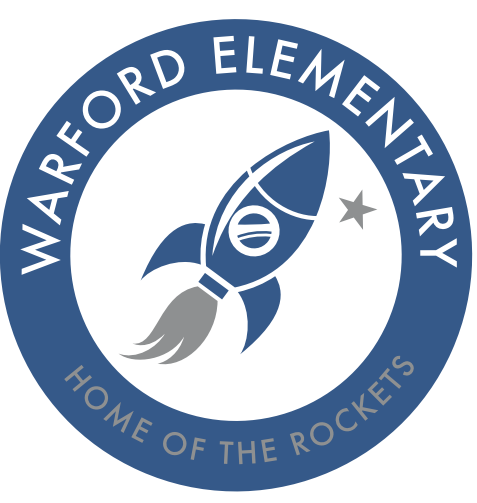


STUDENT HANDBOOK

2023-2024

HickmanMills.org/Warford





STUDENT & PARENT HANDBOOK 2023-2024

Principal – Dr. Kimberly Shaw

Welcome to Warford Elementary!

The student handbook is designed to educate both students and parents on valuable information related to school and district policies, procedures and pertinent information as it relates to both Warford Elementary and the Hickman Mills C-1 School District. . The first section highlights policies and procedures specific to Warford and the latter pages apply across all of the Hickman Mills C-1 School District.

As we partner in education, we ask that you read and discuss the content of this handbook with your child before school starts. The expectation at Warford 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. Together, we will develop each child in reaching their full potential.

Sincerely,

Dr. Kimberly Shaw
Principal

School Location	11400 Cleveland, Kansas City, MO 64137
School Hours	9:00 am - 4:00 pm
Breakfast Served	Beginning at 8:45 am
Office Hours	8:15 am - 4:15 pm
Principal	Dr. Kimberly Shaw
Secretary & Front Office	Ms. Shannon Rowland - 816.316.8150
Attendance	Ms. Hjordis Gilmore - 816.316.8179
LINC Before and After School Care Hours	Monday-Friday 7:00am-9:00am; 4:00pm-6:00pm
	Lee Kupka (LINC Coordinator) - 816.316.8160
Apple Bus Company	816.315.0888

WARFORD ELEMENTARY MISSION STATEMENT

Our mission as a school community is to educate all students to their greatest potential.

VISION

Warford Elementary School is a partnership between students, staff, families, and the community with a vision of...

- A safe and orderly environment.
- High expectations for both academic and social success.
- Individualized progress through innovative practices, including curriculum and technology.
- Good citizenship, high self-esteem, positive character, and a respect for individual differences.

SCHOOL MOTTO

I am somebody

I am capable and loveable

I am somebody

I am teachable

Therefore, I can learn

I am somebody

I can do anything if I try

I will respect myself and others

I will not waste time because it is too valuable

And I am too precious and bright

I am somebody

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** and search attendance protocol and ordinance for more detailed information.

If your student will be tardy or absent from school, please contact the ***Attendance Clerk by calling 816 316-8179*** 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 3:30pm 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 or 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 matters.

Arrival and Dismissal Procedures

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

- **Students need to be at school the entire day to ensure that learning is not missed.** However, if it is necessary to pick up your student early for an emergency please arrive **BEFORE 3:30 P.M.** and come to the office to sign-out your child.
- For the safety of all students and to avoid any confusion during dismissal, **NO STUDENTS WILL BE CALLED OUT OF CLASS AFTER 3:30 P.M.** This dismissal policy will be enforced with no exceptions.

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-up issues will be addressed by the principal. **Teachers are not on duty after 4:15 pm.** Students are dismissed from class each day in the following order:

- LINC student (picked up by LINC staff)
- Car riders and walkers report to designated stations
- Bus riders (back doors)

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. Please notify the office of any daily change by 3:30PM.

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.

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.

- 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

Car Riders

Car riders will be escorted to their designated pick-up area (K-2nd grade hallway door) 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.***

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.

All students are offered breakfast and lunch free of charge. If your child is late in the morning, they will still be offered breakfast. No outside meals will be allowed, therefore if a child is late and you stop to get breakfast, please have your child eat that meal in the car with you prior to entering the building.

Additionally please do not bring meals from outside vendors at your child's lunch time and do not allow children to bring in large bags of chips, pop, etc., as it creates distraction for others.

Inclement Weather

In the event of inclement weather, 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

Dress Code

Please refer to the Hickman Mills C-1 School District 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 **816-316-8152** 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 816-316-8150 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, 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 at the end of the first quarter. Progress reports and report cards will be available via the Infinite Campus parent portal each quarter. Grade cards will be sent home or mailed at the end of the school year. Two measures are issued for grades K-5, which will reflect academic grades and social marks.

<u>Academic Grades</u>	<u>Social Marks</u>
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 ineligibility for incentives.

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.

PTA

The Parent Teacher Association is an integral part of our success at Warford. The PTA would like to personally invite all parents/grandparents to join. Throughout the school year, the organization provides invaluable school support through coordinated 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, student behaviors, and teachers' individual and collective responsibility. Warford 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.

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 95 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 Warford:

- 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.

Classroom Parties/Birthday Celebrations

There will be occasions when classroom parties will be held. The teacher will let guardians know of such events.

Celebrating student birthdays with treats for the classroom is allowed with specific guidelines. All treats must be store bought and delivered in the original packaging to the office by 2:30PM on the day of the celebration. Staff will deliver the treats to the classroom for students to enjoy during the last 30 minutes of the day. No balloons or gifts should be brought to school as it creates a distraction to the education environment.

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 to visit with the principal.

School policies and procedures are subject to change to be in accordance with district policies and practices.