ST. JOSEPH
SCHOOL DISTRICT

PARKWAY ELEMENTARY HANDBOOK

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Arrival Procedures

Our start time begins at 08:45 a.m. and ends at 3:50 p.m.
Students should not be at school before 8:25 a.m. No supervision will be provided before 8:25 a.m. Students who arrive between 8:25 a.m. - 8:45 a.m. have the option of grabbing breakfast to eat in the cafeteria or directly going to their classroom. Bus riders dropped off at the main entrance. Car riders should be dropped off at the west door in the car rider's drop-off line.

Walkers and Car Riders

All students arriving by car should be dropped off in the car loop in the parking lot at the side of the building off South 29th Street.

When entering the drop-off line, please have your child ready to exit the vehicle. Once your child has safely exited, please pull forward to keep traffic moving efficiently.

Vehicles may not park or remain in the drop-off line. If you need to assist your child with unloading or would like to walk your child to the entrance, please park in a designated parking space before exiting your vehicle.

Bus Riders

Students arriving by school bus will unload in the designated bus loop area and enter the building through the student entrance under staff supervision.

Accessibility Accommodations

Families whose children require transportation, mobility, medical, or disability-related accommodations during arrival should contact the school office so appropriate arrangements can be made.

Breakfast Procedures

This year, all students attending Parkway have breakfast available. There is a form to complete in order to qualify for free/reduced breakfast and lunch.

Outside deliveries and Door Dash for lunch will not be accepted.

The school cafeteria should be considered a restaurant where students go to eat. Good manners should apply as with any restaurant, so everyone may enjoy his/her lunch and visit quietly with the people sitting near them at their class table.

The following will be considered unacceptable behavior for school lunch:

- Throwing food
- Yelling or loud talking
- Playing with or sharing food
- Touching or bothering another's lunch
- Getting up from your table without permission
- Improperly disposing of food and waste items
- Passing to and from lunch in a disturbing manner

Dismissal Procedures

Students who ride the bus will be dismissed as the buses arrive. Car riders are dismissed through the west doors. Walkers (or parents that walk to the building to get their children) are dismissed through the front doors. Students will not be dismissed to the park. Safety patrols help with arrival and dismissal. In the case of inclement weather, car riders will be dismissed from the gym. For student safety, parents should not gather around the front door.

Walkers and Car Riders

At 3:50 p.m., students who walk home or are being picked up by a parent, guardian, or authorized adult will be escorted to the designated dismissal area by their classroom teacher.

Students will remain with the supervising staff member until they are released to their parent, guardian, or authorized adult. Staff will use established dismissal procedures to verify that students are safely matched with the appropriate adult before dismissal.

Families may experience a brief wait during dismissal. We appreciate your patience as we prioritize student safety and security.

Bus Riders

Students who ride the bus will remain under staff supervision until their bus arrives. Buses will be loaded as they arrive. Students will be dismissed to their bus when called by school staff.

Accessibility Accommodations

Families whose children require transportation, mobility, communication, medical, or disability-related accommodations during dismissal should contact the school office to discuss individual needs and ensure appropriate support is in place.

Changes to Student Dismissal Plans

Please notify the school in advance in writing to the teacher if there is to be a change in the transporting of your child. If no notification is received, your child will follow his/her regular method of getting home, such as the school bus or walking. Sometimes plans change for families during the day, and a phone call is necessary. It is preferred that these calls are made to the office before 2:30 p.m.

Accessibility Accommodations

Families whose children require transportation-related accommodations due to a disability, medical condition, or other documented need should contact the school office to discuss appropriate arrangements and supports.

School Calendar:

Visit the SJSD website for the 2026-2027 Academic Calendar.

Bus Information

If you have questions about transportation, please contact **First Student at 816-273-0041**.
Bus route information is available on the SJSD website.

Kindergarten and 1st Grade Drop-Off Requirement

All kindergarten and first grade students must have a responsible adult at the bus stop when they are dropped off.

If no responsible adult is present, the student will be returned to Parkway School.

Transportation Safety and Expectations

Students, parents/guardians, bus drivers, and school staff all share responsibility for safe transportation.

School buses, bus stops, and all district-provided transportation are considered **school property**. Students are under district authority while:

- Waiting for the bus
- Boarding the bus

- Riding the bus

Students must follow district rules at all times. Failure to follow rules or maintain a safe environment may result in disciplinary action, including loss of bus riding privileges.

Bus Behavior Expectations

Behavior expectations on the bus are the same as in the classroom. Students are expected to:

- Follow the driver's instructions promptly
- Remain seated and face forward
- Treat others with respect
- Use appropriate language
- Keep aisles clear
- Keep hands, feet, and objects to themselves
- Avoid eating or drinking on the bus
- Misbehavior is not allowed and will be addressed through a bus conduct notice system.

Bus Conduct Notice System

First Notice

Warning issued

Notice must be signed by parent/guardian, bus driver, and principal

Second Notice

Student meets with principal

May result in school discipline or bus suspension up to 3 days

Third Notice

Student meets with principal

May result in school discipline or bus suspension up to 5 days

Fourth Notice

Student meets with principal

May result in school discipline or bus suspension up to 10 days

Fifth Notice and Beyond

May result in long-term suspension of bus riding privileges

Missed Schoolwork due to Absences

If your child is absent due to illness, you may request assignments by **10:00 a.m.** Assignments can be picked up at the **front entrance at the end of the school day**.

Students are allowed **one day to make up work for each day they are absent**.

Planned Absences (Vacation or Family Trips)

If a student will be absent for a planned trip:

- For absences of up to 2 days, teachers may provide assignments in advance.
- For absences longer than 2 days, assignments may not be provided ahead of time.
- Students are responsible for completing all missed work after returning to school.
- Make-up work should be completed within a reasonable amount of time after the student returns.

Academic Updates

You will receive regular communication from your child's teacher throughout the school year.

In addition, you will receive academic progress updates each quarter, including:

- Mid-quarter progress reports
- End-of-quarter report cards

At the end of the **first and third quarters**, Parkway will hold **parent-teacher conferences**. These conferences provide dedicated time for you to meet with your child's teacher and discuss their progress.

PowerSchool Access

PowerSchool is an online system used to share student information between schools, parents, and students.

Parents can use PowerSchool to view student grades and academic information at any time.

To set up a PowerSchool account, please contact your child's school.

Please note:

- Kindergarten and first grade students do not receive traditional grades in PowerSchool.
- Parent accounts are typically not needed until second grade.

Library Information

Books are checked out for **one week**.

If books are not returned within one week, they are marked as **overdue** in the library system. Overdue notices are sent home weekly with students.

Students with overdue books may not check out additional library materials until all overdue items are returned.

There are **no late fines** for overdue books.

Renewing Books

Students may renew books to extend the due date.

When a book is renewed, it may be kept for **one additional week** from the renewal date.

Overdue books will only be renewed if the librarian has seen the book and confirms it is in good condition.

Lost or Damaged Materials

Please contact the librarian as soon as possible if library materials are lost or damaged.

Damaged materials are items that can no longer be used or circulated.

The borrower will be charged with the replacement cost for lost or damaged items.

Once the replacement cost is paid, the student may resume checking out books.

If a lost item is later found, a refund will be issued.

Field Trip Information

Field trips are planned learning experiences that connect to classroom instruction.

Each student must have a **signed and dated permission slip** to attend a field trip.

Students without a permission slip will remain at school.

Students with ongoing behavior concerns may not be allowed to attend field trips.

Field trips are a privilege and may be affected by student behavior.

Teacher Assignments

Parents may not request a specific teacher for their child.

If needed, parents may write a letter to the building principal describing the types of teacher characteristics that may best support their child's learning.

The school will consider this information when making class placements, when possible.

Weather Guidelines for Outdoor Recess

Outdoor recess decisions are based on **temperature and wind chill in winter** and **temperature and heat index in summer**.

Winter (Wind Chill)

- 32°F – 90°F: Generally comfortable for outdoor play
- 20°F – 32°F: Use caution; outdoor time may be shortened
- Below 20°F: Students should not go outside

Summer (Heat Index)

- 32°F – 90°F: Generally comfortable for outdoor play
- 90°F – 100°F: Use caution; outdoor time may be shortened
- Above 100°F: Students should not go outside

Dress Code (SJSD)

The St. Joseph School District is committed to providing a safe and focused learning environment. Student clothing should support learning and not cause distractions. Clothing must fully cover the body appropriately and should not draw excessive attention or disrupt the school environment.

Unacceptable Clothing

The following types of clothing are not allowed at school because they may distract from learning.

Clothing that does not provide adequate coverage, including:

- Tube tops
- swimsuits (unless for school-approved activities)
- Backless, halter, or strapless tops
- Clothing that exposes the midriff
- Low-cut or see-through shirts
- Basketball jerseys cut low on the sides
- Shorts that are too short or inappropriate for school wear
- Oversized, excessively baggy pants or pajamas worn as outerwear
- Clothing that promotes alcohol, tobacco, drugs, or violence
- Clothing with offensive language, suggestive messages, or inappropriate wordplay
- Large chains or similar accessories that may pose safety concerns
- Headwear and Footwear
- Caps, hats, hoods, or other head coverings are not allowed indoors unless approved by the principal
- Shoes must be worn at all times
- Sandals are allowed if they are safe and securely fastened

Enforcement

The principal makes final decisions about whether clothing is appropriate for school

If there are questions or concerns about a student's clothing, parents or guardians will be contacted

Medication Given at School

In accordance with state law, **no medication may be given at school without a doctor's order**. This includes prescription medications and over-the-counter items such as cough drops, creams, and similar products.

Permission Forms

Medication permission forms are available from the school nurse.

The form must be completed and signed by both the parent/guardian and the doctor.

Forms may be faxed to the doctor if a signature is needed.

Medication Requirements

All medications must:

- Be brought to school in the **original container**
- Be clearly labeled with the student's name
- Be stored in the locked nurse's office

This procedure is in place for student safety.

Short-Term Medications

If a doctor prescribes a medication for less than 10 school days, it must be sent in the original prescription bottle.

The prescription label serves as the doctor's order.

Long-Term Medications

- Any medication taken regularly or kept at school long-term requires a long-term medication form.
- This form must be completed and signed by the doctor each school year.

Birthday Treats and Party Invitations

Many students choose to bring a treat to school for their birthday to share with classmates.

To help things run smoothly:

- We encourage individual, ready-to-serve items rather than items that need to be cut or divided (such as cookie cakes).
- Please consider that teachers may not have plates, napkins, or utensils available.
- We do not have space to store frozen treats such as ice cream.
- Please notify your child's teacher in advance if birthday treats will be sent.

Health and Safety Requirements

All baked goods brought to school must be:

- Prepared in a commercial kitchen, or

- Individually wrapped

These guidelines follow St. Joseph Health Department requirements and must be followed. Formal birthday parties are not held during the school day. Students may have time to pass out treats when it fits within the classroom schedule. Parents may drop off birthday items at the office, and they will be delivered to the classroom. Parents are not permitted to host classroom birthday parties, in order to protect instructional time.

Party Invitations

To ensure inclusion and avoid classroom disruption:

Invitations should not be distributed at school unless:

- Every student in the class is invited, or
- All boys or all girls in the class are invited

Phone Policy

Student cell phones and other electronic devices must be **turned off and not seen or heard during school hours**.

Devices may be confiscated if they are used or visible during the school day.

Parents/guardians may be required to pick up the device from the principal.

The school is not responsible for lost, stolen, or damaged personal devices. Staff will make reasonable efforts to help locate missing items.

Personal Items Brought to School

Students should leave personal items such as toys or valuable belongings at home. Items brought to school may be confiscated and returned to a parent/guardian. The school is not responsible for lost, stolen, or damaged personal items. Staff will make reasonable efforts to recover missing items.

Visitor Policy

Student safety is a top priority for the St. Joseph School District. The district uses the **Raptor Visitor Management System** to help maintain a safe and secure school environment.

This system:

- Screens visitors against sexual offender registries in all 50 states
- Provides a consistent sign-in process across the district
- Helps ensure only approved visitors enter school buildings
- This process is not intended to discourage school visits. Parents and guardians are encouraged to be active participants in their child's education.

Visitor Procedures

All visitors, including parents/guardians, must follow these steps:

- Report to the main office upon arrival
- Present a driver's license or other government-issued identification
- Have their information checked through the visitor management system
- If no concerns are identified:
- The visitor will receive a dated visitor badge
- The badge must be worn at all times while in the building
- School staff will escort any visitor without a badge back to the office
- Visitors must check in and receive a new badge each time they visit
- If a concern is identified:
- The building principal or designee will be notified
- School procedures will be followed to ensure student safety

Volunteer Policies

The St. Joseph School District complies with **Missouri HB 604** and **RSMo 168.133**, which require background checks for certain volunteers.

Volunteers are placed into two levels based on the amount of student contact and level of supervision.

Level 1 Volunteers

Level 1 volunteers do not require a formal background check.

These volunteers:

- Work with students in a group setting
- Are directly supervised by SJSD staff

Examples of Level 1 volunteer activities include:

- Room parents
- Classroom parties
- Family events

Check-In Requirements

Level 1 volunteers must:

- Present a valid photo ID upon arrival at any SJSD building
- Have their ID scanned through the Raptor Visitor Management System
- Sign in as a volunteer
- Wear a visitor badge while in the building

Level 2 Volunteers

Level 2 volunteers are required to complete a **full fingerprint background check**.

The cost of the background check is the responsibility of the volunteer

Fingerprinting may be completed through the Missouri State Highway Patrol or an approved private provider

These volunteers:

- Work with students one-on-one or in small groups
- May not be directly supervised by staff at all times

Examples of Level 2 volunteer activities include:

- Reading support
- Lunch duty
- Book fair assistance
- Field trips

Check-In Requirements

Level 2 volunteers must:

- Present a valid photo ID upon arrival at any SJSD building
- Have their ID scanned through the Raptor Visitor Management System
- Sign in as a volunteer
- Wear a visitor badge while in the building