

STUDENT HANDBOOK

2023-2024

HickmanMills.org/6th7thGradeCenter



Principal: Dr. Chad Ryerson

District Leadership

Superintendent: Yaw Obeng

Board of Education

Carol Graves, Director

Byron Townsend, Director

Ann Coleman, Director

Brandon Wright, Director

Irene Kendrick, Director

Beth Boerger, Director

9010A Old Santa Fe Road

Kansas City, MO 64138

Main Office: 816-316-7700

www.hickmanmills.org

School Hours: 7:30 am – 2:30 pm

School Information

School Colors Blue, White, and Gold

Mascot Eagle

Building Opens for Students 7:15 a.m.

School Phone Number 816-316-7700

School Fax 816-767-7735

Attendance Number 816-316-7010

Administrative Staff Information

Administration	Chad Ryerson Renna Gordon John Miller	Principal Assistant Principal Assistant Principal
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Administrative Assistants	Sheila Ellingburg Toy Bailey Cha'Sha Walker Ethella Bennett	Principal's Secretary 6 th Grade Secretary 7 th Grade Secretary Registrar
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Counselors	Angela Swearingin Marisa Magsam	6 th Grade Counselor 7 th Grade Counselor
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Family School Liaison	Aaqila Carter	FSL
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Nurse	Kim Lightfoot	Nurse
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Table of Contents

GENERAL BUILDING PROCEDURES.....	5
Activities & Club Opportunities.....	5
Arrival and Dismissal	5
Arrival.....	5
Dismissal	5
Attendance	6
Early Pick-Up:.....	6
Late Arrival:	6
Backpacks.....	6
Building Hours	6
Bus Riders Expectations	7
Cafeteria	7
Classroom Celebrations	7
Closed Campus	7
Conferences.....	7
Discipline	8
Dress Code	8
Emergency Drills: Fire-Tornado-Disaster-Earthquake.....	9
Food and Drinks	9
Hallway Behavioral Expectations.....	9
Hall Passes/Planners	9
Lost and Found.....	10
Planners/Agendas	10
Personal Property.....	10
Technology	10
Cell Phone Usage:.....	10
Chromebook Usage	11
Textbooks	11
Withdrawal	11

6th & 7th Grade Center Student Handbook

This handbook is designed to cover the majority of processes and procedures at the 6th & 7th Grade Center. However, there will be individual items that are not covered by this document. In those instances, processes and procedures will be determined by the building administration and parents/guardians will be notified of any such changes.

GENERAL BUILDING PROCEDURES

Activities & Club Opportunities

Students have the opportunity to participate in several afterschool activities and clubs during the school year. Students are encouraged to get involved and share their talent and skills while supporting our school community. After-school activities begin at 2:30 p.m. Students are expected to go promptly to the meeting location and be on time in order to participate. **A student may not exit and then return to the building if he/she is staying for an after-school activity.** Once the student is outside of the building, he/she will be expected to go home immediately.

Arrival and Dismissal

Arrival

- **Car riders:** enter the school through the doors located in the front parking lot (Northeast parking lot) of the school starting at 7:15 am. This will continue until 7:25. The car riders' doors are locked at 7:25 a.m. All students who are not on campus by 7:25 am will need to enter through the student entrance on the west side of the building. Students reporting to school after 7:45 a.m. must report to the office/attendance clerk to be marked tardy. *****STUDENTS WHO ARRIVE TARDY MUST BE ACCOMPANIED AND SIGNED IN BY AN ADULT*****
- **Bus riders:** Enter the school through the student entrance (west side parking lot where the tennis courts are located) starting at about 7:15 a.m. Students will get breakfast and proceed to their homeroom classroom.

Dismissal

- **Bus riders:** Students who ride the bus are dismissed after car riders. Bus riders will be dismissed beginning at 2:25 p.m. All buses will be parked in the back west parking lot.
- **Car riders:** Car riders will be released at approximately 2:20 p.m. Students will exit the building to the northeast parking lot where parents/guardians are directed to pick up their students. For dismissal, parents must remain in their vehicles to pick students up from the car rider lane. Parents should not exit their vehicles to attempt to locate their student. Staff will be outside to help ensure students get with their parents.

Attendance

Our goal for attendance is to have 90% of our students at school 90% of the time. This is needed to ensure that students are progressing academically. We encourage students to be at school and on time every day. If a child must be absent from school, please contact the grade level attendance secretary. 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 s/he has excessive non-justified absences even with the consent of the parent/guardian.

Early Pick-Up:

To ensure the safety of students, individuals entering the school to pick up a child before dismissal must go to the security 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 demographic record. Anyone sent to pick up a student must be verified by the office. The school will not release students to anyone unless they have been instructed to do so by the office. Therefore, please make sure all of your contact information is current in case we need to call with any questions. All early pickups must happen before 2:15. Once afternoon dismissal has started, students will not be called out of class.

Late Arrival:

Students arriving at school after 7:45 a.m. must be signed in by a parent or guardian. This is done in the security office and students will be marked tardy to school and given a pass to class.

Backpacks

Students at the 6th & 7th grade Center are allowed to have backpacks at school. The backpack and its contents are the responsibility of the student. Therefore, students are encouraged to leave any items of value not required for school at home.

Building Hours

Building hours for students are from 7:15 a.m. to 2:30 p.m. Students arriving at school prior to 7:15 a.m. need to remain outside or wait in the front entrance until the building opens. At 7:15 a.m., we start letting students into the building for breakfast. Students are required to leave the building by 2:30 p.m. at the end of the day unless under the direct supervision of a teacher or sponsor.

Bus Riders Expectations

Students who are assigned to a bus are expected to ride their assigned bus to and from school. In order for a student to ride a different bus, the student will need to get prior authorization from the Administration. Requests should be submitted in writing by a parent/guardian to the office on that day. Parents are also required to request authorization prior to a student walking home using this same procedure.

Cafeteria

All students receive free breakfast and lunch. At the beginning of the day, students are provided grab and go breakfast if they desire one. Teachers escort their classes to the cafeteria for lunch. Students should have used the restroom before coming to the cafeteria. Once inside, students are not allowed to leave the cafeteria. Students are expected to remain at their assigned tables until they are picked up by their teachers at the end of the lunch shift. Good student conduct is essential for an orderly lunch. Therefore, students will:

- Sit down with their classes at their assigned tables.
- Wait for their table to be called to get their lunch.
- Eat first, and then talk quietly to students at their own table.
- Behave respectfully and use good table manners.
- Finish all food in the cafeteria - no food or drink may be taken out.
- Place all trash in the proper receptacles.
- Remain in the cafeteria until dismissed to walk back to class with their teacher.

Students may not order food from outside vendors or delivery services. If they do so, the items will be kept in the office until the end of school.

Classroom Celebrations

No celebration shall be organized, planned, or held during the school day without the prior approval of the building administration. Celebrations must be connected to student achievements or classroom accomplishments over a period of time and supported by data.

Closed Campus

The 6th & 7th Grade Center has a closed campus policy. This means students are to remain in the building at all times during the school day. All outside persons are required to be buzzed into the building and provide proper ID before being allowed entrance into the building.

Conferences

Fall academic conferences will be held during the month of October. Spring academic conferences will be held during the month of February. Please refer to the district calendar for the exact dates and times. Teachers are also available during their plan period and after school for conferences. However, please contact the teacher at least 48 hours ahead of time when trying to arrange a meeting with a staff member.

Discipline

At the 6th & 7th Grade Center, we try and build a culture of kindness towards one another. Our belief is that creating a culture of support will help lead to academic success. However, there will be times when student behavior needs to be redirected. When this is necessary, the 6th & 7th Grade Center utilizes Restorative Practices to resolve situations. The goal is always to minimize the length of time students are not engaged in their academics. The belief is that redirecting behaviors that are not beneficial to a student's academic success are the responsibility of everyone. Therefore, we utilize a team of individuals to help address undesirable behaviors that should not occur in the school setting. This team will always involve the family too. The goal will always be to create a resolution that benefits all parties and provides the student with clear guidance and defines acceptable behaviors moving forward.

It should be understood that there will be times that students must be removed from the school setting. This typically will occur when behaviors are deemed dangerous to either the student, fellow students, or staff members. Academic pauses are not taken lightly. However, this is always a last resort and reserved for major disruptions to the learning environments.

Dress Code

The 6th & 7th Grade Center will adhere to the Dress for Success expectations of the Hickman Mills C-1 School District policy which is addressed in the Student Code of Conduct. 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. The dress code criteria are as follows:

- 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). 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.
- The following items are not permitted and addressed as part of the dress code procedures:
 - Ripped jeans, leggings/spandex pants, see through tights or yoga pants (unless with a shirt covering buttocks), pajama pants.
 - Clothing that is see through, revealing, profane, displays profanity or words/symbols that advocate or depict violence, ethnic/racial slurs, drugs, alcohol, tobacco, sex, illegal gang affiliation, political statements or other illegal activity expressed or implied.
 - 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.
 - Headphones (such as Dre-beats), wireless headsets (Bluetooth) unless used for an

- academic purpose with the permission of the building administrator.
- Metal picks & combs, hats, hoods, hoodies, bandana prints, wave caps, sweatbands, sunglasses or any head covering (religious reason is excluded).

Emergency Drills: Fire-Tornado-Disaster-Earthquake

The 6th & 7th Grade Center does monthly emergency drills. Fire drills are signaled by the fire alarm or bullhorn. Tornado, Disaster, and Earthquake drills will be announced over the intercom system or signaled with a series of short blasts from a bullhorn. Students will be given full instructions by their individual teachers as to where they are to go or what to do during the drill. Students are to treat all drills in a serious manner.

Food and Drinks

Students are not allowed to have food of any kind out during class to eat. This does not include breakfast during arrival. Snacks are strictly forbidden during the school day. Students are fed breakfast and lunch during the day. Food causes distractions during class time and hinders the learning process. For drinks, students are allowed to have water bottle and only water can be kept in it. Students are not allowed to put any type of flavored powders that change the color. Flavored water, when spilled, can stain other students' clothes. There are some exceptions to this policy, such as, classroom parties. However, that is very rare and families will be notified ahead of time.

Hallway Behavioral Expectations

One of the expectations of students at the 6th & 7th Grade Center is appropriate hallway behavior. The following are the expectations of all students when in the hallway:

- Walk on the right-hand side of the hallway.
- When waiting at the water fountain, avoid blocking the hallway by forming a line next to the wall.
- Voices at a level 1.
- Keep your hands, feet, etc., to yourself.
- Obtain a pass before going to see the nurse, counselor, media center, or main office.
- Do not block heavily used traffic areas.
- Must have a planner if using the restroom

Hall Passes/Planners

Students are required to carry a pass or planner any time they are in the hallway outside of their regular scheduled passing time. The pass must contain the student's name, destination, time, and the sending and/or the receiving teacher's signature. It is the responsibility of the student to obtain a pass from the teacher, prior to leaving a classroom. Typically, passes are only given for students to go to the nurse, media center, main office or to the nurse. When students are using the restroom, they must utilize one of their daily restroom passes. Each student is permitted 5 per day. It must have a teacher's initials and a time in order to be considered a valid pass.

Lost and Found

Lost articles found at the 6th & 7th Grade Center are brought to the main office. Anyone losing an item should check in with the main office before or after school. Every effort will be made to identify to whom the lost articles belong to and return them to the rightful owners. Articles unidentified and unclaimed at the end of each quarter may be donated to charity.

Planners/Agendas

6th & 7th Grade Center students will utilize planners/agendas throughout the school year. The planner is an essential part of a student's academic day. To begin with, student planners have five daily passes that students will utilize for bathroom passes. They are not allowed to use the restroom without their planner. The planner will also contain their computer login information. The planner is used to determine what computers are checked out to students during each period. Finally, at the end of the day, during PM homeroom time, students will make sure to note any items that are due or upcoming assignments in their planners/agendas. This will give family members something to reference for upcoming assignments. The student planner is an important part of the day-to-day processes in the 6th & 7th Grade Center. If a student's planner must be replaced, it will cost \$5.00.

Personal Property

Because of the potential interruptions to the learning environment and the danger of items being broken, lost, or stolen, students are discouraged from bringing money and/or personal items of value to the school. **The school will not be responsible for personal items lost, stolen, etc.**

Technology

The 6th & 7th Grade Center is a limited technology campus. We believe that many times technology is more distracting than useful for our students. Therefore, we strive to teach students to be responsible with technology. This is accomplished by controlling their access to technology at the building level in the following way:

Cell Phone Usage:

- The 6th & 7th Grade Center does not allow students to use cell phones during the school day for any reason whatsoever. It is encouraged that students do not bring cellphones to school. However, students that do arrive at school with a cell phone will be required to secure the phone utilizing the Yondr Bag system. This is done during the AM Homeroom period at the beginning of the school day. Students keep their phone, locked in the Yonder Bag, in their backpack for the day. Students that do not comply with this request will not be allowed to bring their cellphones to school. Students will then unlock their phones at the end of the day during PM Homeroom. If you need to reach your child, please contact the front office @ 816-316-7700.

Chromebook Usage

- Students at the 6th & 7th Grade Center will have access to a student Chromebook during individual class periods. Devices are not checked out to every student. Each core teacher has a classroom set of computers that stay in the room. Teachers will pass them out to students when they are needed for classroom work. The devices stay in the classroom. We expect students to use their technology to further enhance their learning. Students that use district technology in an inappropriate manner will lose their technology privileges.

Textbooks

The majority of student textbooks are currently digital. Therefore, students are typically not assigned a hard copy of textbooks. If a student needs an accommodation outside of the digital copy of a textbook, we will do our best to provide other options.

Withdrawal

Students transferring to another district or terminating their enrollment must complete the necessary forms with the appropriate school personnel. This should be done at least one week prior to withdrawal. Parents' and/or guardian signature is required in order to complete the withdrawal process. Students must clear technology prior to withdrawing.