

MOSS HAVEN ELEMENTARY STUDENT/PARENT HANDBOOK

Welcome to Moss Haven! Moss Haven is an elementary school in the Richardson Independent School District. Our school has a child-centered program based on research findings about the way children learn. We appreciate the unique set of needs, interests, abilities, learning rates, and learning styles that each student presents and have developed a flexible learning environment in order to accommodate them.

Students are grouped into heterogeneous, mixed-age classes. Students work in groups of all sizes and composition and engage in activity-oriented, learning projects. They have many opportunities to make decisions about their own learning and to develop responsibility. Students progress continuously through the curriculum; we meet the child on the level at which he or she is currently functioning and take him or her as far as possible. We also strive to provide a warm and nurturing environment.

All the staff at Moss Haven are dedicated to providing your children with a personalized education of the highest quality. If any of us may be of assistance to you, do not hesitate to contact us.

Statement of Mission

The mission of Moss Haven is to develop independent, successful learners by meeting individual needs in a positive learning environment.

Statement of Beliefs

The commitment to excellence that is present among students, staff, and parents at Moss Haven is based on these beliefs:

- Every child is important.
- Every child can learn.
- Every child can experience success.
- Every child can be responsible.
- Education is a school-home-community partnership.
- A positive school and home environment is essential to the learning experience.
- Teachers and parents promote a desire for learning.
- Learning is a lifelong process.

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Objectives

- Students' knowledge and skills will increase.
- Students' self-confidence and sense of responsibility will be enhanced.
- All students will participate in school activities.
- Instruction of students will be personalized to meet their academic needs.
- Students' parents will be involved in the education of their children.

Curriculum

All students receive instruction in language, reading, science, mathematics, social studies, health, physical education, fine arts and study skills. Units of study are interdisciplinary, organized around themes. Learning is active and hands-on and focuses on communication and problem solving. Personal and social goals, such as a positive self image and good peer relations are also stressed. Students at every level use technology as a tool for learning. All classrooms have iPads, and students have access to learning resources available through the internet. Choral and instrumental music are offered in upper grades. Field trips are a part of the instructional program at all levels.

Special Education services are available to identified students in order to provide them a full educational opportunity. Academically talented students are given opportunities for extended learning, and a gifted education program is provided for identified gifted students. Special teachers are available for limited English proficient students. Moss Haven has a fully automated library managed by a professional librarian. Through the library instructional program, students are taught the use of the library resources and knowledge and appreciation of literature. A full-time counselor teaches skills in decision making and goal setting and provides small-group and individual counseling for students.

General Information

Textbooks

Textbooks are state owned and are made available to students free of charge. Students are responsible for paying for lost or damaged books.

Supplies

Generally, students are expected to provide their own pencils, crayons, notebook paper, folders or notebooks and facial tissues. A specific list can be found on the school's website or obtained from the school office.

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Daily Time Schedule

Classes 7:50 a.m. - 3:00 p.m.

Please note student holidays on the Richardson Independent School District Calendar.

Arrival and Dismissal

Students are asked to arrive at school by 7:40 a.m. Teachers will admit students to the building beginning at 7:20 a.m. ***Classes begin at 7:50 a.m.*** Students who arrive in class after 7:50 a.m. are tardy.

School district policy states that students are to be punctual in their attendance and that tardies are subject to disciplinary action. It is very important for students to arrive at school on time, as the first minutes of the day include instructions from the teacher regarding assignments and activities for the day. Parents should be aware that late arrival at school is disruptive to the class and can keep your child from getting off to a good start for the day.

If a student arrives at school later than 7:50 a.m., he/she must come to the office to sign in and obtain a tardy slip for admittance to class.

For safety reasons, students are not allowed in the school yard before 7:40 a.m. If any student arrives at school between 7:20 and 7:40 a.m. , he/she must enter the school by the front door near the cafeteria, go directly to the gym and be seated. Students are dismissed from the gym to go to their classes at 7:40 a.m.

In accordance with district safety procedures all doors will remain locked from the outside all day. Students who arrive at school after 7:50 a.m. will need to enter the building through the main door. At 3:00 p.m. teachers will dismiss students out the doors on the north side of the building that are nearest their classrooms. No students will be dismissed to the playground or covered play area.

Absences

Children ages five through seventeen who are enrolled in K-12 are required to attend school regularly. School officials are required to investigate and report violations of the state compulsory attendance law. If a student must be absent, notify the teacher or call the school office. To ensure the safety of each student, the parent will be called whenever the reason for the absence is not known. When the student returns to school

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after an absence, he/she must bring a note, signed by the parent, stating the reason for the absence. According to state law, a student must attend school at least 90 percent of the days the class is offered in order to receive credit. The School Board will provide ways in which lost credit may be recaptured in certain extenuating circumstances. When the student returns to school, make-up work may be assigned, as determined by the individual teacher. It is the student's responsibility to find out what the assignments are and make up the work within the period of time designated by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

After- School Care

The Richardson ISD provides after-school child care at Moss Haven every school day from 3:00-6:00 p.m. for a fee. Parents arrange child care directly with the campus coordinator and make payments to the xPlore program. There are also several private day care centers in the area. Some of them provide transportation to and from Moss Haven for students who attend their center.

Medication

If it is necessary for a student to take medication at school, the medication must be kept in the office and administered by school personnel. All medication, prescription or nonprescription, must be in its original container and be properly labeled. All medication must be accompanied by a medication request form signed by the parent or legal guardian. These forms may be obtained in the school office. The first dose of a new prescription must be administered to the student by the parent who then must stay with the student for 30 minutes.

Visitors on School Grounds

According to Texas State Law, all persons entering the school building, are required to register in the office. Parents who come to school to bring lunches, books, etc., or to pick up children for appointments must report to the office. In accordance with Dallas city ordinances, smoking is not permitted in any part of the school building.

Pupils Leaving School During the Day

No student is to leave the school campus without the parent's permission. Parents must come into the office and sign their child out if the child needs to leave during the school day. No student will be checked out after 2:45 p.m. Teachers are instructed not to release any child from their rooms unless they have approval from the office. This is strictly enforced for your child's protection.

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Students Left After School

Students are to be off campus immediately after the 3:00 p.m. bell. Children cannot be left unattended after school. If all professional staff are leaving the building and a child is still waiting, staff will attempt to contact the parent and all persons listed on the emergency card. In the event that no one can be contacted and the parent has not notified the school of his/her inability to pick up the child, the police department will be contacted to provide the child with a safe environment.

Homework

Homework is an essential component of excellence in education. Students in all grades will be expected to do homework assigned. Teachers assign homework when they believe that students need additional practice on skills taught in school or additional time to read assignments or develop long-term projects. Although individual children differ in the amount of time it takes them to do their homework, approximately an hour of homework daily for upper and intermediate grades and less for primary grades is appropriate.

Parents have the responsibility to see that their child has a time and place to do homework. Parents should make basic resources and materials available and provide assistance, encouragement, or monitoring when needed, but they should not do the child's homework for them.

Students have the responsibility to know their homework assignments and to complete them on time. Students should write down homework assignments and check before going home to make sure they have all the books and materials they need. They should ask the teacher for help if they do not understand the homework assignment. Students should understand that not all homework will be easy.

Written notices and graded papers will be sent home with the students weekly.

Progress Reports to Parents and Tutorials

Progress reports will periodically be sent to parents via their children. Teachers will also hold conferences with parents, as needed, to explain their child's progress. Students who are behind in their work or who are experiencing difficulties with their school work may be requested to attend tutoring sessions. Teachers will schedule tutorials and will notify parents if their children need to attend these sessions.

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Parent Participation

Parental support of the school and each child is essential if children are to reach their potential in school. Parents are encouraged and expected to take an interest in their child's work, to participate in school activities as much as possible, to communicate with their child's teacher on a regular basis, and to attend at least two conferences with the teacher during the year. Recess time is reserved for student interaction. Parents, as well as grandparents, business professionals, and other community members are encouraged to volunteer throughout the school. There are many jobs available in the classrooms, cafeteria, library, and clinic, ranging from tutoring individual children to making materials for classroom use. Volunteers may work on a regular basis or whenever they can. To volunteer for any job, call the school office or the PTA Volunteer Coordinator.

Parents are encouraged to join and become involved in the Moss Haven Parent Teacher Association. PTA projects benefit our school and students.

Local School Council

Moss Haven has a Local School Council made up of parents, community members, and school staff. The council serves as an important communications liaison between the school and community and advises the principal on matters of school policy. If you have concerns, questions, suggestions or compliments to bring before this group, contact any member. Members names are listed in the school directory each year and are printed from time to time in the principal's newsletter.

Parent/Teacher Conferences

Conferences may be arranged by calling the teacher's cell phone or by sending a note or e-mail to the teacher. In many instances, teachers will call parents or make a sign-in sheet available during parent meetings. Teachers will schedule early or late conferences for working parents, if necessary.

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School Telephone

The school telephone is for school business and emergency use only. Social or after school activity arrangements must be made before coming to school. Arrangements for getting children home on rainy days should also be made in advance. District policy states the following with regard to cell phones: "Elementary students are prohibited from possessing electronic communication devices on district premises during the instructional day and lunch, unless, such use is approved by the school staff for use during instruction or other school-related functions."

Cafeteria

A complete hot lunch program is offered. Free and reduced-price meals are provided in accordance with the National School Lunch and Child Nutrition programs. Food Stamp/AFDC households qualify for this program. Apply through the school office. **All students must re-apply within the first 30 days of school.**

Menus are provided at the beginning of the school year. Plate lunches and other selections are available. Students may bring all or any part of their lunch.

A breakfast program is offered between 7:20 and 7:40 a.m. Students who qualify for free lunch are also eligible for free breakfast. Other students may purchase breakfast. Students who are having breakfast may go directly to the cafeteria upon entering school in the morning. No one will be admitted to the breakfast line after 7:40 a.m. Parents may purchase any number of plate lunches in advance. Payment can be given directly to the cafeteria manager at the school or with your credit card by visiting the website Pam's lunch Room at www.PayPAMS.com. At Pam's lunch room, you can use your Visa, Mastercard or Discover Card to prepay your child's account. A 6% handling fee (labeled shipping) is added for each prepay increment.

Every student who goes through the cafeteria line is assigned an account number. Students may deposit money in their account as often as they desire, but it must be done between 7:35 and 7:50 a.m. The cafeteria no longer accepts cash during lunch time.

Please send your student to school prepared with their lunch and/or lunch money each day. Parents who deliver a lunch to a student during the school day will be asked to take the lunch marked with the student's name to the cafeteria and leave on the designated table. If a student is expecting a lunch to be delivered, they will check the

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table when their class is brought to the cafeteria. If a lunch was not brought, the student should then go through the line at that point.

Prices

Lunch	\$2.70
Reduced	\$0.50
Breakfast	\$2.00
Adult Lunch	\$3.85
Sorbet Cup	\$0.55

Student Dress

Students are encouraged to take pride in their personal appearance. Cleanliness, neatness, modesty, safety and the effect on the learning environment are the criteria which should dictate the student's choice of school dress and grooming. Students may wear shorts only if the shorts are "fingertip length". Girls' skirts must also be at least "fingertip length". "Fingertip length" means that when standing straight with hands to the side, the shorts come to the tips of the fingers or below. Students may not wear short shorts, short skirts, boxers or wind shorts even when leggings are worn under them. Students may not wear hats to school. Other attire not acceptable for school includes tank tops, bare midriffs, see-through and "fishnet" clothing, clothing worn in such a way that underwear shows. Clothing depicting alcoholic beverages and other drugs, obscene words or pictures, violence, death, or hate are also unacceptable. Brightly colored hair and extreme hairstyles are also distracting and inappropriate for school. If a student's dress is considered inappropriate, the student will be removed from class until the parent can bring him/her a change of clothing. The principal makes the final decision on what is distracting and/or inappropriate.

School Spirit

The school mascot is the mustang. School colors are blue and white. Every Friday is designated Spirit Day at Moss Haven and students are encouraged to wear MHE t-shirts or school colors. On alternating Fridays we begin with a school-wide gathering in the cafeteria called "Mustang Round Up". Parents are welcome to attend, but they will need to remain at the back of the room due to space restrictions.

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School Rules

- Follow instructions with thought and care
- Respect everyone and everything
- Show manners and respect at all times

The following activities are prohibited at school and will be referred to the office:

- Fighting, physical, and verbal abuse
- Play fighting
- Throwing rocks and other objects which can cause injury or damage property
- Cursing, using obscene gestures and language
- Refusing to follow a teacher's directive
- Stealing
- Damaging or vandalized property

Consequences will include after-school detention, suspension, and/or expulsion.

The *RISD Code of Conduct* contains a detailed explanation of state and local policies regarding student conduct. When disciplinary measures need to be taken with students, the *Code of Conduct* is followed. A copy can be found on the district web page, www.risd.org, and each family is expected to read and follow all conduct rules.

Procedures Handbook

Students will receive a campus-wide procedures handbook including the following procedures for common areas.

Arriving on Campus Morning Procedures

- Students arriving before 7:20 must wait by the cafeteria doors until they are admitted into the building.
- Students eating breakfast will line up in the cafeteria to go through the line. They are expected to follow the cafeteria procedures.
- Students who are on campus before 7:40 and are not eating breakfast must report to their designated location until the 7:40 bell rings.
- The main entrance doors will open at 7:40. Students are expected to quietly enter the building and go directly to their classrooms to check in with their teachers (loitering in the hallways, stopping in the bathrooms, going to other classrooms without permission is not acceptable).
- Students arriving after 7:50 must enter the building through the front office and get a tardy slip to give to the teacher.

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Hallway Procedures

- Walk quietly, responsibly and respectfully in the hallway.
- Stay to the right side of the hallway.
- Actively listen to teacher instructions.
- Respect others personal space.
- Avoid disturbing others by keeping hands, feet, objects and belongings to self.
- Use mutual respect and patience while waiting quietly for any length of time in the hallway.

Audience Procedures

- Use hallway procedures when entering and exiting.
- Sit cross-legged with hands in lap (when seated on the floor) while waiting for the program to begin.
- Show respect to presenter(s). Use appropriate responses.

Restroom Procedures

- Follow hallway procedures to a designated student restroom.
- Enter quietly and plan to use as little time as possible.
- Only 5 students at a time in the restroom.
- Use facility appropriately and responsibly.
- Remember to wash hands and throw away trash.
- Report any restroom misconduct to the teacher.

Cafeteria Procedures

- Show respect by entering and leaving the cafeteria quietly.
- Follow directions and procedures of the adult on duty.
- Use cooperation when getting in the lunch line.
- Use quiet, inside voices.
- Clean up the area around you and throw trash in appropriate receptacles.
- Eat only the food you brought or bought.
- Always use good table manners.
- Stay in your seat with feet on the floor.

Playground Procedures

- Respect school property.
- Share and use playground equipment appropriately- one person on a swing at a time; slide down the slides; etc.
- Use Moss Haven sportsmanship.

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- Inform an adult of unsafe behavior or incidents.
- Stay on school grounds.

Dismissal Procedures Walkers, Carpool, and Bike Riders

- Follow hallway procedures when leaving.
- Exit through a designated location.
- Keep all materials in backpack until arriving home.
- Bike riders go directly to the bike rack and depart immediately.
- Bikers and walkers cross the street only at the crosswalk. Ride bikes only on the sidewalk areas.
- Walkers leave campus immediately.
- Bikers and walkers cross the street only at the crosswalk.
- Carpoolers wait on the grassy area in front of the school.
- Respect others while waiting to be picked up.
- Behave in a safe manner while waiting for your ride.

Dismissal Procedures Bus and Daycare Riders

- Follow hallway procedures and proceed directly to dismissal area.
- Quietly sit in your assigned dismissal line.
- Show respect to the adult on duty.
- Wait patiently for a staff member to walk you to your bus or van.
- Continue using hallway procedures as you walk to your bus or van.
- Respectfully follow the directions and expectations of the bus or van driver.

R-Time: Relationships to Improve Education

R-Time, a research based program that helps students develop positive relationships with peers and adults, will continue to be implemented during 2018-2019 school year. All of our students will benefit as staff members will be directly teaching good manners, being kind to one another, as well as other character traits that are much needed in our youth today. When positive relationships are built, it decreases the likelihood of disrespectful and bullying-type behavior. It is our goal to develop lifelong learners that are successful beyond Moss Haven, as well as instill the qualities needed to contribute to our society in a positive manner.

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PBIS

(PBIS) Positive Behavior Interventions and Supports

This school year, we are working on building more structure and reward systems into 3 areas of the school. 1. Hallway transitions – all students will move about the building quiet and in straight lines; 2. Restroom usage – keeping it clean and separate grade levels so older students aren't in the restroom with the younger students (color coded restrooms), and 3. Providing more structure and a reward system for the cafeteria.

SPIRIT 200

Students will be able to earn small certificates for demonstrating the desired behavior in the 3 areas from randomly selected staff members. The student will draw a number between 1-200 and their name will be placed on the number they drew on the 200 chart in the hallway. Once we get 10 in a row those 10 students will get a surprise positive incentive. Then, the chart is cleared and we begin filling it up again.

The purpose of PBIS is to focus on the positive and recognize those that are doing the right thing to get real positive change in these 3 areas: hallway, restroom, and cafeteria. We anticipate these things will carry over into the classrooms.

Detention

Detention will be given to students who have persistent misbehavior. Detentions can be given by any staff member. Detentions will take place before or after school Monday through Friday at staff member's' discretion.

Birthdays

Parents may bring the class members a treat to celebrate the child's birthday, but they may not be served in the cafeteria. Birthdays may not be celebrated at lunch times so that foods of minimal nutritional value do not replace a healthy lunch. Kindergarten students may bring cookies to class to share. Primary (1/2) students may bring individually wrapped treats for the whole class to share at snack time. Intermediate (3/4) and Upper (5/6) will share individually wrapped treats/favors such as cookies, brownies, rice crispy treats, or a healthy treat at the end of the day. Also, please do not bring cake, balloons, or pizza for the class. We want to help celebrate your child's special day – thanks for your cooperation!

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Weather/Outdoor Recess

The district guidelines for outdoor recess/physical activities when it is not raining involve two factors: ozone levels and temperature. Sometimes the temperature may not be that cold but the wind chill makes the temperature uncomfortable for students to play outside. According to guidelines, “students should not have recess or Physical Education classes outside when the temperatures or the wind chill factor drops below 36 degrees. On days when the temperature is unseasonably cold, outside recess should be restricted to no more than 15 minutes.” If ozone levels are in a dangerous category, certain students more susceptible to changes in air quality may be kept indoors. Since students must receive 135 minutes of activity a week (which includes 90 minutes of P.E.), a teacher will usually have the students engage in an indoor physical activity so everyone can get their minutes. There are a variety of activities that a teacher can choose from.

Elementary Recess

Students who engage in recess (unstructured play) during the school day are engaged in learning and are more likely to experience improved overall achievement. Each elementary campus principal will develop a master schedule that best serves the needs of all students and supports efficient campus operations. The master schedule will identify the regularly scheduled, minimum time for daily recess for all students, differentiated by grade level (Grades K-3, 30 minutes; Grades 4-5, 30 minutes; Grade 6, 15 minutes.) Recess minutes may be scheduled during a single block of time or may be split into multiple blocks of time as approved by the campus principal. Recess may occur inside or outside of the school building. Withholding recess may not be used as a routine disciplinary consequence for student misbehavior. However, a campus administrator may decide that a student’s disciplinary infractions occurring during, or on the way to, recess may warrant the occasional removal of recess time as an appropriate consequence. Each campus shall communicate the campus plan for elementary recess to parents/guardians at the beginning of the school year.

Enrollment Requirements

To enroll in Moss Haven, the student must live in the school attendance area bounded by Abrams Road, Fair Oaks, Greenville Ave. and Interstate 635. The student must live with his/her natural/adoptive parent or legal guardian. Proof of residency must be provided at the time of registration each year for all students. Examples of proof of residency are a lease, gas, electric, or water bill. If the student is living in an apartment, the lease must be presented at the school office at the time of enrollment. The lease must be in the parent’s or legal guardian’s name, or the apartment manager must verify

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the student's residency. A student must be five years old on or before September 1 to enroll in kindergarten. To enroll in first grade, the student must be six years old on or before September 1.

All students must present a birth certificate at the time of enrollment. All new students must have evidence of immunizations required by the state. If a student is enrolled after the school year has begun, a withdrawal form from the previous school must be presented.

Immunization Requirements (*Texas Education Code, Section 2.09*) **Kindergarten through 6th Grade**

DPT	At least 4 doses (with at least one dose after 4th birthday)
Polio	3 or 4 doses (with one after the 4th birthday) May be listed as IPV or OPV
Measles	2 doses (given after 1st birthday) May be listed as MMR
Mumps/Rubella	2 doses (given after 1st birthday) May be listed as MMR
Hep B	3 doses, or serologic confirmation of immunity.
Varicella	2 doses (given after 1st birthday), or written validation for parent or doctor of approximate date of disease, or serologic confirmation of immunity.
Hepatitis A	2 doses at least 6 months apart

Influenza Not Required but HIGHLY recommended annually.