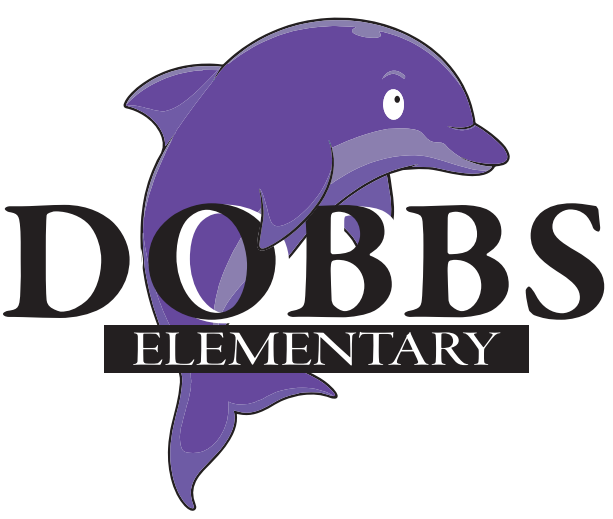


STUDENT HANDBOOK

2023-2024

HickmanMills.org/Dobbs



La'Toya Ragan
Principal

9400 Eastern Avenue
Kansas City, MO 64138
816-316-7800

School Hours: 8:15 a.m. - 3:15 p.m.

School Mission Statement

Our mission at Dobbs is to create a safe, engaging, and meaningful learning community where all students can achieve their highest potential.

Dear Dobbs Elementary Families,

The Student Handbook will provide valuable information on school and district expectations. It is important that you set aside time to review the information with your child before the school year begins. Of particular importance in the handbook is information about student dress code, attendance, and technology guidelines.

The Dobbs staff looks forward to meeting each of our families for the “back to School” night events from 5:30-7:30 p.m. on August 17, 2023. This will be a great opportunity to learn about what exciting adventures await your child.

I look forward to continuing to build relationships with the families I serve. As a staff, we want to create opportunities for families to participate at Dobbs Elementary and become an integral part of our school community.

My hope is that together we can make Dobbs Elementary an exemplary school where students reach their highest potential.

Sincerely,

Mrs. La'Toya Ragan

Important Reminders & Procedures

Arrival and Dismissal Procedures:

- **Only car riders** may enter the school through the doors located on the north side of the school from 8:05 a.m. to 8:25 a.m. The doors will be locked at 8:25 a.m. All students who are not on campus by that time will need to enter through the new front south entry doors. Students reporting to school after 8:45 a.m. must report to the office/attendance clerk to be marked tardy. For dismissal parents must remain in their vehicles to pick students up from the car rider lane. Parents are no longer able to walk to the car rider door and receive their student.

***STUDENTS WHO ARRIVE TARDY MUST BE ACCOMPANIED AND SIGNED IN BY AN ADULT.**

- Supervision is provided starting at 8:05 A.M. Please do not bring your child to school before that time since there is no supervision. If you need to drop your student off before 8:05 a.m., you may contact LINC at (816) 719-3641 to enroll your student.
- **All parents/visitors must report directly to the school office. The office personnel will provide information and assistance in an effort to keep classroom interruptions to a minimum.**
- During dismissal, front entry doors will be locked at 2:45 p.m. daily until a safe release of all students has been provided. No parents will be allowed to enter the building during dismissal (only in the case of emergencies).

Attendance

Our goal for attendance is to have 90% of our students at school 90% of the time. We need families' support to improve attendance this year. 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. The attendance clerk will make every attempt to verify absences. If possible, please schedule appointments before or after school 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.

- **Early Pick-Up:** To ensure the safety of students, any individuals entering the school to pick up a child before dismissal must 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 students to anyone unless they have been instructed to do so by the office. Please make sure your contact information is current in case we need to call with questions.

MINIMIZING CLASSROOM INTERRUPTIONS

Every effort is made to minimize classroom interruptions. Please help us with the following guidelines:

- **Parents must set appointments 24 hours in advance** to speak with a teacher. Appointment time is needed to speak with the principal, but may be waived depending on the circumstances.
- Make sure your child is well prepared for school each day. Classrooms are not interrupted to deliver homework, lunches, or messages.
- Classroom treats and birthday celebrations need teacher approval (**Please notify the teacher 24 hours in advance**). Treats must be store-bought and **no homemade treats will be accepted**. With teacher approval, snacks will be given to students during recess.
Note: Due to allergies, some snacks may be DENIED.

SCHOOL WIDE DISCIPLINE PLAN

Equity PRINCIPLES

- Every person deserves to be respected.
- Every person deserves to be safe, to feel safe, and to be free from danger.
- Students attend school to learn academics, behavioral skills, and social skills; and learning is enhanced in a physically and emotionally safe environment.
- Learning is enhanced by the establishment of academic and behavioral expectations.
- Special emphasis will be placed on the teaching of self-discipline, good citizenship, and social skills.

DISCIPLINE PROCEDURES

The following Goals for Success will be taught, demonstrated, and displayed throughout the school:

- ❖ I can make good choices even if I am mad.
- ❖ I can be okay even if others are not okay.
- ❖ I can do something even if I don't want to, or if it's hard.

Bottom line: It is never okay to be hurtful or disruptive.

While we expect our students to make good choices, we understand that there will be times when they need redirection. Here is the continuum of redirection that teachers will follow:

- ❖ Verbal warning or redirection
- ❖ Reflection: space and time to reflect in a safe spot in the classroom
- ❖ Think Sheet: a written response in a buddy room
- ❖ Parent contact: a request for family partnership and support
- ❖ Principal conference and/or consequences issued

Note: Behaviors requiring a more severe consequence may not follow the five-step process listed above.

CELL PHONES

Cell phones will need to be secured with the teacher, in the student's backpack, or in the office each day to ensure safety. Students are not allowed to receive calls or texts during school time. If you need to reach your child, please contact the classroom teacher or front office. Your child may have their phone at dismissal. Students who do not comply with this request will not be allowed to bring their cellphones to school.

ELECTRONIC EQUIPMENT, TOYS, CARDS

We discourage bringing cell phones, radios, electronic games, tape recorders, etc. to school because of potential interruptions to the learning environment and the danger of items being broken, lost, or stolen. All devices brought to school will be collected by the classroom teacher at the beginning of the day, locked and secured, and returned at the end of the day. *Bottom line: Only supplies and items noted on the school supply list should be brought to school.*

TECHNOLOGY USAGE

Students at Dobbs Elementary will have daily access to an 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 or inappropriate photographs or songs. Technology will be used in a safe, supervised manner at all times. Students who use district technology in an inappropriate manner will lose their technology privileges.

LUNCH ROOM

All students receive a free lunch. Students are expected to take the lunch that is provided or bring a lunch from home. Students will be given 25 minutes to eat their lunch. It is an expectation that students use good manners in the lunchroom and follow the Goals for Success as outlined in the discipline section.

Visitors during Lunch: Parents and guardians are welcome to join their child for lunch during their designated lunch time. Lunch time visitors must always check in at the front office and receive a lunch pass. The stage has been set up for visitor lunches. All lunch time visitors must eat in the designated area, known as The Dobbs Café, on the cafeteria stage. Only the child of the visitor is allowed to eat on the stage with the visitor. There are no exceptions to this rule. We may not allow friends, neighbors, cousins, or any other student to join the visitor for lunch without their parent/guardian present. Visitor passes are only for lunch time and do not extend to recess time or classroom visits. These types of observations must be scheduled in advance with the classroom teacher and the principal according to procedures outlined in the Dobbs Elementary Handbook.

DOLPHINS COUPONS

Students will be given Dolphin Coupons by teachers and other school personnel when they are found demonstrating good character, behavior, or values. Students will put their Dolphin Coupons in a container in the office. Tickets will be drawn for students to receive a prize during Friday morning announcements, beginning in September.

CHARACTER TRAITS and SOCIAL EMOTIONAL LEARNING (SEL)

Each month, we will focus a Character Education Trait and an SEL Pillar.

Character Traits			
August	Citizenship	January	Leadership
September	Responsibility	February	Honesty
October	Courage	March	Perseverance
November	Gratitude	April	Respect
December	Compassion	May	Friendship

SEL Pillars	
August/September	Self-Awareness
October/November	Social Awareness
December/January	Self-Management
February/March	Relationship Skills
April/May	Decision-Making Skills

DRESS CODE

Students’ attire must not distract, disrupt, or interfere with teaching or learning, or disrupt the climate of the school. Clothing is prohibited when an administrator deems it unsuitable, unsafe, or an interruption to the learning environment.

- 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).
- The 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 a building administrator.
- Metal picks or combs, hats, hoods, hoodies, bandana prints, wave caps, sweatbands, sunglasses, or any head covering (excluding those worn for religious reasons)
- Ripped jeans, leggings or Spandex pants, see-through tights or yoga pants (unless with a shirt covering the buttocks), pajama pants, skirt, slits or splits (3 inches above the knee).
- Clothing that is see-through, revealing, displays profanity or words or symbols that advocate or depict violence, ethnic or racial slurs, drugs, alcohol, tobacco, sex, illegal gang affiliation, or expresses or implies any other 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.