

# Moreau Heights Elementary Procedures Handbook



2019-2020

Moreau Heights Elementary  
1410 Hough Park  
Jefferson City, MO 65101  
(573) 659-3180

**OUR MISSION** - The Moreau Heights family is committed to providing a positive and safe learning environment to support responsible and productive citizens.

Dear Parents and Guardians,

Welcome to Moreau Heights! This procedure handbook is provided to answer questions which may arise concerning daily procedures. Please read it carefully so that you may be better informed about the programs and procedures at Moreau Heights. If your questions are not answered in this handbook, please feel free to call the school. (573) 659-3180.

Education is a shared responsibility, therefore, home/school communication is imperative. When we work as a team, together we can guide our child(ren) toward success! I strongly encourage you to take an active part in your child's education by asking him/her about school each day; reading with your child daily; promoting healthy habits like getting plenty of rest and balanced meals; being positive about school and learning; getting involved; setting high expectations; and making school important by insisting on good attendance and punctuality. You are a vital part of your child's education.

The PTO offers many opportunities for families to volunteer, and you are encouraged to visit the school at any time.

We look forward to a great year working with you!

Sincerely,

Sue Haugen  
Principal, Moreau Heights

## **Attendance and Release from School**

The school day for students officially begins at 7:45 a.m. and ends at 2:45 p.m. Class meetings will begin promptly at 7:45 a.m. **Students are considered tardy if they arrive to school at 7:45 a.m. Students arriving at/after 7:45 a.m. must report directly to the office.** The office will make the necessary arrangements to admit the student to class.

**Students will only be released from school during the day through the office. Parents/guardians need to report to the office and sign their children out.** If picking up your child for afternoon appointments, we request that you pick up prior to 2:15 p.m. to help with our end of day procedures. Students returning to school must also check in through the office.

## **Birthdays**

Students may bring treats to share with their classmates on their birthdays. In accordance with the District Board Policy regarding Allergy Prevention and Response (JHCF), the list of ingredients must be made available when the item is provided. Therefore, store bought treats are encouraged as the ingredients are listed on the package. Without the list of ingredients we would be unable to serve the snack. Please notify the classroom teacher prior to the child's special day if they are bringing treats. Parents may drop off treats at the office and office personnel will get the treats to the classroom at an appropriate time that does not interfere with instruction.

Invitations for birthday parties will not be distributed at school **unless the entire class is invited.** Thank you for following this expectation to avoid hurt feelings.

## **Bus Services**

Jefferson City Public Schools contracts services for transportation through First Student. Students are expected to follow the same behavioral guidelines on the bus as they do when at school.

### **Bus rider drop-off policy/procedures**

Per First Student Transportation policy, drop-off for young school bus riders requires that an authorized individual be present to receive the student when he/she disembarks the bus.

Young school bus riders are defined as:

- During the regular school year (August-May): Kindergarten and 1st grade students
- During summer school (June): incoming Kindergarten, 1st grade and 2nd grade students

Additionally, some students have an Individualized Education Plan (IEP) which requires an authorized individual to be present when the student disembarks the bus.

Authorized individuals include:

- A parent or guardian
- A sibling (3rd grade or older)

First Student school bus drivers are asked to verify the identity of the authorized individual at the bus stop, if that person is unknown to the driver. Bus drivers are instructed to contact First Student dispatch before allowing a student to disembark if the driver is unsure of the student's age and/or the individual at the bus stop.

If families are not able to meet this requirement, parents/guardians should contact First Student Transportation at 573-634-7645.

### **Cafeteria**

Breakfast is served from 7:15-7:45 a.m. in the classrooms. Lunch is served from 10:50 a.m. – 1:20 p.m.

	Student	Adult
Elementary Breakfast	free	\$1.80
Elementary Lunch	\$2.70	\$3.50

Parents are asked to purchase lunch and extra milk in advance, rather than sending lunch money daily. Checks for school lunches should be made payable to Moreau Heights Food Service and can be made for any amount. Payment on lunch accounts can also be made online. Each day a student purchases lunch, the appropriate amount is deducted from the child's account. You will be notified when your child's balance is low. Students may bring their lunch to school and purchase milk in the cafeteria.

**ALL** lunch food will be consumed in the cafeteria. If you have questions regarding the status of your child's lunch account, the online payment program or free/reduced priced lunches, please contact the lunchroom cashier at 659-3182. All financial information is confidential.

### **Cell Phone Policy**

It is strongly recommended that students and parents carefully weigh the choice of whether or not to bring personal cell phones, music players, cameras, and other electronic devices to school. These items can be disruptive to the learning environment, often create discipline problems, and are frequently damaged, lost, or stolen. Parents are reminded that in case of an emergency, the main office is the appropriate point of contact to ensure that your child is quickly reached and assisted. If students do bring cell phones and/or other electronic devices to school, they will need to be turned off during the school day and stored in their backpacks or assigned lockers. Students who bring cell phones or other devices to school are responsible for the safety and security of those devices. Headphones or ear buds will need to be stored securely and should not be worn during school unless the teacher has approved an activity that requires listening on chrome books or school provided media. The school accepts no responsibility for cell phones or other electronic devices that are lost, damaged, or stolen at school or while traveling to and from school. Cell phones and personal electronic devices will not be used during any part of the school day, therefore, should not be visible during the school day.

### **Change of Address, Work Place or Phone Number**

It is very important for emergency and administrative reasons that every student maintains up-to-date information at the school office. Notify the school immediately if you have a change of address, home phone number or work phone number during the school year.

### **Class Lists**

Each fall, the principal is responsible for compiling class lists for the upcoming year. The placement is done with great care and includes the input of many people at school. If you feel specific information about your child needs to be considered in classroom placement, please submit the information in writing to Mrs. Haugen prior to the end of regular registration. Requests for specific teachers are not accepted.

### **Concerns**

If you have a concern about something regarding your child, our program, actions, etc., it is best to first discuss it with the school personnel who would be directly involved. If a concern or complaint still exists please call to make an appointment to visit with your child's teacher. It is our goal to address concerns and work toward a satisfactory solution for all involved, remembering we always try to do what is best for the children.

### **Dismissal Procedures**

Students are dismissed at 2:45 p.m.

-If you are picking up your child, you will use the car rider line.

- There will be two lanes of cars picking up students, entering from Carol Street.
- We will load 12 cars at one time .
- We hope to have Safety Patrol at each cone to help students get in the car.
- Once students are loaded and staff/Safety Patrol are standing safely on the sidewalk, a staff member will let one side, then the other, pull onto Hough Park.
- All car rider students will wait inside the building until they are called to their car.
- Parents will have laminated, red cardstock placards to place on the dashboard for the staff member to see. On the placard will be names of all riders being picked up by that vehicle. Each parent will be given 2 placards in case you have multiple vehicles that may pick up the child(ren). Placards will be created in the Moreau Heights office.
- If someone who does not have a placard will be picking up your child(ren), you must call the office BEFORE 2:30 p.m. so the secretary can get that information to the staff member in the car rider line.
- People in the car rider line with **no placard** and **not on the list from the secretary** will be asked to park, walk in the front, show identification, and pick up child (ren) in the office.
- **All parents must use the car rider line if you are picking up your child.**

-If your child is riding the bus, attending Boys and Girls Club or a Daycare, they will be escorted to their bus/van when it arrives.

-If your child is enrolled in Y-Care, they will be dismissed to the cafeteria at 2:45 p.m.

-If your child is walking home, they will be dismissed at 2:45 p.m.

**If students need to vary from their daily routine, parents will need to either send a note or call the office by 2:15 p.m. or students will be asked to follow their daily routine. Students may not ride a bus other than the one to which they are assigned.**

### **Early Morning Drop-off and Supervision**

The front doors open at 7:00. Students are not to arrive before 7:00, as there is no supervision.

**Students should be dropped off along our lower drive, located off Carol Street.**

Students are NOT to be dropped off along the front curb between 7:00 – 7:45 due to bus traffic.

- As you enter the drop off zone, **stay single file** for student safety.
- Pull as far forward as possible before unloading your student.
- Have your child ready to exit the car.
- **Do NOT pass other cars in the drop off zone.** This is a SERIOUS safety concern!

If parents want to walk their child into the building, they must park in a teacher/visitor parking lot and enter through the front doors.

Breakfast service begins at 7:15 in classrooms. All students will have the opportunity to eat breakfast in the classroom.

### **Emergency Procedures and Safe House**

Emergency procedures have been developed and are in place to cover any unforeseeable problems. Those procedures are practiced regularly.

In the event of a required evacuation from the building in which we are not allowed back inside, all students will be relocated to our safe house, the LINC. Students who typically ride the bus home will still be transported home by the bus. All other students may be picked up by parents or guardians or the designated emergency contact person at the LINC.

### **Guidance and Counseling**

Our counselor, Shannon Gann, serves Moreau Heights Elementary School. Miss Gann's responsibilities include working with small groups on similar issues, individual counseling, classroom lessons, parent education, etc. Please feel free to contact Miss Gann if concerns about your child arise. Her office number is 761-0793.

### **Lost and Found**

Clothing and other student belongings should be clearly marked with the child's first and last name. When an article of clothing or other belonging is found with a student's name on it, it will be returned to the student. Articles found in and around school without names will be placed in the lost and found area, which is located in the hallway outside the cafeteria. Small items are turned into the office. **Please mark your child's belongings!**

### **Money**

To avoid potential problems, please do not send students to school with extra money in their pockets.

### **Parent-Teacher Conferences and Student-Led Conferences**

Parent-Teacher Conference dates have been set for November 4 and November 7. Student-led Conference dates have been set for March 31 and April 2. At the Parent-Teacher Conferences, the teacher will discuss your child's progress in school and learn more about him/her from you. At the Student-led Conference, your child will lead the conference and inform you as to his/her own progress. It is important that you attend both conferences. Your child's teacher will attempt to schedule a time convenient for you.

### **Pictures of Students and Yearbooks**

School pictures will be taken on Friday, October 11 and retakes are scheduled for Thursday, November 19. Orders must be preselected and prepaid. Spring Pictures will be taken on Wednesday, March 11. Yearbooks will be ordered in the spring of the year.

### **Positive Behavior Supports**

At Moreau Heights, we believe that all students are capable of both academic and behavioral success. The Big 3 at Moreau Heights are safe, respectful and responsible. We take time to teach our students the expectations across all school settings to help each child make the best choices possible and be the best student possible.

When students are making positive choices, teachers notice through positive feedback and the use of Charger Cash. Students are able to collect Charger Cash to purchase privileges.

### **P.T.O.**

Moreau Heights has an active P.T.O. Meetings are held at 6:00 p.m. on given Tuesdays in the Moreau Heights Library, unless otherwise stated. We encourage you to attend meetings and participate in P.T.O. activities.

### **Reading**

Teachers will use a variety of materials which incorporate the best of what we know about reading and how children learn to read. You can help at home by reading aloud to your child, listening to your child read to you, and **encouraging 15-30 minutes of independent reading every single day!**

### **Recess Policies**

Children have scheduled recess times every day. Decisions to have outside recess during cold weather depend upon the temperature and the wind chill factor. Always dress your child for outside recess. This would include long pants, hats, gloves, scarves and coats for cold weather. Students will have supervised time in the classrooms, gymnasium, or cafeteria on days when weather prevents outdoor play. Quiet games, talking with friends, etc. are usually allowed by the teacher in charge. All students with medical excuses will be allowed to remain in the building during scheduled outside breaks. **A note is required from the parent/guardian for each day a child is to stay inside.** If a student is required to stay inside for an extended period of time, a doctor's note may be required.

### **Report Cards**

Every effort is made to communicate the progress of your child in regards to his/her academic and social growth. Grade cards have been designed to reflect specific grade level objectives. These will be discussed with you at the first conference time. Report cards are sent home quarterly, and progress reports are sent home to parents in the middle of each quarter at the discretion of the classroom teacher. If you have any questions concerning your child's grades or progress at any time throughout the year, feel free to visit with his/her teacher.

Report cards will be sent home on the following dates:

First Quarter - during fall conferences

Second Quarter - Thursday, January 5

Third Quarter - Monday, March 13

Fourth Quarter - Thursday, May 18

### **School/Home Communication**

We pride ourselves on consistent and frequent communication with each student's parent/guardian concerning his/her progress. We urge parents to contact the school whenever concerns arise and to discuss their child's progress. Conferencing between parents and/or students with teachers provides an opportunity to create a plan for success.

Students will all have a red Charger Folder that will be our method of communication from school to home and back again.

The Moreau Heights School newsletter, school website, classroom weekly newsletters, notes from the principal, the district's website and public information office are ways information is shared with parents, guardians and the community.

### **School Insurance**

Parents are responsible for health and accident insurance for their children. The school does not provide insurance coverage.

### **School Spirit**

COLORS: Red and White

MASCOT: Chargers



## **School Expectations (Rules)**

Be Respectful

Be Responsible

Be Safe

The expectations matrix is included in this handbook. It gives a more detailed description of the expectations in different school settings.

## **Safety Patrol**

The Moreau Heights School Safety Patrol is a voluntary organization of fifth grade students. The primary goal is to help protect children from automobile accidents while they are on their way to and from school, and to help children develop sound habits traveling on streets and crosswalks. The patrol helps foster qualities of leadership and good citizenship for all members. All members are trained. Mrs. Crystal Albers coordinates the Safety Patrol. Please feel free to contact her if you have safety patrol concerns. The Jefferson City Police Department rewards the Safety Patrol with a picnic at the end of the school year.

## **Special Celebrations**

We schedule celebrations for each of the following holidays: Halloween, Winter/Holiday, and Valentine's Day.

- For Halloween we plan a Fall Celebration that occurs for classrooms across a school day. Our PTO coordinates this and schedules volunteers. If you are interested in getting involved, contact our PTO President or your child's classroom teacher.
- For Winter/Holiday Celebration the PTO sponsors all students who qualify to attend a movie at the local movie theater. There are no parent volunteers allowed for this celebration due to cost and limited seating.
- For Valentine's Day we plan individual classroom celebrations during which students distribute Valentine cards to classmates and participate in a few planned activities. If you are interested in volunteering, contact your child's classroom teacher.

We welcome parent volunteers for the stated activities and ask that you coordinate this with PTO or the classroom teacher.

## **Textbooks**

All basic textbooks are loaned to students for their use during the school year.

Textbooks are to be kept clean and handled carefully. Payment will be required for lost or damaged books.

## **Technology Usage Agreement**

In order for students to use the internet and access district technology, parents must give permission by signing the acceptable usage agreement. This agreement will be kept on file in the student's permanent record. Consent must be on file before the student may have access to the district's technology equipment.

### **Toys, Gum and Candy**

Due to the disruptive nature and the financial responsibility of recreational objects, such as ipods, radios, computer games, baseball cards, toys, etc. we request that students please leave these items at home. IF STUDENTS CHOOSE TO BRING THESE OBJECTS TO SCHOOL AND THEY GET LOST, BROKEN OR STOLEN, THE SCHOOL WILL NOT TAKE RESPONSIBILITY. Equipment and supplies necessary to physical education and recess activities are provided. Children may NOT chew gum in school unless permitted by the classroom teacher. Gum is not allowed in the cafeteria, gym or media center. Candy and soda is discouraged except on special occasions, and then with teacher permission.

### **Visiting School**

We welcome visitors at Moreau Heights. Any parents, guardians, or other interested parties are encouraged to visit our school. All visitors need to check in at the office and wear a visitor badge during school hours (7:45-2:45).

You are welcome to come and have lunch with your child any day.

If you wish to visit a classroom during instructional time we ask that you call the classroom teacher to make an appointment prior to your visit. This ensures that you are arriving and leaving at a time that will be the least disruptive to our instructional process. Teachers are not allowed to visit with parents during instructional time. You will be visiting as an observer.

If you plan to volunteer, please complete the required background check form. Forms will be available at registration or may be picked up any time at the office. If you have questions about volunteering opportunities at Moreau Heights, please talk to Mrs. Haugen.

Any visitor without this badge will be asked to report to the office to receive one. When leaving the building, report back to the office, check out and leave our badge.

Students may not bring school-aged visitors from other districts to Moreau Heights during the school day.

### **Withdrawals and Transfers**

Parents who plan to move from the community or transfer their children to another Jefferson City school should notify the office at least a day before the withdrawal. This allows time for the school to complete the necessary transfer paperwork to help with a smooth transition to a new school.

### **Walking and Biking Safety Expectations**

All students should follow the proper precautions when walking to school, biking to school and when exiting and entering the school:

- Students should never ride bikes on school property. The parking lots and traffic lanes in and out of the parking lots could be very dangerous for bikers. When entering school grounds, you should enter at the crosswalks with the crossing

guard, get off of your bike, and walk to school on the nearest sidewalk. Walk your bike to the bike rack and use the sidewalk to enter the school. After school, walk your bike to the edge of school property and use crosswalks as needed before beginning to ride your bike.

- When walking to school, always use the sidewalk and crosswalks. Make sure you are aware of your surroundings. Stay on the sidewalk.
- Students being picked up by parents should always use the sidewalk and wait patiently for parents away from the curb. They may approach the curb when the car is stopped and the teacher motions to enter the car.
- Irresponsible behavior will result in loss of privilege.

**Disclaimer:**

To the extent this handbook conflicts with Board policy, the Board policy prevails.

## **STUDENT COMPLAINTS AND GRIEVANCES**

### **Ensuring a Positive Learning and Working Environment**

Jefferson City Public Schools strives to maintain a positive working and learning environment for all students and staff. Over the course of a school year we recognize that there will undoubtedly be situations of concern/complaints to students, parents, staff and the public. Such concerns/complaints are best resolved by addressing them at the level where the concerns originate through communication with appropriate staff members.

### **Students, Parents and Public**

If a student and/or parent have a concern/complaint with an issue related to a specific class, program or staff member, they should schedule a time to meet with those individuals in order to communicate respectfully and professionally the specific concerns.

If after that meeting the student and/or parent are not satisfied with the action taken or answers provided, they should schedule a time to meet with the building administrator who is responsible for the immediate supervision of that class, program or staff member. Again, concerns/complaints should be communicated both respectfully and professionally. If after meeting with the building administrator the concerns/complaints have not been resolved the student and/or parent may address the question to the appropriate chain of supervision at the District's Central Office.

If after meeting with the appropriate Central Office administration and the Superintendent, and if the student and/or parent are still dissatisfied with

the decision, they may request that the Board of Education consider the issue by submitting a written request to the superintendent or secretary of the Board detailing the specific concern and requested action. Pursuant to Board Policy KL, the Board will address the matter in an appropriate and timely manner.

**Please refer to Policy JFH, AC, and KL**