

## 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.

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### MRH Early Childhood Center

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### **MRH ECC School Hours**

- 7:45 a.m.** Students may not arrive at school before 7:45 a.m.  
unless they are enrolled in our fee-based Before Care Program
- 7:45 a.m.** Supervision for **K/1/2 only**
- 8:00 a.m.** School begins for K/1/2
- 8:00 a.m.** Preschool begins (doors open at 8am)
- 3:00 p.m.** Preschool Students need to be picked up by 3:05 p.m.
- 3:15 p.m.** K/1/2 dismisses
- 1:25 p.m.** Early Dismissal Days for K/1/2 – See Calendar on page 27  
**Preschoolers remain in session on Early Dismissal Days**



### **MRH School District Board of Education**

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Chris Hoelzer, Director of Business & Technology  
Ed Rich, Director of Communications  
Amber Silver, Director of Buildings & Grounds

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## **Attendance Policy**

The MRH district believes in the importance of building a habit of good attendance early, as school success goes hand in hand with good attendance.

#### DID YOU KNOW?

- Starting in preschool, too many absences can cause children to fall behind in school because of missed instructional time.
- Missing 10 percent (or about 18 days) can make it harder to learn to read.
- Students can still fall behind if they miss just a day or two days every few weeks.
- Being late to school and missing days may lead children to feel disconnected from their classmates and the school environment.
- Absences can affect the whole classroom if too many students are absent and the teacher has to stop, or reteach previously taught lessons to help children catch up. Attending school regularly helps children feel better about school and themselves. Establishing this habit early helps children learn that going to school on time, every day is important. Research has proven that practicing regular, on-time attendance helps children learn and develop the habit of responsibility in all areas of life. Children who see the importance of arriving on time and regular school attendance do well in high school, college and in the workforce.

#### WHAT YOU CAN DO

- Set a regular bedtime and morning routine.
- Lay out clothes and pack backpacks the night before.
- Find out what day school starts and make sure your child has the required shots (listed in this manual pg. 13 - 16).
- Introduce your child to his/her teachers and classmates before school starts to help with transition. (HOME VISITS ARE A GREAT WAY TO DO THIS!)
- Take note of when your child complains of stomachaches or headaches. These can be a sign of anxiety which is a reason to contact the teacher, nurse or school counselor. We will do our best to support you and your child so that s/he is comfortable and excited about learning.
- Develop backup plans for getting to school if something comes up. Call on a family member, a neighbor, or another parent.
- Avoid medical appointments and extended trips when school is in session.

#### SHOULD I KEEP MY CHILD HOME FROM SCHOOL?

##### IS THERE:

- a significant illness -students out more than 5 days will be required to have a doctor's note
- a family emergency an observance of religious holiday
- a death in the immediate family

- a circumstance which causes you concern for the safety or health of your child

Helping your child succeed is important. Your school is willing to help. If you are having a problem getting your child to attend regularly, call the school. Missing school is a BIG DEAL! Help is only a phone call away if you have questions or worries.

### *Tardy*

A Kindergarten/First/Second Grade student is considered tardy if he or she arrives to school after the morning bell rings at 8:00 a.m. If your child is tardy to school, parents/caregiver must park and bring their child to the office and sign them in. The school will contact parents if there is habitual or chronic tardiness. It is the responsibility of the parent or guardian to make sure his/her child arrives at school on time each day.

### *Reporting Absences*

If your child is absent, you must call or text our attendance monitor, Sherryl Jewell, at (314-256-4570 or email: [sherryl.jewell@mrhschools.net](mailto:sherryl.jewell@mrhschools.net) by 9:00 a.m. on the morning of the day that your child is absent from school. Voicemail is also available to use before and after school hours. Messages will be checked each morning. When calling to report an absence, please state the child's name, his/her teacher and the reason for the absence. (Doctor's appointment, illness, death of immediate family member, and observance of religious holidays qualify as excused absences). Other absences are considered unexcused. If your child is not in school, and we have not received a call by 9:00 a.m., the secretary will call to determine why your child is not in attendance. If your child has been out sick for 5 or more consecutive days, **a doctor's note is needed upon return.**

### **Attendance Procedures**

Parents are contacted daily if we have an unexplained absence by our attendance monitor. The school attendance monitor will call to provide support for parents and their child. As an educational team, we want to work with parents to ensure that all children feel safe at school and that they are present to learn. If necessary, an administrator will contact the student's parent(s) to set up a meeting to discuss attendance concerns. As a part of that meeting, it may be determined that an attendance plan will be developed to help support daily student attendance. The ECC attendance requirements are based on the Department of Elementary and Secondary Education's (DESE) requirement for attendance. DESE is requiring all schools in Missouri to maintain an attendance percentage of 90% for 90% of enrolled students. ***The state attendance formula does not distinguish excused or unexcused absences. All absences are factored into the calculation for the students' total time spent in the school environment.***

The following three attendance situations will result in an attendance letter.

1. If your child's attendance drops **below 92%**. This means that your child has missed multiple days of instruction and their attendance will be watched to ensure that it **does not fall below 90%**.

2. If your child's attendance falls **between 91 - 90%**. This means that your child may not meet DESE's 90% attendance requirement. **At this time, one of the school administrators will call to schedule a meeting with parents and appropriate school personnel.** The student's attendance plan will be reviewed and the team will help parents develop a strategy to increase the likelihood that the student will be at school on a regular basis. Any additional support measures that would be helpful for the whole family will be discussed as well.

3. If your child's attendance **falls below 90% it becomes a very serious concern.** Depending on when this occurs during the school year and the number of absences involved, a meeting will be scheduled with a building administrator and possibly the District Student Services Coordinator. The administrator and the Director of Student Services will meet with parents and discuss the impact these absences have on the child. Together, we will review all steps to this point and discuss the subsequent actions the school will need to take, which may include the involvement of outside agencies. During this meeting, the district may determine if compulsory attendance laws are being violated and will begin contacting Children's Division of the Department of Social Services. Retention and/or mandatory attendance at summer school are other possible outcomes as a result of attendance falling below the state benchmark.

Our main goal is to ensure every child has the best opportunity for success in all academic areas and strong attendance will assist us in meeting this goal. If you have any questions about the attendance policy, please email or call the school counselor, Mrs. Amanda Ratz, the assistant principal, Mr. Darion Murdock, or the school principal, Dr. Hebenstreit.

## **Arrival and Dismissal Information**

**&**

## **Drop Off and Pick-Up Procedures**

All drop off and pick-up for the preschool, kindergarten, first grade and second grade will be in the school's parking lot. **Only buses will be allowed to drop off and pick-up students on Oakland.**

Kindergarten, First Grade and Second Grade car/rider/walker parents will use the drive through lane for drop off and pick-up. A staff member will assist children out of the cars beginning at 7:45 a.m. ***Students may not be dropped off or enter the building, even with a parent, prior to 7:45am, unless they are enrolled in the fee-based Before and After Care Program.***

Preschool parents (full and half day) must walk their students into the classroom and sign them in each morning. Preschool parents may park on the parking lot, but not in the drive through lane.

During afternoon pick-up, the drive through lane will be used in the parking lot for all dismissals. Preschool dismissal will begin at 2:55pm. In order to expedite the pick-up line and safely manage traffic, **no cars picking up K/1/2 students will be allowed onto the parking lot before 3:10pm. If you are picking up a K/1/2 student, please do not attempt to drive onto the parking lot until after 3:10pm.** K/1/2 will begin dismissing students at 3:15pm.

### *Appointments*

If a student must leave during the school day, a written explanation must be submitted to the school office at the beginning of the day. Parents must come to the school office to sign their child out and school personnel will call for their child.

### *Change in Dismissal Plan*

Parents of children who ride the bus, who wish to pick their child up at the end of the school day, or who designate that the child be picked up by someone else, must send a note to the child's teacher. The teacher will send the note to the school office. **If your child does not have a note, we will send him/her home on his/her regular bus.** If there is a request for a change in bus stops it should be cleared through the office in advance. Please inform any designee that you send to pick up your child, that he/she will be required to present I.D. to school office personnel before the child is released. Please remember that we are responsible to see that your child's return home is as scheduled unless you notify us in writing. If, for some reason, you need to pick your child up before the school day ends, please go to the office to sign your child out. The child will be called to the office when the parent/caregiver/sibling comes to the office. **The teacher cannot release a student without following this procedure.**

#### **Please note:**

Changing your child's dismissal plan 1 hour before dismissal hinders our ability to ensure the safe and accurate dismissal of your child. We understand that emergencies do happen, but if it becomes a chronic situation, a meeting will be scheduled with the parents, including a building administrator and other ECC personnel to generate a solution to the reoccurring issue. We thank you in advance for your cooperation in this most serious matter.

### *Early Dismissal*

During the school year, the students will have early dismissal days. MRH ECC will dismiss Kindergarten/First Grade/Second Grade students at 1:25pm. Early Release does not pertain to the Preschool students. The early dismissal is for teacher in-service programs, departmental meetings, and school improvement activities. The early release dates for

this school year are: 9/11, 10/9, 11/6, 12/4, 2/5, 3/5 and 4/2. **Special note: All dates are on Tuesdays.**

### *Emergency School Closings*

When an emergency, or inclement weather forces the closing of schools or implementation of a Late Start in MRH, the decision will be announced on the radio (KMOX 1120 AM), TV (Channels 2, 4, and 5), and the MRH School District's web site ([www.mrhdsd.org](http://www.mrhdsd.org)). Announcements will begin at 5:30 a.m. In the event school is called off during the school day due to an emergency or inclement weather, we make every effort to inform parents. **At ECC, no child will be released without direct contact with parent/guardian due to the age of students.** The closing will be announced on KMOX, Channels 2, 4, and 5 and the MRH website. In this instance, your child will be sent home according to their normal dismissal routine.

### *Discover Club*

MRH offers a fee based school-age childcare program at ECC. This program offers a safe, well-supervised alternative environment for your child on weekdays from **6:30 a.m.** until the start of school and after school has ended until **6:00 p.m.** For more information regarding this program, please call Betty Pearson, Supervisor of the Discover Club Program, at 314-566-3650. Enrollment forms available in office. Space is limited. This is not a "drop in" program; students must be currently enrolled to attend.

### *Other Dismissal Concerns*

If your child attends our Discover Club Program at ECC and you pick him/her up from school or your child was absent from school – please notify the Discover Club Staff as well as the school. Please leave a message for the Discover Club Staff at 256-4580.

If your child does not arrive on his/her regular school bus at the end of the day, please stay at home and call school so that we may locate your child and notify you as soon as possible. **ECC students will not be released from the bus, unless there is an identifiable caregiver at the bus stop. In the event no one is at the bus stop, your child will be brought back to the ECC. Again, if this becomes a chronic situation, a meeting will be scheduled with a building administrator and other school personnel.**

## **Expectations**

### *Family Expectations*

MRH ECC Families have high expectations for student learning and 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.



**Celebrating** their child's efforts in reading, writing, math, & 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 & of math by setting aside time to play board games that stimulate mathematical thinking.

## *School Wide Expectations*

*At the ECC children have a right to be safe and to learn.*

### **Safety**

**Children have a right to be safe** and a responsibility to help keep their hands/feet to themselves and to use their words when they are frustrated or upset.

### **Learner**

**Children have a right to learn each day** and a responsibility to their learning community to act respectfully to peers and refrain from disrupting the learning environment.

### **Leader**

**Children need to be leaders** throughout the school day. They demonstrate leader behavior by doing the right thing even when someone is not looking. If they make a mistake, they need to act like a leader and take care of the situation.

## *Staff Expectations*

MRH ECC Staff Members are Learners. As a community of caring individuals concerned about the educational, social, emotional, and behavioral development of our students, we are committed to:

**Having** high expectations and providing the environment, support, and encouragement for all children to meet those expectations.

**Creating** environments that encourage high levels of student engagement.

**Doing** our personal best each day.

**Making** every effort to understand and to respond to the needs of parents and children in a compassionate manner, by pooling resources to support families.

**Giving** parents honest information in a supportive, empathetic, and respectful manner regarding their child's development.

**Engaging** in professional dialogue about student learning to strengthen our collective response when a child is not learning.

**Enjoying** each child that we encounter.

**Honoring** the belief that all children **want** to learn by believing in each child.

## General School Information

### *Lunch Information*

K/1/2 students may purchase lunch for **\$2.65/reduced price .40** or may purchase milk for **.50** cents if bringing their lunch. The fee for an adult lunch is \$3.00. The preferred method of payment is weekly by check since it is easy, convenient and better for record keeping. Students may pay for lunch by cash or check. If paying by check please make the check payable to **MRH School District**.

Payment is collected every morning and put into your child's lunch account. The cashier will enter your child's account pin number after he/she has received his/her lunch tray or milk only purchase.

Preschoolers are able to participate in the free breakfast program when accompanied by a parent or legal guardian. Preschoolers may eat breakfast in the gym between 7:45 and 8:00 a.m. with parent/guardian. No food can be brought in. Preschoolers must remain seated, as it is not Open Gym time. Breakfast is free for Kindergarten/First Grade/Second Grade students and they will eat in their classrooms from 8:00-8:15am while completing morning work. **If children eat breakfast at school, it needs to be the school provided breakfast.**

An application for free and reduced lunches is included in your student packet. All families are required to complete and return the form on the first day of school. **Only one application per family is needed. Lunch boxes need to be labeled.**

### ***Important Note:***

Peanut butter sandwiches or nut products are not prepared in the ECC or Elementary kitchens in order to ensure the health and safety of children and adults with nut allergies. Children may continue to bring peanut butter sandwiches or other nut products in their home lunch. One or more tables in the cafeteria will be identified as **nut-free** and only students who buy lunches and children with nut allergies will be permitted to sit at these tables. All cafeteria staff will be made aware of students with identified nut allergies and will be trained in the use of the EPI pen. Nut free tables are thoroughly wiped down between lunch periods. **(Please see additional information regarding food allergies in the Parent/Family Handbook folder.)**

### *Dress and Grooming*

The appearance of any student is primarily the responsibility of that student and the parent. Students' dress and appearance are required to be of such character as not to disrupt or distract from the instructional procedures of the school. Students are to wear clothing that is clean and safe. Shoes must be worn at all times. Clothing that is revealing or suggestive may not be worn. Tube tops, tank tops, halter-tops, midriff and see-through clothing are all considered inappropriate for school. **Hats, caps, and other headgear may not be**

**worn in the building.** Sunglasses and dark glasses, unless prescription, are considered inappropriate attire. Clothing with vulgar, profane or suggestive messages or pictures of illegal substances or alcoholic beverages is also inappropriate. It is also required that clothing be worn in the correct manner. For example, slacks are to be worn at the hips – not sagging, etc. Pants should not be worn so low that underclothing and skin can be seen. For safety reasons students need to be able to walk or run without pants impeding the process. When, in the judgment of the principal, a student’s appearance or mode of dress disrupts the educational process, or constitutes a threat to health or safety, the student may be required to make modifications. In order to participate in regular PE and Seed to Table classes, children must wear **tennis shoes or rubber-sole shoes.**

### *Personal Property and Valuables*

**Please mark all items of clothing, lunch boxes, 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 for fundraisers or payment of fees need to be brought to school in a marked envelope. **Toys are not allowed at school unless it is designated a “Show & Share” time. Game boys, beepers, cell phones, any type of trading cards are not permitted at school and will be kept in the principal’s office if found with student, until a parent can pick them up. Any type of toy weapon brought to school will be brought to the principal’s office. Disciplinary action may be taken depending on the circumstances.** MRH ECC & MRH Elementary will NOT be responsible for or pay for any items (game boys, beepers, cell phones, trading cards, etc.) that are lost or stolen at school. If your child wears glasses, please make sure he/she understands when they are supposed to wear them and provide an eye glass case for the times they are not to wear them, such as, recess or other times as prescribed. ECC cannot be responsible for the replacement of lost eyeglasses.

## **Guidance Information**

### *Registration*

Preschool, Kindergarten, First, and Second Grade registration will occur at the Maplewood Richmond Heights School District Early Childhood Center at 2801 Oakland Ave. Please bring the following documents:

- Proof of residency in Maplewood or Richmond Heights (occupancy permit listing the names of the parent/guardian as well as enrolling student & picture ID for the parent/guardian). If you are a legal guardian, proof of guardianship is required.
- Child’s birth certificate
- Child’s social security card
- Immunization record (child can not be enrolled in school unless immunizations are up to date and will not be permitted to enter class until immunizations are complete and records have been received).

- Preschool & Kindergarten physical is required

### *Grading*

Kindergarten, First, and Second Grade report cards are issued four times per year, following the end of each quarter. K/1/2 Parent/Teacher conferences are held in October and late January. Preschool Parent/Teacher conferences are held in October. Preschool parents will receive an end of the year narrative report that discusses their child's progress and next steps. At any time, parents can request an additional conference.

### *Transfers*

Parents should notify the office if they are moving. Parents will need to fill out a withdrawal from school form when moving from the district. The receiving school will request the child's records to be sent to them.

### *Guidance Program*

Our school guidance counselor is available for consultation regarding appropriate methods of intervention for students with specific problems. The ECC will use a "Child Study" format to assist teachers and parents when a child experiences difficulty with academics or healthy social/emotional relationships. Our guidance curriculum is taught on a rotating basis with each kindergarten, first, and second grade classroom receiving a minimum of 12 classroom sessions per year.

### *Intervention Team*

Our Intervention Team meets regularly with the classroom teachers to examine student literacy, math, and social emotional development. Modifications to instruction will match student needs. The Intervention Team includes Classroom Teachers, Instructional Specialists, Interventionists, Special School District Staff, Counselor, and building principals.

### *School Wide Title I Reading*

Building instructional specialists and interventionists will aid all students in the literacy process and the development of mathematical concepts. The No Child Left Behind Act of 2001 (NCLB) states any eligible school that desires to operate a schoolwide program shall first develop, in consultation with the local educational agency (LEA) and its school support team or other technical assistance provider, a comprehensive plan to be reviewed by DESE for reforming the total instructional program in the school that shall include multiple components. ECC and the Elementary have a joint schoolwide Title program that functions in compliance with guidelines set forth by the Federal government.

### *MRH ECC Retention Procedures*

MRH School District is committed to meeting the needs of all students enrolled in our schools. Toward that end, our goal is to provide appropriate support services when students are failing to achieve. The procedures outlined below are designed to identify,

early in the year, students who are at-risk for retention and to put in place strategies and interventions to maximize our students' chances for promotion to the next grade level. The Senate of Missouri, through Senate Bill 319, requires that students reading more than one grade level below their current grade placement be retained from grade three through six. Students identified with a disability, or those who are speakers of a language other than English, who have been in this country less than a year, are exempt from this requirement.

### **Criteria to Be Considered in Determining Students At-Risk for Retention**

Classroom teachers are asked to consider the following criteria and sources of data when evaluating student achievement and progress towards expectations:

- Teacher observations and anecdotal records
- Data from teacher-made tests
- Standardized test results
- Attendance
- Reading level assessments
- Report cards and other progress reports
- Work samples
- Intervention Team strategies
- Child Study action plan
- History of previous retentions
- Special education or other support services: IEP, reading intervention, etc.
- Social skills
- Length of enrollment in the district

### **Steps to Be Taken When Concerns are Identified**

By early January of each school year, teachers who are concerned about a student who may be at-risk for retention refer that student to the Intervention Team for a review. The Intervention Team will evaluate the data gathered to date, identify additional data needed to help make a recommendation, and develop an intervention plan to ensure that available resources have been made available to support the student.

Intervention Plans may include, but are not limited to the following strategies:

- A Child Study will be conducted with parents, teacher, administrator and guidance counselor.
- Additional or different reading support services
- Notification of the student's parents or guardian (conference, letter, or other contact)
- Meetings with the building counselor
- Homework support
- Observation by another staff member

- Summer school

### **Possible Outcomes of Intervention**

In early spring, if teachers, parents, and/or interventionists, are concerned about a student's rate of progress, all student data will be evaluated to determine if retention appears to be a viable option. With parent approval, additional screenings will be administered to the student to assist with the determination as to whether or not retention will support future learning. We recognize that retention is a serious step to take in the educational life of a student and we want to assure parents that every effort will be made to engage them in conversation and provide the best information available to make a joint decision. According to the National Association of School Psychologists, retention is less likely to have harmful effects on students when:

- The student lacks serious academic deficits in the year prior to retention
- Has positive self-esteem and good social skills
- Shows signs of difficulty in school because of lack of opportunity for instruction rather than lack of ability
- Does not have serious social, emotional, or behavioral issues

The decision to retain a student will be made by the teacher in collaboration with the principal, Intervention Team, and parents. Retention becomes the sole decision of the school when there are excessive absence issues.

### *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, homebound instruction, and diagnostic evaluations in the areas of speech, hearing, sight, and alternative schools. For specific information regarding these programs call the school counselor at your child's school.

## **Health Information & Policies**

### *MRH School Nurses*

Angel Goldberg, RN, Middle School and High School

Kathryn Whitehouse, RN, BSN, Elementary

Michelle Davis, RN, BSN Early Childhood Center

### *Emergency Forms and Information*

The school office maintains up-to-date information on all students. Demographic forms are sent home on or before the first day of school for 1<sup>st</sup> and 2<sup>nd</sup> grades students. **It is imperative that parents complete and return documents to school immediately.** Preschool and kindergarten families complete this information during the registration

process. **During the year, if any of the information listed on the enrollment form or emergency form changes, please notify the school office.** By keeping this information current in our office, you will guarantee that we are able to contact you in the event an emergency might occur. Telephone number, address, employment and other changes should also 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 confidential.

### ***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.

1. **FEVER:** Students with temperature **100 degrees (100F, 37.7C) or above** will be dismissed from school. **Students may be readmitted to the classroom if there has been no fever in the preceding 24 hours without the aid of fever reducing medication.**
2. **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.**
3. **COUGH:** Coughs have a tendency to be somewhat prolonged, and a cough alone does not exclude a student from school. A productive cough, a cough associated with fever, or a cough disruptive to the learning process may exclude the child from school. A productive cough or a cough that lasts longer than 10 to 14 days should be evaluated by a physician.
4. **VOMIT AND/OR DIARRHEA:** If a child vomits or has diarrhea more than once, they will be sent home. If they have one episode with fever or behavioral changes, the child will be sent home. **If a child vomits or has diarrhea outside of school, they must be vomit/diarrhea free for 24 hours before returning to school.**
5. **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.
6. **RUNNY NOSE/COLD:** School attendance is okay if drainage is clear. However, if it is colored drainage and serious enough to interfere with the child's ability to learn, it is advised to call your doctor.
7. **SORE THROAT:** A sore throat may require medical attention to determine if strep is present and if an antibiotic is needed. If the strep test is positive, the student will

need to be treated. The child may return to school if no fever is present and has been on an antibiotic for 24 hrs.

8. **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.
9. **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.
10. **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.**

**11. 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.

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

***Immunization Requirements***

The following requirements MUST BE met prior to your child’s first day of school or your child will be excluded from school for noncompliance. Missouri School Immunization Law 167.181 will be strictly enforced by the MRH School District.

By the time the child is	They should have the following immunizations
<b>Birth- 2 months</b>	1 Hep B
<b>3 months- 4 months</b>	1 DTaP/DT, 1 Polio, 1 or 2 Hepatitis B, 1 Hib, 1 Pneumococcal
<b>5 months-6 months</b>	2 DTaP/DT, 2 Polio, 2 Hepatitis B, 1+ Hib, 2 Pneumococcal
<b>7 months-18 months</b>	3 DTaP/DT, 2 Polio, 2+ Hepatitis B, 2+ Hib, 3 pneumococcal
<b>19 months-KDG Entry</b>	4+ DTaP/DT, 3+ Polio, 1 MMR, 3+ or 1 Hib after 12 months of age, 3+ Hepatitis B, 1 Varicella, 4+ Pneumococcal or 1 dose after 24 months



Grades	Required Immunizations Per Grade
<b>K-3</b>	4+ DTaP/DTP/DT/Td 3+ Polio 2 MMR (measles, mumps, rubella) 3+ Hepatitis B 2 Varicella (chickenpox) or proof of disease (letter from doctor with month and year)
<b>4-7</b>	4+ DTaP/DTP/DT 3+ Polio 2 MMR 3+ Hepatitis B 2 Varicella
<b>8-12</b>	4 DTaP/DTP/DT 1 Tdap 3+ Polio 2 MMR 3+ Hepatitis B 2 Varicella 1 MCV 8 <sup>th</sup> gr.& booster at 12 <sup>th</sup> gr. or 1 MCV at age 16

Please see the following websites for all the immunization requirements or ask your school nurse: [health.mo.gov/.../immunizations/pdf/1415schoolrequirements](http://health.mo.gov/.../immunizations/pdf/1415schoolrequirements) and/or [health.mo.gov/living/.../immunizations/.../Day Care Requirements](http://health.mo.gov/living/.../immunizations/.../Day_Care_Requirements)

You must furnish the school with the “month, day and year” on which these immunizations have been received. MISSOURI SCHOOL LAW REQUIRES THAT CHILDREN WHO ARE NOT COMPLETELY IMMUNIZED ON THE FIRST DAY OF SCHOOL WILL NOT BE ALLOWED TO BEGIN SCHOOL. If you have any questions regarding your child’s immunization status or for more detailed information, please check with your school nurse.

The school nurse will contact those parents whose files show a lack of the proper immunizations for their children. Parental preschool exemption cards are required yearly and are obtained from the Health Department. K-12 Religious and Medical exemptions are obtained from the Health Department and only required once at entry point.

In accordance with Section 210.003.7, RSMo., the parent or guardian of a child enrolled in or attending Maplewood Richmond Heights Early Childhood Center may request notice of whether there are any children enrolled at our facility with an immunization exemption on file. If you would like to request information, please contact the School Nurse and the information will be provided to you. Please note, the name or names of individual children

are confidential and will not be released. Our response will be limited to whether or not there are children enrolled at our facility with an immunization exemption on file.

IMMUNIZATIONS FOR COUNTY STUDENTS MAY BE OBTAINED FREE OF CHARGE (POSSIBLE ADMINISTRATION FEE MAY BE APPLIED) AT THE ST. LOUIS HEALTH DEPARTMENT:

John C. Murphy Family Health Center  
6121 North Hanley Rd.  
Berkeley, MO 63134  
Phone – (314) 615-0500

North County  
4000 Jennings Station Rd.  
Pine Lawn, MO 63121  
Phone- (314) 615-9700

South County  
4580 South Lindbergh Blvd.  
Sunset Hills, MO 63127  
Phone – (314) 615-0400

### *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 is called. If the parent cannot be reached, the persons listed on the emergency form will be called. **It is important to keep your child's emergency form 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*

When medicine is to be administered by the school, a label affixed by a pharmacy or physician must accompany the medicine with the following information:

- 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 one of the child's parents in order for the medicine to be administered at school. **A PARENT SHOULD BRING ALL MEDICATION TO SCHOOL. Please do not send medications in your child's lunch box or backpack. The school nurse should give all medications taken during school hours.**

### *Physicals*

The MRH School District requires a physical examination/Well Child Statement for entrance into preschool and upon 3<sup>rd</sup> year of preschool. Physicals for kindergarten are highly recommended along with, 4<sup>th</sup>, 7<sup>th</sup>, and 10<sup>th</sup> grade. Sport Physicals are required to be done yearly.

## **Parent Involvement**

### *How Parents 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 affect 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 reading grade reports at each grading period. Attend all meetings for parents. 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.
- Insist upon regular attendance and punctuality. Most parents 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, but the dividends of regular attendance on the child's education are well worth the effort.

### *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 for the safety of your child.

If you have a child in our licensed preschool and/or in Discover Club, our Before and After care program, you may access licensing inspections from the ECC Secretary or Ian Rowland, administrative assistant to the Director of Building & Grounds, at 446-1709.

### *Parent Teacher Conference*

Two sets of K/1/2 Parent/Teacher Conferences are scheduled this year; Preschool has one formal Parent/Teacher conference in October. However; at anytime a preschool parent may request a conference. K/1/2's first conference will be in October and the second conference will occur in late January. Please refer back to District Calendar for specific conference dates. We believe parent-teacher communication is extremely important for your child's success; therefore, we encourage you to attend your scheduled conference.

In addition, you are welcome to schedule a conference with your child's teacher or building administrators at any time during the school year. You may send a note to the teacher or call your child's school office for an appointment.

### *PTO*

The PTO is the parent teacher organization in our building. We encourage all parents and staff to become involved in the PTO. Studies indicate that parental involvement is important in a child's education. We welcome you to become involved as a part of our school through the PTO. If you have questions or suggestions regarding the PTO feel free to contact your child's school.

### *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. **Parents are to sign permission forms, located in the enrollment packet, and return them to the office before the student will be allowed to participate in field trips throughout the year. If permission is needed due to a specialized activity a separate form will be sent home for signature.** Parent volunteers, in most cases, are asked to accompany the classes to provide additional adult supervision. If you are interested in volunteering, please contact your child's teacher. See form section in the back of the handbook: Guidelines for Field Trip Chaperones.

### *Parent Volunteers*

Information regarding specific areas for volunteering at school will be sent home with your child. Please obtain form and send it back to school as soon as possible. We invite your participation in our school. If you will be volunteering at ECC with any regularity (i.e. every Tuesday), you will need to complete a background check. The background check form is available in the ECC office.

## **Transportation Policies**

### *Bus Riders – Rules and Regulations*

- Students should be on time to the bus stop.
- ECC students must be accompanied by an adult caregiver or age appropriate sibling or other age appropriate person as determined by the parent to ensure the kindergarten, first, or second graders safety while waiting for pick up.
- 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.
- 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 a building administrator.
- Arms, heads, feet, etc. should remain inside the bus windows.
- Students will be considerate and respectful of the bus driver and in no way interfere with him/her.
- No swearing or abusive language will be permitted on the bus or at the bus stop.
- Scuffling, fighting, cap snatching, horseplay, spitting, 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 shall not throw anything on or from the bus.
- Students shall 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 may be transported to or from school only with the permission of the bus driver.
- Animals, snakes, pets, etc. are not permitted on the bus.
- Students shall conform to 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 will not be tolerated. If you have any questions please contact your child's school. The following does apply to ECC 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.

**See Bus Guidelines and Procedures for discipline in the Parent Handbook Folder**

## **State, District, and Building Policies**

Certain rules are necessary for the smooth operation of any school. The following is a listing of the rules we expect students to adhere to while attending our schools.

### *State and District Policies*

- 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 pupil shall intentionally threaten, harass, assault or cause physical injury to other pupils or any personnel.

- No pupil shall steal or intentionally damage any school or private property.
- Pupils shall follow 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 pupils riding the school bus will observe the established bus rules and regulations.
- All pupils enrolled are required to attend school daily unless unable to do so for medical reasons or are properly excused.
- A pupil shall not use profane or abusive language.
- A pupil 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.
- Pupils shall not reproduce the signature of a parent, teacher, or other child or staff member for the purpose of deception.
- A pupil shall not engage in unauthorized selling in school or on school property.
- A pupil shall not knowingly cause a false alarm or other emergency.
- No pupil shall smoke or possess a smoking product or smoking equipment.
- A pupil 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.

### *School-wide Discipline Plan*

At the ECC our primary goal is to provide a safe and productive learning environment for students, teachers, and staff. We believe learning opportunities happen all the time and on occasion, situations do occur as a result of students not being responsible school citizens. If after continued support from the classroom teacher and/or other staff member, a child continues to demonstrate unsafe, disrespectful behavior or is disruptive to his/her own learning and that of others, he/she may receive a referral for Learning Appropriate Behavior class (LAB).

Learning Appropriate Behavior class is a structure that we use to provide support for students with the development of behaviors around safety, learning, and leadership. LAB is a minimum of two days and may occur at the beginning or end of the school day for approximately thirty minutes with a consistent ECC staff member. During LAB class, your child will participate in lessons with other students that promote better choice making throughout the school day. LAB class consists of lessons using some of the following strategies: role-playing, lessons from literature, writing assignments, goal setting and/or verbal discussion. It is our hope, that by participating in this class, it will encourage your child to demonstrate respectful, safe behavior, and engage appropriately in learning for his/her growth and development. Please see the appendix for review of communication that will come home with your child in the event that they have a referral to Learning Appropriate Behavior class.

The school wide discipline plan for MRH ECC was developed by a committee of teachers to be an ongoing process to promote positive student behavior. Proactive components of the plan are high expectations, well established routines, classroom community agreements created by teachers and students that contain rewards, rules and consequences, and class meetings devoted to teaching students problem solving skills, responsibility and self-regulation.

Self-regulation is the ultimate goal of our Schoolwide Discipline Plan program. We committed to teaching students to be life-long learners, leaders, and stewards who will make choices that will positively impact their future. We want to help students learn how their choices impact not only them personally, but also the greater community as a whole. Students will develop personal goals and participate in decisions about their achievement, accountability, safety and behavior. **Students are here to learn.** While we believe it is critically important to model restorative practices in our school community, we also believe that it is important to teach students about the relationship between poor choices and the outcomes that stem from those choices. After an initial warning following a first offense, any further incidents can and will result in a combination of the following:

- *Time in the designated “safe space” or “chill zone” in the student’s homeroom*
- *Think Time in a Buddy Room*
- *Loss of Recess/Privileges*
- *Referral to Learning Appropriate Behavior class (LAB)*
- *A Personalized behavior or Safety Plan*

### ***Second Step: Teaching Social-Emotional Skills***

**Second Step**, published by the Committee for Children, is a curriculum that teaches social-emotional skills to children in Pre-kindergarten through first grade. The weekly curriculum teaches skills to reduce impulsive behavior in children while increasing their level of social competence. Children who learn and use these skills are more likely to get along with other people and to do better in school.

Research reveals social skills that are commonly lacking in people prone to violent behaviors include empathy, impulse control, problem solving, and anger management. Further, children do not use pro-social behavior for several reasons:

- lack of modeling
- lack of practice
- developmental delays
- belief systems regarding aggression
- Emotional responses-lack of impulse control

Second Step addresses these by teaching modeling, practicing, and reinforcing skills in empathy, impulse control, and anger management.

The classroom lessons include:

**Empathy training:** Students learn how to identify and predict feelings of others.

**Impulse control:** Students learn skills in problem solving and effective communication, and they receive training in applying these skills to specific social behaviors.

**Anger Management:** Students learn techniques to reduce stress and redirect angry feelings in order to prevent violent reactions.

Quarterly, teachers are asked to report their progress to the counselor. Additionally, the teachers are asked to keep the lesson cards posted and revisit the lessons throughout the week. Specific lessons are also used in counseling groups and individually with students as needed.

### *Building Policies*

- No running in the building at any time except in designated P.E. areas.
- Children should walk quietly in the halls.
- Radios, electronic games, tape players, cassettes, etc. should not be brought to school without approval of the teacher in charge.
- Candy or other food items are not to be brought to school unless they are to be consumed in the cafeteria during lunch. No food or beverage should be consumed anywhere else without special permission from the staff.
- Students will respect other students and other student's property. If intentional destruction of student property occurs, the offending student will be expected to make restitution.
- Students will respect the school facilities. If intentional destruction of school facilities occurs, the offending student will be expected to make restitution.
- Students will respect and follow directions from the staff. Each class will have classroom rules that students will be expected to follow.

### *Classroom Policies*

In order to personalize rules and promote ownership in them, each teacher and their students will create classroom rules as a team. Consequences will be implemented as needed for disciplinary actions.

### *Hallway Policies*

- Walk quietly
- Hands and feet to self
- Respect others



### *Cafeteria Policies*

- Enter and leave the cafeteria in a quiet, orderly manner.
- **Saving of seats is not acceptable as it results in hurt feelings.**
- Quiet table talking is allowed using inside voices.
- Raise your hand if assistance from the teacher on duty is needed.
- Keep hands, feet, objects and food to yourself.
- Clean up the table and floor before dismissal.

### *Playground and Equipment Policies*

- Play safe
- Share equipment
- Keep hands to self
- There is to be no throwing of rocks, dirt, snowballs or wood chips.
- Tools, knives, toy knives, toy guns, water guns, slingshots, and wheeled toys, are not to be brought to school.
- **Children are not to engage in any sort of rough play, i.e., boxing, judo/karate, wrestling, tackling, pulling on clothing, or any chase game involving unnecessary pushing or shoving. Staff members often cannot tell the difference between “play” fighting and “real” fighting, so please refrain from both.**
- All students are to go outside during recess unless requested to stay in.
- Children are not to go into the building from recess without permission the staff member on duty.
- Students are not to climb on the trees, utility poles, fences, or the building at any time.
- Students should not pet or play with stray animals.
- Students should stay on the designated playground area at all times unless directed to leave by the teacher on duty.
- **When the whistle blows or the bell sounds to come in, all play stops. Playground balls should be gathered and held under control and ALL PLAYING SHOULD STOP. When the students have lined up properly, classroom teachers will escort them inside.**

### *Restroom Policies*

- Use inside voices.
- Hands and feet to self.
- Wash hands with soap and water.

**Thank you very much for taking the time to read and discuss our parent handbook and district wide expectations.**  
**We look forward to a great year getting to know you and your child!**

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