

# Shine Bright: We Believe in Your Light

Carden Park Elementary Handbook  
2025-2026



## **SCHOOL HOURS**

Students may enter at 7:50 am

School begins at 8:10

School dismisses at 3:15

## **OFFICE HOURS**

The school office is open each day Monday through Friday from 8:00 a.m. to 4:00 p.m. The telephone number is 671-4160.

## **Arrival & Dismissal of Students**

We have a new arrival and dismissal procedure for the 2025-2026 school-year. If a student is a car rider, families will drop off (7:50-8:10) and pick up (3:15) students in the upper parking lot on the East Side of the building. Families will exit out the one way road traveling south.

Buses will unload and load in the front of the building.

Every family will be assigned a number that will be displayed during afternoon pick-up. Families are asked to remain in their cars. If a student is tardy to school the upper doors are locked at 8:10. Families will have to walk their students to the main entrance and students will receive a tardy pass from the office.

If a student is a walker they will exit out the main doors.

## **ATTENDANCE**

Academic success depends on consistent and punctual school attendance. Research demonstrates that when a child misses school, he/she misses the teacher's direct instruction, which cannot be made up. Parents can help their child succeed by ensuring attendance except during illness or family emergencies.

Please call the office (671-4160) between 8:00 a.m. – 9:00 a.m. when your child will be absent. On the day of their return, please send a written excuse stating the days and reason your child was absent.

Assignments and materials can be collected for absent children. Please notify the office of your wishes when you call the absence in, and the assignments may be picked up in the office after 2:30 p.m.

The School District is responsible for the safety of children during the school day. Therefore, no staff member shall excuse any pupil from school prior to the end of the school day or into any person's custody without the direct prior approval and knowledge of the building principal or designee.

1. The building principal or designee shall not excuse a student before the end of the school day without a request for the early dismissal by the student's parent or guardian.
2. Telephone requests for early dismissal of a student or release of a student to a third party shall be honored only if the caller can positively be identified as the student's parent or guardian.
3. Children of estranged parents will be released only to the parent whom the court holds directly responsible for the child, and who is the parent or guardian registered on the school records, unless the custodial parent grants permission.

**4. It is important that you sign your children in and out of the office every time you pick up early or bring in late.**

We encourage you to schedule your child's doctor and dental appointments outside of school hours.

## **PICKING UP CHILDREN EARLY**

When a parent must pick a child up early due to illness or unavoidable appointments, the secretary will call the student to the office by intercom, and you will be asked to sign the child out. This practice was enacted to ensure the safety and well being of the student and is crucial to proper attendance recording. We are unable to call your student to the office before you arrive. Cars will need to park in the upper lot, due to buses loading and unloading at main entrance. **Please be aware that picking your student up early will impact attendance.**

## **TARDINESS**

Prompt arrival at school is expected of all students. Late arrival disrupts class and causes loss of instructional time. A parent should accompany their child to the office to sign him/her in if they are tardy. Students will receive a Tardy Pass from the office for a pass to class. Constant tardiness may be referred to the prosecuting attorney. **Tardiness does affect attendance.**

## **GOING HOME AFTER SCHOOL WITH FRIENDS**

If students have plans to go somewhere other than home after school, they **MUST** have a note from their parent and submitted to the office. The bus company does not allow students that are not scheduled for the bus to ride the bus.

## **REGISTRATION FORMS**

Online registration is completed when a student enrolls at our school.

As personal information changes during the school year, please notify the teacher and/or the school office. **It is very important for the school to have current address, phone numbers, baby-sitter information, work numbers, etc. Please notify us in writing of any changes, which occur.** We will use Parent Link to notify parents of special events and school closings.

## **ACCIDENTS AND ILLNESS**

Every precaution will be taken to prevent accidents. If a child is seriously injured or seriously ill at school, a parent will be contacted immediately. If a parent cannot be reached, the nurse or other designated personnel will use the emergency contact information provided earlier by the parent through the online registration. Please make sure the person designated has agreed to assume this responsibility.

An accident insurance policy is available through a reputable life insurance company for those families who are interested. We encourage you to take advantage of this policy. Information is sent home at the beginning of each school year. Students should not come to school for 24 hours following episodes of vomiting, diarrhea, or a fever. Students may not bring over the counter medication to school to be dispensed by the nurse without doctor orders. This would include but is not limited to the following: Tylenol, ibuprofen, cough drops, eye drops, and short-term antibiotics. Students who have accidents and wet their pants should keep an extra set of clothes in their backpacks (underwear, pants, socks).

## **WITHDRAWAL OF STUDENTS**

If you are moving and withdrawing your child from Carden Park School, please call or come by the school a few days prior to the withdrawal date. This will give the staff time to send home any personal items. Please make sure students return all books to school. Students are counted absent from Carden Park until they enroll in their new school. Excessive absences can lead to truancy.

## **HOME-BAKED FOOD/BIRTHDAY TREATS**

Because of the danger of spreading diseases, please send to school class treats that are prepackaged and store bought.

## **LOST & FOUND ARTICLES**

All lost and found articles will be placed in the lost and found, located by the bus doors. Children seem to be very reluctant to ask about or claim lost articles. Please instruct your child to always check immediately with the school office if an article is missing. All articles that remain in the box after school ends for summer vacation are given to charity, or a needy family.

## **SCHOOL SAFETY AND SECURITY**

All visitors will go through Raptor. Please have your driver's license ready so we can scan you in.

## **ITEMS BROUGHT FROM HOME**

Students come to school to learn. Trinkets and toys distract from the learning process. **No items shall be brought from home without prior approval of the teacher or the principal.** This would include toys, pets, electronic games, trading cards, cell phones, coins, anything of value, etc. The school will not be held responsible for the loss, theft, or damage of such items. These items will be held by the principal or teacher and may be picked up by a parent after school.

## **DISCIPLINE INFORMATION**

It is the purpose of the St. Joseph School District to establish and maintain a safe, orderly, environment in which students can learn and grow. In order to maintain that environment rules and regulations are established by the school district, the building, and within each individual classroom. Students are expected to follow the rules that have been established. When student behavior becomes disruptive, harmful to property/others, or interferes with learning, teachers or the principal will notify parents regarding the incident, responsibility, and consequence, if necessary.

It is our desire to keep parents informed and involved in the needs of their children. When in-school discipline is necessary on a frequent or regular basis, parents will be notified. Advance notice and confirmation regarding after-school detention will be obtained.

Note: there are certain circumstances under the Missouri Safe Schools Act (Missouri Law 1996) that requires police to be contacted and certain school disciplinary action is mandated.

**LIBRARY AND TEXTBOOKS** All textbooks are furnished free of charge to students who attend St. Joseph Public Schools. Library books are available to students for check out. Students are expected to exercise reasonable and proper care in the use of district owned textbooks and library books. In the event that a book is lost or damaged, cost for repair or replacement will be charged when appropriate.

## **INCLEMENT WEATHER**

Due to inclement weather, parents and students will be informed of school cancellations or early dismissal by social media, local television and radio stations:

**Facebook: Carden Park Elementary School**

**Twitter: @CardenParkElem**

**KQTV Channel 2 television**

**KSJQ 92.7 FM radio**

**KKJO 105.5 FM radio**

**SJSD Facebook**

**SJSD Twitter**

**St. Joseph Newspress**

You may also sign up for Parent Link on the school district website. Click the Parent Link button under Resources. The school district website is [www.sjkd.k12.mo.us](http://www.sjkd.k12.mo.us)

Please instruct your child as to where they are supposed to go in the event of early dismissal due to inclement weather.

## **COMMUNICATION – STAY IN THE KNOW**

*SJSD Facebook Page, Carden Park Facebook Page, @CardenParkElem (Twitter), SJSD twitter, monthly school newsletters, SJSD Website, Carden Park Website, teacher newsletters, parent square, parent information center in main office, PTA or office 816-671-4160*

## **DISASTER INFORMATION**

Safety drills are conducted throughout the year. Each class has a designated route to an outside area a safe distance from the building. During these drills, each classroom goes to a designated area within the building.

## **TELEPHONES**

The phones in the elementary offices are to be used by students **ONLY** in case of emergency. Arrangements should be made with parents at home and not at school.

## **TECHNOLOGY**

See the SJSD technology handbook

## **DRESS CODE REMINDERS**

Please do not send your children to school in:

1. Halter tops, shirts with no back to them or with spaghetti straps
2. Bare midriff or short shirts that expose the stomach.
3. Tank tops with huge arm holes with no shirt under it.
4. Extremely baggy pants or loose-fitting shorts with no belt.
5. Shorts that are shorter than where the arm and fingertip reach if extended down the leg.

As always, your cooperation and support in our efforts to maintain the kind of school environment in which teachers are able to teach and students are able to learn is appreciated. See SJSD dress code letter.

## **SCHOOL FOOD PROGRAM**

Nutritious lunches and breakfasts are offered to all students in grades K-6. All Carden Park students are eligible for free breakfast and lunch. Foods will not be substituted without parents completing an exception form, which includes a doctor's signature stating that the student may not eat a particular food. Students are cautioned against bringing soda with their cold lunches.

## **LUNCHROOM RULES AND INFORMATION: visitors during lunch are subject to change based on reentry guidelines.**

1. Do not give, share, ask for, or trade food.
2. Talk in a quiet voice only to those at your table.
3. Stay seated and raise your hand if you need something.
4. Do not leave the lunchroom without permission until dismissal.
5. Observe all other building rules, i.e. walk wherever you go.

## **PARENT INVOLVEMENT/COMMUNICATION**

There are many ways that you can become informed and involved in your child's school and his/her education. When you are actively involved, your child is more likely to be successful in school, to behave better, and to have more positive attitudes about him/herself and the future. We believe that all parents want to be good parents and that all parents need and deserve information and support in their important parenting role. We view parents as critical partners in the educational process.

## **COMMUNICATION WITH PARENTS:**

We believe cooperation and collaboration between parents and school staff is vital if a school is to function in the best interest of the child. You are the expert on your child. Part of this cooperation must be “open” lines of communication. You have an obligation to let us know of concerns, questions, and ideas you have regarding your child or Carden Park as a whole. Each student will be provided a Communication Folder. Please send this to school with your child each day. Students will only be issued 1 folder during the course of the school year.

\*Please allow 3 day’s notice for any paperwork to be completed by school staff.

## **TITLE 1 INFORMATION:**

The Saint Joseph School District has ten Title I Schoolwide schools: Carden Park, Edison, Lindbergh, Hosea, Hyde, Robidoux, Coleman, Truman, Parkway, and Pickett. Title I services are able to offer extra instructional and literacy support along with early childhood programs to help obtain a high-quality education and reach, at a minimum, proficiency on challenging state academic achievement standards and assessments. Title I eligible schools are based upon the school district’s census poverty data obtained by the district on low-income children through free/reduced lunch counts established by the National School Lunch Act.

Components of a School-wide Program:

- Provide opportunities for all children to meet the state’s proficient and advanced levels of student achievement.
  - Address the needs of all students in the school, but particularly the needs of low-achieving children.
- Use effective methods and instructional strategies based upon scientifically based research.
- Ensure instruction by highly qualified teachers and provide ongoing professional development.
- Maintain a parent involvement policy that promotes and supports parent involvement.
- Ensure that students who experience difficulty mastering the proficient or advanced levels of academic standards are provided with effective, timely additional assistance.
- Transition plans for assisting preschool students in the transition from early childhood programs, such as Head Start and or a preschool program are in place to guide the transition of these students into elementary school.

Title I. A Program is coordinated by Dr. Robert Hedgecorth, Assistant Superintendent of Business and Operations. He may be reached at 671-4005.

Our district is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know. Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether your student’s teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student’s teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- Whether your student’s teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications. In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:
  - Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
  - Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

## **SCHOOL VISITATION**

Parent contacts the building principal for permission, providing a reason for the visit. If the request involves observing a student with an IEP or 504 Plan, or if the student is in the process of an educational evaluation, the principal discusses the request with the Special Services Department.

1. Building principal arranges a mutually agreed upon time for the visit/observation, based upon the teacher/classroom schedule.
2. If the purpose of the visit is for a professional observation (by a non-district person) or related to a high school career class or higher education assignment, a Confidentiality Statement will be signed by the observer. If the observation is for a specific student, a signed Release of Information (by parent or guardian) will be provided to the building principal.
3. To prevent the interruption of the instructional process, the length of the visit will be held to a minimum. If the observation involves a student with an IEP, a 504 Plan, or one in the process of an educational evaluation, the observation will not extend 2 hours and a member of the Special Services staff may be present for the duration of the observation.

**Please check in at the office upon arrival in the building.**

## **REPORT CARDS AND PARENT CONFERENCES:**

You will be provided progress reports on your child at least four times per year. Generally, they are given to students in September, November, February, and April. The purpose of the child's progress report card is to keep you informed regarding your child's progress in school. Do not hesitate to contact your child's teacher or the building principal with any questions or concerns regarding your child's progress.

## **PARENT'S RIGHTS TO STUDENT RECORDS**

Parents or legal guardians of students in the St. Joseph School District are reminded that upon written request they may examine their child's permanent record. Arrangements for examining records are to be made with the principal. The reviewing of records will be scheduled not later than forty-five (45) days from the receipt of the written request.

## **VOLUNTEERS**

There are many ways to help the children at Carden Park. We welcome those of you who would like to donate your time to volunteer. A volunteer form must be completed and can be obtained from our Family Involvement Coordinator. On this form, you may check the areas in which you would like to participate. It takes many volunteers to accomplish all the activities/services we provide for our students. Please help us by donating just a small amount of your time. Grandparents, aunts, uncles, neighbors and friends are all welcome. We need your help! Your assistance to the students and teachers at Carden Park is always appreciated. Please call 671-4160 if you are interested in volunteering.

## **PARENT-TEACHER ASSOCIATION**

### **PTA OBJECTIVES:**

To promote the welfare of children and youth in home, school, church and community;

To raise the standards of home life;

To secure adequate laws for the care and protection of children and youth;

To bring into closer relation the home and the school, that parents and teachers may operate intelligently in the training of the child;

To develop between educators and the general public such united efforts as well as secure for every child the highest advantages in physical, mental and spiritual education.