

Family Handbook

SORRENTO SPRINGS
ELEMENTARY



WELCOME!

Welcome to Sorrento Springs Elementary! We have lots of great learning experiences coming up for everyone this year and we can't wait to see you! **At Sorrento, our mission is to empower all learners to thrive and impact our ever-changing world.** We are looking forward to helping all of our learners grow in those ways this year!

CONTACT

Sorrento Springs Elementary
390 Tumulty Drive
Ballwin, MO 63021

Office: 314-415-6800

Fax: 314-4156812

Nurse: 314-415-6810

Web: <https://sorrento.parkwayschools.net/>

Facebook: <https://www.facebook.com/sorrentospringselementary>

Instagram: <https://www.instagram.com/sorrento21>

SCHOOL HOURS

Sorrento's school hours are **7:35 - 2:30**.

The doors open each day at 7:20. We recommend arriving between 7:20 and 7:30 so your child can be ready for the day, which begins promptly at 7:35.

IS YOUR INFORMATION UP TO DATE?

It is important that we have the most updated contact information for each family. Parents can update their Family Profile online using Infinite Campus or in the Infinite Campus Parent app. Please complete the update before the first day of school. Update your family profile [here](#).

RECESS!

Physical activity and play is an important part of a child's development. This year at Sorrento, we will again schedule two outdoor recesses during the school day to give kids more opportunities for additional exercise, movement, and self-directed socialization. At Sorrento, we tend to go outside in all types of weather (except rain) so please be sure to wear clothes appropriate for outdoor play. Tennis shoes are highly recommended every day and required for PE class.

CAR RIDERS

If you will be driving your child to and from school, [please watch this video](#) for an explanation of our **arrival AND dismissal** procedures at Sorrento.

We ask that you be patient at the beginning of the year as new families learn the system. After a few weeks, we think you will find it to be safe and efficient.

If you would like to have a sign in your windshield with your child's name, you are welcome to do that to help us out early in the year at pickup time. Usually, after a while, we will learn the cars, and signs are no longer necessary.

Pick-up Pro Tip: School dismisses at 2:30, but pick-up traffic will be rather heavy from 2:15-2:30. Savvy pick-up parents will plan to arrive on campus closer to 2:35 for a faster in and out.

SCHOOL BUS

Parents should use the Parkway app or visit [Parkway's Bus Stop Information Website](#) to get your questions answered and find your most up-to-date bus route information. Students who live in the city of St. Louis should receive a postcard in the mail indicating the bus stop and time before the year begins.

To ensure safety, students are required to use the assigned bus stop throughout the year. Before the first day of school, **please go over the Top 10 Bus Rules with your child.**

Top 10 Bus Rules

1. Be at the bus stop early.
2. **Respect the bus driver, fellow bus riders, and listen to instructions.**
3. Take your seat right away after boarding the bus.
4. Stay seated at all times.
5. Always get on and off the bus at your bus stop.
6. Leave the bus carefully using the handrail.
7. Keep your head, arms, legs and hands inside the bus.
8. Look both ways before crossing the street.
9. In the mornings, wait for the bus in a safe place away from the street.
10. Keep away from the bus if you drop something. Do not go get it unless the bus driver gives you permission.

Kindergarten families need to be aware that a kindergartner will NOT be let off the bus in the afternoon unless a parent or other designated adult is at the bus stop to receive the child. Please be at the actual bus stop, not on the porch or at your front door.

Also, please be aware that buses may run a little bit late after school during the first week. We take lots of extra time to ensure that each child is on the right bus before sending the buses away from our campus in the afternoon. Please do not call the school office if your bus is running a little late—you can just expect that to

happen. After the first week or two of school, the buses will be very predictable as they run on a very consistent schedule.

It is also very helpful if you send your child to and from school on the first day in the same manner that you will typically use during the school year. Routines work best when established on the first day of school. This is when teachers and bus drivers are explaining rules and procedures and we would like all bus riders to be there if possible.

WALKERS

If your child will walk to school, please communicate that with the teacher and the school office at the beginning of the year. Walkers dismiss out the front of the building with the car riders and parents who escort their children meet them in the grassy area between the parking lot and the kindergarten playground. If older children are going to walk alone or with a friend, please be sure to let the teacher know that it is okay for them to go on their own without an adult. Please be sure to practice the route with your child several times and help give them some strategies for what to do if they encounter any problems. Walking to school can be healthy, build confidence, and help build independence skills, but safety must always be our top priority.

LUNCH

Children are invited to purchase a lunch from the school cafeteria or bring their own lunch from home. For our youngest learners who will be bringing their lunches, it's a good idea to make a few "lunchbox" lunches at home at the end of the summer to practice. Please also help your child learn how to open the containers you'll be sending to school. All home lunches must be ready-to-eat as we do not have microwaves or other tools for student use.

If your child will be buying lunch at school, you will need to deposit money into their lunch account before school begins in August. You can do that online or by sending a check to school. [This webpage](#) has all of the information you need regarding meal prices, menus, and the process for depositing money.

Some families are eligible for free or reduced-price meals. You must renew your application each year so be sure to get it done before school begins. [Click this link for more information and to apply online.](#)

BREAKFAST

At Sorrento, we have a "drive-thru" breakfast each day where students get their breakfast from the cafeteria and take it back to the classroom to eat it. It's kind of like Starbucks without the coffee. We do this so that breakfast eaters don't miss out on the important things that happen in the classroom at the beginning of the day. Please communicate with your child whether or not you want them to eat breakfast at school.

Some families are eligible for [free or reduced-price meals](#) which includes breakfast.

ATTENDANCE & ABSENCES

During the school year, regular attendance is essential if children are to gain the most from their educational experiences. We urge you to have your children attend school with as few absences and tardies as possible. If your child must be absent, please call the absence line, **314-415-6805**, before 7:30am. You may call this number at any time, 24 hours a day, to leave a message. The Dial-Safe Program will begin shortly after the

school year is underway. If we do not hear from you, and your child is not at school, we will contact you by phone to be sure that your child is safe.

Again, please ALWAYS call the Dial-Safe line or speak to a secretary in the office if your child is absent. It is a courtesy to also contact the teacher, but even if you have talked to the teacher, it is still the parent's responsibility to inform the *office* of the absence. Thanks so much for your help in this process!

SCHOOL SUPPLIES

Sorrento's school supply lists can always be found on our website under the "Families" tab, or you can [click here](#). They are also available in the Parkway app. Parkway even has features where you can order all the supplies from Amazon, Target, Walmart, or other vendors with just a few clicks.

SCHOOL DRESS

School clothing should be functional and reflect the attitude of the student toward his or her job—*learning*. Play clothes, such as halter tops, short shorts, and racing shorts, should be reserved for leisure activities outside of the school day. We ask that students dress appropriately to avoid distractions from the important business of learning. For students' safety, tennis shoes are required for P.E. class (and really are best all the time at school). Shoes with wheels in the soles are not allowed to be worn at Sorrento Springs during the school day or for any school activity. **When planning your child's dress, please keep in mind that Sorrento Springs is an air conditioned building. Dressing in layers is always a good idea so students can adjust as they move from different inside and outside temperatures throughout the day.**

ARRIVING LATE? LEAVING EARLY?

The daily school hours at Sorrento Springs are from **7:35-2:30**. When students arrive after 7:35 or need to leave before 2:30, a parent or caregiver must contact the school office.

If you are arriving late, please ring the school doorbell to let us know that you are here, then remind your child to stop by the office for a pass on the way to class.

If you are picking up your child early, please call 314-415-6800 when you are on your way so we can begin to get your child ready. When you get here, press the doorbell button and we will send your child to you. If you have little ones in your car, you can call the office again and we'll bring your child out to you if that's easier. We're happy to help you.

We ask that you please keep early pick-ups to an absolute minimum as calling students down to the office interrupts the learning of all students in the room.

Thanks for your cooperation!

DOWNLOAD OUR APPS!

[Parkway has several apps and resources](#) that can be very helpful for families! Through these resources, you can get real-time access to attendance, lunch menus, calendars and more! [More information.](#)

SMILE! IT'S PICTURE DAY!

We take school pictures once each year in the fall. Picture packages can be ordered by families (optional). We will also use the photos for the yearbook, your child's Infinite Campus profile, and other purposes. If your child is absent on picture day, we will offer a re-take day each year as well. **In 2025, our fall picture day is Tuesday, September 30.**

FOOD SAFETY EXPECTATIONS

The Parkway School District has district-wide Food Safety Expectations in place. These guidelines have been established to help protect the health and safety of our students with life-threatening food allergies and to contribute to the health and academic success of all students.

Based on district expectations, Sorrento's curriculum, classrooms, and celebrations will be food-free whenever possible. However, students may continue to bring healthy snacks for their own consumption, but there will be no food sharing. We will notify you if your child's classroom has any additional restrictions due to student allergies.

Birthday and other celebrations during the school day will be food-free. Thank you for your assistance in keeping our kids safe.

SOCIAL AND EMOTIONAL SUPPORTS

In Parkway, we are fortunate to have a strong network for students and families with a need for extra social and/or emotional supports. If your family has needs such as [food pantry](#) support, school supplies, counseling, or other needs, please contact our school counselor, **Mrs. Chris Sweeney** (csweeney@parkwayschools.net), or our mental health specialist, **Ms. Jaleesa McCutcheon** (jmuccutcheon@parkwayschools.net) and they can begin to connect you to resources that may be able to help.

SCHOOL TECHNOLOGY

Each student will be issued a Chromebook at school. Our learners in grades 3-5 will bring their Chromebooks back and forth from school when needed. Our learners in K-2 will keep theirs in the classroom. When we get into the winter months, our K-2 learners will begin to bring their Chromebooks home in case a virtual snow day would be called. Each child also has a school-issued email address, but it is restricted to only being able to send and receive emails within the Parkway domain (and email is not typically used in the younger years). Our computer network is filtered for inappropriate content and has some limited access to certain sites, however, no filter catches everything. At school, we monitor students the best we can while on devices and parents and caregivers should do the same at home. We all need to contribute to helping our children become responsible digital citizens. More resources can be found on [Parkway's Technology Security page.](#)

LOST AND FOUND

Parents are asked to put a label or name tag on such items as coats, jackets, gloves, boots, lunch boxes, etc. Use your child's first and last name.

We keep a lost and found area outside of the office. The box is usually overflowing with unclaimed items. Students and parents are encouraged to look through the box for misplaced items.

BOXTOPS FOR EDUCATION

The boxtops program has changed in recent years and now appears on your grocery receipt. Please be sure to designate Sorrento for your boxtop points! Download the boxtop app and scan in your receipts right away! (After 14 days after purchase, it's too late!). Thanks for helping our school in this way.

DISTRICT CALENDAR

The full Parkway calendar can be found [here](#). Important dates are listed below.

Sorrento's **half day** dismissal time is **11:35**. WE WILL BE SERVING A GRAB & GO LUNCH ON HALF DAYS.

DISTRICT INFORMATION AND BOARD POLICIES

- [District Mission](#) The mission of the Parkway School District is to ensure all students are capable, curious, caring and confident learners who understand and respond to the challenges of an ever-changing world.
- [DESE MOCAP Guidance](#)
- [District Mission - Board Policy AD.BP](#)
- [District Calendars](#)
- [Attendance Policy - Board Policy JE.BP](#) - The Board of Education believes daily attendance is the initial step in achieving academic success. Education is a total process based on continual communication and shared responsibilities among parents, students, teachers, and the school.
- [Bullying Policy - Board Policy JFCF.BP](#) - In order to promote a safe learning environment for all students, the Parkway C-2 School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.
- [Cell Phones - Display and Usage- Board Policy JFCD.BP](#) Adopted 06.2025 - Students may not display or use cell phones or other "electronic personal communication devices" ("devices") (as defined below) from the beginning of the school day (the first bell) through the end of the school day (the last bell), including, but not limited to, during instructional time, meal times, breaks, time between classes, and study halls.
- [Discipline Policy - Board Policy JG.BP and JGR1.BP](#) - It is essential that the district maintains a safe school environment and a climate that allows teachers to communicate effectively with all students in the class and allows all students in the class to learn.
- [Free & Reduced Lunch Guidelines](#)
- [Interrogations and Searches - Board Policy JFG.BP](#) - The district respects the privacy of students. However, in order to maintain a safe learning environment and properly investigate potential misconduct, district personnel may search student property or district property used by students and, in

some limited situations, may require students to undergo drug and/or alcohol testing. All searches will be conducted professionally and in accordance with law

- [Medication at School](#) - All medications administered at school require parental and physician authorization. Students in grades 9-12 may carry their own over-the-counter medication in the original container with a permission note signed and dated by a parent/guardian requesting self-administration. Only FDA-approved medications will be administered during the school day.
- [Parkway Food Pantry](#)
- [Student Health/Illness Guidelines](#) - If your child will not be attending school for any reason, it is very important for you to call and notify the school office of the reason for the absence. This helps us to keep track of illnesses among our students. It also helps us be assured that your child is safe at home.
- [Technology Misconduct \(Updated 07.2025\) - Board Policy JGR1.BP](#)
 - The use or display of cell phones or other personal electronic devices is prohibited during the entire school day, The use or display of cell phones or other “electronic personal communication devices” (“devices”) (as defined in Policy [JFCD.BP](#)) is prohibited from the beginning of the school day (the first bell) through the end of the school day (the last bell), including, but not limited to, during instructional time, meal times, breaks, time between classes, and study halls.
Further, District officials are authorized to confiscate a device if: (1) the official determines that a student has disrupted the learning environment through the use or display of a device; or (2) has displayed or used a device during unauthorized times without permission.
Exceptions will be allowed when the display and use of the device is necessary due to an “emergency” (a serious, unexpected and dangerous situation that requires immediate action) or to comply with state and federal laws, such as to comply with a student’s IEP or 504 Plan. See Policy [JFCD.BP](#) for a full list of exceptions.
First Offense: Student conference, confiscation, or detention.
Subsequent Offense: Student conference, confiscation, detention, in-school suspension, or 1-180 days out-of-school suspension
- [Technology Use Policy - Board Policy GBEBE.BP](#) - Parkway School District encourages the use of electronic services for effective communication and as an effective resource for staff, students, and parents.
- [Building Discipline Plan](#)
- [FERPA Notification](#)

NONDISCRIMINATION NOTICES

- [Educational Equity Policy - Board Policy ACIB.BP](#)
- [Parkway Handbook Language for Title IX - Elementary](#)
- [Services and Rights For Students with Disabilities](#)
- [Notice Of Nondiscrimination](#)
- [Every Student Succeeds Act - Complaint Procedures](#)
 - The Every Student Succeeds Act of 2015 (ESSA) requires Parkway to provide parents, students, and other stakeholders with information about procedures for filing a complaint alleging a violation of federal law or regulations under a covered ESSA program.

- A complaint, for these purposes, is a signed, written allegation that a violation of a federal statute or regulation that applies to a program under the ESSA has occurred. Covered programs generally include, but are not limited to, Title I, Title II, Title III, Title IV, and provisions relating to equitable services for private school students.
- Procedures for filing a complaint with the Missouri department of Education can be found at <https://dese.mo.gov/media/pdf/essa-complaint-procedures>.
- **Non-Discrimination and Anti-Harassment - Board Policy AC.BP**
- **Summary of Disability Services**

