

# STUDENT HANDBOOK

2023-2024

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



**Home of the Mustangs**

8908 Old Santa Fe Road  
Kansas City, MO 64138  
(816) 316-7950

**Office Hours:** 9:00 a.m. - 4:00 p.m.

**Principal:** Kathleen Snipes

**Supplemental Teacher:** Jenny Fry

**Secretary:** Holly Caldwell

**Attendance Clerk:** Open

**Counselor:** Tyson Loy

**LINC (before and after school care)**

Summer Litchell, Site Coordinator  
7:00 am - 8:45 am, 4:00 pm - 6:00 pm

**First Student Company**

(816) 315-0888

## **VISION STATEMENT**

Provide a culture of lifelong learners by collaborating with the community, to create an inspiring and transformative educational experience.

## **MISSION STATEMENT**

Provide an enriched learning environment which requires collaborative and individual critical thinking and excellence in academic literacy. By collaborating with families and the community, we as a team will empower each child to reach their fullest potential.

## **PHILOSOPHY**

At Santa Fe, we believe a child is unique, has special talents and abilities, and their education is the foundation for learning and achievement throughout life. Our responsibility is to provide learning experiences in an atmosphere that capitalizes on nurturing these talents while challenging students to acquire new skills and understandings through high-yield instructional strategies. By engaging parents, faculty, and community members in shared decision-making, we constantly strive to create an environment where we can promote and enable students to succeed in a global society.

## **OUR BELIEFS**

- All students can learn in an environment that provides a variety of instructional opportunities and support for learning.
- Parental engagement is vital and necessary for student achievement.
- Students learn best in a challenging educational environment.
- Teachers, staff, administrators, parents, students and community share in the responsibility for providing a supportive learning environment within our school.
- Self-discipline, high expectations and continuous improvement are essential components for developing lifelong learners.

This handbook is intended to serve as a guide to the policies, procedures, and the daily operations of Santa Fe Elementary School. Please take time to read the handbook and become acquainted with its entries. Additional information and procedures relating to students can be found in the Student/Parent Handbook distributed by the district.

## **SYSTEMS & PROCEDURES**

### **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 be on time and present for school each day school is in session. 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 and ordinance for more detailed information.

If your student will be tardy or absent from school, please contact the front office at 816-316-7950, before 8:45 a.m. 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 attendance 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.

### **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 located on the main hallway. 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 front office in

advance. Written notice is required. The person picking up a student must be listed in the student's contact information in Infinite Campus. 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 related to your student.

## **Arrival and Dismissal Procedures**

**Arrival:** Students participating in LINC may arrive between 7:00 a.m. and 8:45 a.m. School officially opens at 9:00 a.m. and breakfast is served until 9:30 a.m. Bus riders enter the building through the back entrance on the Smith Hale Middle School side, and car-riders and walkers enter the building through the kindergarten classroom doors. The school day officially starts at 9:00 a.m. At 9:00 a.m., student leaders will read announcements and all students will stand and recite The Pledge of Allegiance and the Santa Fe Pledge. Students arriving after 9:15 a.m. are tardy and must be signed in at the front office by a parent/guardian.

**Dismissal:** School is dismissed each day at 4:00 p.m. To preserve the educational environment, we ask that parents NOT pick up students during the final 20 minutes of each day (3:40-4:00 p.m., Monday through Friday). Parents are asked to pick up students for appointments prior to this time or to wait until dismissal.

- Walkers will be escorted by Santa Fe Team members to the crosswalks.
- Bus riders will be escorted to buses by their classroom teachers.
- Car riders will be supervised in the kindergarten hallway and parents/guardians (and those authorized by parents/guardians) will pull into the car rider pick-up line in the front of the school. A team member will radio the student's name and another team member will escort that student to the waiting vehicle.
- For your child's safety, if the car rider team does not recognize the driver as the parent or as an authorized pick-up person, the child will have to be signed out in the office. Car riders must be picked up no later than 4:00 p.m. After 4:00 p.m., they will be escorted to the office area to await their ride. Late cars must pick students up in the office. Please have a photo ID.
- Please help us ensure the safety of everyone by following all safety rules or you may be asked to pick up your child in the office.

- Please do not pull out of line and around another vehicle unless directed to do so by a Santa Fe Team member.
- Please do not park and walk to the car rider dismissal door to retrieve your child. This disrupts the dismissal process and causes a safety hazard.
- Drivers unwilling to comply with these safety procedures will be asked to pick up their student(s) in the office.

## **Transportation Changes**

Children will not be allowed to leave school in a different way or route 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 their 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. Should you leave your children in the care of others while you are out of town, 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 if custody or guardianship changes and must be provided legal documentation. Santa Fe provides a before and after school LINC Program that opens at 7:00 a.m. and closes at 6:00 p.m. Please contact the school for more information if needed.

## **Visitors**

All visitors entering the building should come to the office to check in. You will need to provide a driver's license, government-issued ID, or another form of identification that will be processed through our Raptor program. Additionally, you will also need to sign in on our visitor sign-in sheet. **AT NO TIME SHOULD A VISITOR ENTER THE BUILDING WITHOUT COMING TO THE OFFICE FIRST.** In order to pick up a student, you must show a Photo ID and be listed on the student's record.



## **Minimizing Disruptions**

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

- Parents can set appointments 24 hours in advance to speak with their student's teacher during the teacher's available office hours. An appointment time is required to speak with the principal.
- Make sure your child is well prepared for school each day. Classrooms are not interrupted to deliver homework, lunches or messages. If an item must be delivered to your child, it will be held in the office and delivered by a school staff member at an appropriate time.
- Classroom treats/birthday celebrations need teacher approval (please notify the teacher 24 hours in advance). With teacher approval, snacks will be given to students during recess or lunch. Due to allergies, some snacks may be DENIED.
- Due to safety concerns, balloons will not be permitted for any reason, including but not limited to: birthday celebrations, awards assemblies, performances, etc.

## **Breakfast/Lunch**

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) 316-7709. According to federal guidelines, all students in the Hickman Mills C-1 School District will receive free breakfast and lunch.

## **Cafeteria Expectations**

- All students will be able to enjoy a calm lunch time environment.
- The cafeteria noise level will remain low enough that all calls or emergency instructions can be heard by everyone without shouting.
- Students are expected to remain seated throughout lunch time.
- Students are allowed to speak in a quiet almost whispering voice. This expectation is required in order to maintain a low noise level in the cafeteria and to ensure the safety of everyone present.
- Students are expected to be responsible and maintain a clean cafeteria.
- Classes are expected to arrive with their teachers and teachers to return and pick students up at assigned time.



## **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 or email.

Other school closing and cancellation information can be found by:

- Checking the district's Twitter @HMC1Proud
- Checking the district website [www.hickmanmills.org](http://www.hickmanmills.org) or app
- Calling the district main information line at (816) 316-7000
- Watching your local news stations on television – Watch for HICKMAN MILLS C- 1 on Channels 4, 5, and 9 to see cancellations

## **Dress Code**

Santa Fe Elementary School has adopted Dress for Success expectations 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. The following attire is prohibited unless otherwise noted.

- For health and safety concerns, shoes must be worn at all times.
- 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, bulky chains worn on the neck or waist.
- Clothing is prohibited when an administrator deems unsuitable, creates an unsafe environment, draws inappropriate attention, interferes with instruction, or threatens the health/safety of the learning environment.
- Earbuds, headphones (i.e. Beats), wireless headsets (i.e. Bluetooth) unless used for an academic purpose with the permission of the building administrator.
- Metal picks or combs, hats, hoods, bandana print, wave caps, sweatbands, sunglasses or any head covering (excluding those worn for religious reasons).
- 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, displays profanity or words/symbols that advocate or depict violence, ethnic/racial slurs, drugs, alcohol, tobacco, sex, illegal gang affiliation or other expressed or implied illegal activity.

### **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 and hand it directly to the school nurse. **STUDENTS ARE NOT ALLOWED TO BRING MEDICATIONS(S) TO SCHOOL OR ADMINISTER ON THEIR OWN OR BY A TEACHER.**

Non-prescription medication must also be delivered to the school by the parent or guardian with written instructions. All medications should be picked up on the last day of school. The school nurse can be reached at (816) 316-7957 for additional information.

### **Teacher Communication**

Please call the office at 816-316-7950 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, technology, art, and music. It is essential that all our students master the concepts and skills in each subject area.

## Grades

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 types of grades are issued for Grades K-5: academic and effort. Deficiency reports will be sent home by homeroom teachers prior to each grading period, if your student is not meeting expectations.

Academic Grades	Effort Grades
M = Meets the standard W = Working towards the standard N= Not meeting the standard	+ = Satisfactory - = Needs improvement

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.

## 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.

## School Discipline Plan

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. Santa Fe will follow all policies outlined in the district Hickman Mills C-1 School District Student Policy Handbook and in Board Policies.

Additionally, we believe that discipline also involves developing positive relationships, effective classroom management, and effective instruction.

## **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, 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.

## **School Rules**

- I will follow directions the first time given.
- I will keep my hands, feet, mouth, and objects to myself.
- I will put people up, not down.
- I will always be in the proper place.
- I will always walk in the building.
- I will use all materials and equipment properly.

## **Discipline Plan**

Inappropriate behaviors at Millennium at Santa Fe fall into three (3) categories or levels of offenses. Each level is addressed either by the classroom teacher or the school administration.

### **Examples of Level 1 Offenses**

- Handled by the teacher - documentation of behavior and action highly suggested.

Level 1 Offenses	
Not following directions Running in hallways Excessive talking Inappropriate laughing/sneering Derogatory notes/pictures Teasing/put downs Inappropriate language	Eye rolling Interrupting Consistent tardiness Name calling Misuse of materials Wandering Mocking

### **Examples of Level 2 Offenses**

- Handled by the teacher with documentation of behavior and action.
- Parent contact is highly suggested.

Level 2 Offenses	
Back talking/arguing Inappropriate gestures/language Taunting Refusing to work	Open defiance Cheating/lying Throwing objects Hitting

### **Examples of Level 3 Offenses**

- Handled by the administration.
- Direct office referral with accompanying referral form.
- Parent contact

<b>Level 3 Offenses</b>	
Fighting Ethnic slurs Obscene gestures Inappropriate touching Damaging property Direct and willful disobedience of school rules and policies Disruptive clothing Disrespect for authority	Bullying Threatening/taunting Threatening bodily harm Stealing Use of profanity Pulling fire alarm Excessive truancy Harassment, including sexual harassment
<b>Zero Tolerance</b>	
Drugs Weapons/facsimile of a weapon/dangerous instrument Leaving school without permission Assault with intent to fight with another student	

## **DISCIPLINE PROCEDURES**

### **Classroom: Level 1 and Level 2 behaviors handled by the teacher.**

- The teacher will follow individual classroom hierarchies of behavior management.
- At least 3 interventions/strategies (one must be a parent contact) must be implemented before an office referral may be made.
- Documentation and data collection are strongly recommended for records and possible Local Case Management referral if a SPED student is involved.

### **School Administration: Level 3 behaviors handled by the administration.**

- Results in a direct office referral.
- An administrator will contact the student's parent(s).
- An appropriate consequence will be given.
- Level 3 behavior incidents will be logged in Infinite Campus.

**In an emergency situation**, the student may be brought straight to the office. If the teacher is unable to bring the student, the office will be contacted and an administrator will come to the classroom and remove the student.

### **Prior to an Office Discipline Referral**

1. Parents and students must know teacher expectations and procedures.
2. Parents and students must know the classroom teacher's discipline plans and procedures.
3. Teachers must document unacceptable behaviors and consequences imposed, trying several strategies/interventions to stop the inappropriate behavior. A parent contact must be made before an office referral is made.
4. All Level 3/Safe School Violations warrant an immediate office referral. A completed office referral form must accompany the student to the office.

### **Suspension/Expulsion Protocol**

Certain offenses require an immediate office referral (e.g. sexual/racial harassment, possession of a weapon, making threats, inflicting bodily harm on others, and other Safe School Violations). These incidents may immediately result in an Out-of-School Suspension or other consequences at the discretion of the administrator. Extreme or chronic behaviors may warrant a referral to Hickman Mills C-1 District Student Services including but not limited to 2-5 days of OSS.

Students facing suspension/expulsion will be provided due process as outlined in the Hickman Mills C-1 District Policy for Student Conduct and Discipline.

### **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 the temperature or wind chill is below 32 degrees the



students will not go outside. During the summer, if the temperature or heat index is over 95 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 Santa Fe.

- Students will not be involved in major horseplay or physical contact
- All playground equipment will be utilized according to its intended purpose
- Recess will last no more than 20 minutes total a day
- Students will be allowed to only play in designated playground areas

### **Resolving School Concerns**

Parents who have concerns 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 principal.