

# STUDENT HANDBOOK

## 2023-2024

[HickmanMills.org/Compass](https://HickmanMills.org/Compass)



**COMPASS  
CHEETAHS**

Home of The Cheetahs

Dear Compass Families,

Welcome to Compass, an active community of learning. We look forward to working with you and your child. You are encouraged to become involved in your child's daily activities at school. Our Title I School-Parent-Student Compact and Compass Parental Involvement Plan will offer information and great opportunities for you to partner in the education of your child. It is the goal of our staff to ensure that your children feel safe at school and challenged to experience every opportunity to achieve success.

As your child's first teacher, partnering with the school and encouraging your child to do their personal best each day will aid in your child's success. With our districtwide STEAM and Project Based Learning implementation, all of our students will receive transformative learning experiences designed to prepare them for college and careers. Rigorous course work and assessing for mastery of the objectives takes place regularly in the classroom. Students will be provided many opportunities to demonstrate what they have learned.

Our staff recognizes that children learn at their own pace and we provide every opportunity for children to succeed. We have a professional, highly trained staff willingly available to be your partner in education. Please take time to meet your child's teacher and the staff who will be working with your child. You are invited and encouraged to join our parent organization, become a classroom volunteer, or volunteer in other aspects of our school community. We want to be your partner in assisting your child in reaching their full potential in academics and in social and character development.

Please do not hesitate to call us at 816-316-7750.

Sincerely,

Principal Erica Hoard

### **Compass Vision Statement**

*Through a partnership with students, staff, parents, and community, Compass Elementary will provide an engaging learning environment matched with the highest expectations that will challenge all students to excel.*

### **Compass Mission Statement**

*The mission of Compass Elementary is to ensure a caring and student-centered environment that will academically and socially prepare students to reach their highest potential.*

### **Compass 3 Bs**

*Be Safe*

*Be Respectful*

*Be Responsible*

### **B.I.S.T. Goals for My Life**

*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.*

**ARRIVAL.** Students who are enrolled in LINC may arrive at 7:00 a.m. School officially opens at 9 a.m. and breakfast is served until 9:20 a.m. (the official start of the school day). Students who arrive after 9:20 are tardy and must be signed in to the office by a parent/guardian.

**DISMISSAL.** We begin our dismissal process each day at 3:40 p.m. To preserve the educational environment, we ask parents NOT to pick up students during the final 30 minutes of each day (between 3:30 and 4:00). Parents are asked to pick up students for appointments prior to this time, or to wait until the dismissal bell.

- Walkers will meet in a designated area and will be escorted by Compass Team members to the crosswalks.
- Bus riders will be escorted to buses by their classroom teachers.
- Car riders will be supervised by Compass staff until they board their waiting vehicles.

**For your child's safety, all adults picking up car riders will need a car rider tag. Car rider tags may be picked up from the office. If the adult picking up the student does not have a car rider tag, they will be asked to park and go to the office. They will need a valid driver's license to confirm clearance to pick up the student.** Please keep in mind that it is not our desire to inconvenience you but to keep students safe.

Car riders who are not picked up by 4 p.m. will be escorted to the office area to await their rides. If you are late picking up your student you will need to park and come to the office for pick up. **Adults who are picking up students will need a valid driver's license.**

**Children will not be allowed to leave school in a different way/route than their normal manner without prior notice of consent from their parent/guardian.** Please remember to send written directions, each day, if your child will be traveling home in a way other than his/her normal routine. If it is not possible to send written notification, the **parent/guardian MUST call the office prior to 3:00 p.m.** Calls received after 3:00 p.m. cannot be guaranteed to reach your child and, if this is the case, your child will be sent home via his or her regular route. Please discuss procedures for dismissal with your child before coming to school. Should you leave your children in the care of others, please inform the school office of contacts to make in case of an emergency, or questions that may arise regarding changes in transportation to and from school. **Children will be released only to the custodial parent or their designee.** The school must be advised of custody or guardianship changes and must be provided legal documentation. LINC is our before and after school care program. **LINC opens at 7:00a.m. and closes at 6:00 p.m.** Please contact the school for more information if needed.

**GUARDIANSHIP AND CUSTODY.** If both parents are listed on a child's birth certificate, then both are considered legal guardians unless the school is in receipt of a legal notarized declaration signed by a judge. Custodial parents/guardians are encouraged to keep the school informed of changes in legal custody and provide documentation. **Please supply the school with any legal papers concerning custody or visitation. Original documents are required for all legal agreements and the school will make a copy for our records from the original documentation.**

**TEXTBOOKS AND SUPPLIES.** Textbooks, iPads, and library books are furnished by the District and distributed to children by the classroom teacher. Should a textbook, iPad, or library book become lost or damaged, the student to whom the book is checked out will be held responsible and will be charged according to the replacement cost. Please stress to your child the importance of respect for school materials and property. Please check frequently to see that your child has supplies such as pencils and paper.

**HOMEWORK.** Students at Compass will be required to complete homework. Homework will be given for the purpose of reinforcing concepts that were taught throughout the day. Homework may also be given for the purpose of enrichment. At Compass, we believe nightly homework can help students in developing study habits that will lead to self-reliance and work independence.

**PROGRESS REPORTS.** The Compass faculty is committed to working closely with parents to provide the best possible education for their children. Effective and frequent communication is an important part of this process. To ensure frequent and specific feedback regarding student performance, progress reports are issued eight times throughout the school year. Midterm reports are issued approximately halfway through each quarter, and report cards are issued at the end of each quarter. Report cards are sent home with students. Final report cards are sent home with students on the last day of the school year. Parent visits and phone calls regarding student achievement are always welcome.

**GRADE RETENTION.** Compass students earn promotion by meeting content standards in language arts and math. Students should demonstrate sufficient academic growth toward the prerequisite language arts and math content standards for success at the next grade level. Students will be promoted to the next grade level if they are meeting grade level expectations as identified by local authorities and the State Department of Education core subject objectives. Student achievement is determined on the basis of objective data using multiple assessments. Grade level achievement reflects the necessary attainment of prerequisite standards along with other developmental factors (social, emotional and physical). Compass students earn promotion when the established grade level criteria are met. Teachers will keep parents and guardians frequently informed of the student's achievement. Teachers will arrange to meet with the Compass SAFE Team on behalf of any student not meeting academic goals. The purpose of this meeting is to identify, determine, and implement early intervention strategies as determined by the SAFE Team.

Retention is facilitated in such a manner to engender student esteem, engage family support, and provide teacher adaptations or accommodations to produce new learning experiences. Retention may be considered when, in the judgment of the professional staff, it is in the best educational interest of the student involved. Parents/Guardians will receive prior notification and explanation concerning the retention. However, the final decision will rest with the school administration. State law does require that all students who are reading below a third-grade reading level, according to the District's fourth grade reading assessment, be retained if the student has not adequately improved after attending tutoring and summer school. If a student fails to attend remediation assigned as a condition of promotion, the student will be retained.

**ASSIGNMENT/REASSIGNMENT OF STUDENTS TO CLASSROOMS.** It is the goal of Compass to provide the best possible education for all students. We use the following guidelines to place students in elementary classrooms:

- Students will be heterogeneously assigned, which will ensure that every classroom will contain students of varied academic capabilities, leadership qualities, and behavioral characteristics.
- Teacher input is welcomed in selecting students for all classrooms. In selecting students, ability levels, compatibility with other students and teachers, social skills (maturity level), and behavior will be considered.
- There will be a mixture of students with high, average, and below average performance levels in each classroom.
- Requests from parents for a particular teacher will be considered but are not controlling or determinative.

There are occasions when a child may be placed into a classroom that is not compatible with a particular student's learning style. In those cases, the parent(s)/guardian(s) may request a change in placement of his/her child by submitting a written request for a change, with justification founded on specific educational needs. To accommodate this request, the following procedure will be used:

A conference will be scheduled with the parent, current classroom teacher, and the principal. Our meeting will focus on discussing concerns and troubleshooting possible solutions. We will also develop a plan for improvement. If the student is in special education, the conference will include SPED representation.

- If the concern has not been resolved after two weeks, a written request should be made to the principal for a possible transfer, with justification based on specific educational needs. Documentation must indicate facets of the plan not working.
- The principal will consider the request and determine a final decision.

**LUNCH PROCEDURES.** We encourage healthy eating habits. **Students who are being provided a school lunch are not allowed to bring extra food (chips, juice, etc).** Students may bring a **full lunch** from home if they want to eat chips, juice, etc. All food must be eaten in the cafeteria unless there is an allergy need or special approved purpose for eating elsewhere. Food that is not eaten must be thrown away before the student leaves the cafeteria.

- Students will take all required lunch items.
- Students will sit with their class.
- Students will talk quietly and use good table manners.
- Students will not trade or touch another student's food.
- **Students will not bring pop and candy unless part of their home prepared lunch.**
- Students will use appropriate language.
- Students will not throw food, run, or play in the cafeteria.
- Students will not leave their seat without the permission of a lunch supervisor.
- Students will clean their area and exit the cafeteria when given permission by a lunchroom supervisor.
- Students will not be released at an unscheduled lunch time to eat with parents/visitors in the building.

**VISITORS.** Parents are welcome to visit classes and encouraged to attend student assembly programs. All visitors must report to the building office upon arrival. Parents wishing to visit classes during school hours are asked to make prior arrangements with the office and teacher(s) at least 24 hours before a desired visit. **Beginning September 17, 2018, upon entering a district building, visitors will be asked to present a government-issued ID, such as a driver's license, which can either be scanned or manually entered into the system. If a parent or guardian for any reason does not have a US government-issued ID, the school staff member may use any form of identification with the person's name. This information can be manually entered into the Raptor system. Once entry is approved, the Raptor system will issue a badge that identifies the visitor, the date, and the purpose of their visit. A visitor's badge will not be necessary for those who visit our schools simply to drop off an item in the office or pick up paperwork. A badge is required if a visitor is going beyond the school office.**

Students can benefit from parents observing their classes and visits can help parents understand classroom dynamics. However, such visits are limited to teacher approved instructional times and for observation only. Interactions should not distract from the learning environment. If distractions occur, parent/guardian visiting rights may be revoked. Child visitors are not permitted during the instructional day and children requiring supervision are discouraged during teacher conferences, parties, and other school events.

**PARENT VOLUNTEERS.** Parents are encouraged to volunteer at the school by making prior arrangements to do so with teachers and staff. **Volunteers will be required to complete and pass a district background check prior to working with staff and students, and must report to the office upon arrival and departure of the building.** Beginning September 17, 2018, the Volunteer module will be in place. The Volunteer module is a web-based module that allows district patrons to complete an application via the Web Portal, and submit the application for review to be cleared to support multiple district endeavors via volunteering.

There is a \$5 fee per background check ***paid by the District patron*** for volunteers which includes a more thorough check than the visitor-only background check at the building level.

**Results of the background check must be received by the district and officially approved before volunteering, tutoring, or participating in All-in Mentors.**

Results of the background check will be submitted to the building/district designee. The district patron will then be notified they are cleared to begin to volunteer. The volunteer approval process will be an annual process – renewable up to 60 days prior to the end of the school year. A reminder email will be sent to all approved volunteers as the 60-day time frame nears the end.

**BIRTHDAY AND PARTY INVITATIONS.** Birthday party invitations may not be distributed at school unless invitations are issued to every student in the class. **Birthday treats may be brought to school for sharing with classmates at the end of the day if pre-arranged with the classroom teacher.** Please make advance arrangements with your child's teacher so they may prepare for this special time. If the teacher will be absent or if birthday treats will be a distraction on a particular day, the birthday may need to be celebrated on a different day. Only pre-packaged treats may be distributed for birthday

treats at school PLEASE DO NOT BRING OR SEND FLOWERS, BALLOONS, OR OTHER BIRTHDAY GIFTS TO SCHOOL. If these items are brought or sent, they will need to remain in the office until dismissal.

**TELEPHONE.** The school office will take emergency messages to deliver to students. Please do not ask to speak to the child to avoid interrupting classroom instruction. Student use of the telephone will be limited to emergencies only. Please do not call your child's mobile phone as this is a violation of school policy. Please be mindful if your child uses their phone in school as they could be subject to disciplinary consequences.

**RECESS.** All students are expected to join classmates on the playground for daily recess activities. Recess may be moved indoors at the discretion of the school staff because of weather or playground conditions. If your child has a health problem and needs to stay inside from recess or not participate in Physical Education, a doctor's note and or school nurse note will be honored. The excuse should state the problem and the specific period of time that the student will need to remain indoors and/or not participate in Physical Education.

**Recess Guidelines.** We will intend to go outside every day as long as the wind chill ("Feels Like" temperature) is above 20 degrees and it is not precipitating (We might go out in light snow as long as the play surface is safe).

- If it is 20 degrees or below (temperature or wind chill according to district web site), we will not go out
- Between 25 and 40 degrees, children must wear: winter coat; long pants; closed shoes or boots; stocking caps and gloves are recommended
- Between 41 and 50 degrees, children must wear: winter coat or (heavy jacket over long-sleeved clothing); long pants; closed shoes or boots; stocking caps and gloves are optional
- Between 51 and 60 degrees, children must wear: winter coat or heavy jacket or sweatshirt; long pants; closed shoes or boots; stocking caps and gloves are optional
- If the heat index (feels like) is 90-100 degrees, water access (we will make sure students get drinks before, after, and during, if needed. If the heat index is more than 100 degrees, students will stay inside.

At any time, it may be determined to have indoor recess depending on weather or personal wellness. For health considerations, we are unable to loan winter clothing for recess. **If financial limitations are preventing any of our families from providing adequate winter clothing, please contact us and we will work to ensure your child receives an adequate donated winter coat.**

**DRESS CODE.** The Hickman Mills C-1 School District Dress for Success expectations are designed to promote a safe and appropriate learning environment while contributing to students' preparation of success. Students' attire must not distract, disrupt, or interfere with teaching and learning or disrupt the climate of the school.

- For health and safety concerns, shoes must be worn at all times.
- Jewelry or accessories that may be used as weapons may not be worn, 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.

- Clothing is prohibited when an administrator deems it unsuitable, or it creates an unsafe environment, draws inappropriate attention, interferes with instruction, or threatens the health/safety of the learning environment.
- 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 the building administrator
- Metal picks and combs, hats, hoods, bandana print, wave caps, sweatbands, sunglasses, or any head covering (excluding those worn for religious reasons)
- Excessively ripped jeans, leggings, spandex pants, see through tights or yoga pants worn alone, pajama pants, skirt slits/splits (3 inches above the knee)
- Blankets, large bags
- **Backless shoes, slippers, slides**, heels (over 3 inches), shoes with spikes
- Clothing that is see-through, revealing, or 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

*Students failing to comply with the Dress for Success Policy will be held accountable by being asked to cover up, change, contact a parent/guardian, or receive a non-compliance consequence.*

**FIELD TRIPS.** Each grade level typically will go on one or more field trip(s) during the school year. **Any district patron wishing to volunteer as a field trip chaperone must complete an application and be approved prior to volunteering.** Field trips are school functions and not intended as family events. **Adult friends, non-custodial relatives, non-grade level siblings, and other children are not permitted to attend field trips.** All students are to stay with the group and abide by the guidelines set forth for all of the students. We may not be able to accommodate all parents who wish to help with these trips. We know that our parents understand the circumstances and will appreciate and assist our efforts to provide the children with field trip opportunities. Students are required to ride to and from the school event on the bus unless prior arrangements are made with the principal.

**WHAT TO SHARE AT SCHOOL/LEAVE HOME.** State law requires that all school districts comply with the Missouri Safe Schools Act to ensure that all students are safe at all times. During share time, we ask that students bring only items that are interesting to share, such as photos, favorite stuffed animals, or vacation items. Other items such as toys, radios, games, phones, and articles not directly related to educational goals should not be brought to school.

In addition, it is recommended that students bring only the amount of money required for a specific purchase to minimize the risk of loss. Students' school supplies, coats, jackets, etc. should be clearly marked with their first and last names. The school cannot safeguard or be responsible for lost, stolen, or damaged personal property.

**MOBILE PHONES. Students are required to keep all mobile phones in their backpacks and turned off when they arrive at school. Students ARE NOT allowed to use their phones during the school day.**

Mobile phones can be turned on once students have left campus at the end of the day. Any messages from parents that need to be given to students may be done by calling the front office at 816-316-7750 or by contacting the classroom teacher's phone or through email. Class Tag or Class Dojo may also be used to leave a message. Use of mobile phones by students will not be tolerated under any circumstances. Students who violate the mobile phone policy and procedures (including students using their phones to contact parents) will have their phones confiscated and parents/guardians will have to pick up the phones at the front office. Students using personal phones at school will also be subject to disciplinary consequences.

**STUDENT DISCIPLINE.** Compass has behavior expectations that allow all students to understand the behavior expectations of Compass, no matter where they are in the building.

Compass also follows the Behavior Intervention Support Team (BIST) philosophies, and uses Restorative Practices to teach, protect, and reinforce behavior expectations.

The purpose of the BIST system is to help students manage their behavior in a way that does not interfere with their own learning and/or the learning of others. The following steps may be taken to help students become accountable for their actions when they choose not to follow classroom rules:

- **Safe Seat:** a designated area in the student's regular classroom. It is intended to provide a safe place for students where their inappropriate behavior can stop and the student can begin 'taking responsibility' for their behavior while continuing their academic course work.
- **Buddy Room:** a safe spot in a classroom other than the student's scheduled classroom.
- **Cross Grade Level Room:** If a student is not successful in the buddy room, they may be asked to work in another teacher partner's room in another grade level until the classroom teacher can process with the student back to the classroom.

**Behavior Bottom Lines** for each classroom to increase teaching and learning:

- If the learning of the class is not the same or better due to poor behavior choices, students will not be able to stay in their class.
- No one child has the right to come to school and take away learning from other students.
- If students are hurtful to other students, then they can't be around other students.

Through work with Restorative Practices, misbehaving students deal with the harm they have caused to individuals and the school community. An understanding of the harm done and a restoring of safety or relationships starts to happen, and the emphasis of learning in a caring environment can resume.

**Key Goals of Restorative Practices:**

- Understand the harm and develop empathy for both the harmed and the harmer
- Listen and respond to the needs of the person harmed and the person who harmed
- Encourage accountability and responsibility through personal reflection in a collaborative process

- Reintegrate the harmer (and, if necessary, the harmed) into the community as valuable, contributing members
- Create caring climates to support healthy communities
- Change the system and how it contributes to the harm

#### **5 Common Beliefs of Restorative Practices:**

- Fostering awareness
  - Helps bring consequences of actions to offenders and victims
  - Prefrontal cortex the last part of brain to develop and controls decision-making
- Avoiding lecturing and scolding
  - Flight (withdrawal, tune out) or fight (defend, yell back) are the responses of students
  - Use 'tools' to avoid lecturing and scolding
- Seeing instances of wrongdoing as opportunities for learning
  - How to repair harm; always give it back to them (restitution)
- Accepting ambiguity
  - Offender and offended get together and work it out
- Involving students actively
  - Guide on the side and ask open-ended questions

The Compass staff believes that teaching responsibility is an important element of an effective discipline plan. The foundation for student success is set through establishment of high expectations for students' behavior, positive reinforcement of appropriate behavior, and logical consequences for misbehavior. This structure teaches students to make choices and accept the rewards and consequences for their choices in terms of behavior. Classroom teachers, with input from students, will determine and distribute to each child a copy of the grade level discipline plan to be shared and discussed with parents. Because we believe strongly in the importance of parent-teacher partnerships, ongoing dialogue regarding student progress is encouraged. Please contact your child's teacher with any suggestions or comments you might have that you feel would enhance their working relationship.

The final consequence for disregarding classroom, playground, lunch, hallway, or bus rules is an office referral. **Extreme verbal or physical harm of those in authority will not be tolerated. If a student is causing a flagrant disturbance, the student will not work through the classroom discipline system but instead will be referred immediately to the office.** When the student is sent to the principal for disciplinary action, the *Hickman Mills C-1 School District Student Policy Handbook* will be referenced. Parents/Guardians will be informed by phone or written referral regarding any significant disciplinary situation involving their child. Parents may also be asked to conference with the student, teacher, and administration at school. **Parents/Guardians may not be notified for minor redirected infractions as this is part of the learning process.**

**Resolving School Concerns.** Parents are encouraged to first visit with their child's teacher 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 principal. Unlawful responses by parents in a school setting, which step over the line of "disagreement" with decisions made by school officials in discipline matters, will not be tolerated. This

includes the use of profanity, threats or intimidation, uncivil behavior, and libelous statements (i.e. on a social media platform such as Facebook).