

2025-26

# Student HANDBOOK



FREDA MARKLEY  
**BEARS**  
EARLY CHILDHOOD CENTER



FredaMarkley.HickmanMills.org

FREDA



# Parent/Student Handbook

## 2025-2026

**“One family. One goal. Every child.  
Mrs. Kacy Parker, Ed.S., Principal**

### **SCHOOL HOURS**

8:00 a.m. – 2:25 p.m.

### **LOCATION**

Freda Markley Early Childhood Center  
9201 E. Bannister Rd.  
Kansas City, MO 64134  
816-316-8500

Gwendolyn Canady, Principal’s Secretary  
Kaitlyn Lewis - Lockett, Family School Liaison  
Kimberly Rice, Department Clerk  
Michelle Robinson, Instructional Coach  
Sarah Sanfilippo, EC Process Coordinator

## Purpose of Our Parent Handbook

Welcome to Freda Markley Early Childhood Center! This Parent Handbook was created to help guide and support you throughout the school year. Inside, you'll find important information about our school procedures, expectations, and the many ways we partner with families to make this a successful year for your child.

At FMECC, we believe that strong relationships between home and school are essential to every child's success. We are committed to open, respectful communication and a shared responsibility for helping all children grow socially, emotionally, and academically.

Our theme this year is: **"One Family. One Goal. Every Child."** These words remind us that when we work together—as one school family—we can accomplish amazing things for every learner who walks through our doors.

Once you've had a chance to read through the handbook, please sign and return the **signature page** located at the end. This acknowledges that you have read and understand the information shared. Kindly return the signed page to your child's teacher by **Friday, August 29, 2025**.

We're excited to partner with you on this journey and look forward to an unforgettable year filled with growth, joy, and connection.

Principal Parker, Ed. S.

### **Purpose of our District Pre-K Program:**

Freda Markley Early Childhood Center is not a daycare. We are the first step on your child's school journey. Our unique Pre-K program aims to prepare our youngest learners for Kindergarten and beyond. We offer real-world experiences based on research and best practices in a safe and healthy learning environment. Your student will learn foundational skills based on individual needs, such as letter names and sounds, beginning writing, math, science, and technology skills and concepts. Additionally, we strongly emphasize social-emotional learning to help children develop essential skills such as self-regulation, empathy, and relationship-building, which are crucial for their overall development and success.

## **Mission, Vision, and Belief Statements:**

### **Mission:**

The Mission of Freda Markley Early Childhood Center is to provide a nurturing and rigorous learning environment in a culturally responsive manner that meets the diverse and individual needs of young children and their families.

### **Vision:**

To provide the foundation for learning by planning purposeful and engaging experiences that foster positive social-emotional development and meet the unique needs of every student.

### **Belief Statements:**

At FMECC, we believe:

- We must develop partnerships with parents and families.
- All students are capable of learning.
- Every student has strengths that educators can leverage to offer opportunities for success.
- A healthy and safe classroom environment supports all learners.
- Relationships are key.

### **Cognia Accreditation:**

Cognia is a leader in accreditation and school improvement. Cognia believes that young children must be prepared to succeed in a constantly evolving and diverse world. Early learning schools have a deep responsibility to deliver a safe environment and developmentally appropriate quality education to young children from all walks of life.

### **Parent Commitment:**

Parents are expected to ensure their student maintains the following criteria:

- Good Attendance (a running average of 90%)
- Arrive at school on time (8:00 a.m)
- Socially Acceptable Behavior
- Acceptable Academic Standards
- On-time Drop-Off and Pick-Up from School

### **Building Safety:**

At Freda Markley Early Childhood Center, the safety of our students, staff, and families is our top priority. In alignment with the Hickman Mills C-1 School District's safety procedures, we have a secure check-in process in place for all visitors.

During school hours, all doors remain locked, and entry to the building is only permitted through the front entrance. When arriving, please press the button on our two-way communication system. A staff member will assist you right away.

For the safety of everyone in our building:

- All parents and visitors will be asked to remain in the front office unless escorted by a staff member.
- Visitors are not permitted beyond the front office during the school day unless there is a specific need.
- A photo ID (preferably a driver's license) is required when picking up a student or inquiring about a child. We are only able to release information about students to individuals listed on the student's records.

For special events or classroom activities, all guests will be required to show a photo ID, which will be scanned through our security system before entering the building. We appreciate your partnership in keeping our school family safe and secure.

### **Firearm and Weapon Safety:**

To help ensure a safe and secure learning environment for all students, staff, and families, the following items are strictly prohibited on school property:

- Firearms (loaded or unloaded)
- BB guns, pellet guns, and cap pistols
- Knives or other sharp objects
- Darts, bows, and arrows, stun guns
- Toy weapons or objects made to resemble weapons

In addition, as part of our early childhood philosophy and commitment to a nurturing environment, we discourage students from drawing, constructing, or playing with items that resemble weapons. This includes using classroom materials or tools to create pretend weapons of any kind.

**The Importance of Attendance:**

Consistent attendance is essential for your child's success in Pre-K. Every day counts—when students are present and on time, they build strong routines, feel connected to their classroom community, and grow socially, emotionally, and academically.

**School Hours:** 8:00 a.m. – 2:25 p.m.

Students are expected to arrive on time and stay for the full school day. Arriving after 8:00 a.m. or leaving before 2:25 p.m. counts as a tardy or early dismissal and can impact your child's attendance record.

**Good attendance** is defined as maintaining a **90% average or higher** throughout the school year. That means no more than 1–2 absences per month.

To protect instructional time and minimize disruptions:

If a student arrives **after 9:00 a.m. without prior notification or a doctor's note**, they may **not be able to attend school for the day**. Late arrivals disrupt the classroom's flow, making it difficult for your child—and their classmates—to have a smooth and successful day.

We understand that illness and emergencies happen, and we encourage families to keep students home when they are truly unwell. However, we ask that you avoid scheduling vacations, appointments, or early pickups during school hours whenever possible.

Thank you for partnering with us to build strong attendance habits early. Together, we can ensure every child has the best opportunity to grow, learn, and thrive.

**To support your child's success:**

- Please make every effort to arrive by 8:00 a.m.
- Students are considered **tardy at 8:05 a.m.**

**Chronic Late Arrivals and Early Dismissals:**

We're here to partner with you in building strong habits that set your child up for success. To support families, we follow this proactive approach:

- **First Time:** A friendly verbal reminder of school hours
- **Second Time:** A supportive written reminder
- **Third Time:** A meeting with the principal to explore helpful solutions—such as enrolling in **LINC** before/after care or setting up a **bus route**
- **Fourth Time:** A request for updated **proof of residency**

If your child will be absent or arriving late, please call the front office at **816-316-8500** so we can plan accordingly. Thank you for helping us build strong attendance habits that support lifelong learning.

### **Dismissal Release Authorization:**

The safety of your child is our top priority. During the online enrollment process, each parent or guardian is required to complete a form that lists the trusted individuals authorized to pick up their child. **We cannot release a student to anyone not included on this authorization form without prior approval.**

If you need to update your child's list of authorized pickups, you can do so at any time by visiting the front office. Please note that only the parent or guardian who enrolled the student is permitted to make these changes.

A few important reminders:

- All individuals picking up students must be **at least 18 years old**
- A **photo ID is required** at the time of pickup
- Authorized individuals must **sign the student out** through the front office
- Unless legal court documentation is provided, **either parent listed on the student's birth certificate** may pick up the child

### **Late Student Pick-Up at the End of the Day:**

School ends at 2:25 p.m. promptly. When students are picked up late, we contact the parent or legal guardian by phone or email. We will call emergency contacts if we cannot reach a parent or guardian. If no one can be reached, we may contact the District's Police Officers for further assistance. If running 5-10 minutes late, contact the front office at 816-316-8500. **The office closes at 2:45 p.m.** After the third late pick-up, the principal will schedule a meeting to discuss support options, such as enrolling your child in LINC, our before- and after-school program, or assist you with setting up a bus route.

### **Maintaining Current Information:**

Notify the front office or your child's teacher of any address, phone number, or email address changes. We must have current contact information, including emergency contact information

### **Inclement Weather Procedures:**

#### **In case of bad weather:**

- The district makes every effort to announce school closures as early as possible for the safety of students and staff
- Listen to reliable local radio or television stations for HMC-1 announcements. You may also receive an automated call and a message on the HMC-1 Parent Square App.
- If no announcement is made, assume schools will operate regularly.

### **Bus Information:**

HMC-1 provides door-to-door service for all pre-k students except those living in a cul-de-sac, an apartment complex with a parking lot, or a daycare with a parking lot. School buses cannot pull into cul-de-sacs or parking lots at any daycare or apartment complex for safety reasons. The parent, guardian, or daycare provider will be responsible for meeting the bus on the main street. Each bus is equipped with seat belts/harnesses and a bus monitor for support. All students must remain seated in their seatbelts/harnesses to and from school. If there is a need to change the pick-up or drop-off address, the parent/guardian must contact **First Student Bus Company at 816-315-0888**. It may take 5 days for the change to take effect, and you will receive a notification when the process is complete. If you have questions regarding bus times or other concerns, contact First Student Bus Company. At the end of the school day, when the driver brings the student home, the driver must physically see an adult to release the student. If no adult is present, the student will not be released, and the driver will return the student to the school. The school office closes at 2:45 p.m. Students who have returned to the school three times are deemed "undeliverable" and may face suspension from bus services.

## **Arrival and Dismissal by Car**

If you bring or pick up your child/children to/from school, we have a car rider line that starts in the circle drive in front of the school.

### **Arrival Procedures:**

We kindly ask that you stay in the designated “car rider” lane, which is located in the far **right lane** of the circle drive. In the mornings, all adults should remain in their cars until all buses have been unloaded. We appreciate your patience as this ensures the safety of all students, families, and staff. Please note that the **left lane** of the circle drive is reserved for buses only and must remain clear at all times. At 7:50 AM, staff will first unload the buses and then proceed to assist with unloading students from cars. For your convenience, staff will help open the car door and assist with unbuckling students from car seats. Parents may remain in their cars during morning arrival. We understand that many of you are headed to work, and we hope this assistance in the morning will help you arrive safely and on time. We offer this convenience from 7:50 to 8:00 AM. After 8:00 AM, all parents **MUST** walk the student into the school and sign them in at the front office. Under any circumstance, **DO NOT** let a student out of your car to walk into the building unsupervised or without being signed in. For your child’s safety, we will call you to come back to the school to sign your child in properly. This is for the safety of your child.

***Please remember to never abandon your car in the “car rider lane” at any time. This stops the line from proceeding and only delays arrival.***

Thank you for your cooperation!

### **Dismissal Procedures by Car:**

Once again, we ask that you remain in the designated “car rider lane to the **right**, and leave the **left** lane open for buses. Once all buses are loaded and released, we will proceed with loading cars. Each family will be provided with two “car rider signs” with your student’s/Students’ name and teacher’s name. This sign must be placed in the lower corner of the driver’s side window. **All cars MUST have a tag for students to be released.** For dismissal, the adult must exit the car and properly buckle the student in the car seat. It is against our policy to **buckle** students into car seats for safety reasons. **All students riding in cars MUST be picked up in the “car rider line only.” We kindly ask that you do not come to the main doors to pick up your student, but remain in your car in the “car rider line”. Your patience is appreciated.**

**Recess Information:** Students have two recesses each day, one in the morning and one in the afternoon. We do not keep children inside during recess for health reasons unless the nurse has a doctor’s note on file.. If the temperature is too cold or hot, we will have recess in the gym.

### **Safe Driving in the School Parking Lot:**

To keep students, parents, and staff safe:

- Follow staff directions.
- Drive slowly and cautiously.
- Be respectful, courteous, and patient.
- Do not go around cars or buses.
- Drive carefully and watch for pedestrians.

### **Requesting a Changes to Dismissal Procedure:**

For the safety of all students, **any change in your child's regular dismissal plan must be communicated by an authorized parent or guardian to the school office no later than 1:00 p.m.**

This includes changes in who is picking up your child or how your child will be getting home.

If the office is notified **after 1:00 p.m.**, we may not be able to honor the change, as it can cause confusion and disrupt dismissal procedures.

We appreciate your understanding and cooperation in helping us ensure a smooth and safe end to each school day for every child.

### **Breakfast and Lunch:**

Breakfast and lunch are free and served to all students. The foods are high in nutrients and low in fat, sugar, and salt. We are a pork-free school. Students may bring a complete lunch from home, but please avoid sending soda or snack foods alone. We encourage healthy, balanced lunches. Discuss any questions or concerns with your child's teacher.

### **FMECC Early Childhood Program requires the following:**

- Immunization must be up-to-date, and the school nurse must have the documentation for your student to start school. Failure to remain on the Missouri Department of Health recommended immunization schedule will result in your child's exclusion until the required immunizations are current. The school nurse will provide information about immunizations and required deadlines.
- In the event of an outbreak or suspected outbreak of a vaccine-preventable disease, unimmunized students are excluded from school following the control measures instituted by the KCMO Health Department.
- Health assessment statements or asthmatic plans must be on file with the prescribed medication in the nurse's office on the first day of school.
- Students are expected to be potty trained unless noted as part of a student's Individualized Education Program plan. School staff will assist all students when needed, but pull-ups or disposable diapers are not prohibited unless stated in the student's IEP.
- A licensed healthcare provider must provide the school nurse with written information if your student has a food allergy. Once documentation is received, the school and Food Service Department will work closely with parents to develop a healthcare plan to minimize any risk to your student and an emergency healthcare plan in the event of an allergic reaction.
- Meals will not be adjusted based on an individual student's preferences without a healthcare provider's note. A monthly menu will be on the district website.
- NO PORK is served in our school at any time.
- Parents may choose to pack a lunch for their child daily. If you do so, we request that you send a healthy, well-balanced lunch. Please talk to your child's teacher for any questions or concerns.

### Illness or Sickness:

If your student has a fever in the evening, wakes up with a fever, has an upset stomach, has a constant cough, or is not feeling well, the student should remain at home. If a student becomes ill during the school day, the school nurse will assess the student to determine if the student is too ill to remain at school and needs to go home. If the nurse decides that the student needs to go home, we request that the student be picked up within 45 minutes after the parent has been notified. Any student experiencing the following symptoms will be sent home:

- A fever of 100 degrees or higher (student may return after the fever is gone for 24 hours without medication)
- Contagious skin or eye infections (Must be on RX for 24 hours or a doctor's note)
- Diarrhea (must be diarrhea-free for 24 hours before returning)
- Vomiting (must be 24 hours since they vomited before they return)

Parents will receive a notice if their student is exposed to certain contagious diseases. If your student becomes infected with a contagious disease, please notify the school nurse immediately. Some contagious diseases include cold/flu, chicken pox, measles, pink eye, impetigo, ringworm, pinworms, head lice, and COVID-19.

If your student needs medication, the school nurse or their designee must administer it. Prescription and non-prescription medication must be delivered to the school by a parent or another designated adult. Do not send medication to school in a student's backpack. The medication must be in the original container. Any prescription medication must be labeled with the student's name, name of medication, strength, dosage schedule, and date prescribed. A parent/guardian must complete a permission form with specific directions before administering the medication.

All students will participate in indoor and outdoor recess unless we have a doctor's note on file in the nurse's office stating the student cannot go outside. We do not have proper supervision to exclude students from recess.

### Discipline Procedures:

At Freda Markley Early Childhood Center, we believe that all children can learn and grow in a safe, caring, and respectful environment. We use positive behavior supports and Conscious Discipline strategies to teach students how to manage their emotions, solve problems, and make safe choices. Our goal is always to keep children in school, learning, and connected to their school family.

However, when a child's behavior becomes consistently harmful or seriously disruptive to themselves, other students, or staff, we must take additional steps to ensure the safety and well-being of everyone. If repeated behaviors significantly interfere with learning or create unsafe situations, a suspension from school may be considered as a last resort.

If a student is suspended from school, a **reentry meeting with the family is required** before the student may return. This meeting allows us to reconnect, review expectations, and create a plan to support the student's successful transition back into the classroom.

Please know that before reaching this point, we will partner with families to offer support, strategies, and interventions. We are committed to working together with you to help your child succeed.

### **Clothing, Footwear, and Extra Clothes:**

Pre-K learning can get a little messy—and that’s okay! Students often work with paint, glue, markers, and other hands-on materials, so please dress your child in comfortable, casual clothing that’s appropriate for the weather. Students go outside for recess twice a day (weather permitting), so layers are helpful, especially in cooler months.

For safety, **tennis shoes or rubber-soled closed-toe shoes** are required. Please avoid sandals, flip-flops, or shoes with elevated heels, as they can be unsafe for young children and are not allowed at school.

Be sure to **label all personal items**—jackets, coats, hats, gloves, sweaters, etc.—with your child’s name. We keep a lost and found box in the office for missing items.

Because we know young children may have accidents from time to time, **all students must keep two full sets of extra clothing at school:**

- **Set 1 (Warm Weather):** shorts or lightweight pants, shirt, socks, and underwear
- **Set 2 (Cool Weather):** pants or jeans, long-sleeved shirt, socks, and underwear

Please send clothing in a labeled Ziplock bag or pouch, and make sure sizes are current. If your child has an accident at school, you will be notified by a note or brief phone call from the teacher or school nurse. If your child uses their extra clothes, please **wash and return** a replacement set the next day.

Thank you for helping us keep your child comfortable, confident, and ready to learn each day!

### **Rest Time/Nap Time:**

All Pre-K students participate in a daily rest/nap time for approximately **45 minutes**, from **12:05 to 12:50 p.m.** Each student is provided with a mat or cot by the school.

We understand that not all children may fall asleep during this time, and that’s okay. However, all students are expected to **lie quietly and respect the rest time of others** by not talking or engaging in play.

Parents are asked to provide a **small blanket** for rest time. A **small pillow is optional**, but both items must be compact enough to fit inside your child’s backpack and store easily in their cubby. If the blanket or pillow is too large, it will be sent home and replaced with a more appropriately sized item.

To support cleanliness and comfort, **blankets will be sent home every Friday** in your child’s backpack to be washed and returned each **Monday**.

Thank you for helping us create a peaceful, comfortable routine that supports your child’s rest and well-being.

### **Holidays and Birthdays**

We will have special celebrations throughout the school year to respect our diverse student population. Parents must inform the teacher if they want their student(s) to refrain from participating in a scheduled activity. Please take the time to read the weekly classroom newsletters and the Title I Parent Involvement Calendar for upcoming events. Birthdays are a significant time for most young students. In each classroom, the teacher will recognize a student's "special day" in many ways. However, if you want to add to this celebration, arrange with the teacher to send one treat for the entire class. Treats will be eaten as an afternoon snack before the end of the day. All snacks must be pre-packaged and store-bought, and there should be enough for the class (generally 17 students). Including the teacher and paraprofessional in the room makes it 19 snacks or treats (store-bought cupcakes permitted). FMECC does not permit full celebratory birthday parties at school, so please do not send any decorations, including flowers, toys, or balloons. We cannot send individual birthday party invitations home with other students unless the whole class is invited.

### **The Importance of Parent Involvement:**

At Freda Markley Early Childhood Center, we believe that learning is most powerful when schools, families, and communities work together. Your involvement in your child's education—at home and at school—makes a tremendous impact on their growth, confidence, and success.

When you enrolled your child, you signed the Hickman Mills C-1 School District Education Pledge / School-Parent-Student Compact. This pledge reflects our shared responsibility to support every student's journey—academically, socially, and emotionally. Together, we promise to give our best so that every child thrives.

**Below is a reminder of the essential elements and shared commitments in the compact:**

**As a District, HMC-1 Pledges To:**

- Provide **strong schools**, including:
  - Rigorous early learning and elementary education
  - Innovative secondary schools
  - Excellence for all students
  - Additional supports for children and families in need
- Guarantee **pathways to opportunity** that lead to achievement and success in exchange for every student being their best self
- Hold high expectations for student achievement
- Foster a **collaborative culture** focused on continuous improvement for everyone
- Recruit and retain **highly qualified, diverse staff** who embrace our mission and vision
- Model, acknowledge, and celebrate behaviors that align with our shared values
- Encourage **purposeful communication and involvement** from home, school, and community
- Maintain a **safe and secure learning environment**
- Demonstrate high respect for all HMC-1 stakeholders—parents, students, staff, and community

**As a Parent/Guardian, You Pledge To:**

- Place a high priority on your child's education
- Ensure your child **attends school and all classes every day**
- Support your child in **completing in-school work to the best of their ability**
- Encourage additional **study time outside of school hours**
- Model and expect **respect for teachers and school staff**
- **Support and attend school events** when possible

### **As a Student, Your Pledge Is To:**

- **Be your best you**
- Learn at a pace that prepares you for a successful future
- Dedicate time outside of class to complete homework
- Attend school **every day and on time**
- Communicate in a **careful and respectful** manner with teachers, peers, and staff

### **We Also Ask Our Community To:**

- Attend district and school events
- Get involved in the **All In Mentors Program**
- Help us share the **good news** happening in our schools

### **At Freda Markley, we also ask you to commit to:**

- **Read at least 100 books with your student during the school year** (Your teacher will send home a document to help you keep track of the books you and your student read. Students who read 100 books with their families will be rewarded and celebrated.
- **Attend Open House** at the beginning of the school year on August 14, 2025, 4:30-6:30
- **Attend the two Parent-Teacher Conferences.** Fall conferences and Spring Conferences
- **Attend at least two additional Family events throughout the school year.** We welcome you to attend them all! A calendar of our parent events is enclosed at the end of this document, so mark your calendars. \*Some dates are subject to change due to conflicts that may arise, weather, etc..

### **Build Your Child's Home Library with the Dolly Parton Imagination Library:**

At Freda Markley Early Childhood Center, we believe that a love of reading begins at home. One of the best ways to support your child's early literacy skills is by giving them access to books they can enjoy with you every day. That's why we're excited to share the Dolly Parton Imagination Library with our families!

## **What is it?**

The Dolly Parton Imagination Library is a free book-gifting program that mails one high-quality, age-appropriate book each month to your child—from birth to age 5, at no cost to your family.

- **Children who live in Missouri**
- **Children from birth up to their 5th birthday**

## **How to Sign Up:**

You can register online at the Missouri Department of Elementary and Secondary Education website:

 <https://dese.mo.gov/childhood/outreach/dolly-partons-imagination-library>

## **Why It Matters:**

**Research shows that early exposure to books and reading:**

- **Builds vocabulary and language skills**
- **Strengthens school readiness and early literacy**
- **Encourages daily reading routines**
- **Helps foster a lifelong love of learning**

**Let's grow our home libraries together—one book at a time! If you have any questions or need help registering, just reach out to your child's teacher. We're happy to support you.**

## **Stay Connected with Freda Markley Early Childhood Center:**

### **Join Our Community**

By connecting with us on social media and utilizing the HMC-1 ParentSquare and transportation apps, you will receive real-time updates and important information that will help you stay engaged and informed about your child's education. If you have any questions or need assistance accessing our social media pages, the ParentSquare app, or the transportation app, please contact the school office at 816-316-8500.

### **Social Media:**

- Facebook: [Freda Markley ECC Facebook Page](#)
- Twitter: [@FredaMarkleyECC](#)
- Instagram: [@FredaMarkleyECC](#)

## **Essential Communication Apps to have:**



### **HMC-1 ParentSquare App:**

Features of the HMC-1 ParentSquare App:

- Direct Messaging: You will receive direct messages from the school, Principal Parker, the district, and your child's teacher.
- District News and Announcements: Stay up-to-date with district-wide news and important announcements.
- Events Calendar: Access the school and district events calendar to keep track of upcoming activities and important dates.
- Push Notifications: Receive real-time alerts and updates directly to your mobile device.

### **How to download the HMC-1 ParentSquare App**

- iOS: [Download on the App Store](#)
- Android: [Get it on Google Play](#)

### **First View Bus Transportation App:**

Track Your Student's Bus with the First View Parent Transportation App:



To ensure your child's safety and timely arrival, the district provides a transportation app that allows you to track your student's bus in real-time. This app helps you stay informed about the bus location, estimated arrival times, and delays.

Features of the Transportation App:

- Real-Time Bus Tracking: View the current location of your child's bus and get estimated arrival times.
- Notifications: Receive alerts about bus delays or changes in the schedule.
- Peace of Mind: Know your child is safe and on the way to and from school.

### **How to download the ParentView Transportation App:**

[ParentView-GPS-Registration-Guide.pdf](#)

### **New State Required Cell Phone Policy:**

In past years we have never had problems with cell phones in school at Freda Markley, however, I want to make you aware of the new state policy that all Missouri students and district must adhere to.

### **New State Requirement (§ 162.207, RSMo.)**

The Missouri Legislature has passed a new law requiring all public-school districts to adopt policies prohibiting student use of personal communication devices during the school day. This includes phones, smartwatches, laptops, tablets, and similar devices. The law applies:

- During instructional time, lunch, breaks, passing periods, and study halls
- To all students from the 2025–26 school year through August 28, 2032
- With exemptions for assistive medical devices

District staff and volunteers acting in good faith within the board-adopted discipline procedures are protected from liability under this law.

### ***Supporting HMC-1 Board of Education Policies: JGR-1, JFCD***

### **HMC-1 Cell Phone Guidelines for PreK:**

#### **Here's how it will work at HMC-1:**

- **PK - 5th Grade:** Students should not bring devices to school. If they do, they must stay off and out of sight all day.

*This law does not apply to assistive medical devices.*

### **What Happens if a Student Doesn't Follow the Policy?**

Students who use devices when they're not supposed to will face consequences as outlined in **HMC-1 Board Policy JGR-1**. These may include:

- Verbal reminders
- Parent contact
- Administrator Confiscation of the device
- In-school suspension or other appropriate disciplinary consequence for repeated or serious violations

### **LINC: Before and After School Care:**

LINC is available for before and after-school care. Morning hours are from 7:00 a.m. to the start of school, and afternoon hours are from dismissal to 6:00 p.m. The cost of the program is \$55.00 per week. If you are interested in the LINC program, please contact Dorothea Kelley at 816-316-8569 or email her at [dkelley@linc.org](mailto:dkelley@linc.org). Please complete the online application at [www.kclinc.org/enrollment](http://www.kclinc.org/enrollment).

## STAFF DIRECTORY

### Principal and Office Staff

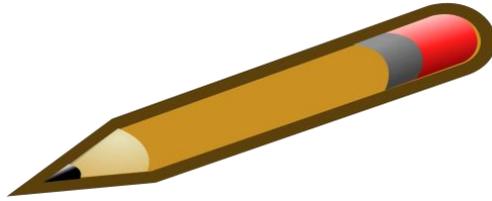
Name/Position	Office Number	Email
Kacy Parker, Principal	816-316-8500	<a href="mailto:kacy.parker@hickmanmills.org">kacy.parker@hickmanmills.org</a>
Kim Rice, Dept. Clerk	816-316-8500	<a href="mailto:kimberly.rice@hickmanmills.org">kimberly.rice@hickmanmills.org</a>
Gwen Canady, Principal Secretary	816-316-8570	<a href="mailto:gwendolyn.canady@hickmanmills.org">gwendolyn.canady@hickmanmills.org</a>
Michelle Robinson, Instructional Coach	816-316-8549	<a href="mailto:michelle.robinson@hickmanmills.org">michelle.robinson@hickmanmills.org</a>
Kaitlin Lewis Locket, Family School Liaison	816-316-8509	<a href="mailto:kaitlin.lewislockett@hickmanmills.org">kaitlin.lewislockett@hickmanmills.org</a>
Sarah Sanfilippo, Process Coordinator	816-316-8517	<a href="mailto:sarah.sanfilippo@hickmanmills.org">sarah.sanfilippo@hickmanmills.org</a>

### Teacher's Directory

Teacher's Name	Teacher's Email	Room Number
Davide Bennett	<a href="mailto:davide.bennett@hickmanmills.org">davide.bennett@hickmanmills.org</a>	Fox 7
Nicole Bunger	<a href="mailto:nicole.bunger@hickmanmills.org">nicole.bunger@hickmanmills.org</a>	Fox 8
Bonnie Burns	<a href="mailto:bonnie.burns@hickmanmills.org">bonnie.burns@hickmanmills.org</a>	Bird 2
Julie Carleton	<a href="mailto:julie.carleton@hickmanmills.org">julie.carleton@hickmanmills.org</a>	Fox 3
Diane Dollar	<a href="mailto:diane.dollar@hickmanmills.org">diane.dollar@hickmanmills.org</a>	Bird 3
Alicia Faggard	<a href="mailto:alicia.faggard@hickmanmills.org">alicia.faggard@hickmanmills.org</a>	Turtle 1
Maddison Lorimor-Gomez	<a href="mailto:maddison.lorimor-gomez@hickmanmills.org">maddison.lorimor-gomez@hickmanmills.org</a>	Fox 2
Patty Grasinski	<a href="mailto:patricia.grasinski@hickmanmills.org">patricia.grasinski@hickmanmills.org</a>	Fox 1
Jennifer Kintner	<a href="mailto:jennifer.lazenby@hickmanmills.org">jennifer.lazenby@hickmanmills.org</a>	Fox 4
Amanda Kolle	<a href="mailto:amanda.kolle@hickmanmills.org">amanda.kolle@hickmanmills.org</a>	Turtle 6
Terrell Mann		Fox 5
Tonia Peters	<a href="mailto:tonia.peters@hickmanmills.org">tonia.peters@hickmanmills.org</a>	Turtle 5
Chelsea Rhodes	<a href="mailto:chelsea.rhodes@hickmanmills.org">chelsea.rhodes@hickmanmills.org</a>	Fox 6

**Please read and sign the acknowledgment page below and return it to your child's teacher no later than Friday, August 29, 2025**

**Parent Handbook Acknowledgement  
2025-2026**



Please read and ensure you clearly understand this handbook's contents. If you have any questions, please feel free to ask before signing. Your signature acknowledges you understand and will adhere to the contents of the Parent Handbook. **Please sign and return to your child's teacher no later than Friday, August 29, 2025.**

I have received and will commit to the policies and procedures, including the attendance policy outlined in the Freda Markley Early Childhood Handbook.

**Please Print Clearly**

Student's Name \_\_\_\_\_ Teacher's Name \_\_\_\_\_

Parent/Guardian(s)

Signatures: \_\_\_\_\_