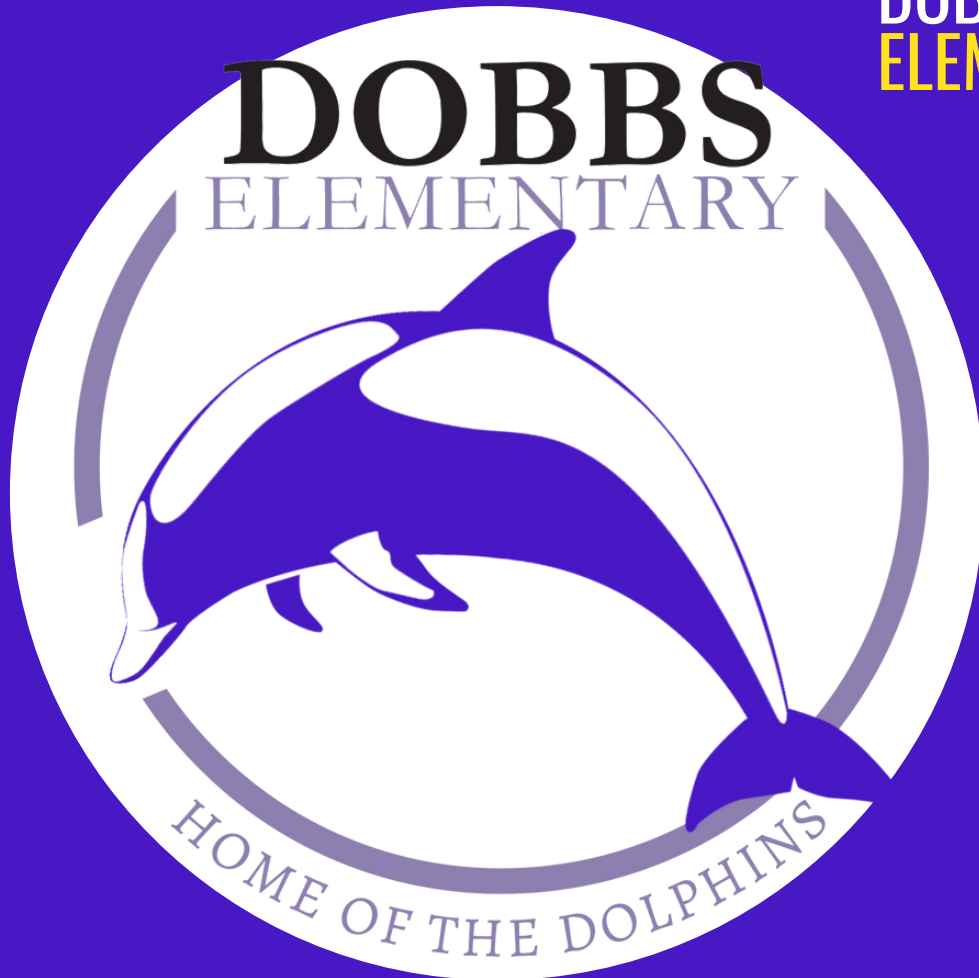




HICKMAN MILLS C-1 SCHOOL DISTRICT

# STUDENT HANDBOOK

DOBBS  
ELEMENTARY



20 20  
22 23

**Principal: La'Toya Ragan**

9400 Eastern Avenue  
Kansas City, MO 64138  
816-316-7800

School Hours: 8:15 a.m. - 3:15 p.m.

**School Mission Statement**

*Our mission at Dobbs is to create a safe, engaging, and meaningful learning community where all students can achieve their highest potential.*

Dear Dobbs Elementary Families,

The Student Handbook will provide valuable information on school and district expectations. It is important that you set aside time to review the information with your child before the school year begins. Of particular importance in the handbook is information about student dress code, attendance, and technology guidelines.

The Dobbs staff looks forward to meeting each of our families for the Sneak-A-Peek Open House events from 4:00-6:00 p.m. on August 17, 2022 for kindergarten, and on August 18, 2022 for all other grades. This will be a great opportunity to learn about what exciting adventures await your child.

I look forward to continuing to build relationships with the families I serve. As a staff, we want to create opportunities for families to participate at Dobbs Elementary and become an integral part of our school community.

My hope is that together we can make Dobbs Elementary an exemplary school where students reach their highest potential.

Sincerely,

Mrs. La'Toya Ragan

## Important Reminders & Procedures

### Arrival and Dismissal Procedures:

- **Only car riders** may enter the school through the doors located on the north side of the school from 8:05 a.m. to 8:25 a.m. The doors will be locked at 8:25 a.m. All students who are not on campus by that time will need to enter through the new front south entry doors. Students reporting to school after 8:45 a.m. must report to the office/attendance clerk to be marked tardy. For dismissal parents must remain in their vehicles to pick students up from the car rider lane. Parents are no longer able to walk to the car rider door and receive their student.

**\*STUDENTS WHO ARRIVE TARDY MUST BE ACCOMPANIED AND SIGNED IN BY AN ADULT.**

- Supervision is provided starting at 8:05 A.M. Please do not bring your child to school before that time since there is no supervision. If you need to drop your student off before 8:05 a.m., you may contact LINC at (816) 316-7782.
- **All parents/visitors must report directly to the school office. The office personnel will provide information and assistance in an effort to keep classroom interruptions to a minimum.**
- During dismissal, front entry doors will be locked at 3:00 p.m. daily until a safe release of all students has been provided. No parents will be allowed to enter the building during dismissal (only in the case of emergencies).

### Attendance

Our goal for attendance is to have 90% of our students at school 90% of the time. We need families' support to improve attendance this year. We encourage students to be at school and on time every day (bell-to-bell). It is imperative that students do not miss a minute of instruction. If a child must be absent from school, please contact the attendance clerk. The attendance clerk will make every attempt to verify absences. If possible, please schedule appointments before or after school to maximize your child's instructional time. A student is considered truant from school if they have excessive, non-justified absences, even with the consent of the parent/guardian.

- **Early Pick-Up:** To ensure the safety of students, we ask that any individuals entering the school to pick up a child before dismissal stop by the office, present identification, and sign the student out of school. Students will not be released to any person who is not listed on the student's record. Anyone sent to pick up students must be verified by the office. Teachers will not release students to anyone unless they have been instructed to do so by the office. Please make sure your contact information is current in case we need to call with questions.

## **MINIMIZING CLASSROOM INTERRUPTIONS**

- Every effort is made to minimize classroom interruptions. Please help us with the following guidelines:
- **Parents must set appointments 24 hours in advance** to speak with a teacher. No appointment time is needed to speak with the principal, but they are preferred.
- Make sure your child is well prepared for school each day. Classrooms are not interrupted to deliver homework, lunches, or messages.
- Classroom treats and birthday celebrations need teacher approval (**Please notify the teacher 24 hours in advance**). Treats must be store-bought and **no homemade treats will be accepted**. With teacher approval, snacks will be given to students during recess.  
*Note: Due to allergies, some snacks may be DENIED.*

## **SCHOOL WIDE DISCIPLINE PLAN**

### **Equity PRINCIPLES**

- Every person deserves to be respected.
- Every person deserves to be safe, to feel safe, and to be free from danger.
- Students attend school to learn academics, behavioral skills, and social skills; and learning is enhanced in a physically and emotionally safe environment.
- Learning is enhanced by the establishment of academic and behavioral expectations.
- Special emphasis will be placed on the teaching of self-discipline, good citizenship, and social skills.

## **DISCIPLINE PROCEDURES**

**The following Goals for Success will be taught, demonstrated, and displayed throughout the school:**

- ❖ I can make good choices even if I am mad.
- ❖ I can be okay even if others are not okay.
- ❖ I can do something even if I don't want to, or if it's hard.

*Bottom line: It is never okay to be hurtful or disruptive.*

While we expect our students to make good choices, we understand that there will be times when they need redirection. Here is the continuum of redirection that teachers will follow:

- ❖ Verbal warning or redirection
- ❖ Reflection: space and time to reflect in a safe spot in the classroom
- ❖ Think Sheet: a written response in a buddy room
- ❖ Parent contact: a request for family partnership and support
- ❖ Principal conference and/or consequences issued

*Note: Behaviors requiring a more severe consequence may not follow the five-step process listed above.*

## **CELL PHONES**

Cell phones will need to be secured with the teacher, in the student's backpack, or in the office each day to ensure safety. Students are not allowed to receive calls or texts during school time. If you need to reach your child, please contact the classroom teacher or front office. Your child may have their phone at dismissal. Students who do not comply with this request will not be allowed to bring their cell phones to school.

## **ELECTRONIC EQUIPMENT, TOYS, CARDS**

We discourage bringing cell phones, radios, electronic games, tape recorders, etc. to school because of potential interruptions to the learning environment and the danger of items being broken, lost, or stolen. All devices brought to school will be collected by the classroom teacher at the beginning of the day, locked and secured, and returned at the end of the day. *Bottom line: Only supplies and items noted on the school supply list should be brought to school.*

## **TECHNOLOGY USAGE**

Students at Dobbs Elementary will have daily access to an iPad and a computer lab. With this privilege comes responsibility. We expect students to use their technology to further and enhance their learning. Technology will not be used for downloading movies or inappropriate photographs or songs. Technology will be used in a safe, supervised manner at all times. Students who use district technology in an inappropriate manner will lose their technology privileges.

## **LUNCH ROOM**

All students receive a free lunch. Students are expected to take the lunch that is provided or bring a lunch from home. Students will be given 25 minutes to eat their lunch. It is an expectation that students use good manners in the lunch room and follow the Goals for Success as outlined in the discipline section.

**Visitors during Lunch:** Parents and guardians are welcome to join their child for lunch during their designated lunch time. Lunch time visitors must always check in at the front office and receive a lunch pass. The stage has been set up for visitor lunches. All lunch time visitors must eat in the designated area, known as The Dobbs Café, on the cafeteria stage. Only the child of the visitor is allowed to eat on the stage with the visitor. There are no exceptions to this rule. We may not allow friends, neighbors, cousins, or any other student to join the visitor for lunch without their parent/guardian present. Visitor passes are only for lunch time and do not extend to recess time or classroom visits. These types of observations must be scheduled in advance with the classroom teacher and the principal according to procedures outlined in the Dobbs Elementary Handbook.

## **DOLPHINS COUPONS**

Students will be given Dolphin Coupons by teachers and other school personnel when they are found demonstrating good character, behavior, or values. Students will put their Dolphin Coupons in a container in the office. Tickets will be drawn for students to receive a prize during Friday morning announcements, beginning in September.

## **CHARACTER TRAITS and SOCIAL EMOTIONAL LEARNING (SEL)**

Each month, we will focus a Character Education Trait and an SEL Pillar.

<b>Character Traits</b>			
<b>August</b>	Introduction	<b>January</b>	Fairness
<b>September</b>	Respect	<b>February</b>	Honesty/Trustworthy
<b>October</b>	Kindness/Compassion	<b>March</b>	Perseverance
<b>November</b>	Thankfulness/Gratitude	<b>April</b>	Careers
<b>December</b>	Caring	<b>May</b>	Responsibility

<b>SEL Pillars</b>	
<b>August/September</b>	Self-Awareness
<b>October/November</b>	Social Awareness
<b>December/January</b>	Self-Management
<b>February/March</b>	Relationship Skills
<b>April/May</b>	Decision-Making Skills

### **DRESS CODE**

Students' attire must not distract, disrupt, or interfere with teaching or learning, or disrupt the climate of the school. Clothing is prohibited when an administrator deems it unsuitable, unsafe, or an interruption to the learning environment.

- Shoes must be worn at all times. Avoid backless shoes, slippers, slides, heels (over 3 inches), shoes with spikes, skates, etc.
- Appropriate coverage of the body is expected, defined as being covered from shoulder to mid-thigh (about 3 inches above the knee).



- The chest, back, ribs, midriff, underarms and buttocks must be covered. Undergarments (sports bras, bra straps, boxers, or shorts worn under pants) may not show. Sagging is not permitted. All shirts must have sleeves.

**Not permitted:**

- Headphones (i.e. Beats), wireless headsets (i.e. Bluetooth) unless used for an academic purpose with the permission of a building administrator.
- Metal picks or combs, hats, hoods, hoodies, bandana prints, wave caps, sweatbands, sunglasses, or any head covering (excluding those worn for religious reasons)
- Ripped jeans, leggings or Spandex pants, see-through tights or yoga pants (unless with a shirt covering the buttocks), pajama pants, skirt, slits or splits (3 inches above the knee).
- Clothing that is see-through, revealing, displays profanity or words or symbols that advocate or depict violence, ethnic or racial slurs, drugs, alcohol, tobacco, sex, illegal gang affiliation, or expresses or implies any other illegal activity.
- Jewelry or accessories that may be used as weapons, including but not limited to: wallet chains, spiked rings, spiked bracelets, two or three finger rings that are joined, spikes, oversized belt buckles and bulky chains worn around the neck or waist.



# HICKMAN MILLS C-1 SCHOOL DISTRICT

# SCHOOL CALENDAR

## 2022-2023



JULY						
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						
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						
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				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER						
S	M	T	W	T	F	S
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER						
S	M	T	W	T	F	S
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20	21	22	23	24	25	26
27	28	29	30			

DECEMBER						
S	M	T	W	T	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY						
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12	13	14	15	16	17	18
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26	27	28				

MARCH						
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26	27	28	29	30	31	

APRIL						
S	M	T	W	T	F	S
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9	10	11	12	13	14	15
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23	24	25	26	27	28	29
30						

MAY						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

### Important Dates to Remember

- August 15 ..... Staff Report Back
- August 22 ..... First day of school for PK-2, 6th and 9th grades
- August 23 ..... First day of school for all other grades
- September 5 ..... No School - Labor Day
- September 30 ..... No School - District Prof. Development Day
- October 12 ..... Parent Teacher Conferences PM
- October 13 ..... No School - Prof. Development/Parent Teacher Conf.
- October 14 ..... No School
- November 11 ..... No School - Professional Development Day
- November 23 - 25 ..... No School - Thanksgiving Break
- December 20 ..... End of First Semester
- December 21-January 3 ..... No School - Winter Break
- January 3 ..... Teacher Work Day/Prof. Development
- January 4 ..... Students Return; 2nd Semester Begins
- January 16 ..... No School - Martin Luther King Jr. Day
- February 3 ..... Professional Development Day
- February 15 & 16 ... Progress Reports Issued, Parent Teacher Conferences
- February 16 ..... No School - Prof. Development/Parent Teacher Conf.
- February 17 ..... No School
- February 20 ..... No School - Presidents' Day
- March 3 ..... No School - Professional Development Day
- March 20 - 24 ..... No School - Spring Break
- April 7 ..... District Prof. Development
- May 25 ..... Last Day of School
- May 26 ..... Teacher Work Day
- June 19 ..... No School/ Work Day - Juneteenth Observance

▲ = First/Last Day      ● = No School

## HICKMAN MILLS C-1 SCHOOL DISTRICT

Administration Center..... (816) 316-7000  
5401 E. 103rd St., 64137

Enrollment, Residency & Social Services.....(816) 316-7014  
Former Administrative Building (FAB)  
9000 Old Santa Fe Rd., 64138

Buildings and Grounds ..... (816) 316-8190  
4005 Martha Truman Rd., 64137

Burke Academy ..... (816) 316-7740  
Alternative Education Program, 1st – 12th grade  
11115 Bennington Ave., 64134

Compass Elementary..... (816) 316-7750  
Kindergarten – 5th grade  
5401 E. 103rd Street, 64137

Dobbs Elementary ..... (816) 316-7800  
Kindergarten – 5th grade  
9400 Eastern, 64138

Ervin Elementary .....(816) 316-8400  
PreK – 5th grade  
10530 Greenwood Rd, 64134

Freda Markley Early Childhood Center ..... (816) 316-8500  
Pre-Kindergarten  
9201 E. Bannister, 64134

Hickman Mills 6th Grade Center.....(816) 316-7740  
6th Grade  
11115 Bennington Ave., 64134

Ingels Elementary ..... (816) 316-7850  
Kindergarten – 5th grade  
11600 Food Lane, 64134

Millennium at Santa Fe Elementary..... (816) 316-7950  
Kindergarten – 5th grade  
8908 Old Santa Fe Rd., 64138

Ruskin High School ..... (816) 316-7400  
9th – 12th grade  
7000 E. 111th Street, 64134

Smith-Hale Middle School..... (816) 316-7700  
7th – 8th grade  
9010A Old Santa Fe Rd., 64138

Truman Elementary..... (816) 316-8100  
Kindergarten – 5th grade  
9601 James A. Reed Rd., 64134

Warford Elementary..... (816) 316-8150  
Kindergarten – 5th grade  
11400 Cleveland, 64137

## SCHOOL START & END TIMES

**7:30 a.m. – 2:30 p.m.**

Buses arrive to school at 7:15 a.m.

- Burke Academy (all grade levels) Missouri Options
- Ruskin High School
- Hickman Mills 6th Grade Center

**8 a.m. – 2:15 p.m.**

Buses arrive to school at 7:50 a.m.

- Freda Markley Early Childhood Center

**8:15 a.m. – 3:15 p.m.**

Buses arrive to school at 8:05 a.m.

- Dobbs Elementary
- Ingels Elementary
- Smith-Hale Middle School

**9 a.m. – 4 p.m.**

Buses arrive to school at 8:50 a.m.

- Ervin Elementary
- Ervin Elementary PreK (end time is 3:15 p.m.)
- Compass Elementary
- Millennium at Santa Fe Elementary
- Truman Elementary
- Warford Elementary

