

**ELEMENTARY  
STUDENT/PARENT  
PROCEDURE MANUAL  
2020-2021**



**CENTER SCHOOL DISTRICT #58**  
*Accredited with Distinction*

Center District Website: [www.center.k12.mo.us](http://www.center.k12.mo.us)

**Boone Elementary**

Mr. Anson Baker, Principal  
8817 Wornall  
Kansas City, MO 64114  
349-3613

**Indian Creek Elementary**

Dr. Angela Price, Principal  
9801 Grand  
Kansas City, MO 64114  
612-4250

**Center Elementary**

Ms. Karen Prickett, Principal  
8401 Euclid  
Kansas City, MO 64132  
349-3444

**Red Bridge Elementary**

Ms. Rachelle Hamrick, Principal  
10781 Oak  
Kansas City, MO 64114  
612-4200

Center School District Mission Statement

**All students will demonstrate high achievement, character and teamwork  
in a diverse community. Together, we achieve!**

**CENTER SCHOOL DISTRICT #58**

8701 HOLMES RD

KANSAS CITY, MO 64131

**Dr. Yolanda Cargile, Superintendent**

**Center Board of Education**

Beverly Cunningham-President

Rebecca Lahann-Vice-President

Amy Carr

Sam Cook

Ronald Fritz

Danielle Quinn

**Dr. Michael Weishaar**, Assistant Superintendent

**Dr. Kyle Palmer**, Executive Director of Human Resources

**Dr. Elizabeth Arbisi**, Executive Director of Academic Services

**Christina Medina**, Director of Public Relations

**Dr. Stacy King**, Director of Family and Student Services

**Colleen McLain**, Director of Technology

**Meagan Patterson**, Director of Special Services

**Joyce Suedmeyer**, Supervisor, Data, and Student Records

**Neal Weitzel**, Director of College and Career Readiness

**Rick Carpenter**, Director of Operations

**816-349-3300**

**2020-2021 School Year**

Dear Parents and Guardians,

Welcome to the Center School District. We are pleased that you have chosen to send your child to one of the schools in our district. The school year promises to be exciting and rewarding, as our caring and professional staff is eager to work with you to provide the best education possible for your child.

To help us work together we have prepared the Elementary Student/Parent Procedural Manual as a reference guide. Of course, when you have questions or concerns the manual does not address, please feel free to call or stop by the office to arrange a meeting.

Your participation and support is vital to your child’s education. Therefore, we hope to see and hear from you often. Working together, the school and family will provide your child with the necessary tools to succeed both in school and in life.

Sincerely,

Mr. Anson Baker  
**Boone Elementary  
Principal**

Dr. Angela Price  
**Indian Creek Elementary  
Principal**

Ms. Karen Prickett  
**Center Elementary  
Principal**

Ms. Rachelle Hamrick  
**Red Bridge Elementary  
Principal**

**For the 2020-21 School Year, as a part of our response to COVID-19, the district is implementing a multi-phased Re-entry Plan. A part of this plan includes new information, as well as, changes to “normal” procedures. This new information and any changes initiated by the Re-entry Plan will supersede portions of the information in this manual. The district will make every effort to communicate these changes to students, parents, and staff to ensure that everyone has the same understanding. Once a return to “normal” schooling occurs, those items will continue to take precedence until such time that the District or School Administration communicates a return to the previous procedures. You may contact school offices for clarification on any conflicts or misconceptions that may occur as a result. As always, we would be happy to help you and to make sure that your student is meeting the current expectations and following the correct procedures.**

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## *Rules, Regulations, and Guidelines*

### **Arrival Time**

It is important that students arrive on time every day for maximum learning to take place. Tardy bell rings at 8:45 a.m. See building specific arrival and breakfast times. Students arriving after 8:45 a.m., must be signed in by the parent/guardian.

### **Assessment Policy**

There is a no opt-out policy in the Center School District in regards to state assessments per state standards. We are accountable for each student taking the annual state assessment. If you have questions about this policy, please contact Dr. Elizabeth Arbis, Executive Director of Academic Services.

### **Attendance Guidelines**

Daily attendance is an important part of achieving academic success. Students should be in attendance if at all possible. If a student must be absent, the parent/guardian should call the school office prior to 8:45 a.m. If the school does not receive communication, a call will be made to verify the absence. If a child is absent during the regular school day, participation in after-school activities (i.e. band program, music program, LINC activities, etc.) is not allowed.

An “excused absence” will provide the student the opportunity to “make-up” class work that is missed. Examples of an excused absence include:

- Illness, injury, or medical appointment
- Death in the family
- Family emergency/Other (must be pre-approved by building administrator)

Absences that do not meet the criteria above are considered unexcused.

According to Center Board of Education policy, out-of-school suspension (OSS) is not an authorized absence and make-up work may not be provided except in the cases of papers, projects, and major tests.

In accordance to State guidelines, attendance of 90% or better is expected. School personnel will contact parents of students not meeting this expectation.

Perfect attendance means just that. Any excused or unexcused absence, tardy, late arrival, or early pickup will count against your child’s overall attendance. In order to have perfect attendance, students must be at school each minute of every day throughout the entire school year.

In cases of persistent absenteeism/tardiness, the principal will send parents a letter reminding them of the importance of getting their children to school on time. In case of severe absenteeism/tardiness, the principal will work with the teacher, parent, student, and other designated staff to attempt to correct the situation. The Jackson County Court system and/or the Children’s Services Division may become involved when absenteeism is severe.

## **Bullying**

Administration will investigate all reports of bullying. If found true, the student(s) will be disciplined in accordance with the Student Code of Conduct (Board Policy JFCF).

If bullying is suspected, please refer to this link to complete a report.

[Anti-Bullying Links for Parents and Staff](#)

## **Conferences**

Parent-teacher-student conferences are held throughout the school year. Each elementary building independently schedules conference dates and times. Please see individual building schedules for conference dates and times.

It is extremely important that all families attend the fall and spring conferences. Dates are listed on the district calendar that every family receives. Additional conferences may be arranged with the classroom teacher as needed.

## **Directory Information**

Center School District, in compliance with the Family Education Rights and Privacy Act of 1974, sets the third week in September as the deadline for parents or guardians to notify district officials of objections to the release of “directory information” about their child. Such information includes the student’s name, home address, telephone number, and grade in school. Objections must be noted in enrollment/residency paperwork submitted.

## **Dismissal Procedures**

Staff members do not excuse students during the school day unless the building principal or his/her designee has given prior approval. Any student leaving school early must have a parent/legal guardian sign him/her out at the office. A designee that is at least 18 years of age can be appointed by the parent/legal guardian to sign the student out at the office. The office will verify that the designee has received permission prior to releasing the student. Designees may be asked to show photo ID upon arrival. To improve efficiency, it is asked that parents/guardians notify the office that a designee will be checking their child out early. All changes (temporary or permanent) in transportation should be communicated in writing and/or in person to office staff by the parent or legal guardian (communications through students cannot be accepted). You may be asked to verify information before changes can be accepted. When in doubt, the latest transportation form will be used to determine transport home. **Students are called to the office after the parent or designee arrives.** Student’s attendance record will be impacted when they are signed out before the end of the regular school day (3:45 p.m.). To guarantee the safe and efficient dismissal of all, students will not be called out of the classroom the last 15 minutes of the school day. Parents who desire to check-out during the last 15 minutes of the day will be asked to wait outside of the building or in the office until all students are dismissed.

**Parents/guardians picking up students will be asked to show photo identification. We will not release students to anyone that is not listed in the system (Infinite Campus)/ does not have legal documentation.**

All changes (temporary or permanent) in transportation should be communicated in writing and/or in person to office staff by the parent or legal guardian (communications through students cannot be accepted). **A change in your child's regular dismissal routine (different means of transportation or someone different coming to pick your child up) must be communicated to the office no later than 3:00 p.m.** An email or voice message left with the classroom teacher does not guarantee the message will be received that day. All transportation changes should be communicated to the office. **Note, consistency with dismissal is crucial to the safe and efficient dismissal of students from school.**

School personnel will follow all legal documentation on file. Unless legally documented otherwise, students will be released to either parent identified on the child's birth certificate. Should documentation change during the school year, please notify the office and provide them with updated papers.

In the event that the parent/guardian cannot be reached, students may be released to individuals listed as emergency contacts. An emergency contact is one that is contacted in the event that the parent/guardian cannot be reached. Because of confidentiality, information cannot be shared with the contact unless directly instructed by the parent/guardian. In addition, if a student is not picked up on time, attempts will be made to contact the parent and/or emergency contacts. If these attempts prove unsuccessful, a hotline may be submitted and/or the police notified.

**Early Dismissal:** 1:15 p.m. for all elementary buildings

All schools are places for learning. In order for teachers, school staff and administrators to learn and grow together, the district has established student early dismissal days. During this time teachers and administrators are engaged in professional development to improve teaching and learning strategies to increase student achievement. Dates are noted on the district calendar.

### **Electronic Devices**

Students' personal electronic devices, (i.e. cell phones) are discouraged. However, if brought into the school building, all devices must be kept off and stored in backpacks during school hours. If a device is turned on or left on during the school day and causes a disruption, it will be confiscated and returned only to a parent/guardian. The school is not responsible for any lost or stolen electronic devices. Cyber bullying will not be tolerated. Bullying of any type will be handled in accordance with the Student Code of Conduct (Board Policy JFCF).

Although it is our preference that students not bring phones and devices to school, we recognize the cell phones are a fact of modern society, even for children. Because having phones in schools can lead to issues of misconduct by students, misunderstanding by parents, and miscommunication by staff, the following outlines the *Phones Away for the Day* student cell phone guidelines. *Phones Away for the Day* means that when school begins, all student cell phones must be turned off and put away (includes iPods/MP3 Players, eReaders, tablets, and other electronic devices). This is to prevent issues that may occur, such as devices getting damaged, lost, or stolen during the school day, to protect instructional time by students utilizing devices causing a distraction, and to avoid misconduct by students with access to apps, internet, inappropriate content, etc. that can be a disruption to the general school setting.

Studies show that our cell phones, which really are powerful computers that we keep in our pockets, can be a distraction to even disciplined adults. Education data supports this, showing that students in schools where cell phone use is prohibited perform better academically and learn more than their same age peers that attend schools with “relaxed cell phone policies”. One of our goals, as educators, is to provide the best environment that we can. Eliminating distractions is one aspect of this.

Educators cannot do this alone. We need your support by:

- Talking with your student about this policy and the reasons for it.
- Reminding your child of your expectations for whether they should bring their devices to school AND of our expectations for keeping the device put away during school.
- Supporting school staff when *Phones Away for the Day* expectations are not met by your child

If a student is violating the *Phones Away for the Day* expectations (using a device, in possession of the device, or device is ringing/buzzing), the following consequences may be assigned; depends on level, severity, or frequency of violations:

- Warning- student given an opportunity to turn off the phone and/or put it away
- Confiscation of the device- to be picked up by a parent at the office
- Parent Conference
- ISS/OSS

In order to achieve success, students must be fully engaged and focused on their learning at all times, without distraction. We thank you in advance for your support and cooperation in reinforcing the *Phones Away for the Day* policy.

### **Elementary Compact**

An Elementary Compact will be sent home at the beginning of the school year. Please review the compact with your child, sign, date, and return to school.

### **Emergency Numbers**

Updates to email, phone number, cell number, or emergency number of contact changes should be updated on-line, in person at the school, or in writing. It is important for your child’s welfare that the school is aware of all changes. Parents/guardians may also be notified via district calling system in the event of emergencies, early dismissals, etc. Additional emergency contacts for dismissal must be added on-line, in person, or in writing. Phone call requests *may not* be honored.

### **Emergency Procedures**

Schools regularly practice emergency drills, i.e., fire, tornado, intruder, disaster, etc. to establish and promote protocols during the event of a real emergency.

In the case of an emergency, tornado, fire alert, intruder, etc., all persons will adhere to the building evacuation/safety procedures. It is very important during these periods that telephone lines remain open so school staff can communicate with emergency services. Please do not call the school. Communication will be made with parents as quickly as possible. Building or district staff will follow



district and school guidelines for safety purposes. Students will not be dismissed until an all clear has been given. Access to school property will be controlled.

### **Enrollment**

To enter kindergarten, a child must be five (5) years of age before August 1st. To enter first grade, a child must be six (6) years old before August 1st.

All students entering the Center School District must satisfactorily meet all residency, academic, age, immunization, health, disciplinary, and other eligibility prerequisites as established by the Center Board of Education policy, state law, and the Safe Schools Act. Students transferring in to Center District will be assessed to determine grade level placement.

### **Every Student Succeeds Act Parent Letter**

Dear Parent or Guardian:

Our district is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

## **Every Student Succeeds Act of 2015 (ESSA) COMPLAINT PROCEDURES**

### **Missouri Department of Elementary and Secondary Education Every Student Succeeds Act of 2015 (ESSA) COMPLAINT PROCEDURES**

*1 Programs include Title I. A, B, C, D, Title II, Title III, Title IV.A, Title V Revised 4/17 2 In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C) Local education agencies are required to*

*disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.*

## **Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs**

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2. Who may file a complaint?
3. How can a complaint be filed?

#### **Complaints filed with LEA**

4. How will a complaint filed with the LEA be investigated?
5. What happens if a complaint is not resolved at the local level (LEA)?

#### **Complaints filed with the Department**

6. How can a complaint be filed with the Department?
7. How will a complaint filed with the Department be investigated?
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10. What happens if the complaint is not resolved at the state level (the Department)?

This complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education under the Goals 2000: Educate America Act and the Improving America's Schools Act (IASA).

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy. The Center District policy is: Concerns are best resolved by addressing them at the level where the concern originated through communication with the appropriate staff members. The administration has developed procedures for addressing those issues, copies of which are available at each building. If

a complaint has been made and appealed in accordance with administrative procedures, the parent/guardian or member of the public may appeal the issue to the Board by submitting a written request to the superintendent or the secretary of the Board.

If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself.

Anyone wishing more information about this procedure or how complaints are resolved may contact local district or Department personnel.

### **Field Trips**

Field trips are a valuable and fun learning experience for students. If students are scheduled for a field trip, parents/guardians will be notified. Permission for field trips is included in enrollment and granted or denied at this time. Parents can also deny permission prior to any field trip upon hearing of a field trip they do not approve of. This must be done in writing and the child is still expected to attend school. Parents may be asked to chaperone field trips. Siblings are not allowed to attend field trips due to insurance liabilities. If a parent chooses to transport their child to and from the field trip, the student must be signed in and out with school personnel. Anytime the student is not under school supervision he/she will be counted absent.

Due to behavior concerns, parents or adult designee assigned by the parent may be required to chaperone field trips in order for their child to attend. In some situations, a child may not be allowed to attend a field trip due to behavior or having attendance below 90%.

### **Field Trip Chaperone Guidelines**

The safety and security of our students is the most important thing to consider when leaving school grounds. Not all trips will require a chaperone. With this in mind, the following expectations must be adhered to:

#### ***Who can go:***

- Parents/Guardians of students or approved designee
- Must be at least 18 years old
- Minor Siblings cannot attend
- In the event of more chaperone applicants than spots, chaperones will be chosen based on a lottery system (depending on circumstances)

#### ***While on the trip:***

- Parents may need to provide their own transportation when room is not available on the bus.
- Chaperones should be dressed appropriately for the field trip and be wearing school appropriate attire.

- Pictures should not be taken of any student that is not your own
- Be with/monitor your group the entire field trip
- Groups need to stay together at all times – this includes bathroom breaks
- Adhere to the schedule given/communicated with you
- Comply with all directions from teachers or facility/staff
- Typical school rules apply
- Follow the Civility Policy and all other Board Policies (found online)

**Please refrain from:**

- Use of tobacco, profanity or drugs/alcohol
- Giving food or snacks to students – this includes drinks, candy, gum, etc.
- Purchasing anything for your group
- Cell phone use unless it is an emergency or you are contacting the teacher
- Leaving early, if at all possible.

Please understand that these rules must be followed. These rules are intended to keep every student safe while we are on our field trips. If you have any questions, please contact your student’s teacher.

**Flowers/Balloons/Gifts**

Deliveries of food, flowers, balloons, or gifts, are not to be made during the school day.

**Fundraising**

The parent organization may ask students to participate in fundraising activities. Student participation is voluntary. Parents must grant permission and take full responsibility for money and products sold.

**Harassment/Sexual Harassment**

Sexual harassment includes staff to student, student to student, or student to staff. Students or staff who believe they have been a victim of sexual harassment or have witnessed sexual harassment should report such immediately to the building principal or the next level administrator. If allegations are found to be true, disciplinary action will be taken in accordance to Board policy. There will be no adverse action taken against individuals who sincerely believe they are victims or witnesses of sexual harassment. An adverse action of up to and including expulsion or termination could be taken when an individual’s actions are proven to be dishonest. Refer to Board Policy AC.

**Health Board Services**

Nurses and/or trained health paraprofessionals are employed to staff our health rooms. Please feel free to call the school nurse if you have any questions regarding services, testing, or contagious diseases. All students must have a current health form on file.

**Head Lice**

If a school nurse/designee should discover head lice/eggs on a student, the parent/guardian will be notified. If the presence of live nits is discovered, the student will be removed from school. All students living within the household will also be checked. The school nurse may recommend to parents/guardians concerning treatments used. To be readmitted to school, the school nurse or his/her designee must examine a student to confirm that no live nits are present.

- Students with head lice infestations will be excluded from school only to the minimum extent necessary for treatment. Refer to Administrative Procedure JHC-AP2.

### **Immunizations**

School nurses review all immunization records of every student in the building. If a child is in need of additional immunizations, you will be notified immediately. In order for students to attend school in the Center School District #58, all students must be in compliance with state laws regulating immunizations. If you have any questions regarding immunizations, please call the school nurse/health professional.

### **Medication**

A medication form must be on file for any medication to be administered to students. All student medication must be in the original container from the pharmacist with the student's name on it. No exceptions are made to this policy. Permission can also be granted on-line or in person for administration of over-the-counter medication. Over-the-counter medications may be administered to students as deemed necessary by the health care professional. School health care professionals record medications administered and keep medications in a locked cabinet.

### **Health Services Exclusion Guidelines (may need more guidance)**

The school nurse will use the following in addition to a thorough nursing assessment to determine when a student should be excluded from school:

1. **Temperature of 100.4 degrees or more:** Student must be fever free for at least 24 hours before return.
2. **Diarrhea:** Student must be free from diarrhea for at least 24 hours or medical exam indicates may return.
3. **Vomiting:** Student must be free of vomiting for at least 24 hours before return. If a student vomits two or more times in the previous 24 hours, unless determined to be caused by a non-communicable condition (e.g. cough, running exertion, etc.), they will be excluded.
4. **Mouth sores with drooling:** Until a medical exam indicates may return.
5. **Rash only with fever or behavior change:** Until a medical exam indicates may return
6. **Eye drainage:** When purulent (pus) drainage and/or fever or eye pain is present with red or pink conjunctiva, until a medical exam indicates a child may return.
7. **Unusual color of skin, eyes:** Until a medical exam indicates may return.
8. **Unable to participate in routine activities or needs more care than can be provided by school staff:** i.e. uncontrolled coughing, unexplained irritability, unusually tired, difficulty breathing, wheezing, persistent crying.

### **Students will NOT be excluded (may stay at school) with: May need additional guidance**

1. Common cold
2. Fever without signs and symptoms of illness
3. Watery eyes without fever, eye pain, or eyelid redness
4. Yellow and white eye drainage, not associated with red or pink conjunctiva
5. Rash without fever or behavioral changes

6. Lice or nits (may delay treatment until end of school day)
7. Ringworm (may delay treatment until end of school day)

### **Medicaid School-Based Health Services Program**

As a result of your child's Individualized Education Plan (IEP), Center School District will provide your child's needed direct school-based therapy service(s), i.e., speech/language, occupational and/or physical therapy. Federal funds under Medicaid are available to the district to help cover the rising cost of providing these services.

If your child is or becomes Medicaid or MC+ identified, the Center School District will follow federal and state Medicaid regulations to claim entitled reimbursement for the direct school-based therapy services provided to your child. Regulations include review and consideration of your child's Individual Education Plan (IEP) and possibly other pertinent records, e.g., evaluations and physicals by a physician. The physician will be one that is retained by the district to determine medically necessary as defined by the Division of Social Services/Department of Medical Services. If the physician reviews your child's records, that review will be performed without charge to you.

### **Homework Requests**

If your child is absent and you wish to obtain assignments, please call the school office prior to 10:00 a.m. Assignments may be picked up at the end of the day or sent home with siblings, designated friends, or family member. Homework assignment make-up is equivalent to the number of consecutive days absent. Homework is not required to be given before absences.

### **Instructional Hours - Elementary**

Elementary Hours: 8:45 a.m. - 3:45 p.m.

Early Dismissal: 8:45 a.m. - 1:15 p.m.

### **Inclement Weather Bus Routes**

Student Transportation of America (STA) bus service may alter regular routes when school has been delayed one hour or when hazardous conditions exist causing a change in bus routes to ensure safety. A copy of the bus routes that will have altered stops during bad weather will be sent home separately.

Safe Stop App: [CENTER SCHOOL DISTRICT 58](#)

### **Lost and Found**

Students are responsible for keeping track of their personal clothing items. The school is not responsible for replacing lost personal items. Boxes for lost and found are located in each building. Please ask the office about the location in each building. Parents are asked to label student personal items. Any items left in Lost and Found will be periodically donated to charity.

### **Lunchroom**

The cafeteria prepares breakfast and lunch each day school is in session. Meals may be paid for in advance as the parent or guardian wishes. A student may not charge over \$7.50. Students will receive a meal choice designated by school staff, when charges exceed \$7.50. Extra meals cannot be charged

unless appropriate funds are in the account. Lunch balance notifications will be sent by email throughout the school year.

Parents or guardians are notified when students charge meals. At Boone and Red Bridge Elementary, federal funding is available for free or reduced meals for those who qualify. Applications are available on-line in the parent portal. Applications may be picked at the school. School district officials review the validity of meal applications. Center Elementary and Indian Creek Elementary participate in the Community Eligibility Provision (CEP) program which provides every student with a breakfast and lunch meal at no charge.

In support of healthy eating habits, students are discouraged from bringing caffeinated drinks, candy, chips, etc. to school for lunch. Providing students with fast food lunches at school is also discouraged. Energy drinks, glass containers, and trading or sharing of food is not allowed. Microwaves will not be available to students. Parents/visitors who would like to eat lunch with their child will be seated in a designated area.

Each school has procedures in place to deal with food allergies. Please work with building administration if your child has a food allergy.

Lunch Menu: <https://center.sodexomyway.com/landing/elem>

### **Materials and School Facilities**

Textbooks are supplied free of charge to students. Students are responsible for the care of instructional materials and school property. Students may be charged for lost or damaged materials. When abuse or carelessness results in property damage or loss, students will be required to replace the damaged item, and could result in disciplinary action (refer to the Student Discipline Handbook).

### **Notice of Non-Discrimination:**

The Center #58 School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Dr. Kyle Palmer  
Director of Human Resources  
8701 Holmes Road  
Kansas City, MO 64131-2899  
Telephone: 816-349-3313 [kpalmer@center.k12.mo.us](mailto:kpalmer@center.k12.mo.us)

### **Parent Organizations**

The parent organization works with the school to provide an environment that is positive for learning. The parent organization provides special programs and field trips. In order to continue these programs, as well as others, the parent organization needs your support and membership. Membership information is sent at the beginning of the school year but can be obtained at any time. Parent organization meetings will be scheduled on the building calendar.

## **Parties**

The parent group may arrange holiday parties. If you are interested in helping with any of the holiday parties, please notify your child's teacher. Siblings are not allowed to attend holiday parties. Holiday parties take place the last hour of the school day. Parties should be well planned with teacher and/or parent supervision. Parent organizations & classroom teachers should follow the District Approved Snack List and be cognizant of food allergies.

Home birthday party invitations should not be handed out at school *unless* presented to all students in the class. Parents may supply a birthday snack (no more than 2 items allowed) or trinket/treat bag (edible items must be from the district approved peanut free snack list) to be distributed at the teacher's discretion. Treats or snacks brought to school that are not on this list will be sent home with the student. Trinkets are welcome in place of food. **Birthday parties are not allowed at school.**

## **District Approved Peanut Free Snack List**

In order to ensure the safety of every student in the Center School District, a peanut free snack list has been developed and reviewed by our health professionals. **This list should be used when parents/guardians provide food items for celebrations or snacks. Treats or snacks brought to school that are not on this list will be refused, or sent home uneaten with the child at the end of the day. Thank you for helping to keep our classrooms safe and peanut free.**

### **Fruits & Vegetables**

- Fresh Fruits/Vegetables
- Fresh Fruit Trays/Vegetable trays
- Dried Fruits- such as raisins/craisins
- Fruit/applesauce cups

### **Chips**

- Pringles-any flavor
- Frito Lay Brand items- such as Fritos, Doritos, Cheetos, Ruffles, Funyans
- Tostitos
- Sun Chips
- Utz/Rold Gold Pretzels

### **Cookies/Crackers**

- Oreos- Original or Double Stuffed
- Kellogg's Rice Krispy Treats (Original ONLY)
- Nabisco Vanilla Wafers
- Ritz Crackers (NOT Ritz Bitz)



- Gold Fish Crackers
- Cheez-Its

### **Fruit Snacks/Gummies**

- Fruit Roll-Ups
- Fruit by the Foot
- Sunkist/Welch's Fruit Snacks
- Gushers

### **Miscellaneous**

- Juice Boxes/Juice Pouches
- String Cheese packets
- Jell-O Cups & Jell-O Pudding Cups
- Beef Jerky/Beef Sticks

### **Personal Property**

During instructional hours, cell phones, or any other electronic device used for communication will be turned off and kept in backpacks or in a designated place determined by administration. See previous guidance under "Electronic Devices". Other personal property or nuisance items **are not permitted in school**. Students should not carry large sums of money on their person. We encourage all students to bring only items which have direct relationship to class work or school activities to school (may be assigned by the classroom teacher). If unnecessary items are brought to school, the teacher will take them to the office. The parents/guardians may contact the office to arrange a time to pick up the item(s). Only school fundraising projects that have been pre-approved by administration are allowed at school. The school is not liable for lost/stolen personal items, including money, should students choose to bring personal items to school. **Discipline occurrences connected with bringing an unapproved nuisance or personal item will be handled in accordance to board policy.**

### **Recess**

Elementary schools hold outside recess most of the year. Normally, if a student is well enough to be at school, he/she is well enough for recess. A physician's request for a student to be excused from recess will be honored. Unless given permission by the teacher, students' personal games/toys, including electronic games, balls, recess equipment, etc. may not be brought to school. Students will remain inside under extreme weather conditions, i.e., Red Alert heat days or when the wind-chill or temperature is 20 or below.

### **Report Cards**

Grade cards are made available four times a year.

### **Residency**

Parents who enroll their students in the Center School District must demonstrate residency at the time of enrollment. At any time the school feels the student may have moved from the boundaries of the district or assigned school, additional checks may be made. A definition of residency may be obtained from the district office, located at 8701 Holmes Road (816-349-3300). Changes of address during the school year

must be communicated to the district office and school in a timely manner.

### **School Closings**

If the district closes due to weather or other conditions, announcements are made immediately on Kansas City area radio, television stations, district calling system, district website, and district app. Please listen for these announcements and do not call the school. The school lines need to be kept open for emergency purposes. Parents must make arrangements at the beginning of the school year for unplanned early dismissal situations. Students should be aware of and understand these arrangements.

### **School Dress**

School dress should reflect respect for self, family, and school. Extremes in dress, which disrupt the learning environment or interfere with the intended function of the school, are unacceptable. Following are some guidelines for appropriate student dress:

- In the school building, hats, head coverings, bandannas, gloves, chains, sunglasses, or revealing clothing are not to be worn.
- The wearing of clothing, coloring, insignias or other symbols indicating membership in, affiliations with, or support for prohibited organization, such as gangs, on school grounds or at school-sponsored activities is prohibited.
- Sagging, or words on the seat of the pants, is not permitted. Both pant legs must be worn down.
- Shirts and blouses must fully cover the waist. Straps must be at least one inch in width. Spaghetti straps are not allowed.
- Depicting drugs, alcohol, tobacco, sex, violence, or obscenities in clothing is prohibited.
- Dresses, skirts and shorts must be fingertip length to be considered appropriate.
- Standard uniformed dress requirements should be adhered to at Center Elementary and Indian Creek Elementary.
- Shoes with wheels may not be worn to school.

When in the judgment of the administration, a student's appearance or mode of dress is deemed inappropriate or a distraction to the learning environment, an attempt will be made to notify parents and the student will be required to make modifications.

### **Security Procedures**

All schools have a security buzzer system for entering the building. The procedure is to identify yourself for entry and report to the office.

Center School District uses Hall Pass, a visitor management system that scans all district visitors against a national convicted sexual offender list. Anyone who has business (repair work, training, vending, etc) beyond the front desk of our school offices, will be expected to present a driver's license or other government issued ID upon checking in.

### **Technology**

The Internet is available in each of the buildings. Every student and parent must sign the Acceptable Use Policy and have it on file to show agreement with the district policy.

Inappropriate Internet use may result in disciplinary action. Students will receive instruction on digital citizenship and be expected to adhere to district policy (Refer to District Policy EHB).

All students will have opportunities to utilize district devices. Students will individually be issued a district device. All students are responsible for the proper use and care of all technology and fines may be issued for damaged or lost devices, chargers and other accessories.

### **Telephones**

Student use of the telephone is discouraged other than in emergency situations. Messages can be taken by the school office and will be given to students before they go home.

### **Transfer between Buildings**

Transfers between buildings will be granted on an individual basis at the discretion of the superintendent or designee. Caution will be utilized with families desiring to transfer to another building without ever initially attending their home school. Decisions will be based on classroom size, attendance, tardies, discipline, and overall enrollment. Transfers may be revoked at any time due to excessive absences, tardies, early or late drop-offs or pick-ups, and student discipline. **Parents must assume all transportation responsibilities.**

### **Transportation**

Bus transportation is a privilege offered free to students who live a mile or more from school. Students who live under a mile from school may pay in order to ride the bus. The transportation number is 816-349-3327. Bus Company: Student Transportation of America (STA)

At the end of the school day, Kindergarten students must have an adult present to pick them up from the bus stop, otherwise the student *may* be transported back to the school.

Students may not change bus routes without notification to the bus company, school, and parental consent from sending and receiving parents/guardians/childcare.

Riding the bus is an extension of the classroom. The same discipline code the regular school uses is in force on the bus. Drivers send home slips with discipline information when a student misbehaves. Suspension may occur for misbehavior on the bus. (Refer to Bd. Policy JG-R1)

Students with parent permission are allowed to ride bikes to school. A bike rider must park and secure his/her bike in the designated area. The school is not responsible for stolen or damaged bikes. Students riding bikes must walk the bike while on school property. Scooters and skateboards are not allowed on school property.

### **Truancy**

Students who are absent from school without the knowledge of their parents/guardians or students who leave school during the day without consent of the administration are considered truant. When students leave the school or school grounds without permission, the authorities may be contacted. Consequences are included in the Board Policy (JED).

### **Visitors at School**

- Center School District uses Hall Pass, a visitor management system that scans all district visitors against a national convicted sexual offender list. Anyone who has business (repair work, training, vending, etc) beyond the front desk of our school offices, will be expected to present a driver's license or other government issued ID upon checking in.
- Parents and guardians are encouraged to visit the schools. Conferences with teachers will not be permitted during instructional time. Parents/guardians wishing to conference with a staff member need to contact the staff member 24 hours in advance to make an appointment. Visitors may be escorted by a staff member to their location(s) within the building. Parents should not bring other children or guests to visit the classroom.
- We ask that parents/guardians who wish to drop off an item for a student, leave the item in the school office. If you need to speak with your child, they will be called down to the office to meet with you. If a parent wishes to make occasional pop-in visits to check on their child, a specific plan will be developed with the teacher, parents, and principal to design what this will look like.

For safety reasons, please sign in at the building office upon arrival where you will be given a badge to wear. Loitering is not permitted on school property. High behavioral standards are expected by all visitors while on school property. Visitors are also expected to follow the school dress code. (Refer to District Policy KK).

### **Volunteers at School**

Volunteers are asked to check in at the building office upon arrival, where you will be given a badge to wear. Please have an arranged time with the teacher prior to beginning tasks at hand. Volunteers are expected to follow the direction of the classroom teacher. Parents are encouraged to volunteer. If you are able to volunteer on a regular basis, you will be required to complete the Center Friends Volunteer training. Children cannot accompany volunteers. Contact Christina Medina, Director of Public Relations, to become a Center Friend. Christina can be reached at 816-349-3300.

### **Withdrawal Procedure**

If it becomes necessary for your child to withdraw from school, please give the school office at least a three-day notice. A copy of the records will be sent to the receiving school. If a student is absent for 10 consecutive days, they are withdrawn and must re-enroll, including proving residency.

The school may initiate a report to the Children's Division if a student has missed more than 10 consecutive days and the school has not received records indicating the student is attending a new school.