

# STUDENT HANDBOOK

2023-2024

[HickmanMills.org/Ervin](http://HickmanMills.org/Ervin)





# **STUDENT-PARENT HANDBOOK**

2023-2024

Ms. Erica Edwards, Principal

Ms. Danielle Williams, Assistant Principal

Welcome to Ervin Elementary,

The purpose of this handbook is to educate both students and parents about the policies, procedures, and pertinent information as it relates to both Ervin Elementary and the Hickman Mills 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 Ervin Elementary is that *each individual acts reasonably, responsibly and respectfully towards everyone and in all situations.* We look forward to both a rewarding and positive school year.

|                                                |                                            |
|------------------------------------------------|--------------------------------------------|
| <b>School Location</b>                         | 10530 Greenwood Rd. Kansas City, MO 64134  |
| <b>School Hours</b>                            | Pre-K: 9:00 am -3:25 pm                    |
|                                                | K-5: 9:00 am - 4:00 pm                     |
| <b>Breakfast Served</b>                        | Beginning at 8:45 am                       |
| <b>Office Hours</b>                            | 8:15 am- 4:15 pm                           |
| <b>Principal</b>                               | Ms. Erica Edwards                          |
| <b>Secretary-Front Office</b>                  | Ms. Elizabeth Mondaine -816.316.8400       |
| <b>Attendance Clerk</b>                        | Ms. Jesenia Padilla- 816.316.8420          |
| <b>LINC-Before and After School Care Hours</b> | Monday-Friday 7:00am-9:00am; 4:00pm-6:00pm |
|                                                | Kristin Potter (LINC Coordinator)          |
|                                                | 816-316-8487 (office) 785-418-2263 (cell)  |
| <b>First Student Bus Company</b>               | 816.315.0888                               |

**ERVIN ELEMENTARY MISSION STATEMENT**

Mission: The mission of Ervin Elementary is to present opportunities for children to grow and develop as emerging learners within a diverse society.

Vision: The staff at Ervin Elementary will provide a safe, nurturing, and developmentally appropriate learning environment that supports students’ social, cognitive, emotional, and physical development, and challenges them to reach their maximum potential.

## **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. As such, all students are expected to report to school by 9:00 am. Every attempt should be made to schedule appointments after the school day ends. Please refer to the attendance protocol that has been provided to each parent/guardian. You can also visit [www.hickmanmills.org](http://www.hickmanmills.org), and search attendance protocol & ordinance, for more detailed information.

If your student will be tardy or absent from school, please contact the **Attendance Clerk by calling 816 316-8420**, before 8:50 am. As a safety precaution, you will be contacted 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. Picking up students earlier than dismissal is discouraged, unless absolutely 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 2:30 for PK students and 3:00 for K-5 cannot be honored in order to prepare for dismissal.

## **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.

## **Checking Students In-Out**

When picking up your student prior to dismissal or dropping them off after 9:00 am, you must sign them in/out at the front office. Students will not be allowed to leave the building without being signed out at the front office. If a person other than a legal guardian will be picking up a student prior to dismissal time, please notify the office in advance. Written notice is preferred. The person picking up a student must be listed in the student's contact information.

***Anyone picking up a student must present a PHOTO ID and be listed on the student's record.*** Legal documents must be on file in the office to enforce any custodial issues that relate to your student.

## **Arrival and Dismissal Procedures**

Teachers and staff members do not report to duty until 8:45 am. Students should not report to class before then. Students may enter the building at 8:45 am to receive free breakfast, then report to their classrooms.

It is equally important that students who are car riders are picked up ***on time*** at the end of the school day. Excessive late pick-ups issues will be addressed by the Principal. **Teachers are not on duty after 4:15 pm.** Students are dismissed from the following doors.

- o Bus riders (gym doors)
- o LINC students (picked up by LINC Staff)
- o Car riders (south door)
- o Walkers (front lobby and escorted by staff)

## **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.

## **Bus Riders**

Concerns regarding bus transportation should be directed to First Student Bus Company. They can be reached at 816-315-0888.

## **Walkers**

Students who walk are encouraged to leave the school premises in an orderly and timely fashion. Please discuss the following walker safety measures with your student.

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

## **Car Riders**

Car riders will be escorted to their designated pick up area (south doors) by teachers. Students will be released to a known parent/guardian and/or person(s)

who show valid ID and are on the student's record. All adults picking up students in the car rider line should have a car rider sign on their dashboard issued by the office staff.

### **Visitors**

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. An approved appointment to visit the classroom must be made with the principal/and or teacher.***

### **Breakfast/Lunch**

Free Breakfast and lunch are served each day. Menus are available on the district website. According to federal guidelines, all students in the Hickman C-1 School District will receive free breakfast and lunch. Students who stay after school may receive dinner as well.

### **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 and text.

Other school closing and cancellation information can be found by:

- o Watching your local news stations on television – Watch for HICKMAN MILLS C-1 cancellations. Channels 4, 5, and 9 will show cancellations.
- o Checking the district website [www.hickmanmills.org](http://www.hickmanmills.org) or app

### **Dress Code**

Please refer to the Hickman Mills dress code policy.

### **Medication at School**

Medication that is to be given on a daily basis 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)316-8475** for additional information.

### **Teacher Communication**

Parents are provided a list of direct extensions for each teacher in the building. If you call the classroom and the teacher is unavailable, please leave a voicemail and the teacher will get back to you. In case of an emergency, please call the office at 816-316-8400 and the message will be relayed to the teacher.

### **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, digital literacy and music. It is essential that all of our students master the concepts and skills in each subject area.

### **Grades**

First quarter grades will be given to parents at Parent/Teacher conferences held 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 grades are issued for grades Kindergarten through 5<sup>th</sup> which will address academic and effort grades

| <b><u>Academic Grades</u></b>    | <b><u>Social Marks</u></b> |
|----------------------------------|----------------------------|
| 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.

### **Homework**

Homework may be assigned as needed for practice. Every student is expected to complete their homework assignments. Failure to complete homework can result in non-participation in incentives.

## **Parent/Teacher Conferences**

Parent Teacher conferences are held in October and also in 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. During conferences student performance will be discussed. It is imperative to hear information regarding student success or lack thereof. Should retention need to be considered, it will be discussed during this time or scheduled as a special meeting.

## **PTO**

PTO is an integral part of our success here at Ervin. The Parent Teacher Organization would like to personally invite all parents/grandparents to join. Throughout the school year they provide invaluable school support through organized events, sponsorship, and volunteer opportunities.

## **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 and behavior, and teachers' individual and collective responsibility. Ervin will follow all policies outlined in the district 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.

## **Recess**

During nice weather, all children are expected to go outside during recess periods. Children should come dressed appropriately for outside recess. During the winter, if it is below 32 degrees the students will not go outside. During the summer, if it is over 90 degrees the 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 Ervin.

- o Students will not be involved in major horseplay or physical contact
- o All playground equipment will be utilized according to its intended purpose
- o Recess will last no more than 30 minutes total a day
- o Students will be allowed to only play in designated playground areas.



## **Field Trips**

Field trips are an extension of learning beyond the walls of the school. Our goal is to give students rich experiences learning outside the classroom. Students will earn the privilege of attending field trips. Behavior expectations must be met in order to attend off site events. Recurrent behavior episodes can result in loss of privileges to attend or the need for a parent or guardian to attend the field trip with the student.

## **Resolving School Concerns**

Parents are encouraged to first visit with 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 with the Assistant Principal or Administrative Intern, or Principal.

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