



ST. JOSEPH

SCHOOL DISTRICT



Hyde Elementary

509 Thompson Avenue

St. Joseph, MO 64504

Phone: 816-671-4210 Fax: 816-671-4211

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Parent Letter

Dear Parents and Students,

Welcome to Hyde Elementary School. On behalf of the staff and administration, we welcome you to this school year. We are excited to work together to make this year a success.

Our goal is to provide a welcoming environment that is conducive to learning. We are a school that remains at the forefront of innovative and creative teaching techniques. Children are our top priority, and our purpose is to build a great future for every student.

Mission: To prepare our students for tomorrow's world by providing effective and innovative educational practices in a safe and supportive environment.

Vision: Unlock the full potential of every student. We are committed to inspiring life-long learners, progressing technologically, motivating students and staff, fostering a student-centered culture, providing a safe learning environment, welcoming parent and community involvement, teaching life skills necessary for success, cultivating responsible citizens, and improving continually

Be Kind - Be Brave - Be a Warrior

Educating a child is a partnership between home and school. Therefore, I ask that we work together as a team. We will do our best to keep the lines of communication open. However, if you ever have a question or concern, please do not hesitate to contact me.

This handbook has been prepared to provide basic information, rules, and procedures regarding Hyde's operations. Please keep it in a safe place so that it can serve as a handy reference for you throughout the school year. If you would like more information, you may access the complete SJSD Parent & Student Handbook on the district website.

Our role in your child's life is crucial and we appreciate you sharing him/her with us! I look forward to working with you in one of life's most important endeavors- educating children! If you have any questions, please feel free to contact the office and schedule an appointment.

Mrs. Holly Brady
Principal

School Hours

School begins at 8:45 A.M. and will dismiss at 3:50 P.M. The bell rings for school to begin at 8:45 A.M. Students arriving after this time will be counted as tardy and need to report to the office for a tardy slip, prior to going to their classroom.

No students should arrive on the school premises before 8:25 A.M. because doors will be locked until this time. Your child's safety is our first priority and we are unable to provide supervision if they arrive too early. For students choosing to eat breakfast at school, they should first report to the cafeteria.

Students arriving continuously early will be escorted to the office and a parent meeting will be scheduled to remedy the situation.

Breakfast is served in the cafeteria at 8:25 AM.

Dismissal is at 3:50. We will dismiss students from the following areas:

- Circle Drive
- Benton Lot
- Walkers
- Bus

The school office is open daily, Monday through Friday, from 8:15 a.m. to 4:00 p.m. The phone number is (816) 671-4210. If you have any questions or concerns, please call.

Before and after-school child-care opportunities are available at Hyde through the YMCA's Before and After-School program. Please call the local YMCA for more details (816-232-3344).

Arrival Options

Bus Travelers: Students will be dropped off at 8:25 a.m. on Thompson Street, in front of the building. They will enter through the front door and have breakfast in the cafeteria or go to your classroom.

Students traveling by car: Parents can use the circular entrance to drop off their children in the morning. Students will stay in the cafeteria for breakfast or report to their classroom. **If you plan to enter the building with your child, please park in the parking lot as your vehicle will block the flow of the circle drive. If you want to enter the building, you must use the front door entrance NOT the circle drive entrance.**

Walkers: Students walking to school should enter through the front door or circular entrance door, go to the cafeteria for breakfast if they wish, or show up in their classroom.

Students should not be dropped off or arrived at before 8:25 a.m. There is no supervision before this time, so please do not allow students to arrive earlier.

Entrance of students to the school building: On the first day, all parents will be able to accompany their children to the building. For the first three days, kindergarten parents will be able to accompany their children to the building. Following the first three days, no parent will be allowed to accompany their children into the building. We strive to encourage independence in your children and this plan will help them achieve that. If they need something specific, they can always check in at the office through the front door.

Patrols should not arrive before 8:15 a.m. and be at their post by 8:20 a.m

Door 1, overlooking Thompson Street, will be the main entrance to Hyde Elementary. Please ring the bell, indicate the reason for your visit, and the school secretary will allow you to enter. Door 8, located at the circular entrance next to the children's playground, will only be for visitors with disabilities. Thank you for using the entrances correctly. This will ensure the safety of our students and staff at all times.

Departure Time Options

Student Bus Passengers: Buses will be called at approximately 3:50 p.m. or at their arrival time. Students will board buses in front of the building on Thompson Street.

Car Passengers: Parents can use the circular entrance to pick up their students in the afternoon. Students will be dismissed at 3:50 p.m. and must use the proper dismissal plan taught to them by their teacher. **If you plan to obtain permission to enter the building, please park in the parking lot so that your vehicle does not obstruct the circular entrance and walk to the front door to obtain permission.**

Or

Benton Pickup: Parents can use the Benton parking lot to pick up their students. We will also provide adult supervision.

You can also park in our parking lot or on side streets to wait for your students. Please agree to this ahead of time so your students know where to find you.

Walkers: Students walking to school will be dismissed at 3:50 p.m. and will be required to use the dismissal plan indicated by their teacher. They should go

straight home and not stop to play on the playground. There is no supervision for students after school, unless they have enrolled in the YMCA.

If your student's dismissal plan changes, you will need **to send a note to the school AND call to request the change by 3:00 P.M.** Otherwise, we will implement the established plan. This is very important, as we look out for your child's safety on a daily basis.

Visitors

We would like to invite and encourage parents and family members to visit our school. You can visit us ONLY by appointment. For the safety of your child and others, please stop by the secretary, register and obtain a visitor badge.

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Absences

If your child is sick or must be absent, we ask that you call the school (816-671-4210) before 8:45 a.m. to let us know. This is for your safety. Instructional time is very important to your child's academic success. Please schedule your doctor and dentist appointments after school hours whenever possible. If someone is picking up your child, **they have to be on the pickup list in PowerSchool.**

Accidents/Illnesses

If your child gets injured or sick at school, we will help you feel comfortable and call you right away. If we are unable to reach you, we will contact you at the emergency number you provided on the registration form. The following information should be kept up to date just in case:

1. Name of parent or legal guardian
2. Complete and up-to-date address
3. Home phone, parent's or guardian's work number, and/or cell phone number
4. Emergency phone number of a friend or family member
5. Doctor's name and phone number
6. Medical alert information

Make-Up Work Due to Absence

Students have one day to make up missed assignments for each day absent. Students are responsible to find out what class assignments or homework assignments they missed and then complete the work. When absences are anticipated, the student/parent is to contact his/her teacher(s) ahead of time to determine what assignments are to be completed during the absence. It is the student's responsibility to check with his/her teacher(s) as to work missed during the absence and the procedure to follow.

If a child is absent that day and you call ahead, you will be able to pick up homework at the office at the end of the day. Be sure to check with the office in advance, as there may be no tasks to pick up.

Contact Information

It is extremely important that every student maintain an up-to-date address and telephone number on record at the school office. Please notify the school

immediately if you have a change of address or telephone number during the school year.

Parent Square

Parent Square is the automated notification system that our district and buildings use. It is our goal to make you aware of upcoming events, meetings, news, and school closings due to weather.

Medications

District staff will not dispense oral or topical medications of any kind, including over-the-counter medications, without the written authorization of a physician. All medications will be stored in the infirmary.

Bus Regulations

Riding the school bus is a **privilege**. Bad behavior on the bus could result in the denial of this privilege. A copy of the bus safety rules will be given to each child riding the bus at the beginning of the school year, as well as in this parent handbook. Please make sure your child complies with these rules for their safety.

Textbook Care, Electronic Devices, and Library Books

Students are responsible for all textbooks, electronic devices, and library books given to them during the school year. Any lost or damaged device or book must be paid for before another one is delivered to them. If a lost book is found, the money paid will be refunded. Any book not paid for before the Field Day will result in the partial forfeiture of the book.

Lunch Program

The cost of lunch for students is \$2.90 and for visiting adults, the cost is \$3.60. Milk can be purchased for 50 cents. This year, free breakfast and lunch programs are available again. To determine if you qualify, please complete the F&R application and return it to the school office. The consumption of soft drinks is strongly discouraged. Please send only nutritious drinks.

Breakfast

Breakfast is served at the beginning of the day at 8:25 a.m. The cost of student breakfast is \$1.45.

School Volunteers

Your interest and involvement are always appreciated and welcomed. If you are interested in becoming a school volunteer, please call the school office.

Student Withdrawal

If you are moving and picking up your child, call the school a few days before the drop date. This will give our staff enough time to complete the necessary paperwork. We appreciate your cooperation.

Holidays/Birthdays/Gifts in the Class

Two school holiday parties will be scheduled during the school year: Valentine's Day and Christmas. If your child wants to celebrate their birthday at school, they can bring in a store-bought snack. For health reasons, homemade sweets cannot be served at school.

Progress Reports & Conferences

Progress reports will be sent home in the middle of each quarter. This will provide parents with information about their child's progress. Progress reports must be signed by parents and returned to their child's teacher. Please feel free to contact the teacher if you have any questions or to schedule a meeting.

We will conduct two parent/teacher conferences during the school year. These will be held at the end of 1st and 3rd quarters. Parent attendance at conferences is very important and we strive for 100% participation. A teacher may find it necessary to request a special conference with a parent. Please make every effort to meet with the teacher and keep good communication between home and school.

Parent/Teacher Communication

We know that parents/guardians are the actual experts when it comes to knowing your child best. At Hyde, we strive to establish a partnership and work as a team with our families to provide you and your child with the best educational experience possible. One of the best ways to achieve this is to keep the lines of communication open between home and school.

Students are provided with a red folder at the beginning of the year, which serves as our school-wide method of parent communication. It may include comments about how your child is doing, graded papers, notes, flyers, newsletters, etc. Note there is a return to school and a stay at home side to keep the contents organized. Please check your child's backpack regularly.

School Colors/Mascot

The Hyde School symbol is the background shown here, and the school's colors are red, black, and white. We encourage students to participate in Hyde Pride

Days. These are held on Fridays. On Pride Days, students may wear school colors or T-shirts.

Personal Property

Students should not bring personal items to school, such as toys, balls, etc. We reserve the right to confiscate these items if they disrupt the student's or others' learning.

Cell Phones

If a child brings a cell phone to school, they should turn it off during the school day. Student cell phones and other electronic devices should not be seen or heard during school hours. We reserve the right to confiscate these items and parents/guardians may be required to retrieve the phone from the principal. If lost or stolen, we will attempt to recover the item, however the school will not be responsible for any damage or loss. If you need to contact your child, please call the office (816-671-4210).

Recess Guidelines

Class recesses will be supervised activity breaks & playtime. The playground is NOT supervised before the start of school or after 3:45 P.M. and students are expected to leave for home immediately following dismissal.

WINTER (TEMPERATURE WITH WIND-CHILL)

- 32° – 90°: probably comfortable for outdoor play
- 20° – 32°: use caution, may be necessary to reduce time outside
- Below 20°: students should not go outside

SUMMER (TEMPERATURE WITH HEAT INDEX)

- 32° – 90°: probably comfortable for outdoor play

- 90° – 100°: use caution, may be necessary to reduce time outside
- Above 100°: students should not go outside

Field Trips

Classroom teachers will periodically arrange field trips to enhance the educational curriculum. Hyde students. Students are expected to follow the expectations of the teacher and other staff members at Hyde Elementary School. **It is expected that all students will ride the bus to and from the field trip. The purpose of this is to keep all students safe and to ease accountability of students. On occasion there may be an exception, but students will be allowed to leave with a parent only. No siblings will be allowed to go on the field trip nor will other guests (other than parents/guardians).**

Hyde PTA

Our building believes in building strong relationships between home and school. Our Parent Teacher Association will begin to recruit members as soon as the school year gets up and running. This organization is a member of the state and national organizations. PTA encourages families to help their children, their school, and their community. The organization plans school-wide events, organizes volunteer efforts, raises money for school projects, and provides a voice for the parents on school issues. Some activities include: School Carnival, Assemblies, and many other fun events. All parents/guardians are welcome and encouraged to join the PTA and attend our monthly meetings. To connect to our PTA Officers/Members, please contact the school office

SJSD Primary Manual

[View the SJSD Primary Handbook.](#)

*If you prefer a hard copy, you can request it from the
Hyde School office.