ST. JOSEPH
SCHOOL DISTRICT



PICKETT ELEMENTARY FAMILY HANDBOOK

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School Hours

Office Hours 8:15 a.m.-4:15 p.m.

Doors Open 8:25 a.m.

Breakfast 8:25 a.m.-8:45 a.m.

Tardy Bell 8:45 a.m.

Dismissal 3:50 p.m.

Arrival Procedures

School doors open at 8:25 a.m. for students who are eating breakfast. Adult supervision is not available before 8:25 a.m. Students should not arrive on campus before that time unless they are participating in an approved school activity or attending YMCA Childcare.

Walkers and Car Riders

All students arriving by car should be dropped off at the front of the building and enter through door 16. For student safety, vehicles should enter the west lane, only.

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 line and enter the building through door 16 under staff supervision.

Accessibility Accommodations

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

Breakfast Procedures

Breakfast is served in the cafeteria each school day from 8:25 a.m. to 8:45 a.m. Current breakfast and lunch menus are available on the St. Joseph School District website.

Dismissal Procedures

All students will be dismissed through door 16 at the end of the school day.

Car Riders

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

The lane closest to the parking lot is for parent pick up. Parents should remain in their vehicles, and staff will escort students to your vehicles as the line moves forward.

Students will remain with the supervising staff members until they are released to their parent, guardian, or authorized adult.

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 after 3:50 p.m. 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 supports are in place.

Changes to Student Dismissal Plans

Please review your child's daily transportation routine with them regularly. If your child's dismissal or transportation plan changes, please notify the school in advance by sending a written note to the teacher or by contacting the school office. Whenever possible, transportation changes should be communicated before the start of the school day.

If an individual who is not listed as an approved contact in PowerSchool will be picking up your child, school staff may request a government-issued photo ID before releasing the student. These procedures are in place to help ensure the safety and security of all students.

If the school does not receive notification of a transportation change, your child will follow their regular dismissal routine.

If a change in plans occurs during the school day, please notify the school office no later than 3:00 p.m. so staff can communicate the change before dismissal begins.

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 in the afternoon. If no responsible adult is present, the student will be returned to the 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 always follow district rules. 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 for 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

Attendance

Academic success depends on consistent and punctual school attendance. There is no substitute for a missed instructional opportunity due to chronic absence. Chronic or persistent absenteeism does impact student progress and success in school.

Please call the school office between 8:15 a.m.-9:00 a.m. when your child is absent. If calling before 8:15 a.m., please leave a message. If the parent, for some reason, fails to notify school, the school may contact the parent. Students who miss school and fail to provide verbal or written verification of the absence will be marked as “unverified.” All absences, except those for school-sponsored activities, will count against a student’s hours absent. The district encourages doctor and dental appointments to be made after school hours to avoid missing instruction.

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**.

SJSD School Calendar

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

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**, Pickett 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, first, and second grade students do not receive traditional grades in PowerSchool.

Parent accounts are typically not needed until **third 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 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.

Breakfast and Lunch

Breakfast is served at 8:25 a.m.-8:45 a.m.

Students should only bring water to school to drink. Please avoid all coffee or high-energy drinks or soda.

Visitors eating lunch with students will be provided with an area to eat lunch together outside of the cafeteria.

Lunch is served between 11:00 a.m.-1:15 p.m. Please contact the school office for your grade l

Water Bottles and Water

Students are allowed to have water bottles in class with a secured lid. Please do not send glass bottles to school. Students should not bring soda, coffee, sports drinks or other beverages into the school or classroom.

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 signed and returned permission slip will remain at school.

Permission cannot be given by phone on the day of the field trip.

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.

On some field trips, chaperones/parent volunteers will be needed. All chaperones/volunteers will need to come to the school prior ot the field trip to check in and obtain a visitor's badge.

Communication

Communication between school and home is an important part of your child's education and success. If you have a question or concern involving your child, please follow the chain of command by contacting your child's teacher, or the teacher with the most knowledge of the concern, followed by the building administrator.

Parents can receive school and district communication through phone, text, and/or email. **Mrs. Gladhart will do a weekly update every Sunday at 7:00 p.m. via phone message and email.** Please keep your phone numbers and email addresses current in the office or through your login to PowerSchool.

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.

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.

Medication Authorization or Long-Term Medication 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

Medication must be brought to the school office by a parent/guardian. Medication cannot be brought to and from school on the bus.

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**

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

Birthday Treats

Many students choose to bring a treat to school for their birthday to share with classmates. All birthday treats must be prepackaged or commercially prepared.

Students will have time to pass out treats at a designated time within the classroom schedule. Parents may drop off birthday items at the office, and they will be delivered to the classroom.

Party Invitations

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

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

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