



Family & Student Handbook

9865 Winkler, St. Louis, MO 63136

314.868.9829

***Our Vision:** Moline Elementary will become a community of critical thinkers and responsible, productive citizens driven by resilience, self-motivation, and kindness.*

***Our Mission:** Moline Elementary develops leaders in critical-thinking and citizenship in a positive, safe school environment. Our Moline community fosters meaningful, trusting relationships and values collaborative partnerships with families and the community. Our educators model and facilitate a reflective mindset and culturally responsive instruction with engaging learning opportunities for all.*

**READ CAREFULLY,
TEAR OFF BACK PAGE
SIGN & RETURN TO SCHOOL**

RIVERVIEW GARDENS SCHOOL DISTRICT: A New View on the Horizon!

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Welcome to Moline Elementary School in the Riverview Gardens School District. The 2022-23 school year will be our best yet! We strive to make Moline a place where kids care for one another, achieve at high levels, develop skills to manage emotions, and become leaders within their school and community. We have a committed staff who look forward to working alongside you to support your child in many ways.

This handbook contains information which will be helpful in guiding you through what will surely be a unique school year. You can help your child have a successful school experience by:

- Staying in touch with your child's teacher and keeping contact information current
- Creating a set space at home for your child to do school work
- Praising students' efforts and successes
- Attending school wide events, class events and conferences.

As you read through this handbook, much of the information is intended to provide guidance and insight into general operations at Moline Elementary. It is impossible to include all aspects of daily life at school, and the information in this handbook may change. We work hard to follow all school policies and procedures, and we encourage families to do the same.

This year, as we work to rebound from several years of Covid-affected teaching & learning, we will continue to adjust to community health conditions and make the best decision we can to keep all scholars and staff safe and healthy. If you have a question about school policies or programs do not hesitate to email or call. We know this year may continue to present challenges for you as a family and us as a school. We will work together to support one another while ensuring your student continues growing academically, socially, and emotionally.

Amber White,
Principal
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POLICIES

Covid-10 Daily Health

Before departing for school, all families and staff should self-screen. Staff and students should be symptom-free in order to leave the home without the use of medicine.

Any person with a temperature above 100.4 degrees will be immediately isolated from others and arrangements made to be sent home. Parents are asked to conduct a daily health screening of their child(ren) every day prior to leaving for school. If students have any of the symptoms below, they should remain at home. If students arrive at school and staff notices any combination of the symptoms below, this may be grounds for students to be isolated and sent home:

<i>Symptoms</i>		
● New cough	● Fatigue	● Sore throat
● Shortness of breath or difficulty breathing	● Muscle or body aches	● Congestion or runny nose
● New loss of taste or smell	● Headache	● Nausea or vomiting
		● Diarrhea

Masks

Face masks may be recommended for all staff and students depending upon local health conditions. When St. Louis County Covid-19 community transmission conditions are listed as HIGH, masks will be strongly recommended for students and distributed upon arrival.

Visitor Policy

Moline strives to be a welcoming, inviting space for families and the community while also firmly honoring teaching and learning time. Parents and (authorized) visitors are welcome by scheduled appointment. Visitors are only allowed through the front doors and must report to the front desk for a visitor's pass. At this time, visitors should be prepared to show identification and refrain from bringing siblings or other family members. Visitors should be sensitive to classroom instructional time; teachers will not be contacted to leave their classroom or stop instruction. Appointments should be made, and all classroom observation visits are limited to approximately 15 minutes with pre-approval from administration. Longer visits may be considered by administration based on circumstances.

There are two windows of time that visitors are generally not permitted:

- Student arrival lasts from 7:50-8:05 AM, and all staff are actively greeting students; during this time, parent visitors are not permitted, including to walk scholars to class. After 8:05 AM (9:05 on late start Wednesdays) students are tardy and may not be walked to class.
- From 2:30-3:15 PM, the building is closed to the public as students are preparing for dismissal.

Administration reserves the right to deny visitors access to any part of the school building, including classrooms, if he/she deems it to be in the best interest of scholars and/or staff (Covid-19 health conditions, testing, dismissal preparations, etc.). Visitors are expected to honor all staff directives and requests while on the premises.

If you need to speak to the teacher, please set up an appointment time. Teachers are not permitted to stop teaching and supervising students to speak to visitors and will not discuss parent concerns while students are in the classroom. Classroom instruction will not be interrupted; classroom management should be addressed by the teacher. No electronic devices may be on or in use during visits to the classroom.

Uniform Policy

Students are expected to be in uniform daily, and it is the responsibility of parents/guardians to ensure children are properly dressed for school. The uniform consists of: any solid colored collared shirt, khaki or navy bottoms (pants, shorts, skort, skirt, jumper), rubber-soled shoes. The school is not responsible for changing student clothing when students are not in uniform. Parents may be contacted to come to school with a uniform in the event a student arrives at school out of uniform, but this may not be feasible in all circumstances. When we are able, Moline staff will provide students with a school uniform and keep the scholar's personal clothes until the school-issued uniform is returned to Moline.

The Little Bit Foundation provides uniform assistance for families in need. Parents/guardians must complete the request for (at the back of this handbook or available at the school) and return to the school. Requests will generally be accommodated within 2-3 weeks, although these resources are as available. Parents are responsible for ensuring scholars are in uniform daily.

Attendance Policy

Moline expects regular attendance (95% or higher) from all students. If a student will be absent, the parent/guardian should call the office before 9:00 AM. Students below 90% attendance may be in jeopardy of retention, referral to the Division of Family Services, or issued a citation to appear in truancy court. We understand that current health and safety guidelines may result in more days away from the school building for students, but it is our intention to support students with virtual learning in order to continue their attendance at school. When virtual learning is required (only in certain situations with the approval of administration), attendance will be calculated through a combination of online participation and work submission (physical work and/or online work).

Excused Absences - personal injury, illness, family emergency, medical/dental appointments with verification, legal appointments, religious Holidays, funerals. Please send in written notification of such absences. *Excused absences still count toward a student's overall attendance percentage.*

Unexcused Absences - oversleeping, transportation problems, unexcused illness without a doctor's or written note from the parent, family trips.

Tardiness - Arrival after 8:05 A.M. is considered tardy; students must sign-in at the main office. Tardy arrivals negatively impact a student's attendance percentage and are disruptive to teaching and learning. Please work to ensure your scholar arrives to school no later than 8:05 AM.

The following steps may be taken if a student nears, reaches, or falls below 90% attendance:

1. Letter sent to parent/guardian with information about number of absences
2. Conference with administrator or other school designee
3. Consideration for retention, loss of academic credit, or referral St. Louis Family Court

Incentives - Various school-wide incentives may be implemented to encourage students to have outstanding attendance. Incentives may be dress down days, certificates, or other motivating rewards. Tardies and early sign-out from school will count towards a student's overall attendance.

Communication Policy

It is expected that parents/guardians maintain updated contact information with the front office at all times. Changes in phone numbers and/or email addresses must be reported to ensure proper communication. Moline Elementary will utilize ClassTag for communication between teachers and families. Classroom teachers may set up a Google Voice phone number, if they wish. Communication between parents and staff should be conducted through one of these avenues: Google (Voice, email), Class Tag, or phone call directly to the school line (314.868.9829).

Administration will often use the parent email address on file for communication. All families can expect a school and grade level newsletter in paper and electronic form at the beginning of each month.



For nonemergency phone calls, the secretary will take a message and have the teacher or administrator return your call at a suitable time, typically within 24 hours. Students are not allowed to use the phone without the permission of the classroom teacher, administration, etc. Students may not use cell phones at school; please do not attempt to call or text your scholar on their personal device..

Issues, concerns or conflicts should first be addressed with the staff member involved. Administration will help problem-solve after an attempt has been made to resolve the situation. Office staff will direct families to the most appropriate staff member to help begin this process by asking some basic questions when calls are received. Issues should be addressed respectfully and professionally without the use of profanity, threats or other demeaning language. We expect staff, students, and families to interact with one another in a positive, productive manner.

Transportation Policy

Students will be assigned a *primary mode of transportation*, the method in which students will get home on a typical day. If a student's method of transportation needs changed (permanently or on a given day due to a specific circumstance), parents/guardians must contact the front office. The change will be logged by office staff and clear directions given to the parent/guardian for any procedures related to the changed mode of transportation. Please do not contact the child's individual classroom teacher, as records must be kept in the office related to transportation changes daily. **Changes will not be made by verbal communication from children.** For safety reasons, **changes received after 2:30 PM may not be honored.**

Bus riders: Students will be seated on buses in assigned seats. All students will wear masks when on RGSD transportation. Students will enter and exit the bus in order, front to back to exit, and back to front to load. Bus riders will enter and exit Moline Elementary through the southwest doors.

Car riders: All car riders will enter and exit Moline Elementary through the front doors of the school. Parents/guardians will be required to drop students off only in the assigned drop points (marked by cones); students should not be dropped at any other point along the sidewalk in order to manage flow of students into the building. All students must be picked up from the school's car rider line; parents/guardians will be required to remain in their vehicle, display their family's car rider sign (provided by the school), and wait for students to arrive at the vehicle. Students will not be released to family members standing on the sidewalk or in any other location than the car rider line.

Walkers: All students who walk to/ from school should maintain social distance between themselves and others not in their family. Walkers will enter and exit the front doors. For dismissal, students will be grouped as North (toward Chambers) or South (toward Hermann/Kappell). Parents may not park cars along Winkler street to wait for their students. Only students who walk home may be considered walkers in order to maintain the smallest group of students possible. Parents/guardians who walk their children to/from school should wear a mask until safely distanced from Moline staff and other students.

Promotion/Retention Policy

Moline students will be promoted on the recommendation of the classroom teacher and approval of administration. The classroom teacher will base his/her recommendation upon the following factors: mastery of Missouri Learning Standards (parents may request a copy of the standards at any time), district assessments, reading level, attendance rate, standardized test scores, social/emotional development, etc.

The decision to retain a student is a process that the Moline staff follows to ensure the best interests of the student. Appeals may be made to Central Office, which will make the final decision on student placement.

Cell Phones or Other Electronic Devices

If all possible, students should not bring cell phones or other electronic devices to school. If brought to school, they should be powered off and stored in students' backpacks, not in pockets, coats, desks, etc. Moline is will not be held responsible for lost, broken, or stolen devices, including cell phones.

Please do not attempt to contact your child on his/her cell phone during the school day. Moline staff retains the right to confiscate any phones or electronic devices that are visible and in use during the school day. The item will be returned to the student or parent at the discretion of Moline staff.

Inclement Weather

Local TV stations will broadcast in-person school closings for Riverview Gardens, as well as our webpage www.rgs.k12.mo.us and our district's Facebook page. Robo calls are also dispatched; please ensure you have updated phone numbers with our main office. In these situations, you will not be able to call the school to ask if school is in session. Please plan accordingly and check the above sites.

Lost and Found

Moline Elementary is not responsible for lost or misplaced personal items, including electronic devices. Personal items should be labeled with the student's first and last name for easy identification in the event of loss. If your child has lost something, please have him or her ask the teacher to visit the Lost and Found in the building. Students must have permission to visit the Lost and Found.

Internet and Technology

Technology has vast potential to support curriculum and student learning. This year, technology will be heavily used for teaching and learning. Students and families are responsible for the care of the school-issued device and all its accessories. Proper documentation must be completed and on file to ensure families' awareness of financial responsibility for any damaged or lost devices. School-issued devices are to be used only for teaching and learning.

Field Trips

Field trips are an effective and worthwhile means of learning. Permission slips will be sent home to attain parent/guardian approval. If these slips are not returned by the assigned day, the student will not be allowed to attend. Students are expected to honor the school's Code of Conduct in order to attend field trips. Any parent/guardian volunteers (if needed and approved by administration) on field trips must fill out a volunteer form and a background check, as well as provide his/her own transportation.

** Field trips may be limited due to safety/health restrictions related to Covid-19*

OUR SCHOOL DAY

Arrival

All students will enter the school building through doors based on their mode of transportation. Students will be greeted by an adult and walk straight to class in the most direct path on the right side of the hallway. Breakfast will be eaten in classrooms to avoid large groups of students in the same place. *No doors will be opened before 7:50 AM.* Students may not be dropped off unattended (before 7:50 AM). Students are late after 8:05 AM.

Arrival Schedule	
7:50	Doors open for scholars (<i>please do not leave scholars unattended in front of the school before this time</i>)
7:50-8:05	<i>Front Entrance</i> - Car riders + walkers (all parents should remain IN vehicles and pull through the drive, not the parking lot)
	<i>Southwest Entrance</i> - Bus riders + daycare vans
	<i>Classrooms</i> - All classroom teachers greet students as they arrive, breakfast in classrooms
8:10-8:35	<i>Students are considered late - must enter through front doors</i>

Hallways

Our hallways are quiet spaces in order to support teaching and learning. We expect students to have hands down, eyes forward, and voices off as they pass through hallways. Students travel in line order. Students should not be unattended in hallways. Students will be taught and follow building-wide expectations while in hallways.

Bathrooms

A building-wide bathroom schedule will be created and implemented. Classes are assigned three 10-minute restroom breaks per day at a designated location. No more than 3 people should enter each facility at a time. Students will be taught in classroom lessons and signage will be posted to ensure proper handwashing. Students will be taught and follow building-wide expectations while in bathrooms. No student is allowed to be in the restroom without the permission of a staff member.

Drinks

Water fountains will continue to be available for filling student water bottles. Bottles may be filled at scheduled break times and will be kept at students' individual seating locations. Water bottles will generally not be taken to lunch, as other drinks are served.

Lunch

Every effort will be made to ensure students have space when eating. Students will have assigned seating in their class designated lunch space. Various locations around the school building will be utilized to ensure ample time for sanitizing spaces and allowing for minimal passing between students. Students will be taught and follow building-wide expectations while eating lunch.

Recess

Recess is an important part of our scholar's day. All classes are scheduled for a 20-25-minute recess daily, however this may be adjusted on Wednesdays due to late start. There may be instances in which a staff member deems it appropriate to utilize a student's recess for restorative purposes to fix a problem or to restrict a scholar's recess for safety reasons. If temperatures are below freezing, scholars will remain inside and participate in games or other indoor activities. Students will be taught and follow building-wide expectations while at recess. Parents may not contact the school and limit/take away students' recess, unless a doctor has provided a clear, documented medical reason for students to remain inside.

Classrooms

Set-up: Classroom teachers are responsible for the set-up of their individual classrooms with the approval of administration. Students may be seated individually, in partners, in groups, etc, at the discretion of the teacher. All scholars may not have the same seating arrangement, as this is based on student need. Seating arrangements will be determined by school staff, and may be adjusted as staff see fit.

Supplies: Classrooms will use a combination of individual and community supplies. As such, beginning-of-the-year supplies will be needed from each student/family. Teachers may request additional supplies later in the year, most likely related to student health, such as Kleenex. A complete school supply list is distributed to enrolled scholars at the beginning of the year; it may also be found on our school website or a paper copy by request from the front office.

Dismissal

All students will exit the school building through doors based on their mode of transportation. Students will travel to their dismissal location based on their primary mode of transportation; any changes will come from the Moline office in a daily shared Google sheet. In order to maintain student safety and orderly processes, ***there will be no changes made to a student's transportation after 2:30 PM***, without expressed permission by administration on an emergency basis. Additionally, the building is closed to public access/visitors beginning at 2:30 as students begin transitioning to their dismissal location.

2:45	ANNOUNCEMENT MADE: <i>Moline family, please prepare for dismissal. Remember, all masks on for dismissal.</i> <ul style="list-style-type: none">Dismissal buddies arrive to support final dismissal preparations; all classrooms are calm and quiet - lights off, heads down, voices offVan/bus riders begin lining up at 2:45
2:50	ANNOUNCEMENT MADE: <i>At this time, all bus + van riders may be escorted to their dismissal locations</i> <ul style="list-style-type: none">Bus riders to gym, seated in quiet, socially-distanced lines (marked on floor) based on assigned bus seats (seating chart provided by First Student)Van riders to cafeteria, seated quietly at assigned tables/spaces, socially-distanced spotsWalkers (first) + car riders begin lining upBus riders + van riders may be dismissed as soon as their transportation arrives
2:55	<ul style="list-style-type: none">All walkers assemble in front lobbyAll car riders assemble in front hallway + library
3:00	Walkers escorted to walking points, car riders released immediately after (approximately 3:05 PM)

The map below designates the dismissal traffic flow. The primary car rider line runs next to the sidewalk. When running one line, students will not be released to families from the parking lot. When school is at full capacity, two lanes may be needed to more efficiently move cars through the line (at the discretion of school administration and staff).

Moline Traffic Flow

Traffic patterns will be followed for arrival and dismissal



ARRIVAL

7:50-8:05 - Breakfast
8:05 – School begins

DISMISSAL

3:05 – Car riders are released to parents in cars

-  **Car rider line starts here**
-  **Car rider line**
(drop off & pick up)
Please stay in your car and remain right
-  **No entry**
(in car or on foot)
- N** **North walkers**
(toward Chambers)
- S** **South walkers**
(toward Herman)

STUDENTS WILL BE RELEASED TO PARENTS IN CARS OR AT THE WALKER DROP-OFF LOCATIONS.

NO STUDENTS WILL BE RELEASED TO PARENTS FROM THE FRONT WALKWAY.

All changes to students' daily transportation are be made through the main office.
No changes will be made and no students will be signed out after 2:30 PM.

Universal Classroom Expectations:

Moline Elementary strives to be a place where kids care for one another, achieve at high levels, develop skills to manage emotions, and become leaders within their school and community. To create a supportive school community we make a concerted effort to hold students to high expectations while building positive relationships. Below are universal expectations that can be seen in all classrooms that we believe foster the kind of school climate we strive to attain.

Physical Environment	
Set-up	Promotes social interaction, easy access to materials, clear pathways of movement, clear line of sight to all students
Materials/visuals	Organized (everything has a home), culturally responsive materials, visual help students know where things go (labels, etc) but walls not overly cluttered, space for student work
Predictability	
Routines/procedures	Clearly defined routines and procedures aligned to building universals; evidence of visual reminder(s); consistently practiced and reinforced; students know, understand, and demonstrate procedures
Attention getter	Effective attention-getter (building-wide and classroom specific), use of verbal and visual signals, signage/visuals help students know how/when to use
Class schedule	Posted in the classroom, readable to students and reviewed daily
Positive Classroom Expectations	
Rules/Expectations	Rules/expectations/contract developed with student input, posted in the classroom, phrased with the use of positive and student-friendly language; no public discipline systems used to enforce classroom expectations
Active Supervision	
Prompts	Proactive and positive; use of specific language; combination of visual and verbal prompts
Physical supervision	Teacher generally moving about interacting with students; consistently scanning
Acknowledgment and Response to Behavior	
Positive Feedback	Verbal and nonverbal positive feedback used, specific language, ratio of positive to corrective is 5:1
Corrective Feedback	Verbal and nonverbal corrections used, privately addressed, positively phrased but with specific language; logical consequences connect to correcting behavior (no use of public discipline system)
Opportunities to Respond	
Strategies	Purposeful, variety of strategies and protocols used to increase students' engagement and facilitate responses from all students
Groupings	Various student groupings/arrangements are strategically used to increase interaction (partners, groups, etc)

School Expectations

Student Code of Conduct

The Student Code of Conduct is designed to foster student responsibility for the rights of others, promote an atmosphere of academic achievement, and ensure the safe and orderly operation of Moline. No code can be expected to list each and every offense which may result in the use of disciplinary action. Ultimately, consequences are imposed based on the discretion of Moline administration in an effort to promote learning and restitution in each situation possible. A student will be asked one time to stop a behavior that is hurtful or disruptive. Adults will intervene quickly if the student cannot meet this standard:

- First, a redirection will be given. Teachers are asked to redirect quickly, with calm and kind language. An opportunity will be given for students to rethink and correct their behavior.
- If the acting out continues, the student will be moved to a calm corner, where he/she can remain in the classroom with space to problem solve and de-escalate if needed. This spot gives students time and space within the classroom for support in making better choices.
- If the acting out persists or a student is hurtful or disruptive, the student may be asked to move to a buddy room, another classroom where students are given another opportunity to solve the problem. This space still offers students support in decision-making. Documentation will be kept anytime a student leaves the classroom due to a behavior challenge.
- If necessary and available, a support staff/interventionist will document and help the student work through the challenge and prepare to correct it. This may include students who need help working through disagreements with one another, taking a short break, de-escalating support, etc.
- Before returning to class, students will work back through each step of the process, speaking with the teacher along the way. Students will not return to class until all issues have been adequately resolved.
- Students who repeatedly or consistently move through this continuum of placements will be placed on a documented student support plan.

Discipline Continuum

Level 1-2 infractions - Most will be handled with the above process. They include but are not limited to:

- disruption of the learning environment,
- defiance of authority,
- unapproved use of electronic devices,
- failure to be in assigned classroom/area,
- disrespectful or hurtful behavior directed at students or staff, etc.

Parent involvement is an important part of addressing students' behavior; however, parent phone calls may or may not be made for all level I infractions. For repeated infractions, parent contact will be made and a student support plan may be implemented. Administrative intervention with more intensive consequences may occur if behavior is consistently disruptive to the learning environment or endangers safety of students or property.

Level 3-5 infractions will result in an office referral & administrative action. These infractions include but are not limited to:

- *Bullying* - repeated physical, verbal, written, or electronic mistreatment of an individual in order to gain control over or humiliate (physical, psychological, or cyber).
- *Tobacco, Drugs, Alcohol* – possession or use of tobacco products, alcohol, controlled substances, illegal substances, and/or paraphernalia.
- *Fighting* – mutual combat in which involved parties have contributed to with verbal or physical actions
- *Harassment* – any unwelcome comments (written, spoken, or nonverbal) or conduct which violates an individual’s dignity, and/or creates an intimidating, hostile, degrading, humiliating or offensive environment. Harassment may include, but is not limited to: sexual, racial, sexual orientation, disability, age, or other personal characteristics.
- *Theft* – stealing, attempt to steal, or willful possession of stolen property.
- *Threats* – the use of words or actions, which are threats of violence or harm.
- *Vandalism* – the willful damage of school or personal property.
- *Weapons* - possession or use of any object which is customarily used for attack against another person; any instrument or device used to inflict personal injury to another person.

Consequences may include, but are not limited to: parent phone call and subsequent conference, reverse suspension (parent is asked to join student at school for the day), restorative circle, other planned restitution activities, loss of privileges, in-school-suspension, out-of-school suspension, or in more severe cases, notification to law enforcement officials. All level 3-5 infractions will be documented in a student’s discipline record.

Bullying

Moline believes that all students are entitled to work and study in school-related environments that are free of harassment, intimidation and bullying. Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have [serious, lasting problems](#). In order to be considered bullying, the behavior must be aggressive and include:

- **An Imbalance of Power:** Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- **Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once.

A safe and civil environment in school is necessary for our students to learn and achieve high academic standards. If you have been the victim of bullying or ***have witnessed the bullying of a Moline student, complete the report form at the end of this handbook and submit it to administration.*** Administration will conduct an investigation and take necessary steps to ensure students’ safety.

Corporal Punishment

Corporal punishment will not be used at Moline. The Moline staff will take reasonable measures to restrain students who are endangering themselves or others.

Moline Elementary School Discipline Continuum

Level 1	Level 2	Level 3*	Level 4*	Level 5*
<p style="text-align: center;">Behaviors</p> <ul style="list-style-type: none"> ● Noncompliance with repeated request (disruptive) ● Disrespectful, profane, inappropriate language (hurtful) ● Cheating ● Improper use of electronic devices ● Minimal theft ● Refusal to complete work 	<p style="text-align: center;">Behaviors</p> <ul style="list-style-type: none"> ● Repeated Level 1 behaviors ● Inappropriate physical contact (unsafe) ● Leaving assigned location without permission 	<p style="text-align: center;">Behaviors</p> <ul style="list-style-type: none"> ● Repeated Level 2 behaviors (after behavior support plan, documented) ● Inappropriate use of electronic devices ● Major theft ● Fighting ● Potential weapons 	<p style="text-align: center;">Behaviors</p> <ul style="list-style-type: none"> ● Repeated Level 3 behaviors ● Assault of student of staff member ● Bullying (including cyberbullying) ● Harassment (race, religion, gender, disability, sexual orientation) ● Vandalism or theft ● Group fighting ● Inappropriate sexual contact 	<p style="text-align: center;">Behaviors</p> <ul style="list-style-type: none"> ● Drugs (possession, distribution, or use of) ● Threat by electronic transmission ● Explosives or firearms ● Aggravated assault
<p style="text-align: center;">Response</p> <ul style="list-style-type: none"> ● Addressed and documented by teacher ● Student support plan may be implemented ● Documented parent contact recommended 	<p style="text-align: center;">Response</p> <ul style="list-style-type: none"> ● Addressed and documented by teacher, consult with Counselor, behavior support, or admin as needed ● Student support plan will be implemented for repeated behaviors ● Documented parent contact required 	<p style="text-align: center;">Response</p> <ul style="list-style-type: none"> ● Addressed and documented by administrator ● Student support plan will be implemented for repeated behaviors ● May result in 1-3 day suspension (including reverse suspension) ● Documented parent contact required 	<p style="text-align: center;">Response</p> <ul style="list-style-type: none"> ● Addressed immediately by administrator, may result in up to 5 days of suspension (including reverse suspense) ● Parent meeting required 	<p style="text-align: center;">Response</p> <ul style="list-style-type: none"> ● Addressed immediately by administrator, may result in up to 10 days of suspension, recommendation for long-term suspension or expulsion, referral to law enforcement ● Parent meeting required

***Office Referral required (paper)**

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Student Information/Records

Permanent Records/Report Cards

A complete academic and attendance record of every student who has attended Moline is kept in the school office. The records contain information the student will need should they transfer to another school. This information is available by law for parents to view, typically within 24 hours. Records requested to be sent from Moline to another academic institution will be processed within 72 business hours.

At the end of every quarter, parents will receive a report card. Parents will be given the report card for 1st and 3rd quarters at Parent-Teacher conferences. 2nd quarter report cards will be sent home with students, and 4th quarter report cards will be mailed.

Confidentiality of Student Information

Student records will be confidential. Staff will be notified on a “need to know” basis concerning pertinent information in students’ records. A written request from the legal guardian must be completed listing the names of who may receive the student’s records. Photo identification must be provided when picking up student information.

Change of Information

Help us keep your child safe by ensuring the school has current contact information for every person listed in the student’s file. **If a change in physical address, email address, and/or phone number occurs, please contact the office (not the child’s teacher) at 314.868.9829.** *It is unlawful for a student to be in attendance without a viable parent/guardian contact. The school reserves the right to take disciplinary action, including withdrawal, if we are unable to reach a parent/guardian within a reasonable period of time.*

Student Health

Medical Information

Medical Form – Each student must have a Medical Form on file.

Illness - Sick children should not come to school. Students with a temperature above 100.0 degrees or who have thrown up will be sent home, and must be fever-free without medicine for 24 hours before returning.

Allergies - A child that is allergic to any food must have a doctor-signed form on file.

Immunizations – All students are expected to comply with Missouri state immunization law. It is the responsibility of the parent/guardian to ensure proof of up-to-date immunizations are on file. If immunizations are not on file and in compliance, students may not attend school.

Medical Emergencies - In the case of a medical emergency, every effort will be made to contact the parent/guardian listed on the student information form. If a parent/guardian cannot be contacted, an administrator (or designated school official) will secure medical assistance as necessary. Moline will not be responsible for any financial costs or liability due to the absence of a parent/guardian. It is the parent/guardian’s responsibility to provide accurate, current contact information.

Medication Administration

Giving of medicine to children during school hours is restricted to necessary medication that cannot be given on an alternate schedule. When medication is to be administered by school officials, the medicine must be in the original container with a label affixed by a pharmacy, with the prescriber’s name, student’s name, and name and dosage of medication. In addition, a Parent Request must be filled out and signed by the parent. Nonprescription drugs may only be given with written orders from a parent or physician detailing the name of the student, the name of the drug, dosage, and time interval that the drug is to be given, as well as stating the medical condition for which it is given. The parents of the child must assume responsibility for informing school personnel of any change in the child’s health or change in medication. School personnel will not administer the first dose of any medication. *Students are not allowed to carry medications, including inhalers.*

Communicable Disease

Missouri law requires students with a contagious disease be away from school until medical clearance is received. Students must be without fever and other symptoms for 24 hours without medicine before returning.

COVID-19 Health

Before departing for school, all families and staff should self-screen. Staff and students should be symptom-free in order to leave the home without the use of medicine. Temperature screenings may be conducted by the school nurse, administration, or designated staff. Any person with a temperature above 100.4 degrees will be immediately sent home. A combination of the symptoms below may also be grounds for students to be isolated and sent home:

<i>Symptoms</i>		
<ul style="list-style-type: none">● New cough● Shortness of breath or difficulty breathing● New loss of taste or smell	<ul style="list-style-type: none">● Fatigue● Muscle or body aches● Headache	<ul style="list-style-type: none">● Sore throat● Congestion or runny nose● Nausea or vomiting● Diarrhea



This Section is for Administrative use only

Date Received by Principal: _____

Investigative Action taken: _____

Result of Investigation/Action taken:

Follow-up Communication:

Signature of Principal: _____ Date _____



Dear Parents and Guardians,

It is the mission of The Little Bit Foundation to break down barriers that keep children from receiving the best possible education. One of the services that Little Bit provides is to distribute new shoes, coats, uniforms, socks & underwear for our students that may need them. Please complete the following survey and return it to your child's school if we can help you with any of the items listed below.

Student Name _____ Sex (circle one) M F

Grade _____ School: **Moline Elementary** Teacher: _____

For uniforms, see size guide:

- | | | | |
|---|------------|---|------------|
| <input type="checkbox"/> Uniform Pants | Size _____ | <input type="checkbox"/> Everyday Pants | Size _____ |
| <input type="checkbox"/> Uniform Shirts | Size _____ | <input type="checkbox"/> Everyday Shirts | Size _____ |
| <input type="checkbox"/> Gym shoes | Size _____ | <input type="checkbox"/> Winter Coat Size | _____ |
| <input type="checkbox"/> Backpack | | <input type="checkbox"/> School Supplies | |

Available in the boutique:

- New Socks & Underwear
- Hygiene Kit
- Dental Kit

Available at your school on a biweekly or monthly basis.

- Food Bag - (Contains breakfast/snack/lunch)

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Handbook Acknowledgement

TEAR OFF THIS FORM - Complete and return to Moline Elementary School

I have received the 2022-23 Moline Elementary Family + Student Handbook containing information about school policies, expectations, student records and health, etc. I understand it is my responsibility to be familiar with and honor the guidelines set forth by RGSD and Moline Elementary in order to maintain students' safety and a positive academic learning environment.

Parent/Guardian _____ Date _____

Student _____ Date _____

Teacher _____ Date _____

Administrator _____ Date _____

Updated parent contact info: *First entry (gray) will be used for school/class communication*

Parent #1 Name:



Relationship: _____ Phone Number: _____

Email Address: _____

Parent #2 Name: _____ Relationship: _____

Phone Number: _____

Email Address: _____

Emergency contact Name: _____ Relationship: _____

Phone Number: _____

Emergency contact Name: _____ Relationship: _____

Phone Number: _____