

# *Skaith Elementary*

## *Parent/Student Handbook*

2024-2025



4701 Schoolside Lane, St. Joseph, MO 64503  
Phone: (816) 671-4370 Fax: (816) 671-4488

Welcome to Skaith Elementary!

My name is Dr. Rebecca J. Evans and I am the principal at Skaith. On behalf of the entire staff and administration, I want to be the first to welcome you! I firmly believe in a strong partnership between home and school. Therefore, we invite and encourage you to become active participants in your child's education. There are many community involvement events throughout the year that we encourage you to attend. I look forward to getting to know you and all of our students.

We know that it is a time of excitement and energy as we begin a new school year. This year promises to be a year full of achievement, productivity, and growth for our students. Together, we will focus on cultivating student curiosity, maintaining a positive culture and climate, and rigorous instruction through standards-aligned curriculum. It is our goal to grow and challenge your child and have fun in the process.

We will continue to move forward with our vision of rising to new heights and soaring to success as we embark on this journey together.

It is an honor for us to be able to work with your children on a daily basis and we know that there will be many, many activities and learning opportunities throughout the next year.

Once again, welcome! My door is always open. I look forward to working with you this year!

Dr. Rebecca J. Evans  
Skaith Elementary Principal

# WELCOME TO SKAITH ELEMENTARY, HOME OF THE ROADRUNNERS!

4701 Schoolside Lane  
St. Joseph, MO 64503  
Phone: (816) 671-4370    Fax: (816) 671-4488

Principal: Dr. Rebecca J. Evans  
[rebeccajevans@sjsd.k12.mo.us](mailto:rebeccajevans@sjsd.k12.mo.us)

Secretary: Lauren O'Callaghan  
[laurenocallaghan@sjsd.k12.mo.us](mailto:laurenocallaghan@sjsd.k12.mo.us)

Assistant Principal  
Brooke Kissel  
[brookekissel@sjsd.k12.mo.us](mailto:brookekissel@sjsd.k12.mo.us)

Nurse: Brooke Hall  
[brookehall@sjsd.k12.mo.us](mailto:brookehall@sjsd.k12.mo.us)

Counselor:  
Kealey Mathieson  
[kealeymathieson@sjsd.k12.mo.us](mailto:kealeymathieson@sjsd.k12.mo.us)

## SCHOOL HOURS      8:10AM - 3:15PM

DOORS OPEN AT 7:50 FOR BREAKFAST

## STAY IN TOUCH WITH US!

Skaith Elementary School Website  
<https://skaith.sjsd.k12.mo.us/>

Like Skaith on Facebook  
<https://www.facebook.com/SkaithElementary>

Follow us on Instagram  
@skaithroadrunners  
<https://www.instagram.com/skaithroadrunners/>

St. Joseph School District Website  
<http://www.sjsd.k12.mo.us/>

Follow SJSD on Twitter @StJosephSchools  
<https://twitter.com/StJosephSchools>

## SJSD PARENT/STUDENT HANDBOOK

This handbook has been prepared to provide basic information, rules, and procedures regarding Skaith'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 [here](#).

## SJSD MISSION

Preparing students for success in a complex and changing world.

# SJSD CALENDAR FOR 2024-25 SCHOOL YEAR



## 2024-2025 ACADEMIC CALENDAR

July '24						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August '24						
S	M	T	W	T	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September '24						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October '24						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November '24						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December '24						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January '25						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February '25						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	










March '25						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April '25						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May '25						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June '25						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Important Dates	
August 7-9	Registration (All Grades)
August 13	Professional Development
August 14	Teacher Workday
August 15-16	1/2 PD, 1/2 Teacher Workday
August 19-20	Professional Development
August 21	First Day of School
September 2	No School - Labor Day
September 20	No School - Professional Development
October 18	End of 1st Quarter
October 21	No School
October 22	No School - Teacher Workday
October 28-30	Parent/Teacher Conferences
November 1	No School - Due to Conferences
November 4	No School - Professional Development
November 27- 29	No School - Thanksgiving Break
December 20	End of 2nd Quarter/1st Semester
December 23-January 3	No School - Christmas Break
January 6-7	No School - PD, Teacher Workday
January 8	First Day of 3rd Quarter/2nd Semester
January 20	No School - Martin Luther King Jr. Day
February 10	No School - Teacher Workday
February 14	No School - Professional Development
February 17	No School - President's Day
March 7	End of 3rd Quarter
March 10	No School - Teacher Workday (PM P/T Conferences)
March 10-13	Parent/Teacher Conferences
March 14	No School - Due to Conferences
March 17-21	No School - Spring Break
April 18	No School - Good Friday
April 21	No School - Easter Monday
May 18	High School Graduations @ Civic Arena
	1:00 PM Lafayette
	4:00 PM Benton
	7:00 PM Central
May 20	Last Day of School
May 21	Staff Meetings and Workday
May 22	Summer School Workday
May 23-26	No Summer School - Memorial Day
June 19	No Summer School - Juneteenth

Color Key			
	First/Last Day of School		Registration
	No School		1/2 PD, 1/2 Workday
	2-Hour Early Out		Teacher Workday
	Parent/Teacher Conferences		Teacher PD
161 Student Days	178 Teacher Days		High School Graduat

# STAFF DIRECTORY

Kindergarten: Hannah Adams, Joanne Estes, Abby Patterson

1st Grade: Alexis Fanning, Megan Hardie, Courtney Keegan

2nd Grade: Abbie Adkins, Denise Peters, Shelbi Scott

3rd Grade: Maggie Levins, Haley Starner, Koryn Roach

4th Grade: Brett Laipple, Amee Parker, Chris Goetz

5th Grade: Olivia Webster, Katie Keith, Kaitlin Schildnecht

6th Grade: Lindsey Phillips, Paula Swords, Bailey Neidel

Art: Jessica Beach

Music: Kristel Walsh

PE: Jill Thomas

Band (6th grade only): Alex Caselman

Strings (6th grade only): Daniel Gerhardt

Special Education: Jenni Newell, LaTasha May, Mandy Stewart, Emilea Davis, Jennifer Fitch

Speech and Language: TBD

Academic Intervention: Sherri Nett

ESOL: Megan Ellison

Librarian: Stephanie Grable

Full Time Substitute: Amanda Ray

Maintenance: Amanda Hodge, Veronica Smoke, Jennifer Syder

Nutrition Services: Lynn Jones, Sandra Acevedo

# SCHOOL PLEDGE

## Skaith Pledge

Today is a new day.

I will try to be kind in every way.

I will use my words for good,  
and treat others like I should.



*Skaith*  
CAMP PBIS



# PBIS INTRODUCTION



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

We Believe:

- In consistent instruction, modeling, practice and reteaching of behavior expectations for all students
- In a proactive approach to develop positive interventions and provide support for all students
- In recognizing positive behavior in all students

<div>  <b>SKAITH ELEMENTARY SCHOOL</b>  </div> <b>BEHAVIORAL EXPECTATIONS</b>						
	All Settings	Cafeteria	Bathroom	Hallway	Playground & Field	Bus & Bus Room
Respectful	<ul style="list-style-type: none"> <li>Wait for your turn to speak</li> <li>Use appropriate language</li> <li>Respect personal space</li> <li>Follow posted volume zones</li> <li>Active listening</li> </ul>	<ul style="list-style-type: none"> <li>Raise your hand</li> <li>Keep your food on your plate</li> <li>Voice Zone 2</li> </ul>	<ul style="list-style-type: none"> <li>Use bathroom appropriately</li> <li>Respect privacy of others</li> <li>Voice Zone 2</li> </ul>	<ul style="list-style-type: none"> <li>Voice Zone 1</li> </ul>	<ul style="list-style-type: none"> <li>Try to include others who are left out</li> <li>Share equipment</li> <li>Take turns</li> <li>Voice Zone 4</li> </ul>	<ul style="list-style-type: none"> <li>Take care of your seat</li> <li>Voice Zone 1</li> </ul>
Responsible	<ul style="list-style-type: none"> <li>Follow directions</li> <li>Report unsafe behavior to an adult</li> <li>Pick up after yourself</li> <li>Stay on assigned technology tool</li> </ul>	<ul style="list-style-type: none"> <li>Get your supplies for lunch before you sit down</li> <li>Focus on eating</li> <li>Pick up your trash</li> </ul>	<ul style="list-style-type: none"> <li>Keep bathroom clean</li> </ul>	<ul style="list-style-type: none"> <li>Pick up trash</li> <li>Go straight to your destination</li> </ul>	<ul style="list-style-type: none"> <li>Take care of equipment</li> <li>Line up when called</li> </ul>	
Safe	<ul style="list-style-type: none"> <li>Hands &amp; feet to yourself</li> <li>Walking feet</li> <li>Report spills to an adult</li> </ul>	<ul style="list-style-type: none"> <li>Stay seated</li> <li>Eat your own food</li> </ul>		<ul style="list-style-type: none"> <li>Keep bodies facing forward</li> </ul>	<ul style="list-style-type: none"> <li>Stay within designated play area</li> <li>Use equipment safely</li> </ul>	<ul style="list-style-type: none"> <li>Stay seated</li> <li>Watch for traffic when loading and unloading</li> </ul>

# ARRIVAL PROCEDURES

Doors open at 7:50 for breakfast. There is no adult supervision available for students prior to 7:50.

## **Walkers and Car Riders:**

All cars must drop students off at the front of the building along Schoolside Lane. There are no cars or student drop-offs allowed in the bus loop parking lot on Deer Park Drive. When you enter the car drop-off line, please have your child prepared to exit your vehicle and then pull forward after they have exited. For the safety of our students, cars are not allowed to park in the drop off line nor are they allowed to stay in the line to watch students all the way to the front entrance. If you need to help your child unload from the car or you want to walk them to the front entrance, you must pull your car into a parking space.

## **Bus Riders:**

Bus riders will arrive on their bus in the bus loop and will enter the building through the cafeteria entrance.

# BREAKFAST PROCEDURES

Breakfast will be served in the cafeteria from 7:50-8:10. Current menus can be found on the district website [here](#).

Breakfast and lunch are offered FREE for all Skaith students.

# DISMISSAL PROCEDURES

Adults and young children that are arriving to pick up students are asked to wait outside of the playground area until 3:10. Prior to 3:10 we will still have classes participating in specials classes and recesses and will be using the playground for these functions. This helps us to ensure the safety of all of our students and we thank you for your cooperation with this request.

## **Walkers and Car Riders:**

At 3:15, walkers and car riders will be brought to the playground with a classroom teacher. Please allow them to stay with the supervising teacher until the entire grade level gets to their playground dismissal line. The supervising teacher will ask students to raise their hands when they see their adult, and make eye contact with that adult before dismissing the student. This may take a couple of minutes, and we request your patience as we perform this function that is critical to student security.

## **Bus Riders:**

Buses will be called to load as they arrive after 3:15. Bus riders will wait with a supervising staff member in their classrooms until the time they are called to load their bus.

## **MAKING A CHANGE IN DISMISSAL PLANS FOR YOUR CHILD**

Please review with your child their daily transportation routine. If there is to be a transportation change, please notify the school in advance by writing a note to the teacher or calling the school office. If someone will be picking up your child that is not on the approved contacts list in PowerSchool, we may ask for formal identification of the person, such as their driver's license. It is not our intent to seem unwelcoming; rather it is our purpose to protect the safety of all students. **If no notification is received, your child will follow his/her regular transportation method. If the plan changes during the school day, please let us know before 3:00.**

## **BUS INFORMATION**

Please contact Apple Bus Company at 816-273-0041 if you have any questions about transportation. Bus routes can be found on the SJSD website [here](#).

**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 Skaith.**

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, and (g) refrain from eating or drinking on the bus. Misbehavior simply cannot be permitted and will be treated through a bus conduct notice system.

The suggested use of how conduct notices can be handled is as follows:

- First Notice: student will receive a warning, with the notice signed by the parent, bus driver, and the principal.
- Second Notice: student will conference with a principal and could face school discipline or further suspension from the bus not to exceed 3 school days.
- Third Notice: student will conference with a principal and could face school discipline or further suspension from the bus not to exceed 5 days.



- Fourth Notice: student will conference with a principal and could face school discipline or further suspension from the bus not to exceed 10 days.
- Subsequent Notices: Should a student receive a 5th notice, long-term suspension from the bus may occur.

## **BEFORE AND AFTER SCHOOL CARE OPTIONS WITH BUSING TO SKAITH**

YMCA <https://stjoymca.org/school-child-care> (816) 671-9622

Inter-Serv at Mitchell Woods (816) 279-6784

## **ATTENDANCE PLAN INFORMATION**

School attendance is critical to student success. During the Covid-19 pandemic, student attendance fell drastically at Skaith and it is our responsibility to focus on improved attendance as we move forward. The following are procedures that will be implemented toward the goal of improved attendance in the 2023-24 school year.

- Every student will earn a Desert Dollar (from our PBIS rewards program) each day that they are in attendance AND arrive on time.
- When students miss two consecutive days of school without notification given, the classroom teacher will reach out to the parent about the absence and any support needed for work completion.
- Notification letters will be mailed home each semester when cumulative absences for any reason reach 5 days and 10 days.
- Classrooms with an average of 90% monthly attendance will earn an incentive reward.
- Classrooms with an average of 90% quarterly attendance will earn an additional incentive reward.
- Individual students that earn 95% monthly attendance will earn a collectible reward and 5 extra Desert Dollars.
- Individual students that earn 100% annual attendance will earn entry into a drawing for a large prize (to be announced at the beginning of the 2022-23 school year). For this large incentive, 100% attendance will mean that zero attendance minutes have been missed for any reason throughout the school year.
- Students whose attendance falls below 90% will receive interventions focused on improving monthly attendance.
- Families of students whose attendance falls below 85% will receive additional interventions focused on improving monthly attendance.

## **MISSED SCHOOL WORK DUE TO ABSENCES**

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.

If it is necessary to take your child out of school because of a vacation or family trip, the child may be given assignments ahead of time for a period of up to two days. If a child is going to be out longer than two days, they will be responsible for making up that work in a reasonable amount of time after returning to school.

## **ACADEMIC UPDATES**

Along with regular communication from your child's teacher, you will receive quarterly progress updates about your child's academic progress in the form of mid-quarter progress reports and end of quarter grade cards. At the end of first and third quarters, Skaith will hold parent-teacher conferences to provide you with individualized time to speak with your child's teacher.

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 any time. For information on how to set up your PowerSchool account, please contact your child's school. Please note, students in kindergarten and first grade do not have traditional grades entered into the PowerSchool system, so no parent account is needed until second grade. Visit <https://ps.sjsd.k12.mo.us/public/home.html> to log into your account.

## **SCHOOL SUPPLY LISTS**

A current supply list can be found on the SJSD website.

## **ACADEMIC AWARDS**

'A' Honor Roll - Quarterly for 2nd - 6th grades

'A/B' Honor Roll - Quarterly for 2nd - 6th grades

Academic Excellence - Available for 2nd - 6th grades in each subject area, given for earning an 'A' all 4 quarters of the school year in that subject

Reading Circle Certificate - Books must be completed by the end of the school year:

Kindergarten - 2nd grade: 20 books

3rd - 6th Grade: 16 books

Principal's Reading Certificate - Books must be completed by the end of the school year:

Kindergarten - 2nd grade: 40 books

3rd - 6th Grade: 32 books

President's Awards for Academic Excellence - 6th grade

## **TECHNOLOGY INFORMATION**

You can access the full SJSD technology handbook [here](#).

Students will be issued a technology device (K-2: iPad, 3-6: laptop). 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, and 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.

## **LIBRARY INFORMATION**

Books are checked out for one week. If books are not returned within one week, they are automatically marked as overdue in the library computer system. Overdue notices are posted each week and are given to students weekly. Students with overdue books are not allowed to borrow further materials until the overdue items are returned. In the library, there are no late fines for overdue books.

Students may extend the due dates by renewing their borrowed books. If you renew a book, you may keep the book for another week from the renewal date. Overdue books will not be renewed without the librarian first seeing the material in good condition.

Contact the librarian as soon as possible when library materials have been lost or damaged. Damaged materials are those damaged beyond circulating condition; the borrower will be charged for its replacement. Once patrons pay for this item, they can start borrowing books again. If the lost item is found, a refund will be given.

## **FIELD TRIP INFORMATION**

A field trip for a class is a shared experience and should expand upon learning in the classroom. Each student will be required to have a permission slip that is signed and dated before accompanying the rest of the class on the field trip. A student's continuous disciplinary issues could affect his/her attendance on a field trip. Phone calls for permission will not be made on the day of the field trip. Those students without permission slips will remain at school.

## **TEACHER ASSIGNMENTS**

**Parents will not be allowed to request a specific teacher for their child.** Parents may choose to write a letter to the building principal describing teacher characteristics that their child may best respond to, and this input will be considered as we prepare class lists for the upcoming school year.

## **WEATHER GUIDELINES FOR OUTDOOR RECESS**

### **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

## **DRESS CODE FOR SJSD:**

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
- 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) unless approved by the principal
- 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.

## **MEDICATION TO BE GIVEN AT SCHOOL**

In accordance with state law, nothing can be given in school without a doctor's order. This includes anything over the counter, cough drops, creams, etc. **Permission forms are available from the school nurse if there is a need for medications during school hours. Both the parent and the doctor must sign this form.** Requests may be faxed to the doctor for a signature if needed. Medications must be brought to the school in the original container, marked with the child's name, and kept locked in the nurse's office. This is for the safety of your child and others. If a doctor orders a medication to be given short-term (less than 10 days) and it must be given during school hours, the medicine must be sent in the original prescription bottle. The prescription label counts as the doctor's note. Any other medicine kept at school or given daily must have a long-term medication form filled out annually by the doctor.

The long-term medication form can be found on the SJSD website [here](#).

## **WATER BOTTLES**

Students are allowed to have water bottles in the classroom as long as the bottle has a secured lid. Students may not have sodas, coffee, sports drinks, or other beverages in the classroom. Any student seen with anything other than water will be asked to dispose of the drink.

## **BIRTHDAY TREATS AND PARTY INVITATIONS**

Many students request to bring treats to school on their birthday so they may share them with their classmates. We encourage individual items that can easily be 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 do not have these readily available. Also, we do not have the freezer space to store ice cream treats. Please be sure to contact your child's teacher so they are aware birthday treats will be coming. ANY BAKED TREATS SENT TO SCHOOL HAVE TO BE PREPARED IN A COMMERCIAL ESTABLISHMENT AND/OR HAVE TO BE INDIVIDUALLY WRAPPED! The guidelines are in accordance with the St. Joseph Health Department and must be observed. We do not hold special birthday parties but do allow time for students to pass out treats when it is convenient for the class schedule. Parents may drop off items at the office and we will get the items to the classroom. Parents are not allowed to host a party in the classroom as we are working to protect instructional time.

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

## **PHONE POLICY**

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.

## **PERSONAL ITEMS BROUGHT TO SCHOOL**

Personal items (such as toys or valuable belongings) should be left at home. These items will be confiscated and may be returned to the parent. If lost or stolen, we will attempt to recover the item, however the school will not be responsible for any damage or loss.

## **PTA OFFICERS FOR 2024-25**

President - Kaitlyn Bussman  
Vice-President - Charity Dunster  
Secretary - Megan Murray  
Treasurer - Ashley Hall  
Teacher Rep - Shelbi Scott

# VISITOR POLICIES

Keeping students safe is a top priority for the St. Joseph School District. It is important that we know who is in our buildings at all times. Starting in January 2019, the district began using the Raptor visitor management system at each of our schools to keep track of visitors. The procedure enables each school building to screen all visitors against sexual offender registries in all 50 states and establish a consistent sign-in process across the district. Please understand that the process is not intended to discourage parents from visiting their children's schools. We welcome visitors and encourage all parents to be an active part of their child's educational experience. The goal is simply to enhance the safety and security of both students and staff by prohibiting school access to those who pose a potential threat.

Once the system is in place, all visitors, including parents, will be asked to report to the main office upon their arrival at the school.

- A secretary or other office staff member will request that each visitor provide their driver's license or other state or federally issued ID.
- The visitor's name, address, and photo will be checked for a match to a national sexual offender database.
- If a match is identified, the building principal or designated representative will immediately be notified and respond according to district procedures.
- If no match is found, visitors will be issued a date-specific visitor's badge. These badges must be worn at all times while on the school grounds. School personnel have been directed to escort anyone not wearing a badge to the office. Visitors must check in and receive a visitor badge each time they visit.

# VOLUNTEER POLICIES

The St. Joseph School District in regulation with HB604 and Missouri State Statute 168.133 now requires background checks for volunteers who meet certain criteria.

**Level 1 Volunteers** - do not require a formal background check and may enter the building with Raptor Visitor Management System.

- Works with students in a group setting under the direct supervision of SJSD staff, such as but not limited to room parents, class parties, family events, etc.
- You must present a valid photo id in the office upon arrival at all SJSD locations which will be scanned through Raptor Visitor Management System.
- You will sign in as a volunteer and wear a visitor badge while in the building.

**Level 2 Volunteers** - must complete a full fingerprint background check at the expense of the volunteer at the Missouri Highway Patrol and other private providers

- Works alone with a student(s), away from the direct supervision of SJSD staff, such as but not limited to reading assistance, lunch duty, book fair, field trip, etc.



- You must present a valid photo id in the office upon arrival at all SJSD locations which will be scanned through Raptor Visitor Management System.
- You will sign in as a volunteer and wear a visitor badge while in the building.