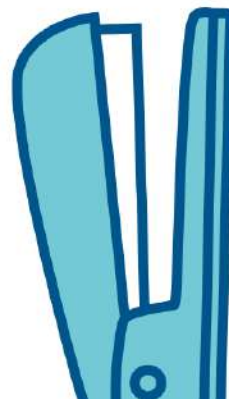
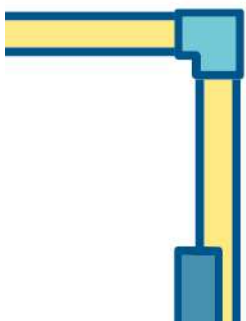
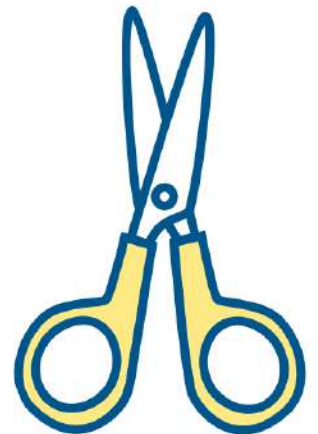
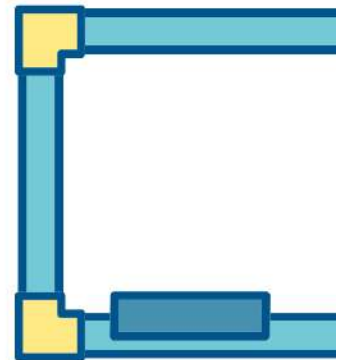


2602 GENE FIELD RD
SAINT JOSEPH, MO 64506
P:816.671.4130 F: 816.671.4478

Eugene Field Elementary School

PARENT & STUDENT
HANDBOOK
2023 - 2024



General Information

“At Eugene Field, we challenge and inspire students to become productive and successful citizens.”

Eugene Field Vision

Creating a climate of achievement in partnership with an engaged community

Eugene Field Mission

At Eugene Field we challenge and inspire students to become happy, well adjusted, productive and successful citizens.

Please reference these dates when planning appointments or vacations for the 2022-2023 school year. We love seeing everyone’s smiling face!!

FIRST DAY OF SCHOOL

- Monday, August 21, 2023

FALL APPOINTMENTS/3-DAY WEEKENDS

- Monday, September 4
- Friday, September 23
- Friday, October 27

THANKSGIVING BREAK

- November 22-24

CHRISTMAS BREAK

- December 22-January 5 (includes weekends)

SPRING APPOINTMENTS/3-DAY WEEKENDS

- Monday, January 15
- Monday, February 19

SPRING BREAK

- MARCH 22-April 1

LAST DAY OF SCHOOL

- Thursday, May 22 (Early Out)

General Information

2023-24 Field Staff

<p><u>Kindergarten</u> Madison Michalski Kristy Safley</p> <p><u>1st Grade</u> Alisha Payne Lalena Simpson</p> <p><u>2nd Grade</u> Ashley Mense Sarah Wilson</p> <p><u>3rd Grade</u> Gabrielle DuVall Katherine Lawrence</p> <p><u>4th Grade</u> Sydney Sharp Rebekah Hitzfeld</p> <p><u>5th Grade</u> Kaitlyn Cowherd Eva Williams</p> <p><u>6th Grade</u> Kaitlyn Poage Heather Yount</p> <p><u>Specials Teachers</u> Beth Lawrence (Library Facilitator) Shelby Brown (Music) Deanna Rodriguez (Physical Education) Ruth Rathbun (Art) Brett Wooten (Strings) Lynnea Wooten (Band)</p>	<p><u>Special Services</u> Leslie Bacon (Speech) Leslie Hufft (SPED) Teresa Ballard (Sign Language Interpreter) Jessica Johnston (Process Consultant) Maggie Burton (Social Worker)</p> <p><u>ESOL</u> Melissa Drag</p> <p><u>Interventionist</u> Erin Rocha-RTI Jason Simpson-Attendance</p> <p><u>Para Professional</u> Dee Dee Stackhouse (SPED)</p> <p><u>Office</u> Darla Hunt (Principal) Casey Loch (Secretary) Alex Steilen (Counselor) Lori Wallace (Nurse)</p> <p><u>Food Service</u> Lori Buhman (Manager) Reana Gardner Erika Zubia Whitney Goforth</p> <p><u>Maintenance</u> Christina Horner (Engineer) Donyea Wilson Shelly Rodriguez</p> <p><u>Building Resource Assistance</u> Matt Biggs (SRO) Jessica Johnston (Process Consultant)</p>
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General Information

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August 2023

Dear Field Parents,

We are excited to start a new school year and our 2nd year as a Positive Behavior Interventions and Support (PBIS) School. Teaching behavior expectations and improving school climate is a priority at Eugene Field Elementary; it is one of the top goals outlined in our School Improvement Plan (SIP).

What is PBIS? Positive Behavior Interventions and Supports (PBIS) is a research-based framework for teaching and supporting positive behaviors for ALL students. This school-wide approach to discipline focuses on building a safe and positive environment in which all students can learn.

The Benefits of PBIS include...

- **Fewer behavior issues**
- **More instructional time**
- **Better attendance for student success**

PBIS Essential Components:

Common Philosophy and Purpose

At Eugene field, we have adopted the following:

SJSD Vision

Creating a climate of achievement in partnership with an engaged community.

Eugene Field Mission

At Eugene Field we challenge and inspire students to become happy, well adjusted, productive and successful citizens.

Clarifying Expected Behavior

To be successful in PBIS, a school must begin with clear behavior expectations. Ours are based on PAWS (Practice Safety, Act Responsibility, Work Hard and Show Respect). The Field School Matrix addresses our agreed upon expectations.

Teaching Expected Behavior

PBIS lessons will be taught to all students each year at Eugene Field. Every expectation is noted on the Eugene Field Behavior Matrix.

Encouraging Expected Behavior

Field staff are encouraged to distribute Classroom Tiger Paws when they see classes exhibiting expected behaviors. Individual classrooms recognize expected behaviors and have individualized systems of classroom rewards.

Discouraging Inappropriate Behavior

Just as students need specific positive feedback when behaving in accordance with expectations, inappropriate behavior also requires feedback.

Ongoing Monitoring

Data can help focus our efforts in identifying the areas of greatest concern within our building, and help us spend our time on improvement. Data is collected through: Surveys, Observations and Behavioral Records.

General Information

Field Elementary Matrix

	All-School	Hallway	Cafeteria	Bathroom	Playground	Bus
Safe	Body Basics Keep entrance doors closed Solve conflicts with your words Walk	Line Basics Walk Items you are carrying (lunch box/water bottle) should stay by your side	Stay seated in the cafeteria/satellite area Eat your own food Raise your hand if you need help Walk Lunch boxes/water bottles should stay by your side	Wash hands with soap over the sink (20 seconds) Use bathroom for intended purpose Walk	Use equipment correctly Stay in approved area; where seen Report injuries Report strangers	Keep aisles clear Face forward Stay in your seat Listen to the driver Load and unload slowly and carefully
Responsible	Take care of property Follow directions Be where you belong Keep all personal items at home Stay on task Be prepared Manage your time	Clean up after yourself and others Follow directions Stand and wait patiently	Clean up after yourself Report incidents Be prepared with only necessary lunch items Focus on eating Follow hallway expectations while in line	Clean up after yourself Use the restroom and go back where you belong Make sure toilet flushes Report incidents and low supplies to your teacher	Take turns Line up quickly Put all equipment away Follow directions Take care of equipment	Be prepared and go straight to bus when called Keep belongings in bag Be ready for your stop Report incidents to driver Follow directions Be patient Assist others who need help
Respectful	Treat others the way you want to be treated Be a good listener Be kind	Zone 0 Be considerate of others' space and hallway decorations Be mindful of other classrooms	Zone 1 Use manners Be considerate of others' space Be kind to peers and staff	Zone 1 Allow others privacy	Use kind words Include each other Good sportsmanship Respect other classrooms (when passing)	Use appropriate voice level determined by driver Keep the bus clean Respect property

Field Elementary School Digital Media

The St. Joseph School District and Field Elementary School have been working together to better communicate with the community. Field uses digital media as a way to communicate with parents, students and community members about great things that are happening in our building.

Field will use digital media to showcase student work and share stories about Field Elementary School.

Field / SJSD Digital Media

Field Elementary School Website

<https://eugenefield.sjsd.k12.mo.us/>

St. Joseph School District Website

<http://www.sjsd.k12.mo.us/>

Follow us on Twitter



@FieldTigers

Follow SJSD on Twitter



@StJosephSchools

[Follow St. Joseph School District's \(@StJosephSchools\) latest Tweets / Twitter](#)

Like us on Facebook!



<https://www.facebook.com/pages/Field-Elementary-School/158928647470734>

General Information

School Hours

School starts at 8:10 am and is dismissed at 3:15 pm. The doors will open for students at 7:50 am. Supervision is not offered for your child before 7:50 am. No student should be on school property without parent supervision prior to that time.

Unscheduled Early Outs: Dismiss at 1:10

Arrival Procedures for Car Riders

The 26th Street Entrance is the only entrance into the circle drive. The entrance will open at 7:50 for dropoff. Cars need to stay to the left when dropping off students to ensure bus entrance and the safety of all students. There is no parking allowed in the circle drive.

Dismissal Procedures

At 3:08, walkers and car riders will be dismissed. All parent pickups need to be in the circle drive. We will not be using 26th street as a pick up point due to supervision shortages. Please stay to the left of the circle drive to ensure bus access. Buses will load at approximately 3:15 at the top of the circle drive. Students can only ride their designated bus, going home with other students on the bus will not be allowed.

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.

Attendance Area for Field

Students attending Field Elementary School must live within the attendance boundaries. Find the boundary map here:

<https://www.sjsd.k12.mo.us/cms/lib/MO01001773/Centricity/Domain/67/Field.pdf>

Breakfast/Hot Lunches

Prices:

Lunch \$2.70

Adult Lunch \$3.25

Breakfast \$1.25

Adult Breakfast \$2.00

Reduced Lunch \$0.40

Reduced Breakfast \$0.30

Milk/Juice with cold lunch or extra \$0.50

Each student has a lunch account in which funds are placed. 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.

Bus Permission Slips

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

General Information

driver. School bus service is provided in order 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 until further notice.

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

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

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 cause 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.
- Overly long baggy jeans or pajamas.

General Information

- 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.

Eating Breakfast/Lunch with your Child

There will be no lunchroom visits until further notice.

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. The local weather station, the school district website, the Field Twitter account and St. Joseph School District Twitter accounts are good choices to make sure you have the most up to date information. Please discuss early dismissal routines with your children and their classroom teacher. Virtual instruction will be provided during instances of inclement weather.

Gate-23-24

Students will be picked up for GATE at 8:30, and brought back to school at 2:25.

Wednesday-5th and 6th

Friday-3rd and 4th

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

PEGS (Program for Exceptionally Gifted Students) for 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...

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

General Information

come to the visitor entrance with the blue awning, a sign out sheet will be brought to the door 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 can not 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 of 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

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 student's grades and lunch balances anytime. For information on how to set up your PowerSchool account, please contact your child's school. Visit <https://ps.sjkd.k12.mo.us/public/home.html> to log in to your account.

PTA

PTA is an organization that promotes quality education and parent involvement. Field 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.

President: Jessica Proffit

Vice-President: Kali Searcy

Treasurer: Danielle Hewitt

Secretary: Amberly Howard

General Information

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.

Reporting an Absence

If your child is absent, please call the office between 8:00 and 8:25 a.m. at 816-671-4130. Students should return to school with a note explaining the reason for the absence.

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 Field. 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 Field are fall and Valentine's Day. Please contact the school or Jessica Proffit to sign up.

Safety Patrols

We provide safety patrols to help keep your children safe on their travels to and from school. Patrols will be posted at 26th & Gene Field, the sidewalk in front of the school, the entry off of 26th street, the stoplight and the circle drive. These students have been trained where to cross streets and how to do it safely, please teach your children to follow the instructions of the safety patrols. For student safety, patrols will not be on duty in inclement weather.

School Registration

Working phone numbers, accurate addresses and emergency contact information must be kept up to date. Please notify the school with 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 **year long 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 Heather Yount is always open to ideas of how the student council could better serve our Tiger Community.

General Information

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 Field. The SJSD student handbook for K-12 can be found at

 [Parent & Student Handbook \(Grades K-12\) for 2022-23](#)

School Supply Lists

[Field Elementary Back-To-School Supply Lists](#)

Tardy Policy

Students who come in after 8:10 am are tardy and need to sign in at the office.

Technology

Students will be issued a one to one device, (Ipads K-2, Laptops 3-6). There is a required technology fee of \$10.00 that needs to be paid on School Cash by October 31st. This fee covers repairs that are required on the device for the first two occurrences, any further damage will cost \$45.00. If the technology fee is not paid, parents will be responsible for the full price of the repair or replacement. Devices will not go home on a regular basis this year. Forecasted inclement weather or occasional homework projects will be the only exception to this policy.

Top Tiger Award

Top Tiger is given twice a year, at the January and end of year assemblies. Top Tiger is given out to two students per 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 for the safe transportation of 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.

General Information

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

Treats for Students

Field appreciates when parents want to share snacks or treats. For the purpose of limiting disruptions within the classroom, the treats need to be dropped off in the office. The office staff will then 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 Field, 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 student 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.

 [Parent & Student Handbook \(Grades K-12\) for 2022-23](#)