



7314 Glades Avenue • Richmond Heights, MO 63143 • 314-644-4403
mrhschools.net

FAMILY HANDBOOK

2025-2026

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

MRH ELEMENTARY SCHOOL
7314 GLADES AVENUE
RICHMOND HEIGHTS, MO 63117

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

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

School Hours: 8:05am – 2:55pm

 **Morning Supervision Begins at 7:55 am**

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

Carlisha Elam	Principal	carlisha.elam@mrhschools.net
Dr. Mary Hartnett	Assistant Principal	mary.hartnett@mrhschools.net
Lesa Thomas	3-4 Counselor	lesa.thomas@mrhschools.net
Tonja Robinson	5-6 Counselor	tonja.robinson@mrhschools.net
Rashonda Sloan	Main Office Secretary	rashonda.sloan@mrhschools.net
Aliese Johnson	Attendance/Stud. Services	aliese.johnson@mrhschools.net
Kathryn Whitehouse	School Nurse	kathryn.whitehouse@mrhschools.net

MRH SCHOOL DISTRICT
BOARD OF EDUCATION

President, [Jenny Schmidt](#)
Vice President, [Julie Francois](#)
Treasurer, [Brian Matz](#)
Secretary, [Katie Kaufman](#)
Director, [Joshua Miller](#)
Director, [Loretta Colvin](#)
Director, [Trent Colbert](#)

CENTRAL OFFICE ADMINISTRATION

[Dr. Bonita Jamison](#), Superintendent
[Dr. Shonda Ambers-Phillips](#), Asst. Superintendent of Human Resources & DEI
[Dr. Chris McGee](#), Asst. Superintendent of Curriculum, Instruction & Assessment
Vacant, Chief Financial Officer
[Dr. Abby Erwin](#), Coordinator of Technology
[Michael Dittrich](#), Director of Operations
[Rachel Ward](#), Coordinator of Data, Assessment & Accountability
[Ed Rich](#), Director of Communications
[Vince Estrada](#), Director of Student Services
[Emily Kresyman](#), Special Education Administrator - SSD

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ABOUT MAPLEWOOD-RICHMOND HEIGHTS ELEMENTARY SCHOOL “SCHOOL AS MUSEUM”

DISTRICT SHARED *Mission*

MRH is an inclusive school district where students, staff, families, and community members are seen, heard, and valued for their unique backgrounds, cultures, talents, and beliefs. We **support**, **educate**, **encourage**, and **nurture** one another to reach our full potential in order to create a better community.

DISTRICT SHARED *Vision*

Our vision in the MRH School District is to inspire and prepare students to be leaders, scholars, stewards, and citizens who will thrive in a diverse and changing world.

DISTRICT SHARED *Belief*

At MRHE School Museum, we as a staff believe:

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

SHARED *Commitments*

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

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

MAPLEWOOD-RICHMOND HEIGHTS ELEMENTARY PARENTS & FAMILIES

MRH Elementary Families Are Committed To:

- Communicating with their child's teacher by phone, email, notes, and conferences.
- Acknowledging the importance of their child's education by sending him/her to school on time with their necessary belongings. ***Please note our school hours are 8:05 a.m. – 2:55 p.m.***
- Celebrating their child's efforts in reading, writing, math, and Inquiry with words of encouragement.
- Modeling appropriate behaviors for their children to encourage growth and success at school by talking respectfully at home and helping them see things from different perspectives.
- Instilling the love of literature by reading with their child every night and talking about the stories they have read.
- Supporting learning by monitoring and assisting with homework

Ways Families Can Help:

Support the school. Support your child's education by maintaining a positive attitude toward school and staff. If a concern arises, allow administration and staff to gather accurate information to resolve the issue effectively.

Become acquainted with your child's teachers and cooperate closely with them. Support your child's success by attending conferences, checking grade reports, joining parent meetings, and staying informed. Your involvement makes a big difference!

Insist upon regular attendance and punctuality. Most parents make every effort to ensure their children attend school on time, barring illness or emergencies. While transportation or weather may pose challenges, the long-term benefits of regular attendance on a child's academic success make the effort both meaningful and worthwhile.

Visitors to MRH Elementary

Please use the **Glades Circle Entrance** Only.

Visitors should be prepared to ring the doorbell and explain the reason for their visit. If buzzed in, please remain in the foyer, and someone will assist you shortly. You will be required to sign the visitor log and pick up a visitor sticker before moving past the foyer. Visitor stickers must be worn at all times while at MRH Elementary.

Information

[MRH District Calendars](#)

[Supply List](#)

Communication with Families

Information about what's happening at MRH Elementary is emailed to families in the weekly **Museum Memo**. Please take a moment to review the Museum Memo each week. If you are not receiving this email newsletter, please contact school secretary Rashonda Sloan in the main office at (314) 644-4403 or via email:

rashonda.sloan@mrhschools.net

Report CARds & Parent-Teacher Conferences

Report cards are available quarterly through PowerSchool. Teacher comments will be included on the 2nd and 4th quarter report cards. Parent-Teacher Conferences are typically held during the first and third quarters. **2025-26 MRHE Fall conferences will be held on October 27, 2025, and October 31, 2025. Spring conferences are scheduled for February 9, 2026, and February 13, 2026.** You will be contacted by your child's teacher to schedule a conference as these dates approach. Parent-teacher communication is vital to your child's success and may be required before report card release.

In addition to regular parent-teacher conferences, you may request a conference anytime by contacting your child's teacher or calling the school office to schedule an appointment.

Volunteering at School

All adult family members and staff are welcome to join our PTO. Family engagement is essential to student success and helps build a stronger school community. PTO meeting dates are listed on the [MRH calendar](#) and in the weekly *Museum Memo* eNewsletter.

For questions or suggestions, contact the PTO at elementary@mrhpto.org.

Volunteer opportunities are shared via the *Museum Memo* or sent home. To volunteer, submit a **Volunteer Background Form** to Erin Jackson at the MRHSD Central Office (2531 S. Big Bend Blvd., Maplewood, MO 63143). Forms must be renewed every year and may take 3–7 business days to process.

Questions regarding the background form? Contact HR at erin.jackson@mrhschools.net or call **314-644-4400**.

[Learn more about the PTO here.](#)

Cafeteria Service

MRH is proud to partner with [Chartwells School Dining Services](#) for all food service needs. Free and reduced price lunches are available based on financial need. Please remind your child(ren) that he/she should not buy, sell, or swap lunches or other items with other students. Students carrying lunch boxes should make sure that their names are marked on or in the lunch box.

Please do not order food delivery to school for your child.

Precautions for Nut Allergies (see *Allergy Anaphylaxis Management Statement pg.21*)

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

Meal Type	Meal Prices 2024-2025	Meal Prices 2025-2026	Difference
Student Breakfast Full Primary	\$2.35	\$2.45	\$0.10
Student Breakfast Full Secondary	\$2.35	\$2.45	\$0.10
Student Lunch Full Primary	\$3.20	\$3.30	\$0.10
Student Lunch Full Secondary	\$3.25	\$3.35	\$0.10
Adult Breakfast	\$2.75	\$2.85	\$0.10
Adult Lunch	\$4.25	\$4.25	\$0.00
Milk	\$0.60	\$0.70	\$0.10

Menus: Chartwells will update menus on the website. <https://mrhschools.nutrislice.com/>

MAPLEWOOD-RICHMOND HEIGHTS ELEMENTARY REGISTRATION & ENROLLMENT

Given the current health and safety guidelines due to COVID-19, we have eliminated in-person enrollment at this time. Through the combined efforts of our registrars and district administrators, we created a new online enrollment process. Below you will find specific links to the Registration & Enrollment pages for each school building:

[MRH Early Childhood Center Registration & Enrollment \(PreK – 2nd\)](#)

[MRH Elementary School Registration & Enrollment \(3rd – 6th Grade\)](#)

[MRH Middle School Registration & Enrollment \(7th - 8th Grade\)](#)

[MRH High School Registration & Enrollment \(9th – 12th Grade\)](#)

If you have any questions about residency and eligibility for enrollment, please contact our Director of Student Services, Vince Estrada, @ 314-565-7441

vince.estrada@mrhschools.net

Required Forms

Instructions:

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

The following 3 forms must be filled out, new, every school year.

Free & Reduced Meal Application

Complete the online form through MySchoolApps.com OR print the Free & Reduced Meal Application and send a completed copy to the elementary main office. (Only one application per family is needed.)

[Click here for more information.](#)

Complete and email to School Nurse Kathryn Whitehouse at kathryn.whitehouse@mrhschools.net

1. [Health/Medical Information Form](#)
2. [Permission to Dispense Medication Form](#) *(only needed if your child has medications dispensed at school).*

Transfers

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

Updating Student Demographic Information

It is important to keep your students' demographic information up to date. Please report any changes—phone, address, email, emergency contact, or custody details—to our main office secretary, Rashonda Sloan, at rashonda.sloan@mrhschools.net or (314) 644-4403. Accurate contact information ensures we can reach you in case of an emergency. Email is our primary communication tool with families. Even unlisted phone numbers must be shared with the school for safety purposes. All contact details are kept confidential.

ARRIVAL & DISMISSAL

Beginning at 7:55 am, there will be staff on duty to supervise arriving students.

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

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

Bus Schedules and Tracking

MRH has partnered with Tyler Technologies to bring you Traversa My Ride K-12 (formerly Ride 360), a mobile app which allows you to pinpoint the location of your child's school bus. [My Ride K-12 Set-Up & How to Guide](#).

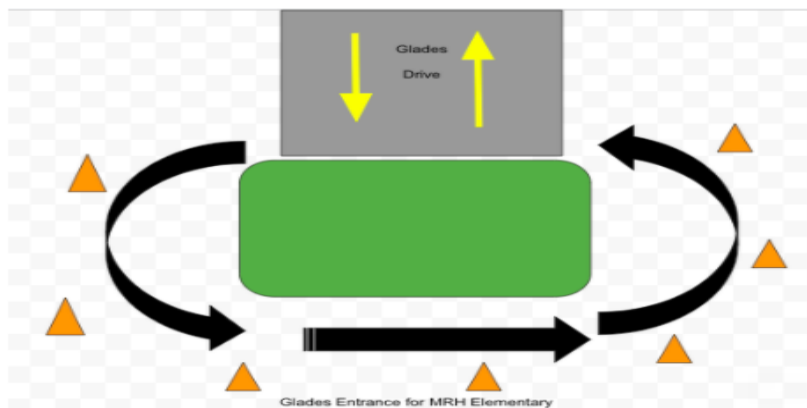
Click the link above for the 2025-26 Bus Schedules

Bike Riders

Students riding their bikes to school must park and lock their bikes at the bike rack on the blacktop. Helmets can be stored in students' lockers.

Glades Circle Drop-Off/Pick-Up Instructions

- Right turns only onto Glades Avenue/traveling southbound on Bellevue (7:30 am - 8:30 am & 2:00 pm - 3:00 pm)
- Pull up to the furthest available cone on the Glades Circle drive
- Use the visor/window sign (provided by the school on the first day or by request) with your child's FIRST & LAST name.
- **Do not attempt to pass other cars on the circle**
- Students should enter and exit on the passenger side (closest to the sidewalk) of the vehicle.
- Students should not be dropped off earlier than 7:55 am
- **DO NOT PARK ON GLADES AVE. PARKING ON GLADES AVENUE IS BY PERMIT ONLY AND YOU WILL BE TICKETED.**



School dismisses at 2:55. Students who are not picked up from school promptly will be escorted to the main office to contact the adult in charge.

Reporting Change in Normal Dismissal Plan for Student

Please fill out the [Dismissal Plan Change Form](#) by or before 1:30 pm if you have any changes to your child's normal dismissal plan. **If prior permission is not received by the school office from the parent or guardian, the student will be required to follow their normal dismissal plan.** Please inform any designee you send to pick up your child that he/she may be required to present ID to the school office personnel before the child is released. Again, we will require your child to follow their normal dismissal plan unless you notify us of the change.

ATTENDANCE

Tardy

Students arriving after 8:05 a.m. are considered tardy. Attendance is recorded promptly at the start of the school day, and any student not present at that time may be marked absent. To ensure accurate records, all tardy students must report to the attendance desk to check in and obtain a pass before proceeding to class.

Reporting an Absence

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

4 WAYS MRH FAMILIES CAN REPORT AN ABSENCE

ONLINE: [MRH STUDENT ATTENDANCE REPORTING FORM](#)

CALL: 314-256-7202 MRHELE Attendance Line

TEXT: 314-565-9786

EMAIL: ele.attendance@mrhschools.net

Please contact the Elementary Attendance Office using any of the above options if your child is going to be late or absent. *Emailing or texting your child's teacher does not guarantee their attendance will be recorded correctly.*

- When reporting an absence, please state:
 - the child's name
 - his/her teacher
 - reason for the absence (*for state coding purposes*)
- If an absence is due to illness of any kind, please include specific symptoms as your child may be required to stay home due to current COVID-19 safety protocol. (see [Student Symptom Decision Tree](#))

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

Excused/Unexcused Absence

An absence or tardy may be excused if the student or parent provides the office, or student services secretary, with verification, if any, in the manner and timeframe determined to be satisfactory in the discretion of the administration. Where appropriate, the school may require written documentations. Absences/tardies due to the following may be excused:

- Personal illness of the student
- Medical, behavioral, or dental related appointment
- Illness in the family, the presence of the student at home
- Quarantine at home, limited to the length of quarantine as determined by the proper health officials
- Death of a relative
- Observance of religious holidays is consistent with the truly held religious beliefs of the student or their family
- Emergency or other set of circumstances that, in the judgment of the administration, constitutes good and sufficient cause of absence from school

All other absences/tardies are “unexcused” as determined by the Head of School and include, but are not limited to:

- Oversleeping
- Personal appointments
- Mental health days
- Any instance where the administration has required verification of the absence/tardy, and the student or parent has failed to do so.

Early Pick Up

When picking up a student early, parents/guardians must ring the doorbell at the Glades entrance to notify office staff. Students must be signed out through the office and will be called from class to meet you. For safety reasons, staff cannot release students without following this procedure. Please avoid picking up students directly from classrooms, the playground, or field trips. Notify your child’s teacher of early dismissal plans in advance—preferably by the morning of the scheduled pick-up. Note: Pick-ups after 2:30 p.m. may be delayed due to traffic around Glades Circle. **Early departures impact student attendance records.**

AFTER-SCHOOL PROGRAMS

Y Club After School Child Care Program

After-school care is provided by the Mid-County YMCA's Y Club at MRHE. Space is limited to 48 students. The program begins directly after school until 6 pm.

Communication is sent to families in early May of the previous school year regarding online registration.

For more information, please contact:

Child Care Program Director

Mid County Family YMCA

1900 Urban Drive

Brentwood, MO 63144

Office Phone [314-866-2322](tel:314-866-2322)

(W) www.gwrymca.org

(O) [Facebook](#)

Notify Y-Club Supervisor if your child has been picked up early from school and/or will be absent from childcare that day. If your child does not come to school due to illness or other reasons, they may not attend Y Club on that day.

After School Clubs

After-school clubs will be held from 2:55 – 3:45 pm on designated days. We have two club buses these days, Bus A and Bus B. Club bus routes are different from regular day routes. When clubs begin, you will get a copy of the club bus routes. *If your child does not come to school due to illness or other reasons, they may not attend clubs on that day.*

MAPLEWOOD-RICHMOND HEIGHTS ELEMENTARY TRANSPORTATION POLICIES & PROCEDURES

MRH Bus Rider - Rules & Regulations

- Students will be seated according to established protocols and must remain in assigned seats to ensure effective contact tracing. If needed, students will have additional assigned seating based on the discretion of the bus driver and/or school administration.
- Students should arrive 5 minutes early at the bus stop.
- NO pushing, shoving, fighting, scuffling, etc., while in line waiting for the bus.
- **DO NOT** move to board the bus until the bus has stopped and the door is opened.
- Talking should be at a conversational level.

- Students should not litter the bus.
- Food, candy, gum, or drinks may not be consumed on the bus (this includes breakfast items).
- Students are **to remain seated** while the bus is in motion. Not doing so is considered a serious violation and will be brought to the attention of the principal. Repeated offenses will be handled according to our MRH Bus Misconduct Procedures (see below).
- Arms, heads, feet, etc. should remain inside the bus windows & within the seat area – not the aisles and/or over the seat
- Students will be considerate and respectful of the bus driver and in no way interfere with him/her.
- No inappropriate or hurtful language will be permitted on the bus or at the bus stop.
- Fighting, rough-housing, pushing, throwing objects, etc. will not be permitted on the bus.
- The bus driver is not permitted to discharge students at places other than the authorized bus stop unless authorized by the principal.
- Students may not throw anything on the bus.
- Students may not tamper with any of the bus controls or conduct any sort of activity that might place them or other bus riders in a dangerous situation.
- Objects other than regular school materials (skateboards, large instruments, glass containers, flammable items, knives, etc.) may not be transported to or from school.
- Animals of any kind are not permitted on the bus.
- Students should follow all reasonable rules and regulations given or posted by the bus driver.

MRH Bus Misconduct Procedure

Safety is our main concern for all students when riding the bus to and from school. Bus misconduct cannot be tolerated. Please make sure your child understands this expectation to ensure that they remain on the bus without interruption. If you have any questions, please contact your child's school.

- **First time** bus offenders will receive a verbal warning, parents will be notified, and the student will meet with a school administrator. However, if the behavior jeopardizes the safety of passengers and/or the driver, immediate suspension of bus privileges may be enforced, regardless of whether it is a first offense.
- **Second time** bus offenders will receive a bus referral followed by bus consequences assigned by administration. If the behavior endangers bus riders or the driver, bus privileges may be suspended immediately.

- **Third time** bus offenders will be suspended from the bus for a period not to exceed 10 days.
- **Fourth time** bus offenders' continued bus privileges would be determined at a bus hearing with parents, school personnel, and district administrators. During the period between the 4th write-up and the bus hearing, which may take a week to schedule, the student will be suspended from the bus. A decision on continued bus privileges will be made within 24 hours after the hearing—unless it falls on a weekend or holiday, in which case the decision will be made by the end of the next school day. Parents will receive a decision in writing from the Director of Building/Grounds/Transportation.

Field Trips

During the school year, to enhance and support the curriculum, teachers plan field trips away from the school site. Notification of such trips will be sent home with students in advance of the event. **With the submission of this [Field Trip Consent Form](#), ALL responsible parties grant permission for their student to participate in field trips.** In some cases, adult family volunteers are asked to accompany the classes to provide additional supervision. If you are interested in volunteering, please contact your child's teacher.

****IMPORTANT: ALL VOLUNTEERS MUST OBTAIN A BACKGROUND CHECK BEFORE YOU WILL BE ALLOWED TO SUPERVISE CHILDREN ON A FIELD TRIP. ONLY ADULT FAMILY MEMBERS WILL BE ALLOWED TO ACCOMPANY STUDENTS ON FIELD TRIPS.**

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

MAPLEWOOD-RICHMOND HEIGHTS ELEMENTARY PERSONAL PROPERTY AND VALUABLES

Please mark items like coats/jackets, lunch boxes/water bottles, and other personal property with your child's name. Valuable items should not be brought to school without permission or pre-arrangement with your child's teacher. Large amounts of money are not to be brought to school. Monies brought to school should be in a marked envelope. Please keep all toys at home (electronic game devices, iPads, iPods, and any type of trading cards). Any type of toy weapon brought to school will be confiscated, and disciplinary action will be taken. **MRH Elementary will NOT be responsible for or pay for any items (electronic game devices, cell phones, iPods, trading cards, etc.) that are lost or stolen at school.**

Cell Phones

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

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

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

Lost & Found

The lost and found is located in the cafeteria. These items will be displayed for students and families to check for lost items. Items not claimed by the end of the school year will be donated.

Birthday Acknowledgements & Classroom Celebrations Policy

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

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

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

- **Students may bring in individually wrapped, prepackaged treats** to celebrate with their class (bag of Goldfish, fruit snacks, Jolly Ranchers, a roll of Smarties, etc.) during snack or lunchtime. Edible items must be store-bought with the manufacturer's ingredients clearly labeled. Healthy items are strongly encouraged.
- **All items must be PRE-APPROVED and assured allergen-free by the school nurse before they can be shared with MRHE students.** It is the parents' responsibility to contact Nurse Kathryn with any questions or allergy concerns at kathryn.whitehouse@mrhschools.net or call 314-257-7207.
- **Please continue to notify your child's teacher no less than one week in advance.** This is very important as schedules often change, and we want to ensure we acknowledge your child's celebration on the appropriate day.

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

MAPLEWOOD-RICHMOND HEIGHTS ELEMENTARY EMERGENCY PREPAREDNESS

School Cancellation

When the decision is made to close schools or alter our school day, we notify the MRH community through multiple channels. Full-day closures or late starts are usually announced by 5:00 a.m., while cancellations of afternoon or evening activities are typically communicated by 2:00 p.m.

Closing and emergency notifications are sent via phone calls through the District's family "robocall" notification system, posted on the [MRH District's website](#), **Facebook** pages, and **Twitter** accounts. We also post school closings on the following radio and television stations:

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

While early school closures are rare, emergencies may require parents/guardians to pick up students early. **Every family should have a plan for picking up children from school in such a situation.** Please ensure your child's school has updated contact information and a list of all authorized adults for pick-up. If necessary, for safety, students will remain at school until an approved emergency contact arrives.

Recess

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

- Heat index between 95 and 105 degrees F
- The temperature with Wind chill is at or below 25 degrees F
- *Steady* Rain, Snow - wet conditions

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

MAPLEWOOD-RICHMOND HEIGHTS ELEMENTARY INTERVENTIONS & SUPPORT

Counselors & Specialists

The MRH Elementary counselors are available for consultation regarding appropriate methods of intervention for students with specific problems. Counselors will meet regularly with teachers to discuss teacher concerns regarding students and will make recommendations and suggestions to assist the teacher in meeting the students' needs.

MRH Elementary school Counselors & Specialists are:

- Lesa Thomas (lesa.thomas@mrhschools.net) 3rd & 4th Grade Guidance Counselor
- Tonja Robinson (tonja.robinson@mrhschools.net) 5th & 6th Grade Guidance Counselor
- Lizzie Wiegert (lizzie.wiegert@mrhschools.net) Social & Emotional Interventionist
- Molly Huber (molly.huber@mrhschools.net) Youth in Need

Reading & Math Intervention

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

Special School District

The MRH School District receives services from the Special School District (SSD). Emily Kresyman, emily.kresyman@mrhschools.net, is the Special Education Coordinator assigned to the Maplewood Richmond Heights School District by the Special School District of St. Louis County. For more information regarding services provided by SSD, click the link above.

Student Social/Emotional/Behavioral Development and Classroom Management

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

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

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

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

RIME Expectations: Who We Are and What We Do

- ☐ **Resilient**
- ☐ **Integrity**
- ☐ **Mindfulness**
- ☐ **Empathy**

MAPLEWOOD-RICHMOND HEIGHTS ELEMENTARY HEALTH & MEDICAL INFORMATION

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

MRHE School Nurse Contact Information

Kathryn Whitehouse, 314-256-7207
kathryn.whitehouse@mrhschools.net

MRH STUDENT ILLNESS REPORTING FORM

Sick Students

Any sick or contagious child should not be sent to school. The health room services are for emergencies, which occur during the school day, so we want to avoid having students attend school who are ill before the start of school. **Students who are too sick to come to school are not to participate in after-school clubs, including Y-Club, or attend sporting events or any other school-sponsored activities.**

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

- Fever of 100 or above
- Congestion/Runny Nose
- Sore Throat
- Cough
- Loss of Taste/Smell

Rather, contact the School Nurse and/or the Attendance office so a date can be determined for your child to return to school. Please continue to stay in close contact with Nurse Kathryn and/or Attendance, reporting updates on condition, testing, or personal physician recommendations.

4 WAYS MRH FAMILIES CAN REPORT AN ABSENCE

ONLINE: [MRH STUDENT ILLNESS REPORTING FORM](#)

CALL: 314-256-7202 MRHELE Attendance Line

TEXT: 314-565-9786

EMAIL: ele.attendance@mrhschools.net

Student Illness Guidelines

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

- 1. **FEVER:** Temp. 100.4 or greater will be excluded until fever-free for 24 hours without any fever-reducing medication.
- 2. **CONJUNCTIVITIS:** Commonly called "pink eye", is highly contagious and treatment must be administered before a student may return to school. Students with red, crusted, and/or draining eyes may be sent home. A doctor's note is required for verification.
- 3. **HEAD LICE / NIT PROCEDURE:** Effective November 2024: If there is evidence of live lice at school, the student may remain at school, and the family will be contacted. Treatment must be started before returning to school the next day. Students must not ride the bus until they have been checked by the nurse and cleared to return to school. Upon returning to school, an inspection by the school nurse will be completed before re-entering the classroom to ensure treatment has begun and to assist with any questions. Please continue to monitor your child for lice and inform the school if any are found. [Head Lice Fast Facts for Parents of K – 12 Students](#)
- 4. **IMPETIGO:** This is highly contagious and requires treatment. The child may not attend school until consulted by a doctor and treatment has started for 24 hours.
- 5. **PAIN:** Irritability, lethargy, persistent crying, and difficulty breathing should be referred to a physician. The school reserves the right to call a parent/legal guardian and request that the child be picked up, as the nurse's office is not a substitute for home care.
- 6. **VOMIT / DIARRHEA:** needs to be symptom-free for 24 hours before returning to school.
- 7. **STREP THROAT:** needs to be on antibiotics for 24 hours before returning to school.
- 8. **RASH:** A child with a rash or open sore(s) should be excluded until the cause has been determined. This may require a physician's note to return to school.
- 9. **RINGWORM:** Is a fungal infection of the body, scalp, or feet, and if suspected, a doctor's evaluation for diagnosis and treatment is required. The student will be excluded from school until 24 hours after treatment is started.
- 10. When a child appears to be severely ill, irritable, persistently crying, having difficulty breathing, or has a rash that is quickly spreading, they will be excluded from school.

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

Contagious or communicable diseases should be reported to the school nurse to protect all students. Please report student illness-related absences via email to ele.attendance@mrhschools.net and cc the school nurse, kathryn.whitehouse@mrhschools.net. Notification of contagious illnesses will be sent to the classroom of K-6th grade students when there are two to three reported cases within the week.

ALLERGY/ANAPHYLAXIS MANAGEMENT

Food and insect sting allergies can cause anaphylaxis—a severe, potentially life-threatening reaction with rapid onset. The rate of food allergy diagnoses in school-aged children continues to rise, and 25% of children who experience anaphylaxis at school have no prior diagnosis. There is currently no cure; strict avoidance remains the best prevention. We understand that allergies significantly impact families, often causing high levels of stress and anxiety. Parents/guardians may feel uneasy sending their child to school. At MRHE, student safety is a top priority. A collaborative partnership between families and the school is essential to effectively manage allergies and reduce risks.

School's Responsibility

- Our school district has adopted a food allergy policy and focuses on providing a safe and healthy environment for all students to learn.
- School personnel will take part in annual food allergy education and epinephrine auto-injector administration training.
- All students will take part in age-appropriate food allergy education to create a positive school climate and promote acceptance/understanding of children with food allergies.
- In the cafeteria, allergen-friendly seating, including a peanut-free table is available.
- All surfaces are cleaned and disinfected. The peanut-free table has separate cleaning agents and cloths from the other tables to prevent cross-contamination between regular tables and allergen-free tables.
- An emergency protocol for an anaphylactic reaction has been developed and is practiced, and documented.
- Classroom activities will avoid using common food allergens that are harmful to students.
- Bullying and teasing will not be tolerated.
- No eating on the school bus.
- We will celebrate special events with non-food items. If food is involved, only

labeled pre-packaged items with a complete ingredient list are allowed

- All students will wash their hands before and after meals or snacks.
- A box of wipes will be kept in the classroom. Please ask your child to use them.
- Children will wipe their hands before entering the classroom in the morning if necessary.
- The school nurse will work with the family to decrease stress and anxiety by answering all questions and assisting in developing an Individual Health Plan, a Food Allergy Action Plan/Emergency Care Plan, or a 504 plan if necessary.

Family Responsibility

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

Student's Responsibility

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

Medical Emergencies

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

COVID Mitigation Strategies

Prevention Strategies to Reduce Transmission

Per the CDC, COVID recommendations have been updated and are now handled like most other respiratory viruses. The guidance chart can be read [HERE](#).

Medications

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

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

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

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

Physicals

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

Immunization Requirements

Please see the following website for all immunization requirements:

[2025-2026 MISSOURI SCHOOL IMMUNIZATION REQUIREMENTS](#)
[REQUISITOS DE VACUNACIÓN ESCOLAR DE MISURI 2025-2026](#)

The MRH School District will strictly enforce Missouri School Immunization Law 167.181. You must furnish the school with the month, day, and year on which these immunizations have been received. MISSOURI SCHOOL LAW REQUIRES THAT CHILDREN WHO ARE NOT COMPLETELY IMMUNIZED ON THE FIRST DAY OF SCHOOL WILL NOT BE ALLOWED TO BEGIN SCHOOL. The school nurse will contact those parents whose files show a lack of the proper immunizations for their children. K-12 Religious and Medical exemptions are obtained from the Health Department and are only required once at the entry point.

If you have any questions regarding your child's immunization status or for more detailed information, please check with your school nurse.

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

John C. Murphy Family Health Center 6121 North Hanley Road Berkeley, MO 63134 Phone – (314) 615-0500	North County 4000 Jennings Station Road Pine Lawn, MO 63121 Phone – (314) 615-9700	South County 4580 South Lindbergh Blvd Sunset Hills, MO 63127 Phone – (314) 615-0400
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Vision Screening

Vision screenings are conducted in grades 3 and 5, for new students, or upon parent/teacher request. If concerns are identified, the school nurse will inform parents and recommend follow-up with a healthcare provider for further evaluation.

Hearing Screening

Hearing screenings are conducted in grades 3 and 5, for new students, or upon parent/teacher request. Screenings are performed by specialists or the school nurse, with parents notified and follow-up recommended if concerns are identified.

In addition to the grade level screenings and students new to the district, students with a new IEP or IEP renewal, or any student who appears to be experiencing a problem, will be screened in vision and hearing.

MAPLEWOOD-RICHMOND HEIGHTS ELEMENTARY EXPECTATIONS

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

 RESTROOM 			
INTEGRITY	EMPATHETIC	RESILIENT	MINDFUL
• Get in and out quickly • Clean up after yourself • Report any mess you made or find to an adult	• Wait appropriately for your turn • Make sure others have a clean, safe restroom to use	• Practice self-control 	• Take care of your space, the cafeteria, and others around you • be aware of your voice level • Put waste in the correct containers • Use please/thank you

CAFETERIA

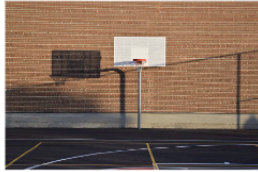
INTEGRITY	EMPATHETIC	RESILIENT	MINDFUL
- Take only what you plan to eat - Clean up after yourself - Follow the directions of cafeteria staff	- Be inclusive of others at my table and in my conversations - Use polite and kind language 	- Eat for nourishment and enjoy your lunch - Raise hand and advocate for your needs - Wait your turn in line patiently - Ask permission to get up or leave the space	- Take care of your space, the cafeteria, and others around you - Be aware of your voice level - Put waste in the correct containers



BOULDER PARK PLAYGROUND



INTEGRITY	EMPATHETIC	RESILIENT	MINDFUL
- Play fair - Follow the rules of the game - Accept the decisions of classmates and supervisors - Use equipment safely and appropriately - Show care for our neighbors and their property - Follow boundaries set by supervisors	- Be inclusive - Invite all to play - Encourage those who make mistakes 	- Learn from mistakes - Keep Playing - Try new things - Work through disappointment and frustration - Gracious behavior in winning and losing	- Be aware of your space and the space of others. - Enjoy being outside - Pay attention to what your body needs (activity or rest) - Compromise with classmates - Share decision making - Leave the space ready for the next class - Use playground equipment in designated areas

 FIELD/BLACKTOP PLAYGROUND 			
INTEGRITY	EMPATHETIC	RESILIENT	MINDFUL
• Play fair • Follow the rules of the game • Accept the decisions of classmates and supervisors • Use equipment safely and appropriately • Show care for our neighbors and their property • Follow boundaries set by supervisors	• Be inclusive • Invite all to play • Encourage those who make mistakes 	• Learn from mistakes • Keep Playing • Try new things • Work through disappointment and frustration • Gracious behavior in winning and losing	• Be aware of your space and the space of others. • Enjoy being outside • Pay attention to what your body needs (activity or rest) • Compromise with classmates • Share decision making • Leave the space ready for the next class • Use playground equipment in designated areas

 HALLWAY 			
INTEGRITY	EMPATHETIC	RESILIENT	MINDFUL
• Use an appropriate route • Take care of walls and artifacts • Voice Level 0 • Only open your locker • Use drinking fountains to get a drink or fill your water bottle	• Walk quietly so others can continue learning • Hold or pass the door carefully for peers • Keep your hand and body in your own space • Wait your turn when pass another class	• Follow directions of the adult • Keep the pace • Stay with the group • Stop at stopping points given 	• Be aware of your space and the space of others • Quiet Feet • Be mindful of the people learning around you • Stay in your line spot • Look where you're going • Stay to the right in the hallway and stairwell • Keep doorways clear • Walk around others

 BUS 			
INTEGRITY	EMPATHETIC	RESILIENT	MINDFUL
• Report unsafe behaviors • Be accountable for your belongings and actions • Follow the bus driver's directions • Stay seated in your assigned seat • Back to back; seat to seat • Keep knees behind the seat • Hand and feet inside • Keep food put away	• Engage in polite and quiet conversations with people around you • Show care for others through our words and actions 	• Reflect on your school day. • Be prepared to help yourself and others during an emergency. • Practice self-control • Taking care of yourself, others, and spaces.	• Set a goal for your school day. • Be safe by staying seated • Use voice level 2 or lower • Be aware of your surroundings • Consider others before you act.

State and District Expectations

- No child may take part in any activity that violates the criminal or juvenile codes under the state of Missouri, St. Louis County, or the municipalities within the MRH attendance area.
- No student shall intentionally threaten, harass, assault, or cause physical injury to other students or any personnel.
- No student shall steal or intentionally damage any school or private property.
- Students shall obey all directions of administrators, teachers, substitute teachers, student teachers, teacher's aides, bus drivers, and other school personnel authorized to give directions during all school hours and activities.
- All students riding the school bus will observe the established bus rules and regulations.
- All students enrolled are required to attend school daily unless unable to do so for medical reasons or are properly excused.
- A student shall not use profane or abusive language.
- A student shall not disrupt any school function or activity or urge others to engage in any disruptive conduct.
- Personal appearance and conduct are required to be such as not to disrupt or distract from the instructional procedure of the school. Footwear shall be worn at all times. Special dress may be required for special activities such as field trips.

- Students shall not reproduce the signature of a parent/guardian, teacher, or other child or staff member for deception.
- A student shall not engage in unauthorized selling in school or on school property.
- A student shall not knowingly cause a false alarm or other emergency.
- No student shall smoke or possess a smoking product or smoking equipment.
- A student shall not knowingly buy, sell, transmit, use, possess, or be under the influence of any drug, alcoholic beverages, or intoxicant of any kind unless medically prescribed by a registered physician.

MRH ELEMENTARY HOMEWORK POLICY

Homework is a valuable tool in the learning process; it is a natural extension of the work students complete in class. Homework provides opportunities to apply learning and to experience necessary practice. Homework offers teachers and families the opportunity to be involved in and support the learning process outside of school. R

Reading

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

Homework Minutes/Reading Minutes Recommendations by Grade Level

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

MRH ELEMENTARY PARENT/SCHOOL COMPACT

STUDENT NAME _____ HOMEROOM _____

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

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

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

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

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

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

Student Signature _____ Date _____

Parent Signature _____ Date _____

Teacher Signature _____ Date _____

MAPLEWOOD-RICHMOND HEIGHTS ELEMENTARY COMPLIANCE & DISTRICT POLICIES

Parental Rights

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

Family Educational Rights and Privacy Act

The Maplewood Richmond Heights School District abides by the Family Educational Rights and Privacy Act (FERPA), which allows students and parents to opt out of the release of certain information about students, including photographs. The Communications Department will work with each school to determine who cannot be interviewed and photographed according to FERPA guidelines.

Elementary Code of Conduct

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

District Policies

The policies of the Maplewood Richmond Heights School District may be obtained in a searchable format

MRH Technology Usage Policy (EHB)

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

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

ESSA Complaint Procedures

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the Every Student Succeed Act of 2015 (ESSA). A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or another person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with MRH District Policy KL. Complaints are best resolved by addressing them at the level where the concern originated through communication with appropriate staff members. A complaint may be appealed by addressing the issue to the Board of Education by submitting a request to the superintendent or the secretary of the Board. If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself.

MRH ELEMENTARY FAMILY HANDBOOK

SIGNATURE PAGE

For the 2025-26 School Year

This family handbook is provided for you to use as a reference guide throughout the school year. It is our hope that this handbook will prove helpful and informative. It is important that you sign and return the last page of the handbook to the MRHE office - OR complete the [24-25 Family Handbook/Policies/Compact Read & Agree form](#) linked here.

If you have any questions that were not answered in the book please call the MRH Elementary main office at 314-644-4403 or email Principal Carlisha Elam at carlisha.elam@mrhschools.net.

My child and I have reviewed and will support the MRH Elementary Homework Policy
(Pages 27-28)

My child and I have reviewed and will support the MRH Elementary Parent/School Compact
(Page 29)

My child and I have reviewed and will support the MRH Code of Conduct
(Page 30)

My child and I have reviewed and will support the MRH Technology Usage Policy
(Page 31)

Parent Name (please print)

Parent Signature

Student Name (please print)

Student Signature

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