

STUDENT HANDBOOK

2023-2024

HickmanMills.org/Truman



TRUMAN
ELEMENTARY SCHOOL



HICKMAN MILLS C-1 SCHOOL DISTRICT

SCHOOL CALENDAR

2023–2024



JULY

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Important Dates to Remember

August 7 – 10 Staff Flex Day (1)
August 11 Staff Report Back
August 21 First day of school for PK-2, 6th and 9th grades
August 22 First day of school for all other grades

September 4 No School - Labor Day
September 5 No School - District Prof. Development Day
September 18 No School - District Prof. Development Day

October 2 No School - District Prof. Development Day
October 16 No School - District Prof. Development Day
October 19 End of First Quarter
October 25 Parent Teacher Conferences PM
October 26 No School - Prof. Development/Parent Teacher Conf.
October 27 No School

November 7 No School - Professional Development Day
November 22 – 24 No School - Thanksgiving Break

December 15 End of First Semester
December 18 – January 2 No School - Winter Break

January 2 Teacher Work Day/Prof. Development
January 3 Students Return; Second Semester Begins
January 15 No School - Martin Luther King Jr. Day
January 29 No School - District Prof. Development Day

February 7 Parent Teacher Conferences PM
February 8 No School - Parent Teacher Conferences
February 9 No School
February 19 No School - Presidents' Day
February 20 No School - Prof. Development

March 11 No School - Professional Development Day
March 22 End of Third Quarter
March 25 – 29 No School - Spring Break

April 1 No School - Prof. Development

May 3 Last Day for Seniors
May 9 Graduation
May 23 Last Day of School
May 24 Teacher Work Day

June 19 No School/Work Day - Juneteenth

JANUARY

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▲ = First/Last Day ● = No School

HICKMAN MILLS C-1 SCHOOL DISTRICT

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

Enrollment and Residency (816) 316-7000
5401 E. 103rd St., Kansas City, MO 64137

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

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

Compass Elementary (816) 316-7750
Kindergarten – 5th Grade
5401 E. 103rd St., Kansas City, MO 64137

Dobbs Elementary (816) 316-7800
Kindergarten – 5th Grade
9400 Eastern Ave., Kansas City, MO 64138

Ervin Elementary (816) 316-8400
Pre-K – 5th Grade
10530 Greenwood Rd., Kansas City, MO 64134

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

Hickman Mills Middle School (816) 316-7700
6th & 7th Grade Center
9010A Old Santa Fe Rd., Kansas City, MO 64138

Hickman Mills Middle School (816) 316-7600
8th Grade Center
11115 Bennington Ave., Kansas City, MO 64134

Ingels Elementary (816) 316-7850
Kindergarten – 5th Grade
11600 Food Ln., Kansas City, MO 64134

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

Ruskin High School (816) 316-7400
9th – 12th Grade
7000 E. 111th St., Kansas City, MO 64134

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

Warford Elementary..... (816) 316-8400
Kindergarten – 5th Grade
11400 Cleveland Ave., Kansas City, MO 64137

SCHOOL START & END TIMES

7:30 am – 2:30 pm

Buses arrive to school at 7:15 am

- Hickman Mills Middle School – 8th Grade Center
- Ruskin High School

8:00 am – 2:25 pm

Buses arrive to school at 7:50 am

- Freda Markley Early Childhood Center

8:15 am – 3:15 pm

Buses arrive to school at 8:05 am

- Burke Academy (all grade levels)
Missouri Options
- Dobbs Elementary
- Hickman Mills Middle School – 6th & 7th Grade Center
- Ingels Elementary

9:00 am – 3:25 pm

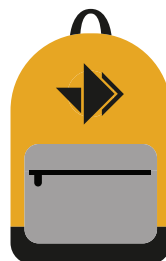
Buses arrive to school at 8:50 am

- Ervin Elementary Pre-K

9:00 am – 4:00 pm

Buses arrive to school at 8:50 am

- Ervin Elementary
- Compass Elementary
- Millennium at Santa Fe Elementary
- Truman Elementary
- Warford Elementary



TRUMAN ELEMENTARY SCHOOL STUDENT HANDBOOK 2023-2024



Dear Truman Elementary Families,

The purpose of this handbook is to educate both students and parents about the policies, procedures, and pertinent information as it relates to both Truman Elementary and the Hickman Mills C-1 School District. As we partner in education, our hope is that you will read through and discuss the contents of this handbook with your student. The expectation at Truman Elementary is that each individual acts reasonably, responsibly, and respectfully toward everyone and in all situations. We look forward to a rewarding and positive school year.

Important School Information

School Location	9601 James A. Reed Rd. Kansas City, MO 64139
School Hours	9:00 a.m.-4:00 p.m.
Breakfast Served	Beginning at 8:50 a.m.
Office Hours	8:30 a.m.- 4:30 p.m.
Principal	Ms. Angela Owens
Secretary and Front Office	Mrs. Terri Colbert- 816-316-8100
Attendance	Mrs. Chirina Perry-816-316-8075
LINC Before and After School Care Hours	Monday-Friday 7:00 a.m.-9:00 a.m. & 4:00 p.m.-6:00 p.m. Mr. Cunningham (LINC Coordinator)- 816-316-8103
Apple Bus Company	816-315-0888



Hickman Mills C-1 School District

Truman Elementary Parental-Family Involvement Plan 2023-24

Our school envisions the highest level of success for every student and in order to accomplish this goal, teachers, parents, students, and families must work together in a collaborative partnership. Each year, our school develops a **Parental-Family Involvement Plan** to provide regular opportunities for us to exchange ideas about how we can support and promote the educational growth of each student. Here are ways in which you can become involved in your child's education during the coming school year!

All activities are subject to change. A calling post/blackboard/ flier will be sent to all families.

Opportunities for Parents/Guardians to Support Student Academic Achievement

Each year, your child's teacher will contact you to develop a home/school connection and to provide you with an email address and phone number for you to contact them with any questions or concerns.

- Elementary Meet the Teacher – **Thursday, August 17th -5:00-7:00 p.m.**
- **Curriculum Night (Open House)- Thursday, September 14 @ 6:00 p.m.**
- Tutoring-after school beginning in October
- Truman Clubs-after school enrichment program –beginning in October
- Title 1 Information Meeting-**Monday, September 25th @6:00 p.m. via Zoom**
- Fall Parent/Teacher Conferences – **Wednesday, Oct. 26th and Thursday, Oct. 27th**
- **Read and Treat -Monday, October 30th with LINC @ 6:00-7:00 p.m.**
- **First Quarter Celebration Assembly-Wednesday, November 1st @ 9:30 a.m.**
- **Attendance Matters/Parent Connection- Thursday, November 9 @ 6:00 p.m.**
- **STEAM Night November -Thursday, November 16**
- **Second Quarter Celebrations Assembly-Friday, January 5th**
- **Math Night-Thursday, January 18 at 6:00 p.m.**
- Spring Parent/Teacher Conferences - **Wednesday, Feb. 7th and Thursday, Feb. 8th**
- Black History Showcase **Thursday, February 29th @6:00p.m.**
- **Third Quarter Celebration Assembly-Monday, March 18th @ 9:00 a.m.**
- **National Honor Society-Thursday, March 21 6:00-7:00 p.m.**
- **Fourth Quarter Celebration Assembly- Wednesday, May 22nd @9:30-10:30 a.m.**
- **5th Grade Breakfast Celebration-Thursday, May 23rd 9:30a.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 1-6: Quarterly Mid-Term Progress Reports
- Grades 1-6: Quarterly Grade Reports
- Grades 2-6 iReady Reading & Math achievement reports (Fall & Spring)
- Grades 3-6 MAP ELA, Math and Science achievement reports (Fall)

School Community Involvement Opportunities for Parents/Guardians

- **PTO- Tuesday, September 19th 6:00-7:00 p.m.**
- Fall, Harvest Party- **Monday, October 31st 2:30 p.m.**
- **PTO-Monday, October 9th @ 6:00-7:00**
- **PTO-Monday, November 13th @ 6:00-7:00**
- **Career Day November 20th-21st -all day at Truman**
- Winter Choir Concert & Bingo for Books-**Tuesday, December 5th @ 6:00p.m.**
- **PTO Meeting -Monday, December 11 @6:00**
- Winter Holiday Party -**Tuesday, December 15th 2:00-3:00p.m.**
- **PTO-January 8th -6:00p.m.**
- Valentine's Day Parties- **February 14th 2:30p.m.**

- **PTO-February 12th 6:00p.m.**
- **PTO-Monday, March 18 @ 6:00 p.m.**
- **Concert- March 5th @ 6:00**
- **PTO meeting and MAP Meeting-April 8th @ 6:00p.m.**
- **Concert April 23rd @ 6:00p.m.**
- **Spring Title 1 Meeting Thursday, May 2nd@ 6:00p.m.**
- **Talent Show-Tuesday, May 16th @ 6:00 p.m.**
- **PTO-May 13th 6:00p.m.**
- **Field Day-Monday May 20th -all day**
- **Cook out and dance Party May 23rd @ 12:00 p.m.-2:00 p.m.**

Our goal is to establish and maintain a strong partnership with our families. We welcome and strongly encourage you to participate in our school-wide events and activities as often as you can. If at any time you have questions or concerns, please don't hesitate to contact your child's teacher or call the school at 816-316-8100

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. Through our partnerships, Truman Scholars will become contributing members of society.

1. In an exemplary school, the students will:

- Be creative, critical, complex thinkers, who implement solutions to real world problems.
- Become stakeholders in their own education by setting and monitoring goals for learning.
- Be an active member of their school community by leading, collaborating, encouraging, supporting and contributing to their school.
- Use technology to extend their learning by researching, creating, presenting, and designing.
- Demonstrate self-management techniques through trauma smart practices.
- Strive to be proficient or advanced.

2. In an exemplary school, the parents will:

- Use Truman Elementary as a launchpad for fostering community trust.
- Invest in Truman Elementary by joining PTA, engaging in parent learning opportunities, implementing strategies (including trauma informed practices and district equity work), mentoring, and attending school events.
- Be an active participant in decision-making for the school and the district.
- Partner in their child's academic success by reading with scholars, assisting with homework, and establishing healthy routines.

3. In an exemplary school, the staff will:

- Strengthen our commitment to equity by developing culturally responsive practices.
- Identify and utilize community resources and continue to develop partnerships with stakeholders.
- Lead with excellence throughout the district.
- Seize and maximize all learning opportunities throughout the school day by providing students with enriching learning experiences to include STEAM/PBL.
- Display a genuine interest in our families and community.

- Ensure every child has a champion.
- Empower students to embrace learning, achieve their personal best, and build their overall well-being through trauma informed practices.
- Foster an understanding of metacognition by developing assessment capable learners.
- Have a clear understanding of criteria for students' success.
- Consistently and intentionally collaborate within their teams and with all support personnel.

4. In an exemplary school, you will find:

- The STEAM room, and the Library Media Center bustling with student researchers completing assigned and independent investigations.
- Hallways that speak to the greatness occurring in classrooms.
- Flexible seating/ student collaboration spaces throughout the building.
- Cross-curricular and vertical learning opportunities occurring building-wide.
- Multiple languages represented in signage throughout the building.
- Learning extends to outdoor learning spaces.
- A newly paved parking lot and safe, updated places for students to play.
- Classrooms with storage.

ADDRESS, PHONE NUMBER AND EMERGENCY CONTACT CHANGES:

It is extremely important that we have current parent/guardian contact information on file in the event of an emergency. During the school year, should you need to have an emergency contact, cell/home number, or address removed or added to your student's records, please visit the front office or notify us in writing.

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 pm. The staff will not be available to supervise students before 8:50 am or after 4:10 pm. 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 5th graders at 3:45 pm and ending with kindergarteners at 3:55 pm. Students are expected to always observe regular rules for good conduct. 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 always expected. 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 his/her 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 4:00pm.

- **WALKERS**

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

- Obeying traffic rules
- Taking the safest route to and from school
- Not talking to or taking rides from strangers
- Knowing where familiar parents live along the route to and from school
- Knowing their name and address and their parent's/guardian's name

- **TRANSPORTATION CHANGES**

The dismissal mode of transportation for your students should be consistent from day to day. Inconsistency in the mode of transportation can cause a lot of confusion for your student and his/her teacher. A phone call to the office is needed in order to share transportation change information with all appropriate personnel. Children enrolled in LINC will be sent to LINC daily, unless notified in advance in writing or by calling the office at least an hour before dismissal.

ATTENDANCE: Punctuality and regular school attendance are important life skills that are essential to a student's success. These factors have a positive effect on the grades and the academic progress of a student. Our goal for attendance is to have 90% of our students at school 90% of the time. During the 2023-24 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 BEFORE 8:50 a.m.** As a safety precaution, you will be contacted by the Attendance Clerk if

your child is absent, and we have not been contacted by the parent/guardian. When a student arrives at school late, a **parent/guardian must sign in the student at the front office.** The student must also obtain a pass from the attendance clerk before proceeding to class. This helps to maintain accurate attendance records. If 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. We will communicate your child's attendance using a stoplight analogy. Green means 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 given at the opening meetings. Picking up students earlier than dismissal is discouraging, unless necessary. It is extremely important to finish out the school day. Please do not pick up your student early unless there is an emergency. Checkouts after 3:15 cannot be honored to prepare for dismissal.

BIRTHDAY CELEBRATIONS: Individual birthday parties are not allowed during the school day. However, parents may provide treats for the students to be distributed at the teacher's discretion. Parties and celebrations will only last for a small portion at the end of the school day.

BREAKFAST AND LUNCH: Free Breakfast and lunch are served each day. Menus are available on the district website. Should you have any questions regarding lunch choices contact the kitchen at 816-316-8158. According to federal guidelines, all students in the Hickman Mills C-1 School District will receive free breakfast and lunch.

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 HMC1 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 2 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 at St. Luke's United Methodist Church 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.

CURRICULUM: The elementary curriculum has been planned and developed with the continuous growth and development of our students as its purpose. The curriculum includes reading, mathematics, science, social studies, communication arts, writing, health/physical education, art, and music. It is essential that all our students master the concepts and skills in each subject area.

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 it unsuitable, unsafe or interrupts the learning environment.

- Shoes must be always worn. Avoid: Backless shoes, slippers, slides, heels (over 2 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 (such as Dre-beats), wireless headsets (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).

- We discourage hoods and doo-rags so that we can be in business mode.
- 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 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.

DISCIPLINE: All students have the right to learn in a safe environment. We provide a discipline process that involves the support of parents/guardians, respects the uniqueness of each student, and recognizes the relationship between academic success, student behaviors, and teachers' individual and collective responsibility. Truman will follow all policies outlined in the Hickman Mills C-1 School District Student Policy Handbook and stipulated in Board Policies. Additionally, we believe that discipline also involves developing positive relationships, effective classroom management, and effective instruction.

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 your contact information is current in case we need to call you with any questions.

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.

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 to your address, phone numbers or emergency contacts. It is extremely important and, in your child's best interest that we can contact you or a designee when necessary.

GRADES: First quarter grades will be given to parents at Parent-Teacher conferences at the end of the first quarter. Progress reports will be sent home midway through each quarter, and report cards will be sent home at the end of each respective quarter. Two measures are issued for grades K-5, which will reflect academics grades and social marks.

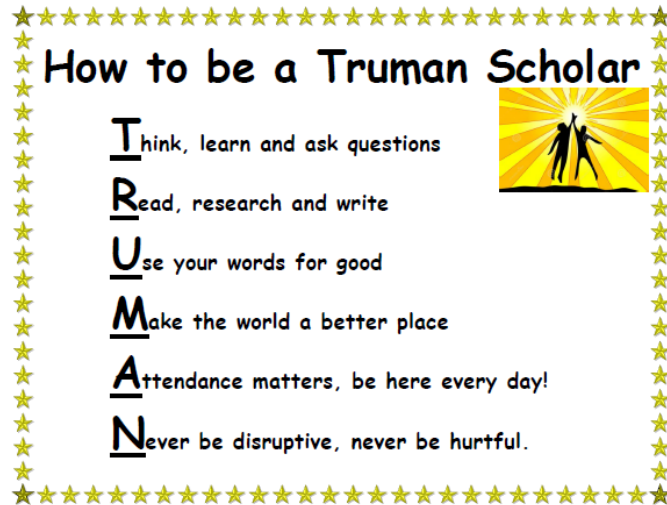
Academic Grades	Social Marks
M= Meets the standard	+ = Satisfactory
W=Working towards the standard	- = Needs Improvement
N= Not meeting the standard	

This marking system shows how a student's performance level compares to grade level standards each quarter. You are encouraged to contact your student's teacher at any time if you have questions or concerns.

HEALTH ROOM/CLINIC: 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.

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

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 continuum that teachers will follow:

- Verbal warning/redirection using trauma sensitive language.
- Reflection (safe spot in own classroom)-time for the student to calm down and think.
- Think sheet (written response in a buddy room).
- Parent contact-we will ask you to support and partner with us.
- Principal conference with the student and possibly parents; consequences may be issued. Behaviors requiring a more severe consequence may not follow the five-step process.

INCLEMENT WEATHER: In the event of inclement weather and school closings or a late start, you will be contacted by the school district via a recorded phone message/email. Other school closing and cancellation information can be found by:

- Watching your local news stations on television – Watch for “HICKMAN MILLS C-1” cancellations.
- Channels 4, 5, and 9 will show cancellations.
- Checking the district website www.hickmanmills.org or app

LUNCHROOM: 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 lunchroom and that they conduct themselves as they would at home.

MEDICATION AT SCHOOL: Medication that is to be given daily should only be administered by the school nurse or trained designee. The parent or guardian should bring the medication to school in the current prescription bottle. STUDENTS ARE NOT ALLOWED TO BRING MEDICATION(S) TO SCHOOL TO ADMINISTER ON THEIR OWN OR BY A TEACHER. Non-prescription medication must also be delivered to the school nurse by the parent or guardian with written instructions. All medication should be picked up on the last day of school. The school nurse can be reached at 816-316-8152 for additional information.

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.

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.

PARENT-TEACHER CONFERENCES: Parent-Teacher Conferences are held in October and February. Due to the importance of conferences, staff will make every effort to find times that are convenient for parents. Conference times can be scheduled with your child's teacher.

PTO: We are proud to have a long-standing PTO at Truman Elementary. Our PTO was the largest in the district last year. Our PTO 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 PTO, you can sign up at Open House.

RECESS: Weather permitting, all children are expected to go outside during recess periods. Children should come dressed appropriately for outside recess. If the outdoor temperature is below 32 degrees or more than 90 degrees, students will not go outside. If you want your child to remain inside during recess for health reasons, please send a note to the teacher. These are the recess guidelines that we follow at Truman:

- Students will not be involved in major horseplay or physical contact.

- All playground equipment will be used according to its intended purpose.
- Recess will last no more than 30 minutes total a day.
- Students will only be allowed to play in designated playground areas.

RESOLVING SCHOOL CONCERNS: Parents are encouraged to first visit their child's teacher in order to resolve any school concerns. Parents are also able to confer with the school counselor and/or the Family School Liaison. If further resolution is necessary, you may make an appointment with the secretary to visit the principal.

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!

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 2023-24 school year. You may contact Mrs. Colbert if you would like to serve in this capacity at 816-316-8100 or email at angela.owens@hickmanmills.org

TEACHER COMMUNICATIONS: Parents are provided contact information for their child's teacher. In case of an emergency, please call the office at 816-316-8100 and the message will be relayed to the teacher.

TECHNOLOGY USAGE: Students at Truman Elementary have daily access to iPads. 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.

VISITORS: Visitors are welcome! All visitors entering the building should come to the office to check in through the Raptor System. Each visitor will be given a visitor badge for scheduled appointments. AT NO TIME SHOULD A VISITOR ENTER THE BUILDING WITHOUT COMING TO THE OFFICE FIRST. Visitors must also return to the office and be signed out of the system. This is a school safety precaution that will be enforced. In order to visit a classroom

or pick up a student, you must show a Photo ID and be listed on the student's record. 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. Meetings with teachers need to be scheduled, we discourage pop up visits because teachers are busy teaching.

WEEKLY NEWSLETTERS: Each teacher will send home weekly communication to you about the week ahead. It will include reminders of homework, school events and provide an outline of what your scholar is learning.

YEARBOOK: Creating a yearbook is contingent upon having a staff member that is willing to take upon the responsibility. If a child moves, we cannot guarantee their picture will be in the yearbook. Yearbooks will be sold to interested families throughout the school year and will be distributed in the spring. Once the yearbook goes to the publisher, no changes can be made.

*School policies and procedures are subject to change to be in accordance with district directives