

2025-26

Student

HANDBOOK



ERVIN
ELEMENTARY SCHOOL

Ervin.HickmanMills.org





STUDENT-PARENT HANDBOOK

2025-2026

Work Hard, Be Nice!

Ms. Dana Carter, Principal

Dr. Sayyid Oyerinde, Administrative Intern

Welcome to Ervin Elementary,

The purpose of this handbook is to educate both students and parents about the policies, procedures, and pertinent information as it relates to both Ervin Elementary and the Hickman Mills School District.

As we partner in education, our hope is that you will read through and discuss the contents of this handbook with your student. The expectation at Ervin Elementary is that *each individual acts reasonably, responsibly and respectfully towards everyone and in all situations*. We look forward to both a rewarding and positive school year.

School Location	11115 Bennington Avenue, KC, MO 64134
School Hours	9:00 am - 4:00 pm
Breakfast Served	Beginning at 8:45 am
Office Hours	8:30 am - 4:00 pm
Principal	Ms. Dana Carter
Secretary-Front Office	Ms. Ashley Van Ross - 816.316.7100
Attendance Clerk	Ms. Jesenia Padilla - 816.799.2294
LINC-Before and After School Care Hours	Monday-Friday 7:00am-9:00am; 4:00pm-6:00pm
	Ms. Keyairra Mahan (LINC Coordinator)
	816-316-8487 (office)
First Student Bus Company	816.315.0888 (option 1)

ERVIN ELEMENTARY MISSION STATEMENT

Mission: The mission of Ervin Elementary is to present opportunities for children to grow and develop as emerging learners within a diverse society.

Vision: The staff at Ervin Elementary will provide a safe, nurturing, and developmentally appropriate learning environment that supports students' social, cognitive, emotional, and physical development, and challenges them to reach their maximum potential.

Motto: Work Hard, Be Nice!

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 report to school by 9:00 am. Every attempt should be made to schedule appointments after the school day ends. Please refer to the attendance protocol that has been provided to each parent/guardian. You can also visit www.hickmanmills.org, and search attendance protocol & ordinance, for more detailed information.

If your student will be tardy or absent from school, please contact the ***Attendance Clerk by calling 816 799.2294***, before 8:50 a.m. or you may use the Absent Request feature in your Parent Portal in Infinite Campus. 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 front office. The student must also obtain a pass from the secretary 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. Please do not pick up your student early, unless there is an emergency. Checkouts after 3:30 cannot be honored in order to prepare for dismissal.

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-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. 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 office in advance. Written notice is preferred. The person picking up a student must be listed in the student's contact information.

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 that relate to your student.

Arrival and Dismissal Procedures

Teachers and staff members do not report to duty until 8:45 am. Students may enter the building at 8:45 am to receive free breakfast, then report to their classrooms. They will not be allowed into the building until 8:45 am.

It is equally important that students who are car riders are picked up *on time* at the end of the school day. Excessive late pick-ups issues will be addressed by the Principal. **Teachers are not on duty after 4:15 pm.** Students are dismissed from the following doors.

- Bus riders (gym doors behind the school)
- LINC students (picked up by LINC Staff)
- Car riders (blue hall, northwest door)

Transportation Changes

The dismissal mode of transportation for your students should be consistent from day to day. Inconsistency in the mode of transportation can cause a lot of confusion for your student and his/her teacher. A phone call to the office is needed in order to share transportation change information with all appropriate personnel.

Children enrolled in LINC will be sent to LINC daily, unless notified in advance in writing or by calling the office at least an hour before dismissal.

Bus Riders

Concerns regarding bus transportation should be directed to First Student Bus Company. They can be reached at 816-315-0888.

Walkers

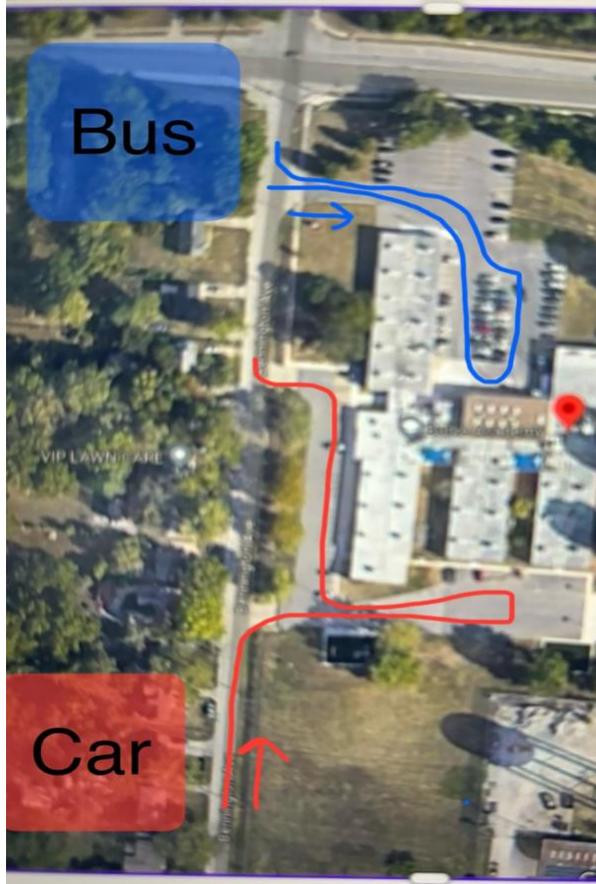
Students who walk are encouraged to leave the school premises in an orderly and timely fashion. Please discuss the following walker safety measures with your student.

- Obeying traffic rules
- Taking the safest route to and from school
- Not talking to or taking rides from strangers
- Knowing where familiar parents live along the route to and from school
- Knowing their name and address and their parent's/guardian's name

Car Riders

Car riders will be escorted to their designated pick up area (front of school, northwest door) by teachers. Students will be released to a known parent/guardian and/or person(s) who show valid ID and are on the student's record. All adults picking up students in the car rider line should have a car rider sign on their dashboard issued by the office staff.

Here is a visual of how drop off and dismissal will work.



Visitors

All visitors entering the building should come to the office to check in through the Raptor System. Each visitor will be given a visitor badge for scheduled appointments. **AT NO TIME, SHOULD A VISITOR ENTER THE BUILDING WITHOUT COMING TO THE OFFICE FIRST.** Visitors must also return to the office and be signed out of the system. This is a school safety precaution that will be enforced. *In order to visit a classroom or pick up a student, you must show a Photo ID and be listed on the student's record. An approved appointment to visit the classroom must be made with the principal/and or teacher.*

Breakfast/Lunch

Free Breakfast and lunch are served each day. Menus are available on the district website. According to federal guidelines, all students in the Hickman C-1 School District will receive free breakfast and lunch. Students who stay after school may receive dinner as well. Parents will be allowed to eat lunch with their students, but must first come to the office to check-in. Parents will eat with their students in a designated area. We will allow visitors to eat lunch starting after Labor Day. We do not have refrigerators or microwaves for students to use. Snacks such as chips, candy, pop are not allowed in school if a student is eating a school lunch. If your student brings their own lunch box, they may include what you would like for them to have.

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, email and text.

Other school closing and cancellation information can be found by:

- Watching your local news stations on television – Watch for HICKMAN MILLS C-1 cancellations. Channels 4, 5, and 9 will show cancellations.
- Checking the district website www.hickmanmills.org or app

Dress Code

Please refer to the Hickman Mills dress code policy. Tennis shoes should be worn on gym days.

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. **STUDENTS ARE NOT ALLOWED TO BRING MEDICATION(S) TO SCHOOL TO ADMINISTER ON THEIR OWN OR BY A TEACHER.**

Non-prescription medication must also be delivered to the school nurse by the parent or guardian with written instructions. All medication should be picked up on the last day of school. The school nurse can be reached at **(816) 316-8436** for additional information.

If a student needs to be excused from recess or gym for a day, we will need a note from the parent/guardian. If it is more than a day, we will need an excuse from a doctor.

Teacher Communication

Parents may call the office to communicate with each teacher in the building. If you call the classroom and the teacher is unavailable, please leave a voicemail and the teacher will get back to you. In case of an emergency, please call the office at 816-316-7100 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, writing, health/physical education, art, and music. It is essential that all of our students master the concepts and skills in each subject area.

Grades

Grades will be shared with parents through the parent portal at the end of each quarter. Progress reports will be shared midway through each quarter. Two grades are issued for grades Kindergarten through 5th which will address academic and social grades.

<u>Academic Grades</u>	<u>Social Marks</u>
M = Meets the standard	+ = Satisfactory
W = Working towards the standard	- = Needs improvement
N= Not meeting the standard	

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.

Homework

Homework will be assigned as practice. Every student is expected to complete their homework assignments. Kindergarten through 2nd grade will have no more than 15 minutes of homework a night. 3rd grade through 5th grade will have no more than 30 minutes of homework a night. Using i-Ready and Independent reading is encouraged every night.

Parent/Teacher Conferences

Parent Teacher conferences are held in October and also in 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. During conferences student performance will be discussed. It is imperative to hear information regarding student success or lack thereof. Should retention need to be considered, it will be discussed during this time or scheduled as a special meeting.

Discipline

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. If a meeting is necessary with a parent they will be scheduled by the principal, assistant principal or teacher. Ervin will follow all policies outlined in the district Hickman Mills C-1 School District Student Policy Handbook and stipulated in Board Policies.

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

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 it is below 32 degrees the students will not go outside. During the summer, if it is over 90 degrees the students will not go outside for a prolonged amount of time.

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 Ervin.

- 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.

Field Trips

Field trips are an extension of learning beyond the walls of the school. Our goal is to give students rich experiences learning outside the classroom. Students will earn the privilege of attending field trips. Behavior expectations must be met in order to attend off site events. Recurrent behavior episodes can result in loss of privileges to attend or the need for a parent or guardian to attend the field trip with the student.

Resolving School Concerns

Parents 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 Administrative Intern, or Principal.

**School policies and procedures are subject to change to be in accordance with district directives*