



NORTH
KANSAS CITY
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2024 - 2025

OAKWOOD MANOR

ELEMENTARY SCHOOL

PARENT HANDBOOK



Official Board of Education policies are available at school offices and on the district website at nkschools.org.

Section A - Elementary

Elementary School Information/ 2024-25

Welcome Message from the Principal	A2
General Information	A3
School Information	A4-A15
PBS Behavior Expectations Matrix	A16
Arrival Map	A17
Dismissal Map	A18



OAKWOOD MANOR
Elementary School



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Dear Oakwood Manor Families,

Welcome back to an exciting 2024-2025 school year at Oakwood Manor Elementary! The staff are thrilled that you have entrusted your child's education to us. It is our goal to create an enriched learning environment that engages each child at OWM. Oakwood Manor Elementary has an excellent teaching staff with a wealth of knowledge and an outstanding support staff, who work in different capacities to support your child's learning. Whether this is your first year at OWM or you are a OWM veteran, please know that we need and welcome your support and cooperation.

This handbook contains general information about Oakwood Manor Elementary and the North Kansas City School District's policies and procedures. Please take time to read it carefully and keep it as a reference throughout the school year. If you have questions that are not addressed in this handbook, please contact us so we can assist you.

I hope you will consider becoming a member of our Parent Teacher Association (PTA). The Oakwood Manor PTA supports our students in a number of ways. They pay for field trips for all students and plan numerous family activities throughout the school year.

Our school hours are 9:15 am to 4:10 pm. Arrival and dismissal procedures are outlined in this handbook. Your assistance in following the traffic flow, particularly in the afternoon, will help keep our traffic from backing up onto Flora Ave.

We will send weekly communication via email each Monday. This is where you will find information about upcoming activities and opportunities.

I would like to close with letting you know how much I am looking forward to working with the parents, students and staff this year. Thank you for the opportunity to work with your child; I am truly honored.

Sincerely,

Kacey Crum
Principal, Oakwood Manor Elementary

General Information

Address

5900 N. Flora Ave.
Gladstone, MO 64118

Contact Information

School Office		816-321-5180
Attendance		816-321-5182
School Fax		816-321-5181
Principal	Kacey Crum	kacey.crum@nkcschools.org
Administrative Assistant	Tatianna Ruch	tatianna.ruch@nkcschools.org
Office Clerk	Tracy Gaul	tracy.gaul@nkcschools.org
Nurse	Bette Marcus	bette.marcus@nkcschools.org
Counselor	Samantha Atkins	samantha.atkins@nkcschools.org
Community Resource Specialist	Andrea Kennedy	andrea.kennedy@nkcschools.org
Cafeteria	Doris Dapper	dorris.dapper@nkcschools.org
Adventure Club (SACC)	Andrea Wilson	andrea.wilson@nkcschools.org
Library Media Specialist	Megan Soper	megan.soper@nkcschools.org

Oakwood Manor Website <https://omes.nkcschools.org/>

School Hours:

Office Hours are 8:30 AM - 4:30 PM.

School begins at 9:15 AM and ends at 4:10 PM.

Enrollment

Oakwood Manor has approximately 240 pre-kindergarten through fifth grade students.

School Colors: Green and white

School Mascot: Ollie the Owl

School Pledge: Today I promise to be safe and respectful, to use integrity, and to do my personal best.

Vision Statement: Oakwood Manor Elementary will be a nurturing community that empowers students to become successful citizens.

Mission Statement: The mission of Oakwood Manor Elementary is to create a safe community where students feel they belong, develop learners' mindsets, and achieve their fullest potential.

School Motto: We are "owl" in!

Attendance

Regular attendance is important. Students must be at school on time each day to ensure they don't miss important learning. Please make all efforts to schedule appointments outside of the school day and/or avoid instructional learning time to ensure your child has every opportunity to learn and reach academic success. Interventions will be taken to support families in improving student attendance as needed. See Section B, "Student Attendance and Accountability", for more information.

Animals in the Classroom

Principal and teacher approval are needed before any pet may be brought to school.

Arrival (see map p. A17)

The following procedures are in place because your child's safety is our top priority. It is imperative that all members of the school community familiarize themselves with them and follow procedures daily.

Students should arrive at school between 9:00 and 9:15 AM. Any student arriving after 9:15 AM will need to be walked into the building and signed in by an adult.

Car Riders

For your safety and the safety of your child we ask that you always stay in your car while in the car lane and that you only let your child out of the car when you have reached the school building (i.e., don't let them out of the car on Flora Ave. and allow them to walk up the hill).

- Enter the north drive on Flora Ave.
- Pull all the way up to the end of the front of the building, staying on the right, next to the curb (note: we will utilize only **one** lane for student arrival).
- **DO NOT LET YOUR CHILD EXIT THE VEHICLE UNTIL A STAFF MEMBER IS PRESENT.**
- After dropping off your child, exit the car lane using the south drive.
- Please wait for the cars in front of you to move. **For the safety of our students and staff we ask that you do not drive around cars that are unloading.**

Please note: To help with traffic and prevent accidents there is no left turn out of our parking lot onto Flora Ave. during arrival and dismissal.

Walkers & Bike Riders

Walkers and bike riders should time their arrival so they do not arrive before 9:00 AM, as supervision is not provided.

- Walkers arriving from Flora Park Trail will enter via door #6 at the back of the building.
- Walkers arriving from the south side of the building will enter via door #5.
- Bike Riders will enter via door #5.

Bus Riders

- Bus riders will enter the building via door #3.

Before and After School Care – Adventure Club (SACC)

If you are interested in learning more about before and after school care, please see Section B, “Adventure Club,” and contact Adventure Club at 321-5017.

Bicycles, Skateboards, Scooters, and Rollerblades

Please exercise discretion regarding letting your children ride their bicycles to school. We suggest that younger children refrain from riding their bikes to school for safety reasons. Children in grades 3-5 usually possess the necessary skills to ride bicycles to school. However, families should carefully consider whether your children are mature enough to exercise good judgment and if they have the physical skills needed to handle a bicycle safely.

If your children will be riding their bicycles, take the time to help them understand the hazards of riding on city streets. Children must understand that they cannot count on the good judgment of others to protect them.

Skateboards, rollerblades, and scooters may not be brought to school.

Birthdays

We believe it is important for the school to recognize our students on their birthday by announcing birthdays during our morning announcements. In an effort to prevent dangerous situations due to the many allergies and medical needs, and in compliance with the [District 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. For this reason, **the only birthday treats that may be served in classrooms must be purchased through the Food and Nutrition Department.** Parents may select from a variety of kid-friendly treats. Order your birthday treats two weeks in advance of your child’s birthday from the cafeteria manager and the treats will be delivered to the classroom the day of the party.

Non-food celebration ideas are welcomed and encouraged. Please contact your child’s teacher or principal for questions regarding non-food celebration ideas.

Birthday Deliveries

Parents should refrain from sending party favors, flowers, balloon bouquets, etc., to school on birthdays or other special occasions. These items pose a potential disruption to the instructional process and, if sent, will be kept in the office until school is over (i.e., will not be delivered to classrooms). Before the dismissal bell, the receiving student will be called by intercom to come to the office to view his/her delivery. Flowers in glass containers, balloons, and other large and/or fragile items may not be transported home by bus for safety reasons.

Cafeteria

Breakfast is served each morning from 9:00-9:15 AM. Students will take their breakfast to class and eat in the classroom.

Each class has 25 minutes to eat their lunches. The schedule may change if adjustments need to be made.

Students may bring their lunch or buy a school lunch. *If your student brings his/her lunch, please do not pack energy drinks.* Students are encouraged to buy a milk or bring a different kind of beverage such as juice or water. If your child brings lunch from home, we are not able to refrigerate, so please include an ice pack if needed or pack items that do not require refrigeration.

Each student has a computerized account for lunch money. Student ID numbers are used to access lunch accounts. Parents may send money for multiple lunches and money will be held in individual student accounts. Checks for lunch are payable to the North Kansas City Schools Food Service Department. Once a parent pays for school lunches with a check or cash, meals are credited to the child's account for future use. Change will not be given back to the child. You can access your child's account in My Payments Plus to add money to their lunch account online here: <https://bit.ly/3eFqZeZ>

Free and reduced-priced lunches are available for eligible families. We encourage all families to complete the form annually as there can be changes to qualification criteria as well as family situations. If your family qualifies, you can choose whether to participate, and this will help keep our reporting accurate regarding funding for school programming. We must have either a Free and Reduced Lunch form or an opt-out waiver on file for every family. Applications may be made anytime throughout the year. Inquiries are kept confidential. Find the application here: <https://bit.ly/3dou1Eh>

Sack lunches are an option provided by the Food Service Department for classes going on field trips that extend through the lunch hour. Sack lunches consist of a sandwich, fresh vegetable sticks, fresh fruit, cookie, and milk. The price is the same as a regular lunch. Please send a note with the Field Trip Permission Form if you wish to order a sack lunch for a field trip.

Students enjoy having their parents and other relatives eat lunch with them at school. If you want to join your child for lunch and you would like a school lunch, you must order by 9:15 AM (321-5180). You may also bring food to your child for lunch. For safety reasons, we do not allow outside food to be brought in for children other than your own. Please remember to check in at the office before visiting the lunchroom. Once arriving in the café, our café staff will help escort you to a family lunch table.

Lunch visitors:

Parents and other contacts listed on the child's enrollment form may join their child during their designated lunch section following these guidelines:

- **To allow for the teaching of lunch expectations and routines, we will not have visitors for lunch the first 2 weeks of school. Additionally, to allow for special activities and schedule changes, we will not have visitors the last 2 weeks of school.**
- All visitors must go through the visitor-sign-in and identification procedure upon entering the building.

- Approved visitors will meet their child in the cafeteria and depart from their child after the lunch session.
- To ensure safety and protect instructional time, visitors may not go to the classroom, playground, or other building areas before or after their child’s designated lunch time.
- Visitors will be required to sit at the parent/visitors’ lunch table.
- Students who have lunch visitors will not be able to invite friends for special seating, food, drink, trinkets, etc.
- Please do not share food with students other than your own child; we have many students with food allergies.
- Parents may only take their children out for lunch provided they sign the child out at the office. Children are not released from school for lunch without adult supervision.

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

Keep Meal Accounts Paid:

- You can monitor your child’s meal account balance via MyPaymentsPlus (see above) with no fee. Fees are only added if you make an online payment.
- You can also inquire about your child’s meal account by contacting our cafeteria manager Ms. Dapper at 321-5180 or email: dorris.dapper@nkcschools.org
- Negative balance notices are also sent home with students periodically.
- If your child owes more \$20 or more on their account, please feed your child breakfast, and send a sack lunch with your child until the charges are paid.
- Remember, charges incurred prior to Free Lunch Application approval, must be paid by the parent.
- If your financial situation has changed, you may submit or resubmit a Free Lunch Application at any time (*application linked above*).

Change of Student Information

Parents/Guardians should notify the school office of any changes in telephone numbers and/or addresses. This is especially important if there are changes regarding whom to call, who can pick-up the child, or changes in the telephone number in case of an emergency. We need up-to-date information in the event a child is injured or becomes ill.

Child Abuse Notification

Every North Kansas City Schools employee is mandated by law to report any suspected child abuse or neglect. All reports are made confidentially. Oakwood Manor Elementary School is not required to notify the parent or guardian of the student prior to or after making the report.

Communication Between Home and School

Our home/school partnership is a vital component to your child's educational success. As our partner in your child's education, if a problem arises at school, we encourage you to be part of the solution. After visiting with your child, if you feel there is something that needs further attention, please call your child's teacher first to discuss the situation. Our staff appreciate the opportunity to discuss things with you and will do everything in our power to keep lines of communication open. Please allow our staff 1-2 school days to respond.

It is helpful when leaving messages or emailing us that you include your student's first and last name and a brief message about the issue. This allows us to be more prepared for the conversation when it occurs.

- If the issue or question involves your student and classroom situations such as homework, assignments, actions in the room taken by the teacher, or peer interactions, please contact the teacher first. You can do this by email, in writing, or over the phone. The teacher will not answer the phone during classroom instructional periods. Teachers often have only one planning period in a day and may have already had it that day before you make contact. They may not be able to communicate with you immediately as they have limited time to prepare instructional activities. We appreciate your patience in the process.
- If the issue or question involves the functioning of the building, major discipline infractions processed by the principal, or you have already contacted the teacher and feel that you did not get satisfactory results, please contact the principal. This can be done by email, phone, or in writing. Oftentimes I am not able to respond until the end of the school day. I will do my best to get back with you the same day the message was left, but if I cannot reach you or are unable to do so on the same day, you will hear from me the following day.

Thank you for your cooperation with our communication chain. We want to communicate with you about the issues involving your student while continuing to ensure that we fulfill our responsibility to educate your children to the best of our abilities. We must first focus on serving students while in our care and then work on matters brought forth by families.

“Back to School Night”: This event is held in August each year and provides an opportunity for parents and students to meet the teacher.

Report Cards: Report cards are viewable four times a year online through the Powerschool Parent Portal. If a printed copy is required, please provide a written request to the office. Grading symbols are defined on the report cards. In most academic disciplines in third, fourth, and fifth grades, students receive overall letter grades (A, B, C, D, and F). In all primary grades, students are marked Mastery (M), Progressing Toward Mastery (P), and Not Making Adequate Progress (N), depending on the consistency the student demonstrates.

Conference with Teachers: The classroom teacher is available for a conference in person or on the phone. Conferences will be arranged whenever the parent or the teacher perceives a need. A parent can

request a conference by contacting the teacher in advance to schedule a time to meet. We will hold Parent Teacher conferences for all students in October.

Visiting School: For security reasons, it is important that school personnel be knowledgeable about every adult who enters the school. When visiting the school, please come to the school office prior to going to a classroom. Parents and other visitors will be given an identification badge or sticker to wear while they are in the building.

Dismissal- 4:10 PM (see map p. A18)

Car Riders

- Every family will be issued a car tag. If your child is not regularly a car rider, please keep the tag in the event you pick up in the car line at some point in the year. These must be displayed on your rearview mirror. **If you do not have an Oakwood Manor issued car tag, you must present photo identification before the student will be released to you.**
- Enter the car line using the north drive via Flora Ave forming 2 lanes.
- Pull all the way up.
- Remain in your car.
- Your child will be brought to your car.
- After all cars are loaded, a staff member will signal you to exit.
- We cannot allow parents walk up to the front of the school/wait on the front steps. It is critical to all students' safety that the adults supervising your child can focus on supporting student routines and procedures.

Walkers & Bike Riders

- Walkers will be dismissed from door #5 and door #6 at the back of the building. Pre-K and kindergarten students will not be dismissed unless a parent/guardian is there.
- Bike Riders will dismiss from door #5.

Bus Riders

- Buses will load at the south entrance of the school (door #3).

Changing Your Child's Dismissal Procedures

Because your child's safety is our primary concern, transportation changes must be kept to a minimum. It is important that the office staff and your child's teacher are aware of the mode in which your child is getting home. **If there is a change in the child's normal plans to go home, a parent or guardian must call the school office directly as early as possible; no later than 3:00 PM.** Do not leave messages for transportation changes on voicemail or attendance lines.

When/if you are aware of a transportation change in advance, please share this information in writing (signed and dated by parent/guardian) and route to the office. Students riding a different bus or getting off at a different stop must have office approval and a written note from the parent. Approval is only granted for unavoidable circumstances such as parents out of town or emergency care. Do not use this on a regular basis or for social reasons.

Frequent changes in your child's normal/daily transportation routine can cause much confusion and anxiety for your child. Keeping these changes to a *minimum* helps reduce the anxiety and confusion for everyone involved. Thank you in advance for your partnership.

There are three ways in which to notify the office/teacher of a change:

- (1) Email the administrative assistant and the classroom teacher – before 10:00 AM.
- (2) Write a note to the classroom teacher.
- (3) Call the office (321-5180) by 3:00 PM.

Picking up your child early

Families who wish to pick up their child before normal dismissal time must come to the office and sign out the child. Your child will be called out of class to the office to meet you. To avoid interruption in the classroom and ensure student safety, students will not be dismissed during the last fifteen minutes of the instructional day (3:55-4:10).

Anyone picking up a student must be listed in PowerSchool and must show proper identification. Parents are asked to keep Powerschool current regarding those who are allowed to pick up their child(ren).

When picking up your child early, be sure to allow travel time for your child to get to the office. This often takes longer when students are at special class, recess or lunch. **Due to the volume of visitors, phone calls and other school related business, we will no longer be able to honor requests to have a student in the office at a certain time for early dismissal. We will call students to the office when the person checking them out arrives at OWM. Thank you for understanding.

Dress Code for Students

See Section B, "Student Dress and Grooming".

Drills: Fire, Tornado, Lockdown and Earthquake

Per district safety guidance, Oakwood Manor has a Crisis Response Team, and several safety drills are practiced throughout the year. Fire drills are conducted monthly. A severe weather drill is held once each semester. Lockdown drills are also conducted quarterly. The civil defense warning system informs school personnel about severe weather. During a tornado warning, all children take cover and stay in a safe position until an "all clear" is sounded. Students may NOT be released to their parents or to an authorized adult during a severe weather warning. In the event of a warning which extends beyond the school day, children will be kept at school until the "all clear" is given or the warning sound stops (tornado).

Evening Events

A parent/guardian must accompany their student(s) to any evening event. Failure to do so will result in the child not being able to participate.

Field Trips

See Section B, “Field Trips”, for additional district information.

At times, parental assistance is appropriate for supervision support. To ensure appropriate supervision of Oakwood Manor students during school field trips, we request that parents who attend school trips make alternative arrangements for pre-school children and/or younger siblings. If there is a high number of parents that want to attend a field trip, and only a certain number of adults can attend, it may be necessary to have a “first come first serve” basis with parents or parents’ names will be drawn randomly to fill the volunteer spots.

Medication

According to District Policy JFCH, any and all medication must be brought to school and given to the nurse by a student’s parent/guardian. The purpose of this policy is to limit controlled substances that could potentially harm students without the oversight of an adult. Furthermore, students in possession of medication may be found in violation of policy JFCH.

Meeting with Teachers/Staff

We cannot accommodate impromptu meetings with staff or unscheduled classroom visits during the school day, as we strive to provide continuity and structure. This includes before and after school, as these are times teachers are planning and/or wrapping up their school day. Therefore, please schedule a time to meet with your child’s teacher in advance. Additionally, if you would like to speak with the counselor or principal, please schedule a time. To facilitate optimal communication, parents are always encouraged to speak directly with their child’s teacher prior to scheduling a meeting with the principal.

Money (Sending to School)

Please avoid sending cash to school. When cash must be sent, please place it in a sealed envelope clearly marked with the following: student name, teacher name, amount of money, and purpose for the money.

Parents and Staff Working Together

It is our belief at Oakwood Manor Elementary that the best education for our children occurs when parents and staff work together. The following procedures are suggested when a problem arises at the school:

1. Find out the facts and try to separate them from feelings. When your child tells you something that causes concern, contact his/her teacher first to learn more.
2. Be friendly and keep an open mind. Regardless of how you feel about the action taken by the teacher, listen to what he/she has to say. Try to understand his/her position and trust the school.
3. Follow the chain of command. If you do not feel satisfied after discussing the situation with your child’s teacher, you may then contact the building principal.

Parent-Teacher Conferences

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

1. Teachers have many students and parents with whom they want and need to communicate. Their priority is to meet the instructional needs of their students. Therefore, conferences need to be scheduled when it is convenient for the teacher and does not interfere with instruction. Teachers will schedule conferences before/after school or on their planning time. We ask that parents provide as much flexibility as possible when making the conference appointment so that teachers can ensure their duty to students.
2. Conferences will be held when teachers can assure that student's privacy rights will be respected. Please do not engage the teacher in a private conference when the teacher is supervising or instructing students. The teacher should not be expected to stop instruction to address a visitor in the classroom.
3. Many children have multiple parents. To respect the time of all the parties and ensure clear and consistent communication between all, we ask that separated or divorced parents agree to a time that is suitable to the teacher's schedule and to both parents' schedule. We cannot conduct separate conferences for separated or divorced parents.

Playground Equipment and Personal Items

Students should not bring privately owned play equipment to school. Toys can not only cause a disruption in the learning and instructional process, but many times they are lost or broken, and feelings can be hurt. If a toy or other personal item is brought to school, the teacher or principal may remove it from the instructional area. Whistles, music players, non-school issued electronic devices, or other such items brought to school will be held until parents are able to pick up the items. Students should not bring items to school to sell or trade.

For safety, students will not be permitted to play on the playground equipment at recess if they are wearing flip flops or sandals. This is an effort to avoid falls/injury. Since the playground is unsupervised before and after school, children are not to be on the playground/school grounds before school or use the playground before 6:00 PM on school days. The playground equipment is used for Adventure Club childcare after school until 6:00 PM.

PTA Activities and Functions

The Oakwood Manor Elementary PTA supports and sponsors many programs and activities at school. For additional information, please contact any PTA board member or the main office.

All visitors are expected to refrain from inappropriate language or activities in the presence of staff and students and on school property. Conduct of this nature may result in removal and no longer being permitted on school grounds.

Recess

Every effort will be made for students to have outdoor recess; students should plan to participate in recess provided their teacher feels they have not lost that privilege. Weather conditions that affect recess are snow, rain, or if the outdoor temperature falls below district standards (25 degrees Fahrenheit with wind chill or above 95 degrees Fahrenheit with heat index). Children will need a doctor's note in order to not participate in recess or PE.

Note: Children are discouraged from wearing sandals, flip-flop type shoes or Crocs, particularly during PE and recess, due to potential injuries. Students may not be allowed to participate in these events if not dressed properly. We request that children wear tennis shoes for their personal safety.

Request to Excuse Students from Physical Activities

If your child needs to be excused for more than three days it is required that you send a doctor's note stating your child is not to participate in P.E. or go outside, due to illness or injury. This note should include the reason your child will not be participating. If your child needs to refrain from these activities for three or less days a parent note is required.

Student Behavior

Philosophy

It is our belief that the school assists parents to prepare students for their responsibilities as adults in society. To accomplish this, there must be respect and the mutual trust among families, staff, and students. Our school discipline policy is consistent with the policies adopted by the North Kansas City Board of Education. As such, it should be reasonable, consistent, and strive to facilitate the development of students' self-control and self-discipline.

Goals

1. To assist students in developing the personal responsibility necessary for self-discipline.
 2. To join with parents in a cooperative partnership in implementing the school discipline plan.
- School behavior expectations may be found on our PBS Behavior Matrix, located on page A16 of this handbook. District behavior expectations can be found in Section B, "Student Behavior and Accountability".*

Student Placement: NKC Schools

When determining student class assignments, the goal is to attain a heterogeneous grouping by considering the special needs of individual students, instructional levels, 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 (see section B, "Student Placement").

Keeping this in mind, we will accept a letter in a sealed envelope addressed to the principal if you have input you would like to share about your child as we work through this process. Please focus on the following criteria rather than naming/requesting one specific teacher so that we can

best accommodate your child while considering the complexities described in the student placement process from the NKC Schools policy stated above.

- Your child’s learning style
- The teaching style(s) that are the best fit for your child to flourish and grow
- Any unique qualities/character traits your child possesses that are beneficial for us to know when considering their placement for the following year

Letters must be submitted to administration prior to the last day of the school year (for the following school year). Verbal requests will not be honored. This is with the intent of streamlining and improving this process for all while maintaining confidentiality; both for students and staff, to continue to uphold our positive school environment. Letters will be taken into consideration; however, the class placement will ultimately be determined collaboratively by the principal and teaching staff. We are very fortunate to have a highly qualified and talented staff to serve your children.

Telephone

With the approval of a teacher, students may use school telephones. We ask that students who bring cell phones and/or other electronic devices to school keep them off and in their backpacks during the school day to avoid any disruption to the learning environment.

Visitor Information, Classroom Observations, and Secure Entrance

Please help us create a safe and secure school by checking into the office upon your arrival to Oakwood Manor. All visitors are required to bring their Driver’s License/show identification upon arrival, which will be utilized to conduct a background check prior to being allowed school admittance. Visitors will then receive a sticker from the office upon completion of the background check and are expected to wear the sticker during the duration of their visit. This allows school personnel to continually monitor people who are present in the building. It is essential that we all take an active part in maintaining a safe and secure school for our children. Visitors cannot go to the classrooms during instructional time. Children in the company of adults must be appropriately supervised. To conduct school business, all visitors, to include parents/guardians/family members, are required to enter and exit through the main office door to complete the background check process. Parents/guardians/family members should not enter through the Adventure Club entrance to conduct school business.

Administration, in partnership with our local authorities, has the authority to exclude any visitor. No visitor shall be permitted to interrupt a staff member in the performance of their duties, during the working hours, or on school property. To minimize interruptions to the instructional environment and ensure safety, no parents/guardians are allowed to confer with a teacher during instruction. All meetings are to be arranged by appointment during a non-instructional period.

Per district policy, if you would like to observe your student’s classroom, this must be approved at least 24 hours in advance by the principal. Guardians who wish to observe or wish a third party observation must complete and submit [district form KK-AF](#) to the principal for consideration at least 24 hours in advance. Third party observations are only 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. Guardians will be notified if their request has been approved.

The North Kansas City School District reserves the right to refuse any request for an observation that is deemed inappropriate, excessive, or detrimental to the instruction process.

The classroom teacher and/or building administrator or certificated designee shall be present throughout all observations. The duration of the observation will be established at the time arrangements are made. The observation shall not exceed 45 minutes. The individual conducting the observation shall not intervene and/or disrupt the instructional process. See section B, "Visitors to Classrooms and District Events."

Visual Resources

The North Kansas City School District Library Media Program recognizes that a key element in students' education is the opportunity to experience a diverse use of media materials. For the use of visual resources, the district will follow ratings guidelines as established by the Motion Picture Association of America. Prior to showing visual resources with a PG rating, a permission letter will be sent to the parents/guardians by the teacher. The letter should state the rationale, the curriculum connection, and a follow-up activity linked to showing the visual resource. Students without parental permission will be given an alternative assignment.

Volunteers

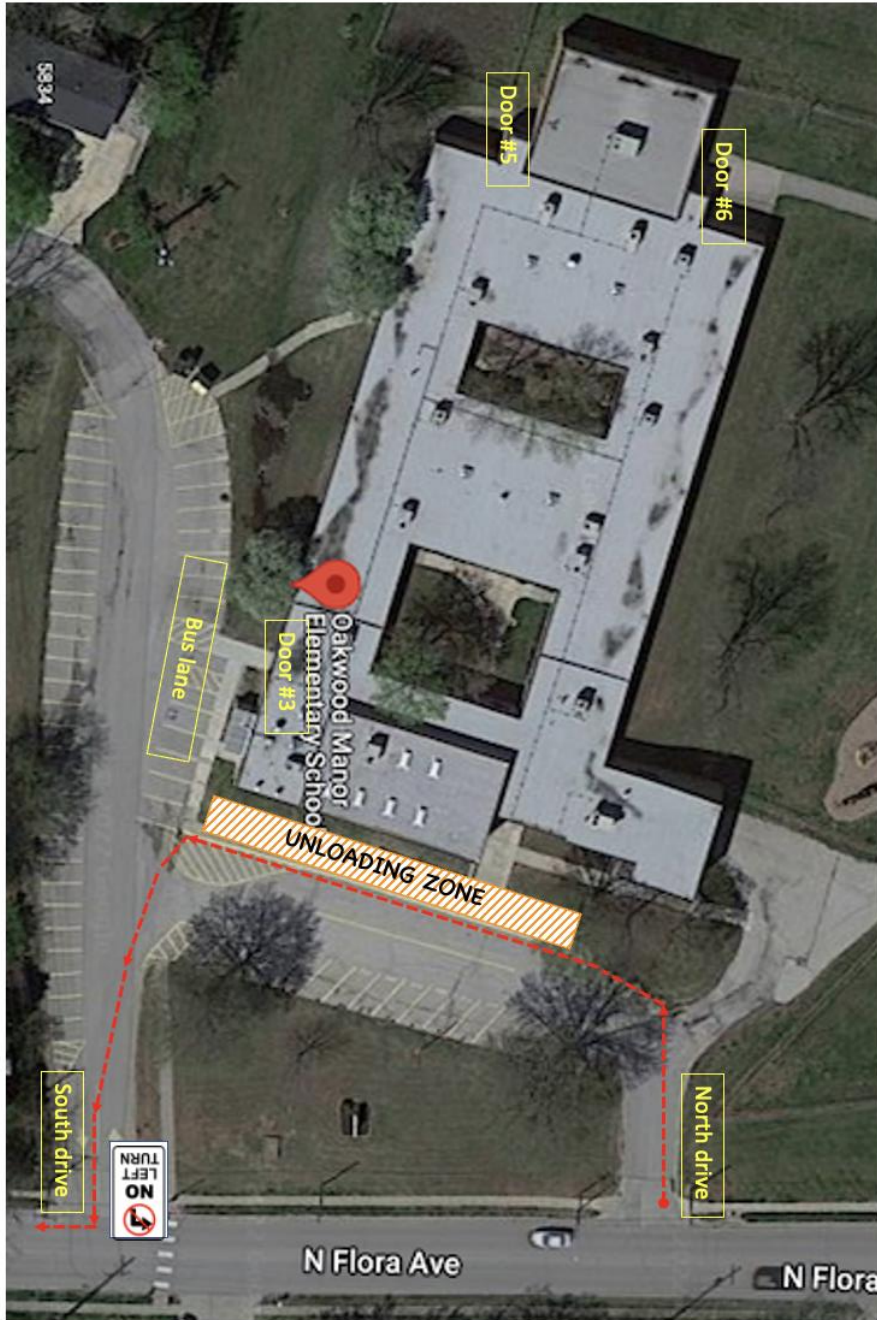
Oakwood Manor Elementary welcomes parents and community members to become involved in the school. Your expertise and time are valuable in helping our students and our teachers. We do ask that all volunteers check in at the school office and wear a visitor's badge during their time in the building. Volunteers who wish to work with students may apply to be a Youth Friend. If you are interested in becoming a volunteer, please contact your child's teacher, our counselor, and/or the main office.

Oakwood Manor Expectations

On the lookout for:	In the Hall	Cafeteria	At Recess	Restroom Use	Classroom
Safety	<ul style="list-style-type: none"> ▪ Walk in a straight line facing forward 	<ul style="list-style-type: none"> ▪ Raise your hand for help ▪ Walk/sit in your assigned area 	<ul style="list-style-type: none"> ▪ Play by the rules ▪ Use equipment correctly 	<ul style="list-style-type: none"> ▪ Wash hands with soap. ▪ Keep your body to yourself 	<ul style="list-style-type: none"> ▪ Keep your body to yourself
Respect	<ul style="list-style-type: none"> ▪ Keep your hands to your self ▪ Silent voices so others can learn 	<ul style="list-style-type: none"> ▪ Only touch your food ▪ Use your manners ▪ Keep hands, feet, and food to self ▪ Use a quiet voice 	<ul style="list-style-type: none"> ▪ Use equipment correctly ▪ Include others ▪ Use kind words 	<ul style="list-style-type: none"> ▪ Silent voices so others can learn. ▪ Respect others privacy ▪ Keep your body to yourself 	<ul style="list-style-type: none"> ▪ Treat others the way you want to be treated ▪ Be a respectful listener
Personal Best	<ul style="list-style-type: none"> ▪ Go straight to your location 	<ul style="list-style-type: none"> ▪ Clean up after self ▪ Eat your own food 	<ul style="list-style-type: none"> ▪ Use sportsmanship ▪ Be a problem solver 	<ul style="list-style-type: none"> ▪ Go in and out quickly ▪ Use restrooms correctly ▪ Clean up after self 	<ul style="list-style-type: none"> ▪ Always do the best you can and follow classroom rules

Oakwood Manor Owls show integrity by following the building-wide expectations.

Arrival Map



Oakwood Manor Arrival Map/Instructions

Car Riders:

Enter via the north drive
Pull to the end of the building

When a staff member arrives at
9:00 AM students may exit cars

Only let your child exit the car if
you are along the curb in the
area designated as the
"Unloading Zone"

Exit via the south drive.

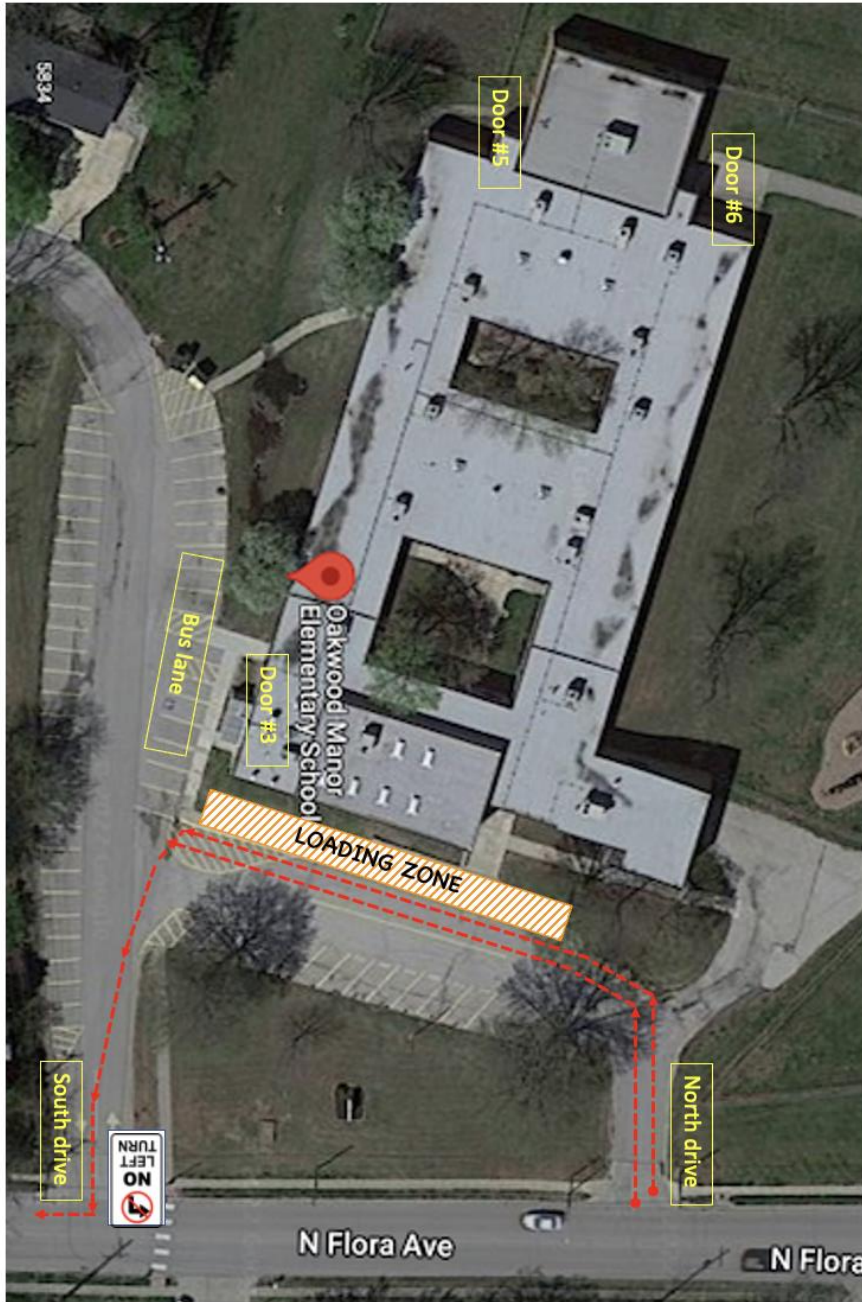
No left turn is permitted
between 9:00-9:15 AM

If you arrive after 9:15 AM, you
must park and go inside to sign-
in your child.

Walkers:

Enter via door #2 or #3

Dismissal Map



Oakwood Manor Dismissal Map/Instructions

Car Riders:
Enter via the north drive
Pull to the end of the building.
Form 2 lines

Display your Car Rider Pick-Up
Tag in your windshield
Students will be called to the
car lane to load cars

Once all cars have been loaded,
a staff member will allow cars
to leave the car lane. For the
safety of students, do not move
your car until directed to do so
by a staff member.

Exit via the south drive.

No left turn is permitted
between 4:00-4:15 PM

Walkers:
Exit via door #2 or #3



Section B – Elementary

District Information / 2024-2025

Contents

STRATEGIC PLAN	1
DISTRICT PROFILE – 2024	2
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
STUDENT SAFETY	14
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
ACADEMIC INFORMATION	28
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
<i>PARENTS AS TEACHERS</i>	44
Every Student Succeeds Act of 2015 (ESSA)	45

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





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

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	www.nkcschools.org
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 46th 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 46th Street, Kansas City, MO 64116

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

Student and Parent Rights

Diversity Statement

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

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

Anti-Harassment/Discrimination/Retaliation Policy

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

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

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

Sexual Harassment Policy

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

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

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

Public Concerns and Complaints

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

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

<https://simbli.eboardsolutions.com/ePolicy/Policy.aspx?S=110&Sch=110&PC=KL&Z=P&revNo=1.11&srch=complaint&ktype=Any&encu=xa9jwu0EqNJP1lMR8zErI2Eu9hM2yurtmPs7R4uWoGx8Ahi06plusLzAy8g1tPrKI2cq0QcCe9BGslshNaALXXJplusjW9RTEwCaPwzE4gyFfT7PTxUqsslsh2cN82pluskKslshOQBJosLqFo4slhgI4vRofnx68OZZP7J3cvPLye0WeewUWBUBwMWCLwQG5Va7YA62t3slshDslshgeFh>

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 48th 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 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 and 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
- **District Athletes** should refer to the Inclement Weather Guidelines for Athletics, posted on the district website at: 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

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>



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 46th 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.

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 46th 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=xa9jwu0EeqNJP1IMR8zErI2Eu9hM2yurtmPs7R4uWoHCbyslshKIreadvE9AujLplusemFjpMOFK6wyKeQw3K1GsYvoU0kSMLZ9O86XGiYdcdMTkWtIQEFOoWlwlfE2gijjiSumLSCFSslshdxXlshJY3QrOMrWmKReG5FIBDEWsvlvplusg5ifg=>

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=xa9jwu0EeqNJP1IMR8zErI2Eu9hM2yurtmPs7R4uWoEOBfqvmzKiojslshU52slsh2slshM9V88NmFE8qxWZD1XMr6pRvRtp0dx6SsT5Xndb7tllLrk01wzvn6rdLcQkeSsLVn2ldTvgovYQz4ge1eav7Vkk29wJOxwclsld1zlpvKkuiplusPmMH8xmVMSqoceU72pla0jZ>

Discipline Policy

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

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

Student Discipline Responsibility

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

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

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

Corporal Punishment

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

In-School Suspension

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

Student Suspension and Expulsion

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

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

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

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

Suspensions for More than 180 Days and Expulsions

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

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

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

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

Remedial Conference

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

Children with Disabilities

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

Student Health

General Health Guidelines

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

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

School Nurse and Health Room

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

The nurse duties include:

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

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

Screenings

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

School Health Records

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

Medication Guidelines

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

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

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

Expired medications cannot be accepted.

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

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

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

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

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

Students Staying Inside from Recess or Excused from PE

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

Emergency Medications

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

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

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

Criteria for Being Sent Home/Emergencies

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

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

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

Communicable Diseases

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

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

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

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

<https://simbli.eboardsolutions.com/ePolicy/Policy.aspx?S=110&Sch=110&PC=EBB&Z=P&revNo=1.01&srch=medical&ktype=Exact&encu=xa9jwu0EeqNJP1IMR8zErI2Eu9hM2yurtmPs7R4uWoHWgiY6vnVKIE00sII7aOvayaG6HeSLLyoiIPc861d!Ds0zQjzePtSepyXNeWOK85No4plusqY001hPLgJvtHjLEe0SLQYBLuVmplusaFGslshfslshENEADd33g0JnfZCjthud1cq8nKuFZhghgplusouvslshqJTcOjgL>

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 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

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

USDA Nondiscrimination Statement

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

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

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

Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW Washington,
D.C. 20250-9410;

(2) fax: 202-690-7442; or

(3) email: program.intake@usda.gov.

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 st Quarter	October 27
2 nd Quarter	January 5
3 rd Quarter	March 22
4 th 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=xa9jwu0EeqNJP1IMR8zErI2Eu9hM2yurtmPs7R4uWoGGjTef44Fe0IFZlhp8siHml77y1xcwppplus6EwH2ovuEjEBslshDZvDmkWGpZMjh0v3eXIngjjw4KXmbGehxrAmYj06cyDIGfsAHLnUa6o1slshzvGxirdj30hoR6wi0re0UrbHY8JGWvz2plusnDQg9nRcCp1oiG>

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 46th 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). 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 programs¹ that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)².

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

¹ Programs include Title I, A, B, C, D, Title II, Title III, Title IV, A, Title V
² In compliance with ESSA Title VIII-Part C, Sec. 8304(a)(3)(C)

Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.

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.