



STUDENT HANDBOOK

2024-2025

HickmanMiddle.HickmanMills.org



Hickman Mills Middle School Student Handbook

"Learning Beyond Walls"

Address: 9010A Old Santa Fe Rd.

Phone: (816) 316-7700

Fax: (816) 316-7704

Website: www.hickmanmills.org/HMMS

Email: hickmanmillsmiddle@hickmanmills.org

School Hours: 7:30 am -2:30 pm

Welcome to Hickman Mills Middle School

Welcome to Hickman Mills Middle School. HMMS is a diverse and vibrant learning community. We take pride in building relationships right from the start, understanding where you come from, and creating meaningful connections.

At our school, we take immense pride in being the best school in the area. Our rigorous instructional process, combined with dedicated support systems, ensures that all students thrive academically and socially. Our students learn not only to excel academically but also to take care of each other, fostering a strong sense of community and support.

"Learning Beyond Walls" is our motto, and it's not just a catchphrase; it's a way of life. Our students have the opportunity to engage with their community, gaining real-world experiences that broaden their perspectives and open doors to endless possibilities. Diversity is celebrated at our HMMS, where a diverse staff and student body enrich the learning environment in a special way.

Literacy and engagement are at the core of our educational approach. We provide engaging instruction throughout the day, every day, to lay a solid foundation for our students' academic journey. We recognize the importance of social-emotional growth and have extensive support systems in place to nurture the whole student, ensuring they grow not just academically but also emotionally and socially.

At our school, we are more than just a school; we are a family. Our "Family First" approach is a way of life, as we involve our families in building activities and create memorable events like Friday Night Lights, Trunk or Treat, Battle of the Teams, Family Dance Night, and Movie Night.

Join us on this incredible educational journey, where learning knows no boundaries and a supportive family awaits. Together, we will empower our students to become well-rounded, caring, and curious global citizens, ready to embrace the world's opportunities and challenges.

SCHOOL INFORMATION

School Name:

Hickman Mills Middle School

School Alias:

Hickman Middle
HMMS

School Address:

9010A Old Santa Fe Rd.

School Phone Number:

(816) 316-7700

School Fax:

(816) 316-7704

School Email:

hickmanmillsmiddle@hickmanmills.org

School Website:

www.hickmanmills.org/HMMS

School Facebook Address:

www.facebook.com/HMMiddleSchoolHMC1/

School Instagram:

www.Instagram.com/HMMS_hmc1

School Twitter:

www.Twitter.com/HMMS

School YouTube:

www.youtube.com/channel/UC6InsGERIj5UNFXZlkj-GMw

School Google Calendar:

[Hickman Mills Middle School](#)

STAFF INFORMATION

Principal Name: Dr. Chad Ryerson
Principal Email: daniel.ryerson@hickmanmills.org
Principal Phone Number: (816) 316-7731
Principal Cell Phone: (816) 878-5852

Associate Principal Name: Gayla Curtis
Associate Principal Email: gayla.curtis@hickmanmills.org
Associate Principal Phone Number: (816) 316-7639

Assistant Principal Name: Renna Gordon
Assistant Principal Email: renna.gordon@hickmanmills.org
Assistant Principal Phone Number: (816) 316-7873

Secretary Name: Sheila Ellingburg
Secretary Email: sheila.ellingburg@hickmanmills.org
Secretary Phone Number: (816) 316-7610

Attendance Clerk Name: Toy Bailey
Attendance Clerk Email: toy.bailey@hickmanmills.org
Attendance Clerk Phone Number: (816) 316-7719

Registrar Name: Ethella Bennett
Registrar Email: ethella.bennett@hickmanmills.org
Registrar Phone Number: (816) 316-7006

Counselors Name: Angela Swearingin
Counselors Email: angela.swearingin@hickmanmills.org
Counselors Phone Number: (816) 316-7668

Counselors Name: Marissa Magsam
Counselors Email: marissa@magsam@hickmanmills.org
Counselors Phone Number: (816) 316-7654

Nurse Name: Kim Lightfoot
Nurse Email: kim.lightfoot@hickmanmills.org
Nurse Phone Number: (816) 316-7247

ABOUT

Mission:

We are a learning community where students and families feel connection, support, engagement and inspiration on their journey to becoming global citizens

Vision:

The Hickman Mills Middle School is a safe and supportive learning environment that prepares students to excel in the 21st Century.

Mascot:

Cougar

Colors:

Orange and Blue

Values:

We believe in fostering a culture of respect, where every individual—students, staff, and community members—is valued and treated with dignity. We encourage respectful behavior, active listening, and appreciation of diverse perspectives.

Goals:

Create a dynamic school climate and culture by fostering a positive, inclusive, and supportive environment for students, staff, and the community throughout the school year.

Mottos:

Relentlessly REAL: Respectful, Engaged, Accountable, Leaders”

SCHEDULE

*Hickman Mills Middle School
Bell Schedule*

HMMS BELL SCHEDULE			
Period	Start Time	End Time	Minutes
Homeroom	08:15 AM	08:45 AM	30
Passing	08:45 AM	08:48 AM	3
1st Period	08:48 AM	09:43 AM	55
Passing	09:43 AM	09:46 AM	3
2nd Period	09:46 AM	10:41 AM	55
Passing	10:41 AM	10:44 AM	3
3rd Period	10:44 AM	12:19 PM	70
LUNCH PERIOD			
Passing	12:19 PM	12:22 PM	3
4th Period	12:22 PM	01:17 PM	55
Passing	01:17 PM	01:20 PM	3
5th Period	01:20 PM	02:15 PM	55
Passing	02:15 PM	02:18 PM	3
6th Period	02:18 PM	03:15 PM	58

	Start Time	End Time	Minutes
1st Lunch Shift	10:44 AM	11:09 AM	25
2nd Lunch Shift	11:19 AM	11:44 AM	25
3rd Lunch Shift	11:54 AM	12:19 PM	25

ATTENDANCE

Attendance Policies

Our goal for attendance is to have 90% of our students at school 90% of the time to ensure that students are progressing academically. We encourage students to be at school and on time every day (bell-to-bell). 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.

Late Arrivals

Students arriving at school after 7:45 a.m. must be signed in by a parent or guardian. This is done in the main office and students will be marked tardy to school and given a pass to class.

Early Release / End of Day Procedures

To ensure the safety of students, individuals entering the school to pick up a child before dismissal must go to the main entrance security 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 a student 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 all your student's contact information is current in case we need to call with questions. All early pickups must happen before 2:50. Once afternoon dismissal begins, students will not be called out of class.

Leaving Campus

Students are not allowed to leave campus without being checked out by a parent or guardian. Students who leave campus without permission will be issued consequences.

BUS AND PARKING LOT INFORMATION

Bus expectations

Students who are assigned to a bus are expected to ride their assigned bus home. Parents are required to request authorization prior to walking home. Requests should be submitted in writing by a parent/ guardian to the office on that day. In order for a student to ride a different bus, the student will need to get prior authorization from the Administration.

Arrival/Dismissal

Bus Rider Arrival Students will be dropped off in the west parking lot upon arrival to school and enter school through the Student Entrance. Students will pick up a grab and go breakfast if they would like and then report to their homeroom.

Bus Rider Dismissal

Bus riders are dismissed before car riders. Buses will be lined up in the west parking lot. Students will exit the school through the Student Entrance and load their individual bus.

Car Rider

Pick up and Dropoff will be through the east parking lot. Please wait patiently as building staff direct students to their cars two at a time to avoid any students being injured.

SCHOOL VISITS AND VISITORS

School Visits

Parents and guardians are welcome and encouraged to visit the school. All visitors must register in the office upon entering the school building. In order to speak with or sign out a student, visitors must present proper identification (driver's license or state ID) before access to the student will be granted. Per District Policy KK. However, parents/guardians who wish to visit a classroom will need to contact the school office and schedule the visit at least 24 hours in advance. Visits will be limited to not more than 90 minutes. Visitors will sign in, be given a visitor badge, and be accompanied to the classroom by a staff member.

Student Pickup

Students are not to leave school unless the student is checked out properly. Students are allowed to leave during the school day with a parent or guardian who is listed in Infinite Campus. Proper identification will be required of the person checking out the student. An authorized adult must come into the school building in order for a student to be released from campus. Students will not be released to an awaiting car without an administrator.

Student Drop off

Students must sign in through the Main Entrance when reporting to school late, a parent/guardian will be contacted.

STUDENT EXPECTATIONS

Activities, Athletics and Club Opportunities

Students have the opportunity to participate in multiple activities, athletics, and clubs during the school year. Students are encouraged to get involved and share their talent and skills while supporting our school community. LINC and any other after-school activities begin at 3:15 p.m. Students are expected to go promptly to LINC and be on time in order to participate. A student may not exit or return to the building if he/she is staying for an after-school activity. Once the student is outside the building, he/she will be expected to go home immediately and will not be allowed back into the building. Failure to follow this procedure may result in an appropriate consequence.

Assemblies

Assemblies are an integral part of the school spirit. They are intended to celebrate the students as such, no outside visitors or guests are allowed.

Backpack

Students are allowed to have backpacks at school. The backpack and its contents are the responsibility of the student. Therefore, students are encouraged to leave any items of value not required for school at home.

Breakfast

Students will have the opportunity to get a grab-and-go breakfast from designated areas.

Cafeteria

Each student is issued a personal identification number [PIN] for the cafeteria (TBD). The PIN should not be shared with any other students. Free meals are provided for all students (currently until the grant ends). Students may not order food from outside vendors or delivery services. For lunch, teachers escort their classes to the cafeteria, and students are expected to remain at their assigned tables until students are picked up by their teachers. This policy will be reviewed and modified gradually throughout the school year.

Good student conduct is essential for an orderly lunch. Students will:

- Enter the cafeteria and stand in a single file line along the designated wall.
- Pick up lunch and sit at their designated table.
- Eat first, and then talk quietly to students at their own table.
- Behave respectfully and use good table manners.
- Finish eating in the cafeteria - no food or drink may be taken out.
- Place all trash in the proper receptacles.
- Remain in the cafeteria until dismissed to walk back with your teacher.
 - Detentions and/or individual seating may be assigned if a staff member feels it is necessary.
 - Guests/adults are welcome to eat with their child (the adult must be on their contact sheet/demographic information) in a designated area with their student as assigned by building protocol or availability.

Cell Phones

- Students are to keep their cell phones in their YONDR bags between 8:15AM and 3:30PM.
- Homeroom teachers will distribute YONDR bags to all of their students each morning.
- Students will keep their YONDR bag on their person during the day.
- If a student has their cell phone out during class, the staff member will quietly prompt the student to secure their device in their YONDR bag.
- Staff should follow the steps indicated in our Behavior Response Plan to encourage compliance.
- If the student does not comply with the instructions, contact an administrator for support; maintain the flow of instruction.
- At the end of the school day, teachers will collect the YONDR bags.
- If you need to reach your child, please contact the front office at 816-316-7600.

Classroom Celebrations

No celebration shall be organized, planned, or held during the school day without the approval of the building administration. Celebrations must be connected to student achievements or classroom accomplishments over a period of time and supported by data.

Conferences

Fall conferences will be held during the month of October, and Spring conferences will be held during the month of February, please refer to the district calendar for the exact dates and times. Teachers are also available during their preparation period and after school for conferences. When a parent desires to confer with any teacher, please call the school office and arrange for an appointment.

Chromebooks

Students will have access to a student Chromebook during individual class periods. Devices are not checked out to every student. Each core teacher has a classroom set of computers that stay in the room. Teachers will pass them out to students when they are needed for classroom work. The devices stay in the classroom. We expect students to use their technology to further enhance their learning. Students that use district technology in an inappropriate manner will lose their technology privileges.

Deliveries

Students may not order food from outside vendors or delivery services. If they do so, the items will be kept in the office until the end of school.

Discipline

Our goal is for students to demonstrate kindness to one another and be successful in the classroom. It is expected that good character traits are taught and displayed throughout the school.

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

- Verbal warning/redirection
- Reflection in a safe spot in the classroom
- Think sheet (written response) in a buddy room
- Parent contact to request your partnership and support
- Principal conference and or consequences issued
- Behaviors requiring a more severe consequence may not follow the five-step process.

Dress Code

Students are expected to adhere to the Dress for Success expectations of the Hickman Mills C-1 School District policy, which is addressed in the Student Code of Conduct. 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 items unsuitable, unsafe, or an interruption to the learning environment.

The dress code criteria are as follows:

- Shoes must be worn at all times. Avoid backless shoes, slippers, slides, heels (more than 3 inches), shoes with spikes, skates, etc.
- Appropriate coverage of the body is expected and 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.
- The following items are not permitted and addressed as part of the dress code procedures:
 - Ripped jeans, leggings/spandex pants, see-through tights or yoga pants (unless with a shirt covering buttocks), pajama pants.
 - 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, political statements or any other expressed or implied 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.
 - 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, hoodies, bandana prints, wave caps, sweatbands, sunglasses or any head covering (excluding those worn for religious reasons).

Field Trip

No refunds will be given for any field trips for any reason. No exceptions. The school has to pay for entry fees and transportation prior to the field trip.

Fines and Fees

Students are responsible for all financial obligations to the school. This includes but is not limited to: lost textbooks, charged ID badges, any technology devices and lost athletic equipment. If fines and fees are not

resolved, no official documents will be released in the student's name, including grade cards and official transcripts. If necessary, the school will hold the student's diploma upon graduation.

Food and Drink

Students are not allowed to have food of any kind out during class to eat. This does not include breakfast during arrival. Snacks are strictly forbidden during the school day. Students are fed breakfast and lunch during the day. Food causes distractions during class time and hinders the learning process. For drinks, students are allowed to have water bottle and only water can be kept in it. Students are not allowed to put any type of flavored powders that change the color. Flavored water, when spilled, can stain other students' clothes. There are some exceptions to this policy, such as, classroom parties. However, that is very rare and families will be notified ahead of time.

Fundraisers

Students must have approval from the building principal or designee. Students are not authorized to sell or trade personal items for any reason at school.

Hall Passes

Students are required to carry a pass any time they are in the hallway outside of their regular scheduled passing time. The pass must contain the student's name, destination, time, and the sending and/or the receiving teacher's signature. It is the responsibility of the student to obtain a pass from the teacher, prior to leaving a classroom.

Hallway Behavioral Expectations

- Walk on the right-hand side of the hallway.
- When waiting at the water fountain, avoid blocking the hallway by forming a line next to the wall.
- Voices at a level 1.
- Keep your hands, feet, etc., to yourself.
- Use your passing time to go to the bathroom or locker, then go directly to class.
- Obtain a pass before going to see the nurse.
- Do not block heavily used traffic areas.
- Must have a pass to be in the hallway outside of passing time.

Personal Property

Students are encouraged not to bring personal items of value to the school. The school will not be responsible for personal items lost, stolen, etc.

Recording Video, Audio and Photos

Creating a video or audio recording in the school setting is prohibited unless it is for specific curricular reasons as determined by school officials. The school has an obligation to ensure the safety and privacy of all students. Students are not allowed to post inappropriate photos or videos on social media.

Selling Of Merchandise on School Property (Including Food)

The sale of goods on campus is not only governed by a district policy, but a state law, which is soliciting. The district only allows students to sell food to raise funds for school-sponsored activities, and the food sold must meet the nutritional guidelines provided by the district. Any merchandise brought into the school without administrator approval will be confiscated and must be retrieved by a parent or guardian.

Textbooks

Students are responsible for paying for lost textbooks, checks are not accepted. Refunds for textbooks that are found may be given back only if the original receipt of payment is provided.

BUILDING EXPECTATIONS

Building Hours

Building hours for students are 8:00 a.m. to 3:45 p.m. Students arriving at school prior to 8:00 a.m. need to remain outside or wait in the front entrance until the building opens. At 8:00 a.m., we start letting students into the building for breakfast. Students are required to leave the building by 3:30 p.m. at the end of the day unless under the direct supervision of a teacher or sponsor.

Deliveries

Delivery of food, flowers, balloons, etc. for students during the school day is discouraged. If deliveries are received, they will not be given to the student until after school is dismissed. Necessary deliveries should be brought to the Main Office. Students are not allowed to have food delivered unless approved by the administration beforehand.

Drills-Fire-Tornado-Disaster-Earthquake

Fire drills are signaled by the fire alarm or bullhorn. Tornado, Disaster, and Earthquake drills will be announced over the intercom system or signaled with a series of short blasts from a bullhorn. Students will be given full instructions by their individual teachers as to where they are to go or what to do during the drill. Students are to treat all drills in a serious manner.

Lost and Found

Lost articles found should be sent to the Main Office. Anyone losing an item should check in with the front office secretary before or after school, during passing time or with a pass from their classroom teacher to see if it has been found. Every effort will be made to identify whom the lost articles belong to and return them to the rightful owners. Articles unidentified and unclaimed after two weeks may be donated to charity.

Signs or posters

Posting signs is strictly limited to approved areas only. In order to keep our building clean, the number of signs approved is limited. Approved signs are allowed only on approved bulletin boards or areas designated by an administrator.

Search/Seizure of Student Lockers and Vehicles

Students may be requested to submit to voluntary personal searches when reasonable suspicion warrants such action. School lockers and desks are the property of the Board of Education and are subject to periodic inspections without notice. Lockers and desks may be subject to search by school administrators for a variety of reasons, including but not limited to: suspicion of concealing drugs, alcohol, tobacco, or materials of a disruptive nature, stolen properties, weapons, or other items which pose danger to the health or safety of the student, other students, or school employees. An administrator and an additional staff member will conduct

all searches. If student vehicles are parked on school grounds, they are subject to search when reasonable suspicion warrants such action according to the procedure outlined for search of lockers and desks.

Tobacco Free District

To promote the health and safety of all students and staff and to promote the cleanliness of district property, the district prohibits all employees, students and patrons from smoking or using tobacco products in all district facilities, on district transportation and on all district grounds at all times. Students who possess or use tobacco products or e-cigarettes on district grounds, district transportation or at district activities will be disciplined in accordance with Board policy.

Video Surveillance

Students, staff, parents, patrons and visitors should be aware that Hickman Mills Middle School has surveillance cameras monitoring various school building areas, including but not limited to: parking lots, hallways, common areas, gymnasium, cafeteria and vending machines. School buses also have surveillance cameras. Video recordings are reviewed by school officials to promote the order, safety and security of students, staff and property. Recordings may be used for any purpose, including use in school disciplinary proceedings. Students, staff, parents, patrons and visitors should understand that their actions while in these areas will be recorded with no expectation of privacy. Maintenance, release and viewing of recorded images will be handled in accordance with board policy and applicable state and federal law.

STUDENT DISCIPLINE

Behavior Intervention Support Team (BIST) / Restorative Practices:

The Hickman Mills Middle School references BIST for interventions and support. The BIST model utilizes four steps:

1. Early Intervention
2. Caring Confrontation
3. Protective Planning
4. Outlasting

This allows for caring adults to partner with students who are struggling, help them be accountable for their actions, and give them the tools and behavioral skills they need to make positive changes in their lives. Through BIST students are taught and protected via grace and accountability, students can make good choices and have the promising lives they want and deserve. BIST is a philosophy that drives our culture and climate.

CCR:

Restorative Practices strives for all learners to have high-quality instruction that prepares them to effectively function as valued stakeholders in any community or environment they are a part of. Restorative Practices works to impact lives and systems through coaching, supporting, and practical application of restorative practices to mitigate harm and maximize positive outcomes for our diverse communities. We are concerned about people and committed to our mission to helping them solve conflict by bringing restorative practice philosophies and values to our community and schools.

ACADEMICS

Citizenship & Academic Integrity

Academic integrity is defined as the conscious intent of students and staff to honestly and responsibly use original, unique yet informed thoughts, ideas, opinions, and products toward the achievement of personal or professional academic goals. A violation against the Academic Code of Ethics is an act which could deceive, cheat, or defraud so as to promote or enhance one's academic standing. Academic dishonesty also includes knowingly or actively assisting any person in the commission of a violation of the Code.

A violation of the Academic Code of Ethics may result in disciplinary action. Violations can include, but are not limited to:

1. Plagiarism—Failure to use original, unique yet informed ideas, thoughts, words, images or products with the intent to represent the work of others as one's own.
2. Cheating—the willful intent to use sources improperly for personal gain.
3. Forgery/falsifying documents—Counterfeiting documents for personal unwarranted advantage

Grading Procedures for Middle School Courses

Progress reports will be issued to students and/or parents/guardians midway through each quarter. Progress grades are posted online. Grade reports will be issued to students at the end of each quarter. Grades are calculated using each 8-weeks grade and the semester exam grade at their designated weight. Final grades are mailed at the end of the school year.

Progress Reports

Available to parents via Infinite Campus every quarter. Semester grades are posted the first week of January and the end of May.

Grade Retention

See District web site for policy and retention procedures.

Make-Up Work

Make-up work is permitted and graded for full credit when the absence is excused. It is the student's responsibility to secure make-up work from his/her teachers upon returning from an absence. Absences must be for three days or more in order to request homework which should be picked up within 24 hours.

Student/Parent Portal

To facilitate school-to-home communication, HMMS has an internet program called the Parent Portal, which allows parents to engage in their child's day-to-day education using Infinite Campus. Parents and students can access pertinent information about attendance, grades, homework assignments, and a history of academic work.

Student Supports

Student Services supports students and their parents in the following ways:

1. Facilitate the exploration of college, career or military options after high school
2. Provide guidance for scholarship and financial aid information
3. Manage class schedule
4. Assist with personal and emotional issues
5. Assist with conflict mediation
6. Provide referrals to community resources
7. Assist with school records and transcript requests

Schedule Changes

The Counseling Department and many other staff devote a significant amount of time and effort to the scheduling process. Students are involved in the process at every step of the way. Therefore, limited schedule changes will be allowed, and only with administrative approval.

Semester Finals

Any student wishing to take finals early must receive permission from the classroom teacher. Once they have received permission, a building administrator must approve of the schedule.

Withdrawal

Students transferring to another district or terminating their enrollment must complete the necessary forms with the school registrar, preferably one week prior to withdrawal. Parents' and/or guardian signature is required in order to complete the withdrawal process. Students must clear technology prior to withdrawing.

EXTRA CURRICULAR ACTIVITIES

Student Activities

The district supports extracurricular activities such as athletics, clubs, and organizations. Extracurricular activities have existing systems of recognitions and rewards, so students value being involved and building a climate that promotes school spirit.

Athletics

All athletic procedures and requirements are in accordance with the Missouri State High School Activities Association (MSHSAA). Enrollment in a District school does not guarantee athletic participation. All athletes must have a complete physical exam before participation in any practices and/or games. All adults supporting athletic teams (i.e., coaches) must have a complete background screening and CPR training.

Eligibility Requirements

Eligible students must have a C grade average for a previous semester grade (not cumulative) and no more than one "F" the preceding semester, be enrolled in 2.5 credits per semester, and making satisfactory progress toward graduation. During the participant's season, students must be passing all classes. If a grade falls below passing, the participant will be ineligible for a predetermined length of time. Additional information can be found in the Athletic and Activities Handbook.

Clubs And Organizations

Clubs and organizations can provide learning experiences that broaden students' cultural horizons, offer a constructive use of leisure time, provide services to the school and community, and promote academic achievements and accomplishments. Membership and meeting schedules are established by each individual club or organization.