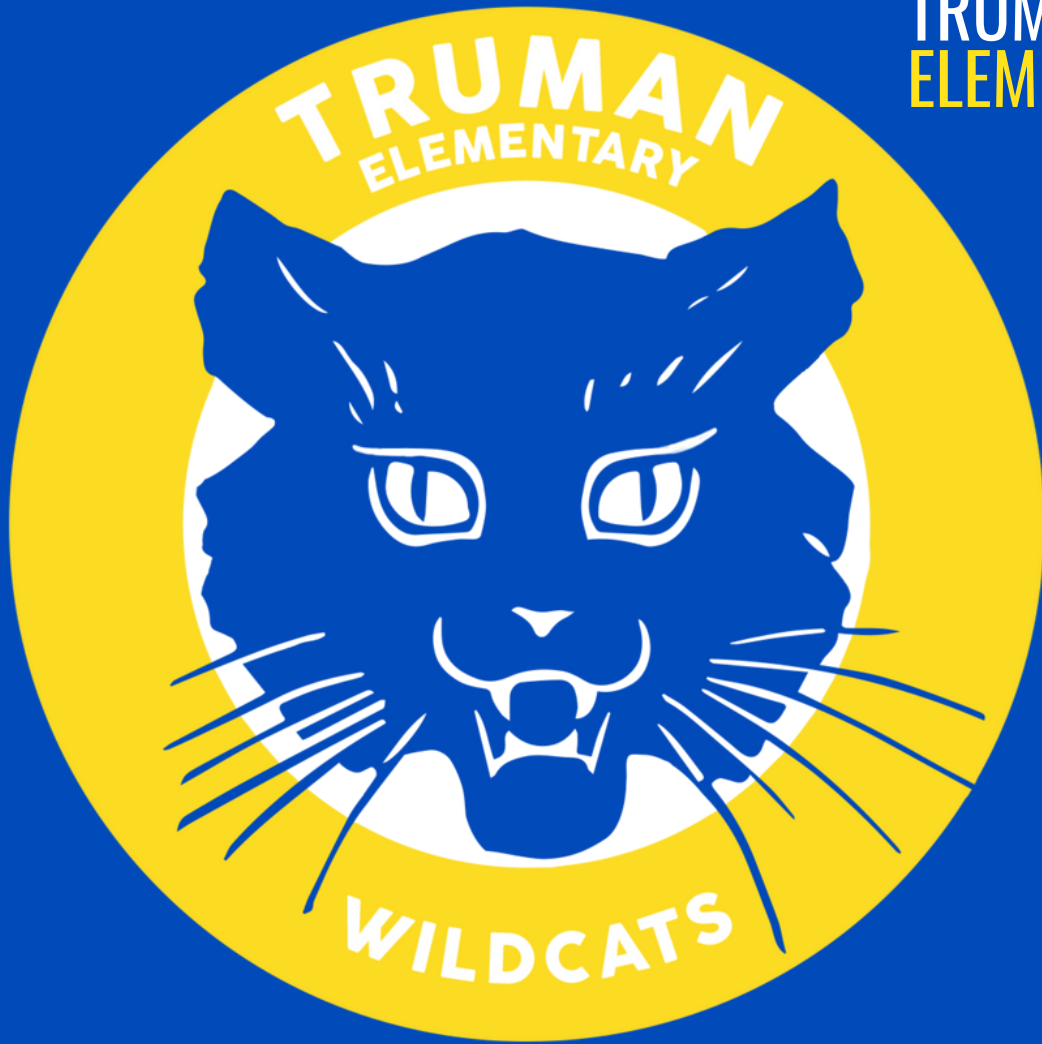




HICKMAN MILLS C - 1 SCHOOL DISTRICT

# STUDENT HANDBOOK

TRUMAN  
ELEMENTARY



20 20  
22 23

Mission Statement:

Truman Elementary is dedicated to providing an equitable environment that supports students in reaching their fullest potential academically, socially, and emotionally. We bridge the gaps between home, school, and the community. With the support of these partnerships, Truman Scholars will become contributing members of society.

Principal: Susan B. Herrera

Dear Truman Elementary Families,

The Student Handbook will provide valuable information on school and district expectations. It is important that you set aside time to review this information with your child before the school year begins. Of particular importance in the handbook is information about Wildcat Wednesday Folders, student clubs, tutoring, attendance, opportunities for parent involvement, and technology guidelines. This year, the student handbook also contains a calendar of exciting events that we have planned for this school year. Please use this calendar to choose which events you can attend!

The Truman staff looks forward to meeting each of our families before the start of the school year. On August 18, we will host our Meet and Greet event. Families will follow a scavenger hunt menu of activities, which includes meeting your child's teacher and concludes with prizes for families that complete the scavenger hunt. It will be an IMPORTANT event that you don't want to miss! The first day of school will be Monday, August 22 for Grades K-2, and Tuesday, August 23 for Grades 3-5.

As I enter my seventh year as your principal, I look forward to establishing deeper relationships with the families I serve. As a staff, we want to create more opportunities for families to participate at Truman Elementary and become an integral part of our school community. My hope is that **together** we can make Truman Elementary an exemplary school where students reach their highest potential.

Sincerely,

Mrs. Susan Herrera

## **CALENDAR of Important Events**

- Elementary Meet and Greet – Thursday, August 18, 4:00-6:00 p.m.
- Title 1 Information Meeting – Monday, September 12, 6:30 p.m. (via Zoom)
- STEAM Night – September 29, 6:00-7:00 p.m.
- Tutoring – after school beginning in October
- Truman Clubs (enrichment program) – beginning in October
- Fall Parent/Teacher Conferences – October 12-13
- Read and Treat – October 27 with LINC, 6:00-7:00 p.m.
- First Quarter Celebration Assembly – October 28, 9:30 a.m.
- First Semester Showcase – December 13, 6:00-7:30 p.m.
- Second Quarter Celebrations Assembly – December 20, 9:00 a.m.
- Attendance Matters – January 24, 6:00 p.m.
- Spring Parent-Teacher Conferences – February 15-16
- Black History Showcase – March 2, 6:00 p.m.
- Third Quarter Celebration Assembly – March 17, 9:00 a.m.
- National Honor Society – April 3, 6:00-7:00 p.m.
- Fourth Quarter Celebration Assembly – May 24, 9:30-10:30 a.m.
- Fifth Grade Breakfast Celebration – May 27, 9:30 a.m.

## **School Community Involvement Opportunities for Parents/Guardians**

- PTA - September 12, 6:00-6:30 p.m.
- PTA - October 10, 6:00-7:00 p.m.
- Fall Harvest Party - October 31
- PTA - November 8, 6:00-7:00 p.m.
- Career Day - November 21-22, all day
- PTA Meeting and Winter Choir Concert - December 8, 6:00 p.m.
- Winter Holiday Party - December 20, 2:00-3:00 p.m.
- PTA - January 9, 6:00 p.m.
- PTA - February 6, 6:00 p.m.
- Valentine's Day Parties - February 14, 2:30 p.m.
- Concert - March 7, 6:00 p.m.
- PTA and MAP Meeting - April 10, 6:00 p.m.
- Concert - April 25, 6:00 p.m.
- Spring Title 1 Meeting - May 1, 6:00 p.m. (via Zoom)
- Talent Show - May 12, 6:00 p.m.
- PTA - May 15, 6:00 p.m.
- Field Day - May 19, all day
- 5th Grade Promotion Breakfast - May 25, 9:30 a.m.

## **Opportunities for Parents/Guardians to be Informed of Student Achievement /Progress**

While teachers will provide you with frequent informal progress reports, our school will provide you with the following formal student achievement reports and/or data each year:

- Grades 1-5: Quarterly Mid-Term Progress Reports
- Grades 1-5: Quarterly Grade Reports
- Grades 2-5 iReady Reading & Math achievement reports (Fall & Spring)
- Grades 3-5 MAP ELA, Math and Science achievement reports (Fall)

**ARRIVAL AND DISMISSAL PROCEDURES:** Students can enter the building at 8:50 a.m. when the bell rings. Students will be given milk and a grab 'n go breakfast sack. Dismissal will begin at 3:45 p.m. The staff will not be available to supervise students before 8:50 a.m. or after 4:10 p.m. Please help us ensure students are safe, by adhering to these arrival and dismissal times.

### **BUS RIDERS**

Bus riders will unload upon arrival one bus at a time supervised by a member of the Truman staff. At dismissal, bus riders will leave first starting with 5<sup>th</sup> graders at 3:45 pm and ending with kindergarteners at 3:55 p.m. Students are expected to observe regular rules for good conduct at all times. They are to sit where assigned and remain seated until the bus arrives at their stop. Students are expected to keep the aisles clear and avoid all behaviors which may distract the bus driver. If damage is caused on the bus, the offender will be expected to make restitution. Respect for the driver and other students is expected at all times. Riding the bus is a privilege, not a right. Students who violate bus rules or jeopardize the safety of others may forfeit their bus riding privileges. If your child will not be riding the bus home on any given day, the school must have a note signed by the parent indicating the change. If we do not have a signed note, we are obligated to put your child on their assigned bus. A phone call to the office will be sufficient in an emergency. All students must load the bus when asked and ride their designated bus unless other arrangements have been made and verified by the office.

### **CAR RIDERS**

Truman staff will be on duty in the car line to supervise and assist the arrival and dismissal of car riders. The car line forms parallel to the bus line. It is important that during morning drop off, that students are escorted from the car to the sidewalk by an adult. At dismissal, car riders will load **only after buses** have left the parking lot at approximately 4:00 p.m.

## **WALKERS**

Walkers will be called after buses have left. A Truman staff member will escort all students crossing at James A. Reed Road. Walkers are to report home or to a daycare provider directly after school. Walkers should not linger on school property.

## **EARLY PICK-UP**

To ensure the safety of our students, we ask that any individual 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 a child to any individual unless they have been instructed to do so by the office. Please make sure all of your contact information is current in case we need to call you with any questions.

**ATTENDANCE:** Our goal for attendance is to have 90% of our students at school 90% of the time. During the 2022-23 school year, ***we want to maintain and exceed the success we had last year with 92% average daily attendance.*** 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 at 816-316-8075.** The Attendance Clerk will make every attempt to verify absences. If at all possible, please schedule appointments before or after school. We want 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. We will communicate your child's attendance using a stoplight analogy: green meaning your child is at school 90% of the time or better; yellow meaning your child is attending 85-89% of the time; and red meaning your child is attending less 85% of the time. More information will be provided at opening meetings.

**BICYCLES:** Students who live close enough to the Truman to safely ride a bike to and from school may do so. However, they must have a lock to secure their bicycle onto the bike rack.

**BULLYING:** In order to promote a safe learning environment for all students, the Hickman Mills C-1 School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students. For more detailed information see the HMC-1 Code of Conduct. Any credible reports of bullying will be documented and an investigation will be conducted by the counselor and the principal at Truman Elementary.

**BUS:** The staff at Truman Elementary supports the safe arrival and departure of the buses on school grounds. Questions about routes, bus stops, and conduct notices should be directed to the bus company. 816-315-0888.

**CARING FOR KIDS:** Truman Elementary partners with several area churches and two businesses to better meet the needs of the families and staff that we serve. If your church or business would like to partner with us, please contact Donna Hoch, of St. Luke's United Methodist Church, located at 9420 James Reed Road. (816-763-8444)

**CELL PHONES:** Cell phones will need to be secured with the teacher or the office each day to ensure safety. Your child may have their phone at dismissal. Students that do not comply with this request will not be allowed to bring their cell phone to school.

**CHARACTER TRAITS:** Each day the Truman staff will encourage students to be safe, respectful, cooperative, kind and peaceful. Weekly we will recognize one student from each class that exemplifies these character traits and they will receive a High Five Award. At the Celebration Assemblies each quarter, one student from each class will receive an overall High Five Award.

**CLUBS:** During October, the Truman staff and community partners will offer a variety of **before school** enrichment clubs. Clubs may include: Lego League, photography, running, dance, drama, and art just to name a few.

**ELECTRONIC EQUIPMENT, TOYS, and CARDS:** Because of the potential interruption to the learning environment and the danger of items being broken, lost or stolen, cell phones, radios, electronic games, tape recorders, etc. are not encouraged to be brought to school. All devices brought to school by parent permission will be collected by the classroom teacher at the beginning of the day, secured, and returned at the end of the day. ***Only supplies and items noted on the school supply list should be brought to school.***

**EMERGENCY INFORMATION:** Please keep the school office and the classroom teacher informed of any changes in your address, phone numbers or emergency contacts. It is extremely important, and in your child's best interest, that we are able to contact you or a designee when necessary.

**HEALTH ROOM:** Our school nurse will be the one to contact you should your child's symptoms warrant going home. In the event your child should need to leave school due to illness or injury, please pick up your child as quickly as possible. Remember all medications must be brought to the school nurse by a parent or guardian in the original container with labeling.

**DRESS CODE:** Students' attire must not distract, disrupt or interfere with teaching and learning or disrupt the climate of the school. Clothing is prohibited when an administrator deems unsuitable, unsafe or interrupts the learning environment.

- Shoes must be worn at all times. Avoid: Backless shoes, slippers, slides, heels (over 3 inches) and shoes with spikes.
- Appropriate coverage of the body is expected, defined as being covered from shoulder to mid-thigh (about 3 inches above the knee). 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 the building administrator.
- Ripped jeans, leggings, spandex pants, see-through tights or yoga pants worn alone, pajama pants, skirt slits/splits (3 inches above the knee).
- Clothing that is see-through, revealing, displays profanity or words/symbols that advocate or depict violence, ethnic/racial slurs, drugs, alcohol, tobacco, sex, illegal gang affiliation or other expressed or implied 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.

**HOMEWORK:** Homework is determined by the classroom teacher and should not exceed 10 minutes per each grade your child is in school. (1st grade for 10minutes; 2nd grade for 20 minutes, etc.)

**LUNCH ROOM:** All students receive a free lunch. Students are expected to take the lunch that is provided or to bring lunch from home. Students will be given 25 minutes to eat their lunch. It is an expectation that students act as Truman Scholars and use good manners in the lunch room and that they conduct themselves as they would at home.

**MISSED ASSIGNMENTS:** If you know your child is going to be absent, please request homework in advance. Assignments may be picked up at the end of the school day. Missed work must be made up in a reasonable amount of time. As a general rule, a student should have the same number of days to make up work as the number of days absent. Check with the principal when requesting work for a truant or suspended student.

**STEAM and MAKER SPACE ROOM:** We have a fully functioning STEAM and Maker Space Room. ALL classrooms are welcome to use this room that contains wonderful materials for students including a 3-D Printer, Lego Table, Make Space Cart, Robots and so much more!

**VISITORS: Visitors are welcome.** Please sign in at the office (room 21 at the south entrance) upon arrival to receive a visitor's badge. If you wish to visit a classroom, *you will need to schedule that with the principal or teacher in advance. If you want to check on your student, we can call them up to the office for you or escort you for a brief check in.* Scheduled visits to the classroom are typically limited to 15 minutes or less. Thank you for helping us ensure that instruction time is protected.



**HOW to be a TRUMAN SCHOLAR:** We encourage our students to be young scholars. This means that we create an environment where students can be collaborative researchers and thinkers. This poster can be seen all throughout the school and is taught to students.



**“Use your words for good:”** Profanity is not allowed and will result in an office referral. While we expect our students to make good choices and act as Truman Scholars, we also understand that there will be times when our students need redirection.

**Here is the redirection continuum that teachers will follow:**

- ✓ Verbal warning: redirection using trauma sensitive language.
- ✓ Reflection: a safe spot in their classroom with time for the student to calm down and think.
- ✓ Think Sheet: a written response in a buddy room.
- ✓ Parent Contact: a request that you support and partner with us.
- ✓ Principal Conference: meeting with the student and possibly parents; consequences may be issued.

Behaviors requiring a more severe consequence may not follow the five-step process.

**NATIONAL HONOR SOCIETY:** This year our Truman scholars will have the opportunity to belong to the **Elementary National Honor Society**. More information will be given at conferences.

**PTA:** We are proud to have a long-standing PTA at Truman Elementary. Our PTA was the largest in the district last year. Our PTA helps fund field trips, provides appreciation for the staff and buys items for the school such as mats for the gym walls. If you would like to become a member or support the PTA, you can sign up at Meet and Greet.

**PTA Meetings are at 6:00 p.m. in the Truman Elementary Library or via Zoom on the following dates:**

September 12  
October 10  
November 7  
January 9  
February 6  
April 10  
May 15

**Title 1 FUNDS and Family INVOLVEMENT:** Each year, we receive federal dollars to ensure that our scholars receive an equitable learning experience. It is important that you understand how our Title 1 funds are being spent and we want you to have a voice in the decision-making process. We are looking for parents to serve on the Title 1 Parent Advisory Committee for the 2022-23 school year. You may contact Mrs. Herrera if you would like to serve in this capacity at 816-316-8072 or email at [susanher@hickmanmills.org](mailto:susanher@hickmanmills.org)

**TECHNOLOGY USAGE:** Students at Truman Elementary have daily access to 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, inappropriate photographs, songs or sending inappropriate or threatening messages to others. Technology will be used in a safe, supervised manner at all times. Students that use district technology in an inappropriate manner will lose their technology privileges.





# HICKMAN MILLS C-1 SCHOOL DISTRICT

# SCHOOL CALENDAR

## 2022-2023



JULY						
S	M	T	W	T	F	S
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31						

AUGUST						
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SEPTEMBER						
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OCTOBER						
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NOVEMBER						
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DECEMBER						
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## 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

JANUARY						
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FEBRUARY						
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MAY						
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JUNE						
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▲ = 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

