



HICKMAN MILLS C - 1 SCHOOL DISTRICT

# STUDENT HANDBOOK

FREDA MARKLEY  
EARLY CHILDHOOD  
CENTER



FREDA MARKLEY  
**BEARS**

EARLY CHILDHOOD CENTER

20 20  
22 23

**“Enriching the Mind of a Student One Day at A Time”**

**SCHOOL HOURS**

8:00 a.m. – 2:15 p.m.

**LOCATION**

Freda Markley Early Childhood Center

9201 E. Bannister

Kansas City, MO 64134

816-316-8500

**PRINCIPAL**

Mrs. Kacy Parker, Ed. S.

Dear Families and Caregivers,

Welcome to Freda Markley Early Childhood Center! We have an exciting school year ahead of us, and my staff and I look forward to partnering with you and your student(s). Whether you are joining us again or new to our school family, I am grateful you trust us with your student's care and rigorous early learning experiences.

Our Pre-K program is unique and we offer more than academic experiences. We offer life skill experiences for the "whole child" in a healthy and safe learning environment. We consider your student and family's health, social-emotional well-being, and family experiences. Your student will learn foundational skills based on individual needs that are important for Kindergarten and beyond, such as letter and sound recognition, writing, math, science, and technology concepts and skills. We do our best to make learning fun as students also learn to socialize, care for others, think critically, and recognize healthy choices and strategies to manage those big emotions that arise in frustrating or stressful situations.

We welcome you into our classrooms through various volunteer opportunities and invite you to become a member of our Parent Teacher Organization (PTO). In addition to providing high-quality early learning experiences, we are very interested in you participating in the family events and activities we have planned throughout the school year and your support in the classroom. Please reach out if you have any questions or exciting ideas that will benefit our program.

Here's to a great year!

Mrs. Kacy Parker, Principal, Ed. S

[kacyp@hickmanmills.org](mailto:kacyp@hickmanmills.org)

816-316-8500

### **FMECC MISSION**

The mission of Freda Markley Early Childhood Center is to provide a nurturing and rigorous learning environment in a culturally responsive manner to meet the diverse and individual needs of young students and their families.

### **FMECC VISION**

To provide the foundation for learning by planning purposeful and engaging experiences that foster positive social-emotional development and meet the unique needs of every student

### **FMECC BELIEF STATEMENTS**

At FMECC, we believe:

- We must develop partnerships with parents and families.
- All students are capable of learning.
- Every student has strengths that educators can leverage to offer opportunities for success.
- A healthy and safe classroom environment supports all learners.
- Relationships are key.

## **BUILDING SAFETY**

The Hickman Mills C-1 School District (HMC-1) has a secure check-in process in all District schools, including Freda Markley Early Childhood Center, to help ensure the safety of all students, staff, and families. During school hours, all doors remained secure and locked. Visitors who arrive at any time during school hours will push the button on our two-way communication system at the front door of the building to enter. If you are there to pick up a student or ask questions about a student, all visitors must present a photo ID (preferably a driver's license). A school staff member will scan the ID and provide you with a badge after acceptance into the security system. We ask that you wear the badge the entire time you are in the building. FMECC has a complete Emergency Crisis Plan for all students and staff safety.

## **FIREARM SAFETY**

The following are not allowed inside the building: firearms, pellets, or BB guns (loaded or unloaded), darts, bows and arrows, cap pistols, stun guns, or objects manufactured for play as a toy.

## **ARRIVAL AND AUTHORIZED RELEASE**

**School Hours: 8:00 a.m. - 2:15 p.m.**

It is crucial to your student's success that they arrive at school on time. The day begins with a healthy breakfast provided by the school, and right after breakfast, the instructional day begins. In the online enrollment documents, there is a written authorization for the parent(s) or legal guardian(s) to complete with the names, addresses, and phone numbers of those persons approved to take the student(s) from school. At the time of pickup, the authorized person must come into the front office to sign the student(s) out, and we will ask for photo identification (driver's license) each time to ensure safety. The person responsible for signing out a student must be at least sixteen (16) years old and have photo identification. We **will not** release students to persons (aunts, cousins, grandparents, etc.) not listed on the enrollment application without prior authorization from a parent or legal guardian. **Please NOTE: By law, either parent named on the student's birth certificate is permitted to pick up the student unless we have a legal court document on file stating otherwise.**

### **Late Arrival (after 8:00 a.m.) and Early Pickup (before 2:15 p.m.)**

A student is late after 8:00 a.m. If frequent enough, tardies and picking up a student from school early can add up to a day's absence. When students are not picked up on time and a parent or a person on the emergency contacts list cannot be reached, we will contact the district office or our school resource officer for further assistance and directions. We ask if you are running 5-10 minutes late, contact the front office at 816-316-8500. Please keep the school telephone number with all your other contact information.

### **Chronic Tardiness/Absenteeism**

The Department of Elementary and Secondary Education (DESE) has determined that students and schools should be rated on 90% of the students being present 90% of the time. Late arrivals, early pickups, and missing an entire school day will affect a student's attendance percentage. If the school or the teacher is unaware of a student's absence, our school clerk will personally call you out of courtesy and concern.

### **Supports for chronic late/tardy arrivals, late pickups, or excessive absences:**

If a student is repeatedly late arriving to or being picked up from school:

1. **First Time:** We will give a supportive verbal reminder of school hours.
2. **Second Time:** We will give a supportive written reminder of school hours from the principal or family school liaison. The document will require a parent(s) or guardian's signature.
3. **Third Time:** We will schedule a meeting with the principal and family school liaison to provide support, recommend and plan enrollment in LINC, or provide a bus route.
4. **Fourth Time:** The principal will request parents or guardians to prove residency for a bus to be routed, or pay to enroll the student(s) in LINC.

**Please be sure to contact the school if your student(s) will be absent by notifying the classroom teacher or front office via phone or email.**

### **MAINTAINING CURRENT INFORMATION**

As the school year progresses, addresses, phone numbers, and email addresses can change, and all demographic information must be kept current. However, you can request a form or let your student's teacher know of any changes. This refers to emergency contact information, too.

### **INCLEMENT WEATHER PROCEDURES**

In case of bad weather, here are some essential things to remember:

- The decision to close schools or implement a delayed start is usually made no later than

5:00 a.m. If possible, HMC-1 will decide the evening before.

- Please listen to a reliable local radio or television station for HMC-1 announcements. You may also receive an automated call with information regarding inclement weather. If no announcement is made, you may assume that schools will operate on a regular schedule.

### **BUS INFORMATION**

HMC-1 provides door-to-door service for all pre-k students, except those living in a cul-de-sac, an apartment complex with a parking lot, or a daycare with a parking lot. **School buses cannot pull into cul-de-sacs or parking lots at any daycare or apartment complex for safety reasons.** The parent, guardian, or a daycare provider will be responsible for meeting the bus on the main street. Each bus has seatbelts/harnesses and a bus monitor for support. All students are expected to remain seated in the seatbelts/harness to and from school. If there is a need to change the pick-up or drop-off address, the parent/guardian must call the school at 816-316-8500. A bus transportation form will be completed and sent to the bus company. It will take **3-5 days for the change to take effect**, and you will receive a notification when the process is complete. If you have questions regarding bus times or other concerns, contact Apple Bus Company at 816-315-0888. At the end of the school day, when the driver brings the student home, the **driver must physically see an adult** in order to release the student. If no adult is present, the student will not be released, and the driver will return the student back to school. **The school office closes at 2:30.** Student(s) who are returned to the school **three times** are deemed “undeliverable” and will face suspension from bus services.

### **TRANSPORTATION BY CAR**

Our arrival, drop-off, and dismissal pickup safety procedures have been established to provide as much convenience as possible to parents and guardians and provide a safe procedure for students. **Please follow these guidelines if you bring or pick up your student(s):**

- If car rider student(s), you have the option to park and walk your student(s) to the main door of the building using the crosswalks, or drive through the drop-off and pick-up line after busses.
- Students must always be escorted by an adult when walking through the parking lot. Never allow your student to walk alone. There is always traffic entering and exiting the parking lot so caution is necessary.
- If using the car line, please arrive at 7:50 a.m. after the buses have arrived. Please follow the designated cones and guidance provided by the staff that is outside to assist you in dropping off your student(s) safely. The car line ends at 8:00 a.m. so staff may begin the instructional day. **Please do not pull around cars that are waiting for students in line ahead of you.**
- To participate in the car drop-off line, students must be in an approved car seat for the student’s age and weight. Pre-kindergarten students are required to be in a car seat or

booster seat by state law. Our School Roaming Office may be on-site conducting safety checks

- At dismissal for car riders, parents are required to park and come into the building to pick up the student. Car riders will be in the Community Room and each class will have a designated spot. The building will be open at 2:10 p.m. for parents to pick up car riders. It is the parent's responsibility to provide alternate arrangements in the event that they are unable to pick up their student at 2:15 p.m. The office must be notified no later than 1:30 p.m. for all transportation changes. No transportation changes will be made for safety after 1:30 p.m. Additional information or updates may be in class newsletters etc.

## HEALTH AND NUTRITION

### **FMECC Early Childhood Program requires the following:**

- Immunization must be up-to-date, and the school nurse has the documentation on file for your student to start school. Failure to remain on the Missouri Department of Health recommended immunization schedule will result in your child's exclusion until the required immunizations are current. The school nurse will provide information about immunizations and required deadlines.
- In the event of an outbreak or suspected outbreak of a vaccine-preventable disease, unimmunized students are excluded from school following the control measures instituted by the KCMO Health Department.
- Health assessment statements or asthmatic plans must be on file in the nurse's office on the first day of school with the prescribed medication.
- Students are expected to be self-sufficient when toileting unless noted otherwise prior and part of a student's Individualized Education Program plan. School staff will assist all students when needed but pull-ups or disposable diapers are prohibited unless stated in the student's IEP.
- If your student has a food allergy, this information must be provided to the school nurse in writing from a licensed healthcare provider. Once documentation is received, the school and Food Service Department will work closely with parents to develop a healthcare plan that will minimize any risk to your student, and an emergency healthcare plan in the event of an allergic reaction.
- Meals will not be adjusted based on individual students' preferences without a healthcare provider's note. A monthly menu will be provided.
- Breakfast and lunch are free and served to all students. Foods served are high in nutrients and low in fat, sugar, and salt.
- NO PORK is served in our school at any time.
- Parents may choose to pack a lunch for their child daily. If choosing to do so, we request that



## ILLNESS OR SICKNESS

If your student wakes up with a fever, an upset stomach, or not feeling well, the student should remain at home. If a student becomes ill during the school day, the school nurse will assess the student to determine if a student is too ill to remain at school and needs to go home. If the nurse decides that the student needs to go home, we request the student be picked up within 45 minutes after the parent has been notified. A parent may be asked to take the student to a doctor. Any student experiencing the following symptoms will be sent home:

- ✓ A fever of 100 degrees or higher (student may return after the fever is gone for 24 hours)
- ✓ Contagious skin or eye infections
- ✓ Diarrhea
- ✓ Vomiting

A notice will be sent home to parents if their student is exposed to certain contagious diseases. If your student becomes infected with a contagious disease, please notify the school nurse immediately. Some contagious diseases include cold/flu, chicken pox, measles, pink eye, impetigo, ringworm, pinworms, head lice, and COVID-19.

If your student needs to be given medication at school, the school nurse or their designee must administer it. Prescription and non-prescription medication must be delivered to the school by a parent or another designated adult. **Do not send medication to school in a student's backpack.** The medication must be in the **original container**. Any prescription medication must be labeled with the student's name, name of medication, strength, dosage schedule, and date prescribed. A parent/guardian must complete a **permission form** with specific directions before the medication will be administered.

## DISCIPLINE PROCEDURES

At Freda Markley, we work hard to provide each student with the social-emotional support needed each day. We have multiple strategies and support staff to encourage self-regulation and problem-solving skills in our students. Our goal is to keep every student in class where instruction takes place. However, when a student displays chronic disruptive behavior that hinders the learning environment, they will be escorted to the family school liaison's office where a parent or guardian will be contacted. If this behavior continues, a parent meeting will be required in order to problem-solve collaboratively and appropriately.

### APPROPRIATE CLOTHING

Students often work with paint, glue, and markers, so you will want to dress your student in casual clothing. Students will have indoor/outdoor recess twice a day throughout the year, so dress your student appropriately to play and have fun according to the weather for outdoor recess. Tennis shoes or other rubber-soled shoes are the safest footwear. Open sandals, flip flops, or shoes with elevated heels are not safe for young students and are not recommended. Be sure to **label your student's name on all articles** coming to school: jackets, coats, gloves, hats, sweaters, etc. The office has a lost and found box that you may check for any lost articles. We know young children may have an accident and wet or soil their clothing. We require that all students have **two sets of extra clothing** to keep at school. One set should be summer clothing with one pair of underwear, one pair of socks, bottoms, and a shirt. The other set should include fall/winter clothing with a pair of underwear and one pair of socks, jeans/pants, and a shirt. Please label all items. The school will provide each student with a large oversized bag for clothing. The clothing will be individually sealed in the bag and stored in each student's cubby. When students have an accident, the teacher will notify the parent about the situation either by note or a brief phone call. **Please wash and return the extra clothing.**

### REST TIME/NAP TIME

Pre-K licensing requires at least a 30-minute rest time for full-day programs. Here at FMECC, students rest/nap for 45 minutes daily. Some students naturally will not fall asleep and will still have to lay quietly, but they don't have to go to sleep. The school will provide each student with their own mat or cot. **Parents will need to provide a small blanket. The blanket should be small enough to be folded and fit into a backpack. Students will bring their blankets home every Friday in the backpack to be washed and returned every Monday.**

### HOLIDAYS AND BIRTHDAYS

We will have special celebrations to respect our diverse student population throughout the school year. **Parents must inform the teacher if they do not want their student(s) to participate in a scheduled activity. Please take the time to read the classroom newsletters for upcoming celebrations and events.** Birthdays are a significant time for most young students. In each classroom, the teacher will recognize a student's "special day" in many ways. However, if you would like to add to this celebration, make arrangements with the teacher to send **one** treat for the entire class. Treats will be eaten as an afternoon snack before the end of the day. All snacks must be pre-packaged and store-bought, and there should be enough for the entire class (generally 17 students). Including the teacher and paraprofessional in the room makes it 19 snacks or treats (store-bought cupcakes permitted). **FMECC does not permit full celebratory birthday parties at school, so please do not send any decorations of any kind, especially balloons.**

### **PARENT INVOLVEMENT ACTIVITIES**

Parents are essential to the success of our program. We want to work together as a team to foster your pre-K student's learning and development. Reading with your student is a great place to begin. Each family should read at least 100 books with their student during the school year, and come to school for: (1) a meet and greet, (2) two parent-teacher conferences, and (3) at least two additional visits for a minimum of 5 activities. See our **Parental-Family Involvement Plan** for all scheduled events for the school year. Dates are subject to change due to unforeseen circumstances.

### **LINC BEFORE AND AFTER SCHOOL CARE**

LINC is available for before and after school care. Morning hours are from 7:00 a.m. to the start of school, and afternoon hours are from dismissal to 6:00 p.m. The cost of the program is \$55.00 per week. If interested in the LINC program, please contact Jess Long at 816-316-8569 or [Jlong@kclinc.org](mailto:Jlong@kclinc.org), or complete the online application at [www.kclinc.org/enrollment](http://www.kclinc.org/enrollment).



# HICKMAN MILLS C-1 SCHOOL DISTRICT

# SCHOOL CALENDAR

## 2022-2023



### 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

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						

JANUARY						
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			

FEBRUARY						
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				

SEPTEMBER						
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	

MARCH						
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	

OCTOBER						
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						
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						

NOVEMBER						
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						
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			

DECEMBER						
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						
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	

## 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

