



NORTH  
KANSAS CITY  
SCHOOLS

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2024 - 2025

# BRIARCLIFF

ELEMENTARY SCHOOL

PARENT HANDBOOK



Official Board of Education policies are available at school offices and on the district website at [nkschools.org](https://nkschools.org).

# BRIARCLIFF ELEMENTARY



**Briarcliff Elementary School**  
**4100 N Briarcliff Road**  
**Kansas City, MO 64116**  
**Phone: 816-321-5030**

**Principal**

*Jonalee Searcey*

## *School Hours:*

**Office Hours: 8:15 a.m. - 4:45 p.m.**

**School Hours: 9:15 a.m. - 4:10 p.m.**

**Enter classrooms at 9:00 a.m.**

## *Important Numbers:*

**Front Office:** Sarah Healy 816-321-5030  
(sarah.healy@nkcschools)

**School Nurse:** Kim Anderson 816-321-503

**Counselor:** Kenan Booe 816-321-5638

**ELL:** Anne Gordon 816-321-5822

*Stay Connected*





# BRIARCLIFF ELEMENTARY



Welcome to Briarcliff Elementary School.

Here we are committed to creating a safe, supportive, and engaging environment where every student can thrive. Our dedicated staff is passionate about fostering a sense of belonging and love of learning. We believe that education is a collaborative effort, and we value the strong partnership between our school and our families.



## OUR MISSION

As Briarcliff relentless champions, our mission is to create a culturally affirming community, that nurtures strong relationships, through authentic learning experiences, which empower confident, lifelong learners!







"HOME OF THE BEARS"

# Meet "Honey"



During the 2021-2022 Briarcliff was relocated to the Norclay building in North Kansas City to allow time for our home to be renovated and added onto. This was also the start of our Microschools, "The Den"! The students in "The Den" researched the history of Briarcliff, its place and the people. They sent surveys, contacted former principals and teachers, and dug deep into the past, present and dreams for the future. This process naturally led itself to defining our school mascot, as well as naming it. Students provided a real world voting process complete with registration to vote, propoganda, campaigning, etc. they concluded with a school wide vote that revealed our mascot, HONEY!



# OUR PLACE



Stay  
Classy

# OUR PLACE



**The Honeycomb**



**The Hive**

**Makerspace**



**Bear Hub**



**Cub Hub**

*Home of the BEARS!*





**Campfire def.** An Instructional Setting; This is an informational space where we get information from experts. It is one-directional most times. In early cultures, this was the role of the storyteller, or shaman. In our world it is any situation where information is coming at us and we just listen. It also includes opportunity to collaborate and learn from ALL. This includes minilessons, podcasts, television, lectures, reading, listening, video, etc.

**Cave def:** An Instructional Setting; one of four. Caves are conceptual spaces where we go to reflect, process, and create in private, in order to internalize our learning. In this space we take new information and conversations and think through what it means for us individually. This can be thinking, writing, sketching, making etc. Whatever you need to do to make sense of the world happens here and often creates new ideas.

### **The Honeycomb**

*Cafe-Adventure Club Cafe -Multi-purpose Space:* (Campfire Setting) Used for whole grade level community and collaboration space, cafe and multipurpose space. Multi grade level gathering - Bear Buddies - Presentation - Team Building - Design Thinking - Celebrations - Community/Neighborhood gathering. Key Features: flexible seating, lighting, space, visual display, collaborative space, expand cafe space.

### **The Hive**

*Library Media Center - (Campfire Setting)* Used to Explore, Research, Prepare, Present, Produce, Discover, Multidisciplinary projects - Maker Space - Team Building - Design Thinking - Green screen - Podcast - Coding - Broadcast. Key Features: flexible seating, lighting, space, 2 - visual display, maker area, small teaching and gathering spaces, books, and comfort.

### **Cub Hub**

*Open Flexible Learning Lab -* conceptual space where we go to reflect, process, and create in private, or small group. A place to internalize our learning, work in small groups with staff facilitation support. Key Features: flexible seating, lighting, space, visual display, collaborative space, small interventions.

### **Bear Hub**

*Open Flexible Learning Lab -* conceptual space where we go to reflect, process, and create in private, or small group. A place to internalize our learning, work in small groups with staff facilitation support. Key Features: flexible seating, lighting, space, visual display, collaborative space.

### **Hornet's Nest**

*MakerSpace Lab -* Discovery Studio multidisciplinary projects - space to allow students to make, create, prototype and apply learning. A place for Art and Science - creativity uses art and science: flow between rational-logical thinking. Key Features: optimal storage, table tops with stools





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*Campfire and Caves*



# Our Goals:



ACADEMIC GROWTH



SEL



EQUITY AND  
INCLUSION



PORTRAIT OF A  
GRADUATE

*Standards Based  
Learning*





## ACADEMIC GROWTH

North Kansas City Schools offers elementary education to students in grades kindergarten through fifth grade at 22 different neighborhood schools throughout the district.

To help parents better understand learning expectations at each grade level, NKC Schools has created a Grade Card [Parent Guide](#) that outlines objectives for core curriculum subjects: English Language Arts, Math, Science and Social Studies.

- [Kindergarten Parent Guide](#)
- [1st Grade Parent Guide](#)
- [2nd Grade Parent Guide](#)
- [3rd Grade Parent Guide](#)
- [4th Grade Parent Guide](#)
- [5th Grade Parent Guide](#)

Elementary school students receive a student report card (see links to sample elementary grade cards for all levels below).

- [Kindergarten Report Card](#)
- [1st Grade Report Card](#)
- [2nd Grade Report Card](#)
- [3rd Grade Report Card](#)
- [4th Grade Report Card](#)
- [5th Grade Report Card](#)

A green rectangular sign with a white border and the text "Standards Based Learning" in a white script font, supported by two silver poles. To the right of the sign is a graphic of a black road with white dashed lines curving into the distance.

*Standards Based  
Learning*



# SAGE Info

## North Kansas City Schools Gifted Education Quick Start Guide



Parents  
Begin  
Here

Teachers  
Begin  
Here

I would like my child tested for the SAGE program.

- Contact your child's teacher to ask for a formal referral for SAGE testing.
- All referrals will be submitted on-line through a North Kansas City personnel login.
- Once the referral has been submitted through the homeroom teacher or the school counselor, you will receive an email to complete a Parent Questionnaire. More information will follow.

I received an emailed letter stating that through the initial screening of submitted documents, my child will be further tested for eligibility.

- The data included in your child's referral was reviewed by a panel of examiners. It was decided that additional information is needed to determine eligibility for gifted programming.

I received an emailed letter stating that through initial screening of submitted documents, my child does not require a specialized gifted support program at this time.

- The data included in your child's referral was reviewed by a panel of examiners. Through the data and evidence provided, it was determined that your child does not need any additional testing and does not require a specialized gifted support program at this time.

I received an emailed letter stating my child has been identified as gifted and qualifies for the SAGE program.

- Your child's assigned SAGE teacher will be contacting you soon to share specific information about the SAGE program and to establish a start date.

I received an emailed letter stating that after testing, my child did not qualify for a specialized gifted support program at this time.

- An appeal can be made by the parent or teacher after one calendar year of the initial screening review or testing. Per board policy, four work samples demonstrating exemplary work are required when submitting an appeal.

I would like to refer my student for testing into the SAGE program.

Myself or a parent would like to refer a student who has been referred previously, but who was not tested or who did not qualify.

I have a parent that has requested their child be tested for SAGE.

I would like to obtain gifted certification.

- Copy and paste the link into your browser: <https://nkc-sageapp.nkcschools.org> to begin the referral process. Click on the tab that says, "Teacher Referral." Be sure to have all test data readily available. Once the process has begun, it must be completed in one setting.
- Pending referrals may be periodically checked by logging into the referral system at the link above.

- Copy and paste the link into your browser: <https://nkc-sageapp.nkcschools.org> to begin the appeal process. Make note of the date of the initial referral. If it is more than one calendar year, then click on the tab that says, "Appeal." Be sure to have four work samples demonstrating exemplary work available to upload.

- Copy and paste the link into your browser: <https://nkc-sageapp.nkcschools.org> to begin the referral process. Click on the tab that says, "Parent Initiated Referral." Be sure to have all test data readily available.

- Contact the Missouri Department of Elementary and Secondary Education at 573-754-7754 or visit: <https://doe.mo.gov/quality-schools/gifted-education>

Adapted from the Ohio Department of Education, 2017

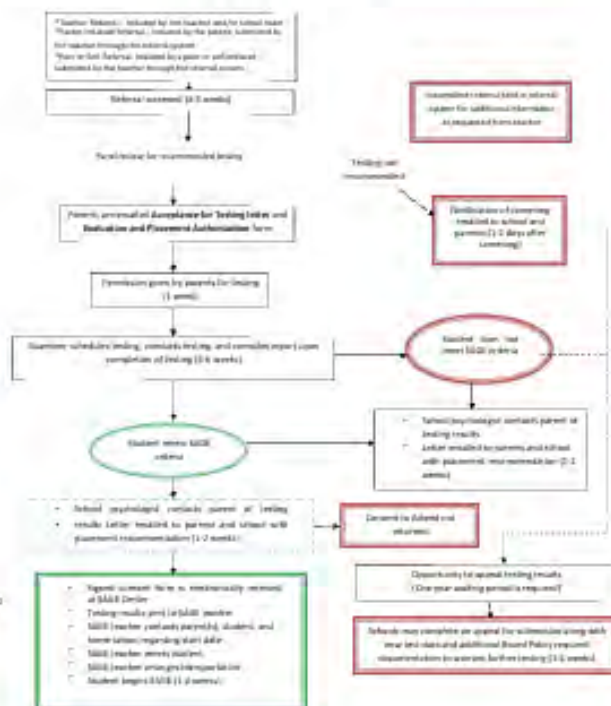


## North Kansas City Schools SAGE Screening & Testing Process



Students meeting criteria in all three areas: Parent & Teacher Observation Rating Scale, Achievement Testing, and Intelligence Testing are eligible for gifted services by NKCS.

## SAGE Referral Process At-a-Glance



03/2022





SEL

## Counseling

Elementary counselors follow a curriculum designed by the district and state that encourages the development of life skills including lessons that teach character development, problem solving, social skills and other similar topics. The counseling program also provides responsive services for children and parents who would like help with specific problems or situations. Individual planning is the third element of the model and at this level includes such things as working on special plans for children who need support in their classrooms.

## School Community Resource Specialists

School Community Resource Specialists assist students with academic learning by providing strategic services that identify and address the social-emotional-environmental issues that interfere with the educational process. Working with parents/guardians, teachers, school administrators, and community based resources, the School Community Resource Specialist implements strategies that promote students' positive school adjustment.

## Second Steps

The Second Step digital program is a universal, Tier 1 social-emotional learning (SEL) curriculum that's web-based, provides the structure to allow for consistent delivery, and easily scales across schools and districts. Its digital format enables continuous improvement based on up-to-date research and feedback, and a variety of media, activities, and interactive components provide opportunities for culturally relevant teaching. The program evolves along with your students during their elementary years to set them up for success later on in school and throughout their lives.



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## EQUITY AND INCLUSION

*How can we create and sustain collaborative cultures of belonging that are culturally affirming and academically challenging?*

### INDICATORS OF BELONGING

Welcoming	Validating	Accepting	Including	Contributing	Growing
<b>Entrance and Lobby</b> How do we make everyone (students, staff, community) feel like they belong?	<b>Validate</b> How do we create a culture where each student is validated?	<b>Culture-Building Events</b> How do we plan events that encourage shared experiences?	<b>Equity</b> How do we create a culture where every member is treated with equity?	<b>Student Leadership</b> How do we build a system for student ownership and leadership?	<b>Goal Setting</b> How do we create systems that encourage students to set goals & measure success?
<b>Classroom Setup</b> How do we set up our classrooms to make students feel part of our community?	<b>Affirm</b> How do we affirm each student's differences and uniqueness?	<b>Acceptance of Identity</b> How do we support expression of people's authentic selves without judgement?	<b>Inclusion</b> How do we ensure each student feels included and a part of the community?	<b>Student Voice</b> How do we allow students to give regular feedback on our programs & structures?	<b>Independent Learners</b> How do we intentionally develop independent learners?
<b>Routines &amp; Traditions</b> How do we establish routines & traditions in our building and classrooms?	<b>Justice</b> How do we ensure our current behaviors, practices, & policies are fair to each student?	<b>Restorative Practices</b> How do we repair harm and restore relationships?	<b>Access to Opportunities</b> How do we ensure each student has access to opportunities?	<b>Supports &amp; Interventions</b> How do we help & intervene when students are not successful?	<b>Connecting</b> How do we create opportunities for students to connect & partner with industry professionals?



*Standards Based Learning*



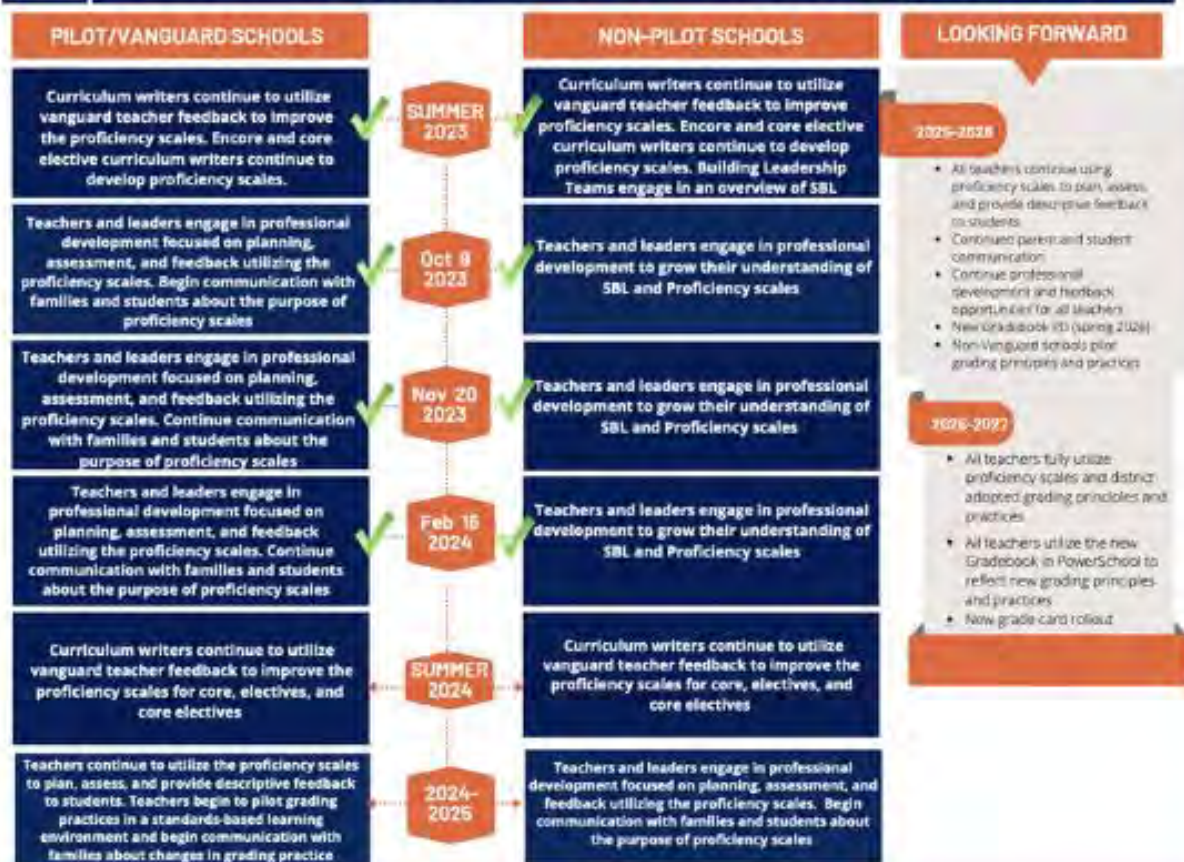




## STANDARDS BASED GRADING



### STANDARDS BASED LEARNING TIMELINE



Standards Based Learning





## PORTRAIT OF A NORTH KANSAS CITY SCHOOLS GRADUATE



### ADAPTABILITY

Work effectively in a climate of ambiguity and changing priorities. Demonstrate agility in thoughts and actions. Seek out and respond productively to feedback, setbacks, and constructive criticisms. Understand, negotiate, and balance diverse views and beliefs to reach broadly supported solutions.



### COMMUNICATION

Articulate thoughts and ideas using oral, written, and nonverbal skills in a variety of forms and contexts. Listen effectively to decipher meaning, including knowledge, values, attitudes, and intentions. Exchange ideas for a range of purposes and audiences (i.e., to inform, instruct, motivate, persuade, learn, develop relationships, etc.).



### COLLABORATION

Honor and leverage strengths of group members to build collective commitment and action. Enrich the learning of both self and others via cooperative efforts. Seek, contribute, and respond to feedback to achieve collective outcomes. Elicit diverse perspectives and contributions. The greater good, common ground, and compromise are vital concepts related to this competency.



### EMPATHY

Demonstrate awareness, sensitivity, concern, and respect to connect with others' feelings, opinions, experiences, and cultures. Use awareness of others' feelings, opinions, perspectives, and experiences to inform creative and effective decisions and actions.



### INTEGRITY

Actively evaluate and develop a set of core values that are evident in choices and behaviors. Earn and value others' trust and respect through honest, principled behaviors. Develop personal, civic, social, local, and global responsibility through ethical and empathetic behaviors.



### LEARNER'S MINDSET

Embrace curiosity and creativity to experience new ideas. Possess the desire to seek new knowledge and understandings, and to refine and update current knowledge and understandings. Seek divergent perspectives in order to broaden and/or refine knowledge. Develop positive dispositions and beliefs about learning to power a lifelong attitude. Challenge untested assumptions.



### PROBLEM SOLVING

Identify and analyze underlying causes of issues. Identify, evaluate, and prioritize creative responses to difficult or complex situations. Integrate multiple sources of data for informing issue understanding. Persevere and maintain curiosity to advance understanding of core issues to complex challenges. Reflect critically on successes and failures for further understanding original issues.



**NORTH**  
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## Everyday Briarcliff Procedures

### Absences & Tardies

Regular attendance is vital to a student's success in school and is a requirement based on Missouri law. Attendance is recorded on an hourly basis. Attending regularly and being on time are the shared responsibilities of the student, parent/guardian, and school personnel. Students should arrive at 9:00am and any student who arrives after 9:10am must check into the office for an admittance slip to class. If your student is late, an adult must accompany them to the office to sign them in. Being tardy also impacts the student's attendance percentages. Families are urged to take vacations and schedule appointments during times when school is not in session and/or attend as much of the school day as possible. Please follow the guidelines below:

1. When your student is absent due to illness, appointments, or vacation, please let the office know by calling before 9:15am at 816-321-5030. If you have not notified us regarding your student's absence, you will receive a phone call to check on their attendance.
2. Keep your student at home if he/she complains of severe sore throat or headache, vomiting, or has a temperature of 100.4 degrees or higher. Be sure the temperature is normal for 24 hours, without the use of fever reducing medication, before your student returns to school. If your student was seen by a medical professional, please send the doctor's note with your student upon returning to school.
3. Report absences due to a contagious disease to the school health office so that precautionary measures may be taken for those who may have been exposed.
4. When students are too ill to remain in school, parents/guardians will be notified.
5. Please inform the office of changed addresses and/or phone numbers for both home and work so you can be reached in an emergency.

To meet the Missouri state attendance standard, a student's attendance rate should be 94% or above and at no time be below 93%. When a student has been absent for over 3 days, contact will be made with home. If unsatisfactory attendance continues, the families will be contacted for a meeting with staff. student attendance percentages/status is as follows:

Attendance Percentage	Student Status
98-100%	Excellent
94-97%	Satisfactory
93% - and below	Unsatisfactory

### Medication

The nurse cannot administer any prescription medication at school without an authorization form signed by the doctor and parent/guardian. However, non-prescription/over the counter will be administered with just parent/guardian authorization.



## **Transportation**

### **Car Riders**

Families of car riders should remain in their cars and follow the car rider line into the south driveway. Staff will ask for the name of the student being picked up and assign a cone color for you to park at and load your student.

- Each family with car riders will be given two cards. Please print your students' first and last name on the card. This card should be placed on the front right side of the car's windshield. If your student is a car rider and you do not receive a name card by the end of the first week of school, please notify your student's teacher.
- Drivers are asked to remain on Briarcliff Road until a staff member motions drivers into the parking lot.
- Please use extreme caution when loading and exiting the lot. If your young student requires assistance with car seats, please carefully pull forward after loading to allow other cars to proceed. If possible, please arrange car seats and siblings so that students can enter cars through the passenger side of the car and avoid the danger of cars on the driver's side.
- We will load 4 or 5 cars at a time, with the first car aligned with the front door of the school. As cars pull up to these spots a staff member will call the children to their car. Please do not drive around other cars in the pick-up line as this can create dangerous situations.
- Discuss pick-up procedures with students who ride with you. Teach them to make eye contact with a driver before walking in front of or behind a car.
- 

### **Bus Riders**

Bus riders will load the bus once their bus number arrives. Buses will be loaded on the playground blacktop loop

## **Arrival**

Children can enter the building at 9:00am. If your student is eating breakfast, they will be allowed in the building at 8:55am. Students wishing to get breakfast upon arrival may go to the cafe before going to class. Breakfast will be served until 9:15am. Students arriving after the 9:15am bell will be asked to take a grab and go breakfast option and allowed to eat in the location specified by the classroom teacher.

- Car Riders – enter through the front doors
- Walkers/Bikes - enter through the front of the building. Supervision will support students crossing on the northwest side of the car rider loop. All students walking from the south need to be continually encouraged to walk the sidewalk.
- Bus – enter through the north recess door by the Bear Hub
- Adventure Club – enter through the North (cafe) doors

## **Dismissal**

Children leaving school early must be signed out in the office by a parent or guardian. We strive to keep the learning environment in the classroom uninterrupted; therefore, if you need to change your student's method of transportation home, we require a phone call or a note from a parent or guardian. For the safety and security of your student(s), all calls and notes should be received at the office no later than 3:30pm each day. Dismissal will begin at 4:00pm with car riders and bus riders leaving first. Walkers will be dismissed at the

4:10pm bell. **NOTE:** If another individual is to pick up the student from school and is not listed as an emergency contact, the office must receive notification from the parent or guardian in advance, and the guest must provide a photo ID

- Bear Club – will be dismissed at 3:50pm to the Cub Hub for CICO, and they will then be dismissed to their dismissal location.
- Car – will be dismissed to the Honeycomb. Students with siblings will sit on the stage together. Students will exit out the south and west doors.
- Walkers/Bikes - North side walkers will dismiss to Room 9 and will exit out the north (cafe) doors and be led across the drive and down the sidewalk to the corner of Briarcliff Rd and our Briarcliff driveway. South walkers will dismiss to Room 25 and will exit out the southwest (Kindergarten) doors to the sidewalk. Students will be walked to the sidewalk and dismissed from there.
- Bus
  - Primary bus riders will dismiss to the gym and sit according to their bus number to exit the gym doors.
  - Intermediate bus riders will dismiss to the 4/5 hub and divided into classrooms according to bus numbers.
- Adventure Club – will be dismissed and go to the upper level of the cafe.

### **ID Badges**

All staff members should always wear ID badges. Badges allow access to the building. If your ID badge is not working, please alert the Administrative Assistant.

Raptor is a school system that requires all visitors and volunteers to check in at the office with a photo ID. Visitors and volunteers will wear a photo sticker with the building location. All unknown persons in the building should be asked to see their sticker or badge. If a visitor or volunteer is not wearing a sticker or badge, please escort that person to the office to check-in.

### **Visitors & Parking**

All visitors at Briarcliff and all NKC Schools must show their driver's license to enter the building. Driver's licenses will be scanned into the Raptor program and then a photo ID sticker will be printed to wear while you are on school grounds.

### **Recess**

All students will receive a 25–30 minute recess each day. Each grade level will attend recess at their designated time according to the Briarcliff Master Schedule. We do not allow visitors during recess times. All students are expected to participate in recess unless they stay inside because of a teacher or parent/guardian request. If parents/guardians wish their student to stay in at recess, a note should be sent to the student's teacher indicating the reason for the request. A doctor's request is needed for periods longer than two days.



### **Communication/Public Relations**

Student “Opt Out” as authorized by the Family Educational Rights and Privacy Act (FERPA), the following information may be released without obtaining parental consent: Initials; student’s names; parents’ names; grade level; enrollment status; student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees; honors and awards received; artwork or course work displayed by the district; schools or school district previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy. Staff, the administrative assistant will provide a list of those students whose parents have requested the above information/pictures NOT be posted in public communications.

## **Other Building Policy and Procedures**

### **Bicycles**

Students are invited to ride bicycles when families consider children to be mature enough to exercise good judgement and if they have the physical skills needed to handle bicycle safety. If your student will be riding a bicycle, take the time to help him/her understand the bike safety rules. All children riding bikes must wear helmets. Students are asked to walk bikes in the parking lot during arrival and dismissal. Bikes are to be parked and locked at the bike rack at the front of the building. Riding a bicycle to school is a privilege and may be revoked by the principal. Skateboards and roller blades may not be brought to school.

### **Lost and Found**

Please call or visit the office if your student has lost or misplaced something. Your student is also welcome to check for lost items. Unclaimed items at the end of the year are donated to charity.

### **Cleanliness of School**

Care of the building is the responsibility of everyone. To foster pride in our building, students should be included in housekeeping chores. Routine activities like picking paper and pencils up off the floor and placing chairs on desks/stacking them 5-high before leaving school, help them realize the importance of an orderly, safe environment. Students and staff should take pride in the environment where they teach and learn each day.

### **Parties/Birthdays**

Three parties are held each school year; a “Fall Party” at the end of October, a “Winter Party” in December, and a “Valentine’s Party” in February. The PTO room parents plan these parties for the students. To safeguard students, as per district guidelines, party treats must be commercially pre-packaged items that require no food handling. Costumes will not be worn at the Fall Party.

Birthday celebrations at Briarcliff are a community building opportunity in which each student is recognized on his/her birthday. Our school likes to celebrate by including student birthdays in our daily announcements and providing birthday pencils. Students may not distribute invitations to personal birthday parties at school, unless the entire class is invited. **Families are not allowed to share treats for birthdays.** This policy helps avoid inequities among students who do/don't bring treats and it helps us avoid complications with allergies. Our school recognizes that some cultures/religions do not celebrate birthdays and honors this upon family request. We appreciate the judgement of all parents/guardians in making decisions that positively impact all students at Briarcliff.

### **Emergency Drills**

The state has a requirement to fulfill the following drills for each school year; fire drills monthly and tornado drills quarterly, lockdown drills quarterly and earthquake once per year. The civil defense warning system informs school personnel about severe weather. During a tornado warning all children take cover in the designated areas and stay in a safe position until an "all clear" is sounded. In the event of a warning extending beyond the school day, students will be kept at school until the "all clear" sounds or their parents/guardians, or another authorized adult picks them up. If for some reason we are required to move offsite for safety, CHURCH and Northtown are relocation centers for Briarcliff students.

### **Newsletter**

Briar"Cliff" Notes are provided to parents/guardians, via email, every Friday. It contains announcements, information from the principal and other information about PTO and school activities. A hard copy "Cliff" Notes are available to parents/guardians upon request.

### **Meals**

Lunch periods are twenty-five minutes long and vary by grade level. Students may bring their lunch or receive a school lunch. Children are not released from school for lunch without a guardian. Sack lunches are an option provided by the Food Service Department for classes going on field trips that extend through the lunch hour. The sack lunches may consist of a sandwich, fresh vegetable sticks, fresh fruit, cookie, and milk. Please send a note with the Field Trip Permission Form if you wish to order a sack lunch for a field trip.

We welcome parents/guardians and family members to eat lunch with their student(s) when possible. All visitor's must check-in in the office and register with our visitor's management system by providing a driver's license or state ID. We will provide a separate table for lunch visits with your student. Lunch guests are asked to leave through the office following lunch.

### **Toys & Items from Home**

Students should not bring personal play equipment to school without direction from the classroom teacher. Only those articles that are used for educational purposes should be brought to school. Items that may distract from the educational process or the safety and wellbeing of others must be kept at home. Students are not allowed to sell or trade items at school. The classroom teacher will keep items that become a disruption at school until arrangements can be made for parents/guardians to pick them up. The school will not be responsible for lost or stolen personal items.



## **Field Trips**

Field trips are educational experiences that relate to the curriculum and require travel from the building to have an experience not available within the school. These trips are usually made by bus and are normally in the greater Kansas City area. Some extended day field trips may be offered to students. Parent/Guardian permission is required before a student may participate in a field trip. Our PTO supports and funds most of our field trips for students.

Parents/guardians will receive written information as to the purpose, time, cost, and location of each trip. At times, parental assistance is appropriate for supervision support. To ensure appropriate supervision of Briarcliff students during school field trips, we request that parents/guardians who attend school trips make alternative arrangements for other siblings. Parents/guardians will be asked to complete a volunteer screening process through our district to participate in supervisory roles on field trips.

Staff field trips must be approved by the principal before scheduled. They should be paid for within the PTO budget and SHOULD NOT require additional funds from students without permission from the principal. The following steps will be followed in most cases:

1. Call your destination to check for available dates, cost, how many chaperones are necessary, etc.
2. Request approval from the principal.
3. Request bus transportation through the Administrative Assistant, this must be done 10 days prior to the trip.
4. Inform the building of the trip (nurse, kitchen, encore, resources, etc.).
5. Send home permission slips.
6. Parents/guardians are welcome to attend, but must be a District YouthFriend to supervise a small group (i.e. zoo, pumpkin patch, etc.) Siblings and other guest are not able to attend field trips with our school groups.
7. Pick up medicine and a first aid kit from the nurse before leaving.
8. List of emergency contacts and telephone numbers should be taken on the trip:
  - Principal, Jonalee Searcey: 816-321-6943 or 816-905-4126
  - Administrative Assistant: 816-321-5030
  - District Switchboard: 816-321-5000
  - Transportation: 816-321-5555 or 816-321-5007

## **Transfer Procedures**

If it becomes necessary for your student to transfer schools, please notify the school office as soon as possible so that transfer papers can be completed. If you are moving to a school within the North Kansas City Schools, your student's records will be sent electronically to the receiving school. If you are moving to a school outside of NKC, a copy of the records will be sent to the receiving school upon its request.

## **Academics at Briarcliff**

### **Reading Support**

Students experiencing difficulty learning to read may be supported by a reading support teacher. Classroom teacher recommendations, in accordance with and in addition to state and district guidelines, are used to determine which students could benefit from this additional program.

### **SAGE (Students in Academically Gifted Education)**

The mission of the SAGE Program is to provide gifted students with the opportunity to become independent learners and decision makers who recognize their potential and responsibilities in a changing global society. At North Kansas City Schools, 3-5% of students are identified as being academically gifted. These students attend class one full day each week at the Northland Innovation Center (NIC). More information is available on the NKC Schools website regarding the program.

### **Special Education**

Special education programs are designed to help and support students experiencing skill deficits in learning, language, and/or speech. Students must qualify for these programs based on state and district guidelines. Parents/guardians are an integral part of the special education process from evaluation to placement, and the development of an Individualized Education Plan (IEP). Each IEP is updated annually but may be modified as needed.

### **Report Cards**

Report cards are available via the Parent Portal, quarterly (October, January, March and May). In addition to report cards, conferences, telephone calls, and/or letters are used to keep parents/guardians informed of their student's progress. Parents/guardians are a valuable part of the educational team and are encouraged to contact teachers when there are questions or concerns regarding their student's progress.

### **Parent-Teacher Conferences**

We value the relationship between parents/guardians and the school. We want to do everything we can to work together with parents/guardians to help children be successful. Teachers will be happy to meet with parents/guardians during our scheduled conference days in the fall, or as necessary during the school year. We will also be happy to communicate by phone or email. We do ask that certain practices to be followed so that information can be accurately shared.

- School staff members are instructed that email is not confidential. We ask parents/guardians to share confidential information about students only when the staff can be certain that the information will remain confidential. Please discuss any concerns with your student's teacher.
- Teachers have many students and many parents/guardians with whom they want and need to communicate with. Their first priority is to meet the instructional needs of their students. Therefore, conferences need to be scheduled when it is convenient for the teacher and does not interfere with instruction. Teachers will schedule conferences before/after school or during their planning time. Please consider being as flexible as possible so that the teacher can accommodate everyone's needs.



- Conferences will be held when teachers can ensure that students' privacy rights will be respected. Please do not engage the teacher in a private conference when the teacher is supervising or instructing students.
- Many children have multiple parents/guardians. In order to respect the time of all parties, we ask that separated or divorced parents agree to one time that is suitable to the teacher's schedule and to both parents' schedules. We cannot conduct separate conferences for separated or divorced parents.

## **Student Success**


A positive and encouraging school community leads to the most conducive environment for learning. At Briarcliff we recognize that academic success and positive discipline are interdependent. Effective discipline is a result of school-wide expectations that are explicitly taught and practiced.

We regularly model positive behaviors and seek ways to reward positive behavior among our students. Our high standards for academic success and exemplary behavior are a result of continued cooperation and communication between parents/guardians, teachers, and students. Briarcliff also uses BEAR Bucks and DOJO points to recognize students who are demonstrating the BEAR Expectations. In addition, every grade level follows a classroom matrix specific and appropriate to their grade level and class, to reinforce positive behavior among the students.



# Building Matrix



 <b>Briarcliff Elementary</b> <b>BEAR Matrix</b>								
	The Classroom	Bear/Cub Hub	Honeycomb	Playground	Restroom	Hallway	Small Group Rooms	Dismissal
Be a Learner	Stay quiet and listen to the speaker. If you are confused, raise your hand. Share ideas with everyone.	Use the space appropriately. Have your materials with you as you leave your classroom. Stay focused on your task.	Bring what you need for lunch with you to the Honeycomb. Gather all items before sitting.	Line up quickly and silently. Use the equipment the way it's suppose to be used.	Follow the restroom procedures: 1. Go straight to use the restroom. 2. Wash your hands. 3. Throw away your paper towel.	Listen to directions before leaving the classroom.	Use eye contact with the speaker of the group. Include yourself in the conversation.	Listen for directions on how to dismiss. Listen for your bus name or the bell.
Exercise Safety	Use necessary supplies correctly. Have a safe body. Walk, when moving around the room.	Remain in the Cub/Bear Hub while working. Sit respectfully on the furniture. Have a safe body by keeping your hands and feet to yourself. Have permission before using the TVs.	Carry your lunch safely. Respect the environment and leave space for others. Once seated, remain seated. Walk to the line when called.	Have a safe body. Freeze and listen to direction when the whistle blows. Remain within the boundaries and ask permission before retrieving balls from outside the fence.	Wash your hands with soap and water for 20 seconds to clean all the germs. Report any spills, leaks, or overflowing toilets/trash cans.	Walk in a straight line. Keep your hands and feet to yourself. Stay on the right path. Give personal space to the people in front of you in line.	Keep your hands and supplies to yourself. Remain seated while working.	Walk straight to your dismissal location. Keep your hands to yourself. Wait for directions before exiting the building.
Act Responsibly	Put the supplies away correctly. Be prepared with the right materials. Take responsibility for the actions you make. Be honest.	Have integrity while working on your task. Show your leadership skills while working where others can see you.	Be responsible while getting utensils. Keep your voice at an appropriate level. Clean up your space when done. Ask for help when needed.	Follow the game rules while playing with others. Put the equipment away when recess is over. Stand at level zero while waiting in line.	All trash goes into the trash can. Be a leader by picking up trash if you see it. Go to the restroom to use the restroom. Flush the toilet once after using the restroom.	Do the right thing even when nobody's watching (integrity). Walk to the assigned location. Take care of the tools and supplies in the hall.	If you use a whiteboard or TV, stay on topic. Remain on task while working.	Walk directly to your dismissal spot without stopping. Keep your belongings to yourself. Take care of your belongings.
Respect Yourself and Others	Be respectful of the supplies. Be nice by using kind words. Respect other students' space. Treat others the way you want to be treated.	Work around others that are already working in the space. Use the designated voice level for the task. Remain focused so you don't distract other classes around you.	Listen to the lunch monitor. Turn your voice off while listening to directions to line up.	Use kind words. All voice levels are appropriate while playing. Play cooperatively while not excluding others.	Respect others privacy by not looking in stalls. Use appropriate language and voice levels. If there is a line, wait your turn.	Remain silent by walking at a level 0. Have a quiet body by picking up your feet and keeping your hands off the walls. Don't disrupt the other classes by distracting other learners.	Wait for the speaker to be done, then talk. Put supplies back where you found them. Clean the space after each use. Use an indoor voice while using nice encouraging words to others.	Be respectful of the hallway space while walking to your dismissal location. Use school appropriate language. Remain quiet and listen to the teacher.



## **Harassment and Bullying**

### **Bully Prevention:**

- Board-adopted definition: “Bullying” means intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting of such acts.
- Squelch “exclusive” social groups and ‘clubs’ which often target specific students that they intend to reject or isolate.
- It is our goal to address/eliminate behaviors before they become patterns/are repeated and to empower students to avoid becoming victims.
- Staff members must record and report bullying or potentially bullying behaviors immediately (never exceeding 2 days from the point of concern) to administration. A formal report will be completed by the administration for all incidents meeting specified criteria.
- Administrators may use the following “Response to bullying” steps when a pattern of bullying has been identified and classroom interventions have not been successful in changing behaviors.

North Kansas City Schools maintain a strict policy prohibiting any type of racial/ethnic harassment.

Harassment includes verbal abuse, physical threats, and/or visual displays. A staff member who feels he/she has observed racial/ethnic harassment should report such incidents to the principal. Any incident reported to the teacher by a student must be taken seriously as well. ALL staff members are expected to enforce this Board Policy. All complaints, founded or unfounded, must ultimately be reported to the Assistant Superintendent of Student Services.

North Kansas City Schools does not condone and will not tolerate the sexual harassment of students. Sexual harassment is defined as the creation of a sexual hostile or offensive school or classroom environment occasioned by or due to unwelcomed sexual advances, or verbal or physical conduct of a sexual nature. This may include unwelcomed sexual touching, offensive jokes, insults, innuendoes, gestures, or disparaging remarks. A staff member who feels he/she has observed sexual harassment should report such incidents to the principal and ultimately to the Assistant Superintendent of Student Services. Any incident reported to the teacher by a student must be taken seriously and investigated.

Bullying is a pattern of negative behavior that is repeated over time, intentionally, and power-seeking. It includes verbal bullying, physical bullying, severe hitting, threats of serious violence and harassment. It is our goal to address and eliminate these behaviors before they become patterns and to empower students to avoid becoming victims.

Below is a Bullying Prevention Rubric. These steps identify parameters that administrators may elect to use when a pattern of bullying has been identified and classroom interventions have not been successful in changing behaviors.

Behavior	First Notice	Second Notice	Third Notice	
Verbal Bullying	<ul style="list-style-type: none"> <li>Verbal Warning with clear explanation of expected behavior</li> <li>Think Sheet, to be completed in the classroom</li> <li>Administrator contacts student's parents</li> </ul>	<ul style="list-style-type: none"> <li>Office referral</li> <li>Think Sheet to be completed in the office</li> <li>Student call parents</li> </ul>	<ul style="list-style-type: none"> <li>Office referral</li> <li>Think Sheet to be completed in the office</li> <li>Student calls parents</li> <li>Loss of privilege</li> </ul>	After three incidents the student, parents, principal, and teacher will collaborate to develop an individual plan.
Exclusion	<ul style="list-style-type: none"> <li>Verbal Warning with clear explanation of expected behavior</li> <li>Think Sheet, to be completed in the classroom</li> <li>Administrator contacts student's parents</li> </ul>	<ul style="list-style-type: none"> <li>Office referral</li> <li>Think Sheet to be completed in the office</li> <li>Student call parents</li> </ul>	<ul style="list-style-type: none"> <li>Office referral</li> <li>Think Sheet to be completed in the office</li> <li>Student calls parents</li> <li>Loss of privilege</li> </ul>	After three incidents the student, parents, principal, and teacher will collaborate to develop an individual plan.
Physical Bullying	<ul style="list-style-type: none"> <li>Office referral</li> <li>Think Sheet, to be completed in the classroom</li> <li>Student calls parents</li> <li>Loss of privilege</li> </ul>	<ul style="list-style-type: none"> <li>Office referral</li> <li>Think Sheet, to be completed in the office</li> <li>In-school suspension</li> <li>Student calls parents</li> </ul>	<ul style="list-style-type: none"> <li>After 2 incidents out-of-school suspension</li> <li>Re-entry meeting with student, parents, principal and teacher</li> <li>Student, parents, principal, and teacher will collaborate to develop an individual plan</li> </ul>	After three incidents, long-term suspension with a re-entry meeting. Student's individual plan will be adjusted.
Severe hitting, threats of serious violence, or severe harassment	<ul style="list-style-type: none"> <li>Short-term out-of-school suspension (up to 3 days)</li> <li>Re-entry meeting with student, parents, principal, and teacher</li> <li>Referral to law enforcement</li> </ul>	<ul style="list-style-type: none"> <li>Short-term out-of-school suspension (up to 5 days)</li> <li>Re-entry meeting with student, parents, principal, and teacher</li> <li>Develop individual behavior plan</li> <li>Referral to law enforcement</li> </ul>	<ul style="list-style-type: none"> <li>Out-of-school suspension with superintendent's hearing</li> <li>Re-entry meeting with student, parents, principal, and teacher</li> <li>Adjust individual behavior plan</li> <li>Referral to law enforcement</li> </ul>	The school psychologist will perform a functional behavior assessment after the second incident.

## Programs and Support for Briarcliff Students

### Adventure Club – Before and After School Child Care

This is a district-sponsored program available in all elementary schools. Adventure Club is held on-site, in the cafeteria, for students enrolled at Briarcliff. The structured program of activities is led by trained personnel and is available beginning at 6:45am until school begins and then resumes at the close of the school day until 6:00pm. There is a charge for this program and parents/guardians must go through the School Age Child Care office to enroll their student(s). For further information, please contact our site manager Tiara Wiltsey at 816-321-6453.

### Counseling

School counseling lessons are presented to students biweekly. The counselor follows the curriculum designed by the district and state that encourages the development of life skills using a three-part model that includes lessons that teach character development, problem solving, social skills, and other similar topics. The counseling program provides responsive services meaning individual and small group support of children and parents/guardians who would like help with specific problems or situations. Individual planning is another element of the model which includes such things as working on special plans for children who need support in their classrooms. Finally, system support covers the time that the counselor spends coordinating Youth Friends, working on our service projects, helping teachers address specific issues that might keep a child from



succeeding at school, or coordinating support with community agencies and resources. If you have questions about the counselor's role at Briarcliff, please feel free to get in touch!

### **E.L.L. (English Language Learners)**

English Language Learners is a program which teaches English to students coming from other countries with little or no knowledge of English. ELL students are placed in the general school program and receive support services from teachers specially trained to assist students, based on their level of English proficiency, as they transition to the English-speaking environment of school.

### **Encore Classes**

At Briarcliff, all students will participate in various classes outside the homeroom classroom. These will include art, music, physical education, health, library, and instrumental music (fifth grade only). All students will participate in all encore classes. Parents/guardians may request that their student be excused from physical education for a limited number of days. Doctor's excuses will be required for students who need to be excused for more than three days. In addition, all students should either wear or bring gym shoes when participating in Physical Education.

### **YouthFriends**

YouthFriends connects students with caring adult volunteers to promote success, encourage healthy behaviors, and build strong communities. YouthFriends volunteers are placed in North Kansas City Schools after they are screened and trained. At Briarcliff, YouthFriends can serve as tutors, lunch buddies, classroom readers, and other roles. If interested in volunteering, please contact the administrative assistant at 816-321-5030 in the office.

### **Parent Teacher Organization (PTO)**

The PTO plays an important role at Briarcliff by inviting parents/guardians to find ways to support and encourage programs and activities at school. The PTO is very active and has worked hard to provide several activities supported by their budget. Yearly "wish lists" have been utilized to purchase such items as playground equipment, technology for students, all school field day t-shirts, Apple TVs for classrooms, and field trip experiences. We encourage all families to become members alongside the teachers and staff to support the needs of the students at Briarcliff. All teachers/staff are encouraged to join the association and are expected to attend major PTO events (Carnival, BTS Picnic, movie nights, etc.). Active faculty support of the PTO encourages active PTO support of the faculty and vice versa.

## Staff Policy and Procedures

### **Building Security**

**Visibility:** All Briarcliff staff is committed to the safety and security of our BR community. Be visible at arrival, recess, hallways, transitions, dismissal, drills, etc.

**Safety Vest:** Traffic Control for buses, car rider line, and recess you must wear traffic vests. Wearing vests is not just for traffic safety. It tells students, parents, and others who are in charge and gives more authority when staff give direction. Vests identify staff members, so students and/or parents/guardians know who to contact if something occurs. It will help those not familiar with your traffic operation. Those who stand on the sidewalk to work in car rider or bus rider areas must always wear a vest too.

**Radio:** Radios will be assigned to specific staff and spaces. These individuals have been identified in advance to have a radio: Principal, Counselor, SCRS, SpEd, ELL, Office, Facility Manager, Recess, Lunch, LMC. In addition, radios are assigned a specific common location for each “flex space” including: The Hive, The Bear Hub, The Cub Hub, The Honeycomb (see map) to allow access in “emergency type” situations. Radios should be on and easily accessible to receive communication. The radio moves with you as an immediate communication tool. Communication across radios needs to be student friendly.

**Building Doors:** Doors should NEVER be propped open.

### **District E-mail and Social Media**

Staff should use caution when using Facebook, Instagram, X, and other social networking sites/apps. Student accomplishments should be posted to building social media sites.

Users of Email and other network/on-line services should be aware of the common expectations of etiquette that users expect from one another. Staff should not contribute to or promote negative communications and take caution with topics that pose potential for a negative reaction from parents, patrons, and staff.

Inform/seek advice from administration if you become aware of or foresee needing support with such situations.

### **Schedules**

Teachers are expected to be in the building no later than 8:55am and remain until 4:25pm or until all students have been safely dismissed. All teachers should be at their classroom door by 9:00am to greet students.

Teachers should also be at their door to help supervise the hall during dismissal. If it is necessary to arrive late or leave early for any reason, please visit with the principal. More information regarding professional staff schedules can be found in Board Policy [GCBC](#)

<https://simbli.eboardsolutions.com/Policy/ViewPolicy.aspx?S=110&revid=M08AyyO9AttuVIFyC0XHjg==&ptid=amIgTZiB9plushNjI6WXhfiOQ==&secid=ruE8yj8gaZHBkljNHWmKZw==&PG=6&IRP=0&isPndg=false>

### **Educlimber Handbook**

Educlimber is a discipline referral system used to track minor behavior incidents and office referrals. All disruptive behavior resulting in parent communication should be recorded in the Educator’s Handbook. The link for Educators Handbook is <https://www.educlimber.com/>

### **Parent Contacts**

Teachers are encouraged to have frequent contact with their students' parents/guardians. This can be achieved in many ways and is critical if parents/guardians are to be active participants in their child's education. To keep parents informed, please make regular positive phone calls home and share classroom newsletters and/or blogs. Communication can review what students have been learning and doing, and they also provide an opportunity to preview learning that is going to be happening in the classroom.

Positive contact is as essential as the contact that must be made when a problem occurs. Teachers are encouraged to make "positive contact" with each family at least once each quarter. A positive phone call can result in warm, positive feelings toward the child, the school, and the teacher. Positive comments help to break down defensive barriers and unfriendly feelings towards the school and staff.

Contact involving concerns should be addressed with the parent/guardian before a problem becomes serious. Keeping documentation on parent contacts is always advisable. Please alert the principal of any conference you have had with a parent/guardian or anticipate having about a special problem or concern. This is especially helpful if you think the parent/guardian may approach the principal. Use Educators Handbook to record contact regarding student discipline.

### **Recess Duty**

Each classroom teacher will have recess duty one day each week, along with a recess clerk. Other certified and classified staff may have duty as needed. Staff should work together to teach recess expectations and work with students to reteach, as necessary. Direct supervision is required at all times. During indoor recess, clerks will come to the classrooms, or find an alternate location for indoor recess.

### **Supplies**

School supplies will be kept in the office closet and in the teachers' workroom. In an effort to maintain a current inventory of supplies, please let the administrative assistant know if something is getting low. Additional supplies will be ordered from Central Inventory as needed. Please inform the administrative assistant, in advance, when you might need something.

### **Supervision**

All staff members are responsible for properly supervising all students. All students are to be under assigned adult supervision at all times during school and during any school activities. Except in an emergency, no employee will leave an assigned group unsupervised.

All classroom teachers should be at their classroom doors at 9:00am and REMAIN until 9:15am or until all their students arrive. All other staff should be at their morning duty from 9:00am to 9:15am. Staff should arrange their own duty coverage in case of absence(s) and should be included these duties in sub plans.



## **Cafeteria**

The cafeteria's purpose will be to serve breakfast and lunch. This is also a location used for other programming (adventure club, PTO, etc.). The facility manager will support the cleanliness of the space. Adults assigned to supervision in the cafe are responsible for maintaining and enforcing the BEAR expectations on our building matrix. Supervision consists of one adult in the upper cafe and one in the lower cafe.

### **Cafeteria Procedures:**

Please have students take a restroom/hand-washing break before arriving at the lunchroom. This avoids many requests to use the restroom during lunch.

1. Students may take what they want to eat from the serving cart.
2. Students will get milk, silverware, and a napkin when they go through the line.
3. Review cafe manners routinely prior to lunch time.
4. Sack lunch students who do not want anything else will sit down in the areas designated by the lunch clerks.
5. Students should have their money ready.
6. Students will not be allowed to return to classrooms for lunch money. If they forget their money, they are to get it after the lunch period.

## **Teachers' Workroom/Lunchroom**

A workroom/lunchroom is provided for the teachers' convenience. Each teacher should do his/her part to keep this room clean. This included keeping the refrigerator, microwave, sink, and tables clean. While the custodians vacuum the floor and clean the tables as routine cleaning (just as you do in your home), if you drop or spill something, please clean it up. It is the responsibility of the user to return all dishes and utensils to the cafe.

## **Building Learnership Team (BLT)**

BLT is a team that works collaboratively to make decisions that impact the whole school. The focus of the BLT is on student achievement along with factors that increase achievement. As such, it is chiefly responsible for the development and implementation of the School Improvement Plan and professional development opportunities.

## **School Board Policies and Government Regulations**

<http://policy.msbanet.org/nkansascity/showpolicy.php?file=GBCB-C.NKC> Absences

<http://policy.msbanet.org/nkansascity/showpolicy.php?file=GCBDA-C.NKC>

Confidential Information <http://policy.msbanet.org/nkansascity/showproc.php?file=JO-AP.NKC> The Family Educational Rights and Privacy Act (FERPA) governs what student information can be shared and with whom (<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html> ). A general rule of thumb to follow...staff should only be made aware of specific student information on a "need to know" basis as it pertains to a student's safety and academic progress.

Be CAUTIOUS of situations involving non-staff members that "seem" like staff i.e. substitutes, volunteers, student teachers, PTA helpers. There may be situations where a substitute or student teacher does "need-to-know" specific information about a child in his/her care. Conference rooms, copy machines, and staff dining

are in the office complex and other accessible spaces. Be cautious of students, parents, and patrons that may hear conversations. NKCS D students (including secondary level i.e. A+, service hours) should not be party to conversations, situations intended for staff and/or adults. E-Mail  
<http://policy.msbanet.org/nkansascity/showpolicy.php?file=EHB-C.NKC>

#### Child Abuse And Neglect

Missouri State Law requires that persons who have a responsibility for the care of children and who suspect a case of child abuse or neglect must report it to the Missouri Division of Family Services. Therefore, all school personnel who suspect abuse or neglect of a school child under the age of 18 years must report it immediately. The toll-free number is 1-800-392-3738. For any questions or concerns, see the counselor, nurse, or principal. There is also an online reporting link available at <https://dss.mo.gov/cd/can.htm> .

#### Federal/State Legislation

Teachers should be aware of legislation impacting students and staff. Generally speaking, the Assistant Superintendent of Student Services serves as the compliance officer when an issue impacts students, and the Associate Superintendent for Administrative Services serves as the compliance officer when an issue impacts staff.

#### Legislation Purpose

Family Education Rights and Privacy Act (FERPA) Protects the privacy of students education records  
Health Insurance Portability and Accountability Act (HIPAA) Protects privacy of medical records and personal information

Safe Schools Act - Addresses safety, security and student discipline

Title VII - Prohibits discrimination on the basis of race, color, religion, sex, and national origin  
Title IX

# Section B – Elementary

## District Information / 2024-2025



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#### 24-hour information

Additional information including all Board of Education Policies, staff e-mail, and telephone directories, and parent links are available on the North Kansas City Schools

Website: [www.nkcschools.org](http://www.nkcschools.org)







## **DISTRICT PROFILE**

Known for innovation and excellence, North Kansas City Schools serves over 21,500 students in suburban Clay County, Missouri. Established in 1913, the school district is rich in tradition with a heritage of active engagement with the 13 communities it serves. The district has 36 schools in Kansas City's "Northland" stretching from Briarcliff to the Staley neighborhoods.

As a state and nationally accredited district, recognized as a Champion for All Students, North Kansas City Schools prepares students to be successful in a rapidly changing, diverse world. Students are engaged through challenging, thought-provoking educational experiences to master skills and knowledge to maximize their unique potential.

All four high schools are designated "A+ Schools," allowing students who meet academic, attendance and citizenship criteria to receive two years of college tuition reimbursement from the State of Missouri. Each high school offers Distinguished Achievement Programs, which include the AP Capstone Diploma, Early College Academies (including MCC - Maple Woods Community College, Early College Academy, MCC – Advanced Technical Skills Institute Early College Academy, and the University of Missouri-Kansas City Early College Academy), and AP courses. Students also can elect to participate in highly specialized studies through International Baccalaureate or the International Baccalaureate Career Certificate program, Project Lead the Way, Northland Career Center, Northland Center for Advanced Professional Studies, as well as an Automotive Technology Program. In addition, all high school students in the district benefit from the College & Career Pathways program that takes each individual and moves them from learning about work to learning for work.

From birth, children in North Kansas City Schools can begin their path as learners through Parents As Teachers and district sponsored preschool programs. Students benefit from full-day kindergarten, gifted education, fifth grade strings, middle school extended-day programs, a summer enrichment program, and elementary before-and-after-school childcare.

Although North Kansas City Schools is the second-largest public education system in Missouri, it is known for its neighborhood schools and sense of community. Teachers, support staff and educational leaders partner with parents and communities to ensure success for learners of all ages and abilities.

Active advisory committees and a thriving Education Foundation engage the greater community to inspire future successes. Through these ongoing partnerships, North Kansas City Schools ensures every student will have a solid academic foundation and will explore lifelong learning opportunities that lead to success beyond their formal education.

### ***Board of Education – (816) 321-4361***

Jan Kauk	President	<a href="mailto:jan.kauk@nkcschools.org">jan.kauk@nkcschools.org</a>
Jane Rinehart	Vice President	<a href="mailto:jane.rinehart@nkcschools.org">jane.rinehart@nkcschools.org</a>
Karee Gleason-Miller	Treasurer	<a href="mailto:karee.gleasonmiller2@nkcschools.org">karee.gleasonmiller2@nkcschools.org</a>
Susan Hines	Member	<a href="mailto:susan.hines2@nkcschools.org">susan.hines2@nkcschools.org</a>
Joe Jacobs	Member	<a href="mailto:Joe.jacobs@nkcschools.org">Joe.jacobs@nkcschools.org</a>
Laura Wagner	Member	<a href="mailto:laura.wagner@nkcschools.org">laura.wagner@nkcschools.org</a>
Dr. Terry Ward	Member	<a href="mailto:terry.ward@nkcschools.org">terry.ward@nkcschools.org</a>
Dr. Rochel Daniels	Superintendent	<a href="mailto:superintendent@nkcschools.org">superintendent@nkcschools.org</a>
Peggy Cole	Secretary/Clerk	<a href="mailto:peggy.cole@nkcschools.org">peggy.cole@nkcschools.org</a>

Most current Board information can be found on the district’s website at:

<https://www.nkcschools.org/district/board-of-education/members>

### ***Additional Contacts***

District Telephone	(816) 321-5000
District Fax	(816) 321-5001
District Website/Resources	<a href="http://www.nkcschools.org">www.nkcschools.org</a>
School Violence Hotline Number	(816) 472-4665 (4SCHOOL)

### ***Equal Opportunity Statement***

The North Kansas City School District No. 74, as an Equal Opportunity Employer, complies with applicable federal and state laws prohibiting discrimination. It is the policy of the North Kansas City School District not to discriminate in any term or condition of employment or of participation in any program or activity on the basis of race, color, national origin, age, sex or disability or other status protected by law. Any person having inquiries concerning compliance with the regulations implementing Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990 (ADA), or Title IX of the Education Amendments of 1972, may contact Dr. Eric Johnson, Assistant Superintendent of Compliance and Support, at 2000 NE 46<sup>th</sup> Street, Kansas City, Missouri 64116 (816-321-5000).

### ***Nondiscrimination Statement***

North Kansas City Schools, an Equal Opportunity Employer, does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following people have been designated to handle inquiries regarding nondiscrimination policies:

Dr. Janelle Porter  
Assistant Superintendent of Student Services

Dr. Eric Johnson  
Assistant Superintendent of Human Resources

2000 NE 46<sup>th</sup> Street, Kansas City, MO 64116

Information presented in this handbook is updated regularly. For the most updated information, please visit your school’s website or contact your school’s office.



## Student and Parent Rights

### *Diversity Statement*

North Kansas City Schools fosters respect and understanding among all cultures and individuals who learn and work in our school community. We are committed to drawing strength from our differences and building on our similarities to:

- Create a positive environment.
- Empower all people to reach their full potential.
- Remove barriers of bigotry and prejudice that infringe upon individual freedom, respect, and progress.
- Attract talent that reflects our community.

### *Anti-Harassment/Discrimination/Retaliation Policy*

North Kansas City Schools is committed to providing a school environment that is free from all forms of harassment. In keeping with this commitment, the district maintains a strict policy prohibiting any type of harassment, discrimination or retaliation based on a protected classification by any student, staff member, agent of the district, or vendor. Harassment can include, but not limited to, verbal abuse, physical threats, and visual displays. Violation of this policy will result in disciplinary action. A parent conference with the school principal is mandatory in any substantiated incident. Any individual who reports prohibited harassment, discrimination or retaliation will not be retaliated against. Complaints will be handled as quickly as possible. Forms for reporting incidents are available at the school or at the district office.

The Reporting Form may be found by following the link: Policy AC

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=AC&Sch=110&S=110&C=&RevNo=1.41&T=A&Z=P&St=ADOPTED&PG=6&SN=true>

### *Sexual Harassment Policy*

North Kansas City Schools strives to create an optimal learning environment for its students. The district does not condone and will not tolerate the sexual harassment of students or staff, or a school or classroom environment which promotes or encourages sexual harassment. Sexual harassment is defined as the creation of a sexually hostile or offensive school or classroom environment occasioned by or due to the sexual advances or verbal or physical conduct of a sexual nature. This may include sexual touching, offensive jokes, insults, innuendos, gestures or disparaging remarks whether written or verbal. A student who feels that he or she has experienced or observed sexual harassment should report such incidences to a classroom teacher, student counselor, school principal or district compliance officer. The student is assured that the matter will be investigated, and appropriate action taken.

The Harassment Form may be found by following the link: Policy AC

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=AC&Sch=110&S=110&C=&RevNo=1.41&T=A&Z=P&St=ADOPTED&PG=6&SN=true>

### *Public Concerns and Complaints*

Parents need to discuss concerns with the teacher and/or principal first. If parents feel that these efforts have not resolved the issue, the District has a formal process for a parent to request a review of services.

The Review of Services Form may be found by following the link:

<https://simbli.eboardsolutions.com/ePolicy/Policy.aspx?S=110&Sch=110&PC=KL&Z=P&revNo=1.11&srch=complaint&ktype=Any&encu=xa9jwu0EeqNJP1lMR8zErI2Eu9hM2yurtmPs7R4uWoGx8Ahi06plusLzAy8g1tPrKI2cq0QcCe9BGslshNaALXXJplusjW9RTEwCaPwzE4gyFfT7PTxUqsslsH2cN82pluskKslshOQBJosLqFo4slhgl4vRofnx68OZZP7J3cvPLye0WeewUWBUBwMWCLwQG5Va7YA62t3slshDslshgeFh>

### ***In-District Transfer Procedures***

Students are expected to attend the school that serves the area of their residence. An exception may be granted, on a space-available basis, for reasons which meet the Board of Education policy. Parents need to complete a Transfer Request form annually. The form is electronic and can be found on the district website by [clicking here](#) and is reviewed by the Executive Director of Student Services. As a general rule, parents must provide transportation for their children that attend a school approved by a transfer request.

### ***Transfer Procedures***

If it becomes necessary for your child to transfer, please notify the school office as soon as possible. If you are moving within the North Kansas City School District, your child's records will be sent to the receiving school automatically. If you are moving outside the District, a copy of the records will be sent to the receiving school upon its request.

### ***Parents' Rights to Records***

Parents or legal guardians of students in the North Kansas City Schools may, upon written request, examine their child's permanent record. Arrangements should be made with the principal.

### ***Family Educational Rights and Privacy Act (FERPA)***

The Family Educational Rights and Privacy Act (FERPA) is a Federal law designed to protect the privacy of a student's education records. The law applies to all schools, which receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student, or former student, who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called eligible students.

- Parents or eligible students have the right to inspect and review all of the student's education records maintained by the school. Schools are not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for parents or eligible students to inspect the records. Schools may charge a fee for copies.
- Parents and eligible students have the right to request that a school correct records believed to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record commenting on the contested information in the record.
- Generally, schools must have written permission from the parent or eligible student before releasing any information from a student's record. However, the law allows schools to disclose records, without consent, to the following parties:
  - School employees who have a need to know;
  - Other schools to which a student is transferring;
  - Certain government officials in order to carry out lawful functions;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for the school;
  - Accrediting organizations;
  - Individuals who have obtained court orders or subpoenas;
  - Persons who need to know in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may also disclose, without consent, "directory" type information such as a student's name, date of birth, parents' names, grade level, honors and awards and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a

reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook or newspaper article) is left to the discretion of each school.

The FERPA Form may be found by following the link: [FERPA Release Form](#)

### ***Visitor Policy***

All visitors are required to report to the Main Office upon arrival at school and check-in using our Raptor school check-in system. This will require the visitor to provide a state issued identification, driver's license or other acceptable official identification with a picture. Parents are invited to visit the school regularly and to be involved in all school activities. In order to ensure student safety and to preserve the integrity of the instructional day, visitors should not proceed beyond the office during school hours without authorization and without being checked in through the Raptor System. Student visitors from other locations will not be allowed to visit during instructional time or at functions after school. If, in the judgment of school administration, the visit is inappropriate, the visitor(s) will be asked to leave. We expect all visitors to act in a courteous and respectful manner.

### ***Smoking and Vaping Policy***

Smoking and vaping are not permitted on school district property or at any school-sponsored event.

## **Voter Information**

The Clay County Election Board phone number is 415-8683 (415-VOTE).

### ***Change of Address/Name***

Fill out the Voter Registration Application Card to make name or address changes. If your address has changed and you do not update your information with the election board prior to the election, you may still vote by going to your new polling place on Election Day. Missouri voter registration cards are available in the school office.

### ***Absentee Voting Procedures***

In Person – Absentee voting by the voter in person may be done approximately five weeks prior to the election. The Election Board is located at 100 West Mississippi in Liberty and the Clay County Annex is located at 1909 NE 48<sup>th</sup> Street in Kansas City. Call the Election Board for hours at 415-8683.

By Mail – Absentee voting may be done by requesting an application. Include the following information: voter's legal name, voter's home address, address where ballot is to be mailed (if different from home address), reason for voting absent (illness, out of town, etc.) and signature of person requesting ballot.

**The completed ballot must be notarized before it is returned to the Election Board.** The ballot may be returned in person or by mail.

Requests for Absentee Ballots may be made for each election, but no later than 5:00 PM the Wednesday preceding the election.



# Inclement Weather and School Cancellations

## *School Cancellation Policy*

Our school closing policy has one aim — to ensure the safety of your child. School may start two hours late; students may be released early; or classes may be canceled entirely due to inclement weather. Please be familiar with the following information sources in the event of school cancellations, early release or late start.

## *Communication Channels:*

North Kansas City Schools provides several ways for you to get the latest information on district school closings, including early release or a two-hour delayed start on days when weather looks hazardous:

1. **District Website:** [www.nkcschools.org](http://www.nkcschools.org) provides the first notification of school closings and other cancellations within minutes of a decision.
2. **School Messenger:** Phone, email and optional text messages are sent to school families when classes are canceled, delayed or students are released early. To opt-in, text “YES” to 67587.
3. **Social Media:** We will post information at [facebook.com/NKCSchools](https://facebook.com/NKCSchools) and [twitter.com/NKCSchools](https://twitter.com/NKCSchools).
4. **Radio & TV:** Local stations share announcements on-air and on their websites.

## *Two-Hour Delayed Start Option:*

NKC Schools has another option for inclement weather days to reduce the need for makeup days. The two-hour delayed start will be used for days when daylight and additional time to treat roads mean safe passage is possible for students.

Essentially, the school day will begin two hours later. On a two-hour delayed start day, all buses will pick up students two hours later than the regular pickup times, but the drop-off times will NOT change. All schools will end their day at the regular end time with one exception. On Thursdays, high schools, middle schools and elementary schools observe an early release schedule. If the district activates the two-hour delayed start, the early release would be canceled.

Alternate stops for buses will be in effect on two-hour delayed start days. Transportation Services communicates directly with all families affected by alternate stops.

## *Early Release or Cancellation:*

- There will be **no evening activities** including Community Education classes. **Exceptions will be posted** on the district website at: [www.nkcschools.org](http://www.nkcschools.org)
- **District Athletes** should refer to the Inclement Weather Guidelines for Athletics, posted on the district website at: [www.nkcschools.org/winter-weather](http://www.nkcschools.org/winter-weather)
- **Adventure Club** will operate on snow days, but at their **combined snow day sites**. Hours of operation will be 7:15 a.m. to 6 p.m.

## *Two-Hour Delayed Start:*

- When the district follows a two-hour delayed start, **Adventure Club** will be open at ALL SITES from 7:15 a.m. to 6 p.m.

## *If school is OPEN on a wintry day:*

- Dress your child to protect against wind and cold.
- Buses may be a few minutes late. Please wait as we try to run every route.
- **Alternate bus stops** may be in effect due to road conditions. Bus riders on alternate routes are notified directly by Transportation Services via School Messenger. To see the current list of alternate bus stops, visit the district website at: [www.nkcschools.org](http://www.nkcschools.org)

**We respect your decision to keep your child home** when the weather is questionable.

### *Recess during Extreme Temperatures*

Students should come prepared to go outside for recess. However, as a general guideline, if the temperature/wind chill is 25 degrees (or less), students may have a shortened outdoor recess period or recess will be held indoors. When the heat index is 95 degrees or greater, students may have a shortened outdoor recess period or recess will be held indoors.

## **School Age Child Care**

### *Adventure Club*

Adventure Club is a before and after-school childcare program offered through the Community Education department. Childcare is available from 6:45 a.m. to 6:00 p.m., Monday through Friday. Full and half-day care is provided on some teacher in-service days. Fall enrollment is in the spring, but children are accepted for the current school year on a space available basis. On Inclement Weather days when school is closed Adventure Club will operate at the combined Snow Day sites and will be open from 7:15am to 6:00 pm. For further information, including fees, please call the School Age Child Care office at 321-5017.

## **Student Accident Insurance**

### *Accident Insurance*

The school district has purchased a group accident insurance program covering all students, grades K-12. Students are covered by the accident policy while they are participating in school schedules; school supervised and school funded activities, during the regular school term. Students also are covered while they are traveling as a sponsored group in a school assigned car, bus or van operated by a licensed driver over the age of 21 to and from the school and to a covered event site. Individual travel is not covered by the policy. If students have other insurance coverage, a claim must be filed with that insurance source first. The district policy is designed to consider payment of eligible expenses not covered by other insurance sources. Questions regarding this policy should be addressed to L.E. Smith & Associates, Inc., PO Box 411216, St. Louis, MO 63141, or toll free 1-800-325-1350.

## Enrollment Requirements

### *Requirements for Admission to School*

Students must reside in the district, meet the age requirement, and have proper immunizations to enroll in school. Students entering kindergarten must be five by August 1, and first graders must be six by August 1 of the year they are entering the respective grade. A birth certificate from the state where the child was born is requested for proof of age.

The state requires the following immunizations:

Immunization	State Requirement
DTaP/DTP/DT/Td	4 doses, with the last one on or after the fourth birthday
Polio	3 doses, with the last one on or after the fourth birthday
Measles, Mumps, Rubella (MMR)	2 doses, one on or after the first birthday, second dose at least four weeks from first dose.
Hepatitis B	3 doses, given at ACIP recommended intervals
Varicella	2 doses, one on or after the first birthday, second dose at least four weeks from first dose, or verification signed by an MD or DO that the child has had the disease

Per state law, students are not permitted to enroll or attend until they are in compliance with immunizations, properly exempted, or current with an “in progress” schedule.

### *Student Health Examinations*

It is recommended that students receive a thorough medical and dental examination before they enter school. Subsequent examinations should be received as often as indicated by the physician and/or dentist.

## District Transportation

### *Free Transportation*

Transportation is provided free for students living more than one mile from their attendance center. In addition, transportation for students residing less than one mile from school is available only in areas that the Board has determined to be unreasonably hazardous.

### *Paid Transportation*

Paid transportation is available on scheduled routes on a “space-available” basis for students residing less than one mile from school. Bus routes cannot be altered for paid riders. Application for paid transportation must be submitted each year. Paid transportation forms are available at the school or on the district website.

### *Routing*

The Transportation Routing Department works diligently to provide the closest and safest bus stop for every student designated as a bus rider, utilizing DESE guidelines.

- State regulations discourage the routing of school buses into dead-end streets and cul-de-sacs.
- Scheduled bus stop times are provided as a guide. Actual stop time may be up to five minutes earlier or later than the scheduled time under normal driving conditions. During inclement weather, the bus may be further delayed.



- Should a student's mode of transportation to and from school change, the parent should inform the school in writing.
- Only students enrolled in North Kansas City Schools, who are bus eligible, may ride the district buses. The district is not licensed by the state to transport adults. Parents may ride on district buses only while acting as chaperones on activity trips.
- For more information about bus schedules and routes, contact your school or Transportation Services at (816) 321-5007.

### *Special Education Routing*

Every student with a Special Education requirement will be routed and transported appropriately, in strict compliance to their IEP or 504. Door to Door, Curb to Curb, and Safest/Closest (Safest Location Assessable by Bus) bus stop locations will be approved by Transportation, as defined by DESE guidelines, prior to routing being completed.

Definitions for Door to Door and Curb to Curb:

- Door-to-door services would indicate that district personnel will be accompanying the child in the mornings from the door of home onto the bus and then to the door of the school. In the afternoons, district personnel would accompany the child from the door of the school onto the bus and then to the door of the home in the afternoon. Door to door should rarely be used except in extreme cases where district personnel are required to assist the student from the school on to the bus and from the bus stop to door of the home-in conjunction with an appointed adult.
- Curb-to-curb indicates that the student will be picked-up and dropped-off at the curb of the students' home or alternate address—if address is not accessible by a bus, alternate transportation will be arranged. The student will be received by school staff at school in the morning and taken to their bus by school staff in the afternoon. An approved adult is required to be present at the door of the bus at pick up and drop off, unless otherwise denoted in their IEP or 504.

### *Assigned Bus Stops*

Each student is assigned a designated bus stop. Students are permitted to ride a different route only after a "Request for Alternate Transportation" form has been submitted and approved, this form can be found at the school or on the district website. When an alternate route request is approved, service on the original route is discontinued. This alternate route would now be the student's permanent route on all school days—the student will not be able to ride the "original route" unless the alternate route is discontinued or altered.

On rare occasions, parents request that their children be permitted to board or disembark the school bus at some place other than their designated stop. The school district policy and Missouri state law for these special situations is as follows:

1. These exceptions will be made only for students who are already authorized transportation. Students who are not authorized riders cannot be transported.
2. Written permission from the student's parent or guardian must be received and approved by the building principal-the student will be given a signed "Transportation Bus Pass" to present to the Driver upon boarding the bus.
3. The stop requested must be a designated stop on an existing route.
4. If the request involves the students' riding another bus, the request will be granted only if there is adequate room for the additional rider.
5. Special requests will be approved only for emergency childcare purposes. Permission will not be granted for transportation to jobs, scouts, parties, etc.

## *Walking Distances*

School bus routes are designed to comply with guidelines established by the Missouri Department of Elementary and Secondary Education. Walking distances to bus stops are based on one block being equal to one-tenth of a mile, or 528 feet. Students walk to central pickup locations.

We observe the following guidelines for walk distance to a bus stop:

- Elementary students (K-5), not more than three blocks.
- Middle School students (6-8), not more than four blocks.
- High School students (9-12), not more than five blocks.

## *Bus Regulations*

The Missouri Department of Elementary and Secondary Education and North Kansas City Schools use the following rules:

1. The Bus Driver shall be in charge of all passengers at all times and shall have authority to assign seats. Students shall not stand in the traveled portion of the roadway while waiting for the bus.
2. Students should conduct themselves in a safe manner while waiting for the bus, away from the traveled portion of the roadway.
3. When it is necessary for students to cross the street, board or disembark the bus, they must cross a minimum of ten feet in front of the bus on the signal of the driver, NEVER behind the bus.
4. Students shall remain seated, facing the front of the bus. No portion of their body should be extended in the aisle or out of the bus window.
5. The following items are not permitted on the bus: tobacco products of any type, alcohol, drugs, any illegal or controlled substance, weapons of any type, including guns, knives or gun or knife look-alikes, any object that may harm another student, explosive devices, fireworks, matches, lighters, animals or insects of any type.
6. Students shall not throw items inside the bus, or out of the bus windows.
7. The aisles and exits shall be clear at all times. Students may not open or close any door except in an emergency.
8. Vandalizing the bus or any of its equipment is prohibited and restitution may be required to repair/replace said vandalism.
9. Students may not eat or drink on the bus.
10. Items too large to be held safely while students remain seated may be stored in a designated area. If that cannot be done safely, the student must make other arrangements for transporting these items. Many large instruments are not transportable on the bus, please see your school's instrument teacher, or click [here](#) for a complete list.
11. Electronic devices are to be used in a courteous, responsible, and appropriate fashion; when listening to any of these devices, the student MUST have earbuds or headphones. If these electronic devices cause any type of disruption or distraction, they may be taken by the bus driver/aide for the duration of their bus ride, but will be returned at the students stop.

## *Bus Behavior*

Transportation is provided free for students living more than one mile from their attendance center. No student is required to ride the school bus in order to attend school. Riding the bus is a privilege, which is earned by obeying safety and behavior rules. Our first concern is safety. We provide supervision during the loading and unloading of buses and while students are on the buses, this is limited to some degree as drivers must be watchful of traffic and road conditions. While driving, a bus driver must rely on the cooperation of students in order to maintain a safe and orderly bus. Thus, we depend on our students to practice responsible self-discipline while riding the buses. Each student is expected to conform to a reasonable standard of conduct that will not jeopardize fellow students, the driver, or the equipment. If a

student chooses to misbehave or disobey bus rules, appropriate consequences will be administered which may include suspension of Transportation Services.

### ***Bus Expectations (The Basics)***

1. Students are expected to be at the bus stop five (5) minutes prior to the scheduled bus stop time.
2. Every Middle and Elementary School student will be assigned a seat on the bus, that seat will be noted on a seating chart. All seating charts are filed electronically for the Administrator's reference. Changing seating arrangements are the driver's prerogative, dependent upon behavior and the best/safest location for a given student. Students are expected to stay in their assigned seat, sitting properly, for the duration of the ride.
3. Every student will be expected to talk in a classroom voice while riding the bus.
4. Every student will be expected to keep their hands and feet to themselves.
5. As every bus is an extension of the classroom, any behavior or action that is not permissible in class or school, also will not be permissible on the bus.
6. Every Elementary School student must have an ID tag and we encourage having a Zpass card (Optout form on Transportation page of District Web site) while riding the bus. If a student has a Zpass card, they are expected to scan their card, getting on and off the bus at their stop location - for their safety and protection.

Note: The Zpass card creates an electronic record of when the student enters and exits the bus. If a student loses either of these two items or changes backpacks—please have them report to the school office for replacements.

### ***Bus Disciplinary Procedures***

Students, parents, bus drivers and administrators must work together to ensure that North Kansas City Schools provides safe, timely and efficient student transportation. As each student is expected to conform to a reasonable standard of conduct, should a student choose to misbehave or to jeopardize the general welfare of those on the bus, the following procedures may be followed.

1. Every effort will be made by the Driver to improve disruptive and/or unsafe behavior prior to writing a bus discipline referral. The driver/aide will exhaust three specific redirected steps, denoted on the Bus Discipline referral form.
2. Upon the next occurrence of disruptive and/or unsafe behavior, the Driver will write a "Bus discipline Referral" for the student(s) involved, to be delivered to Transportation Administrator and the Building Administrator. The Building Administrator will determine what disciplinary action should be taken. Copies of the referral will be sent to the parents for their signature and to Transportation Services;
3. If the unsafe behavior continues, a second referral may be issued. The Building Administrator may request a conference with the student and/or parent to begin the investigation. Should additional referrals be issued, and the Administrator has completed a thorough investigation and processing of prior referrals, the next Administrative action may result in, but not be limited to, suspension of bus riding privileges in the following discretionary sequence:
  - (a) The third referral—ONE-day suspension\*
  - (b) The fourth referral—THREE-day suspension\*
  - (c) The fifth referral—TEN-day suspension\*
  - (d) If after a series of suspensions and the disruptive, inappropriate, or unsafe behavior continues—bus riding privileges may be terminated for the remainder of the school year.  
\*Upon returning from any bus suspension, the administrator may require a conference with the student, parent, and Transportation Administration as a part of the conditions for restoring transportation privileges."



Severe student behavior that endangers the health and safety of other passengers or the Driver will be deemed a “serious offense” and may result in an immediate suspension of bus riding privileges. In this case, the Building Administrator will notify the students’ parents when an immediate suspension is necessary by phone and/or referral response.

Note: If any bus suspension is deemed necessary, it is the responsibility of the parent or guardian to ensure that the student is in attendance at school.

### ***Harassment on the School Bus***

Each child should experience a safe ride to school free from threats or intimidation. Sexual comments, gestures, or actions by students to other students will be considered sexual harassment and a violation of district policy. Racial/ethnic harassment is a violation of district policy. Harassment of any kind will not be tolerated. Confirmed violations will be referred to a Building Administrator for action. Your child should enjoy safety and respect in school and on the bus. You can help by reminding your child about appropriate behavior. If your child is experiencing harassment, please have them report it to the bus driver, school administrator, and/or Transportation.

### ***Bus Cameras***

In an effort to maintain order and discipline, buses are equipped with video and audio surveillance systems. Due to confidentiality, parents will not be allowed to view the video without prior approval from the Superintendent and signed waivers from all students’ parents within view.

### ***Damaged, Lost or Stolen Items***

Reasonable efforts will be made to remind students to secure and gather belongings while on the school bus during the off-loading process, however the District is not responsible for damaged, lost or stolen items brought onto the bus.

### ***Vandalism***

Vandalism on the bus, if severe, may result in monetary restitution payable back to the district. Video and pictorial evidence will be supplied to support the allegation.

### ***Special Services***

Transportation service is available for students with disabilities. For information, call the Department of Special Education at 321-3848.

## Student Safety

### *Safe and Respectful Schools*

We believe that our number one priority, safe and respectful schools, is a prerequisite for learning. Thorough supervision of hallways, lunchroom, and outside grounds before and after school is important in keeping our school safe and respectful. To help ensure a safe environment, all doors will be locked from the outside except for the front foyer.

### *Urgent Communication*

If events at school require urgent communication home to families, please know NKC Schools will always do its best to be as timely as possible. The speed of texting and social media often means news breaks quickly, not allowing the district an opportunity to inform families and staff before local media has it online or on TV. Our first priority is always to ensure students and staff are safe. Once we know the people in our buildings are okay, our next priority is informing families of the situation as we know it, and that all is well.

We often work in partnership with local law enforcement in these types of situations. When law enforcement is involved, the district follows their lead and releases information at their direction. We will always share as much information as we can, as quickly as we can. However, at times this is not always possible. Ideally the first details families receive would come from the school and/or district, but our need to provide accurate information often means Facebook, Twitter, local media and text messages will be sharing the news before district communications has gone out. Thank you for understanding any perceived delay in notifying families as we work through our processes and procedures.

### *Emergency/Crisis Plan*

Each district site has an Emergency/Crisis Plan in place to address specific emergencies. To facilitate preparedness students will participate in various drills throughout the school year.

### *Tornado Safety*

When the National Weather Service issues a **Tornado Warning** that affects NKC Schools, sites included in the warning will take appropriate measures to shelter students, staff and visitors. How and where students are sheltered may vary from site to site due to differences in building configurations. If a Tornado Warning occurs during a release time, students and their bus drivers will remain in the school until the warning has been lifted and an "all clear" has been given by the Superintendent or his designee. Parents, waiting in cars to pick up their children when warning sirens are activated, will be encouraged to seek safe shelter inside the school building.

### *Earthquake Safety*

Information regarding earthquake safety procedures may be found by following the link:  
<http://sema.dps.mo.gov/docs/earthquake/Schools.pdf>



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## **Asbestos Hazard Emergency Response Act**

In 1986, the United States Congress passed the Asbestos Hazard Emergency Response Act (AHERA), which required the U. S. Environmental Protection Agency (EPA) to establish Federal regulations that safeguard our Nation's school children and employees from asbestos exposure in school buildings. The initial inspection of buildings in North Kansas City Schools was completed in 1988 by accredited asbestos inspectors. Based on the results of this inspection, an Asbestos Management Plan was written for each building owned or leased by North Kansas City Schools. A master copy of the Asbestos Management Plan is available at the main Administrative Center, 2000 NE 46<sup>th</sup> Street, Kansas City, Missouri and an individual copy specific to the building is available at each respective building. Mr. Mark Graviett, Assistant Director of Project Management, is the district's designated Asbestos Program Manager. For information or inquiries please email Mark Graviett, [mark.graviett@nkcschools.org](mailto:mark.graviett@nkcschools.org).

AHERA regulations also require these buildings to be re-inspected every three years. The latest reinspection was completed in August 2013. A master copy of these re-inspections is available at the main Administrative Center, 2000 NE 46<sup>th</sup> Street, Kansas City, Missouri and an individual copy specific to the building is available at each respective building.

Please be assured that the district will continue to take whatever steps necessary to ensure a safe environment for its students, staff and visitors.

### ***Who May Pick Up Students from School***

The school will not allow students to leave with someone other than a parent unless directed to do so by a parent. In the event that a biological parent has had his/her rights restricted by a court, such documentation must be on file in the school office. Parents are responsible for keeping the office informed of any changes in addresses, phone number, emergency contact information, or court orders throughout the school year. The school may require the person who is picking up a student to show valid photo identification.

### ***Change in Mode of Transportation***

Should a student's mode of transportation to and from school change, the parent must inform the school in writing.

### ***Drug Free Schools***

The North Kansas City School District is concerned with the health, welfare and safety of its students. Therefore, use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal

drugs, counterfeit substances and imitation controlled substances is prohibited on any district property, in any district-owned vehicle or in any other district-approved vehicle used to transport students to and from school or district activities. This prohibition also applies to any district-sponsored or district-approved activity, event or function, such as a field trip or athletic event, where students are under the supervision of the school district. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited. For further information, please refer to school district policies and regulations by following the link: <https://simbli.eboardsolutions.com/ePolicy/Policy.aspx?S=110&Sch=110&PC=JFCH&Z=P&revNo=1.01&srch=drug&ktype=Exact&encu=xa9jwu0EeqNJP1IMR8zErI2Eu9hM2yurtmPs7R4uWoHCbyslshKIreadvE9AujLplusemFjpMOFK6wyKeQw3K1GsYvoU0kSMLZ9O86XGiYdcMTkWtIQEFoOWlwfE2gjijiSumLSCFSslshdxXlshJY3QrOMrWmKReG5FIBDEWsvlvplusg5ifg=>

### ***Drug Detection Dog***

North Kansas City Schools will work in conjunction with local law enforcement agencies to employ the use of drug detection dog periodically throughout the school year. The purpose of the district's efforts is to create a zone around our schools that is free from the menace of drugs and at the same time respectful of the privacy of our students. The scope of the operation is:

- There will be no prior notice to the students of the visit of the drug detection dog.
- The building will be subject to periodic rechecks throughout the school year at the discretion of the administration and local law enforcement.
- The drug detection dog will be used to sniff classrooms, unattended objects, and unoccupied areas of the building or campus.
- At no time will the dog be intentionally used to physically sniff students. The presence of the dog around students will be minimized as much as possible.
- Only certified narcotic canines will be utilized.

## **Safe Schools Act – Acts of Violence**

### ***What is an Act of School Violence?***

The use of physical force is considered an act of school violence if it occurs on school property, including a school bus in service on behalf of the district, or while involved in school activities. An act of school violence is the exertion of physical force by a student with the intent to do physical injury to another person that creates a substantial risk of death or that causes disfigurement or protracted loss or impairment of the function of any part of the body.

### ***Reporting Acts of Violence***

School district administrators are required to report acts of school violence to teachers and other school employees who have direct responsibility for the child's education or who interact with the student on a professional basis within the scope of their assigned duties.

### ***Reporting to Law Enforcement Officials***

School administrators are required to report to law enforcement officials, as soon as reasonably practical, any felony or other serious criminal act committed on school property, including but not limited to such acts committed on any school bus in service on behalf of the district or while involved in school activities.

### ***Removal of Students***

District administrators may immediately remove students posing a threat to themselves or others. Prior disciplinary action may not be the sole basis for such removal. Removal of a student with a disability is subject to state and federal procedural rights.



### ***Administrator Rights***

The administration retains the right and privilege to issue penalties for acts of discipline not specifically stated herein and to alter any penalties as he/she considers necessary. Furthermore, the administration reserves the right to amend any provision in this handbook, which he/she deems to be in the best interest of the education process.

### ***Weapons in School***

The Board of Education recognizes the importance of preserving a safe educational environment for students, employees and patrons of the district. In order to maintain the safety of the educational community, the district will strictly enforce the necessary disciplinary consequences resulting from the use or possession of weapons on school property, buses or school activities. No student may possess a weapon on school property at any time, except as specifically authorized during a school-sponsored or school-sanctioned activity permitting weapons. School property is defined as: Property utilized, supervised, rented, leased, or controlled by the school district including but not limited to school playgrounds, parking lots and school buses, and any property on which any school activity takes place.

A weapon is defined to mean one or more of the following:

1. A firearm as defined in 18 U.S.C. 921.
2. A blackjack, a concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife (any dagger, dirk, stiletto, or bladed hand instrument that is readily capable of inflicting serious physical injury or death by cutting or stabbing a person. "Knife" does not include any ordinary pocketknife with no blade more than four inches in length), knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun, switchblade knife, as these terms defined in 571.010, RSMo.
3. A dangerous weapon as defined in 18 U.S.C. 930 (g) (2).
4. All knives and any other instrument or device used or designed to be used to threaten or assault, whether for attack or defense.
5. Any object designed to look like or imitate a device as described in 1-4.

### ***Mandatory Discipline for Weapons Violation***

In accordance to current law, any student who brings or possesses a weapon as defined in #1 or #2 above on school property will be suspended from school for at least one (1) calendar year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified on a case-by-case basis upon recommendation by the superintendent to the Board of Education. Students who bring or possess weapons as defined in #3, #4, and #5 and not otherwise included in #1 and #2, will also be subject to suspension and/or expulsion from school and may be referred to the appropriate legal authorities.

### ***Bullying/Cyberbullying***

Bullying/Cyberbullying are prohibited by Board Policy JFCF. Bullying is intimidation, unwanted aggressive behavior, or harassment that is repetitive or substantially likely to be repeated and causes a reasonable student to fear for his or her safety or property, that substantially interferes with the educational performance, opportunities, or benefits of any student without exception, or that substantially disrupts the orderly operation of the school. It is crucial that any act/s of bullying be reported to the building administration immediately.

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=JFCF&Sch=110&S=110&C=&RevNo=1.11&T=A&Z=P&St=ADOPTED&PG=6&SN=true>

### ***Hazing***

For purposes of this policy, hazing is defined as any willful activity, on or off school grounds, that recklessly, intentionally, or knowingly endangers the mental or physical health or safety of a student for

the purposes of initiation or admission into or continued membership in any student organization. Hazing also includes activities that put another in a ridiculous, humiliating, or disconcerting position. Hazing occurs even when all students involved are willing participants.

North Kansas City Schools prohibits any form of hazing, including but not limited to initiation rituals and harassment. In North Kansas City Schools, hazing is unacceptable conduct and can result in disciplinary action. Disciplinary action may include, but is not limited to, a student's suspension or expulsion from school or the termination of an employee's employment with the District. No student, coach, teacher, sponsor, volunteer, nor district employee shall plan, direct, encourage, assist, engage, or participate in any hazing activity. Administrators, coaches, teachers, sponsors, volunteers, and district employees shall not permit, condone, or tolerate any form of hazing. Students who have been subjected to hazing are instructed to promptly report such incidents to a school official.

### ***Hazing Complaint Procedure***

When a student has been or believes that he/she has been subjected to a hazing incident, the student shall promptly report the incident, orally or in writing, to the building principal or his/her designee.

The principal or his/her designee shall conduct a timely and thorough investigation of the alleged hazing incident. The principal or his/her designee shall prepare a written report summarizing the investigation and recommending disposition of the complaint.

If the investigation results in a substantiated finding of hazing, the principal or his/her designee shall impose appropriate disciplinary action, as circumstances warrant, in accordance with other school policies. Additionally, a student found to have engaged in hazing may be subject to disciplinary action by an administrator, coach, teacher, or sponsor of any activity up to and including removal from any or all activities.

### ***Recklessly Endangering Mental Health***

Recklessly endangering the mental health of a student includes those actions that subject a student to extreme mental stress, including, but not limited to, sleep deprivation, physical confinement, forced conduct which could result in extreme embarrassment, or any other extreme stress-inducing activity.

### ***Recklessly Endangering Physical Health or Safety***

Recklessly endangering the physical health or safety of a student includes, but is not limited to, acts of physical brutality, whipping, beating, branding, exposing to the elements, forced consumption of any food, liquor, drug, or other substance; forced smoking or chewing of tobacco products; or any other forced physical activity that could adversely affect the physical health or safety of an individual.

### ***Delegation of Responsibility***

District administrators shall promptly investigate all complaints of hazing and shall administer appropriate discipline to all individuals who violate this policy. Students, administrators, coaches, teachers, sponsors, volunteers, and district employees shall be alert to incidents of hazing and shall report such conduct to the building principal or his/her designee. Annually, the District shall inform students, parents, coaches, teachers, sponsors, volunteers, and district staff that hazing of district students is prohibited and may inform such persons by means of: (1) distribution of a written policy, (2) publication in handbooks, (3) presentations at assemblies, (4) verbal instructions by the coach or sponsor at the start of the season or program, and/or (5) posting of notices and/or signs.

## **Student Behavior and Accountability**

### ***Principles of Behavior***

- Students will be respectful and courteous.
- Students will be prepared for class.
- Students will treat others as they wish to be treated.
- Students will try their best at all times.

### ***School Regulations/ School Expectations***

The primary objective of requiring appropriate student behavior and self-discipline is to produce a positive and safe learning atmosphere. All students will assume personal responsibility for their behavior and actions, develop appropriate self-control, exhibit self-discipline, and accept the responsibility and consequences of any inappropriate behavior. To accomplish this objective requires a cooperative effort from students, staff and parents. Expectations are:

### ***Student Conduct Associated with the School Day, School Transportation, and School Activities***

The school district believes in a proactive approach to student safety and well-being involving the parents and all associated with the activities of the school day and school events. Students are responsible for following school rules and regulations anytime students are involved in activities associated with the school. This includes, from the time students leave their home, throughout the school day, until they arrive at home after the school day or school activities. This student responsibility applies to any school district property, school field trips, school sponsored activities, walking to and from school or when participating in school transportation. School transportation includes between home and the bus stop, while at the bus stop and when riding on the school bus.

### ***Student Conduct***

North Kansas City Schools considers unacceptable, any conduct which is prejudicial to good order and discipline in the schools or which tends to impair the morale or good conduct of students. As the result of such conduct, students may be subjected to more severe disciplinary action, including suspension or expulsion from school and/or school activities. This applies to conduct in all school buildings on or about school grounds, at all school activities, or activities involving North Kansas City Schools, or in any vehicle when that vehicle is used to transport students for the school district.

This extends to conduct that aids, abets, counsels, procures or causes any act, deemed unacceptable. This also extends to conduct which assists an offender in preventing the student's punishment.

For further information, please refer to district policies and regulations at

<https://simbli.eboardsolutions.com/ePolicy/Policy.aspx?S=110&Sch=110&PC=JG&Z=P&revNo=1.11&srch=discipline&ktype=Exact&encu=xa9jwu0EeqNJP1IMR8zErI2Eu9hM2yurtmPs7R4uWoEOBfqvmzKiojslshU52slsh2slshM9V88NmFE8qxWZD1XMr6pRvRtp0dx6SsT5Xndb7tllLrk01wzvn6rdLcQkeSsLVn2ldTvgovYQz4ge1eav7VKKk29wJOxwcsIshd1zlpIvKkuIgplusPmMH8xmVMSqoceU72pla0jZ>

## ***Discipline Policy***

The safety and well-being of our students and staff are paramount. North Kansas City Schools Board of Education supports the development of effective programs that change behavior so students leave with skills that allow them to function successfully. A safe and respectful learning environment is accomplished by working together. This means:

1. Commitment from home and school to hold students responsible for their behavior.
2. Comprehensive staff development programs that promote excellent teaching and effective classroom management.
3. Provision of a comprehensive series of support programs that recognize the diverse strengths and learning styles of students.

## ***Student Discipline Responsibility***

North Kansas City Schools Board of Education has the legal authority to make all needed policies, rules and regulations for organizing and governing the school district. This includes the power to suspend or expel a student for conduct, which is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of the students. These policies, rules and regulations will apply to all students in attendance in the district instructional and support programs, as well as school-sponsored activities and events. Students who have been charged, convicted, or pleaded guilty in a court of general jurisdiction for commission of a felony may be suspended in accordance with law.

The Board of Education assigns the responsibility to the Superintendent (or designee) to work with the district's professional staff in the implementation of this policy and the preparation of related rules and regulations. Building principals are responsible for the development of rules and regulations regarding student conduct needed to maintain proper behavior in schools under their supervision. In addition, teachers shall have the authority to make and enforce necessary rules for the internal governance in the classroom, subject to review by the building principal. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom.

All employees of the North Kansas City Schools shall annually receive instruction related to the specific contents of the district's discipline policy in the course of their duties. The training includes, but is not limited to, approved methods of dealing with acts of school violence, disciplining students with disabilities, and instruction in the necessity and requirements for confidentiality.

## ***Corporal Punishment***

Corporal punishment shall not be used in the North Kansas City Schools. A staff member may, however, use reasonable physical force against a student without notice to the principal, if it is essential for self-defense, the preservation of order, or for the protection of other persons or the property of the school district.

## ***In-School Suspension***

Detention or an in-school suspension program provides principals with additional alternatives for dealing with disciplinary problems. The principal, or principal's designee, will determine the time and length of the detention or in-school suspension.

## ***Student Suspension and Expulsion***

North Kansas City Schools Board of Education believes that the right of a child to attend free public schools carries with it the responsibility of the child to attend school regularly and to comply with the school district's lawful policies, regulations, and rules. This observance of school policies, rules and regulations is essential for permitting all students to learn at school.

Therefore, the administrative prerogative to exclude a student from school because of willful violation of school rules and regulations, willful conduct which materially or substantially disrupts the rights of others



to an education, or willful conduct which endangers the student, other students, or the property of the school, is permitted, provided such action is taken in accordance with due process and with due regard for the welfare of both the student and the school.

The term “suspension” refers to an expulsion from school that will not exceed a specific period of time. The term “expulsion” refers to exclusion for an indefinite period.

### ***Suspensions for More than 180 Days and Expulsions***

Where suspension for a period greater than 180 school days, or expulsion is recommended or required by Board policy, the student and the student’s parents or others having custodial care of the student shall be notified orally and in writing stating the nature of charges and the action proposed to be taken. The Board, or the committee of the Board, shall have a hearing on the charges preferred.

The student and student’s parents, or others having custodial care of the student, shall be provided notice of the hearing, and shall be notified in writing of the time and place of the Board hearing. If, in the judgment of the Superintendent, the student’s presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, the superintendent may temporarily suspend the student for a period not to exceed 10 days or until a hearing is held, whichever comes first.

At any requested or required hearing before the Board the student and the student’s parents or others having custodial care of the student may be represented by counsel and will have the opportunity to examine witnesses and present evidence on their own behalf. The president of the Board may appoint a committee of board members to hear such matters with full authority to act for the Board. At any hearing before the Board, as set forth in this policy, the Board may consider the student’s record of past disciplinary actions, criminal court records or juvenile court records consistent with the law, or the actions of the student which would constitute a criminal offense.

The Board will make a good faith effort to have the student’s parents or others having custodial care present at any requested or required hearing before the Board.

### ***Remedial Conference***

Prior to the readmission or enrollment of any student who has been suspended out of school or expelled in accordance with this policy, a conference must be held to review the student’s conduct that resulted in the suspension or expulsion and any remedial actions needed to prevent future occurrences of such conduct or related conduct. The conference shall include the appropriate school officials including any teacher directly involved with the conduct that resulted in the suspension or expulsion of the student, and the parent or guardian of the student or any agency having legal jurisdiction, care, custody or control of the student. The Board of Education shall notify, in writing, the parents or guardians and all other parties of the time, place and agenda of any such conference. Failure of any party to attend this conference shall not preclude holding the conference.

### ***Children with Disabilities***

The Individuals with Disabilities Education Act 2001 provides specific disciplinary actions for the change in a student’s placement or removal of students with disabilities who violate the Safe Schools Act – including 10-day and 45-day suspensions.

# Student Health

## *General Health Guidelines*

Attendance is very important and every effort needs to be made to have your child in school each day. We understand that sometimes an illness will occur that will cause your child to be absent. Please follow the guidelines below when determining whether to keep your child at home.

1. Keep all children home for a full 24 hours after symptoms of illness have subsided. Children must be symptom free (no fever, no diarrhea, no vomiting) for at least 24 hours without the use of fever reducing medications, or anti-diarrheal medications before returning to school.
2. If your child has a temperature of 100.4 degrees or above, vomits, or has diarrhea during the evening or at night, please do not send him/her to school. Even if the child says that he/she feels better, it has been our experience that the symptoms usually return and the child needs to go home.

## *School Nurse and Health Room*

We are making a special effort to help students establish good health habits and stay healthy. The success of our efforts, however, depends on parental follow-through at home. Students should not come to school when they are ill or when they have an elevated temperature or a suspected contagious condition. This is for their protection as well as for others in the classroom. A registered nurse or a licensed practical nurse, is on duty daily in the health room.

The nurse duties include:

- ☐ Providing first aid and assistance in case of an injury.
- ☐ Providing nurse's assessments for students who experience symptoms of illness.
- ☐ Conducting regular vision screenings.
- ☐ Formulating individual health plans for students with special medical needs.
- ☐ Keeping student medical records and verifying compliance with state immunization requirements.
- ☐ Supervising the taking of medication as authorized by a parent or guardian under the provisions stated below.

In the absence of the nurse, a designated district staff member may provide first aid, assistance in case of an emergency and supervise the taking of oral medication as authorized by a parent or guardian.

## *Screenings*

School nurses will provide vision screenings for students in grades K, 1, and 3. Speech-Language Pathologists conduct hearing screenings. Parents will be notified if a problem is detected. A registered hygienist from Clay County Health Department conducts dental inspections for students PreK-5 at some building locations.

## *School Health Records*

Health records are an important part of your child's permanent school records. Informing the school when your child has had a serious illness, accident, operation, or contagious disease can help in meeting any special physical or emotional need after your child returns to school.

## *Medication Guidelines*

When possible, we encourage medication be administered at home using a schedule that will not require doses during school hours. However, a child's health care provider may deem it necessary for medication to be taken during the school hours.

All prescribed medication must be accompanied by written permission from the parent to follow the physician or nurse practitioner's orders.

All prescription medication must be in the original container with the prescription label for that student, and the label contains the required details for administration direction.

Expired medications cannot be accepted.

The Medication Policy may be found here: <https://www.nkcschools.org/Domain/146>

Medication should never be sent with students on the bus. Parents should give medication to the nurse or office clerk in the health room, and then pick up any remaining medication when the illness is concluded.

Any over-the-counter/non-prescribed medication must be brought to school in the original container labeled with the child's name and accompanied by written permission from the parent to give the medication. Only the instructions on the container will be followed unless the physician or nurse practitioner provides alternative written orders. If a question arises, the school nurse will have the right to refuse administration of the medication until further clarification is received and documented from the physician or nurse practitioner. Any change in the time or dosage of the medication must be accompanied by a written request from the physician and parent.

It is the student's responsibility to come to the health room for assistance in taking medication.

Both the Prescription Medication Authorization and the Over-the-Counter Medication Authorization forms may be found here: <https://www.nkcschools.org/Domain/146>

### ***Students Staying Inside from Recess or Excused from PE***

Parents may request that their child be permitted to remain inside during recess or excused from gym class following a recent illness or injury for up to three days. **If it is necessary for the student to be excluded for longer than three days, a note from your child's physician will be required.** A note from a doctor limiting physical activity will apply to both PE and recess.

### ***Emergency Medications***

All student-occupied buildings in this district are equipped with diphenhydramine (Brand name: Benadryl), prefilled epinephrine auto syringes, asthma-related rescue medications, and naloxone. The school nurse or another employee trained and supervised by the school nurse may administer these medications when they believe, based on training, that a student is having a serious or life-threatening reaction or episode. A prescription or written permission from a parent/ guardian is not necessary to administer the epinephrine or naloxone in an emergency situation.

Epinephrine and naloxone medications will be administered only in accordance with written protocols provided by an authorized prescriber. Naloxone (brand name: Narcan) will be administered by the nurses or other trained employees to students suspected of having an opioid-related drug overdose. If available, the board will obtain an adequate supply of prefilled epinephrine auto syringes, asthma-related rescue medications, and naloxone based on the recommendation of the school nurse, who will be responsible for maintaining adequate supplies based on previous use levels and replacing expired syringes and medications.

Parental authorization is required in order for the nurse to administer the Benadryl in an emergency situation. Please mark "Yes" or "No" on the back page of the health form (or also found at the bottom of the health form when enrolling online) and provide a parent/guardian signature. Note: the Benadryl supplied may contain red food dye.

### *Criteria for Being Sent Home/Emergencies*

In case of an accident or illness at school, parents will be contacted. Current phone numbers for home and work for both parents are very important. Names and telephone numbers of relatives and/or friends who can assume temporary responsibility for your child until a parent can be reached need to be provided to the school. No seriously ill or injured child will be sent home alone. The telephone number of your child's doctor and dentist are necessary in case of an emergency when a family member cannot be reached and immediate instructions are needed.

Parents will be notified to pick up their child in the event of illness or serious injury. General criteria for sending an ill child home will be a temperature of 100.4 degrees, vomiting, diarrhea, severe coughing, and suspicion of a communicable disease or the inability to participate in normal classroom activity. Students must be symptom free (no fever, no diarrhea, no vomiting) for at least 24 hours without the use of fever-reducing medications, or anti-diarrheal medications before returning to school.

The school nurse cannot assume the responsibility for any emergency treatment beyond first aid. The nurse is not permitted to diagnose and cannot be expected to treat an illness or injury that occurred away from school. A child who is ill (ex: fever, severe cold, vomiting, diarrhea) should be kept home.

### *Communicable Diseases*

The North Kansas City School District School Board recognizes its responsibility to protect the health of students and employees from the risks posed by communicable diseases. The Board also has a responsibility to protect individual privacy, educate all students regardless of medical condition and treat students and employees in a nondiscriminatory manner.

It is important that the school be notified if your child develops one of the following diseases:

Disease	Incubation	Exclusion from school if necessary
Chicken Pox	10-21 days	Students may be readmitted when skin is clear OR all lesions are crusted
Impetigo	1-10 days	Until skin sores are healed, or until 24 hours after medical treatment has been identified and condition is improving.
Pink Eye	24-72 hours	Until there is no longer eye discharge or until treatment by a physician and condition is improving, usually 1-2 days
Ringworm	4-10 days	Until effective treatment is started. Severe cases may require prescription medication. Area must be covered with a band aid.
Scabies	2-6 weeks before onset of itching in primary infections; for recurrences, 1-4 days	Until the day after adequate treatment with an effective preparation which kills the mites
Scarlet Fever Strep Throat	1-3 days	24 hours after starting antibiotic and 24 hours fever free
Measles (Rubeola)	7-18 days	Minimum of 4 days after the appearance of the rash
Measles (Rubella)	14-23 days	Minimum of 7 days after the appearance of the rash
Mumps	12-25 days	Minimum of 9 days from the onset or until the swelling is gone
Whooping Cough	6-20 days	From time of diagnosis until 3 weeks after the development of cough. If treated with erythromycin, exclude 5 days after onset of therapy.



For further information, please refer to school district policies and regulations by following the link: Policy EBB

<https://simbli.eboardsolutions.com/ePolicy/Policy.aspx?S=110&Sch=110&PC=EBB&Z=P&revNo=1.01&srch=medical&ktype=Exact&encu=xa9jwu0EeqNJP1IMR8zErI2Eu9hM2yurtmPs7R4uWoHWgjY6vnVKIE00sII7aOvayaG6HeSLLyoilPc861dIDs0zQjzzePtSepyXNeWOK85No4plusqY001hPLgjbvthjLEEO0SLQYBLuVmplusaFGslshfslshENEADd33g0JnfZCjthud1cq8nKuFZhghgplusouvslshqJTcOjgL>

## Food and Nutrition Services

### *Food and Nutrition Services*

Breakfast and lunch is available to all students and staff. Prices for the current school year may be found on the monthly menu on the District's website. Lunch times will depend on each student's schedule. Students who are eligible for free or reduced-priced lunch are also eligible for free or reduced-priced breakfast. Free/reduced-priced meal applications need to be turned in to the school before school starts and **a new application must be submitted each year**. You are responsible for paying for all meals until your application has been approved. Applications may be obtained during enrollment, at the Main School Office or completed online on the District's website at <http://www.schoolnutritionandfitness.com/index.php?sid=0306152235285801&page=lunchapps>

Students should bring their lunch money in an envelope marked with their **first and last name, teacher's name, ID# and room number**. If paying for more than one child per check, write each ID# and students' names on the check and indicate how the money should be distributed. **Please make checks payable to the SCHOOL and add FNS** to indicate Food and Nutrition Services (for example, Clardy-FNS, Lakewood-FNS). Money can also be added to a student's meal account online via a credit card at <https://www.mypaymentsplus.com/welcome>. The student's meal account is then debited as the student makes food purchases. Parents are welcome to have lunch with their children.

### *Parties/Treats*

In order to prevent life-threatening situations due to many severe food allergies and medical needs and to comply with the District's current Board Policy (ADF), all foods and beverages provided and available to students during the school day must meet the U.S. Department of Agriculture (USDA) Smart Snack Guidelines. This includes, but is not limited to, foods and beverages provided or made available to students for celebrations, classroom parties and birthdays, regardless of the source of the food. As defined by the District's Board Policy ADF: **"the school day is the time period from the midnight before to 30 minutes after the official school day"**.

Non-food celebration ideas are welcomed and encouraged. Please contact your building principal for questions regarding non-food celebration ideas.

Board Policy ADF may be found here:

<https://simbli.eboardsolutions.com/Policy/ViewPolicy.aspx?S=110&revid=3ahgpEZEKuQsRKUDm2c4ng==&PG=6&st=wellness&mt=Exact>

The Food and Nutrition Department is offering parents the option of ordering birthday treats for their children from the school cafeteria. Parents may select from a variety of kid-friendly treats (view the school Website). Order your birthday treats two weeks in advance of your child's birthday from your cafeteria manager and the treats will be delivered to the classroom the day of the party.

### *Special Diets/Food Allergies*

If your student requires a special diet or needs the school meal to be modified due to a medical condition, including food allergies, please complete the Medical Statement for Student's Requiring Special Meals. USDA regulation 7 CFR Part 15b requires a statement signed by a licensed physician and a parent signature to allow any changes or substitutions to the standard school meal. Only a MD, DO, PA or NP is authorized to sign the medical statement.

Please complete the Medical Statement for Students Requiring Special Meals form and give to your school nurse or fax to (816) 321-5447. Feel free to contact Hannah Broockerd at (816) 321-5008 or at [hannah.broockerd@nkcschools.org](mailto:hannah.broockerd@nkcschools.org) for more information on how we can better meet the special diet needs of your student.

If your student's diet changes for any reason, a new Medical Statement must be filed before any changes are made to the student's diet. Only the current Medical Statement will be followed by the Food and Nutrition Services Department. You can request allergies be removed with an email or a written statement signed by the parent/guardian.

The Medical Statement for Students Requiring Special Meals Forms may be found by following the link: [Medical Statement for Students Special Meals Form](#)

Parents/guardians are responsible for sending meals from home for their student until the medical form is turned in and the school has had enough time to prepare a special menu and order in special foods (about two weeks). Per program regulations, no substitutions or modifications are allowed without the medical form completed and on file.

### ***Lunch Fees***

<b>Elementary:</b>	<b>Secondary:</b>	<b>Adult/Teacher:</b>	<b>Milk \$.70</b>
Breakfast \$1.85	Breakfast \$1.90	Breakfast \$2.40	
Lunch \$3.10	Lunch \$3.35	Lunch \$4.40	

### ***USDA Nondiscrimination Statement***

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) of found at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call 866-632-9992.

Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW Washington,  
D.C. 20250-9410;
- (2) fax: 202-690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

# ACADEMIC INFORMATION

## Instruction and Assessment

### *The Elementary Instructional Program*

The basic instructional program in kindergarten through grade five consists of communication arts (reading, writing, speaking, and listening), math, science, and social studies. Technology is used as an instructional resource as well as a tool to access information. Additionally, computers will be used in a classroom or lab setting for a variety of instructional activities.

Students also will receive the following encore instruction during a five-day rotation:

- One 60-minute period of visual arts.
- Two 30-minute periods of music.
- Two 30-minute periods of physical education.
- One 30-minute period of counseling every other five-day rotation.
- Two 30-minute periods of instrumental music are optional for fifth graders.
- One 30-minute period of health.

### *District Assessment*

The District has a comprehensive testing program K-12. Results are used to provide feedback regarding individual student performance, inform instruction designed to meet student learning needs, determine student placement in support programs, and evaluate district curriculum and educational programming. In addition to classroom assessments, the following assessments are administered to all elementary students:

- Kindergarten through fifth grade students participate in performance assessments, reading level assessments, as well as reading and math comprehension and skill tests
- English Language Learners participate in the state WiDA/ACCESS language fluency assessments mid-year.
- The purpose of the **MAP (Missouri Assessment Program)** would allow more classroom instruction time by assessments in English Language Arts and Mathematics rather than a full seven hours of testing for grades 3 and 4. Students in grade 5 – the transition grade – would continue to take the full tests in English Language Arts and Math, as well as the current science assessment. MAP Grade Level Assessments are augmented norm referenced tests delivered annually each spring. District accreditation is partially based on these scores.
- The state Physical Fitness assessments
- Middle School Math Placement tests each spring

### *Progress Reports*

Students receive progress reports four times per year. The purpose of these reports is to keep parents informed regarding a child's progress. **Parents are asked to review the electronic report card each grading period.** Directions for accessing the electronic grade card will be provided by your child's school each quarter. Following are the specific dates that the electronic report cards will be available for viewing. If you would like a printed copy of your child's report card, that request can be made with your child's teacher.



Elementary Grading Timeline 2023-24	
	Electronic Parent Viewing Window Begins
1 <sup>st</sup> Quarter	October 27
2 <sup>nd</sup> Quarter	January 5
3 <sup>rd</sup> Quarter	March 22
4 <sup>th</sup> Quarter	May 24

### ***Early Intervention***

North Kansas City Schools has adopted a process to frequently monitor student progress and intervene early with students who are not making satisfactory progress in the curriculum. Development of behavior which promotes success in school is part of the focus. The process is facilitated by a problem solving team at each school site. These teams use data about individual student progress to guide classroom interventions, and use of support services within the general education program. Parents may also refer students to the team. Contact your child's teacher, counselor or the school principal if you believe your child is not making satisfactory progress.

### ***Student Placement***

When determining student class assignments, the goal is to attain a heterogeneous grouping by considering the special needs of individual students, instructional levels, boy/girl ratio, and class size. Much time and deliberation are required to work through all educational considerations when creating classes. The complexity of instructional classroom design and the goal to provide a quality, balanced education to all students make parental requests and outside influences difficult to accommodate. Therefore, final placement of students in individual classrooms is the joint responsibility of the principal and the instructional staff.

### ***Promotion and Retention of Students***

North Kansas City Schools is committed to the continuous development of students enrolled in the district's schools and to student achievement of the skills for the current grade assignment for promotion to a higher grade. In evaluating student achievement, each teacher will make use of all available information including results of teacher-made tests, other measures of skill and content mastery, standardized test results, and teacher observation of student performance. Students will normally progress annually from grade to grade when, in the judgment of the professional staff, it is in the best interest of the student involved. However, retention may be considered when, in the judgment of the professional staff, it is in the best interest of the student. The final decision to promote or retain a student rests with the school administration.

### ***Summer School***

The summer school program offers both core and encore classes and is available to all District students at no charge. However, a fee may be charged for transportation. Brochures are sent home in early spring. If your child's teacher recommends the summer program, you are strongly encouraged to enroll your child in order to reinforce grade level math and reading skills.

## **Homework Philosophy and Guidelines**

### ***Homework Objectives***

Homework is an important part of a student's learning experience. It provides opportunities for students to practice skills and improve their understanding. It also provides additional time for students to complete work, conduct follow-up studies and develop good study habits. In North Kansas City Schools, teachers assign homework to achieve the following objectives:

- Provide independent practice of learned concepts and/or skills.
- Assist students in developing good independent work/study habits.
- Promote student responsibility, time management, and self-discipline.
- Encourage independent research skills.
- Promote positive interaction between students and parents.

### ***Responsibilities***

To promote homework as an extension of classroom experiences, the following guidelines have been developed to assist those working with students.

#### ***Student Responsibilities***

- Records, completes and returns assigned work on time.
- Assumes responsibility for completing work when absent from school.
- Establishes a time and location at home for work to be done.
- Communicates homework assignments with parents/guardians.
- Strives to complete work to the best of his/her ability.

#### ***Parent/Guardian Responsibilities***

- Works with the student to develop an appropriate time and location to complete work and develop into a routine.
- Provides an environment conducive to completion of homework.
- Encourages and motivates the student but does not do the student's homework.
- Communicates with the teachers if concerns arise.
- Holds student accountable for completing work.

#### ***Teacher Responsibilities***

- Provides meaningful tasks that support work introduced during class time.
- Acknowledges the activities and responsibilities of students outside of school and accepts that extenuating circumstances could arise that prevent students from completing work.
- Communicates with parents if concerns arise.
- Monitors homework assignments and provides feedback to students.
- Coordinates homework with other teachers/teams to avoid excessive homework on particular nights.
- Differentiates homework based on individual needs when appropriate.

#### ***Counselor Responsibilities***

- Provides support groups when necessary to assist students in developing good study habits and effective time management practices.
- Assists the building support team in monitoring students in need of assistance.

- Helps students establish realistic goals and provide necessary support.
- Offers study-skills groups for selected students when needed.

### ***Principal Responsibilities***

- Communicates and monitors the district's homework guidelines.
- Individualizes the guidelines according to the school's/student's needs.
- Provides leadership for building support team to assist students when needed.

### ***Time Allocation for Elementary Students***

Suggested guidelines for daily homework are ten minutes as a maximum for first grade students and 50 minutes for fifth grade students. Keep in mind that some of this time may be utilized for reading.

## **Parent/Teacher Interactions**

### ***Parent/Teacher Conferences***

We desire parental involvement and encourage parents to call the school to schedule a conference with teachers throughout the school year if they have concerns, questions or comments. A conference can be arranged with an administrator, counselor or an individual teacher. In order to protect instructional time and the learning environment, we ask that parents arrange to meet with the staff ahead of time and check in with the receptionist in the Main Office. Parent/Teacher conferences will be held following the end of the first grading period. We encourage all of our parents to take advantage of this opportunity.

### ***Contacting Teachers***

School efforts are most effective when there is cooperation between home and school. Parents are encouraged to call the child's teacher to discuss concerns. You may phone anytime during the school day and leave a message for a teacher. Telephones will not ring in the classroom during school hours, but you may leave a message and the teacher will return your call. You may also contact the teacher via e-mail and or Seesaw.

### ***Visits to Classrooms and District Events***

The North Kansas City Board of Education encourages parents to be actively involved in their child's education. The District is also committed to maintaining an instructional climate that is conducive to student success. Visitors are asked to schedule visits in advance so as not to interfere with the instructional program. Visitors must check in at the office upon arrival and wear a visitor's badge.

Classroom observations are subject to several conditions outlined in board policy KK-AF. Third party observations are permitted if the observation is: legally required, in the best interest of the child or is otherwise designed to improve the district's educational program. Parents who wish a third-party observation must complete district form KK-AF to the principal. Parents will be notified if their request has been approved.

District events are a vital part of the total educational program and should be used as a means for developing wholesome attitudes, positive social interaction, good sportsmanship and appropriate behavior. Patrons are encouraged to attend and exhibit good sportsmanship, citizenship, ethics and integrity at all district events. Consequences for not adhering to appropriate behavior are outlined in district policy KK-AP. Student visitors from other locations will not be allowed during school hours.

## Student Attendance and Accountability

### *Attendance*

Regular attendance is essential for a quality education. Parents are encouraged to schedule medical/dental appointments outside of the school day to provide students with as much learning time as possible. The principal is obligated to address unsatisfactory attendance. Action will be taken by the attendance staff, including contact with the parents, when chronic or multiple absences occur. Excessive absences may result in referral to the legal authorities. Student attendance status is as follows:

Attendance Percentage	Attendance Status
98%-100%	Excellent
95%-97%	Satisfactory
90%-94%	Marginal
89% and below	Unsatisfactory

The Missouri Compulsory Attendance Act lists the following as acceptable reasons for an absence from school (School may request written verification):

- ☐ Personal illness
- ☐ Doctor/dental appointments
- ☐ Serious illness or death of a member of the family or close friend
- ☐ Emergencies at home such as fire or flood
- ☐ Religious holidays
- ☐ Professional appointments that cannot be scheduled outside the school day

These absences will affect your child's attendance percentage.

### *Reporting Absences*

All schools have a 24-hour attendance line. In the event that an illness or other reasonable circumstance prevents your child from attending, please inform the school. If your child will miss several days, you only need to call the first day. If no contact is made by 9:00 a.m. for early schools and 9:30 a.m. for late schools, every attempt will be made to reach a parent or emergency contact to verify the reason for the absence. Our intent with the requirement for verification of absences, late arrivals, and early departures is that parents and school personnel always know where every student is during school hours.

### *Late to School Procedure*

When a student arrives late, he/she must check in with the administrative assistant to obtain a pass to class. For the safety of the student and to verify the reason for the late arrival, parents must sign in their child in the office. Tardiness/late arrival will affect your child's attendance percentage.

### ***Early to Leave Procedure***

For the safety of the student and to verify the reason for leaving, parents must sign out their child in the office. The parent must notify the office in advance if someone other than the parent is picking up the child. Leaving early will affect your child's attendance percentage.

### ***Makeup Work Due to Absences***

If a student wants his/her "makeup" work when he/she is ill, the parent should call before 9:30 a.m. and not plan to pick up the work in the office until after 3:00 p.m.

### ***Planned Extended Absences***

The instructional program is designed for interaction between the teacher and student that is not possible when students are absent for extended periods of time. Parents are encouraged to plan vacations/trips during times when school is not in session. Schools will provide instructional materials/assignments for up to five (5) school days of consecutive absence with 48 hours prior notice. Due to state attendance reporting guidelines, the absence will be "excused absent" and will negatively affect the child's attendance percentage.

### ***Textbooks and Supplies***

The district will provide necessary textbooks in all basic instructional areas. Additional resources are available from the Library Media Center and teachers. Students will be charged replacement costs for any resources lost or damaged.

### ***Dress and Grooming***

The primary responsibility for a student's school dress and grooming rests with the student's parents/guardians. Proper dress or grooming will ensure your child can participate in the total school program. This includes clothing suited for outdoor play as well as gym shoes for PE. The Board of Education expects student dress and grooming to be neat, clean and in good taste so that each student may share in promoting a positive, healthy and safe atmosphere within the school district. Student dress and grooming will be the responsibility of the individual and parents/guardian, within the following guidelines:

- ☐ Dress that promotes the use of drugs, alcohol, tobacco, criminal, or sexual activity will be prohibited.
- ☐ No see-through clothing or underclothing worn as an outer garment.
- ☐ Boxer shorts, biker pants, overly tight or short garments are not allowed.
- ☐ No bare backs or midriffs.
- ☐ Tank tops open below the armpit must be worn with an undershirt.
- ☐ Hats, head scarves, caps and sunglasses are not allowed to be worn inside the building. The district may make an exception to this provision if the student must wear head garb as a basic tenant of the student's religion.
- ☐ Dress and grooming will not disrupt the educational environment.

### ***Human Sexuality Instruction***

The Board of Education recognizes that parents/guardians are the primary source of sexuality education for their children. The Board also recognizes that effective sexuality education, taught in concert with parents/guardians, helps students avoid risks to their health and academic success and prepares them to make informed decisions as adults. Therefore, pursuant to requirements of state law, if the district chooses to use any course materials and instruction relating to human sexuality



and sexually transmitted diseases the materials and instruction shall be medically and factually accurate. For further information please refer to district policies and regulations by following the link:

<https://simbli.eboardsolutions.com/ePolicy/Policy.aspx?S=110&Sch=110&PC=IGAEB&Z=P&revNo=1.11&srch=sexuality&ktype=Exact&encu=xa9jwu0EeqNJP1IMR8zErI2Eu9hM2yurtmPs7R4uWoGGjTef44Fe0IFZlhp8siHml77y1xcwpplus6EwH2ovuEjEBslshDZvDmkWGpZMjh0v3eXIngjjw4KXmbGehxrAmYj06cyDIGfsAHHLnUa6o1slshzvGxirdj30hoR6wi0re0UrbHY8JGWvz2plusnDQg9nRcCp1oiG>

### ***Public Notice for Parents of Students with Disabilities***

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade.

North Kansas City Schools assures that it will provide a free, appropriate education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, visual impairment/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, and young children with a developmental delay.

North Kansas City Schools assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

North Kansas City Schools assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement, or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy and/or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

North Kansas City Schools have developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at Special Education/Doolin Center in the District Administrative Center, 2000 NE 46<sup>th</sup> Street, Kansas City, MO 64116, from 9:00 AM to 4:00 P.M. on days that school is in session.

Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) that reside in the district. This census must be compiled by December 1 of each year. This information is treated as confidential and must include: the name of the child; parent/legal guardian's name and address; birth date and age of the child; the child's disability; and the services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending the public

school, please contact the Director of Special Education, at (816)321-6352. This notice will be provided in native languages as appropriate.

### ***Specially Trained Teachers***

Specially trained teachers are available for students who qualify for services in reading, special education, gifted education (SAGE), and English Language Learners (ELL). In addition to delivering class lessons on personal and social development, the counselor is available to meet with individuals, small groups, and parents upon request. Parents of students who receive these services will be notified.

### ***Field Trips***

The Board believes that field trips often enhance the program of instruction and add much to the education of a student. Trips may be authorized by the superintendent or delegated representative when the activities contribute substantially to the achievement of desirable educational goals. All field trips should be planned with an educational purpose and in relation to a unit of study. To be educationally beneficial, a field trip requires thoughtful selection, careful advance preparation of the class and opportunities for students to assimilate the experience during and at the conclusion of the trip. To this end, teachers and principals will be expected to consider the following factors in the selection of field trips:

- Value of the activity to the particular class group or class groups.
- Relationship of the field trip activity to a particular aspect of classroom instruction.
- Suitability of the activity and distance traveled in terms of the age level of students.
- Mode and availability of transportation.
- Cost of field trip.

Due to the increased cost of transportation, all field trips should be carefully scrutinized by the administration.

All parents of students who are eligible to participate in the field trip shall be notified of the activity.

### ***Library Media Center (LMC)***

The LMC is a vital aspect of the elementary program. Each week elementary students will have a check-out time in the Library Media Center. Students have access to a variety of resources including books, magazines, newspapers, and electronic resources. (Parents can access electronic information from home by visiting the district Web page at [www.nkcschools.org](http://www.nkcschools.org)). Additionally, students will be visiting the LMC regularly as the media specialist and classroom teacher work collaboratively to provide experiences in accessing, evaluating, and using information.

### ***Reading/Senate Bill 319***

Senate Bill 319 (SB319) was enacted to ensure that by the end of the third-grade year every student is able to read well, and that the schools develop plans to assist students who have reading difficulties. Third graders reading more than a year below grade level must be identified. A Personalized Reading Education Plan (PREP) would be developed for the fourth-grade year. The PREP would include instruction from the reading specialist as well as instruction outside the regular school day for remediation. After this intervention, students still determined to be more than a year below grade level must be retained in the fourth grade. Some students are exempt from the requirements of the law due to identified special needs including English Language Learners (ELL), special education students, students who already have written plans addressing reading (504 plans),

and students who have been identified to have low cognitive abilities that prevent them from reading at grade level.

### ***IEP Information***

Any portion of a student's individualized education program (IEP) that is related to, demonstrated or potentially violent behavior shall be provided to any teacher or other school district employees who are directly responsible for the student's education or who otherwise interact with the student on an educational basis while acting within the scope of their assigned duties.

## **Technology**

### ***Technology Usage***

The North Kansas City School District's technology exists for the purpose of maximizing the educational opportunities and achievement of district students. Research shows that students who have access to technology improve achievement. In addition, technology assists with the professional enrichment of the staff and Board and increases engagement of students' families and other patrons of the district, all of which positively impact student achievement. The district will periodically conduct a technology census to ensure that instructional resources and equipment that support and extend the curriculum are readily available to teachers and students.

The purpose of this policy is to facilitate access to district technology and to create a safe environment in which to use that technology.

### ***Definitions***

For the purposes of this policy and related procedures and forms, the following terms are defined:

*Technology Resources* – Technologies, devices and resources used to access, process, store or communicate information. This definition includes, but is not limited to: computers, modems, printers, scanners, fax machines and transmissions, telephonic equipment, audio-visual equipment, Internet, electronic mail, electronic communications devices and services, multi-media resources, hardware and software.

*User* – Any person who is permitted by the district to utilize any portion of the district's technology resources including, but not limited to, students, employees, School Board members and agents of the school district.

*User Identification (ID)* – Any identifier that would allow a user access to the district's technology resources or to any program including, but not limited to, e-mail and Internet access.

*Password* – A unique word, phrase or combination of alphabetic, numeric and non-alphanumeric characters used to authenticate a user ID as belonging to a user.

### ***Authorized Users***

The district's technology resources may be used by authorized students, employees, School Board members and other persons such as consultants, legal counsel and independent contractors. All users must agree to follow the district's policies and procedures. Use of the district's technology resources is a privilege, not a right. No potential user will be given an ID, password or other access to district technology if he or she is considered a security risk by the superintendent or designee.

### ***User Privacy***

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources, including e-mail and access to the Internet or network drives. By using the district's network and technology resources, all users are consenting to having their electronic communications and all other use monitored by the district. A user ID with email access will only be provided to authorized users on condition that the user consents to interception of or access to all communications accessed, sent, received, or stored using district technology.

Electronic communications, downloaded material and all data stored on the district's technology resources, including files deleted from a user's account, may be intercepted, accessed or searched by district administrators or designees at any time in the regular course of business to protect users and district equipment. Any such search, access or interception will be reasonable in inception and scope and shall comply with all applicable laws.

### ***Technology Administration***

The Board directs the superintendent or designee to create procedures governing technology usage and to assign trained personnel to maintain the district's technology in a manner that will protect the district from liability and will protect confidential student and employee information retained on or accessible through district technology resources.

Administrators of computer resources may suspend access to and/or availability of the district's technology resources to diagnose and investigate network problems or potential violations of the law or district policies and procedures. All district technology resources are considered district property. The district may maintain or improve technology resources at any time. The district may remove, change or exchange hardware or other technology between buildings, classrooms or users at any time without prior notice. Authorized district personnel may install or remove new programs or information, install new equipment, upgrade any system or enter any system to correct problems at any time.

### ***Content Filtering and Monitoring***

The district will monitor the online activities of minors and operate a technology protection measure ("filtering/blocking device") on the network and/or all computers with Internet access, as required by law. The filtering/blocking device will be used to protect against access to visual depictions that are obscene or harmful to minors or are child pornography, as required by law. Filtering/Blocking devices are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evasion or disabling, or attempting to evade or disable, a filtering/blocking device installed by the district is prohibited.

The superintendent, designee or the district's technology administrator may disable the district's filtering/blocking device to enable a non-student user access for bona fide research or for other lawful purposes. In making decisions to disable the district's filtering/blocking device, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the district.

### ***Closed Forum***

The district's technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law. The district's web page will provide information about the school district, but will not be used as an open forum.

All expressive activities involving district technology resources that students, parents/guardians and members of the public might reasonably perceive to bear the imprimatur of the district and that are designed to impart particular knowledge or skills to student participants and audiences are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing and deletion on behalf of the school district for legitimate pedagogical reasons. All other expressive activities involving the district's technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

### ***Records Retention***

Trained personnel shall establish a retention schedule for the regular archiving or deletion of data stored on district technology resources that complies with the *Public School District Records Retention Manual* as well as the *General Records Retention Manual* published by the Missouri Secretary of State. In the case of pending or threatened litigation, the district's attorney will issue a litigation hold directive to the superintendent or designee.

The litigation hold directive will override any records retention schedule that may have otherwise called for the transfer, disposal or destruction of relevant documents until the hold has been lifted by the district's attorney. E-mail and computer accounts of separated employees that have been placed on a litigation hold will be maintained by the district's information technology department until the hold is released. No employee who has been so notified of a litigation hold may alter or delete any electronic record that falls within the scope of the hold. Violation of the hold may subject the individual to disciplinary actions, up to and including termination of employment, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

### ***Violations of Technology Usage Policies and Procedures***

Use of technology resources in a disruptive, manifestly inappropriate or illegal manner impairs the district's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Any violation of district policies or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. User privileges may be suspended pending investigation into the use of the district's technology resources.

Employees may be disciplined or terminated, and students suspended or expelled, for violating the district's technology policies and procedures. Any attempted violation of the district's technology policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.

### ***Damages***

All damages incurred by the district due to a user's intentional or negligent misuse of the district's technology resources, including loss of property and staff time, will be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to district technology.

### ***No Warranty/No Endorsement***

The district makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides. The district's technology resources are available on an "as is, as available" basis.



The district is not responsible for loss of data, delays, non-deliveries, mis-deliveries or service interruptions. The district does not endorse the content nor guarantee the accuracy or quality of information obtained using the district's technology resources.

### *Student Users*

Students will be given access to the district's technology resources and upon logging in agree to abide by the district usage policy and procedures.

### *General Rules and Responsibilities*

The following rules and responsibilities will apply to all users of the district's technology resources:

1. Applying for a user ID under false pretenses or using another person's ID or password is prohibited.
2. Sharing user IDs or passwords with others is prohibited and users will be responsible for using the ID or password. A user will not be responsible for theft of passwords and IDs, but may be responsible if the theft was the result of user negligence.
3. Deleting, examining, copying or modifying files or data belonging to other users without their prior consent is prohibited.
4. Mass consumption of technology resources that inhibits use by others is prohibited.
5. Use of district technology, including the telephone system, for soliciting, advertising, fundraising, commercial purposes or for financial gain is prohibited, unless authorized by the district.
6. Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.
7. Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The school district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
8. The district prohibits the use of district technology resources to access, view or disseminate information that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors.
9. Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.
10. The district prohibits the use of district technology resources to access, view or disseminate information that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful district policies and procedures.
11. The district prohibits any use that violates any person's rights under applicable laws, and specifically prohibits any use that has the purpose or effect of discriminating or harassing any person on the basis of race, color, religion, sex, national origin, ancestry, disability, age, pregnancy or use of leave protected by the Family and Medical Leave Act.

12. The district prohibits any unauthorized intentional or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction. The district will hold users responsible for such damage and will seek both criminal and civil remedies, as necessary.
13. Users may only install and use properly licensed software, audio or video media purchased by the district or approved for use by the district. All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license and approved by the district.
14. At no time will district technology or software be removed from the district premises, unless authorized by the district.
15. All users will use the district's property as it was intended. Technology resources will not be moved or relocated without permission from an administrator. All users will be held accountable for any damage they cause to district technology resources.

### ***Electronic Devices***

Possession of beepers, pagers, radios, MP3, iPod, CD players, laser pointers, portable game players, etc., are not appropriate in a school setting. The school is not responsible for damaged, lost or stolen items.

### ***Cell Phones***

We recognize that parents may want their student to have a mobile phone for safety reasons. However, mobile phones do present possible disruptions to the educational process. Therefore, appropriate steps must be taken to prevent disruptions.

In general, the following guidelines will be used:

- ☐ The mobile phone will be the child's and parent/guardian's responsibility at all times.
- ☐ The school is not responsible for damaged, lost or stolen mobile phones.
- ☐ The mobile phone will be turned off during the instructional school day.
- ☐ If guidelines are violated, the privilege of the mobile phone may be revoked.

### ***Security and Unauthorized Access***

All users shall immediately report any security problems or misuse of the district's technology resources to a teacher or administrator.

No person will be given access to district technology if he or she is considered a security risk by the superintendent or designee.

1. Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.
2. Use of district technology to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.
3. The unauthorized copying of system files is prohibited.
4. Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology are prohibited.
5. Any attempts to secure a higher level of privilege on the technology resources without authorization are prohibited.
6. The introduction of computer viruses, hacking tools or other disruptive or destructive programs into a district computer, network or any external networks is prohibited.

### ***Online Safety, Disclosure, Use and Dissemination of Personal Information***

1. All students will be instructed on the dangers of sharing personal information about themselves or others over the Internet.
2. Student users are prohibited from sharing personal information about themselves or others over the Internet, unless authorized by the district.
3. Student users shall not agree to meet with someone they have met online without parental approval.
4. A student user shall promptly disclose to his or her teacher or another school employee any message the user receives that is inappropriate or makes the user feel uncomfortable.
5. Users shall receive or transmit communications using only district-approved and district managed communication systems. For example, users may not use web-based e-mail, messaging, videoconferencing or chat services, except in special cases where arrangements have been made in advance and approved by the district.
6. All district employees will abide by state and federal law, Board policies and district rules including, but not limited to, policy JO and regulation JO-R when communicating information about personally identifiable students.
7. Employees shall not transmit confidential student information using district technology, unless designated for that use. Employees will take precautions to prevent negligent disclosure of student information or student records.
8. No curricular or non-curricular publication distributed using district technology will include the address, phone number or e-mail address of any student without permission.

### ***Electronic Mail (Email)***

A user is responsible for all e-mail originating from the user's e-mail account.

1. Forgery or attempted forgery of e-mail messages is illegal and is prohibited.
2. Unauthorized attempts to read, delete, copy or modify e-mail of other users are prohibited.
3. All users must adhere to the same standards for communicating electronically that are expected in the classroom and that are consistent with district policies and procedures.
4. Users must obtain permission from the superintendent or designee before sending any district wide e-mail messages.

### ***Exceptions***

Exceptions to district rules will be made for district employees or agents conducting an investigation of a use that potentially violates the law, district policies or procedures. Exceptions will also be made for technology administrators who need access to district technology resources to maintain the district's resources or examine and delete data stored on district computers as allowed by the district's retention policy.

### ***Waiver***

Any user who believes he or she has a legitimate educational purpose for using the district's technology in a manner that may violate any of the district's policies or procedures may request a waiver from the building principal, superintendent or their designees. In making the decision to grant a waiver to a student, the administrator shall consider the purpose, age, maturity and level of supervision involved.

### *Social Media Guidelines for Students*

All student social media accounts (e.g., Facebook, Twitter, etc.) will be PERSONAL accounts. School related pages should be created by school personnel such as an activities sponsor, coach, teacher or administrator.

- Be aware of what you post online. Social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, or a future employer to see.
- Follow the school's code of conduct when writing online. It is acceptable to disagree with someone else's opinions, however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
- Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password with anyone besides your teachers and parents.
- Linking to other Websites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
- Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink to your sources.
- Be aware that pictures may also be protected under copyright laws. Verify you have permission to use the image.
- How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
- Blog and wiki posts should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.
- If you run across inappropriate material that makes you feel uncomfortable, or is not respectful, tell a parent or teacher right away.
- Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or access to future use of online tools. Please reference the district's Acceptable Use Policy online at: Policy EHB  
<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=EHB&Sch=110&S=110&C=&RevNo=1.01&T=A&Z=P&St=ADOPTED&PG=6&SN=true>

Also, please refer to Board policy regarding Student Discipline addressing the consequences, including suspension or expulsion, for students whose conduct is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of other students.

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=JG-R1&Sch=110&S=110&C=&RevNo=1.11&T=A&Z=A&St=ADOPTED&PG=6&SN=true>

## *Social Media Guidelines for Parents*

Classroom blogs and other social media are powerful tools. They create communication and collaboration opportunities between students, parents, teachers and other district personnel, and can have a positive impact on learning. North Kansas City Schools encourages parents to view and participate by adding comments on district/school/teacher sponsored social media sites when appropriate (including Facebook, Twitter, Canvas and SeeSaw).

### **Parents are asked to adhere to the following guidelines:**

- Parents will receive communication from teachers prior to their child's involvement in any project using online social media applications, i.e., blogs, wikis, podcast, etc.
- Parents should not attempt to destroy or harm any information online.
- Parents should not use classroom social media sites for any illegal activity, including violation of data privacy laws.
- Parents are highly encouraged to read and/or participate in social media.
- Parents should not distribute information that might be deemed personal about other students via social media.
- Parents should not upload or include any information that does not also meet the **Student Guidelines**.
- Parents experiencing concerns with their student's education, school environment, school activities and/or interaction with a teacher or administrator are encouraged to speak to school and/or District Leadership BEFORE turning to outside sources such as the media for resolution. Please work through District channels first.

For additional information on the district's Acceptable Use Policy, visit:

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=JG-R1&Sch=110&S=110&C=&RevNo=1.11&T=A&Z=A&St=ADOPTED&PG=6&SN=true>

Be a responsible digital citizen and remember to **THINK** before sharing on social media!

T – Is it **TRUE**?

H – Is it **HELPFUL**?

I – Is it **INSPIRING**?

N – Is it **NECESSARY**?

K – Is it **KIND**?





## *Parents As Teachers*

Parents as Teachers (PAT) is a FREE nationally recognized early childhood home visiting program for all families with children ages prenatal - not yet in kindergarten in the North Kansas City School District.

PAT empowers parents and caregivers to be their child's first and best teacher. Our evidence-based program is built on the belief that every child deserves the opportunity to reach their full potential, and every family can support their child's learning and development.

PAT supports families through

- Home Visits: Certified parent educators provide personalized guidance, support, and encouragement to families in the comfort of their own homes. Through regular visits we work collaboratively with you to set goals, address concerns, and celebrate milestones.
- Developmental Screenings: Annual comprehensive developmental screenings monitor your child's progress and ensure they are reaching important milestones.
- Group Connections: Join us for engaging group connections where you can connect with other families.
- Community Resources: Parent educators have a diverse network of resources they can connect families with.

To learn more about Parents as Teachers and enroll in the program, please signup online at <https://www.nkcschools.org/district/dept/parents-as-teachers> or call 816-321-5453.

We look forward to partnering with you and supporting your family every step of the way!

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

This guide explains how to file a complaint about any of the programs<sup>1</sup> that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)<sup>2</sup>.

<b>Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents</b>	
<b>General Information</b> 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed?	
<b>Complaints filed with LEA</b> 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)?	<b>Complaints filed with the Department</b> 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
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**1. What is a complaint?**

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

**2. Who may file a complaint?**

Any individual or organization may file a complaint.

**3. How can a complaint be filed?**

Complaints can be filed with the LEA or with the Department.

**4. How will a complaint filed with the LEA be investigated?**

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

**5. What happens if a complaint is not resolved at the local level (LEA)?**

A complaint not resolved at the local level may be appealed to the Department.

<sup>1</sup> Programs include Title I, A, B, C, D; Title II; Title III; Title IV, A; Title V.

<sup>2</sup> In compliance with ESSA Title VIII, Part C, Sec. 8304(e)(3)(C).

**6. How can a complaint be filed with the Department?**

A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated.

**7. How will a complaint filed with the Department be investigated?**

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

1. **Record.** A written record of the investigation will be kept.
2. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
5. **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
6. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

**8. How are complaints related to equitable services to nonpublic school children handled differently?**

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

**9. How will appeals to the Department be investigated?**

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

**10. What happens if a complaint is not resolved at the state level (the Department)?**

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.