?**

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. An independent on-site investigation may be conducted if the Department determines that it is necessary. The investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

### **10. What happens if a complaint is not resolved at the state level (the Department)?**

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

## **Family Engagement Policy**

Family engagement is encouraged in Policies KC and KD. Patrons of the district are encouraged to express ideas, concerns and comments about school programs through written correspondence, service on citizen advisory committees and responses to surveys authorized by the Board, in accordance with Board policies and procedures for receiving public complaints and public participation at Board meetings, and as otherwise authorized or required for district participation in state and federal programs. It is the Board's intent to establish partnerships that will increase parental involvement and participation in promoting the social, emotional and academic growth of children.

The district will encourage parents to be involved in supporting the education of their children in at least the following ways:

- the development of long-range planning for the district and in the process of reviewing the plan and continuous improvement.
- conduct with parents/guardians and school staff an annual evaluation of the content and effectiveness of the parental involvement to determine whether there has been increased participation and whether there are barriers to greater

participation by parents/guardians.

- use the evaluation findings in designing strategies for school improvement and in revising involvement policies and procedures at the district and building levels.
- Partnering with Parent-Teacher organizations
- Conducting parent/teacher conferences and curriculum nights
- Use of Power school and other communication systems to monitor student progress
- Providing information via the district website and e-blast to keep parent/guardians informed regarding school events and opportunities to be involved.
- Being available to parents/guardians for contact regarding any questions or concerns they have regarding their child's education.

## **Highly Qualified Staff**

Parents of each student attending a school receiving Title I funds may request information regarding the professional qualifications of the student's classroom teacher and/or teaching assistant. If you would like such information, a written request should be submitted to the building principal where the teacher is assigned. MRH schools that receive Title I funds are MRH Early Childhood Center and MRH Elementary School.

## **Assessment Policy & Plan**

All students enrolled in the Maplewood Richmond Heights School District are expected to take the state-required assessments. Currently state law does not allow for students to opt out of statewide assessments. Additional information regarding district assessment can be found in Board Policy IL. This policy includes part-time, full-time, students on homebound instruction, and students who are homeschooled except for specified courses. Students are required to take all tests at their grade level. Additional testing may be administered to ensure that students are receiving appropriate instruction at their academic readiness level. District testing is outlined in the MRH Assessment Plan which is accessible on the district website at <http://www.mrhschools.net/curriculum/assessment> . A copy of the full plan may also be obtained by visiting the school office.

## Frequently Asked Questions

### **How are students with disabilities included in required state testing?**

All decisions about how a student with a disability will be tested are made by the student's IEP team and documented in the IEP. Students with disabilities take all MAP content-area assessments (or portions of each content-area assessment as determined by the IEP team) or the MAP Alternate Assessment. For students taking the MAP-A, district standardized assessments, such as Aspire will be given at the student's instructional level if stated in the IEP. In making decisions about accommodations, the IEP team has the responsibility and the authority to determine individual accommodations that students need to support and ensure their participation in the MAP. As per state guidelines, any accommodations made are deemed necessary for all testing situations, not just for the MAP.

### **How are students who are learning English included in testing?**

ELL students who are receiving ELL services or who are being monitored, take the WIDA as a screening measure when they enter the district and the ACCESS assessment during the spring of each year to monitor progress toward English Language Proficiency. ELL students are tested with the MAP, regardless of the length of time that the students have been in the United States, except in the area of Communication Arts. Students who have been in the United States less than one year are not required to take the MAP Communication Arts assessment.

### **How are assessment results used and disseminated?**

Assessment results are summarized annually in the MRH Assessment Report and presented to the Board of Education in November of each school year. Additionally, results are presented to the Teaching and Learning Council annually and subsequently shared with each Curriculum Action Team (CAT). Each CAT analyzes the data from their respective content area looking for strengths and weaknesses, identifying instructional priorities for the coming year. CATs also analyze the data from the perspective of the process standards to ensure that the way instruction is taking place is aligned with the process standards.

Each elementary classroom teacher assesses his/her students in reading at the beginning of the school year and at the end of the year. Students who are below grade level are also assessed in January. Teachers regularly assess students with running records during instruction. Elementary classroom teachers assess writing using a variety of rubrics including those that are teacher-developed. Teachers regularly assess students' reading with running records during instruction. Elementary teachers use a variety of rubrics that are teacher developed. Teachers have had training on the administration of the assessments used (Star 360, Dominie, F&P, and running records). Teachers in grades K-2 have also had training in miscue analysis.

Data is shared through the Language Arts Curriculum Action Team in each building. Students in grades K-1 can be assessed monthly using Star 360 probes in reading and mathematics. These ongoing assessments provide diagnostic information to classroom teachers to inform classroom instruction and monitor students' progress. They also provide data that can be used to determine student's response to specific interventions.

Students in grades 1-6 are assessed three times a year using STAR 360 Reading or Early Literacy. These ongoing assessments provide formative information to classroom teachers to inform classroom instruction and monitor students' progress.



Reading and writing at the middle school and high school are monitored by the language arts staff and the reading specialist. Assessment at the middle school level focuses on ensuring that no student “falls through the cracks” and on providing individual support through focused interventions. All core teachers are provided the information and consult with the reading specialist to incorporate reading strategies that will optimize student success. During the middle school years, the BRI and Journey assessments, along with other selected tests, are administered to students as needed to obtain diagnostic information needed to customize reading support for individual students.

In grades 9-12 the Scholastic Reading Inventory is administered to all students to identify students needing varying levels of support or enrichment.

At the end of seventh or eighth grade prior to the year in which formal algebra begins, the Iowa Basic Skills Algebra Aptitude Test results are used along with teacher recommendations to identify students’ readiness level for Algebra and to determine who needs additional support or enrichment in Algebra in ninth grade. The items on this assessment are analyzed for specific content area. The individual student analysis is provided to the ninth grade teachers while group analysis is used to identify areas in the curriculum that may need additional emphasis at the middle school level.

### **What test-taking strategies are taught to students?**

MRH CAT teams include specific recommendations in each curriculum document regarding assessment methods that give students practice with constructed response, multiple choice, and performance events. Students are provided with ongoing opportunities to practice test-taking strategies within the classroom.

### **What is the test security policy for state-required assessments?**

Test materials may not be photocopied, duplicated, or made accessible to personnel not responsible for testing. When not in use, test materials are stored in locked areas at the MRH Central Office or in locked areas at the school buildings. Teachers may not see the test booklets prior to testing.

Prior to standardized testing, all staff administering tests attend a building faculty training and review the examiner’s manual to ensure consistency of administration, compliance with guidelines, and adequate preparation of the testing environment.

For students who attend out-of-district schools, the Student Services Director delivers the appropriate number and type of test materials to the student’s school prior to the first day of testing and picks them up for delivery back to MRH for scoring with the other MRH tests.

### **How does MRH address compliance with Senate Bill 319?**

Senate Bill 319 requires assessment of students in grades 3-6 (with some exceptions) to determine their reading level as well as individualized “reading improvement plans” for students in grades 4-6 who are substantially below grade level in reading. Additional reading instruction is required for students with reading improvement plans. Retention of students in grade 4 is expected if they are reading below the third-grade level (several exceptions to this requirement are specified in law).

In addressing this law, grade level equivalencies are determined using multiple measures. At MRH, our primary measures also serve instructional roles in our program: Fountas and Pinnell Benchmark Assessment and STAR360 Reading. Additional measures may be used to confirm

inconclusive results.

All students in grades 1-6 who are significantly below grade level have a reading literacy plan. The RTI process helps ensure that all students' individual needs are considered in planning and supporting on grade level reading ability.

**How Does MRH address Senate Bill 635 (Dyslexia Screening)?**

MRH complies with the provisions of SB 635 by providing universal screening to help early identification of students with characteristics consistent with dyslexia. All students in grades K-3 will receive annual screening. Student in grades 4-12 new to MRH or who are receiving reading services will also be screened. All testing will be consistent with the district assessment plan and the MRH dyslexia plan adopted by the Board on June 21, 2018. A copy of the plan may be obtained by visiting the school office.

**Accountability Reports**

District and building accountability reports are available through the Department of Elementary and Secondary Education Website. You may access the site by visiting the district website by navigating to the "About Us" section and clicking on "Key Facts".

**Food Service**

Local education officials have adopted the following family-size income criteria for determining eligibility:

Household Size	Maximum Household Income Eligible for Free Meals			Maximum Household Income Eligible for Reduced Price Meals		
	Annually	Monthly	Weekly	Annually	Monthly	Weekly
1	\$15,171	\$1,265	\$292	\$21,590	\$1,800	\$416
2	20,449	1,705	394	29,101	2,426	560
3	25,727	2,144	495	36,612	3,051	705
4	31,005	2,584	597	44,123	3,677	849
5	36,283	3,024	698	51,634	4,303	993
6	41,561	3,464	800	59,145	4,929	1,138
7	46,839	3,904	901	66,656	5,555	1,282
8	52,117	4,344	1,003	74,167	6,181	1,427
Each add'l						

member	+ 5,278	+ 440	+ 102	+ 7,511	626	+	+ 145
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Children from families whose current income is at or below those shown are eligible for free or reduced price meals. Applications are available at the principal's office in each school. To apply, fill out a Free and Reduced Price School Meals Family Application and return it to the school. The information provided on the application is confidential and will be used only for the purpose of determining eligibility. Applications may be submitted any time during the school year. A complete application is required as a condition of eligibility. A complete application includes: (1) household income from all sources or Food Stamp/Temporary Assistance case number, (2) names of all household members, and (3) the signature and social security number of adult household member signing the application. School officials may verify current income at any time during the school year.

Foster children may be eligible regardless of the income of the household with whom they reside.

If a family member becomes unemployed or if family size changes, the family should contact the school to file a new application. Such changes may make the children of the family eligible for these benefits.

Breakfasts will be served at no cost to children regardless of their eligibility.

Under the provisions of the policy, the Food Service Manager will review the applications and determine eligibility. If a parent is dissatisfied with the ruling of the official, he may wish to discuss the decision with the determining official on an informal basis or he may make a request either orally or in writing to the Director of Finance whose address is 7539 Manchester Road, Maplewood, Missouri 63143 for a hearing to appeal the decision.

Hearing procedures are outlined in the policy. A complete copy of the policy is on file in each school and in the central office where any interested party may review it.

### **Procedure on Past Due Meal Charges**

Past due meal charges will be handled in accordance with Procedure EF- AP1. Students will not be denied a meal from the cafeteria regardless of whether money is present their account. However, students will be charged for every meal. Students may not charge a la carte items. Students will not be singled out, shamed or punished by the district for the failure of their parents/guardians to pay for or provide meals, and the district will not withhold student records in violation of law.

### **Nutrition Guidelines**

It is the policy of the MRHSD that all foods and beverages sold to students during the school day on any property under the jurisdiction of the district will meet the nutrition standards established by the USDA. These nutrition standards apply to all food and beverages sold to students, including those sold in vending machines, school stores and through district-sponsored fundraisers, unless an exemption applies. For the purposes of this policy, the school day is the time period from the midnight before to 30 minutes after the official

school day.

## Missouri Health Net for Kids

The Federal Children's Health Insurance Program, part of MO HealthNet for Kids program, is a health insurance program for uninsured children of low-income families who do not have access to affordable health insurance. In order to qualify for this benefit program, you must be a resident of Missouri, under 19 years or be a primary care giver with a child under the age of 19, not covered by health insurance (including Medicaid), and a U.S. national, citizen, legal alien, or permanent resident. Please see the state's program information for details at:

<https://mydss.mo.gov/mhk/index.htm>

## Student Records

In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain information about students. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parents or legal guardians or the student, in accordance with law (Family Educational Rights and Privacy Act), and be treated as confidential information. A parent, including a parent without custody, will have the right to inspect and receive copies of his or her child's records as allowed by law. A parent also has the right to request that the school correct records which they believe to be inaccurate. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

More specific information about student records can be accessed under Board Policy JO and JO-R from the district website.

## Directory Information

"Directory Information" is information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The school district designates the following items as "Directory Information:" student's name; parent's name; address; telephone number; electronic mail address; date and place of birth; grade level; major field of study; enrollment status (e.g., full-time or part-time); participation in officially recognized activities and sports including audiovisual or photographic records of the openly visible activities thereof (e.g., artistic performances, sporting contests, assemblies, service projects, awards ceremonies, etc...); weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; most recent previous school attended; and photographs including photographs of regular school activities that do not disclose specific

academic information about the child and/or would not be considered harmful or an invasion of privacy.

Directory Information is considered a "public record" that must be released by the district to any person who requests it under the Missouri Sunshine Law.

Parents may provide notice in writing to the school district that they choose to not have this information or any portion of the "Directory Information" released. Unless notified to the contrary in writing, the school district may disclose any of those items designated as "Directory Information" without the parent's or eligible student's prior written consent including in print and electronic publications of the school district.

## **Recruiters**

The district will provide military recruiters and institutions of higher education the names, addresses and telephone numbers of secondary school students unless the parents/guardians or 18 year old student submits a written request not to release the information without prior written consent.

## **Health Records and Notifications of Screening**

School nurses will maintain student health records, including emergency information forms for each student. The nurse will ensure that the school principal has access to all student health records. The nurse will store health records in a secure location, and any health information provided orally will be reduced to writing and stored appropriately. District employees shall not share information regarding a student's health in front of other students or staff members who do not have a need to know the information. Student records will be stored and disclosed in accordance with Board policy.

Screening tests for various health conditions (such as vision, hearing **and scoliosis**) will be conducted in accordance with administrative procedures. Students may also be weighed and measured. Parents/Guardians will receive a written notice of any screening result that indicates a condition that might interfere with a student's progress or health. In general, the school district will not conduct physical examinations of a student without parental consent to do so unless the health or safety of the student or others is in question or unless by court order.

Further, parents will be notified of the specific or approximate dates during the school year when any nonemergency, invasive physical examination or screening administered by the district is conducted that is:

1. Required as a condition of attendance.
2. Administered by the school and scheduled by the school in advance.
3. Not necessary to protect the immediate health and safety of the student or other students.

As used in this policy, the term "invasive physical examination" means any medical examination that involves the exposure of private body parts or any act during such examination that includes incision, insertion or injection into the body, but does not include a hearing, vision, or head lice or scoliosis screening.

Parents or eligible students will be given the opportunity to opt out of the above-described nonemergency, invasive physical examination or screening.

## **Surveys**

The district will take measures to protect the identification and privacy of the students participating in a protected information survey, regardless of the source of funding. These measures may include limiting access to the completed surveys and the survey results as allowed by law. All student educational records will be protected in accordance with law and Board policies JO and JHDA.

Any parent may inspect, upon request, instructional material used as part of the educational curriculum and instructional materials that will be used in connection with surveys as part of any applicable program. A parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student. The term "instructional material" does not include academic tests or academic assessments. In general, the district will not collect, disclose or use personal student information for the purpose of marketing or selling that information or otherwise providing the information to others for that purpose

## **Teaching About Human Sexuality**

Any course materials and instruction relating to human sexuality and sexually transmitted diseases shall be age appropriate, medically and factually accurate and shall, pursuant to the requirements of state law:

- Instill in students the importance of having open communication with responsible adults, reporting any inappropriate situation, activity or abuse to a responsible adult and, depending on intent and content, to local law enforcement, the Federal Bureau of Investigation (FBI) or the National Center for Missing and Exploited Children's "CyberTipline."
- Present abstinence from sexual activity as the preferred choice of behavior in relation to all sexual activity for unmarried students because it is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases and the emotional trauma associated with adolescent sexual activity.
- Stress that sexually transmitted diseases are serious, possible health hazards of sexual activity.
- Present students with the latest medically factual information regarding both the possible side effects and health benefits of all forms of contraception in a manner consistent with the provisions of federal abstinence education law.
- Include a discussion of the possible emotional, psychological and legal consequences of preadolescent and adolescent sexual activity.
- Teach skills of conflict management, personal responsibility and positive self-esteem.
- Teach students about the characteristics of and ways to identify sexual predators.
- Teach students safe and responsible Internet use, including the dangers of online sexual predators, when using electronic communication methods.
- Explain the potential consequences, both personal and legal, of inappropriate text messaging and sexting.

The parent/guardian of each student has the right to remove the student from any part of the district's human sexuality instruction. Additional information can be found in Policy IGAEB.

## **Student Safety**

Students have no expectation of privacy in lockers, desks, computers or other district provided equipment or areas. Student property may be searched based on reasonable suspicion of a violation of district rules, policy or law. Reasonable suspicion must be based on facts known to the administration, credible information or reasonable inference drawn from such facts or information. 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 not in front of other students, unless exigent circumstances exist.

The school retains the authority to conduct routine patrols of any vehicle parked on school grounds. The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that such a search will produce evidence that the student has violated or is violating either the law or district policy.

The administration may contact law enforcement officials to perform a search if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods or evidence of a crime beneath his or her clothing and the student refuses to surrender such items. Law enforcement officials may be contacted for assistance in performing a search in any case in which a student refuses to allow a search or in which the search cannot safely be conducted.

During an examination, and if reasonable under the circumstances, school employees may require students to empty pockets or remove jackets, coats, shoes and other articles of exterior clothing that when removed do not expose underwear. Employees may also remove student clothing to investigate the potential abuse or neglect of a student, give medical attention to a student, provide health services to a student or screen a student for medical conditions.

## **School Resource Officers**

The school resource officer (SRO) may interview or question students regarding an alleged violation of law. A school resource officer may also accompany school officials executing a search or may perform searches under the direction of school officials.

## **Interview with Police or Juvenile Officers/Other Law Enforcement Officials**

Law enforcement officials may wish to interview students regarding their knowledge of suspected criminal activity and may wish to interrogate students who are themselves suspected of engaging in criminal activity. Such interviews and interrogations are discouraged during class time, except when law enforcement officials have a warrant or other court order or when an emergency or other exigent circumstances exist. It is the responsibility of the principal or designee to take reasonable steps to prevent disruption of school operations while at the same time cooperating with law enforcement efforts.

When law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the school principal or designee will be present and the interview will be conducted in private. The principal will verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school. The principal will make reasonable efforts to notify the student's parents/guardians prior to the interview unless the interviewer raises a valid objection to the notification.

## **Removal of Students from School by Law Enforcement Officials**

Before a student at school is arrested or taken into custody by a law enforcement official or other legally authorized person, the principal will verify the official's identity. To the best of his or her ability, the principal will verify the official's authority to take custody of the student. The school principal will attempt to notify the student's parents/guardians that the student is being removed from school.

## **Interview with the Children's Division**

Representatives of the Children's Division (CD) of the Department of Social Services may meet with students on campus. If the student is an alleged victim of abuse or neglect, CD may not meet with the student in any school building or child care facility where the abuse of the student allegedly occurred. The principal will verify and record the identity of any CD representatives who request to meet with or take custody of a student.

## **Contacts by Guardian Ad Litem and Court-Appointed Special Advocate**

When a court-appointed guardian ad litem or special advocate finds it necessary to interview a student during the school day or during periods of extracurricular activities, the school principal or designee must be notified. The principal will verify and record the identity of the individual through the court order that appoints him or her. The interview must be conducted in a private setting and with the least disruption to the student's schedule.



## **Student Supervision**

The district will not be responsible for supervising students outside of the stated daily schedule for each building. Students should not be dropped off or left at school during unsupervised times.

## **Trauma-Informed Schools Initiative**

Information regarding the Department of Elementary and Secondary Education's Trauma-Informed Schools Initiative can be found at <https://dese.gov/tramainforme>

## **Bullying**

In order to promote a safe learning environment for all students, the School District of Maplewood Richmond Heights prohibits all forms of hazing, bullying and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with JG-R. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official.

In addition, district staff, coaches, sponsors and volunteers shall not permit, condone or tolerate any form of hazing or bullying or plan, direct, encourage, assist, engage or participate in any activity that involves hazing or bullying. District staff will report incidents of hazing and bullying to the building principal. The principal shall promptly investigate all complaints of hazing and bullying and shall administer appropriate discipline to all individuals who violate this policy. District staff who violate this policy may be disciplined or terminated.

The superintendent or designee will provide for appropriate training designed to assist staff, coaches, sponsors and volunteers in identifying, preventing and responding to incidents of hazing and bullying.

## **Suicide Awareness**

The School District of Maplewood Richmond Heights is committed to maintaining a safe environment to protect the health, safety and welfare of students, including 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.

The district will use an evidence-based/informed tool for determining whether a student is at risk of suicide or is having a suicide crisis. District employees will respond immediately in situations where they have a reasonable belief that a student may be at risk of suicide or may be having a suicide crisis. Actions may include:

- Immediately locating student and not leaving them along.
- Notifying the crisis response team
- Notifying parent/guardian
- Notifying emergency services
- Connecting to school and community resources
- Contacting the National Suicide Prevention Lifeline (800-273-8255) for

assistance.

### Confidentiality

Employees are required to share with the CRT and administrators or their designees any information that may be relevant in determining whether a student is at risk of suicide, is having a suicide crisis or is otherwise at risk of harm. Employees are prohibited from promising students that information shared by the student will be kept secret when the information is relevant to the student's safety or the safety of another person.

Release of a student's individually identifiable education records will be made in accordance with the Family Educational Rights and Privacy Act (FERPA). In accordance with FERPA, information contained in a student's education records may be revealed at any time to the student's parents/guardians and school personnel who have a legitimate interest in the information. Education records may be shared with other appropriate persons when necessary to protect the health or safety of the student or others.

Starting no later than fifth grade, students will receive age-appropriate information and instruction on suicide awareness and prevention. Information and instruction may be offered in health education, by the counseling staff or in other curricula as may be appropriate.

### **Abuse and Neglect**

If any employee of the district has reasonable cause to believe a student has been or may be subjected to abuse or neglect or observes the student being subjected to conditions or circumstances that would reasonably result in abuse or neglect, the employee will contact the Child Abuse and Neglect Hotline in accordance with law and Board policy.

### **Medication**

The district prohibits students from possessing or self-administering medications while on district grounds, on district transportation or during district activities unless explicitly authorized in accordance with policy JHCD. Medications will only be administered at school when it is not possible or effective for the student to receive the medication at home.

### **Electronic Communication**

A district technology user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources including, but not limited to, voice mail, telecommunications, e-mail and access to the Internet or network drives. By using the district's network and technology resources, all users are consenting to having their electronic communications and all other use monitored by the district. A user ID with e-mail access will only be provided to authorized users on condition that the user consents to interception of or access to all communications accessed, sent, received or stored using district technology.

Electronic communications, downloaded material and all data stored on the district's technology resources, including files deleted from a user's account, may be intercepted, accessed, monitored or searched by district administrators or their designees at any time in the regular course of business. Such access may include, but is not limited to, verifying that users are complying with district policies and rules and investigating potential misconduct. Any such search, access or interception shall comply with all applicable laws. Users are required to return district technology resources to the district upon demand including, but not limited to, mobile phones, laptops and tablets.

The district will monitor the online activities of users and operate a technology protection measure ("content filter") on the network and all district technology with Internet access,

as required by law. In accordance with law, the content filter will be used to protect against access to visual depictions that are obscene or harmful to minors or are child pornography. Content filters are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evading or disabling, or attempting to evade or disable, a content filter installed by the district is prohibited.

All district employees must abide by state and federal law and Board policies and procedures when using district technology resources to communicate information about personally identifiable students to prevent unlawful disclosure of student information or records. Staff members may only communicate with students electronically for educational purposes between the hours of 6:00 a.m. and 10:00 p.m. Staff members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose as outlined in policy GBH.

The School District of Maplewood Richmond Heights prohibits the use of visual or audio recording equipment on district property or at district activities by outside entities without permission from the superintendent or designee unless otherwise authorized by law. The district or designated agents of the district may make audio or visual recordings if in alignment with Policy KKB.

## **Immunization**

The district will exclude from school all students who are not immunized or exempted as required by law. Parents of students in the MRH preschool may ask if any child in the preschool has an immunization exemption on file. However, the district will not release the name of the child, the type of exemption, or any other information other than there is at least one child with an exemption pursuant to Policy JHCB.

## **Trauma Informed Website**

Pursuant to Missouri Senate Bill 638, Section 161.1050, the Missouri Department of Elementary and Secondary Education (DESE) has established the “Trauma-Informed Schools Initiative.”

For the purposes of this initiative, the following terms are defined as follows:

1. “Trauma-informed approach” - an approach that involves understanding and responding to the symptoms of chronic interpersonal trauma and traumatic stress across the lifespan
2. “Trauma-informed school” - a school that:
  - a. realizes the widespread impact of trauma and understands potential paths for recovery
  - b. recognizes the signs and symptoms of trauma in students, teachers and staff
  - c. responds by fully integrating knowledge about trauma into its policies, procedures and practices; and
  - d. seeks to actively resist re-traumatization

Additional Information may be found at <https://dese.mo.gov/traumainformed>

## **MRH TECHNOLOGY USAGE POLICY (EHB)**

The technology of the School District of Maplewood Richmond Heights exists for the purpose of enhancing the educational opportunities and achievement of district students. Research shows that students who have access to technology improve achievement. In addition, technology assists with the professional enrichment of the staff and increases engagement of students' families and other patrons of the district, all of which positively impact student achievement. The district will periodically conduct a technology census to ensure that instructional resources and equipment that support and extend the curriculum are readily available to teachers and students.

The purpose of this policy is to facilitate access to district technology and to create a safe environment in which to use that technology. Because technology changes rapidly and employees and students need immediate guidance, the superintendent or designee is directed to create procedures to implement this policy and to regularly review those procedures to ensure they are current.

### **Definitions**

For the purposes of this policy and related procedures and forms, the following terms are defined:

*Technology Resources* – Technologies, devices and services used to access, process, store or communicate information. This definition includes, but is not limited to: computers; modems; printers; scanners; fax machines and transmissions; telephonic equipment; mobile phones; audio-visual equipment; Internet; electronic mail (e-mail); electronic communications devices and services, including wireless access; multi-media resources; hardware; and software. Technology resources may include technologies, devices and services provided to the district by a third party.

*User* – Any person who is permitted by the district to utilize any portion of the district's technology resources including, but not limited to, students, employees, School Board members and agents of the school district.

*User Identification (ID)* – Any identifier that would allow a user access to the district's technology resources or to any program including, but not limited to, e-mail and Internet access.

*Password* – A unique word, phrase or combination of alphabetic, numeric and non-alphanumeric characters used to authenticate a user ID as belonging to a user.

### **Authorized Users**

The district's technology resources may be used by authorized students, employees, School Board members and other persons approved by the superintendent or designee, such as consultants, legal counsel and independent contractors. All users must agree to follow the district's policies and procedures and sign or electronically consent to the district's User Agreement prior to accessing or using district technology resources, unless excused by the superintendent or designee.

Use of the district's technology resources is a privilege, not a right. No potential user will be given an ID, password or other access to district technology if he or she is considered a security risk by the superintendent or designee.

### **User Privacy**

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources including, but not limited to, voice mail, telecommunications, e-mail and access to the Internet or network drives. By using the district's network and technology resources, all users are consenting to having their electronic communications and all other use monitored by the district. A user ID with e-mail access will only be provided to authorized users on condition that the user consents to interception of or access to all communications accessed, sent, received or stored using district technology.

Electronic communications, downloaded material and all data stored on the district's technology resources, including files deleted from a user's account, may be intercepted, accessed, monitored or searched by district administrators or their designees at any time in the regular course of business. Such access may include, but is not limited to, verifying that users are complying with district policies and rules and investigating potential misconduct. Any such search, access or interception shall comply with all applicable laws. Users are required to return district technology resources to the district upon demand including, but not limited to, mobile phones, laptops and tablets.

### **Technology Administration**

The Board directs the superintendent or designee to assign trained personnel to maintain the district's technology in a manner that will protect the district from liability and will protect confidential student and employee information retained on or accessible through district technology resources.

Administrators of district technology resources may suspend access to and/or availability of the district's technology resources to diagnose and investigate network problems or potential violations of the law or district policies and procedures. All district technology resources are considered district property. The district may remove, change or exchange hardware or other technology between buildings, classrooms or users at any time without prior notice. Authorized district personnel may install or remove programs or information, install equipment, upgrade any system or enter any system at any time.

### **Content Filtering and Monitoring**

The district will monitor the online activities of users and operate a technology protection measure ("content filter") on the network and all district technology with Internet access, as required by law. In accordance with law, the content filter will be used to protect against access to visual depictions that are obscene or harmful to minors or are child pornography. Content filters are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evading or disabling, or attempting

to evade or disable, a content filter installed by the district is prohibited.

The superintendent, designee or the district's technology administrator may fully or partially disable the district's content filter to enable access for an adult for bona fide research or other lawful purposes. In making decisions to fully or partially disable the district's content filter, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the district.

The superintendent or designee will create a procedure that allows students, employees or other users to request that the district review or adjust the content filter to allow access to a website or specific content.

### **Online Safety, Security and Confidentiality**

In addition to the use of a content filter, the district will take measures to prevent minors from using district technology to access inappropriate matter or materials harmful to minors on the Internet. Such measures shall include, but are not limited to, supervising and monitoring student technology use, careful planning when using technology in the curriculum, and instruction on appropriate materials. The superintendent, designee and/or the district's technology administrator will develop procedures to provide users guidance on which materials and uses are inappropriate, including network etiquette guidelines.

All minor students will be instructed on safety and security issues, including instruction on the dangers of sharing personal information about themselves or others when using e-mail, social media, chat rooms or other forms of direct electronic communication. Instruction will also address cyberbullying awareness and response and appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms.

This instruction will be embedded in all courses in which students are introduced to the computer and the Internet, or courses that use the Internet in instruction. Students are required to follow all district rules when using district technology resources and are prohibited from sharing personal information online unless authorized by the district.

All district employees must abide by state and federal law and Board policies and procedures when using district technology resources to communicate information about personally identifiable students to prevent unlawful disclosure of student information or records.

All users are prohibited from using district technology to gain unauthorized access to a technology system or information; connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto district technology; or evade or disable a content filter.

### **Closed Forum**

The district's technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law. The district's webpage will provide information about the school district, but will not be used as an open forum.

All expressive activities involving district technology resources that students, parents/guardians and members of the public might reasonably perceive to bear the imprimatur of the district and that are designed to impart particular knowledge or skills to student participants and audiences are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing and deletion on behalf of the school district for legitimate pedagogical reasons. All other expressive activities involving the district's technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

### **Inventory and Disposal**

The district will regularly inventory all district technology resources in accordance with the district's policies on inventory management. Technology resources that are no longer needed will be disposed of in accordance with law and district policies and procedures related to disposal of surplus property.

### **Violations of Technology Usage Policies and Procedures**

Use of technology resources in a disruptive, inappropriate or illegal manner impairs the district's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Any violation of district policies or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. User privileges may be suspended pending investigation into the use of the district's technology resources.

Employees may be disciplined or terminated, and students suspended or expelled, for violating the district's technology policies and procedures. Any attempted violation of the district's technology policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation. The district will cooperate with law enforcement in investigating any unlawful use of the district's technology resources.

### **Damages**

All damages incurred by the district due to a user's intentional or negligent misuse of the district's technology resources, including loss of property and staff time, may be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to district technology.

### **No Warranty/No Endorsement**

The district makes no warranties of any kind, whether expressed or implied, for

the services, products or access it provides. The district's technology resources are available on an "as is, as available" basis.

The district is not responsible for loss of data, delays, nondeliveries, misdeliveries or service interruptions. The district does not endorse the content nor guarantee the accuracy or quality of information obtained using the district's technology resources.



# MRH ELEMENTARY FAMILY HANDBOOK SIGNATURE PAGE

## For the 2021-22 School Year

This family handbook is provided for you to use as a reference guide throughout the school year. It is our hope that this handbook will prove helpful and informative. It is important that you sign and return the last page of the handbook to the MRHE office - OR complete the

[2021-22 Family Handbook/Policies/Compact Read & Agree form](#) linked here.

If you have any questions that were not answered in the book please call the MRH Elementary main office at 314-644-4403 or email Principal Angela Thompson at [angela.thompson@mrhschools.net](mailto:angela.thompson@mrhschools.net).

My child and I have reviewed and will support the MRH Elementary Homework Policy  
(Pages 33 - 35)

My child and I have reviewed and will support the MRH Elementary Parent/School Compact  
(Page 36)

My child and I have reviewed and will support the MRH Code of Conduct  
(Pages 37 - 48)

My child and I have reviewed and will support the MRH Technology Usage Policy  
(Pages 68-72)

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**Parent Name** (please print)

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**Parent Signature**

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**Student Name** (please print)

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**Student Signature**

**Student Grade (circle one)**    3rd    4th    5th    6th