ST. JOSEPH
SCHOOL DISTRICT







Robidoux Elementary

Table of Contents

Important Dates 4

2026-2027 Robidoux Staff 4

- Classroom Teachers 4
- Specials Teachers 5
- Special Services Staff 5
- ESOL Staff 5
- Para Professionals 6
- Office Staff 6
- Food Service Staff 6
- Maintenance Engineers 6
- Building Resource Assistance 6

General Information 7

- School Hours 7
- Arrival Procedures for Car Riders 7
- Dismissal Procedures 7
- Attendance 7
- Reporting an Absence 7
- Breakfast/Hot Lunches 8
- Drinks in School 8
- Bus Service 8
- Cafeteria Policy 8
- Cellphones, Music Devices and Other Electronic Devices 9
- Child Care for School-Age Children 9
- Detention 9
- Dress Code Guidelines 9
- Emergency Weather 10
- Gate 26-27 10
- Invitations 11

Items Brought from Home 11
Leaving Early 11
Medication Administration 11
Missed School Work Due to Absence 12
PowerSchool Parent Portal Access for Grades 12
PTA 12
Reading Circle Requirements 12
Refusal to Work 12
Reporting an Absence 13
Requesting Teachers 13
Room Representatives/Class Parties 13
School Registration 13
Sixth Grade Band and Strings 13
Student Council 13
Student Expectations 14
Tardy Policy 14
Best Of The Burrow Award 14
Transportation 14
Treats for Students 15
Visitor Guidelines 15
Volunteers 15
Walking Students to Class 15
SJSD Parent and Student Handbook 15

Important Dates

View the 2026-2027 Parent Calendar for important dates.

2026-2027 Robidoux Staff

Classroom Teachers

Kindergarten

- Alexa Brown
- Ashley Gray
- Hailey Hollan
- Kristy Safley

1st Grade

- Brionna Alves
- Tammy Barr
- Alisha Payne
- Lalena Simpson

2nd Grade

- Gina Lasiter
- Ashley Mense
- Sarah Wilson

3rd Grade

- Rylie Cave
- Gabrielle DuVall
- Katherine Lawrence
- Stacia Slagle
- Alexis Starks

4th Grade

- Caitie Frahm
- Madison Michalski
- Daniel Moss

5th Grade

- Elizabeth Goff
- Vicki Murphy
- Eva Williams

6th Grade

- Jayda Cunning
- Jessica Dollison
- Amberly Howard
- Kaitlyn Poage

Specials Teachers

- Beth Lawrence (Library Facilitator)
- Shelby Brown (Music)
- Steph Fuller (Traveling Music)
- Deanna Rodriguez (PE)
- Mataya Gilbert (Traveling PE)
- Ruth Rathbun (Art)
- Michaela Tarwater (Traveling Art)
- Brett Wooten (Strings)
- Lynnea Wooten (Band)

Special Services Staff

- Leslie Waybright (Speech)
- Debbie Cotter (SPED)
- Leslie Hufft (SPED)
- Kiffany Reno-Walters (Process Consultant)
- Sophia Goetschius (Social Worker

ESOL Staff

- Melissa Drag (Interventionist)
- Danielle Wachtel (RTI)

Para Professionals

- Jodi Colhour (SPED)
- Shelley Fewins (SPED)
- Whitney Goforth (Reset Room)
- Dee Dee Stackhouse (SPED)
- Jenny Wray (SPED)

Office Staff

- Jenny Burhoop (Counselor)
- Casey Loch (Secretary)
- Jessica Proffit (Secretary)
- Darla Hunt (Principal)
- Shantell Cross (Assistant Principal)
- Lori Wallace (Nurse)
- Leighanne Hihath (Nurse)

Food Service Staff

- Robin Young (Manager)
- James Yearly
- Shelly Garland
- Kendra Hall
- Andria Butcher
- Jennifer Butcher

Maintenance Engineers

- Taylor Moss (Engineer)
- Charles Bidding (Engineer)
- Allex Giffin (Engineer)
- Eddie Henderson (Engineer)

Building Resource Assistance

(SRO)

General Information

School Hours

School starts at 8:45 am and is dismissed at 3:50 pm. The doors will open for students at 8:25 am. **Supervision is not offered for your child before 8:25 am**. No student should be on school property without parent supervision prior to that time.

Unscheduled Early Outs: Dismiss at 1:45

Arrival Procedures for Car Riders

The St. Joseph Avenue Street entrance is the only entrance into the car rider line. The entrance will open at 8:25 for dropoff. Cars need to veer to the right and then stay to the left when dropping off students to ensure the safety of all students. There is no parking allowed in the drop off/pick up line.

Dismissal Procedures

At 3:48, walkers and car riders will be dismissed. All parent pickups need to be made at the north entrance. Students will not be allowed to be picked up at an alternate location due to safety and supervision concerns.

It is encouraged to have a regular plan of dismissal for your student to eliminate confusion. Only call school if the regular plan of dismissal needs to be changed. Please call by 3:15 in order for the office to report the change to the teacher in a timely manner.

Attendance

Your attendance matters! Research has shown that your child's regular attendance may be the greatest factor influencing his/her academic success. Missing five or fewer days is considered "good" attendance. At Robidoux, we strive for a 95% attendance rate.

Reporting an Absence

If your child is absent, please Parent Square Jessica Proffit or call the office between 8:00 and 8:25 a.m. at 816-671-4350. Students should return to school with a note explaining the reason for the absence. If a doctor's note was provided for the absence, send it with your student when they return to be given to the office for attendance coding purposes.

Breakfast/Hot Lunches

Prices:

- Breakfast $1.45
- Lunch $2.90
- Adult Lunch $3.60

Each student has a lunch account in which funds are placed. A link to add money is on the district website under Nutrition Services. Lunch cards that are kept at school are scanned as purchases are made, and the amount is deducted from the account. Accounts can be replenished using school cash or checks sent in lunch envelopes.

Drinks in School

Water bottles are encouraged for use in class. Energy drinks, coffee and soda are not permitted at school

Bus Service

In order for you to receive bus service, you must return the bus permission slip signed with the understanding that you will abide by the stated conditions. This form is returned to the bus driver. A school bus service is provided to give our students safe transportation from home to school and back. Students are expected to follow all safety guidelines established by the bus company. Failure to do so could result in the loss of bus privileges. To avoid the loss of these privileges please carefully read the BUS RULES AND REGULATIONS that you received the first week of school. Students wishing to get off the bus at a different stop, or to ride the bus with another rider must bring a note from a parent and have the note signed by the secretary.

Cafeteria Policy

Lunchtime should be a time of socialization for students. Under the supervision of the lunchroom monitor, the following basic rules are designed to keep our cafeteria a safe and healthy environment for students.

- Talk in a normal tone.
- Sit in your assigned seat.
- Sit six to a table on each side of the table.
- Don’t share food.

- Ask permission to get up from the table.
- Additional items such as candy, chips, and pop are not permitted with hot lunches.

*There will be no lunchroom visits, however, if you would like to have lunch with your student, you will be provided an alternate area to dine. Energy drinks are not permitted in the cafeteria.

Cellphones, Music Devices and Other Electronic Devices

Student cell phones and other electronic devices are not to be taken out of bags or turned on at school. Cell phones that are out or ring on school premises will be confiscated and sent to the office. Parents or guardians may be required to retrieve the phone from the office. Teachers may ask students to turn in their phone at the beginning of the day to be locked in a safe place. In the event of an emergency, students will be allowed to use the classroom telephone to contact parents or guardians. The school will not be held responsible for lost or stolen phones or other personal devices brought to school.

Child Care for School-Age Children

Childcare for Robidoux is offered through the YMCA. The hours are 6:30 a.m. - 6:00 p.m. The cost of this service is competitive with alternate childcare. For more information, please call the YMCA at 816-232-3344.

Detention

Detentions may be issued to students in grades K-6 that need extra instruction on following SJSD expectations. All detentions will have an academic purpose with the intention of providing students with extra instruction that will result in student success. Detentions are managed by classroom teachers and run from 3:45-4:45. A form will go home with your student that will allow you to choose a convenient day. (An example of the detention form is included in the back of the handbook.

Dress Code Guidelines

Staff members in the St. Joseph School District are constantly striving to provide the best conditions possible for student learning and achievement. Any condition that may distract students from learning is of serious concern. Student dress can have a significant effect on learning and behavior. Clothing must cover the body sufficiently and avoid attracting excessive attention or causing disruptions. The following have been found to be a distraction to the learning process and therefore are unacceptable in school:

- Clothing that doesn't sufficiently cover the body including: tube tops, swimsuits, backless, halter or strapless tops, bare midriff, mid-cut or see-through shirts, or basketball jerseys that are cut low on the sides.
- Shorts that are inappropriately short. If the shirt is covering the shorts, they are too short.
- Overly long baggy jeans or pajamas.
- Clothing that advertises substances such as alcohol, cigarettes, drugs and violence.
- Clothing that utilizes double play on words, obscenities, profanity or is suggestive in any way.
- Large chains.
- Caps, hats or head coverings (including hoodies).
- Footwear must be worn at all times. Sandals are acceptable if they are safe and adequately secured to the feet. The principal will make decisions regarding the appropriateness of clothing. In the event that a question arises regarding clothing, parents will be contacted.

Emergency Weather

If school is dismissed early or called off due to weather, you will receive an ALERT NOW phone call. It is important that we have accurate phone numbers in our system. Information can be found on the local weather station, ParentSquare and the SJSD website. **Virtual instruction (AMI) will be provided during instances of inclement weather that fall under scenario A. Teachers will provide work for students to complete in the event that it is necessary to call off school due to weather.**

Gate 26-27

Students will be picked up for GATE at 9:05 and brought back to school at 3:00.

- Thursday-6th
- Friday-3rd and 4th
- Wednesday 5th

The district offers the following gifted services for students in grades K-6:

- GATE (Gifted, Academically Talented Education) for grades 3-6
- Testing is done in the spring primarily in grade 2.

Invitations

Students are asked not to bring invitations to school for private parties unless everyone in the class is invited, or the invitations are extended to all boys or all girls in class.

Items Brought from Home

Only essential items should be brought from home. (district issued device/coat) Please do not send toys, trading cards, other electronic devices etc. Water is the only allowed drink within the classroom. Students that bring coffee or energy drinks into the building will be required to throw them away before entering the building.

Leaving Early

Students who leave early miss out on instruction. Please do your best to schedule appointments after school. When it is absolutely necessary to check out your child prior to dismissal, you must come to the main office, a sign out sheet will be available for you to sign, and your child will be escorted to you.

Medication Administration

Giving medicine to students during school hours is discouraged and restricted to necessary medication that cannot be given on an alternative schedule. When medicine is to be administered by school officials, written instructions signed by the physician and parents will be required and must include:

- Child's name
- Name of medication
- Purpose of medication
- Time of day to be administered
- Dosage limited to one day's supply

All medications shall be kept in the school nurse's office. The parent of the child must assume responsibility for informing school personnel of any change in the child's health or medication. Long-term and frequent medication administration must be discussed with the nurse. No over-the-counter medication can be given without a note **from your physician. Nurses email address: loriwallace@sjsd.k12.mo.us or leighannehihath@sjsd.k12.mo.us**

Missed School Work Due to Absence

If it is necessary to take your child out of school because of a vacation or family trip, homework and assignments need to be handled in the following manner:

- A child may be given assignments ahead of time for a period of up to two days.
- If a child is out longer than two days, he or she will be responsible for making up that work in a reasonable amount of time after returning to school.
- If your child is absent due to illness, assignments should be requested by 10:00 am and may be picked up at the end of the school day at the front entrance.
- Students have one day to make up work for each day missed.

PowerSchool Parent Portal Access for Grades

PowerSchool is a web-based student information system that allows educators, parents, and students to share information. PowerSchool allows parents access to their students' grades and lunch balances anytime. For information on how to set up your PowerSchool account, please contact your child's school. Visit the PowerSchool Sign In webpage to log in to your account.

PTA

PTA is an organization that promotes quality education and parent involvement. Robidoux has an active PTA. Parents are encouraged to join and become involved. PTA meets approximately four times a year, so please watch for dates to be posted.

Reading Circle Requirements

To earn a Reading Circle Certificate, students must read 20 books in K-2 and 16 books in 3-6 by the end of the third quarter. Students receiving the Reading Circle Certificate each year will earn the Lifetime Reading Circle Certificate in sixth grade.

Refusal to Work

Assignments given in the classroom come with enough time to complete within the school day. Book reports, optional at home practices and Science Fair projects are the only at home expectations. We believe that family time is critical and will respect it. If a student refuses to complete work within the school day, they will be asked to complete a Refusal to Work form that they will bring home to have signed. This will serve as an explanation as to why students

may be bringing home classwork or have grades that are impacted by this choice. (An example of this form is included in the back of this handbook).

Reporting an Absence

If your child is absent, please Parent Square Jessica Proffit or call the office between 8:00 and 8:25 a.m. at 816-671-4350. Students should return to school with a note explaining the reason for the absence. If a Dr's note was provided for the absence, send it with your student when they return to be given to the office for attendance coding purposes.

Requesting Teachers

The teachers and principal work hard on class lists to ensure a good school year for all involved. Teacher requests are limited to one request during your child's career at Robidoux. Teacher requests must be made by May 1st without exception.

Room Representatives/Class Parties

We need and encourage parents to become room representatives for their child's class. The parties at Robidoux are fall and Valentine's Day. Please contact the school or Jessica Proffit to sign up.

School Registration

Working phone numbers, accurate addresses, and emergency contact information must be kept up to date. Please notify the school of any changes after online registration. Registrations are done online, see the SJSD website.

Sixth Grade Band and Strings

Students signing up for band or strings are making a **yearlong commitment**. Before making this commitment, discuss this with your child.

Student Council

The student council is an elected group of students that represent the entire student body. Each classroom in grades 4-6 selects at least two students to represent them on student council. Student council actively promotes school spirit and pride. Student council participates in various activities throughout the year, such as; CHS Homecoming, monthly meetings, service projects and occasional fundraising. Student council sponsor Madison Michalski is always open to ideas of how the student council could better serve our Badger Community.

Student Expectations

It is the student's responsibility to follow the rules and regulations of the St. Joseph Board of Education, the school administration, and the classroom teacher. There are no exceptions to this policy. Students are also expected to be courteous and polite to each other, as well as to the staff at Robidoux.

Tardy Policy

Students who come in after 8:45 am are tardy and need to be signed in at the office by the person who brings the student to school.

Best Of The Burrow Award

Best Of The Burrow award is given twice a year, at the January and end of year assemblies. This award is given out to a student in each classroom that display one or more of the following; overall great character, improvement in academics/behavior, overcoming any obstacle, accomplishing a set goal etc., We try to keep winning students a secret until the day of the assembly. Parents will be notified well before the assemblies so they can make plans to attend. These students will receive a t-shirt and certificate.

Transportation

Students, parents/guardians, bus drivers, and school officials must work together to provide safe transportation for students. The school buses, bus stops, and all other forms of transportation provided by the district or provided incidental to a school activity are considered school property. Students are subject to district authority and discipline while waiting for, entering and riding district transportation. Students who fail to observe district rules or fail to contribute to a safe transportation environment will be subject to disciplinary action including, but not limited to, suspension of the privilege of riding the bus.

Behavioral expectations on the bus are the same for any classroom in the SJSD. Students riding district transportation are expected to meet the following guidelines: (a) follow the driver's instructions promptly, (b) stay seated and face the front, (c) show respect to everyone, (d) use appropriate language, (e) keep aisles clear, (f) keep hands, feet and objects to yourself, (g) refrain from eating or drinking on the bus and (h) wear masks at all times.

Please note, all kindergarteners and first graders must have a responsible party at the stop to be released from the school bus; otherwise, they will be returned to the school.

Please contact Apple Bus Company at 816-273-0041 if you have any questions about transportation. Bus routes can be found on the district and Robidoux website.

Treats for Students

Robidoux appreciates when parents want to share snacks or treats. In order to limit disruptions within the classroom, the treats need to be dropped off in the office and will be passed out at the discretion of the teacher. The office staff will take the treats to the classroom. We encourage individual items that can be easily served as opposed to items such as cookie cakes that need to be divided. Please be mindful if plates, napkins, or other utensils are needed to serve, as teachers don't have these readily available.

Visitor Guidelines

Visitors are by appointment only.

Volunteers

At Robidoux, we love our parents and volunteers! If you would like to volunteer, contact the school secretary. She will give you the name of our VEST Coordinator. A district form needs to be filled out, so a background check can be done each year before adults are permitted to volunteer in the school.

Walking Students to Class

Any parent can walk their students to their classroom **on the first day** of school. Kindergarten parents may walk their students to their classroom for the **first three days** of school.

Staff members will be placed on supervision to ensure that your child is able to safely make it to their classroom.

SJSD Parent and Student Handbook

The Saint Joseph School District's "Parent and Student Handbook" and "Parent/Student Technology Handbook" can be accessed at the links below. This document outlines the policies and procedures of the school district for grades K-12.