ST. JOSEPH
SCHOOL DISTRICT



Coleman Family Handbook

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Welcome

Welcome to Coleman Elementary School! We are excited to partner with your family and be a part of your child's educational journey. At Coleman, we believe children are most successful when families and schools work together. Our staff is committed to creating a safe, supportive, and engaging environment where every student feels valued, challenged, and loved. We want each child to know they belong here. We love our students and genuinely enjoy watching them learn, grow, and discover who they are.

This handbook provides important information about our school procedures, expectations, and resources. We encourage you to reach out whenever you have questions.

Thank you for allowing us the privilege of serving your family. We look forward to a wonderful year together. Go Cougars!

Coleman Elementary School
3312 Beck Road, St. Joseph, MO 64506
Phone: 816-671-4100 Fax: 816-671-4101

Daily Procedures & Safety

- Arrival Time: 7:50 AM, Students are late at 8:10 AM
- Breakfast is served at 7:50 AM – 8:10 AM
- School dismisses at 3:15 PM

Arrival

Students may arrive at school in a variety of ways; they may be a walker, car rider, or bus rider. It is our goal to get students to school safely. Please review the procedures for how your student will arrive at school. Students should not arrive at school before 7:50 as there is no supervision. Students should not be playing on the playground. Students may use the playground only when a parent or guardian is present and providing active supervision.

- Bus Rider – Students who ride the bus to school will be dropped off at door one. Please review the Bus section of the handbook.
- Car Rider – Students that are driven to school by their families must be dropped off in the northeast parking lot, the loop in the front of the school is reserved for buses until 8:10. Students will enter the lower floor of the building through door 7. Cars should pull all the way up to sign one, or the car in front of them. Once cars have stopped, students should unbuckle and get out of the vehicle. Students should be able to buckle and unbuckle independently. Please make sure bags are packed, coats/shoes are on, and

goodbye hugs/kisses are taken care of before dropping students off. We want to keep the line moving safely and prevent unnecessary traffic on Beck Road. If your child needs assistance and you need to get out of your vehicle, you must park in a parking space. We prefer students to exit their vehicle from the passenger side of the car for safety, however, if they must exit from the driver's side, train your child to walk in front of their own car. Please drive safely through the parking lot and always be on the lookout for children. If you are dropping students off after 8:10, drop them off at door one; guardians are required to escort their students into the building and sign them in.

- Walk – Students who walk to school will be permitted into the building at 7:50 AM. They will enter Door 7. Students should not arrive early or play on the equipment before entering school. There is no staff supervision until 7:50. We recommend parents walk with their students to and from school.

Dismissal

Students are dismissed from school in a variety of ways; they may be a walker, car rider or bus rider. It is our goal for students to get home safely. Please review the procedures for how your student will be dismissed from school.

- Bus Rider – Students who ride the bus from school will be dismissed from door one. Please review the Bus section of the handbook.
- Car Rider – Students that are picked up from school by car will be dismissed from Door 7 in the lower lot.
    - Cars will need to make two lines in the northeast parking lot.
    - Families are assigned a car pickup number and should display this number in their front windshield.
    - A staff member will record the number; students will be lined up and dismissed in this order. Please maintain the line order and pull to the sign assigned by the staff member.
    - Students should be able to buckle themselves independently. If the guardian needs to assist, please park in a parking spot.
    - Once traffic backs up onto Beck Road, pull over as far to the right as possible, and turn on your hazard lights. Do not block the entrance/exit to the school or roads on Beck. If you are entering the line from the east, you must pass the line and join the end of the line.
    - When exiting the parking lot, the right lane must turn right, and the left lane must turn left.
    - Please drive safely through the parking lot and on Beck. Always be on the lookout for children.

- Walk – Students that walk home will be dismissed at 3:15 from Door 7. We recommend parents walk with their students to and from school. Students should not be walking to a car parked on a side street. If they are walking to a car, they are a car rider, and the car rider procedures must be followed.

Students must have a note from their guardian each time they are going home a different way than their normal plan. Students without a note, or a call to the school office, will be required to go home at the end of the day following their designated routine. Students are not allowed to ride a bus for which they are not assigned.

If you need to change your child's dismissal plan, please contact the office by 3:00 to allow time to communicate with your child and their teacher.

After dismissal, students are expected to go directly home. Students may not remain on the playground after school. If a parent or guardian permits their child to use the playground after school, the student must first go home. We recommend the student returns with a guardian who is actively supervising them.

There should be NO SMOKING while on school property, including in your car during arrival and dismissal.

Bus

The school bus is considered an extension of the school day. Students are expected to follow the same behavior expectations on the bus and at the bus stop that they follow at school. Inappropriate behavior may result in school and/or transportation consequences.

Student safety is our top priority. To help ensure a safe ride for everyone, students should remain seated in their assigned seat, keep their hands and feet to themselves, use appropriate language, and always follow the directions of the bus driver.

For additional information regarding transportation expectations and consequences, please refer to the SJSD Parent-Student Handbook.

Breakfast and Lunch

Coleman Elementary serves both breakfast and lunch each school day. Coleman is no longer a school that provides free breakfast and lunch to all students. Families must apply for the Free and Reduced-Price Meal Program to determine eligibility. We strongly encourage all families to complete an application, as eligibility may provide additional benefits beyond meal assistance.

Students may choose a school meal, which typically includes a hot lunch option and a sandwich option, or they may bring a lunch from home. For safety reasons, lunches brought from home should not contain glass bottles or jars, metal containers with sharp lids, or canned beverages.

Students should not bring soda, energy drinks, carbonated beverages, or additional outside food items to accompany their meal. Water is encouraged as the preferred beverage choice.

Outside Food and Drink

Students should not bring food, snacks, gum, or candy to school. Gum or candy is only allowed when given by a school staff member.

Students are welcome to bring a water bottle to school each day. Only water is allowed. Beverages such as soda, energy drinks, coffee, and similar drinks should not be brought to school.

Dress Code

- Head Coverings - Hats, hoods, beanies, bonnets, and other head coverings should not be worn inside the school building. Exceptions may be made for religious purposes. Families requesting religious accommodation should contact the principal.
- Clothing – Students should come to school dressed appropriately for a learning environment. Clothing should provide adequate coverage and should not expose the midriff. Shorts and skirts should be an appropriate length for school. Clothing should not contain language, images, or messages that are disruptive, offensive, or inappropriate for school. If a student's clothing does not meet these expectations, students will be asked to change, alternative clothing may be provided, and families may be contacted.
- Shoes – Students should wear closed-toe athletic shoes on days they participate in Physical Education (PE). Athletic shoes are also recommended for recess and other school activities to help ensure student safety.
- Assistance – Coleman Elementary partners with community organizations that provide clothing, coats, and shoes for students in need. Families experiencing financial hardship are encouraged to contact the school and ask to speak with our Family Involvement Coordinator for assistance.

Cell Phones, Smart Watches, and Other Electronics

Students are not allowed to display or use personal communication devices during the school day. Violations of this policy will result in the device being confiscated.

Visitors

For the safety of our students and staff, all visitors must enter Door 1 and check in at the office. A valid photo ID is required and will be processed through our Raptor Visitor Management System before visitors are permitted to enter the building.

Weather Closures

School closing for weather purposes is decided at the district-level. When these decisions are made information is sent out on ParentSquare, Facebook, and the district website.

Emergency Procedures

Throughout the school year, students and staff participate in a variety of required safety drills, including fire drills, bus evacuation drills, lockdown drills, and shelter-in-place drills. These drills help ensure that everyone is prepared to respond appropriately in an emergency.

In the event of an emergency that requires evacuation from Coleman Elementary, students will be transported to Ashland Methodist Church, which serves as our designated family reunification site. Coleman has a trained reunification team and established procedures in place to safely reunite students with their families if such an event should occur.

Safety Patrols

We have student Safety Patrols that help with arrival and dismissal. Please respect our student Safety Patrols and thank them for their work.

Attendance

Absences

We want your students to be at school. We understand there may be days they have to miss. Missouri requires students to maintain at least 90% attendance, our goal is for each student to miss five days or fewer during the school year. Please call the office before 9:00 AM if your child will be absent. All absences count against the student's attendance. For an absence to be coded medical, a doctor, dental, or counseling a note must be provided from the appropriate office. Please do your best to schedule appointments on non-school days or times. Review the SJSD calendar for the dates we are not in session.

Tardy, Arriving Late, or Leaving Early

We want your students to be at school. We understand that they may occasionally need to be late or picked up early. Please limit this as much as possible, as it interferes with the instructional day.

Being tardy, arriving late, or leaving early counts against the student's attendance. Students arriving late or leaving early must be signed in. A guardian must accompany a late student into the building. For an absence to be coded medical, a doctor, dental, or counseling note must be provided from the appropriate office. Please do your best to schedule appointments on non-school days or times. Review the SJSD calendar for the dates we are not in session.

Awards and Incentives

We want your students to be at school. We plan various activities and awards to incentivize their attendance. The expectations for incentives will be determined by Coleman's Student Success committee. These expectations will be communicated to the students and families. All absences count against the student's attendance.

Students will receive quarterly awards for perfect attendance and 90% attendance or greater.

Missouri Law and Prosecuting Attorney.

Missouri state law states that children must be enrolled in and regularly attend a public, private, parochial school for a full term of the school year. The parent, guardian, or custodian must ensure that they regularly attend.

Learning & Student Supports

Curriculum, Grading, Homework

Coleman Elementary follows the St. Joseph School District curriculum, which is aligned to the Missouri Learning Standards established by the Missouri Department of Elementary and Secondary Education (DESE). Information about district curriculum can be found on the SJSD website.

Students in kindergarten through second grade are assessed using standards-based grading. Students receive scores of 1–4 based on their progress toward mastery of grade-level learning standards. It is common for students to receive lower scores at the beginning of the school year as they are introduced to new skills and concepts.

Students in third through sixth grade receive traditional letter grades. Grades reflect a student's level of mastery and understanding of grade-level standards and content.

Field Trips

The classroom teachers schedule field trips to various points of interest throughout the school year. These trips are designed to add to and expand the classroom curriculum. Parents will always be notified of any field trip plans and will be expected to sign a permission slip. Students with poor attendance or making poor behavior choices before the field trip may not be able to participate.

Students are expected to ride the bus from school to the field trip location and back. Parents who are serving as chaperones will have to provide their own transportation. Please be advised that your help is greatly appreciated and that you are expected to assist the teacher in whatever way you are asked. Chaperones and all other attending parents will be subject to all school rules, including no smoking, and are not allowed to bring other children along on the field trip. Chaperones will also need to complete an SJSD volunteer form.

PBIS

Coleman is proud to be a PBIS school. (Positive Behavior Intervention and Supports) Each area of the school has a behavior matrix that is explicitly taught to students. Students earn Cougar Cash for following these expectations and can shop at our Cougar Store once a month. The PBIS committee will plan quarterly incentives for students who regularly follow school expectations. If students have a major office referral, they may not be able to attend the event.

Nurse

Please contact our school nurse with any medical concerns. Every precaution will be taken to prevent accidents. If a child is injured or becomes ill at school, a parent will be contacted immediately. If a parent cannot be reached, the nurse or other designated personnel will use the emergency contact information provided by the parent during registration. Please make sure the person designated has agreed to assume this responsibility. In the case of an emergency, if a parent cannot be reached, an ambulance may be called if necessary.

Parents should not send their children to school if they have been ill that morning. For the health and well-being of students and staff, parents are asked to keep their child home until they are fever-free or free of vomiting/diarrhea for 24 hours without the assistance of medications.

Discipline Procedures

It is the purpose of the St. Joseph School District to establish and maintain a safe, orderly environment in which students can learn and grow. To maintain that environment, rules and regulations are established by the school district, the building, and within each classroom. Coleman students are expected to follow the rules that have been established by showing their PAWS (**P**ractice Safety, **A**ccept Responsibility, Make **W**ise Choices, and **S**how Respect). When student behavior becomes disruptive, harmful to property/others, or interferes with learning, teachers or the principal will notify parents about the incident and consequences or outcomes.

Discipline consequences are assigned by the principal or designee according to the St. Joseph School District Parent and Student Handbook. There are certain circumstances under the Missouri Safe Schools Act (Missouri Law 1996) that require police to be contacted and school disciplinary action is mandated.

Bullying

To be classified as bullying, an aggressive behavior must present three critical elements: an intent to harm, a power imbalance, and repetition. First, the actions must be intentional, meaning they are purposefully designed to hurt, scare, or isolate the target. Second, a distinct power imbalance must exist, where the student engaging in bullying leverages greater physical strength, higher social standing, or digital influence to dominate the other. Finally, the behavior relies on repetition, occurring more than once or demonstrating a high potential to be repeated over time. If your child feels like they are being bullied, please ask them to discuss with a school staff member immediately.

Clubs and Tutoring

Clubs and tutoring opportunities are available at the teacher's discretion. If you are interested in tutoring for your child, please contact your child's teacher or principal.

Family Partnership & Communication

Holidays and Birthdays

Students can bring prepackaged birthday treats to share with their class. Holiday parties (Fall & Valentine's) will be sponsored by the PTA, if you are interested in volunteering at these parties, please join our PTA.

Invitations for Parties Outside of School

Students who want to send out invitations for home parties should only send invitations to school when all the students in the class or at least all the boys or all the girls will be getting one. We want to avoid hurt feelings for those not invited.

PTA

Coleman has an active PTA (Parent-Teacher Association) that meets regularly. Meetings are on the school calendar, and reminders will be on the weekly update and social media. Memberships offer an opportunity to support our school and a variety of ways for parents to be involved in their child's education.

Title I

Coleman is a Title I school, meaning that we receive federal money to directly support our students and families. The last several years Coleman was designated as a Title I school without parents needing to complete the Free and Reduced Lunch Application, this year families must apply to receive this benefit. We strongly encourage families to complete this application.

Family Involvement Events

As a Title I school, we offer a variety of Family Involvement Events. These are typically after school and have an educational component. We love to see families participate in these free events! Attendees will be asked to sign in at these events as this documentation is required.

Award Assemblies

Coleman will host in-person award assemblies at the conclusion of each quarter. Guardians are welcome to attend. Students may receive academic, attendance, or character awards. Please note not all students will receive an award. If you would like to know if your child is receiving an award, please contact your child's teacher no more than 24 hours before the assembly.

Parent Teacher Conferences

Regular school-home communication is vital to students' success. Please plan to attend 1st and 3rd quarter conferences. A form will be sent home prior to the scheduling of conferences inquiring about the best time to meet for your schedule. You will then receive your conference date and time. In person conferences are ideal, but if you are not available to meet in person, a phone conference can be scheduled.

Parent Square

Parent Square is a communication tool used by the district. This allows parents to communicate with school staff. If you need help accessing your Parent Square messages please contact the school. Weekly updates are sent by the principal every Sunday. If you feel like you are receiving too many messages, you may adjust your settings in the Parent Square app. As always, please communicate respectfully with staff.

PowerSchool

PowerSchool is our districts student management program. Schedules and grades are accessed through PowerSchool. If you need help accessing your students' grades, please contact the office. Always keep your phone numbers and email addresses current in the office or through your login to PowerSchool.

Facebook

You can check out happenings around Coleman Elementary by following on Facebook at Coleman Elementary-SJSD.

Pictures and Yearbook

School pictures and yearbooks will be available for purchase through Pearce Photographic Studio. Information will be communicated to families at the appropriate times.