



NORTH  
KANSAS CITY  
SCHOOLS

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# CHAPEL HILL

E L E M E N T A R Y   S C H O O L

PARENT HANDBOOK



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



**Chapel Hill Elementary School**  
***"I Can, I Will at Chapel Hill"***

3220 NE 67<sup>th</sup> Terrace  
Gladstone, MO 64119  
Phone: (816) 321-5040  
Fax: (816) 321-5041  
Attendance Line: (816) 321-5042

School Hours: 9:15am – 4:10pm



2016 National Blue Ribbon School  
2016 Missouri Gold Star School



Dear Chapel Hill Families,

On behalf of the entire staff, we'd like to take this opportunity to welcome you to Chapel Hill School. We, the staff, are committed to creating exceptional learning experiences for your child and inspiring each student to learn and grow for a lifetime. We recognize that this is best accomplished through a strong partnership between parents and educators, and it is our aim to establish positive, collaborative relationships with each of you. You are a very integral part of our school.

With the new school year comes new beginnings, new faces, new ideas, new challenges, and new opportunities to succeed. This is an important and exciting time in your child's life! As we, the staff, assume our respective roles within the Chapel Hill school community, we do so with a renewed spirit of positivity and commitment to the belief that each student can and will learn.

We can be proud of what we achieve at Chapel Hill and we intend to continue the legacy of excellence. Our achievements are not due to complacency and satisfaction with the status quo. Our program is what it is because a staff of dedicated educators have a common goal – to do what is best for students – and we are always looking for ways to achieve that goal.

This year, as in the past, we will focus our energies on the processes that promote high levels of learning for all students. We will continually evaluate our progress, identify where we need to make improvements, and take action to ensure all students have a successful school year.

Please feel free to contact the school with any questions or concerns which may arise. We look forward to partnering with you this year. May it be the best year yet!

Sincerely,

Mrs. Kelly Bailey  
Principal

Mrs. Keyonia Cobbins  
Assistant Principal

TABLE OF CONTENTS	
Absences/Late Arrival/Early Departure	A16
Attendance Policies and Procedures	A14
Accident Insurance	A23
Bicycles/Skateboards	A25
Birthday/Half Birthday Books	A33
Breakfast/Lunch Program	A18
Building Security During Arrival/Dismissal	A27
Cafeteria Guidelines	A20
Calendar - School & Activities	A11
Chapel Hill Boundaries	A13
Chapel Hill Mission Statement	A5
Chapel Hill Motto	A5
Chapel Hill School Staff	A7
Chapel Hill School Creed	A6
Champ Camp Parties – PTA Sponsored	A32
Communication – Parent & School	A31
Counselor	A35
Curriculum & Instruction	A35
Discipline Philosophy	A17
Dress, Grooming & Personal Belongings	A30
Drop-Off/Pick-Up Procedure	A25
Emergency Procedures	A21
Field Trips & Permission Slips	A31
Grade-Level Behavior Plans	A18
Homework Due to Absence(s)	A34
Inclement Weather/Two-Hour Start Delay Option/Early Dismissal/School Closings	A23
Instrumental Music	A36

Lunch Pick-Up Station	A21
Media Center	A35
"Missed" Bus Policy	A28
Multi-Tiered System of Supports (MTSS)	A37
Parking	A27
Philosophy of Education	A6
Photographing and Recording Students	A32
Play Equipment/Guidelines	A21
Preface	A5
PTA Officers/Purpose/Meetings	A10
Rules & Expectations - Schoolwide	A17
Safety Tips for Bus Riders & Walkers	A27
School Bus Guidelines & Discipline	A29
Student/Family Information	A28
Student Placement	A14
Students Entering/Exiting the Building	A21
Students Excused from Recess & P.E.	A33
Students Staying After School	A28
Supply Lists, K-5	A12
Teacher-Parent Collaboration	A17
Transfer-In Requirements	A13
Visitation/Volunteers	A28
Withdrawal from School	A21
Youth Friend Program & Volunteers	A38

## **PREFACE**

This Handbook has been written to assist the parents of students at Chapel Hill Elementary School. Refer to it frequently as it contains information regarding various aspects of school management, instruction and social happenings.

## **CHAPEL HILL ELEMENTARY SCHOOL MISSION STATEMENT**

The Chapel Hill community commits to providing:

- a safe, inclusive environment
- intentional instruction and pacing
- effective resources

so *all* students **can** learn and **will** learn at high levels.

**\* \* \* CHAPEL HILL MOTTO \* \* \***

**“SUCCESS FOR ALL – ALL CHILDREN CAN LEARN AND WILL LEARN”**

### **CHAPEL HILL SCHOOL CREED**

As a member of Chapel Hill

I feel good about myself and

care for those around me.

I know I am responsible for my own behavior.

I can learn and I will learn.

I will succeed.

### **PHILOSOPHY OF EDUCATION FOR CHAPEL HILL ELEMENTARY SCHOOL**

Education and a belief in oneself is the key to developing a successful and productive life. Each student can learn and will learn. Some students learn at a faster rate than others; but each student, when provided with adequate time and appropriate instruction, can experience success in both the cognitive and affective areas. Effective teaching is a systematic process of decision-making regarding each individual's instructional program and the implementation of that program. Effective teaching interfaces the "what" of teaching with the "how" of teaching. Students' self-concept will be developed and strengthened through success and achievement in the academic areas. Students should be provided with a model for appropriate behavior and responses. Teachers are the key to effective teaching. The influence and effort of teachers are immeasurable and far-reaching. Each parent should provide a supportive link to an effective instructional program. Educating young people is a team effort, and with parents and educators working together, success will be achieved, and measurable results will be obtained.

**CHAPEL HILL Staff Roster**  
**2024 – 2025**

<b><u>Name</u></b>	<b><u>Room</u></b>	<b><u>Position</u></b>	<b><u>Voice Mail</u></b>
Christina Greer	117	Kindergarten	816-321-5833
Julianna Holliman	126	Kindergarten	816-321-6784
Sydney Looney	114	Kindergarten	816-321-5881
Natali McCulley	125	Kindergarten	816-321-5040
Amie Tjelle	115	Kindergarten	816-321-6295
Lauren Drambour	119	First Grade	816-321-4497
Alyssa George	113	First Grade	816-321-6754
Rylie Kever	116	First Grade	816-321-4750
Jill Watt	118	First Grade	816-321-4949
Julia Wilks	112	First Grade	816-321-6830
Courtney Folk	120	Second Grade	816-321-6221
Lindsay Hatcher	122	Second Grade	816-321-4772
Kelly Marion	121	Second Grade	816-321-5040
Vanessa Thomson	124	Second Grade	816-321-4071
Robin Weatherman	123	Second Grade	816-321-6385
Beth Andersen	LL134	Third Grade	816-321-4041
Katherine Crane	LL133	Third Grade	816-321-4410
Stephanie Hogue	LL132	Third Grade	816-321-4834
Paula Holmes	LL127	Third Grade	816-321-4837
Gina Palma	LL131	Third Grade	816-321-5861
Meghan Jenkins	109	Fourth Grade	816-321-6228
Jacqueline Leonard	106	Fourth Grade	816-321-5620
Audrey McReynolds	108	Fourth Grade	816-321-5040
Becky Moderow	110	Fourth Grade	816-321-5040
Destinee Robinson	107	Fourth Grade	816-321-4781
Garrett Fuentes-Dills	LL 128	Fifth Grade	816-321-5040
Megan Peine	103	Fifth Grade	816-321-6588
Margaret Stanfel	LL 129	Fifth Grade	816-321-5040
Becky Taylor	102	Fifth Grade	816-321-6259
Ryan Fearing	Gym	Health/P.E.	816-321-4575
Dylan Roades	Gym	Health/P.E.	816-321-5718
Dan Backhaus	Gym	Health/P.E.	816-321-4074
Eli Spencer	313	Visual Art	816-413-6182
Elisabeth Pinkman	Innovation Lab	Visual Art	816-321-5040
Sarah Sansom	Music Room	Vocal Music	816-321-6066
Addison Westover	Innovation Lab	Vocal Music	816-321-5538
Erick Theno	Cafeteria	Instrumental Music	816-321-6273
Stephanie Davis	Media Center	Media Specialist	816-321-4448
Rose Penrose	Media Center	I.A. Media Center	816-321-4448
Thuy (Tee) Nguyen	111	Counselor	816-321-5815



Cindy Harkins	168A	Counselor	816-321-3783
Amy Rettenmaier	168D	School Psychologist	816-321-5981
Jennifer Doby	168D	School Resource Specialist	816-321-5712
Katelin Surgeon	316	ELL	816-321-5737
Laura Goldman	314	ELL	816-321-5040
Heidi Montoya	314	ELL IA	816-321-4540
Emily Finney	104	Reading Support	816-321-4596
Reading Para	111A	I.A. Reading	816-321-5040
Jordan Bustad	319	Resource	816-321-4088
Kay Hall	317	Resource	816-321-3761
Hanna Bergstrom	315	Resource	816-321-5750
SPED Para	317	Resource IA	816-321-5040
Mandy Schumann	LL 130	Speech	816-321-6098
Antoinette Day	168E	Teaching/Learning Coach	816-321-4452
Joy Ebert		Cafeteria Manager	816-321-4529
Julie Trickey			
Margie Lute			
Ashley Jarman			
Jessica Brown		Administrative Assistant	816-321-5040
Laura Kiczek		Clerk	816-321-5040
Lindsey Bennion		Clerk	816-321-5040
Kelly Chapin		Clerk	816-321-5040
Tara Vavak		Clerk	816-321-5040
Angela Deras		Clerk	816-321-5040
Chris Aiello		Facility Manager	816-321-5040
Talib Al Edani		Custodian	816-321-5040
Abigail Jacobo		Custodian	816-321-5040
Rebecca Leistico		Custodian	816-321-5040
Halston Mather		School Protection Specialist	816-321-5040
School Nurse		Nurse	816-321-5043
Tannar Walden		SACC	816-321-5040

MRS. KELLY BAILEY, PRINCIPAL  
MRS. KEYONIA COBBINS, ASST. PRINCIPAL  
816-321-5040

CHES Main Office.....	816-321-5040
CHES Fax.....	816-321-5041
CHES Attendance.....	816-321-5042
CHES Nurse Office.....	816-321-5043
CHES Cafeteria.....	816-321-5044
CHES Media Center.....	816-321-4448
CHES Custodian.....	816-321-4275
CHES Counselor.....	816-321-5815

## **CHAPEL HILL PTA**

### **2024 – 2025 Officers**

President	Laura Swanson	<a href="mailto:leswanson8@gmail.com">leswanson8@gmail.com</a>
Vice President	Victoria Belcher	<a href="mailto:belcherv91@gmail.com">belcherv91@gmail.com</a>
Vice President	Ryan Foster	<a href="mailto:rpfooster83@gmail.com">rpfooster83@gmail.com</a>
Treasurer	Jason Swanson	<a href="mailto:swansojj@gmail.com">swansojj@gmail.com</a>
Secretary	Kim DeRodes	<a href="mailto:kimberlyderodes@yahoo.com">kimberlyderodes@yahoo.com</a>

### **Purpose**

1. To promote the welfare of children and youth in home, school and community.
2. To raise the standards of home life.
3. To secure adequate laws for the care and protection of children and youth.
4. To bring into close relations the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
5. To develop between educators and the general public such united efforts will secure for all children and youth the highest advantages in physical, mental, social and spiritual education.

### **PTA Organization and Meetings**

We are very fortunate to have an active PTA organization. This group has proven to be very dedicated in providing services and assistance that are beneficial to children. If you are interested in helping with the numerous projects that are PTA sponsored each year, please contact one of the group officers.

The PTA planning meetings are most often scheduled the second Tuesday of each month, September - May. Please consult the monthly calendar on the school website for changes. We will also send out meeting reminders through the Chapel Hill Seesaw account.

For the most updated PTA information, please visit the Chapel Hill PTA Facebook Page:  
<https://www.facebook.com/groups/chapelhillpta/>



Follow us on X: <https://x.com/ChapelHillPTA>

## **CHAPEL HILL SCHOOL AND ACTIVITY CALENDAR 2024 - 2025**

For the most up-to-date school calendar, please visit the Chapel Hill webpage:

<https://ches.nkcschools.org/calendar3>

To stay informed about NKC Schools District Events and Schedule Changes, click here:

<https://www.nkcschools.org/families>



Extraordinary Educational  
Experiences



# North Kansas City Schools Elementary School Supply List 2024-25 School Year

Bell Prairie	Clardy	Gashland	Maplewood	Oakwood Manor	Topping
Briarcliff	Crestview	Gracemor	Meadowbrook	Ravenwood	West Englewood
Chapel Hill	Davidson	Lakewood	Nashua	Rising Hill	Winnwood
Chouteau	Fox Hill	Linden West	Northview		

KINDERGARTEN	
Backpack, full size, no wheels 2 Composition notebooks, wide-rule, marble cover 3 Folders, w/pockets & prongs, assorted solid colors 2 Crayons, 24 pack 2 Pencils #2, 12 pack	1 Markers, washable, thick, classic colors, 8 pack 1 Scissors, 5" blunt 1 School box, plastic 8x5x2 2 Kleenex tissue boxes 1 Inexpensive youth size headphones 2 Glue sticks
1 <sup>st</sup> GRADE	
Backpack, full size, no wheels 2 Composition notebooks, wide-rule, marble cover 4 Folders, w/pockets & prongs, assorted solid colors 2 Crayons, 24 pack 2 Pencils #2, 12 pack	1 Markers, washable, thick, classic colors, 8 pack 1 Scissors, 5" pointed 1 School box, plastic 8x5x2 2 Kleenex tissue boxes 1 Inexpensive youth size headphones 2 Glue sticks
2 <sup>nd</sup> GRADE	
Backpack, full size, no wheels 4 Composition notebooks, wide-rule, marble cover 4 Folders, w/pockets & prongs, assorted solid colors 1 Crayons, 24 pack 2 Pencils #2, 12 pack	1 Markers, washable, thick, classic colors, 8 pack 1 Scissors, 5" pointed 1 School box, plastic 8x5x2 2 Kleenex tissue boxes 1 Inexpensive youth size headphones 2 Glue sticks
3 <sup>rd</sup> GRADE	
Backpack, full size, no wheels 1 Binder, 1" 3-ring, hardback 4 Composition notebooks, wide-rule, marble cover 5 Folders, w/pockets & prongs, assorted solid colors 1 Scissors, 5" pointed	1 Pencil bag, 3-ring, zipper 1 School box, plastic 8x5x2 2 Pencils #2, 12 pack 2 Kleenex tissue boxes 1 Inexpensive youth size earbuds/headphones 2 Glue sticks
4 <sup>th</sup> GRADE	
Backpack, full size, no wheels 1 Binder, 1" 3-ring, hardback 1 Pkg divider tabs for binder, 8 count 4 Composition notebooks, wide-rule, marble cover 5 Folders, w/pockets & prongs, assorted solid colors 1 Scissors, 5" pointed	1 Pencil bag, 3-ring, zipper 1 School box, plastic 8x5x2 2 Pencils #2, 12 pack 2 Kleenex tissue boxes 1 Inexpensive size appropriate earbuds/headphones 2 Glue sticks
5 <sup>th</sup> GRADE	
Backpack, full size, no wheels 1 Binder, 1" 3-ring, hardback 1 Pkg divider tabs for binder, 8 count 4 Composition notebooks, wide-rule, marble cover 5 Folders, w/pockets & prongs, assorted solid colors 1 Scissors, 5" pointed	1 Pencil bag, 3-ring, zipper 1 School box, plastic 8x5x2 2 Pencils #2, 12 pack 2 Kleenex tissue boxes 1 Inexpensive size appropriate earbuds/headphones 2 Glue sticks
K-5 Self-Contained Special Education Program	
Backpack, full size, no wheels 1 Binder, 1" 3-ring, hardback, w/clear plastic cover 1 Pkg divider tabs for binder, 5 count 1 Pkg notebook paper, wide-rule 5 Plastic folders, w/pockets & prongs, assorted solid colors 1 Crayons, 24 pack 1 Pink eraser	1 Markers, washable, thick, classic colors, 8 pack 1 School box, plastic 8x5x2 1 Pencils #2, 12 pack 2 Kleenex tissue boxes 1 Inexpensive size appropriate earbuds/headphones for iPad use 2 Glue sticks 1 Elmer's glue, 8 oz.

**Water Bottles are Highly Encouraged for all Grade Levels**

## CHAPEL HILL BOUNDARIES

Begin at a point where N. Agnes as if extended intersects with 152 Highway,  
East on 152 Highway to Westside of East Fork/Shoal Creek,  
South from Westside of East Fork/Shoal Creek to 80th Terrace as if extended,  
West on 80th Terrace as if extended to East Fork/Shoal Creek,  
Southwesterly along East Fork/Shoal Creek to 72nd Street as if extended,  
West on NE 72nd Street as if extended to N. Jackson as if extended,  
South on N. Jackson as if extended to NE 60th Street as if extended,  
East for approximately 1308 feet along the back-lot line of houses on the South side of NE 60th Street as if extended,  
South to NE 56th Street,  
West on NE 56th Street along the back-lot line of houses on the North side of NE 56th Street to N. Jackson,  
West along the back-lot line of houses on the South side of NE 56th Street as if extended to N. Myrtle,  
North along the back-lot line of houses on the West side of N. Myrtle to NE 57th Terrace,  
West along the back-lot line of houses on the North side of NE 57th Terrace to N. Indiana,  
North on N. Indiana to Brooktree Lane,  
West on Brooktree Lane to Antioch Road,  
North on Antioch Road/Prospect/Missouri Route 1 to NE 72nd Street,  
North on Missouri Route 1 to N. Agnes as if extended,  
North on N. Agnes as if extended to 152 Highway, point of origin.

## TRANSFER-IN REQUIREMENTS

Children who do not meet the North Kansas City School District's entrance age requirements and whose parents request admission by transfer will be considered for admission under the following conditions as stated in the [North Kansas City Policies and Regulations](#):

- The pupil must qualify as a resident of the North Kansas City School District.
- The pupil must have attended a public or a state-accredited, privately-operated school.
- The pupil must be eligible for acceptance on the same level by the local public school where he resided immediately preceding his residency in the North Kansas City School District.
- Children who have enrolled in any other public school or a privately-operated school while residents of the North Kansas City School District are **not** eligible for transfer but must meet entrance age requirements.

If you have a question about which school your child should attend or where your bus stop should be, call 321-5000 and ask for the transportation department.

## STUDENT PLACEMENT

Student class assignments for all North Kansas City Elementary Schools are shared by the individual buildings in August on “Meet the Teacher Night”. This is necessary to maximize flexibility when making decisions in regard to fluctuating enrollment, staff changes, and organizational building design.

When determining student class assignments, the goal is to attain a heterogeneous grouping by considering the special needs of the students, instructional levels, boy/girl ratio and class size. Much time and deliberation are required to work through all educational considerations when developing classes.

The complexity of instructional classroom design and the goal to provide a quality, balanced education to all students make parental requests and outside influences very difficult to accommodate. Therefore, placement of students in individual classrooms is the joint responsibility of the principal and the instructional staff.

## ATTENDANCE POLICY AND PROCEDURES

Attending school every day is not only important – it has a huge impact on a student's future. Research has shown that students who miss two or more days per month (defined as chronically absent) are less likely to read at grade level, graduate from high school, and even earn a college degree. Each missed school day is a missed opportunity to learn.

### What is “good” attendance?

At least 95% attendance is the Chapel Hill standard for every student. This equals missing no more than one day of school per month (nine days per year).

No student should have below 90% attendance. This is chronic absenteeism, defined as missing two or more days per month. This equals to missing 10% of the entire school year!

Student attendance status is as follows:

<u>Attendance Percentage</u>	<u>Attendance Status</u>
98% - 100%	Excellent
<b>95% - 97%</b>	<b>Chapel Hill Standard</b>
90% - 94%	Marginal
<b>89% and below</b>	<b>Missouri Chronic Absenteeism</b>

### Good attendance has important benefits:

- Less chances for critical gaps in learning and skills
- More consistency and routine
- Regular access to professional educators and support at school
- Classroom environment remains on track for all students with less time spent "catching up"
- Builds a foundation for future success in life after graduation

Note: Students should not come to school if they have:

- a fever at or above 100.4
- vomiting and/or diarrhea in the last 24 hours
- doctor's orders to stay home with a doctor's note provided

**Attendance Monitoring Procedure:**

Attendance in early grades is crucial to later academic development. In addition, attendance habits are formed in early grades, and many later attendance problems can be averted with intensive family and student interventions in early grades. For this reason, principals, with the assistance of building staff, will closely monitor student attendance and implement intervention strategies and other actions in accordance with board policy JED, such as:

1. Contact the parent by phone or email whenever there is an absence.
2. The principal or designee will set up a phone conference with the parent at a time convenient for the parent to discuss the student's attendance and current level of academic performance. The purpose of the phone conference is to clarify the school's expectations regarding attendance and elicit suggestions from the parent on how to improve the student's attendance, including identifying reasons why the student is not attending school regularly.
3. When a student has accumulated eight excused absences or two unexcused absences in a semester, the principal will schedule a conference with the parents at a time convenient for the parents to create an attendance plan that includes specific intervention strategies designed to improve the student's attendance. After three unsuccessful attempts at scheduling the parent meeting, the school team will meet to develop the plan and mail the plan and any accompanying document to the parent. Parents are encouraged to call with any clarifying questions.
4. If attendance issues persist, a staff member from the district may arrange an in-home visit to discuss the student's attendance plan and any necessary modifications to the student's attendance plan.
5. When a student has accumulated twelve excused absences or three unexcused absences in a semester, the district will determine where there is a reason to suspect educational neglect or whether the parent violated the compulsory attendance laws. If so, the district will contact the state Department of Family Services (DFS) or the local prosecutor.

**Perfect Attendance**

Each quarter, perfect attendance is calculated for students in grades K-5 attending all sessions as designated by the school calendar between the hours of 9:15 and 4:10 daily.

Each student with perfect attendance will be recognized with an award given by the counselor. Students having perfect attendance all year will be given special recognition. Students who have an attendance record of 98% per quarter will also be recognized.



We will also regularly hold school-wide attendance challenges, where classes and grade levels may earn rewards for having the highest attendance percentages.

Exceptions will be made for students eating breakfast at school and late buses including daycare buses.

#### ABSENCES/LATE ARRIVAL/EARLY DEPARTURE

If your child will not be in school on any particular day or will be arriving late, please call the **school attendance line at (321-5042)** in the morning by 9:15 to notify school personnel. **Parents will need to check students in through the school office if they are late to school.**

When a student arrives late, they must check in with the office 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 the child's attendance percentage.

If your child will be leaving early, please call the school office as soon as possible or send a note with your child to their teacher. If it is necessary to pick your child up before school is dismissed, **please come to the office** and the office staff will call your student out of the classroom upon your arrival. The office is not permitted to call students out of class early prior to the arrival of the parent. The office **must** be notified if someone other than those listed on your child's enrollment form is picking your child up. You or anyone picking up your child should be prepared to show identification upon request at any time. If you have a situation whereby someone in particular is **not allowed** to pick up your child, talk with the school office personally with this information. In the case of a custody issue, documented paperwork from a court of law is required in the school office indicating visitation and/or custody rights. Please note that on the enrollment form for your child, there is a statement regarding contact with the child or access to student records. Please check yes or no accordingly - **but be reminded that a check mark in the "yes" blank, requires the above said document/paperwork be from a court of law.**

If you are interested in before or after school day-care, the NKC School District Adventure Club Office can be reached at 321-5017 for information. **Supervision of students by the Chapel Hill faculty begins at 8:55 AM. We ask that students not arrive before that time unless they are in Adventure Club.**

## TEACHER-PARENT COLLABORATION

### ***Parents and Teachers - A Team Effort***

The following are a few suggestions for procedures that have been found helpful when a problem arises at school:

1. When your child tells you something that you feel needs further clarification, please call your child's teacher first and discuss the situation with the staff member. If they are not available at the time of your call, leave a message for the teacher to return the call.
2. It is important for you and your child's teacher to allow time for both of you to discuss your individual points of view regarding the concern, while remaining and keeping an open mind.
3. Should you and the teacher not come to a workable solution regarding this concern, feel free to contact the Principal so that a conference time may be set up with you, your child's teacher and the Principal to discuss a resolution to the problem.

Teachers are key to effective teaching while parents' influence and effort are immeasurable and far-reaching. Teachers and parents provide a supportive link to an effective instructional program and social well-being. Educating young people is a team effort and with parents and educators working together, success will be achieved with measurable results obtained.

## SCHOOL-WIDE RULES AND EXPECTATIONS

1. Respect for the rights and property of others.
2. Follow directions.
3. Walk and talk quietly.
4. Be prepared for class.
5. Take pride in school surroundings. ***(For example: No gum chewing is allowed at Chapel Hill.)***

## DISCIPLINE PHILOSOPHY

We at Chapel Hill Elementary believe that a positive school atmosphere will result in a more effective and meaningful learning environment. We are committed to providing opportunities for students to learn concepts, practice skills, practice good citizenship and experience academic success. Academic success and good discipline go hand in hand. We believe that effective discipline is a result of a school-wide plan developed from the norms of behavior perceived to be appropriate for

the students of Chapel Hill and want Chapel Hill to continue to be a safe and secure place for each child.

We believe it is important that students and parents are aware of the guidelines used when handling various discipline situations at Chapel Hill. We also feel it is important for parents and students to know that we are constantly seeking ways to reward positive behavior among our students and help students feel better about themselves. We continue the high standards for academic success at Chapel Hill with continued cooperation and communication between parents, teachers, and students.

Every grade level follows a behavior plan, specific and appropriate to their grade level, to reinforce positive behavior among the students. The specific grade level plan is explained in detail at Curriculum Night in September.

Any type of racial/ethnic/sexual harassment is prohibited. Harassment includes verbal abuse, physical threats and visual displays. Racial/ethnic/sexual harassment of or by a district student will not be tolerated. Violation of this policy will result in disciplinary action. A North Kansas City School District racial/ethnic or sexual harassment incident report form is available in the school office.

## GRADE LEVEL BEHAVIOR PLANS

### **Class Dojo:**

Every grade level at Chapel Hill uses Class Dojo in some capacity. This free, online program and app allows all Chapel Hill staff members to positively recognize students for following school expectations. Once the school year begins, look for more information from your child's teacher about how you can support your student with their behavior goals by following along on the Class Dojo app. It is very beneficial when the child's families celebrate their successes as well as follow up and discuss misbehavior at home in order to reinforce positive behavior.

### **Positive Reinforcement**

**Grade Level Plans** - Positive behavior will be positively reinforced through the use of grade level behavior plans. Each of the behavior systems are designed to encourage lifelong skills through responsible behavior and good citizenship. It creates an encouraging learning and teaching environment by focusing on positive choices and helping students see the impact of their decisions.

**Building Level Rewards** - Students exhibiting positive behavior will have the opportunity to earn "paws" and be recognized in a variety of ways, including but not limited to Good Phone Calls Home and recognition during the Bobcat Broadcast announcements.

## BREAKFAST AND LUNCH PROGRAM

Breakfasts and lunches are available to all students in grades K-5. The cost of each school year's breakfast and/or lunch, which includes milk, is included in the enrollment packet on "Meet the Teacher Night".

## Meal Prices 2024-25

Lunch	Price	EL	MS	HS
Elementary Student	\$3.10	X		
Secondary Student	\$3.35		X	X
Employees, Visitors	\$4.40	X	X	X
Milk	\$0.70	X	X	X

Breakfast	Price	EL	MS	HS
Elementary Student	\$1.85	X		
Secondary Student	\$1.90		X	X
Employees, Visitors	\$2.40	X	X	X

*breakfast for free (they are claimed by their F, R, FP status).*

### **Free/Reduced Lunch Program**

As part of the yearly enrollment process, Free and Reduced Meal Applications are included in your students' annual online enrollment form as well as in the "Meet the Teacher Night" enrollment packet. Additional copies are available in the school office thereafter. All families are **required to complete** a Free and Reduced School Meals Family Application for each school year or a Free and Reduced School Meals Family Application Waiver. A **new application or waiver** must be submitted **each year and only one application or waiver per household is needed.** The completed form should be completed online before the first day of school. It is the family's responsibility to pay for all meals **prior** to being notified of the results of the application. Meals must be paid for **before** the student eats. This can be done through online payment, checks, or cash.

### **Menus and Nutritional Information**

Breakfast/Lunch menus are available to view online at <https://www.schoolnutritionandfitness.com/index.php?sid=0306152235285801&page=menus>. The lunch plate served to grades K-5 gives a choice of a main dish, alternate dish, PB&J sandwich, or yogurt. The fruits/vegetables are on a buffet table for children to serve themselves. Both breakfast and lunch will include milk. Nutritional information regarding items served in the cafeteria is also available on the district website "Menus" section.

### **Managing Student Lunch Accounts**

The NKC School District has online fee payments for Food Service through My Payments Plus using the following website:  
<https://www.mypaymentsplus.com/welcome>.

On My Payments Plus, you can view balances and put money into accounts electronically. All you need is an account number. If you have any questions, use the "contact us" button on the website. You may also add funds to your child's account using cash or a check payable to the NKC School Food Service.

When your child goes through the check-out line, he/she will enter his/her district identification number into a keypad at the end of the buffet cart. The student's name and accounts will be viewed by the cashier. The cashier will enter what food items the student has on his/her plate. This will be stored in the computer system. The

computer also stores the amount of money each child brings to the cashier for breakfast and lunch and deducts only when the student enters the ID number for breakfast, lunch or both. Use of this system eliminates overt identification of free or reduced qualifying students. Students will continue to pay for ala carte purchases such as ice cream, cookies, extra milk or a milk for a lunch brought from home using funds available on their account or cash brought on that day.

### **Negative Lunch Account Balances**

It is imperative that your child maintains a positive lunch balance. Once a student accumulates \$20 of unpaid meal charges, the food service manager will refer the student to the principal. The principal or designee will call parents to ask if the child will bring a lunch from home or if the child is having an office lunch from the benevolent fund. The office lunch is not intended to replace the hot lunch, but rather it is intended to provide nourishment for the student in the case that the parent is unable to pay online, send payment in with the student, bring student payment to the school, send a sack lunch with the student, or bring the student a lunch.

### **Questions?**

Questions regarding the school breakfast and/or lunch program may be answered by calling the school cafeteria manager at 321-4529, between the hours of 7:00 AM and 2:00 PM daily.

## **CAFETERIA GUIDELINES**

In an effort to provide an enjoyable, safe atmosphere in the cafeteria, students are to follow the guidelines listed below:

1. Use a normal talking voice (6" voice) at all times
2. Dispose of food/trash properly
3. Respect adults and other students
4. Stay in seat unless permission is given to do otherwise
5. Observe the "No Talking Time" when the lunch period is almost over
6. Be seated and pass with their homeroom class
7. Students should form a line in the entry and exit hall keeping hands and lunch boxes to themselves and off walls.
8. Parents are asked to bring/purchase lunch for only their student, due to numerous food allergies.
9. A guest area is provided in the cafeteria for students with guests during the lunch period

**Lunchroom visitors use the reservation link in the parent newsletter to sign up to have lunch with a student. Chapel Hill will post the available dates and times for lunchroom visitors. Guests are not permitted during the first and last week of school. Additionally, there may be times that expectations are being reviewed (following a break) where lunchroom reservations may not be available. Guests must be on the student's enrollment form or parents must notify the office ahead of time of a guest not listed on the form.**

## **LUNCH PICK-UP STATION**

For your convenience, in the event a student forgets his/her lunch, a desk/table designated as the "Lunch Pick-up-Station" is located on the right side of the hallway entering the cafeteria.

Please mark the cold lunch clearly with your child's name, grade and room number and place it on the Lunch Pick-up Station. Your child's teacher will alert your child to pick up the lunch before entering the cafeteria.

#### WITHDRAWAL FROM SCHOOL

If at any time during the school year it becomes necessary for your child to transfer to another school, please notify the office when possible, at least **three days** prior to the withdrawal date. A copy of your child's/children's academic records will be sent to the receiving school upon their request.

#### STUDENTS ENTERING/EXITING THE BUILDING

All bus riders, car riders, bicycle riders and walkers will enter and be dismissed through the front doors. Car riders will be dismissed as their car arrives in the front parking lot. Bus riders will be dismissed to board their bus as their bus arrives in the gym parking lot. Walkers and bike riders are dismissed last after all buses and cars have left school grounds. If you need to change your child's dismissal plan, please call the office at 321-5040 before 3:45 pm.

#### EMERGENCY PROCEDURES

To ensure the safety of students during school hours in the event of an emergency, Chapel Hill will adhere to the policy in effect throughout the school district. This policy states that students are to be moved to designated "safety areas" and remain until an "all clear" is given. Movement to these areas is along predetermined routes. Numerous emergencies are simulated throughout the school year to familiarize students with the route and emergency procedures. A continuation of this policy is to keep students at school during any severe weather emergency. Children will not be permitted to leave or re-enter the building until normal conditions exist.

#### PLAY EQUIPMENT

Playground equipment is available for student play at recess and the District Adventure Club before and after school program through the efforts of the Chapel Hill PTA, parents and community. The playground equipment is available for public use after 6pm when school and Adventure Club are not in session.

A routine check of the equipment/surroundings is made by the building custodian and teacher/aid on duty to ensure the equipment and physical environment are safe. If the equipment is determined unsafe, students will refrain from equipment play until a time when safety is restored to the equipment/environment.

During the first week of school, students will review and practice equipment safety procedures particular to the equipment during P.E. classes. Copies of the playground equipment guidelines may be obtained from the office, physical education teacher or classroom teacher. In addition to the specific equipment use guidelines, students will be asked to follow the general play equipment guidelines listed below emphasizing the importance of safety as an element of fun and exercise.

Students not using appropriate safety guidelines will be asked to refrain from equipment play. **If you desire your child/children to refrain from play on the playground equipment, it is the parents' responsibility to notify their child's/children's classroom teacher.**

## PLAY EQUIPMENT GUIDELINES

The same expectations and rules apply for the playground equipment as for recess.

1. Wear gym or appropriate shoes and clothing.
2. Use equipment as intended and directed.
3. Wait your turn – one at a time.
4. Move in the same direction on the equipment as instructed.
5. Listen and follow instructions.

### **Recess ROCKS**

#### **R- Respect all people and property**

Listen to adults when they give directions. Be kind to classmates and play games fairly. Respect property by using the equipment the way it was made to be used. Put away supplies neatly.

#### **O – Only slide and play with feet pointing down**

Slide down feet first on all slides. Do not hang upside down from any equipment. Feet stay on the ground when not on equipment, which means students will not do gymnastic or tumbling moves.

#### **C – Chasing is not a choice**

Chasing other students is not safe. Students will not play tag or try to catch people by having them run away.

#### **K – Keep balls in the right areas**

Balls belong on the blacktop. They can be used for four-square, basketball, kickball, or to practice skills from P.E. They should not be thrown at other people or thrown over the fence. If a ball goes over the fence accidentally, students should ask a teacher for permission to get the ball.

#### **S – Stop when the whistle blows**

The whistle will blow halfway through recess to switch recess choices, and I will switch to my assigned area when the whistle blows. If students hear the whistle blow at any time during recess, they should immediately stop and look at the teacher in charge. When the whistle blows at the end of recess, students will line up in line order without touching others.

## 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 are also covered while 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 a covered event site. Individual travel is not covered by the policy. A letter of information with description of coverage and limitations is available upon request in the front office.

## INCLEMENT COLD/HOT WEATHER AND RECESS

When the temperature or wind chill reaches 25 degrees Fahrenheit or less, students may have a shortened outdoor recess if dressed appropriately (coats, hats, gloves, covered legs, etc.) or recess will be held indoors.

It's important for students to come to school dressed appropriately for winter conditions and to be prepared for possible weather change during the winter months (coats, hats, gloves, covered legs, etc.).

In addition to cold weather, a hot weather schedule will be observed with a shortened recess schedule when the temperature (with or without heat index) is 90-94 degrees. When the temperature is 95 degrees or above (with or without heat index), all classes will observe indoor recess.

## TWO-HOUR DELAYED START OPTION FOR INCLEMENT WEATHER

NKC Schools has a safe option for inclement weather days that could reduce the need for makeup days. The District has introduced school and bus schedules to accommodate a **two-hour delayed start** for days when daylight and additional time to treat roads mean safe passage is possible for students. While students benefit academically when in school, they also are fed, kept warm and supervised.

Essentially, the school day will be two hours shorter. 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.

NKC Schools will use a full complement of communication channels to announce two-hour delayed start days just as they do for school closings. Those include: School Messenger phone, email and text alerts; [www.nkcschools.org](http://www.nkcschools.org) website; Twitter; local radio and TV.

**Elementary SAGE** classes **will** be in session on delayed-start days.

**Adventure Club** (School Age Child Care) will be open on delayed-start days for children enrolled in the program. Adventure Club will also be in session on snow days but will follow a 30-minute late start to allow time to treat or clear school



parking lots and sidewalks.

## INCLEMENT WEATHER AND EARLY DISMISSAL/SCHOOL CLOSING

**Inclement Weather Early Dismissal** – In case of early dismissal, alternate after school arrangements are important for you, your child and your child's school. **Please review** these alternates after school arrangements periodically throughout the school year with your child.

**In the event of early dismissal**, the arrangement you selected on your child's "Early Dismissal Information" form (kept by your child's classroom teacher for immediate access and the copy you retained) will be followed. If you have any changes during the school year, it will be necessary for you to **notify your child's teacher in writing**. If you find it necessary to change the early dismissal plans after your child has left home for school in the morning, it will be necessary to call the school office at 321-5040. Otherwise, the arrangements you have indicated on the Early Dismissal Card will be followed in case of early dismissal throughout the school year. **We respect your decision** to keep your child home when the weather is questionable.

**School closing** – In the event of possible school closings, please be sure to look for communication through School Messenger phone, email and text alerts; [www.nkcschools.org](http://www.nkcschools.org) website; Twitter; local radio and TV stations instead of calling your child's school. Do not confuse the **North Kansas City School District** with the Kansas City School District. The **North Kansas City School District** is in Clay County and the Kansas City School District is in Jackson County. Again, remember you can also check the NKC School District Web Site at [www.nkcschool.org](http://www.nkcschool.org).

**Virtual Learning Day-** In the event of a school closing, NKC Schools may implement an Alternative Method of Instruction (AMI) day. On this day, your child's teacher will deliver their instruction through electronic means. Virtual learning days are intended to minimize disruption to student learning without altering nor adding days to the school calendar. Please ensure that your student logs in and completes all assignments on these days. If your child has challenges with accessing the assignments, please contact your child's teacher.

### **THE WEATHER IS MONITORED CONSTANTLY BY SCHOOL OFFICIALS**

Whenever there is projected bad weather, making the decision to close schools begins as early as 4:00 AM when transportation department personnel begin assessing road and weather conditions. If conditions appear doubtful, or deteriorating, school administrators (including the Superintendent and Associate Superintendents) drive all quadrants of the district between 5:00 and 5:45 AM for a first-hand evaluation. At 5:45 AM, they confer to make final determination about closing schools. If the decision is to close, then radio and television stations are notified in time for the 6:00 and 6:30 AM newscasts.

If weather turns bad after the start of the school day, there are generally two options that will be followed, if schools must be dismissed early.

Option #1: *Inclement Weather **Half-Day Early Dismissal***. This option will be implemented when conditions worsen early in the day.

Option #2: *Inclement Weather **Early Dismissal***. This option will be implemented when conditions worsen later in the day, and it becomes important to avoid having buses in rush hour traffic and to get children home before dark. Students will be dismissed one to two hours early.

Also, be aware that when school is closed, **all activities are automatically canceled** unless the school makes special arrangements with the superintendent's office and transportation

## BICYCLES/SKATEBOARDS

Students are not allowed to bring/ride skateboards to school. Bicycles may, however, be ridden to school, providing students enter and exit the school property using the sidewalk on the West side of the building off of N. Walrond. Upon entering or exiting the school property, students should walk their bikes on the sidewalk to and from the bike rack.

Students should place their bikes in the racks provided and then use the crosswalk nearest the bike racks to enter the building. It is recommended that students wear helmets and use locks to secure bikes to the bike racks. The school is not responsible for lost, stolen or damaged bikes. Any student who does not follow the safety procedures entering and exiting the premises will have their bike privileges revoked.

## DROP-OFF/PICK-UP PROCEDURE

The safety of students is always a concern at Chapel Hill Elementary.

The drop-off and pick-up procedure for car riders is devised with your child's safety in mind.

Please review these procedures if you are transporting your child to and/or from school.

### **Drop-Off Procedure in the Morning:**

#### **CAR RIDERS**

Drop off starts at 9:00 a.m. The line for dropping off students begins at the 67th Terrace entrance into the front of the parking lot and wraps around Indiana. Families should wait at the corner of the entrance until directed to enter the school parking lot at 9:00 AM. Please unload students as directed by staff. These staff will be wearing a yellow vest.

**Reminder:** Per the City of Gladstone, no parking/drop off is permitted on the east side of N. Walrond Ave.

### **Pick-Up Procedure in the Afternoon:**

#### **CAR RIDERS**

Pick up starts at 4:00 p.m. The line for picking up students begins at the 67th Terrace entrance into the front of the parking lot and wraps around Indiana. Families should wait at the corner of the entrance until directed to enter the school parking lot at 4:00 PM. Please pull up and wait for students as directed by staff. These staff will be wearing a yellow vest. Families who choose to enter the middle of the car rider line rather than waiting at the end of the line will be directed to park their car. The student will be brought out to the car by a staff member once all students have dismissed. It is for the safety of our students that we require all families to follow the pick up line procedure. Following this procedure ensures that each student is placed in the correct order in line. If you plan to take your student home in a car, please use the car rider line. **Students are not considered “walkers” if they enter and exit a car near the school in a non-designated drop off location.**

#### **BUILDING SECURITY DURING ARRIVAL /DISMISSAL**

Please accompany your child to check in through the school office if he/she arrives after 9:15 a.m. If it is necessary to pick your child up before school is dismissed at 4:10 p.m., please come to the office and your child will be called over the intercom. **For security purposes, any changes in dismissal must be made by 3:45pm. Students will not be called out early after 3:45pm, as students are in transition for dismissal at this time.** The office must be notified if someone other than people listed on your child's online enrollment information is picking your child up. You or anyone picking up your child should be prepared to show identification upon request at any time. Students will be dismissed as bus riders, car riders or walkers designated by parents on the student's online enrollment information and After School Dismissal Information Sheet. As in the past, we ask parents of walkers to wait in the designated walker area until students are released by the office.

Students in Daycare, Adventure Club, those riding buses, and car riders will be dismissed at 4:10 PM. Once all car riders have been picked up, walkers will be dismissed through the front doors and side doors, based on their walking path home. Walkers should expect to walk home rather than enter a car in non-permitted pick up location.

**For student safety, we ask that parents not bring animals on school premises. Middle school/high school siblings are not permitted to pick up students without a note or phone call from the student's parent(s).**

If you need to pick up your child prior to the dismissal bell, you are asked to come to the office.

## PARKING

Parking is available in the front parking lot for families to use throughout the school day. Additional parking can be found near the activities entrance. We use one-way paths in our parking lots. Please see signage and ensure you are moving through the parking lots in a safe manner.

## SAFETY TIPS FOR BUS RIDERS AND WALKERS

### **BUS RIDERS:**

1. Learn the bus safety rules.
2. Obey the bus driver.
3. Be on time at your bus stop, at least 5 minutes before your scheduled pick-up time.
4. Get on the bus and immediately be seated.
5. Sit quietly in your seat.
6. Do not stick your hands or head out of the window.
7. Stay seated until the bus comes to a complete stop.
8. Move away from the bus quickly.
9. Stay clear of the rear wheels of the bus.
10. Walk ten steps ahead of the bus ...wait until the driver signals you to cross.  
Double check both ways before crossing the street.

### **WALKERS:**

1. Practice the best route to school or to the bus stop.
2. Cross streets only at crosswalks.
3. Walk facing traffic where there are no sidewalks.
4. Don't accept rides or talk to strangers.
5. Walk directly to school.
6. Walk directly home.
7. Do not play on the way to or from school.
8. Be extra alert during bad weather.
9. Help others by showing them the right way to walk.

## "MISSED" BUS POLICY

If a student who normally rides a bus home fails to make connections with the bus, he or she is never under any circumstances to leave school on his or her own. The student is to report immediately to his/her teacher so that transportation can be arranged. **A student who rides the bus should always be on the bus unless other arrangements have been made in advance through the office by the parents in writing/verbal communication.**

## STUDENTS STAYING AFTER SCHOOL

It is necessary sometimes to have students remain after school. Students will not, however, be kept without notifying parents or the daycare provider. If your child is kept after school consistently, a conference with the teacher should be requested.

## VISITATION/VOLUNTEERS

**In the interest of safety/security, visitors/volunteers will enter into the main office upon arrival to obtain a visitor/volunteer badge. Please be prepared to have identification available. Upon leaving the building, visitors/volunteers should return the visitor/volunteer badge to the office.**

The District YouthFriends Program connects students with caring adult volunteers. All volunteers are trained, interviewed and must undergo a background check before working with students. **YouthFriend volunteers serve as tutors, lunch buddies, classroom helpers and library assistants.** The YouthFriends program requires a commitment of at least one-hour of volunteering each month in one or more of the areas listed above in order to remain active. Although field trips and chaperoning duties do not qualify as YouthFriend activities, active YouthFriend volunteers will be secured to accompany classes on field trips due to the security background check each YouthFriend volunteer undergoes. If you have any additional questions about volunteering in the school environment please contact Sarah Newman, YouthFriends Building Coordinator at 321-5815.

A visitor should not expect the teacher to interrupt his/her instruction for a greeting or hold a parent/teacher conference at this time.

Student-Led Conferences will be held during the school year so that all parents will have an opportunity to tour the building and see the results of activities that take place each day. Please check the activity calendar provided in the Parent Handbook for the date and time.

## STUDENT/FAMILY INFORMATION

On file in the school office is the enrollment, census, and emergency data info. This online information system contains such information as a child's legal full name, address, date of birth, name and place of employment of parents, etc. This online information system is utilized in many ways and it is important that this information listed be accurate and up to date. This is especially true with respect to where working parents may be reached during the day. If you have any legal documents regarding your child's welfare/custody/name change/guardianship, etc., it is the responsibility of the parent to inform the school office so that appropriate procedures can be followed for the safety and security of your child.

**We ask for the cooperation of parents/guardians** to see that the school office is notified immediately if there is any change in the information listed on the online enrollment form and/or any changes in legal paperwork.

**Please be advised, our front office will not mediate custody disputes regarding student pick-up and visitation. We will only follow documentation from a court of law.**

**In the event parents cannot reach an agreement on pick-up or school visitation, Gladstone Police Department will be called to assist.**

## SCHOOL BUS GUIDELINES

Every effort will be made by the bus driver to address disruptive behavior. The bus driver will follow the following procedures as directed by North Kansas City Transportation:

- The bus driver will verbally redirect a student(s).
- The bus driver will talk with the student individually.
- The driver may assign the student a seat in the front of the bus.
- If disruptive behavior continues the bus driver will write a Bus Discipline Referral and deliver it to the Principal. Copies of bus referrals will be sent to parents for their signature and to Transportation Services.

**First Referral:** Students will spend recess time reviewing bus safety rules. Discipline Referral will be sent home for parent signature.

**Second Referral:** Students may be moved to an alternative assigned seat on the bus. Students will spend recess time reviewing safety rules. Discipline Referral will be sent home for parent signature.

**Third Referral:** Students will be suspended from riding the bus for 1 day. Students will spend recess time reviewing bus safety rules. Discipline Referral will be sent home for parent signature.

As the number of referrals accumulate, the days of bus suspension assigned to the student will increase accordingly.

(a) **Fourth referral**—3-day suspension

(b) **Fifth referral**—10-day suspension

(c) 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 as determined by the Principal.

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 Principal will notify the students’ parents when an immediate suspension is necessary by phone and/or referral response.

## DRESS, GROOMING AND PERSONAL BELONGINGS

The primary responsibility for a student to be at school appropriately dressed and groomed rests with the student's parents. Student dress and grooming that does not constitute a hazard to the health or safety of the individual student or others with whom he/she comes in contact or does not distract from or disrupt any aspect of the school operation is permitted.

Proper clothing should be provided for each student's participation in the total school program. This includes clothing suited for outdoor play as well as gym shoes with rubber soles for the physical education classes. All clothing items, especially boots, should be large enough to allow the children to take the responsibility for putting on and taking off the items. The fastenings should be simple to work. No inline shoes or skates are allowed due to safety concerns.

To clarify the above statement for parents and students at Chapel Hill, the following information is listed:

- (a) Because of health and safety reasons during the school hours and at all school functions, it is advised that all students wear shoes or sandals with closed toe and back strap.
- (b) During school hours and at school functions, all areas of the student's body, between the upper areas of the chest and back and the upper areas of the legs must be covered with acceptable apparel. Acceptable wearing apparel does not include the following:
  - (1) Clothing, jewelry, etc., with obscene/inappropriate words, pictures, or symbols/signs (i.e. profanity, drug references, etc.)
  - (2) Clothing which exposes (or has the potential to expose) the midsection, a student's undergarments, or body parts typically covered by undergarments (i.e. spaghetti strap shirts, pants/shorts not secured around the waist, midriffs, short shorts, etc.)
  - (3) Clothing and items that pose a safety concern or distraction to the learning environment (i.e. shoes with skates, hats, toys, etc.)Note: If a student's apparel wearing or hair coloring distracts from his/her or any other student's performance in the classroom or school, a phone or in person conference with the parent will be arranged.

Lost and found clothing items not claimed at the end of the school year will be sent to the Clay County Clothes Closet.

When money is sent to school, please place it in a sealed envelope that is clearly marked with the following: name, amount of money and purpose for the money.

Apart from district-issued student iPads, no electronic devices will be allowed on the bus or at school. This includes additional personal iPads/iPods, CD players, game systems, etc. Parents desiring students to have cell phones will need to make prior arrangements with the student/s classroom teacher. **Cell phones are not allowed for any reason to be turned on or out for use during school hours. Students will be expected to follow cell phone expectations as outlined by their classroom teachers, including cell phone lock-up procedures.**

**Gaming items such as Pokémon cards are not allowed at school.**

**Fidget items such as cubes and spinners are not allowed at school unless approved as a part of an educational plan.**

#### FIELD TRIPS AND PERMISSION SLIPS

Field trips are a valuable part of the total learning process of students. Whenever students participate in an activity outside of school, a permission slip will be sent home with the student indicating the place, time, date and means of transportation. The permission slip must be signed by the student's parent or guardian before the student is able to participate. Volunteers may not bring siblings of students to school/PTA sponsored field trips due to their supervisory role of students. Although field trips and chaperoning duties do not qualify as YouthFriend activities, active YouthFriend volunteers will be secured to accompany classes on field trips due to the security background check each YouthFriend volunteer undergoes as an added safety precaution. Parent volunteers who would like to chaperone field trips, those who are active YouthFriends and non-Youth Friends, should express interest to their child's classroom teacher. When possible, classroom teachers will select chaperones from both the active YouthFriends pool and non-YouthFriends pool. Classroom teachers provide specific details about the year's field trips and the need for field trip volunteers during Group Conferences and as they begin planning for field trips. Emergency information cards for students will be taken on field trips. If you have not completed a Field Trip Emergency Card on your child(ren), please contact the office immediately.

#### PARENT-SCHOOL COMMUNICATION

It is important that good communication be established between parents and the school. Each parent can help keep the communication working by:

- Connecting to your child's SeeSaw account and ensuring the school has current phone and email contact information.
- Reading all notices sent home from school.
- Calling the teacher or sending a note when questions or concerns arise.
- Attending parent-teacher conferences.
- Attending PTA meetings and Meet the Teacher Night.

#### PTA-SPONSORED CHAMP CAMP PARTIES

Grade level teachers and encore staff conduct four Champ Camp quarter parties each school year in the months of October, December, February and May. These parties are conducted by families and encore teachers and are held throughout the school day. The time of the party is determined by our Champ Camp team.

The following guidelines/procedures have been adopted to safeguard students:

1. Food and drinks are not permitted during Champ Camp parties.



2. Several weeks prior to the party day, each classroom teacher will send out a list of items and request donations to be used for crafts and games during the party. These donations should be sent to school prior to the day of the party for teacher planning. Only items requested by classroom teachers should be sent to school.
3. Parent/s who wish to assist the classroom teacher in helping with the classroom party should sign up using the Sign Up Genius sent by the classroom teacher. Volunteers will be assigned games and activities to support during the party. Spectators are permitted to attend the party.
4. On the day of the party, classroom teachers will prepare a list of **prearranged parent party volunteers** for the office. Parents volunteering will have their ID scanned and a name badge printed prior to going to the classroom to assist with the party.
5. Parties are aligned to our Portrait of a Graduate competencies. Holiday celebrations are provided through fall, winter and spring PTA events. Please see the PTA Facebook page for additional celebrations throughout the year.
6. Younger siblings may not attend classroom parties in order to allow prearranged parent volunteers to give their full attention to the party.
7. The North Kansas City School Board of Education has changed the "Community Use of district Facilities" policy (KG-R1) to discontinue the use of inflatable rides on district property.

#### PHOTOGRAPHING AND RECORDING STUDENTS

School-wide events such as Champ Camp parties, music programs, and athletic events are a great way to build a school community and we encourage all families to attend as many events as schedules allow. Frequently, parents and students want to capture those moments by taking photos and videos. Please be advised, NKCSDB board policy KKB restricts audio and visual recording of students without parent permission during the school day. This excludes after-school events that are open to the general public. We also ask that parents refrain from posting photos and videos taken of other students on social media without parent permission. We recognize every family has their own level of comfort with posting photos and videos of their children on social media and we want to err on the side of caution. For full review of the district policy, please read board policy KKB found within BoardDocs on the NKCSDB website.

#### CHAPEL HILL BIRTHDAY BOOK CLUB

##### ***Chapel Hill Treasures Your Birthday/Half Birthday with a Book!***

Because severe food allergies are on the rise in our student population, it has become necessary to celebrate students' birthdays/half birthdays with a school provided non-food acknowledgement of their "special day." We do not allow balloons and flowers to be delivered to classrooms. Beginning with the 2011-2012 school year, we will no longer be able to accept birthday treats brought in from the

outside but instead, students' birthdays/half birthdays will be recognized with each student choosing a free paperback book of their choice for their very own from the Chapel Hill Media Center. Students will visit the Library Media Center on their special day to choose a paperback book of their choice, have their name announced on the Bobcat Broadcast and have their special day recognized in the Monthly Chapel Hill Newsletter. A special sticker with the school year and a place for students to write their name on the sticker will be attached inside the front cover of the book they choose.

**As a reminder, home party invitations cannot be given out in the classroom or at school. Please utilize the Chapel Hill Student Directory for address/phone information. The directory is available for purchase in the fall of each school year from the Chapel Hill PTA.**

***Treasure your child's birthday/half birthday with reading  
"Birthday Book to Treasure!"***

#### **STUDENTS EXCUSED FROM RECESS AND P.E.**

A parent or guardian request to keep a student indoors and/or excluded from P.E. because of recent illness or injury may be accepted for a maximum of **three consecutive days**. Beyond the three days, a licensed health care provider's excuse is required. A licensed health care provider's excuse will also be required after **three parent excuses within a semester**.

A signed release from a licensed health care provider is required for students to reenter physical activities from which they have been excluded because of illness, injury or other health condition.

Students requiring a splint/cast will not be allowed to participate in P.E. or recess until the cast/splint is removed due to the safety of your child and others around them. When the removal takes place, your physician will need to send by letter or by fax (321-5041) with permission to participate in all activities. Any restrictions should be indicated at that time as well.

#### **LONG-TERM EXCUSE**

The following guidelines are established for students who have a licensed health care provider request to be excluded from P.E. and recess due to medical reasons:

1. If a parent requests fresh air for their child, the child will be placed in a P.E. or recess area away from activity to avoid injury.
2. If the temperature or wind chill is below 20 degrees Fahrenheit, the child will be kept inside with supervision.

#### **SHORT-TERM EXCUSE**

The following guidelines are established for students who have a licensed healthcare provider, parent and/or guardian request to be excluded from P.E. and recess due to medical reasons:

1. Students with a written excuse from a licensed health care provider or parent to be excluded from P.E. activities will also be excluded from activities at recess.
2. Students who fall in this category will be placed in a P.E. or recess area away from activity to avoid injury.

## HOMework DUE TO ABSENCE(S)

As we continue to strive for excellence in education, we want to emphasize the significant benefits of attending school in person. While we understand that there are times when absences are unavoidable, consistent in-person attendance plays a crucial role in a student's academic and personal development.

Makeup work will not be provided in advance or during the period of the student's absence. Students are expected to complete assignments and assessments upon their return to school. Parents or guardians must notify the school of a student's absence as soon as possible, providing the reason and expected duration of the absence. For excused absences, students will be given an opportunity to make up missed work upon their return. Excused absences include illness, medical appointments, family emergencies, religious observances, and other reasons deemed acceptable by school administration. In cases of prolonged or chronic illness, or other exceptional circumstances, the school will work with students and parents/guardians to develop an individualized plan for makeup work.

Students enrolled in the SAGE Program are not required to make up any work missed while attending SAGE classes. They are responsible only for new concepts introduced during the time they attend SAGE classes.

## CURRICULUM AND INSTRUCTION

Each child is an individual with different experiences, interests and skills. Children learn at different rates and in different ways. The North Kansas City School District has provided teachers with curriculum guides to assist in planning activities to meet each child's needs. For more information about Curriculum and Instruction in North Kansas City Schools, visit <https://www.nkcschools.org/district/dept/academics/elementary>.

Teachers are responsible for teaching specific skills. The activities used to teach these skills need not come from any one textbook. The teacher may use field trips, guest speakers, instructional videos, group activities, games and pages from different workbooks to teach a specific skill.

Subject areas include English language arts, math, social studies, science, visual art, vocal music, physical education, library and instrumental music (for fifth graders only). The skills taught may apply to more than one subject area.

## COUNSELOR

Elementary counselors in the North Kansas City District function in a position that is multi-faceted, with many different, yet related roles. The guidance program is preventative and developmental and services all students in the schools.

Classroom visits are on a regular bi-monthly basis for the purpose of facilitating effective development in students. Developing problem-solving skills, effective and respectful communication skills, an understanding of behaviors as related to feelings, and personal responsibility are examples of some of the topics discussed in these classroom visits. In addition, students may be seen individually or in small groups as needed when concerns are identified by students, staff members, or partners.

Please don't hesitate to telephone the school counselor if you have any questions or concerns.

## MEDIA CENTER

The following information has been compiled to help you and your child use the Media Center to the fullest extent possible. Chapel Hill is dedicated to providing full media services to students and teachers. To be able to do this, we rely on the help of a wonderful group of volunteers. They shelve books and perform various other duties as the need arises. Their help is invaluable in the smooth operation of the Media Center.

**We want your child to read.** The Media Center is normally open from 9:00 AM until 4:25 PM every day because it is important for your child to be able to get a book when he/she wants one or needs one. Each time students come in, they can check out two books, provided they have returned the two books they previously checked out. If only one book is returned, only one can be checked out. All books are checked out for one week, except reference books, which stay at school and are due back in the Media Center at the end of the school day. There may be special times throughout the year that your child can check out three books. Third-fifth grade may also check out a magazine. Most books can be renewed for another week; however, some very popular books cannot be renewed.

**Sometimes books are overdue.** We appreciate the time and effort that parents and students make to get books back on time. We also understand that books will occasionally be overdue. Fines are not charged for overdue books. Please return them as quickly as possible.

**"I can't find my book!"** From time to time, books become lost. We want to help your child become responsible for returning his/her books. If the book is overdue, we will send home a notice with the student alerting you that the book is overdue and asking

you to help your child find the book. Everyone needs a special place out of reach of little brothers and sisters and family pets where they can keep their books at home. Students should keep library books in their backpacks when they are not reading them.

**Kindergarten students are special.** While kindergarten children are becoming acquainted with school and all the new experiences school brings, they will need special help in keeping track of their books. For this reason, they check out only one book at a time for a few weeks during their scheduled class checkout time. They will then check out two books at a time. We usually wait until they are ready before they come to the Media Center on an “as-needed” basis.

**This is the age of information.** We understand the importance of your child knowing how to learn using books and online resources. The library media specialist coordinates with teachers to provide instruction using media center materials, conducting research, and enjoying various kinds of literature. Lessons will be planned throughout the year to emphasize the importance of reading for each grade level. Book fairs will be held by the PTA twice during the school year. We welcome your support for these activities, as proceeds from book fairs are used to fund our birthday book program and update and purchase items for our library.

**Please feel free to call.** We will do our best to respond to your questions and concerns.

## INSTRUMENTAL MUSIC

Fifth Grade students at Chapel Hill will attend an assembly during the first weeks of school given by the string instructors from the North Kansas City School District. Music will be performed that will highlight the instruments that are available in the Fifth Grade Strings Program. Students will have the opportunity to perform on the instrument of their choice. Following the assembly, students may choose to enroll in the Fifth Grade Strings Program. Classes will meet twice a week for 30 minutes each time, during 5<sup>th</sup> grade recess. Several performances occur throughout the year.

Since instrumental music meets only thirty minutes, twice per week, it is important students bring all instrumental music supplies to class consistently. Supplies include: Instrument, music book, folding music stands and cases, rosin, and rock stops for his/her supplies. If instruments are in repair, please send a note/email to your child's strings teacher. Students with instruments being repaired will be given the reinforcement sheet to avoid missing valuable instruction time and continue improving their skills. Under no circumstances should students leave their musical instruments at school overnight. The school is not responsible for any musical instruments left in the school building. Additional information is provided annually by the string teacher during enrollment.

## Multi-Tiered System of Supports (MTSS)

Multi-Tiered System of Supports (MTSS) is a framework for providing high quality instruction to all students and intervention support for some students. This is not a new practice in North Kansas City Schools. However, we are now using this framework to increase the efficiency and effectiveness of our current supports to meet student needs in areas including academics (with our biggest focus on English Language Arts and Math), behavior, attendance, social-emotional functioning and more. Research has found that comprehensive support systems such as MTSS can improve instructional quality, contribute to more meaningful identification of learning and behavioral problems, and provide all students with the best opportunities to succeed in school.

MTSS is an efficient way to provide interventions to students as soon as a need is identified. Some students may need support in multiple areas, or over extended periods of time, while others may only need short and targeted interventions. MTSS is designed to screen students to find out what they need and respond quickly and is organized through 3 tiers of support.

- **Tier 1 (About 80-90% of the student population)**

Tier 1 includes the general instruction and support that all students receive. All students are screened at this level by following the North Kansas City Schools screening schedule.

- **Tier 2 (About 5-15% of the student population)**

When a student is identified as needing more support in one or more areas, we create a targeted Tier 2 plan where the student's progress is monitored to determine if adequate progress is being made. We will carefully select the appropriate intervention to meet the student's unique needs and communicate the start of a new Tier 2 plan with the student's family.

- **Tier 3 (About 1-5% of the student population)**

After 4-6 weeks at the Tier 2 level, if the student is not making adequate progress on our assessment and observation measures, the school team will collaborate to create a more intensive Tier 3 plan. This plan will also be carefully selected and communicated with the student's family through a letter or by other means. We will continue to monitor the progress of the student while their Tier 3 plan takes place. If your child's response to the intervention(s) indicates a long-term problem which may require special education and related services, a referral will be made for evaluation.

Students who show evidence of needing additional support with English Language Arts may receive services in the Reading Support Program during the school day. All students who receive this additional service also continue to receive reading instruction in their classroom. These intervention(s) are part of our regular education program and are not a special education or related service under the Individuals with Disabilities Education Act (IDEA).

North Kansas City Schools has a screening schedule for the following areas: vision, hearing, speech/language, reading/dyslexia, math, writing, externalizing behavior, internalizing social/emotional, gifted and talented, and English Language Learners. For more information about the MTSS process at Chapel Hill, please call 321-5040 and ask to speak with the principal or the school psychologist.

## YOUTH FRIEND PROGRAM AND VOLUNTEERS

The District YouthFriend Program connects students with caring adult volunteers. All volunteers are trained, interviewed and must undergo a background check before working with students. YouthFriend volunteers serve as tutors, lunch buddies, classroom helpers and library assistants. **The YouthFriends program requires a commitment of at least one-hour of volunteering each month in one or more of the areas listed above in order to remain active.** Although field trips and chaperoning duties do not qualify as YouthFriend activities, active YouthFriend volunteers will be secured to accompany classes on field trips due to the security background check each YouthFriend volunteer undergoes as an added safety precaution.

If you have any additional questions about volunteering in the school environment please contact Thuy Nguyen, YouthFriends Building Coordinator at 321-5040.

# Section B – Elementary

## District Information / 2024-2025



### Contents

<b>STRATEGIC PLAN</b>	<b>1</b>
<b>DISTRICT PROFILE – 2024</b>	<b>2</b>
Student and Parent Rights .....	5
Inclement Weather and School Cancellations .....	7
School Age Child Care .....	8
Adventure Club .....	8
Student Accident Insurance .....	8
Enrollment Requirements .....	9
District Transportation .....	9
<b>STUDENT SAFETY</b>	<b>14</b>
RE: Asbestos Hazard Emergency Response Act .....	15
Safe Schools Act – Acts of Violence .....	16
Student Behavior and Accountability .....	19
Student Health .....	22
Food and Nutrition Services .....	26
<b>ACADEMIC INFORMATION</b>	<b>28</b>
Instruction and Assessment .....	28
Homework Philosophy and Guidelines .....	30
Parent/Teacher Interactions .....	31
Student Attendance and Accountability .....	32
Technology .....	36
<i>Social Media Guidelines for Students</i> .....	42
<i>Social Media Guidelines for Parents</i> .....	43
<b>PARENTS AS TEACHERS</b>	<b>44</b>
<b>Every Student Succeeds Act of 2015 (ESSA)</b>	<b>45</b>

#### 24-hour information

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

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







## **DISTRICT PROFILE**

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

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

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

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

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

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

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

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

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

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

### ***Additional Contacts***

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

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

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

### ***Nondiscrimination Statement***

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

Dr. Janelle Porter  
Assistant Superintendent of Student Services

Dr. Eric Johnson  
Assistant Superintendent of Human Resources

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

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

## Student and Parent Rights

### *Diversity Statement*

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

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

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

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

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

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

### *Sexual Harassment Policy*

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

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

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

### *Public Concerns and Complaints*

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

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

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

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

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

### ***Transfer Procedures***

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

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

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

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

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

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

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

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

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

### ***Visitor Policy***

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

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

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

## **Voter Information**

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

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

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

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

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

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

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

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

# Inclement Weather and School Cancellations

## *School Cancellation Policy*

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

## *Communication Channels:*

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

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

## *Two-Hour Delayed Start Option:*

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

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

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

## *Early Release or Cancellation:*

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

## *Two-Hour Delayed Start:*

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

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

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

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

### *Recess during Extreme Temperatures*

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

## **School Age Child Care**

### *Adventure Club*

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

## **Student Accident Insurance**

### *Accident Insurance*

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



## Enrollment Requirements

### *Requirements for Admission to School*

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

The state requires the following immunizations:

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

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

### *Student Health Examinations*

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

## District Transportation

### *Free Transportation*

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

### *Paid Transportation*

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

### *Routing*

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

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

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

### *Special Education Routing*

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

Definitions for Door to Door and Curb to Curb:

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

### *Assigned Bus Stops*

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

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

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

## *Walking Distances*

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

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

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

## *Bus Regulations*

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

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

## *Bus Behavior*

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

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

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

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

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

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

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

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

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

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

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

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

### ***Bus Cameras***

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

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

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

### ***Vandalism***

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

### ***Special Services***

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

## Student Safety

### *Safe and Respectful Schools*

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

### *Urgent Communication*

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

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

### *Emergency/Crisis Plan*

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

### *Tornado Safety*

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

### *Earthquake Safety*

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



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## **Asbestos Hazard Emergency Response Act**

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

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

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

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

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

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

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

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

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

drugs, counterfeit substances and imitation controlled substances is prohibited on any district property, in any district-owned vehicle or in any other district-approved vehicle used to transport students to and from school or district activities. This prohibition also applies to any district-sponsored or district-approved activity, event or function, such as a field trip or athletic event, where students are under the supervision of the school district. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited. For further information, please refer to school district policies and regulations by following the link: <https://simbli.eboardsolutions.com/ePolicy/Policy.aspx?S=110&Sch=110&PC=JFCH&Z=P&revNo=1.01&srch=drug&ktype=Exact&encu=xa9jwu0EeqNJP1IMR8zErI2Eu9hM2yurtmPs7R4uWoHCbyslshKIreadvE9AujLplusemFjpMOFK6wyKeQw3K1GsYvoU0kSMLZ9O86XGiYdcMTkWtIQEFoOWlwfE2gijjiSumLSCFSslshdxXlshJY3QrOMrWmKReG5FIBDEWsvlvplusg5ifg=>

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

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

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

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

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

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

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

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

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

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

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

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



### ***Administrator Rights***

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

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

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

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

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

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

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

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

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

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

### ***Hazing***

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

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

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

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

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

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

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

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

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

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

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

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

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

## **Student Behavior and Accountability**

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

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

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

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

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

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

### ***Student Conduct***

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

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

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

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

## ***Discipline Policy***

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

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

## ***Student Discipline Responsibility***

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

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

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

## ***Corporal Punishment***

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

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

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

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

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

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

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

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

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

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

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

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

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

### ***Remedial Conference***

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

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

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

# Student Health

## *General Health Guidelines*

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

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

## *School Nurse and Health Room*

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

The nurse duties include:

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

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

## *Screenings*

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

## *School Health Records*

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

## *Medication Guidelines*

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

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

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

Expired medications cannot be accepted.

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

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

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

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

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

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

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

### ***Emergency Medications***

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

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

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



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

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

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

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

### ***Communicable Diseases***

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

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

<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

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

## Food and Nutrition Services

### *Food and Nutrition Services*

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

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

### *Parties/Treats*

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

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

Board Policy ADF may be found here:

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

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

### *Special Diets/Food Allergies*

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

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

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

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

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

### ***Lunch Fees***

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

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

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

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

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

Submit your completed form or letter to USDA by:

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

This institution is an equal opportunity provider.

# ACADEMIC INFORMATION

## Instruction and Assessment

### *The Elementary Instructional Program*

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

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

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

### *District Assessment*

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

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

### *Progress Reports*

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

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

### ***Early Intervention***

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

### ***Student Placement***

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

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

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

### ***Summer School***

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

# Homework Philosophy and Guidelines

## *Homework Objectives*

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

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

## *Responsibilities*

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

### *Student Responsibilities*

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

### *Parent/Guardian Responsibilities*

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

### *Teacher Responsibilities*

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

### *Counselor Responsibilities*

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

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

### ***Principal Responsibilities***

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

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

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

## **Parent/Teacher Interactions**

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

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

### ***Contacting Teachers***

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

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

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

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

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

## Student Attendance and Accountability

### *Attendance*

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

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

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

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

These absences will affect your child's attendance percentage.

### *Reporting Absences*

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

### *Late to School Procedure*

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### ***Field Trips***

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

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

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

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

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

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

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

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

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

### ***IEP Information***

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

## **Technology**

### ***Technology Usage***

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

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

### ***Definitions***

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

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

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

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

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

### ***Authorized Users***

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

### *User Privacy*

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

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

### *Technology Administration*

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

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

### *Content Filtering and Monitoring*

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

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

### *Closed Forum*

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

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

### ***Records Retention***

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

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

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

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

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

### ***Damages***

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

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

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

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

### *Student Users*

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

### *General Rules and Responsibilities*

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

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



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

### ***Electronic Devices***

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

### ***Cell Phones***

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

In general, the following guidelines will be used:

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

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

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

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

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



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

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

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

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

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

### ***Exceptions***

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

### ***Waiver***

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

### *Social Media Guidelines for Students*

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

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

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

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

## *Social Media Guidelines for Parents*

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

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

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

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

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

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

T – Is it **TRUE**?

H – Is it **HELPFUL**?

I – Is it **INSPIRING**?

N – Is it **NECESSARY**?

K – Is it **KIND**?



## *Parents As Teachers*

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

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

PAT supports families through

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

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

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

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

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

<b>Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents</b>	
<b>General Information</b> 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed?	
<b>Complaints filed with LEA</b> 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)?	<b>Complaints filed with the Department</b> 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
<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(e)(3)(C).

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

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

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

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

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

The following activities will occur in the investigation:

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

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

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

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

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

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

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