

Family & Student Handbook 2020-21

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. Educators model and facilitate a reflective mindset and culturally responsive instruction with engaging learning opportunities for all.

Welcome to Moline Elementary School in the Riverview Gardens School District. 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, information that is specific to necessary adjustments due to Covid-19 will be marked with a double-asterisk () and *italicized*.**

If you have a question about school policies or programs do not hesitate to email, call or visit our office. We know this year will 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

Table of Contents

Pg 2-6 *School Information*

- Hours
- Communication
- Transportation
- Inclement Weather

Pg 7-9 *Policies*

- Uniform
- Attendance
- Homework
- Visitor
- Technology
- Field Trips

Pg 10-12 *School Expectations*

- Hallways, Lunchroom
- Code of Conduct
- Discipline Continuum
- Bullying

Pg 13 *Student Information/Records*

- Permanent Records/Report Cards
- Confidentiality of Student Information
- Change of Information

Pg 14 *Student Health*

- Medical Information
- Medical Administration
- Communicable Diseases
- Covid-19 Health/Safety

Pg 15-17 *Forms*

- Bullying Incident Report
- **Handbook Acknowledgement (17) - SIGN & RETURN**

School Information

School Hours

The traditional in-person school day begins at 8:05 A.M. and ends at 3:05 P.M. (9:05-3:05 on late start Wednesdays). Breakfast is served from 7:50-8:05 A.M. (8:50-9:05 on late start Wednesdays) Students eating breakfast should arrive by 8:00 A.M. (9:00 on late start Wednesdays) Students who arrive after 8:05 A.M. (9:05 on late start Wednesdays) are late and must sign in at the front desk. **Main office hours are from 7:45 A.M until 4:00 P.M. Monday through Friday.**

We strive to get every child home safely and keep detailed records. Please help us by making any transportation changes by phone or written note to the main office (not the teacher's cell phone or email) before 2:30 P.M. **For safety purposes, no changes will be made and students will not be signed out after 2:30 P.M.** Emergency situations will be addressed by administration with families in a professional, respectful manner. No public access to the school will be granted between 2:45-3:15 for students' safety.

All students should be picked up no later than 3:20 PM. After 4:00, Moline staff is instructed to contact St. Louis County Police for students who are not picked up.

*******Virtual learning hours/schedule will be modified and shared with families as needed.*

****Hybrid Instructional Model**

When deemed necessary by the Superintendent and the Special Administrative Board, Moline Elementary will operate on a Hybrid Instructional Model with an A/B schedule. Students will be assigned to Group A or Group B, with families or those living in the same household assigned to the same day. This limits class size to roughly half of its regular capacity. Moline will follow the board approved RGSD schedule below.

Each student will be provided with a school-issue Chromebook to complete and submit work online on the days he/she is not in school. Google Classroom will be used building-wide to share assignments, due dates, turn in work, etc. On days students are learning at home, online lessons and paper/pencil tasks will be shared to support instruction, as teachers are providing in-person instruction to the alternate group of learners. The hybrid model will result in limited interaction with teaching staff on days students are learning from home; rather the online resources will provide instructional support.

****Distance Learning Model**

Beginning January 2019, any student enrolled in RGSD who was also enrolled as a full-time student in the previous semester can opt to take courses virtually through the district-provided Launch via the Missouri Course Access Program organized by DESE. This virtual enrollment is different than the Distance Learning Model described below which is for students who would prefer in-person learning or a hybrid model but community health conditions may not allow for such at any given time

The Distance Learning Model will be used if community health conditions warrant an extended school building closure, at the recommendation of the Superintendent and approved by the Special Administrative Board. All teaching and learning will take place 100% from a distance. Similar to the hybrid model, students will utilize Chromebooks to access Google Classroom, as well as online lessons and assignments (paper/pencil tasks may be necessary in some situations). Different from the hybrid model, there will be significant personal interaction with teachers via various online platforms. Students' attendance will be calculated based on their online participation and tasks submitted.

2020-2021 School Calendar - Hybrid Schedule

August '20						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September '20						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October '20						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November '20						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December '20						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January '21						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

February '21						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March '21						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April '21						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May '21						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June '21						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July '21						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

RED = A GROUP IN CLASS - 85 Days

BLUE = B GROUP IN CLASS - 85 Days

YELLOW = NO SCHOOL - 29 Days

Communication

There will be times when parents need to call the school. If it is not an emergency, the secretary will take a message and have the teacher or administrator return your call at a suitable time, typically within 24 hours. Please minimize classroom disruptions by communicating information with your children before the school day. 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.

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 Google Classroom as a means of communication, as well as Class Tag. 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 (Classroom, Voice, email), Class Tag, or phone call directly to the school line (314.868.9829).



Google Classroom

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

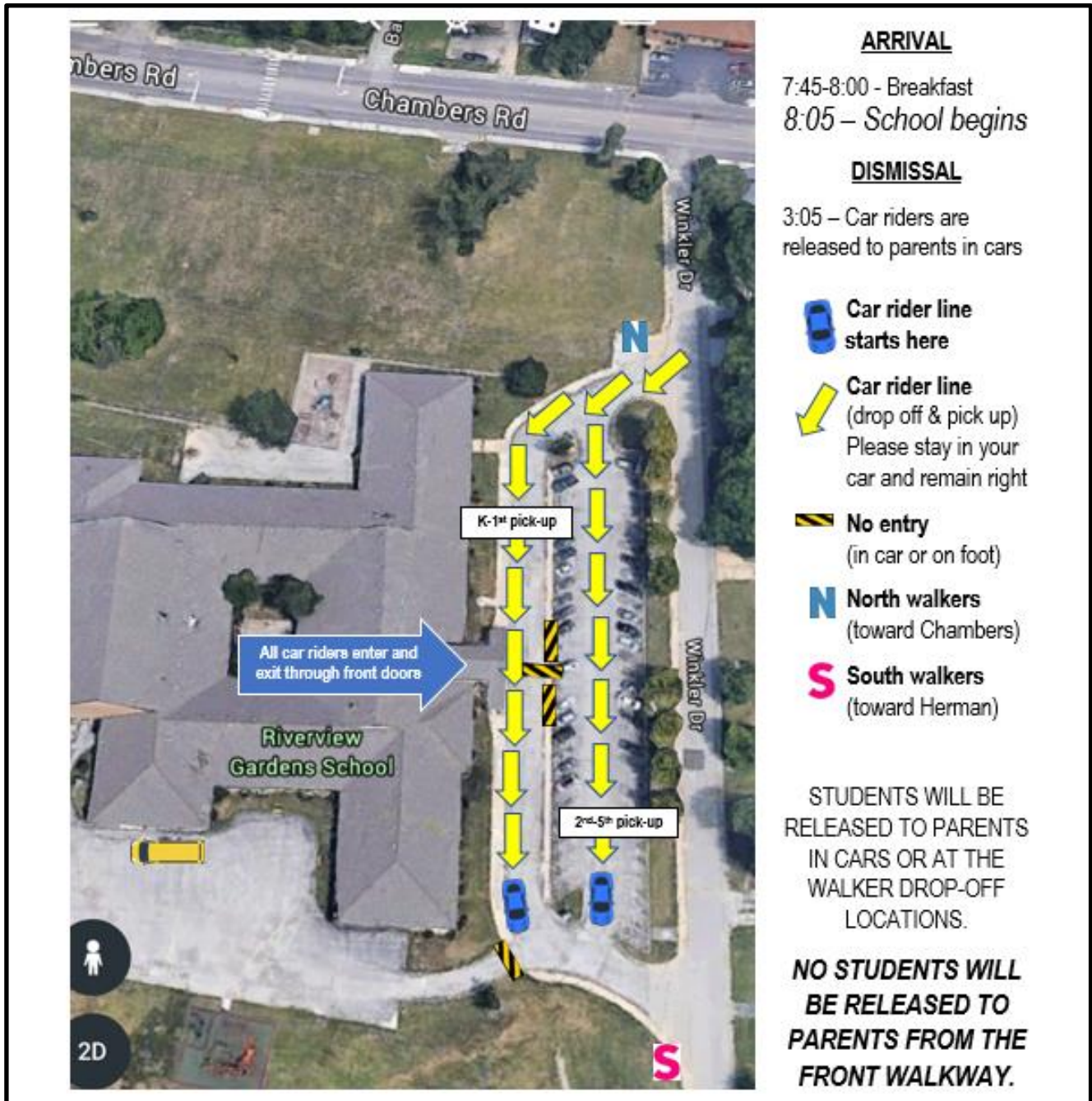
Students will be assigned a *primary mode of transportation*, the method in which students will get home on a typical day. If a student's method of transportation needs changed (permanently or on a given day due to a specific circumstance), parents/guardians must contact the front office. The change 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: Moline provides bus transportation to and from school for students who live over one mile from school. Students should arrive at their stop at least five minutes early. Students must ride their assigned bus and get off at their designated stop; students are not permitted to ride the bus with other students or family members unless an extenuating circumstance is approved by administration in advance. Students are expected to maintain appropriate behavior on buses; consistent misbehavior will result in suspension or removal from RGSD transportation. Similarly, parents are expected to maintain an appropriate standard of communication with bus drivers. Under no circumstances should parents board a bus. Parental behavior that impedes the safety of students or violates the standard of professional communication will result in the student's suspension or removal from RGSD transportation. Bus dismissal begins at 2:45.

****** *All students will wear masks when on RGSD transportation. Students will load the bus back to front and exit the bus front to back. All bus riders will enter and exit Moline Elementary through the southwest doors.*

Walkers: 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 any street to wait for their students at the walking points in an effort to avoid the car rider line. 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 remain at the walking points, rather than walk up the sidewalk. Walker dismissal begins at 3:00.

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 car rider line; parents/guardians are 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. Car rider dismissal begins at 3:05, or as soon as walkers have cleared the sidewalk. Below is a map of traffic flow.



School Supplies

Students are responsible for respectfully caring for school instructional property, including books, technology, furniture, etc.. A reasonable system of fines, penalties, or methods of payment for a fair value of the lost or damaged items will be implemented. While some instructional materials are furnished by the school, teachers will provide a supply list of [beginning-of-the-year supplies](#). Classrooms will use individual student supplies. Supplies should be labeled with the student's first name and last initial.

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.

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.

***Distance learning is possible and likely in the event of inclement weather, so it is critical that parents stay informed. Student attendance will be monitored through online class sessions and submitted work.*

School Policies

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.

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 (9:05 on late start Wednesdays); students must sign-in at the main office. Students who arrive after 8:05 A.M. **may not** be escorted to class by a parent, as instruction has already started.

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 will 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.

***Student attendance during distance learning days (both 100% distance and hybrid models) is monitored through online class sessions and submitted work. Students have no more than 3 days after a task is assigned to submit to be counted as present for a class session.*

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) based on 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.

Homework Policy

Homework is a shared responsibility among students, parents/guardians, and teachers, offering valuable practice time and encourages independent study habits. It also provides parents an opportunity to see academic material related to the student's daily instruction and his/her level of independence and mastery with that material. Traditionally, students should expect 10 minutes of homework per night, per grade level (for example, Kindergarten – 10 minutes, 1st grade – 20 minutes, etc.) Monday through Thursday.

***In the hybrid and/or distance learning model, many tasks will be assigned, including watching virtual lessons, engaging in online activities, recording responses to teachers' feedback, etc. These tasks are not considered homework, although they are completed at home. These tasks are directly connected to students' attendance for distance learning days. Students have no more than 3 days after a task is assigned to submit.*

Visitor Policy

Moline has an open door policy while also firmly honoring teaching and learning time.

****** *While we want our school to be a welcoming, inviting space for families and the community, until further notice, all visits to the school should be conducted only if other means are not able to fulfill the visitor's need. All parents and visitors to Moline must wear a face covering, be temperature checked (<100.4), use hand sanitizer provided, and complete a [Google Doc Health Screening Survey](#) upon arrival. All parents must remain in the main office assigned areas and are not permitted to visit other parts of the building or facility; approved visitors performing business or school activities may visit the applicable parts of the school that are germane to their activity or business. Parents should limit the number of family members visiting the school/office so social distancing guidelines can be maintained. All parent and community meetings will remain virtual when possible. The data room (or library) will be used for meetings where a virtual option is not possible.*

Visitors are only allowed through the front doors. All visitors entering Moline must report to the front desk for a visitor's pass and may be asked to show proper identification. From 2:45-3:15, the building is closed to the public as students are in place 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 children (testing, dismissal preparations, health/safety etc.).

If you need to speak to a staff member, teacher or administrator, please set up an appointment time. Teachers are not allowed to stop teaching and supervising students to speak to visitors and will not discuss parent concerns while students are in the classroom. Instruction and other school duties will not be interrupted by impromptu visitors. No electronic devices may be on or in use during visits to the school.

Birthday celebrations & visitors should be scheduled in advance with the child's teacher at a time deemed appropriate by the teacher. Any snacks provided should follow the Wellness Policy outlined in this *School Policies* section. Impromptu visitors or unscheduled treats may be denied by administration.

****** *No treats will be allowed until further notice due to safety/health restrictions related to Covid-19.*

Uniform Policy

The Moline uniform consists of:

- Khaki or navy blue pants, shorts, skirts, or jumpers - fingertip-length
- Any solid color, collared shirt, tucked in
- Prohibited attire: denim or denim-like fabrics, flip flops, house slippers, tank tops, sleeveless shirts, bandanas, other non religious head coverings, and other apparel deemed inappropriate by administration
- On official dress down days, no attire that advertises or displays an illegal substance or act, advertisements for alcoholic beverages or tobacco, and attire that is profane/obscene in nature or inappropriate for school.

Dress Down Days may be awarded for academics, citizenship, or attendance. These days will be designated by a ticket from the teacher or administrator. Students may not dress down without a Dress Down ticket.

****** *Face masks are required for all students grades 4-5 and all staff. RGSD will provide 4th and 5th grade students with two reusable masks, but families are encouraged to purchase additional reusable masks that can be washed at home. Students in grades K-3 are strongly encouraged to wear masks in order to protect the health of others. **Moline Elementary values the wearing of masks so highly that any student who is wearing a mask to school does not need to follow traditional uniform guidelines.** Any student in grades K-5 who wears a mask may be dressed down daily. All students will be provided with a lanyard to wear around his/her neck and connect to the mask to help ensure masks are not lost when removed for recess, lunch, etc.*

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 not 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.

Internet and Technology Policy

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.

** No field trips will be approved until further notice due to safety/health restrictions related to Covid-19*

Wellness Policy

Moline and the Riverview School District are recipients of a wellness grant to improve the overall health of our school. As such, snacks or treats shared with the class must be of a healthy nature. No cookies, candy, chips or other items considered to be junk food may be brought and shared with the class. If in doubt, check with the main office. Administration and school staff have the right to respectfully decline any snacks or treats that do not comply with the restrictions of the grant terms.

School Expectations

Hallway Expectations

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.

Lunchroom

Our lunchroom goal is similar to that of a restaurant. We want kids to have time to socialize, but to do so in a manner that is supportive of a calm environment. Students are expected to remain in their assigned lunch seat, use good manners, maintain appropriate voice volume, and transition in and out of the lunchroom just as they do in the hallways. Various incentives will be given to support students and classes who are demonstrating positive leadership in the lunchroom.

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 other 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, 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 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. However, the Moline staff will take reasonable measures to restrain students who are endangering themselves or others.

Moline Elementary School Discipline Continuum

Level 1

Behaviors

- Noncompliance with repeated request (disruptive)
- Disrespectful, profane, inappropriate language (hurtful)
- Cheating
- Improper use of electronic devices
- Minimal theft
- Refusal to complete work

Response

- Addressed and documented by the classroom teacher
- Student support plan may be implemented
- Documented parent contact recommended

Level 2

Behaviors

- Repeated Level 1 behaviors
- Inappropriate physical contact (unsafe)
- Leaving assigned location without permission

Response

- Addressed and documented by teacher with behavior support team and/or administration, if needed
- Student support plan implemented
- Documented parent contact required

Level 3

Behaviors

- Repeated Level 2 behaviors (after behavior support plan)
- Inappropriate use of electronic devices
- Major theft
- Fighting
- Weapons

Response

- Addressed by administration, *may* result in 1-3 day suspension (including reverse suspension)
- Documented parent contact required

Level 4

Behaviors

- Repeated Level 3 behaviors
- Assault of student or staff member
- Bullying (including cyberbullying)
- Harassment (race, religion, gender, disability, sexual orientation)
- Vandalism or theft
- Group fighting
- Inappropriate sexual contact

Response

- Addressed immediately by administration, *may* result in up to a 5-day suspension (including reverse suspension)

Level 5

Behaviors

- Drugs (possession, distribution or use)
- Threat by electronic transmission
- Explosives or firearms
- Aggravated assault

Response

- Addressed immediately by administration, *may* result in up to 10-day suspension, recommendation for long-term suspension/expulsion, referral to law enforcement

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 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. Daily temperature screenings will take place for all staff and students, as needed. Temperature screenings will be conducted by the school nurse, administration, or designated staff. Any person with a temperature above 100.4 degrees will be immediately isolated from others and arrangements made to be sent home. A combination of the symptoms below may also be grounds for students/staff to be isolated and sent home:

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

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 _____

Handbook Acknowledgement

I have received the 2020-21 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: _____