



NORTH  
KANSAS CITY  
SCHOOLS

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2024 - 2025

# NEWMARK

MIDDLE SCHOOL

PARENT HANDBOOK



# Welcome to New Mark Middle School

*Dear Students and Parents,*

*Welcome to New Mark Middle School, home of the Northstars. We are very excited about the start to a new school year; and look forward to working with each student and their family this coming year.*

*Our staff is dedicated to helping students have an excellent school year by providing a challenging and rigorous curriculum, as well as hands on activities in the classroom. At New Mark we have a common goal, which is to do what is best for students.*

*The student handbook will help you plan, organize, and communicate with home in order to prepare for each day of the school year ahead. Students are responsible for reviewing the policies and procedures in the handbook.*

*Your middle school years provide you with the wonderful opportunity to discover your unique talents and gifts. One way to learn is through the variety of clubs, organizations and teams that exist at New Mark Middle School. They will help you to learn more about yourself and to develop friendships that may last a lifetime.*

*Study hard, challenge yourself, set high goals and enjoy yourself. We are very fortunate to have a great school, with great students and teachers. Make this time some of the most important and productive years of your life.*

*The adults who work here will offer you help throughout your journey. Please ask for our assistance at any time, as we want to be a part of your success. Along with the faculty and staff, I wish you an exciting and successful year.*

*Sincerely,  
Ramona Dunn, Principal*



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## General Information

### North Kansas City School District MISSION STATEMENT:

*To establish successful learning experiences for all and create responsible citizens capable of lifelong accomplishments.*

### North Kansas City School District GOALS:

- *Provide a solid foundation in the basics*
- *Ensure safe and respectful schools*
- *Prepare learners for a diverse and global society*
- *Partner with parents and communities*

### New Mark Middle School MISSION STATEMENT:

*The mission of New Mark Middle School is to:*

- *Empower students to embrace their self-worth and the value of others*
- *Inspire students to channel their unique abilities and skills and*
- *Strengthen the connections of the New Mark community*

*So that students can fulfill their potential in an ever-changing world.*

### New Mark Middle School VISION STATEMENT:

*NMMS students will be empowered to continue their journey as lifelong learners.*

New Mark Facts	
School Colors	Blue and Yellow
Athletics Uniform Colors	Green and Black (to match Staley HS colors)
School Mascot	Northstars
Approximate Enrollment	1,000+ Winning Students
Staff	100 Winning Staff Members
How old is New Mark Middle School?	51 Years Old

### A NOTE TO PARENTS:

*From now until the time your child leaves NMMS, you can reach us to discuss your child or get information in many different ways.*

*We have progress reports, parent-teacher conferences, grade reports, Canvas, newsletters, voice mail, e-mail, and PowerSchool. We will do whatever is necessary to keep you informed about how your child is doing at school.*

*If you have questions or concerns, or if you need to discuss something in detail, feel free to contact your child's teacher or an administrator.*

*New Mark Middle School  
515 NE 106<sup>th</sup> Street  
Kansas City, MO 64155*

## Support Staff

Principal: Ramona Dunn, Ed. Spec.

Assistant Principal: Abby Olson (7<sup>th</sup> Grade) 816.321.6753

Assistant Principal: Steven Loe (8<sup>th</sup> Grade) 816.321.6411

8<sup>th</sup> Grade Counselor: Christina Taggart 816.321.6248

7<sup>th</sup> Grade Counselor: Stacia Wilson 816.321.4424

School Community Resource Specialist: Olivia Krohne 816.321.5290

Main Office: 816.321.5290	District Transportation Line: 816.321.5007
School Fax: 816.321.5291	Café or New Mark Food Service: 816.321.5294
Student Attendance Line: 816.321.5292	Library Media Center (LMC): 816.321.5296
Nurse: 816.321.5293	School Resource Officer: 816.321.4208

<https://nmms.nkcschools.org/>

Support and Office Staff Members		
<b>Liz Ginther</b>	<i>Administrative Assistant to Principal</i>	816.321.4535
<b>Jenn Burke</b>	<i>Administrative Assistant / Attendance</i>	816.321.5292
<b>Beth Brough</b>	<i>Front Office Clerk</i>	816.321.5290
<b>Elaine Greathouse</b>	<i>Counseling Office Clerk</i>	816.321.5661
<b>Kaitlin Hartman</b>	<i>Library Media Specialist</i>	816.321.5296
<b>Carla Brack</b>	<i>Library Instructional Assistant</i>	816.321.5296
<b>Kristi Nedblake</b>	<i>School Nurse</i>	816.321.5293
<b>Dean Miser</b>	<i>Facility/Custodial Manager</i>	816.321.5290
<b>Terri Vanderford</b>	<i>Café / Food Service Manager</i>	816.321.5294
<b>Olivia Krohne</b>	<i>School Community Resource Specialist</i>	816.321.5290
<b>Stephanie Atkison</b>	<i>School Resource Officer</i>	816.321.4208

## Schedules

Office Hours and Daily Schedules	
School Hours (M,T,W,Th,F)	7:15am – 2:12pm
Early Bird	6:45am – 7:12am
Office Hours	6:45am – 3:00pm
After Class Events (ACE) Hours (M & T)	2:15pm – 4:45pm

Regular School Day Schedule					
7 <sup>th</sup> Grade Regular Schedule		8 <sup>th</sup> Grade Regular Schedule		Teams	Lunch Times
1 <sup>st</sup> Hour	7:15 – 8:01	1 <sup>st</sup> Hour	7:15 – 8:13	Galaxy	10:19 – 10:39
2 <sup>nd</sup> Hour	8:05 – 8:50	2 <sup>nd</sup> Hour	8:17 – 9:14	Comets	10:25 – 10:45
3 <sup>rd</sup> Hour MTSS	8:54 – 9:24	3 <sup>rd</sup> Hour	9:18 – 10:15	Patriots	10:50 – 11:10
4 <sup>th</sup> Hour Connections	9:28 – 9:48	4 <sup>th</sup> Hour / Lunch	10:19 – 11:36	Raiders	10:53 – 11:13
5 <sup>th</sup> Hour	9:52 – 10:49	5 <sup>th</sup> Hour Connections	11:40 – 12:00	Knights	11:15 – 11:35
6 <sup>th</sup> Hour / Lunch	10:53 – 12:10	6 <sup>th</sup> Hour MTSS	12:04 – 12:34	Dragons	11:20 – 11:40
7 <sup>th</sup> Hour	12:14 – 1:11	7 <sup>th</sup> Hour	12:38 – 1:23	Falcons	11:44 – 12:04
8 <sup>th</sup> Hour	1:15 – 2:12	8 <sup>th</sup> Hour	1:27 – 2:12	Gems	11:48 – 12:08

Half Day Schedules			
7 <sup>th</sup> Grade Half Day Schedule		8 <sup>th</sup> Grade Half Day Schedule	
1 <sup>st</sup> Hour	7:15 – 7:43	1 <sup>st</sup> Hour	7:15 – 7:43
2 <sup>nd</sup> Hour	7:47 – 8:11	2 <sup>nd</sup> Hour	7:47 – 8:11
3 <sup>rd</sup> Hour MTSS	8:15 – 8:39	3 <sup>rd</sup> Hour	8:15 – 8:39
4 <sup>th</sup> Hour NO Connections		4 <sup>th</sup> Hour	8:43 – 9:07
5 <sup>th</sup> Hour	8:43 – 9:07	5 <sup>th</sup> Hour NO Connections	
6 <sup>th</sup> Hour	9:11 – 9:35	6 <sup>th</sup> Hour MTSS	9:11 – 9:35
7 <sup>th</sup> Hour	9:39 – 10:03	7 <sup>th</sup> Hour	9:39 – 10:03
8 <sup>th</sup> Hour / Lunch	10:07 – 10:30	8 <sup>th</sup> Hour / Lunch	10:07 – 10:30

## Arrival Procedures

### Bus Riders:

Our buses are on the first-tier pick-up, which means they will need to drop and go. We will be utilizing the front drive for this process. Buses will enter through entry #1 on the west side of campus and drop students along the curb strip in the front drive. The only other vehicles that should also use entry #1 in the mornings is New Mark staff to access the west parking lot.

### Car Riders:

Due to buses accessing the west entry #1, it is imperative that our car riders' approach New Mark from the east. They may come from the east on 106th Street or head south on Holmes. Cars will enter through the east entry #3. They will pull along the cones lining the east side of the building and dismiss their student once they come to a complete stop. Cars will then make a 180 degree turn and exit toward the east out of east exit #3.

### Morning Drop Off and Walkers:

Parents are to drop off students at the east entrance. Please drop off students anywhere along the east building side lane. Walkers arriving before 6:45am are to enter the building through the front entrance or the east doors. ONLY staff members are to enter the building through the west doors.

### Morning Expectations:

As students arrive via bus or car, they will enter the building either through the front or east doorways and do one of the following:

1. If the student is eating breakfast at New Mark, they will enter the scramble area, purchase food, and enjoy their breakfast at a table in the commons.
2. If the student is NOT eating breakfast at New Mark, they will enter the auditorium and find a seat to relax in until we dismiss students to their lockers at 7:05AM for a 7:15AM start time.

### ARRIVAL MAP:





## Dismissal Procedures / Bus Passes

### Bus Riders:

The procedure will be the same as the previous school year. Students will head toward the east lot and load their bus. Buses will enter and exit from the east exit #3.

### Bus Passes:

Any student requesting to ride a different bus than what is assigned to them MUST provide a note from parent/guardian to the front office staff. The parent/guardian must state first and last name of their student, the first and last name of the student they are riding home with, note must have bus number, and be signed and dated by parent/guardian. Bus notes should be brought to the front office 1<sup>st</sup> thing in am (no later than 10:00am) and can be picked up at lunch time by student.  
**BUS NOTES WILL NOT BE ACCEPTED AFTER 1:00PM.**

### Car Riders:

The procedure will be the same as the previous school year. Students will head to the front patio to load their family's car. Car riders need to come from the west on 106<sup>th</sup> Street. They will enter through west entry #1, circle through the west lot, pick up students along the curb strip near the front patio, and then exit through exit #2.

Parents are to pick up students at dismissal in the front of the building. Please pull forward along the sidewalk in front of the school toward the east lot to ensure maximum capacity of vehicles in the car rider line.

### Walkers and Bike Riders:

The procedure will be the same as the previous school year. Walkers and bike riders will wait on the NE corner of campus on the sidewalk/grass near the auditorium. They will be dismissed by an administrator once the buses have left and it is safe to pass.

### DISMISSAL MAP:





## Student Attendance

### Early Arrival:

The building is open at 6:45am specifically for students who arrive early to school. After arrival, students will head directly to the auditorium, or to the scramble area to get breakfast. A pass from the office or teacher is necessary to enter classrooms prior to 7:05am. Students may not go to their lockers until the 7:05AM bell. After students arrive at school, students are not permitted to leave the school premises unless they have received permission from the office.

When school or after-school activities are completed, students should immediately leave the building to ride the bus home, walk home, or ride home with a parent.

### Attendance / Absences:

Contact between parents/guardians and school officials must be made when students are absent from, or tardy, to school. A parent/guardian should call school on the day of the absence before 9:00am and explain why his/her child is not in school. If the absence is not reported, attendance staff will contact a parent at home, or at work, to verify the reason for the absence. Our intent with the requirement for verification of absences, late arrivals, and early departures is a safety issue to confirm that parents/guardians and school personnel always know where every student is during school hours.

The attendance phone number to report absences is 816.321.5292. This number has voice mail messaging to report absences 24 hours a day. If contact is not made between parent and attendance secretary on the day of the absence, then the student must bring a written note from home, signed by a parent/guardian stating the reason for the absence. This note should be delivered to the front office on the day the student returns to school. If a student is absent for a doctor's appointment, please provide the office with a doctor's note. Excessive absences may result in referral to legal authorities.

### Verified Absence Procedures:

Even though such a practice is not encouraged, students occasionally find it necessary to be excused during the day. The procedure is as follows:

1. For the safety of our students, a parent/guardian must sign the student out in the front office before he/she can leave. A student is never to leave school without checking out through the front office.
2. If an absence is known in advance (i.e. vacation/surgery/etc.), assignments should be requested directly from the students' teachers via email or phone call. Students are encouraged to email their teachers for assignments.

*We encourage medical appointments to be made after school hours or during late start hours whenever possible to reduce the amount of instructional time lost.*

### Students Arriving Late to School:

Students reporting late to school must have a parent/guardian sign them in at the office before going to class. Students leaving during the scheduled school day must have a parent/guardian sign them out at the office before leaving. For student safety, picture identification is required when signing a student "out" of the building.

#### Tardies:

Tardies to school negatively affect a student's overall attendance percentage and academic progress. The parent/guardian does need to provide an appropriate excuse for their child's tardy to school; otherwise, a tardy is unexcused. Excused and unexcused tardies are still tardies and do affect a student's cumulative attendance percentages. If a student arrives at school after the school day begins, he/she must report to the front office and receive a pass before going to class. A parent/guardian MUST accompany the student into the building after 7:45am, or send a doctor's note with the student, or call 816.321.5290 to inform the school why the student was late.

#### Tardy to School:

Students must be in their first hour class by 7:15am. Students may arrive as early as 6:45am and wait in the commons or auditorium areas. Students are dismissed to go to their lockers at 7:05am. Consequences will apply annually for any tardies to school, whether they are excused or unexcused. To ensure that we start each day in a prompt and positive manner, the following tardy procedure will be followed for those students arriving late to school.

- 4<sup>th</sup> tardy: Parent contact
- 5<sup>th</sup> tardy: Three (3) lunch detentions (1-hour total time)
- 10<sup>th</sup> tardy: One (1) after school extended detention assigned (until 3:30PM or beyond)
- 15<sup>th</sup> tardy: One (1) Wednesday Night School (2:15PM -4:45PM)
- 18<sup>th</sup> tardy: Individual Plan

#### Tardy to Class:

During the school day, students have four minutes to move from one class to another. A tardy to class will be handled individually by the teacher(s) affected. The following procedures and consequences will apply annually:

- 3<sup>rd</sup> tardy to class: Parent notification
- 4<sup>th</sup> tardy to class: Three (3) lunch detentions (1 hour total time)
- 6<sup>th</sup> tardy to class: One (1) after school extended detention (2:15pm - 3:45pm)
- 8<sup>th</sup> tardy to class: Wednesday Night School (2:15pm - 4:45pm)
- 10<sup>th</sup> tardy to class: Individual plan

#### Truancy:

A student is truant if the ...

- ~ student leaves the school without signing out in the front office
- ~ student is absent without permission from a parent/guardian
- ~ student is absent from class without permission (skipping)
- ~ student does not report to an assigned area or the area designated on a pass
- ~ student leaves class without permission for any reason
- ~ student comes to school but does not attend classes

Truancy is an unexcused absence. The student is subject to discipline with after school detentions.

## Visitors

All visitors are required to report directly to the front office and sign in with a staff member. A driver's license or government issued photo ID is required to enter the building. A visitor's sticker will be printed and must be worn while on the school campus.

Parents are invited to visit the school regularly and become involved in all school activities. Parents are also invited to join us for lunch, but we do ask that they follow visitor guidelines. Students from other locations are not allowed to visit during the school day or during school functions after school. This includes former students who wish to visit teachers or friends.

## Bad Weather / School Cancellations

Our school cancellation policy has one goal, which is to ensure the safety of our students. Should school be postponed due to inclement weather, the following procedure will be in effect. On days when weather looks hazardous, students and parents should listen to Kansas City Metro area radio stations, watch television, or check the district web site in the morning between 5:00am and 7:00am. During this time, an announcement will be made if classes are to be canceled. You can access the District Information Line at 816.321.5000 ext. 8000 or visit the district web site @ <https://www.nkcschools.org/>.

Remember, NMMS is part of the North Kansas City School District, NOT Kansas City Public Schools. Students should not come to school if it is closed due to inclement weather. School will continue the following day unless otherwise noted on radio, television, or the district web site. Whenever possible, students and parents should not call the school office to ask if school will be held.

If school is open on a snowy day...

- Expect the bus to be late. Every bus route will run, but alternate routes may be used due to hazardous conditions. (You will be contacted by letter if there is an alternate route.)
- Make plans for your student if you will not be home.
- Dress to protect against wind and cold. Plan for your student to stay with a neighbor if you won't be home.
- Have a plan to follow if we must dismiss students early.

*It takes three hours from the time we make the decision to close school early until the last child is delivered home. We respect your decision to keep your child home when the weather is questionable.*

## School Climate

Dress Code:

See Section B of Dress and Grooming.

### Electronic Devices / Cell Phones:

Technology is prevalent within our society. Any possession of technology, other than a district issued student iPad, is not appropriate in the classroom. The school is not responsible for investigating lost, damaged, or stolen items.

- Electronic e-Readers/tablets are an acceptable device for free reading material. Students should not use these devices for anything other than free reading material with the approval from a staff member.

We recognize that parents may want their student to have a cell phone for safety reasons. However, cell phones do present possible disruptions to the educational process.

- The cell phone will be always the child's and parent/guardian's responsibility. The school is not responsible for lost, damaged, inappropriate use or stolen cell phones.
- Cell phones will be turned off during the school day (7:05am - 2:12pm). However, students may use their cell phones up until 7:05am, and after school. Students must turn phones off and place in their locker until the end of the school day. Phones are not to be in their possession during school hours.

- Smart watches are not allowed when being used for texting and other communications
- Outside social media activity can be subject to school disciplinary procedures
- Pictures and/or recordings in bathrooms is strictly prohibited and subject to Wednesday Night School or suspension
- Consequences for cell phone use at school are as follows:
  - 1<sup>st</sup> offense: Warning and held in the office for the remainder of the day
  - 2<sup>nd</sup> offense: Parent must pick up phone
  - 3<sup>rd</sup> offense: Detention
  - 4<sup>th</sup> offense: Wednesday Night School until 4:45pm
  - 5<sup>th</sup> offense: Students will not be allowed to bring a phone to school, or they will be required to check phone into the office before school starts for the day

\*Any student responsible for the recording a fight, or conflict, is strictly prohibited and will be subject to Wednesday Night School assignment. Repeated behavior of videotaping will be subject to suspension.

\*NO recordings allowed. The only exception is when student iPads are used for academic purposes.

### [2024-2025 Electronic Device Policy](#)

#### Student Item(s) Drop-Off:

Items being dropped off during school hours for students, will be kept by the office for students to retrieve during passing time. Please notify your child of your plans to leave it at the office for them.

Students will NOT be called from class to retrieve any item that has been dropped off (this includes, but is not limited to, iPads, lunches, assignments, etc.).

Outside food being brought into the school for students to consume for lunch, must be delivered by parent or immediate family. This can be done by emailing your student and food left in the vestibule.

NO outside food delivery (DoorDash, Uber Eats, etc.). They will NOT be accepted by the school. The disruption to the office can be substantial and cannot be allowed.

#### Backpack / Book Bags:

Backpacks and book bags can create problems in halls and classrooms. Students will NOT be allowed to carry back packs or book bags to classes during the school day; this does include purses and crossbody bags. Any bag large enough to hold a book is not allowed in the classroom. They are to be kept in lockers. Only one exception will be made to this practice. Students will be allowed to take their backpacks to their last class in an effort to dismiss straight from those classes to go home.

#### Printed Materials / Signs:

All printed materials, signs, or posters not sponsored by the school must have approval from a principal before being posted.

#### Student Conduct:

The school district believes in a pro-active approach to student safety and well-being involving parents and all associated with the activities of the school day and school events. Students are responsible for following all school rules and regulations anytime students are involved in activities associated with the school. This includes from the time students leave their homes, 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 the 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.

#### Responsibility Room:

New Mark's core values that were developed by parents, teachers, students, and administrators are: Self-Starter, Trustworthy, Respectful, and Responsible. When students are struggling to meet these expectations, our staff has been trained on how to work with the student to reach closure and move forward. If a student is demonstrating they are struggling to reach closure and maintain our core values, they are sent to the Responsibility Room for further reflection and planning. They will work with our Responsibility Room staff member to identify the choices and behavior that fell short of our core values, create a plan of action for addressing this issue, and identify any supports that are needed in doing so. Once they have successfully completed this, they will work with an administrator and then follow up with any necessary individuals prior to returning to class. Any classwork, assignments, tests, etc. that are missed during their time in the Responsibility Room are the responsibility of the student. They should communicate with their respective teachers and make up the work outside of school hours.

#### Supervision at Off-Campus School Events:

To ensure the safety of students, it is expected for school aged kids to be accompanied with a supervising adult at off-campus school events. An example of this would be "a New Mark football game played at Staley High School."

All students attending home athletics events MUST go home at dismissal and return at game time.

School personnel attend these events with a focus on ensuring that the event is logistically and procedurally successful. Student supervision is the responsibility of the parents/legal guardians. Off-campus events will have a staff member assigned to the gate and will only allow school-aged kids to enter who are accompanied by a supervising adult. Students without a supervising adult will be denied admission to these events. The supervising adult MUST stay with the school-aged kids until departure.

*Thank you for your adherence to this policy and care for our students' safety.*

#### Students Staying After School:

Students waiting for a ride should wait on the front patio. All other students should be with a staff member after the bell rings at 2:12PM.

#### Protection of Private Property:

The chances of losing personal property can be reduced by using common sense and by being careful. The following suggestions will assist us greatly:



- Bring to school only those items that are necessary for school.
- Leave your valuables at home.
- Carry only the amount of money needed at school.
- Lock your coats, caps, etc. in the locker.
- Write your name in all texts, notebooks & belongings.
- Mark physical education outfits, shoes, sweatshirts, jackets etc. with your name.
- Keep lockers locked and never tell anyone else your locker combination or allow anyone to use your locker (if you are entering a locker that is not assigned to you, you are subject to disciplinary action. Students, for no reason, are allowed to change locker partners or lockers without consent of administration.
- Keep personal items with you when in classes and at lunch.
- **DO NOT** bring nuisance items to school. Nuisance items may include, but are not limited to electronic devices, fireworks, explosives, toys, blankets and/or pillows, and especially aerosols (perfumes, body sprays, colognes). Any nuisance items brought to school may be confiscated by staff members to be held by the school. A nuisance item would be any item that is deemed disruptive to the instructional process for any student or classroom.

#### Racial / Ethnic Harassment Policy:

The North Kansas City School District 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 racial/ethnic harassment by any student, staff member, agent of the district, or vendor. Harassment includes verbal abuse, physical threats, and visual displays.

Racial/ethnic harassment will not be tolerated. Violation of this policy will result in disciplinary action. A parent conference with the school principal is mandatory in any substantiated racial/ethnic incident. Any individual who reports racial/ethnic harassment will not be retaliated against. Complaints will be handled as quickly as possible. Forms for reporting incidents of harassment are available at the school, in the Parent Handbook or at the district office or on the website.

#### Sexual Harassment Policy:

The North Kansas City School District strives to create an optimal learning environment for all students. The district does not condone and will not tolerate the sexual harassment of students or staff, or a school or classroom environment which tolerates 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 sexual advances or verbal or physical conduct of a sexual nature. This may include sexual touching, offensive jokes, insults, innuendoes, 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, school counselor, school principal or the Executive Director for Student and Family Services immediately. The student is assured that the matter will be investigated, and appropriate action taken.

#### Bullying / Intimidation / Harassment:

"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. Bullying of students is prohibited on school property, at any school function, or on a school bus. "Cyberbullying" means bullying as defined in this subsection through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager.

If someone is doing one or more of these things to you, ask them to stop. If they don't stop, you need to get adult help. Tell a teacher, a counselor, our school resource officer or an administrator immediately. Always tell your parent/guardian. You are asking for help. If the bullying does not stop, continue to ask for help by telling an administrator until it does stop. Everyone at New Mark has the right to feel safe physically and emotionally.

#### Disciplinary Infractions:

We are constantly seeking ways to reward positive behavior and help students develop a positive self-esteem through our incentives and Positive Behavioral Supports. With continued cooperation and communication among parents, teachers, and students, we can continue the high standards for academic success. We want New Mark to continue to be a safe and secure place for every individual. If a student is referred to the office for a serious problem, a parent will be contacted, usually by phone. Parents may check PowerSchool for discipline information.

Any student's actions that violate municipal, state, or federal laws while on school property or at a school function may be subject to school disciplinary action including detention, suspension or expulsion. In addition, school officials may report the student's actions to the appropriate law enforcement officials. The following incidents are considered a violation of a safe and secure school environment: alcohol/drugs/look-a-like drugs, tobacco products, cigarettes, vaping materials, arson, assault, bus misconduct, cheating/plagiarism, class disturbance/disruption, distribution of alcohol/drugs, drug paraphernalia, explosive devices, extortion/intimidation, false fire alarm/bomb threat, 911 telephone call, fighting, forgery/illicit use of school documents, gambling, gangs and gang related behavior, harassment/bullying, inappropriate use of technology, insubordination, possessing banned or nuisance items such as laser pointers and skateboards and other items deemed not appropriate for school, misrepresentation of the truth, disrespect, profanity and obscenity, public display of affection, distributing, selling or buying items from other students, theft, threatening/intimidating statements, tobacco violations, truancy, vandalism, property damage, and weapon/weapon look-a-like/use of weapon. This is not an all-inclusive list and fluid based on the day to day needs of the school's safety, security, and school climate. Any items added to this list would be given proper notice to all students through building communication.

Any student responsible for the videotaping of a fight, or conflict, will be subject to Wednesday Night School assignment. Repeated behavior of videotaping will be subject to suspension.

In addition, any student video recording or taking pictures in private areas (such as locker rooms, bathrooms, etc.) is strictly prohibited, and will be subject to Wednesday Night School assignment. Repeated behavior of video recording or taking pictures in private areas will be subject to suspension.

#### School Resource Officer:

Through a partnership with the Clay County Sheriff's Office, a School Resource Officer is available and visible on a regular basis. The School Resource Officer provides a positive law enforcement

presence in the school; provides a variety of educational opportunities to the students such as substance abuse and violence prevention; and works with students and teachers in such areas as: understanding the law, harassment/bullying and conflict mediation. The School Resource Officer is consulted when any student commits a law violation or infraction on campus.

## Student Services and Information

### Lockers:

Students will have access to hall lockers. Hall lockers with built-in combination locks will be assigned to students when school commences. Lockers are the property of New Mark Middle School and are subject to inspections by authorized school personnel. The school is not responsible for lost, damaged or stolen items. Let an adult know if you need help opening your locker. We discourage decorating the interior/exterior of lockers.

- Always close your locker door and turn the dial to make sure it is locked.
- Keep your locker area neat and clean.
- **Keep your locker combination secret!!**
- Students are not to place any adhesive products on or in their lockers.
- Students are not allowed to move lockers without consent from an administrator. Consequences will be assigned for students housing themselves in a non-assigned locker and for allowing a student to use an unassigned locker.
- Students are to use only their assigned locker.
- Students are NOT allowed to have food or drink in their lockers at any time – the ONLY exception is their lunch for the school day which will be consumed during their lunch period. (i.e NO fountain/to go drinks, candy, snacks)
  - This allows our school to stay clean and avoid spills in the hallways

If a student chooses to abuse his/her locker by slamming the door, kicking it, or pulling it open without using the combination, appropriate disciplinary action will be taken.

### Counseling and Guidance Office:

The purpose of counseling and guidance program is to help students develop interpersonal relationships, make informed decisions, and develop the ability to explore and plan for careers. Terms to describe school counseling are preventive, situational, supportive, and temporary crisis. In general, school counselors are not involved in long-term therapeutic counseling of the type one would seek in private counseling.

The counselors are available for individual sessions with students who wish to make an appointment. Teachers, parents, the nurse, and administrators may also make student referrals. The counselors lead small volunteer groups in areas like divorced parents, bereavement, and friends. The counselors teach the sixth-grade classes on a regular basis and occasionally teach seventh and eighth grade classes. These classroom visits stress personal social skills in areas such as self-concept, stress, goal setting, conflict resolution, careers, and health.

The counselors also coordinate enrollment and the standardized testing program.

#### Lost and Found:

Students who find items that have been left unattended should turn them in to a staff member or the office. All items brought to school should display the student's name, clearly written in permanent ink. *Do not bring valuable clothing, watches, purses, electronic devices etc., to school. Clearly mark all personal items* with your name so the item can be returned, if lost.

A Lost and Found is located in the Commons area and the physical education department. Students who lose personal belongings should check the Lost and Found, physical education department or the front office.

#### School Nurse and Health Room:

We make 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 and have an elevated temperature of 100.4 degrees or higher or a suspected contagious condition. Students should stay at home until fever and or vomiting free for 24 hours. This is for your own protection as well as for others in the classroom. A registered nurse is on duty each day in the Health Room and can be reached at 816.321.5293.

#### Medication Guidelines:

- Written orders from a physician licensed to prescribe and written permission from the parent/guardian must be provided for any prescription medication to be given at school. The information will include name of the student, name of the medication, dosage, route of administration, and time medication is to be taken.
- All medication must have the label attached by the pharmacist/physician and will include on the container: the child's name, the name of the medication, the dosage, and the physician's name.
- The NKCS D requires parents to bring in and pick up all medications, prescriptions, over-the-counter inhalers, and topical ointments with current expiration dates on them. All medications, over the counter and prescribed, must be kept in the nurse's office.
- All non-prescription over-the-counter medication must be kept in the nurse's office and sent in the original container marked with the student's name and accompanied by a parent's authorization to administer. Only the instructions on the container will be followed unless the physician provides alternative instructions. If a question would arise, the school nurse will have the right to refuse administration of the medication until further clarification is received and documented from the physician.
- Any change in the time or dosage of medication must be accompanied by a written request from the physician.
- It is the student's responsibility to come to the health room for assistance in taking medication.
- Students may not carry any type of medication with them at school or store medication in a locker unless special written medical authorization requires that to be done.
- All medication must be picked up at the end of the school year - Medication cannot be stored during the summer.

If a student is injured or experiences symptoms of illness while at school, he/she should request a health room pass from a staff member, if practical, or report directly to the Health Room in case of an emergency. The nurse will provide a nurse's assessment of the student's situation and may:

- Provide necessary first aid or assistance.
- Contact a parent to arrange transportation home or to a health care facility for the student. All health-related calls to parents need to be made from the health room.
- Summon emergency medical assistance.

- Allow the student to rest for a time in the Health Room.
- Send the student back to his/her normal school activities.

#### Accident Insurance:

The district does carry accident insurance on all students during school-sponsored activities during the regular school term through Lawrence E. Smith & Associates. Claim forms and benefit descriptions are available through the school or school nurse. Parents are responsible for submitting the claims.

#### Annual School Fundraiser:

A school-wide fundraiser project will be undertaken in early fall. The purpose of the fund-raiser is to assist with expenses that the regular budget does not cover. Participation is optional.

#### Food Service / Cafeteria:

ALL STUDENTS WHO MAKE PURCHASES IN THE CAFETERIA NEED TO MEMORIZE THEIR SIX-DIGIT STUDENT ID NUMBER. Parents may check their child's account as to the remaining balance or food purchased by accessing their MyPaymentsPlus parent account or call the Food Service Manager at New Mark.

1. The basic rules, which govern New Mark lunch periods, are:
2. Students may bring lunch and/or unopened drink containers from home.
3. Students may possess a clear translucent bottle with water only. The bottles must only contain water. Soft drinks and Energy drinks are discouraged during lunch.
4. Students line up in the service line upon reporting to the cafeteria with their teacher.
5. Students are not allowed to use the accounts of other students. Borrowing money from other students is prohibited.
6. After eating, students return all soiled dishes and wastepaper to the soiled dish window and trash/recycling receptacles.
7. Following lunch, students remain seated at their table. Students are not allowed to move to other tables or go to other parts of the building during their lunch period without special permission.
8. Neither food nor drinks can leave the Commons, be consumed in the hall or stored in the lockers.
9. Parents may eat/bring lunch for their child only. Call the office to let us know parents are coming. Friends are not allowed to visit or eat lunch with students.

Breakfast (\$1.90) and lunch (\$3.35) meals are served each day. Lunch times depend on the schedule of the student. Students who are eligible for free lunches are also eligible for free breakfast. Free/reduced meal applications MUST be completed via an online application. The application can be found here:

<https://www.schoolnutritionandfitness.com/index.php?sid=0306152235285801&page=lunchapps>

Students are responsible for paying for all meals until their free/reduced application has been approved.

Cafeteria meals, as well as a la carte items, are purchased through a computerized system. Money can be added to a student's meal account at any time in any amount. Please make checks payable to the name of your school and then FNS (i.e. Name of School/FNS). Money can also be added to a student's meal account on-line via a credit card at <https://www.nkcschools.org/families/pay-for-meals-fees> . The student's meal account is then debited as the student makes food purchases. The

student who does not have money in their meal account is allowed to charge breakfast and/or lunch for three days or up to a maximum negative balance of -\$9.90. The student is not allowed to charge a la carte items. If the charges are not paid after three days or after the maximum negative balance has been reached, the student will no longer be allowed to charge any meals. If a student is denied a meal, the student may be given a cheese sandwich (no beverages or sides) at no cost to the student.

Parents may want to limit the amount of money spent on a la carte foods. To do so, please call the cafeteria manager. The cafeteria manager will note your request on the computerized system so the cashier will see your request each time your student attempts to make a purchase.

Our lunch menus are designed to provide one-third of the Recommended Dietary Allowances (RDAs) daily requirement of calories, protein, calcium, iron, vitamin A and C with < 30% calories from fat and < 10% calories from saturated fat. Our breakfast menus are designed to provide one-fourth of the RDAs with < 30% calories from fat and < 10% calories from saturated fat. Menus can be found on the district website at <https://www.schoolnutritionandfitness.com/index.php?sid=0306152235285801&page=menus>.

Students leaving the district during the school year must pay lunch obligations to the cafeteria manager before leaving the district.

#### YouthFriends:

YouthFriends is a community wide movement that connects thousands of adult volunteers with students. If you would like to have a caring adult meet with your student on a regular basis, contact your school counselor.

#### Gym Expectations:

During the 2024/2025 school year, students will NOT be required to dress out for P.E. Please dress appropriately on the day you have P.E.

- Tennis shoes are required on P.E. days.
- For safety purposes, please do not wear crocs, dress shoes, high-heeled boots/shoes, etc. on your P.E. day.

After the physical education teachers cover gym regulations, please be certain that you know and understand them. All students are required to enroll and participate in physical education and may be excused only if they have written permission from a physician. In physical education classes, a locker and padlock may be assigned to each student. There is no charge for gym locks or hall lockers. Should a student lose his/her gym lock, he/she must pay the replacement cost of \$6.00. Students should not give their padlock combination to other students.

#### Library Media Center (LMC):

The mission of the Library Media Center is to ensure that staff and students become effective users of ideas and information in various formats. The LMC welcomes students daily from 7:05am - 2:12pm. There are also extended library hours during ACE sessions. Core teams are scheduled to visit the LMC on a regular basis for checkout and pleasure reading.

- Books and magazines are checked out for a period of three weeks.
- Reference books may be checked out overnight.
- Books may be renewed one time if needed.



- If library materials are lost, students are expected to pay the replacement cost of the materials.
- In addition to print books and magazines, computerized resources such as electronic encyclopedias, news and information sources, and online magazines are also available.

#### Transportation:

Transportation is provided free for students living more than one mile from their school. Paid transportation forms and request for alternate route forms are available at the school, or on the district website.

Riding the bus is a privilege that is earned by obeying safety and behavior rules. Bus routes comply with state guidelines. Our first concern is safety. We provide supervision during loading and unloading of buses. The bus driver provides supervision while students are on the bus. Drivers must watch traffic and road conditions while driving. Therefore, drivers must rely on the cooperation of students in order to maintain a safe and orderly situation on the bus. Students must practice responsible self-discipline while riding the bus. A student, who chooses not to do so, can jeopardize the safety of others and will be required to arrange other transportation with their parent/guardian to and from school.

#### Emergency Drills:

Three types of emergency drills are held at New Mark: fire, tornado and shelter-in-place drills. Teachers will give complete instructions about these drills and the method of notification used by the office. Detailed instructions about each type of drill are posted in each classroom. Students are expected to be quiet, listen and follow adult directions to ensure the safety of all.

## Academics

#### Multi-Tiered Systems of Support (MTSS):

MTSS is a 30-minute block of time that every middle school in NKC adds to their daily schedule. It will serve students in two different ways. Students will either be assigned to intervention (Math or ELA) if they need additional support, or they will participate in an enrichment course. The courses vary in length of term (quarter, semester, and year).

In the spring of 2024, students were presented with a catalog of options for enrichment. The students rank ordered their top eight choices from approximately 25 selections. Students were then placed into at least one of their top eight choices. Upon review of data (MAP, STAR, grades, iReady etc.), students who could benefit from additional ELA or Math support were placed with their ELA or Math teacher for intervention instead of enrichment to start the 2024-2025 school year.

Students' progress will be monitored closely in MTSS intervention to determine their needs, provide the additional support, and as the student progresses, hopefully advance out of intervention and into their preferred enrichment course.

#### Connections:

The New Mark Connections class is an opportunity for Northstars to build community with one another in a smaller setting. Students will participate in activities related to academic and personal goal setting, grade reflections, social/emotional learning activities, career exploration, and more. Connections will meet approximately 20 minutes per day, four days per week.

#### Co-Curricular Eligibility:

New Mark's eligibility expectations have been established to help students be successful and responsible for their academic expectations. In the event a student is assigned OSS, they would be considered ineligible to attend. This would include all district athletic and PTSA sponsored events, i.e. TNO. Additionally, students must attend at least half of the school day to participate in school functions. It is to be used in a positive educational manner. Coaches may apply more stringent expectations that exceed the building's policy.

Students, while on the non-eligible list, will not be eligible to participate in or attend any school functions outside of the school day including reward or incentive fieldtrips during the school day.

#### Grading:

Student grades are calculated taking into consideration both academic grades such as tests, quizzes, and class projects and investment (practice) grades such as homework or daily class assignments. It is the belief of New Mark Middle School that the investment grade (homework and participation) is the foundation for which their academic (assessments) are built. Point values for daily assignments, homework, or completion tasks will be less than the point values for quizzes, tests, projects, etc. Student understanding is our priority, and this is why we have structured our grading in this manner. The lowest grade that will be entered in the gradebook is a 50%. Please refer to retake opportunities to improve upon academic grades in the following sections.

#### Late/Missing Work:

Late/Missing daily (in class) work will be accepted up to 7 calendar days (one week) past the original assignment due date (or by the end of the quarter, when applicable). Late/Missing projects, ongoing assignments, or larger projects will be accepted up to 14 calendar days (two weeks) past the original assignment due date (or by the end of the quarter, when applicable). After 7 days (daily work) or 14 days (larger projects and assignments), the missing work will not be accepted, and the assignment will be scored 50%.

#### Assessment Retakes:

All work from the unit/project/paper must be submitted prior to being able to re-take a test (or submit a paper or project). The re-take must be completed within 14 calendar days (two weeks) and students may earn up to 85% on the re-take.

#### Make-Up Assignments:

When a student is absent from school, all assignments are expected to be made up. If a student is missing from class with a verified absence, they will have the same number of additional days in which to turn in assignments, regardless of original posted due date. (Ex. A student with 3 days of verified absences will be allowed three additional days to submit the assignment.)

*If the child has been ill or will be absent for a period of two or more days, a request for assignments can be made by emailing a teacher on your student's team. Students can email their teachers directly via their iPad issued to them for the school year. For absences fewer than two days, the student is responsible for getting the make-up assignments from the teachers upon returning to school, or from a friend.*

#### Grade Reports:

The final grade report is available in PowerSchool the last day of school. For specific dates, please see the school calendar or web site.

#### PowerSchool:

New Mark provides parents and students with a unique opportunity to use a product, which allows them to view their child's school information via the web. Parents can access pertinent information about their child's attendance, assignments, grades, and a history of academic work. PowerSchool is also how families register their students every school year. Parents needing password information can call the office at 816.321.5290.

## Student Recognition & Distinguished Achievement Program

*We continue to seek ways to provide an educational climate in which students are excited about learning and where students conduct themselves in socially correct ways. Currently, New Mark has the following student recognitions and programs:*

#### National Junior Honor Society:

The National Junior Honor Society is an organization of students who excel in the areas of scholarship, service, leadership, character, and citizenship. Scholarship includes obtaining a Cumulative (7th & 8th Grade) GPA of 3.8 and rank at or above 85% on a teacher evaluation scale. Character and citizenship are the main criteria in the teacher evaluation scale. Service pertains to our many projects and includes contributing a total of 15 service hours each semester. Leadership relates to the many offices that members may hold.

#### Student Council:

The Student Council is a student organization that represents the student body to help improve New Mark Middle School. Elected officers serve as an executive board. Representatives from each team are elected in the early fall. To be a part of the NMMS Student Council, students must meet all requirements, which includes: 3.0 GPA, no OSS, ISS or bus referrals.

#### Distinguished Achievement Program (DAP):

Any New Mark Middle School seventh or eighth grade student who wishes to be recognized as a Distinguished Achievement Program Honoree must complete a DAP contract with assistance from his/her parent and counselor. Proper documentation must be presented to the counselor for verification of contract requirements. To be a DAP Honoree; a student must maintain a 2.5 GPA and

meet 5 out of 9 performance standards listed below. Each Distinguished Achiever will receive public recognition as well as a medallion.

#### DAP Performance Standards

- Standard 1: GPA must be at least 3.0 for the year
- Standard 2: Demonstrate success in at least two honors opportunities during the school year. This can be earning an A or B in advanced math, high school level language, or AVID and/or completing the honors showcase for the Honors Experience MTSS class.
- Standard 3: Participate in a Fine Arts Activity
- Standard 4: Participate in a student leadership activity
- Standard 5: Participate in a Community Service Activity
- Standard 6: Good Citizenship (No office referrals)
- Standard 7: Participate in Career Exploration activity
- Standard 8: Earn a Minimum of Two Awards
- Standard 9: Advanced or Proficient on at least one section on the MAP tests

#### Renaissance:

Renaissance is a program that empowers students, educators, administrators, parents, businesses, and community organizations to work together to encourage student achievement, celebrate student successes, and increase community involvement in our schools. Our vision is to create a comprehensive and coordinated process where academic excellence, continuous improvement and citizenship are promoted and recognized. It is based on the principles of performance, promotion, and partnership. Renaissance activities are held to highlight achievements of our students and staff. See the section at the end of this handbook on Renaissance.

#### Star of the Month:

Students will be chosen monthly from each team and encore areas to be recognized. The students are selected on the basis of citizenship, acceptance of responsibility, academic achievement, and/or improvement. Recipients will receive an incentive and have their picture displayed in the Commons area. Star of the Year awards are presented to one male and female from each team, along with the Encore Department.

#### Eighth Grade Honors Night Awards:

Additional awards presented each spring to 8th grade students include:

- a) Melody Shoger Award
- b) Art Pfaff Pride Award
- c) John Hagan Integrity Award
- d) Guiding Light Award
- e) Andy Butler Award
- f) Perfect Attendance Awards
- g) Ina Chambers Service Award
- h) Mary Skeens Character Award
- i) Exemplary Student Award
- j) Rick Dayoub Outstanding Male & Female Athletes

## Student Activities

### After Class Events (ACE):

ACE sessions are offered Monday and Tuesday from 2:25pm - 4:55pm. There will be a 10-minute break between the two sessions from 3:35pm - 3:45pm. Transportation home is provided each day for bus riders enrolled in ACE. A wide variety of activities including intramurals are offered throughout the year. Students and families can find information regarding each session, and how to sign up, on the New Mark website under [ACTIVITIES](#). Enrollment, along with a \$10.00 fee per session, are required for participation. Students are expected to follow all school and bus rules.

### Sports:

Interscholastic sports are offered to 7th & 8th grade students: boys and girls cross country in the fall, girls volleyball in the fall, boys and girls basketball and wrestling in the winter, boys and girls swimming in the spring, and boys and girls track in the spring. All students may try out for fall cross country and swimming in the spring. This is a competitive sports league. Tryouts are a part of the program and cuts will be made. The Missouri State High School Athletic Association (MSHSAA) governs sports requiring students to have a physical. More information can be found on our New Mark website under Activities, then [ATHLETICS](#).

### New Mark Activities:

- PTSA
- PTSA Reflections
- Math Competitions
- Play / Musical
- Honors Orchestra – 8<sup>th</sup> Grade
- Honors Band – 8<sup>th</sup> Grade
- Team Field Trips
- Wrestling – 7<sup>th</sup> & 8<sup>th</sup> Grades
- Cheerleading – 7<sup>th</sup> & 8<sup>th</sup> Grades
- Boys & Girls Track – 7<sup>th</sup> & 8<sup>th</sup> Grades
- Boys & Girls Basketball – 7<sup>th</sup> & 8<sup>th</sup> Grades
- Boys & Girls Cross Country – 7<sup>th</sup> & 8<sup>th</sup> Grades
- Girls Volleyball – 7<sup>th</sup> & 8<sup>th</sup> Grades
- Student Council
- National Junior Honor Society – 7<sup>th</sup> & 8<sup>th</sup> Grades
- Swim – 7<sup>th</sup> & 8<sup>th</sup> Grades
- Football – 7<sup>th</sup> & 8<sup>th</sup> Grades
- Color Guard – 7<sup>th</sup> & 8<sup>th</sup> Grades

#### Teen's Night Out (TNO):

The PTSA sponsors Teen's Night Out evenings during the school term. Each session offers: music, dancing, games (basketball, volleyball, computer lab, bingo) and sells refreshments (hotdogs, pizza, nachos, pop and candy). Parents and teachers supervise students. Tickets are sold on Friday ONLY during lunch the week of TNO. A year pass can be purchased during NM Registration Night from the PTSA table. Tickets will not be sold at the door. The dates for Teens Night Out evenings are listed in the school calendar.

- Only New Mark students may attend TNO.
- All school rules apply for NM students who attend.
- Students that are absent from school that day cannot attend.
- Students not picked up on time may not be able to attend a future school activity.
- If a student is sent home from TNO for a disciplinary reason, he/she will not be allowed to return for the remainder of the year.
- No refunds will be given for season passes.

## Technology Usage Policy

### [2024-2025 Electronic Device Policy](#)

#### Internet Use Policy and Networked Computer Guidelines:

Networked computers with filtered Internet access are available in all classrooms, labs, and Media Centers. Staff and students use Internet resources throughout the instructional day. Please contact the school technology coordinator or the building principal with questions or concerns. Parents who wish to further restrict their students' access to Internet resources should inform the building principal in writing.

The North Kansas City School District recognizes the educational and professional value of electronics-based information technology, both as a means of access to enriching information and as a tool to develop skills that students need. The district's technology exists for the purpose of maximizing the educational opportunities and achievement of district students. The professional enrichment of the staff and Board, and increased engagement of the students' families and other patrons of the district are assisted by technology but are secondary to the ultimate goal of student achievement. 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. Development of students' personal responsibility is itself an expected benefit of the district technology program.

#### Electronic Mail:

A user is responsible for all electronic mail (e-mail) originating from the user's ID or password. Forgery or attempted forgery of e-mail is prohibited. Unauthorized attempts to read, delete, copy or modify e-mail of other users are prohibited. All users must adhere to the same standards for communicating online that are expected in the classroom and are consistent with district policies, regulations and procedures.



All users of the district technology resources will follow the following rules and responsibilities:

- a) Applying for a user ID under false pretenses is prohibited.
- b) Using another person's user ID and/or password is prohibited.
- c) Sharing one's user ID and/or password with any other person is prohibited.
- d) A user will be responsible for actions taken by any person using the ID or password assigned to the user.
- e) Deletion, examination, copying or modification of files and/or data belonging to other users without their prior consent is prohibited.
- f) Mass consumption of technology resources is prohibited.
- g) Downloading of any inappropriate files, or software, audio/video files not approved for use by the superintendent or designee is prohibited.
- h) Use of district technology for soliciting, advertising, fund-raising, commercial purposes or for financial gain is prohibited, unless authorized by the district.
- i) 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.
- j) 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.
- k) Accessing, viewing or disseminating information using district resources, including e-mail or Internet access, 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 is prohibited.
- l) 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.
- m) Accessing, viewing or disseminating information using district resources, including e-mail or Internet access, 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, 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 school regulations is prohibited.
- n) Any use which has the purpose or effect of discriminating or harassing any person or persons 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 or the violation of any person's rights under applicable laws is prohibited.
- o) Any unauthorized, deliberate, or negligent action, which damages or disrupts technology, alters its normal performance, or causes it to malfunction, is prohibited, regardless of the location or the duration of the disruption.
- p) Only pre-approved software, audio/video media or technology devices may be purchased and licensed on district equipment. 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.
- q) At no time will district technology or software be removed from the district premises, unless authorized by the district.
- r) All users will use the district's property as it was intended. Technology or technology hardware will not be lifted, moved or relocated without permission from an administrator. All users will be held accountable for any damage they cause to district technology resources.

- s) All damages incurred due to the misuse of the district's technology will be charged to the user. The district will hold all users accountable for the damage incurred and will seek both criminal and civil remedies, as necessary.

#### Technology 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 the superintendent or designee considers him a security risk.

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

#### On-line Safety Disclosure, Use and Dissemination of Personal Information:

- a) All students will be instructed on the dangers of sharing personal information about themselves or others over the Internet.
- b) Student users are prohibited from sharing personal information about themselves or others over the Internet, unless authorized by the district.
- c) Student users shall not agree to meet with someone they have met on-line.
- d) A student user shall promptly disclose to his/her teacher or another school employee any message the user receives that is inappropriate or makes the user feel uncomfortable.

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.

#### Electronic Devices / Cell Phones:

Technology is prevalent within our society. Any possession of technology, other than a district issued student iPad, is not appropriate in the classroom. The school is not responsible for investigating lost, damaged, or stolen items.

- Electronic e-Readers/tablets are an acceptable device for free reading material. Students should not use these devices for anything other than free reading material with the approval from a staff member.

We recognize that parents may want their student to have a cell phone for safety reasons. However, cell phones do present possible disruptions to the educational process.

- The cell phone will be always the child's and parent/guardian's responsibility. The school is not responsible for lost, damaged, inappropriate use or stolen cell phones.

- Cell phones will be turned off during the school day (7:05am - 2:12pm). However, students may use their cell phones up until 7:05am, and after school. Students must turn phones off and place in their locker until the end of the school day. Phones are not to be in their possession during school hours.
- Smart watches are not allowed when being used for texting and other communications
- Outside social media activity can be subject to school disciplinary procedures
- Pictures and/or recordings in bathrooms is strictly prohibited and subject to Wednesday Night School
- Consequences for cell phone use at school are as follows:
  - 1<sup>st</sup> offense: Warning and held in the office for the remainder of the day
  - 2<sup>nd</sup> offense: Parent must pick up phone
  - 3<sup>rd</sup> offense: Detention
  - 4<sup>th</sup> offense: Wednesday Night School until 4:45pm
  - 5<sup>th</sup> offense: Students will not be allowed to bring a phone to school, or they will be required to check phone into the office before school starts for the day

\*Any student responsible for the recording a fight, or conflict, is strictly prohibited and will be subject to Wednesday Night School assignment. Repeated behavior of videotaping will be subject to suspension.

\*NO recordings allowed. The only exception is when student iPads are used for academic purposes.

## Parent and Community Involvement

### Parent/Teacher Conferences:

A conference can be arranged with an administrator, counselor, individual teacher, or a team of teachers. In order to protect instructional time and the learning environment, we ask that parents prearrange to meet with the staff members. An academic district wide parent conference is scheduled during September.

### Parent/Teacher/Student Association (PTSA):

PTSA is an integral part of our middle school program. PTSA supports students, staff and administration financially and through many hours of volunteer work. PTSA sponsors “Reflections,” (a creative arts competition) and “Teens Night Out”. In addition, they offer spirit wear for sale and help fund community service projects. PTSA offers an opportunity for students to work with parents as partners on committees to serve the school while gaining leadership experience and skills. We encourage students and parents to both join PTSA. Memberships are available in the office and during many school activities.

## Student and Parent Rights

### District Policies:

North Kansas City Schools greatly value the relationship between you and your local school. Most policy questions can be handled by speaking with the teacher or principal. School policies are available on the [District](#) web page. A principal or administrative assistant can also supply you with a copy of any district policy. If you have further questions, please call the District office. The District has a legal obligation to inform parents and students of its policies on racial/ethnic and sexual harassment, and non-discrimination.

### Grievance Procedure:

The school district recognizes that parents and other school patrons have a fundamental right to discuss concerns they might have with the district. If the concern is directed toward a teacher, the parent should make an appointment to visit with the teacher. If the grievance is not settled after this initial meeting, the parent should discuss the problem with a principal. If the issue is still not resolved, an appointment should be made with the superintendent or his designee.

### Non-Discrimination Statement:

North Kansas City Schools, as an Equal Opportunity Employer, complies with applicable federal and state laws prohibiting discrimination, including Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA). It is the policy of the school district that no person, on the basis of race, color, national origin, sex, age or handicap, shall be discriminated against in employment, educational programs and activities or admissions. Inquiries or complaints concerning North Kansas City Schools compliance with the regulations implementing Title VI, Title IX, Section 504, or the Americans with Disabilities Act (ADA) may be directed to: Section 504 Compliance Coordinator, or Title VI and Title IX Compliance Coordinator and ADA Officer, North Kansas City Schools, 2000 NE 46th Street, Kansas City, Missouri 64116, 816-321-5000.

### Student Records:

Parents may examine their student's school file by making a written request to a Principal. No one except school personnel using the files may have access.

## 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 that he/she deems to be in the best interest of the educational process.

# Renaissance Overview

Founded by Jostens and educators in 1988, Renaissance inspires the acceptance and excitement for academics that is traditionally reserved for athletics. Through Renaissance, Jostens aims to increase student performance and teacher enthusiasm, and to raise the level of community participation in schools. Renaissance also encourages the involvement of parents and local businesses.

- Renaissance focuses on and promotes: Grades, Citizenship and Attendance
  - Student achieves a GPA of 2.5 or higher per grading period
  - Student can have one D and NO F's, per grading period
  - Student must have 94% attendance per grading period
- Students that make Renaissance each quarter are celebrated
- Students who qualify for Renaissance each semester get to participate in a semester-based activity

## Renaissance Incentives

- 1<sup>st</sup> Quarter - *One Rockin' Renaissance T-shirt!* (A complimentary Renaissance t-shirt will be provided to qualifying students their first qualifying Quarter during the school year.)
- 2<sup>nd</sup> Quarter – Out of building event, (*For example: day @ Main Event, or double Movie at local theater*) \*\*Quarter celebration counts towards the end of the year celebration! (MUST qualify for Renaissance both 1<sup>st</sup> & 2<sup>nd</sup> Quarter)
- 3<sup>rd</sup> Quarter - *Ice Cream Social at lunch*
- End of the Year Celebration for students who made Renaissance all 4 quarters!



# Renaissance End of Year Celebration Requirements

## Academic Requirements:

- Students MUST qualify each quarter for Renaissance

## Citizenship Requirements:

- Students must have fulfilled the citizenship requirement demonstrating outstanding character in every trait that is focused on throughout the year.
  - 1<sup>st</sup> Quarter: Initiative and Positive Mental Attitude
  - 2<sup>nd</sup> Quarter: Integrity and Compassion
  - 3<sup>d</sup> Quarter: Respect and Perseverance
  - 4<sup>th</sup> Quarter: Cooperation
- One office or bus referral, resulting in a detention, may be “worked off” with 6 hours of community service for the year.
- Community service for the detention is due on the last day of the quarter the detention was received.
- OSS, Detentions, Wednesday Night School and Bus Suspensions CANNOT be made up with Community Service at any time.

## General Guidelines:

- A Community Service application can be found online or in the front office.
- Any OSS, Detentions, Wednesday Night School and Bus Suspensions throughout the year will invalidate End of the Year Celebration privileges.
  - Students must make Renaissance ALL four (4) grading periods to attend the end of year celebration

## Grading Periods:

1<sup>st</sup> Quarter Ending: October  
3<sup>rd</sup> Quarter Ending: March

2<sup>nd</sup> Quarter Ending: December  
4<sup>th</sup> Quarter Ending: April

# Renaissance Community Service

Student Name: \_\_\_\_\_ Team: \_\_\_\_\_  
Quarter: 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> 4<sup>th</sup> (circle one) Date Submitted: \_\_\_\_\_

☐ Office Referral/Detention

- Six (6) hours of community service equals 1 Office Referral/Detention
- Allowed 1 (one) maximum, per school year

☐ Bus Referral/Detention

- Six (6) hours of community service equals 1 Bus Referral/Detention
- Allowed 1 (one) maximum, per school year

☐ Attendance

- Four (4) hours of community service equals 1 absence
- Allowed 2 (two) maximum, per school year

\*\*\*\*\*

This area to be filled out by the Community Service Supervisor/Sponsor.

Name of Organization/Facility: \_\_\_\_\_

Supervisor/Sponsor Name: \_\_\_\_\_

# of Hours Completed: \_\_\_\_\_ Tasks Completed: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

By signing below, you acknowledge that the service listed above was  
completed and the information is accurate.

Student Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

# Renaissance Community Service

What is Community Service?

An unpaid service that is performed by an individual or organization to benefit New Mark and the surrounding community.

Examples of Community Service you can do:

- New Mark Care Center
- Animal Shelter
- Soup Kitchen
- Harvesters
- Local Churches
- Highway Cleanup
- Teacher's Aide (before/after school)
- Organize Mix It Up, other school activities/programs etc.
- Tutor
- Volunteer at an elementary school
- Tape reading books for hospitalized children
- Child are during school events
- Elementary functions (i.e. school carnival, dances)
- Make items (i.e. flashcards) for surrounding day cares

For questions, please see your grade level administrator.

*\*\*All community service hours must be completed and turned in two days before the end of the quarter in which it is applied.*

*\*\*Students must bank community service hours by completing hours and turning it into an Administrator to be used later in the year, if needed.*

## Section B – Secondary

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)



## **STRATEGIC PLAN**

### **MISSION STATEMENT**

As relentless champions for all students, North Kansas City Schools' mission is to develop self-aware, authentically empowered, future-ready learners through a rich array of purposeful learning opportunities in collaborative communities of belonging that are:

- culturally affirming
- academically challenging
- experiential and exploratory for each student.

### **OBJECTIVES**

Each student will access a comprehensive and cohesive preK-12 educational experience, as an agent of learning, to achieve personal success.

Each student will earn and value others' trust and respect by living with unwavering integrity, guided by authentic empathy.

Each student will communicate with clarity, conviction, and confidence, understanding the value of meaningful collaboration.

Each student will persevere as an agile learner, who uses multiple resources and divergent thought to develop creative responses.

### **STRATEGIES**

#### **Strategy I:**

We will cultivate relevant learning opportunities that commit to high expectations, respond to student needs, and focus on life-ready skills.

#### **Strategy II:**

We will expand and strengthen our comprehensive systems of support to meet the individual needs of each student.

#### **Strategy III:**

We will ensure, develop, and support a healthy and highly capable workforce that is passionate about meeting the needs of each other and each student.

#### **Strategy IV:**

We will serve to unify our community.

Approved by the  
North Kansas City Schools  
Board of Education  
May 10, 2022



## **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, 5th 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>
Dr. Terry Ward	Member	<a href="mailto:terry.ward@nkcschools.org">terry.ward@nkcschools.org</a>
Joe Jacobs	Member	<a href="mailto:joe.jacobs@nkcschools.org">joe.jacobs@nkcschools.org</a>
Karee Gleason-Miller	Treasurer	<a href="mailto:karee.gleasonmiller@nkcschools.org">karee.gleasonmiller@nkcschools.org</a>
Laura Wagner	Member	<a href="mailto:laura.wagner@nkcschools.org">laura.wagner@nkcschools.org</a>
Susan Hines	Member	<a href="mailto:susan.hines@nkcschools.org">susan.hines@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>

Note: Check for the most current Board information on the district’s website at:

[Members - North Kansas City School District \(nkcschools.org\)](http://Members-North-Kansas-City-School-District.nkcschools.org).

### ***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. Janelle Porterf, 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 is 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=xa9jwu0EeqNJP1IMR8zErI2Eu9hM2yurtmPs7R4uWoGx8Ahi06plusLzAy8g1tPrKI2cq0QcCe9BGslshNaALXXJplusjW9RTEwCaPwzE4gyFFt7PTxUqsslsh2cN82pluskKslshOQBJosLqFo4slhgl4vRofnx68OZZP7J3cvPLYe0WeewUWBUBwMWCLwQG5Va7YA62t3slshDslshgeFh>



### ***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 [Forms - North Kansas City School District \(nkcschools.org\)](https://www.nkcscschools.org) and is reviewed by the Executive Director of Student 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.

## *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.

## *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.

## *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.

## 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 1-800325-1350.

## Student Health

### *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 4 weeks from first dose.
Hepatitis B	3 doses, given at ACIP recommended intervals
Varicella	2 doses, on or after the first birthday or verification signed by an MD or DO that the child has had the disease
Tdap	1 dose required before entering 8 <sup>th</sup> grade
MCV	1 dose required before entering 8 <sup>th</sup> grade 12 <sup>th</sup> grade: Two doses of MCV are required unless the first dose was administered to a student who was 16 years of age or older, in which case only one dose is required.

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.

## ***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, a licensed practical nurse, or a health room clerk are 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 vision, and scoliosis 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 the health room clerk may provide first aid, assistance in case of an emergency and supervise the taking of oral medication as authorized by a parent or guardian.

## ***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: [ADMINISTRATION OF MEDICATIONS TO STUDENTS](#)

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: [Health Services](#)

### ***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 may not return to school until symptom free for 24 hours, without medication.

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:

<b>Disease</b>	<b>Incubation</b>	<b>Exclusion from school if necessary</b>
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 [COMMUNICABLE DISEASES](#)

## **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 (Opt-out 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. The Driver will make every effort 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 attends 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.

### ***Special Services***

Transportation service is available for students with disabilities. For information, contact Pupil Services at (816) 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>

### *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: Policy-JFCH

<https://simbli.eboardsolutions.com/ePolicy/Policy.aspx?S=110&Sch=110&PC=JFCH&Z=P&revNo=1.01&srch=drug&ktype=Exact&encu=xa9jwu0EeqNJP1IMR8zErI2Eu9hM2yurtmPs7R4uWoHCbyslshKIreadvE9AujLplusemFjpMOFK6wyKeQw3K1GsYvoU0kSMLZ9O86XGiYdcdMTkWtIQEFoOWIwlfE2gjijiSumLSCFSsls hdxXlslshJY3QrOMrWmKReG5FIBDEWsvlvplusg5ifg=>

### ***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.



Extraordinary Educational  
Experiences

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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, Director of Operations and Maintenance, 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 2016. 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.

## **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***

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 click on the following Link: Policy JG

<https://simbli.eboardsolutions.com/ePolicy/Policy.aspx?S=110&Sch=110&PC=JG&Z=P&revNo=1.11&srch=discipline&ktype=Exact&encu=xa9jwu0EeqNJP1IMR8zErI2Eu9hM2yurtmPs7R4uWoEOBfqvmzKiojlsH5U2slsh2slshM9V88NmFE8qxWZD1XMr6pRvRtp0dx6SsT5Xndb7tIlLrk01wzvn6rdLcQkeSsLVn2ldTvgovYQz4ge1eav7VKk29wJOxwclsld1zlp1vKkulgplusPmMH8xmVMsQoceU72pla0jZ>

## ***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 advance 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.

## 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.

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 written statement.

### ***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, audiotape, 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

### *High School Instructional Program*

The High School Instructional Program is designed to provide students with the preparation necessary for success beyond graduation. Each student, with the assistance of the guidance counselors, completes an Individualized Career Plan upon entry into the high school program. This plan provides a blueprint for the coursework needed to fulfill graduation requirements. In addition, the individualized plan is designed to prepare each student for post-secondary studies and pursuit of career interests. See the **North Kansas City Schools Career Planning & Education Guide (CPEG)** for detailed information regarding course offerings by following the link: [\*\*CAREER PLANNING & EDUCATION GUIDE\*\*](#)

### *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: Policy IGAEB <https://simbli.eboardsolutions.com/ePolicy/Policy.aspx?S=110&Sch=110&PC=IGAEB&Z=P&revNo=1.11&srch=sexuality&ktype=Exact&encu=xa9jwu0EeqNJP1IMR8zErI2Eu9hM2yurtmPs7R4uWoGGjTef44Fe0IFZlhp8siHmI77y1xcwpplus6EwH2ovuEjEBslshDZvDmkWGPZMjh0v3eXIngjjw4KXmbGehxrAmYj06cyDIGfsAHHLnUa6o1slshzvGxirdj30hoR6wi0re0UrbHY8JGWvz2plusnDQg9nRcCp1oiG>

### *Textbooks & Supplies*

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

### *Specially Trained Teachers*

Specially trained teachers are available for students who qualify for services in reading, speech and/or language, special education, gifted education, and English Language Learners (ELL). Guidance counselors are available to meet with individuals, small groups, and parents upon request. The district provides home/hospital instruction for students unable to attend school for an extended period of time due to a medical condition.

### *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.

### ***Progress Reports***

Progress reports are distributed every six weeks. Consult your school for a reporting schedule.

### ***PowerSchool Student-Parent Portal***

PowerSchool is a software program that provides students, parents and guardians access to a student's daily attendance and grades via the Internet. For more information about PowerSchool, currently offered to district middle and high school families, contact your student's home school.

### ***A+ Schools Program***

All North Kansas City Schools are designated as A+ Schools by the state of Missouri. This means that students who meet certain requirements are eligible to receive tuition reimbursement and general fees to any of Missouri's public community colleges or public vocational or technical schools. Consult your school's A+ Coordinator for more information about this program. The A+ Schools program created by the passage of Senate Bill 280 contains the following provisions for students graduating from designated A+ Schools. Please read the following carefully and refer to the Career Planning and Education Guide (CPEG) for additional information.

#### **Benefits**

Students who meet the program requirements, receive tuition reimbursement to any of Missouri's public community colleges or public vocational or technical schools. Students must make a good faith effort to secure all available federal post-secondary student financial assistance funds that do not require payment in order to qualify for graduation. Also note, the Missouri legislature may revise the benefits of this program.

### ***A+ Program Requirements***

To be eligible for the financial incentives of the A+ Schools Program, a student must have:

1. Be a U.S. citizen or permanent resident.
2. Enter into a written agreement with your high school prior to graduation.
3. Attend a designated A+ high school for 3 years prior to graduation.
4. Graduate from an A+ designated high school with an overall grade point average of 2.5 or higher on a 4.0 scale.
5. Have at least a 95% attendance record overall for grades 9-12.
6. Perform at least 50 hours of unpaid tutoring or mentoring, of which up to 25% may include job shadowing prior to graduation.
7. Maintain a record of good citizenship and avoid the unlawful use of drugs and/or alcohol while in grades 9-12.
8. Have achieved a score of proficient or advanced on the Algebra I end of course exam or a high level DESE approved end-of-course exam in the field of mathematics (or a specified combination of ACT Math score and High School GPA as determined by the State).



### ***Distinguished Achievement Program***

North Kansas City Schools sets high expectations for all students. Those learners who are academically talented and motivated should strive to earn one of the district's diplomas of distinction, the **Gold Medallion Honors Diploma**, or the **International Baccalaureate Diploma**. Colleges and universities recognize honors diploma programs as the most rigorous course of study, and the district sends advance information to directors of admissions regarding requirements for both diplomas.

Honor graduates receive public recognition at Distinguished Achievement Program events (Honors Night) and at Graduation. Students are lauded for outstanding academic performance and for important academic research in printed programs and with special adornments on graduation robes. Gold Distinguished Achievement seals are placed on diplomas, and covers are gold to indicate the academic accomplishment.

### ***Advanced Placement Courses***

Advanced Placement (AP) courses are college-level courses taught at the high school by trained, qualified teachers using materials designed to prepare students for success on AP exams. Parents should visit the website of the college/university the student plans to attend to determine the policy regarding credit granted for AP courses/exams. Students should consult the most recent edition of the Program of Studies for AP course offerings.

### ***Dual Credit Courses***

Dual Credit courses are college-level classes taught at the high school by teachers who have met criteria established by Missouri's Coordinating Board for Higher Education and by the college/university granting credit. Students may receive one-half unit of high school credit for each semester of class and earn the designated number of college hours. It is important that parents check with the college/university the student plans to attend to ensure that credit will be accepted.

### ***Honors Courses***

The purpose of Honors Courses for students in the North Kansas City Schools is to address the cognitive and affective needs of high-achieving learners by providing an accelerated and enriched academic program. Honors Courses (based on a Pre-AP curriculum) empower students to complete rigorous academic work, be responsible for their own learning, and demonstrate progress toward mastery of district graduation goals.

### ***eCAMPUS Fueled by Launch***

The opportunity to take some high school courses in an online learning environment. Students may work on classes from school or home. Refer to the Career Planning and Education Guide (CPEG) for details.

### ***International Baccalaureate Diploma Program (IBDP)***

The International Baccalaureate degree is recognized by colleges and universities and is offered at more than 3,285 schools in 141 countries worldwide. Only 752 high schools in the United States, 10 in the state of Missouri, offer the IB Diploma Program. North Kansas City High School is the site for this prestigious program for all interested students in our school district.

The International Baccalaureate (IB) Program is a two-year, pre-university course of study designed to meet the needs of highly motivated students and, at the same time, promote international understanding. Because of the IB Program's rigor, North Kansas City Schools offers two additional years of study as preparation for the IB. Students are encouraged to enroll in this Pre-International Baccalaureate program in Grades 9 and 10 and advance to IB courses for grades 11 and 12.



Students must earn minimum of 26 units of credit as outlined in the Program of Studies and the Diploma Options Supplement. The effectiveness of the IB Program is due not only to the depth of the individual courses, but also to the comprehensive nature of the total program. IB Diploma candidates take courses in six academic areas and must pass written examinations in all six areas, earning 24 points in order to qualify for the degree. Some subjects include an oral examination as well. IB Diploma candidates also participate in 150 hours of creativity, action, and service (CAS); take a unique course, Theory of Knowledge; and develop a 4,000-word extended essay. Refer to the Career Planning and Education Guide (CPEG) for additional information.

### ***International Baccalaureate Diploma Program (IBCP)***

To prepare students for the 21<sup>st</sup> Century, the International Baccalaureate has developed the IB Career related Program, an academic qualification designed to support schools and colleges that offer career related courses to their students. The newest of the four IB programs, the IBCP is offered in 216 schools worldwide. There are approximately 106 schools in the United States offering the IBCP. Like the IB Diploma program, schools that adopt IBCP are public, private, magnet, comprehensive, international, redesigned.

The IBCP provides the basis for effective collaboration in the workplace, additional training in a career related field, as well as improved mobility and flexibility in one's employment. The IBCP offers a learning and assessment program that promotes access to an IB education, school retention, responsibility for one's own actions, skills development, reflection of life experiences, and self-esteem through meaningful achievements.

### ***Gold Medallion Honors Diploma***

*Requirements include:*

- ☐ 3.2 minimum GPA
- ☐ 26 units of prescribed credit
- ☐ 8 units of the 26 must be advanced credit (Honors, Dual Credit, or Advanced Placement)
- ☐ Community Service, 100 pre-approved hours of community service, tutoring or mentoring
- ☐ School to Career Internship, 40 hours
- ☐ Research Methods (one semester) and Research & Exhibition (one semester)
- ☐ Senior Exhibition based upon Research & Exhibition semester course
- ☐ Comprehensive Portfolio, presentation of best work, extracurricular activity, and student reflection
- ☐ Perform at or above the 85th percentile on an 11th or 12th grade national standardized academic test

Please refer to the Career Planning and Education Guide (CPEG) for additional information.



Extraordinary Educational  
Experiences

## Diploma Options

The **Career/College Readiness Diploma** graduates are recognized as having met entrance requirements for most Missouri Universities.

The **Gold Medallion Honors Diploma** is a rigorous honors program designed to meet all entrance requirements for the University of Missouri system as well as most major U.S. colleges and universities. Students who participate in the Honors Program in middle school should be well prepared for the challenge of the Gold Medallion Honors Diploma program.

The **AP Capstone Diploma (beginning with the Class of 2020)** Graduates receive honors and are recognized for completing the AP Capstone courses, earning a 3 or above on the assessments, as well as earning a 3 or above on four additional AP courses throughout their high school career.

The **International Baccalaureate Diploma (IBDP)** Graduates receive honors and are recognized for completing rigorous international curricula designed to meet the entrance requirements of the world's best universities.

The **International Baccalaureate Diploma Career-Related Program Certificate (IBCP)** Graduates receive honors and are recognized for completing rigorous international curricula combined with a career pathway to enter the workforce and/or to meet the entrance requirements of higher learning institutions.

## Graduation Requirements

Paths to Graduation					
DIPLOMA OPTIONS:	<i>Career/College Readiness</i>	<i>Gold Medallion</i>	<i>AP Capstone</i>	<i>IBDP</i>	<i>IBCP</i>
ENGLISH LANGUAGE ARTS	4	4	4	4	4
MATHEMATICS	4	4	4	4	4
SCIENCE	3	3	3	4	4
SOCIAL STUDIES	3	4	3	3-4	3-4
FINE ARTS	1	1	1	1	1
PRACTICAL ARTS	1	1	1	1	1
PHYSICAL EDUCATION	1	1	1	1	1
HEALTH	0.5	0.5	0.5	0.5	0.5
PERSONAL FINANCE +	0.5+	0.5+	0.5+	0.5+	0.5+
ELECTIVES	8	4	6	1.5-4	.5-4
MODERN LANGUAGE		2		4	2
AP SEMINAR		1	1		1++
AP RESEARCH			1		
THEORY OF KNOWLEDGE				1.5	
PERSONAL AND PROFESSIONAL SKILLS					1.5-2
CAREER RELATED STUDY					3-4
<b>TOTAL CREDITS REQUIRED</b>	<b>26</b>	<b>26</b>	<b>26</b>	<b>26</b>	<b>26</b>

## *All students will be required to complete a service component*

- + **Personal Finance** will be an on-line course, with blended support
- ++ **AP Seminar and AP Research** – Optional for students pursuing IBCP

### *Service to Community Hours Requirements*

Service to Community hours requirement is based on our goal to prepare young adults to become active and productive citizens. We learn by doing, and service to community is one means of educating students to be good citizens. Service to Community Hours have proven to be beneficial in enhancing students' self-esteem while increasing growth in social awareness and social commitment.

The following Service to Community Hours guidelines were established by the Graduation Task Force in the fall of 2014 and are to be utilized as a guide for required Service to Community Hours for graduation.

- Service to Community is volunteer work for which no other credit or monetary compensation is received.
- Twenty (20) hours of Service to Community are a requirement for graduation from high school. A student will not participate in graduation ceremonies or receive a diploma if he or she has not performed the twenty (20) Service to Community Hours.
- The required Service to Community Hours for graduation are to be completed by the end of the first semester of the student's senior year.
- Students may begin accumulating hours following completion of 8<sup>th</sup> grade year.

### *Service to Community Hours General Guidelines*

Students are responsible for making the necessary contact to schedule Service to Community Hours.

- All projects must be pre-approved by the Service to Community Coordinator.
- A supervisor present at the project location must sign Service to Community forms. All information on the form must be complete. Parent signatures in lieu of the supervisor will not be accepted without prior approval of the Service to Community Coordinator.
- All Service to Community forms must be turned in to the Service to Community Coordinator.
- New students who enroll the second semester of the senior year must complete five (5) hours of Service to Community if he or she enrolls before the last six weeks of school.
- Projects should be completed within the boundaries of the North Kansas City School District unless pre-approved by the Service to Community Coordinator.
- Service to Community Hours can apply for IB CAS requirements, IBCP community and service requirements, and A+ requirements.

### *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. Assessment results are made available within fifteen days of receipt. Missouri Assessment Program (MAP) assessment results are sent home in the fall.

High school students are expected to complete the following assessments:

- ☐ District-developed Benchmark assessments in communication arts, mathematics, science, and social studies content
- ☐ US/MO Constitution test (passing score required for graduation)
- ☐ Missouri Civics Education Initiative (beginning with class of 2021)
- ☐ Missouri Physical Fitness Test (freshmen)
- ☐ Missouri Assessment Program End-of-Course exams for courses specified by the state of Missouri
- ☐ Program specific exams: Technical Skills Attainment, Advanced Placement, and International Baccalaureate

Middle School students are expected to complete the following assessments:

- District-developed Benchmark assessments in communication arts, mathematics, science, and social studies content
- Math Placement Tests (spring)
- Missouri Physical Fitness Test (grade 7)
- Missouri Assessment Program grade-level and end-of-course achievement tests in the areas of communication arts, math, and science each spring
- Universal screenings as needed

All English Language Learners participate in the state WiDA ACCESS language fluency assessments mid-year.

District counselors can provide information regarding additional college and career entrance exams, including ACT, ASVAB, PSAT, SAT, and WorkKeys.

### ***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 expected to sign and return the large envelope after each grading period.** Check the calendar on the inside cover of this handbook for specific distribution dates.

### ***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.

### ***Extended Learning Time (XLT)***

The summer school program offers mastery 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 or counselor recommends the mastery XLT program, you are strongly encouraged to enroll your child in order to reinforce basic 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 students 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 High School Students***

The amount of homework for the high school student will vary depending upon the course of study and the student's total load, including extracurricular activities and out-of-school responsibilities. Time management and effective study habits should be emphasized at the high school level. Departments should work collaboratively to allocate testing and other significant projects so that they do not fall on the same day.

## 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.

### *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*

As directed by the Board, the following procedures will be used to implement the district's attendance policy.

#### **Definitions:**

Attendance – A student is considered to be in attendance if the student is physically present in a class; participating in a district-sponsored district-approved activity; participating in a class through alternative methods or media as allowed by Board policy; receiving homebound services; or receiving services at another location pursuant to law or by arrangement of the district.

**Parent** – A parent, guardian or person acting as a parent in the absence of the parent or guardian. If the student is emancipated, the student will serve as the parent for purposes of this procedure.

**Tardy** – A student is tardy if the student arrives after the expected time class or school begins, as determined by the district. Tardiness will be counted as an absence in situations where the student arrives too late to have a meaningful participation in the class, lesson or activity.

**Truancy** – A student is truant if the student is absent from class or school without the knowledge and consent of the parents and the administration. A student is also considered truant if the student leaves school without the consent of the building administration or accumulates excessive unjustifiable absences, even with parental consent. If an absence is not cleared up within five (5) days, the student may be considered truant. Truancy is a type of unexcused absence.

### ***Attendance Standards***

An **excused absence** is defined as an absence from class resulting from illness or unforeseen circumstances which is verified by a parent **and includes proper documentation**. With proper documentation, the following absences will NOT count toward the attendance consequences as defined below:

1. Hospitalization
2. Mandatory court date
3. Religious observance
4. Medically documented illness
5. Documented Dental/Orthodontist appointment or doctor's appointment
6. Verified school counseling/office appointment
7. A school-based medical professional excuses the absence
8. School-related activities in which the student is a participant
9. History of chronic health problems, provided that proper documentation is filed with the Attendance Office or in Health Room
10. Death in the family
11. Two College visits (to be taken as a junior/senior)

A **verified absence** is defined as an absence from class resulting from illness or unforeseen circumstances which is verified by a parent. The following absences are examples of absences that will count toward the attendance consequences as defined below:

1. Oversleeping
2. Going "out of town"
3. No ride to school
4. Personal business
5. Activity camps
6. District/state contests or other school related activities in which student is not a participant.
7. Family vacations
8. Missing the bus
9. Needed at home
10. Car trouble
11. Other absences verified by parents

All other absences will be considered unexcused and will count toward the attendance consequences as defined below.

### ***Communication to Parents and Students***

Parent/guardian will receive a notice of attendance at the 6, 12, 15, and 18-week mark in the semester. The purpose of the notice is to inform the parent about their student's status as it relates to the

expectation of 90% attendance. In addition, the notice will address the possibility of percentage deductions per course if the 90% threshold is not achieved. The notice will also include a detailed schedule of opportunities for students to make-up time through study sessions outside of the regular school day. The student or parent may request of a copy of the student's attendance report by contacting the school's attendance office.

### ***Consequences for Violations***

A high school student whose attendance falls below 90% in one semester will receive a percentage deduction by course as outlined in the table below. If the student is failing a course, he/she will receive an "F".

Attendance % By Course	% Grade Reduction
90%+	0%
85 - <90%	5%
80 - <85%	10%
75 - <80%	15%
70 - <75%	20%
65 - <70%	25%
60 - <65%	30%
55 - <60%	35%
50 - <55%	40%

### ***Review/Appeal Process***

If the student or parent feels that justifiable or extraordinary circumstances have contributed to not attaining the 90% threshold, the student and parent may appeal to the Attendance Review Committee. An appeal form must be completed and filed with the Attendance Office by the end of the semester the in which the absences occurred. This waiver should include documentation of illness, funeral or family emergency from a medical doctor, dentist, minister, or other official source. The review by the Attendance Review Committee shall be held within a reasonable time following the end of the semester. If no appeal request form is received by the end of the semester, then the decision to deduct percentage points from a student's grade(s) for the class(es) will stand.

The Attendance Review Committee will consider the reasons for all the student's absences. The committee will consider all relevant information including whether:

- The appeal form was returned to the attendance office by the end of the semester in which the absences occurred.
- The student has supplied reasons for each absence with appropriate documentation.

#### **The possible outcomes from an appeal to the Attendance Review Committee:**

1. The decision to deduct percentages for the class will stand.
2. Percentage points are reinstated.
3. Student is assigned make-up time for class time missed. Once the student makes up the time missed, percentage points will be reinstated.

**The outcome from the Attendance Review Committee will be communicated to the parents by phone and by written communication.**



In accordance with due process, the building decision may be appealed through the Academic Services Department and the office of the Deputy Director of Secondary Education.

The district will contact the Children's Division (CD) of the Department of Social Services or the local prosecutor in cases where the district has a reasonable suspicion that a student's lack of attendance constitutes education neglect on the part of the parents or that parents are in violation of the compulsory attendance law. No such action will be taken unless other strategies and interventions have been implemented and proven ineffective.

### ***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***

Student dress and grooming will be the responsibility of the individual and parents/guardians, within the following guidelines:

1. Students' undergarments (i.e. underwear) must not be visible.
2. Clothing must not be transparent.
3. No clothing or accessories:
  - with expressed or implied obscenities;
  - that promote the use of drugs, alcohol, tobacco or criminal or sexual activity;
  - that depict hate speech or use words or symbols that target groups based on sex, age, race, religion, color, national origin, ancestry, creed, pregnancy, marital status, parental status, homelessness, sexual orientation, gender identity, gender expression, gender non-conformity, physical, mental, emotional or learning disability/handicap, or any legally-protected status or classification.
4. No jewelry that could inflict injury or cause damage to person or property.
5. All students must wear shoes, sandals, boots or similar footwear.
6. Clothing may not cover a student's face so that the student is not identifiable. The district may make an exception for religious or medical purposes.
7. Dress and grooming will not disrupt the educational environment.

When, in the judgment of the principal or assistant principal, a student's appearance or mode of dress does not comply with the above criteria, the student may be required to make modifications. No employee or volunteer shall direct a student to remove an emblem, insignia or garment, including a religious emblem, insignia or garment, as long as it is worn in a manner that does not promote disruptive behavior..

### ***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 Pupil Services/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<sup>st</sup> 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 Pupil Services, at (816)321-3848. 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.

### ***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, email 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 based on 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 activity 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 [View Policy EHB: TECHNOLOGY USAGE \(eboardsolutions.com\)](#)

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.

[View Regulation JG-R1: STUDENT DISCIPLINE \(eboardsolutions.com\)](#)

### ***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, SeeSaw and Canvas).



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

- Parents will receive communication from teacher 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?
<b>Appeals</b> 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)?	

**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(a)(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.