



BUILDING SUCCESSFUL FUTURES.

Each Student. Every Day.

Handbook Summarizes District Policies and Rules

The district wrote the School Handbook to provide important information concerning specific rules, policies and procedures related to the safety and operation of our schools. For schools to operate safely and efficiently, you and your student(s) must be familiar with and abide by the expectations, procedures and rules outlined in this handbook.

The student handbook summarizes district policy and contains general guidelines and information. Refer to official policy and procedure/regulation documents for specific information at <http://boepublic.parkhill.k12.mo.us/com/browse.aspx>. In the event of a conflict between this handbook and a Board policy or procedure/regulation, the Board policy or procedure/regulation takes precedence and controls. In the event of a conflict between this handbook and any applicable law, the applicable law takes precedence and controls.

This handbook's content may be changed from time to time throughout the school year. An up-to-date version will be maintained online at <http://www.parkhill.k12.mo.us>. It is the responsibility of students, parents and families to review such changes and to remain apprised of the current version of the handbook.

Please contact your student's building principal if you have any questions regarding this handbook.

Board of Education:

- Daryl Terwilleger, president/MSBA delegate, terwillegerd@parkhill.k12.mo.us
- Brandy Woodley, vice-president, woodleyb@parkhill.k12.mo.us
- Layla Barbur, treasurer, barburl@parkhill.k12.mo.us
- Shereka Barnes, MSBA delegate, barness@parkhill.k12.mo.us
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- Scott Monsees, monseess@parkhill.k12.mo.us
- Harrison Todd, toddha@parkhill.k12.mo.us
- Dr. Mike Kimbrel, superintendent, kimbrelm@parkhill.k12.mo.us
- Opal Hibbs, Board secretary, hibbso@parkhill.k12.mo.us

To contact a Board member by phone, please call (816) 359-4050. Board meetings are held in the Board room at the Park Hill District Office, 7703 NW Barry Road. We encourage the public to attend. We post scheduled meetings and agendas on the Park Hill School District website at <http://www.parkhill.k12.mo.us>.

Park Hill School District Website

All Board policies and administrative procedures/regulations for the Park Hill School District are available in principals' offices, and they are posted on the district's website, which can be accessed at <http://www.parkhill.k12.mo.us>.

Communication in the District:

- District Office: (816) 359-4000
- Superintendent: Dr. Mike Kimbrel
- Assistant Superintendent for Quality and Student Services: Dr. Jaime Dial
- Assistant Superintendent for Business and Technology: Dr. Paul Kelly
- Assistant Superintendent for Academic Services: Dr. Jasmine Briedwell
- Assistant Superintendent for Human Resources: Dr. Amy Dillon
- Chief Communications Officer: Kelly Wachel
- Chief Technology Officer: Derrick Unruh
- Director of Access, Inclusion and Family Engagement: Dr. Terri Deayon
- Director of Assessment: Dr. Marcus Fryatt
- Director of Compliance and Employee Relations: Dr. Josh Colvin
- Director of Online and Educational Programs: Dr. Christina Courtney
- Director of Elementary Education: Dr. Merri Beth Means
- Director of Health Services: Tammy Saylor
- Director of Human Resource Services: Dr. Linda Kaiser
- Director of Intervention Services: Debbie From
- Director of Nutrition Services: Grennan Sims
- Director of Operations: Jim Rich
- Director of Secondary Education: Dr. Keelie Stucker
- Director of Special Services: Adrienne Kelly
- Director of Student Services: Dr. Chad Bruton
- Director of Safety and Security: Chad Phillips

Building Information

<p>Aquatic Center 8152 N. Congress Ave. Kansas City, MO 64153 (816) 359-4080</p>	<p>Chinn Elementary 7100 N. Chatham Ave. Kansas City, MO 64151 (816) 359-4330 Hours: 8:15 AM to 3:15 PM</p>	<p>Congress Middle School 8150 N. Congress Ave. Kansas City, MO 64152 (816) 359-4230 Hours: 7:15 AM to 2:20 PM</p>
<p>English Landing Elementary 6500 NW Klammer Dr. Kansas City, MO 64151 (816) 359-4370 Hours: 9:10 AM to 4:10 PM</p>	<p>Gerner Family Early Education Center 8100 N. Congress Ave. Kansas City, MO 64152 (816) 359-4600</p>	<p>Graden Elementary 8804 NW 45 Highway Parkville, MO 64152 (816) 359-4340 Hours: 9:10 AM to 4:10 PM</p>
<p>Hawthorn Elementary 8200 N. Chariton Kansas City, MO 64152 (816) 359-4390 Hours: 9:10 AM to 4:10 PM</p>	<p>Hopewell Elementary 6801 N. Line Creek Parkway Kansas City, MO 64151 (816) 359-4410 Hours: 9:10 AM to 4:10 PM</p>	<p>Lakeview Middle School 6720 NW 64th St. Kansas City, MO 64151 (816) 359-4220 Hours: 7:15 AM to 2:20 PM</p>
<p>LEAD Innovation Studio 7201 N. Line Creek Parkway Kansas City, MO 64151 (816) 359-4130 Hours: 8:10 AM to 2:58 PM</p>	<p>Line Creek Elementary 5801 NW Waukomis Kansas City, MO 64151 (816) 359-4320 Hours: 8:15 AM to 3:15 PM</p>	<p>Park Hill High School 7701 NW Barry Rd. Kansas City, MO 64153 (816) 359-4110 Hours: 8:10 AM to 3:18 PM</p>
<p>Park Hill South High School 4500 NW River Park Drive Riverside, MO 64150 (816) 359-4120 Hours: 8:10 AM to 3:18 PM</p>	<p>Plaza Middle School 6501 NW 72nd St. Kansas City, MO 64151 (816) 359-4210 Hours: 7:15 AM to 2:20 PM</p>	<p>Prairie Point Elementary 8101 NW Belvidere Parkway Kansas City, MO 64152 (816) 359-4380 Hours: 8:15 AM to 3:15 PM</p>
<p>Renner Elementary 7401 NW Barry Rd. Kansas City, MO 64152 (816) 359-4350 Hours: 8:15 AM to 3:15 PM</p>	<p>Russell Jones Education Center 7642 N. Green Hills Road Kansas City, MO 64151 (816) 359-4510 Hours: 7:30 AM to 2:00 PM</p>	<p>Southeast Elementary 5704 NW Northwood Road Kansas City, MO 64151 (816) 359-4360 Hours: 9:10 AM to 4:10 PM</p>
<p>Tiffany Ridge Elementary 5301 NW Old Tiffany Springs Rd. Kansas City, MO 64154 (816) 359-4400 Hours: 9:10 AM to 4:10 PM</p>	<p>Union Chapel Elementary 7100 NW Hampton Road Kansas City, MO 64152 (816) 359-4310 Hours: 9:10 AM to 4:10 PM</p>	<p>Walden Middle School 4701 NW 56th Street Kansas City, MO 64151 (816) 359-4240 Hours: 7:15 AM to 2:20 PM</p>

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GENERAL INFORMATION

Access to and Release of Student Information

Parent and Eligible Student Access

All parents may inspect and review their student's education records, seek amendments, consent to disclosures and file complaints regarding the records as allowed by law. The parents' rights relating to the education records transfer from the parent to the student once the student becomes an eligible student; however, parents maintain some rights to inspect student records even after a student turns 18. The district will extend the same access to records to either parent, regardless of divorce, custody or visitation rights, unless the district is provided with evidence that the parent's rights to inspect records have been legally modified. If a parent or eligible student believes an education record related to the student contains information that is inaccurate, misleading or in violation of the student's privacy, the parent or eligible student may use the appeals procedures created by the superintendent or designee to request that the district amend the record. The district will annually notify parents and eligible students of their rights in accordance with law.

Directory Information

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The district will designate the types of information included in directory information and release this information without first obtaining consent from a parent or eligible student unless a parent or eligible student notifies the district in writing as directed. Parents and eligible students will be notified annually of the information the district has designated as directory information and the process for notifying the district if they do not want the information released.

Even if parents or eligible students notify the district in writing that they do not want directory information disclosed, the district may still disclose the information if required or allowed to do so by law. For example, the district may require students to disclose their names, identifiers or district email addresses in classes in which they are enrolled, or students may be required to wear, publicly display or disclose a student identification card or badge that exhibits information that is designated as directory information.

The school district designates the following items as directory information:

General Directory Information: The following information the district maintains about a personally identifiable student may be disclosed by the district to the school community through, for example, district publications or to any person without first obtaining written consent from a parent or eligible student:

Student's name; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation

in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or coursework displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy

Limited Directory Information: In addition to general directory information, the following information the district maintains about a personally identifiable student may be disclosed to: school officials with a legitimate educational interest; parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services:

The student's address, telephone number, email address and date of birth; and the parents' addresses, telephone numbers and email addresses.

Military and Higher Education Access: The district will disclose the names, addresses and telephone numbers of secondary school students to military recruiters or institutions of higher education as required by law. However, if a parent or a secondary school student who is at least 18 submits a written request, the district will not release the information without first obtaining written consent from the parent of the student.

See Board Policy JO for additional information. Parents or guardians may designate additional adult(s) to have access to their student's records by requesting a FERPA release form in the front office at the student's school.

Alternative Methods of Instruction

Park Hill is approved to offer up to 36 hours of continued learning when school is canceled due to exceptional or emergency circumstances. Alternative Methods of Instruction (AMI) is a plan used to address school closures due to inclement weather, exceptional emergency circumstances, natural disasters or short intermittent closures that occur as a response to school or contagious disease. Our goal for AMI days is to embed learning activities focused on reinforcing critical learning standards, enrichment activities or support for further skill development. Consistent practice and exposure to skills without interruption is the most effective way to ensure student's achieve understanding and mastery of content knowledge.

In the event, there is a school closure, and an AMI day is announced, students participating in the ECSE, Bright Futures, and Horizons programs can access learning activities through Seesaw, which includes but is not limited to: digital activities, participating in interactive whole-group learning opportunities and small group sessions. The classroom teaching team will be accessible for questions, clarification and feedback through email.

More information about AMI days can be found on the district's website:
<https://www.parkhill.k12.mo.us/families/ami-days-snow-days-and-late-starts>.

*Tuition preschool classrooms will remain open during inclement weather days unless a State of Emergency has been called by the local city government. AMI Days do not apply.

AMI Distance-Learning Days and Snow Days

In the past, when the weather made it too dangerous to get to school in the Park Hill School District, we just called a snow day and added the day to the end of the school year. Now, the state of Missouri allows up to five AMI distance-learning days (AMI stands for alternative methods of instruction), which we would not have to add to the end of the school year. These are school days for both students and teachers. If we have to use up all five AMI distance learning days, starting with the sixth day, we will go back to the old system of calling a snow day and adding the day to the end of the school year.

We will send out the notice of AMI days or snow days using several communications:

- District and school websites
- Text alerts to families and staff
- First Hand email newsletter
- Facebook
- Twitter
- Local media

Arrival / Dismissal

Early Childhood Special Education, Bright Futures, and Horizons Families

Arrival and Dismissal processes will occur in the back parking lot. Buses will line up in rows along the building. Cars should follow along the west lane and exit under the awning. All car riders should have a name placard to identify the child and classroom teacher.

When it is necessary for you to pick up your child during school hours, please come to the office and follow the sign-out procedure. Adults signing out students will be asked to produce picture identification and must be on the authorized pick-up list provided by parents. Please notify the office ASAP if there are changes to the authorized pick-up list to ensure the safety of our students.

Tuition Preschool Families

Arrival and dismissal for Tuition programming occurs through the front of the building.

Building hours are from 6:30 a.m. – 6:00 p.m. each day. Arrival will take place between 6:30 – 8:30 a.m. each day. Dismissal will take place between 3:30 – 6:00 p.m. each day.

Adults signing out students will be asked to produce picture identification if not recognized by school personnel and must be on the authorized pick-up list provided by the parent/guardian. Please notify the office ASAP if there are changes to the authorized pick-up list to ensure the safety of our students.

For All Programs

When dropping off or picking up children, it is discouraged to park in the front circle. Please do not park along the front sidewalk to avoid blocking in cars parked in the front spaces. Please use a marked parking space and make sure your vehicle is not running. Idling vehicles are discouraged throughout each of the building parking lots. It is imperative that no children are left in vehicles unattended. The handicapped

parking spots are to be used for families and students that have physical limitations.

Assemblies

Assemblies may be scheduled throughout the school year, with the primary aim to provide educational experiences that cannot normally be provided in a classroom. Students will be supervised by teachers at assemblies. Students are expected to conduct themselves in keeping with school-wide expectations.

Attendance Guidelines:

The Park Hill School District is committed to the philosophy that every student should attend every class, every period, every day. Daily attendance and promptness are expected in all classes and are essential for success in school.

Since attendance represents a critical component in the overall success of each student, when a student's absenteeism is excessive, the school will send a letter to the student's parents/guardians. The letter sets out the total number of student absences and the importance of school attendance. If the student's attendance does not improve, the school will take additional steps to ensure the parent/guardian is aware of the student's poor attendance. The school may also make a referral for educational neglect to the Missouri Children's Division or to the Platte County prosecutor, in accordance with Missouri law.

Daily Absence Reporting:

- Parents/guardians should notify the school by telephone each day a student is absent. If the parent/guardian fails to notify the school, the school will attempt to contact the parent/guardian.
- The school encourages parents to schedule doctor and dental appointments after school hours.
- Excessive absences may affect a student's involvement in programming.

Birthday Party Invitations

Staff will only pass out Birthday party invitations if they are provided by a student's family and distributed to the entire class. Teachers will not send out emails or other electronic birthday invitations/RSVP reminders to parents.

Cancellations and Emergency Closings

When school is closed or canceled due to inclement weather or emergency situations, an official announcement will be issued through the news media. Parents should monitor local media outlets to determine if school has been canceled or closed early. The district will also utilize the "First Hand" notification system to alert community members by email and text-messaging. To sign up for "First Hand" email or text-messaging notification, visit the district website at www.parkhill.k12.mo.us.

- Tuition preschool classrooms will remain open during inclement weather days unless a State of Emergency has been called by the local city government.
- Parents as Teachers, ECSE, Bright Futures, and Horizons Preschool classes will not be in session on inclement weather days.

Change of Address/Telephone Number

Please notify your student's school immediately if you have a change of mailing address, email address or telephone number (home, work, mobile).

Civility Policy

The Park Hill Board of Education has adopted a civility policy (Board Policy KKA). The policy relates to the use of civility in relationships and communication among school officials, students, parents and members of the public. A copy of Board Policy KKA is available for review in every school building and on the district's website. The purpose of the policy is to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for students and staff.

Uncivil behavior is defined as any behavior that is (1) physically or verbally threatening, either overtly or implicitly, as well as behavior that is coercive, intimidating, violent or harassing, and (2) directed toward employees, students, parents, patrons, visitors or anyone having business with the district. Examples of uncivil behavior include but are not limited to: (1) use of profanity; (2) personally insulting remarks; (3) attacks regarding a person's race, gender, nationality, religion, disabling condition or any other personal characteristic or (4) behavior that is out of control. Such behavior could occur during telephone conversations, voicemail messages, face-to-face conversations, written letters and/or email messages.

Students who violate the civility policy may be disciplined. Parents who violate the civility policy may be restricted from being present on school district property or have restrictions placed on their communications with district personnel.

Communication in the District

If you have a question concerning your child, please follow the chain of command below unless directed otherwise:

1. Teacher
2. Counselor or Social Worker
3. Building Administrator
4. Director
5. Assistant Superintendent
6. Superintendent
7. Board of Education

Most questions can be addressed at the building level. If further assistance is needed, contact the appropriate individual at district office at (816) 359-4000.

Classroom Treats

Families may send classroom or birthday treats if they want to, as long as the treat they send is an approved treat that meets current guidelines used to protect the health and safety of students and staff who have allergies and other food intolerances. All treats must be sent in their original packaging and will be distributed in accordance with school guidelines. A complete list of approved treats is available at <https://www.parkhill.k12.mo.us/families/menus-and-nutrition>.

Clothing

Gerner preschool programs are a very involved, hands-on learning experience for all our children. Your child will take part in activities that may include painting, shaving cream, cooking activities and so on. For this reason, we do not recommend you send your child to school in his/her best clothes. Children should be dressed neatly and in clean clothes. We play outside when weather permits and participate in many other high-activity games. Tennis shoes are the recommended shoe of choice.

All Bright Futures, Horizons, and Tuition students are required to be independent with their toileting needs upon enrollment. We understand that preschool children may have toileting accidents. Please put an extra change of clothes in your child's backpack. Make sure all pieces of clothing are clearly labeled.

Curriculum

All programs at the Gerner Center provide instruction that follows the Missouri Early Learning Standards and guidelines. Creative Curriculum serves as the main source for instructional ideas, but classrooms may utilize a variety of resources to enhance teaching and learning of the standards. Learning is monitored using DRDP (Desired Results Development Profile), where teachers gather evidence of learning over the course of the year. Progress is communicated formally two times a year.

The Gerner Center follows the standards and guidelines of the National Association for the Education of Young Children (NAEYC).

Emergency Drills

Students will be informed of the appropriate action to take in an emergency. Drills for fire, weather, intruder and other emergencies shall be conducted each school year in accordance with the requirements of counties, municipalities or fire protection districts in which school buildings are located. Each school will conduct at least one fire drill per month, one earthquake drill per year, two intruder drills per year (one per semester) and two tornado drills per year (one per semester).

Enrollment Requirements

Residents of the Park Hill School District who wish to enroll their children for the Early Childhood Special Education, Bright Futures, Horizons and Tuition Preschool programs must bring the following items to the school:

- Immunization records
- Birth certificate
- Proof of residency*
- Any specialized instruction information including IEP or Section 504 documentation

*Proof of residency includes a lease agreement, mortgage statement, or paid real estate tax statement and an original, current home utility bill (gas, water or electric) dated within the last 60 days, which provides the name and address of a parent or guardian.

Online Enrollment forms and additional information, including attendance maps to help parents identify their child's school, are available online at: <https://www.parkhill.k12.mo.us/welcome/enroll>

Entrance Age: State law requires children to be five years old before Aug. 1 of the year they enter kindergarten. Each elementary school hosts Kindergarten Roundup in the spring.

Bright Futures, Horizons, and Tuition students should independently use the restroom (potty-trained) by their first day of attendance.

Federal Programs Complaint Resolution Procedures

The Elementary and Secondary Education Act requires certain notifications to parents and guardians when school districts receive federal funds. School districts must annually disseminate federal programs complaint resolution procedures to parents and guardians of students and appropriate private school officials or representatives. The Every Student Succeeds Act of 2015 (ESSA) complaint procedures can be found at <https://dese.mo.gov/media/pdf/essa-complaint-procedures>.

Fliers and Informational Brochures

Fliers and informational brochures from agencies or individuals outside the school district must be approved by the assistant superintendent for human resources prior to distribution to students.

Typically, approved brochures are not sent home with students, but rather they are made available for student pickup in the office.

Distribution of Non-curricular Student Publications: The school district provides a limited open forum and therefore allows students to distribute, at reasonable times and places, unofficial material, including but not limited to, petitions, buttons, badges or other insignia. If the district allows students to use its technology resources for non-curricular purposes, any exchange of unofficial material which is delivered or accessed using district technology resources is also subject to this policy.

However, students cannot distribute materials that:

1. Are obscene
2. Are libelous
3. Contain indecent or vulgar language or content
4. Advertise any product or service not permitted to minors by law
5. Constitute insulting or fighting words, the very expression of which injures or harass other people (e.g., threats of violence, defamation of character or of a student's race, religion or ethnic origin)
6. Present a substantial likelihood that, either because of their content or their manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, the commission of unlawful acts or the violation of lawful school procedures.

Fundraising Activities

All school fundraising must be approved by the building and district administration using the district fundraising approval form. Fundraising must be designated solely for the purpose of supporting an education program, and all derived money must be expended for the benefit of students. Fundraising activities must have minimal impact on instructional time and comply with Board policy IGDF. The projects must be planned and carried out in cooperation with building administration.

Gift Giving

The Board discourages the exchange of gifts among students, parents and staff. The term “gifts” does not include nominal items provided to all students. Class gifts must be presented from the entire class, regardless of whether all students were able to contribute.

Health Services

The purpose of the Park Hill School District student health services program is to help each student attend school in optimum health and benefit from the school experience.

Park Hill health rooms are staffed or supervised by registered nurses. All student health services employees serve under the direction of the building principal and the director of health services. All parent/guardian contacts regarding significant student health issues will be made by a nurse, building principal or district administrators.

Health Condition(s) Information: The following guidelines should be followed concerning any students with special health conditions/concerns:

- Health information should be provided by parent/guardian at time of online enrollment and updated annually.
- Parent/guardian should notify the school nurse of any health concern that could require emergency services, interfere with the student’s education process or require interventions throughout the school day.
- Students requiring medical accommodations throughout the school day (including, but not limited to, physical education restrictions, dietary restrictions requiring meal modifications, accommodations related to physical limitations and schedule modifications for medical interventions) must submit a statement from their licensed medical provider stating the need for such accommodations.
- It is strongly encouraged that parents/guardians follow a pattern of having regular medical and dental screenings for their child.
- Park Hill schools maintain epinephrine auto-injectors to be administered when a student is having a life-threatening anaphylactic reaction and asthma-related rescue medication to be used in the event of an emergency. Middle- and high-school buildings are also equipped with naloxone to be used during a life-threatening opioid overdose. **Parents/guardians must indicate in writing to the school nurse if their student cannot receive such medications.**
- ***Stock emergency medications are not a replacement for a student’s prescribed emergency medication. If a student is prescribed emergency medication for any health condition, it is the parent’s/guardian’s responsibility to ensure the student has access to their medication at school.***

Immunizations/Enrollment: Missouri law requires all students to have on file evidence of required immunizations prior to attending school (See Policy JHCB). Parents/guardians should bring immunization records or proof of exemption at time of enrollment and obtain additional immunizations as required by state law.

- **Medical exemption:** A child will be considered exempt from the immunization requirements upon certification by a licensed physician that either such immunization would seriously endanger the child’s health or life or that the child has documentation of disease or laboratory

evidence of immunity to the disease. A medical immunization exemption card, signed by a physician, must be on file with the school immunization health record. The medical immunization exemption card does not need to be renewed annually.

- **Religious exemption:** A child will be considered exempt from immunization requirements if a parent/guardian objects on the basis the immunization violates his/her religious belief. The religious immunization exemption card does not need to be renewed annually.
- Missouri Department of Health and Senior Services guidelines are used in determining the length of time a child should be absent for specific contagious illnesses (e.g., chicken pox). In compliance with state laws, students not fully immunized may be excluded from school during a disease outbreak.

Illness and Injury: A student should not be in attendance and will be sent home with any of the following:

- Temperature of 100.4 degrees or greater or vomiting and/or diarrhea. Student may return to school when free of above symptom(s) for 24 hours without any fever-reducing medication or other medication to relieve symptom(s).
- Symptoms related to possible communicable diseases:
 - Suspicious skin rashes
 - Suspicious open wounds
 - Redness of eyes with intense itching/burning and thick drainage
 - Painful, reddened sore throat accompanied by enlarged lymph nodes
 - Constant cough accompanied by other symptoms
- Excessive drainage from ears, persistent earache or ears that show symptoms when assessed with an otoscope.
- Symptoms of an acute illness/injury making it difficult for student to fully participate in learning:
 - Exhaustion (can't stay awake in class)
 - Pain that is difficult to control in the school environment
 - Limited mobility related to an injury that has not been evaluated by a physician
- Students with live head lice.

Nurses assess students' symptoms and make the decision whether a student needs to be sent home based on current symptoms and the history of the student's situation.

Students excluded from school for health reasons may return when symptoms have subsided for an appropriate amount of time. Any questions regarding when to return to school should be discussed with the school nurse. A physician's note may be required for return in some cases of illness or injury. Students returning to school after injury or surgery, and who are thereby temporarily incapacitated (e.g., crutches, casts or slings), should present a physician release to return to school along with a statement of any modifications or accommodations that need to be made.

Students becoming ill or injured at school should ask the staff in charge to send them to the school health room. Parents/guardians or emergency contact individuals of students who become seriously ill or injured during the school day will be notified. **Emergency telephone numbers must be available and kept current.** In the event of a serious accident or illness where the parent/guardian or other emergency contact individuals cannot be reached, an ambulance will be called, and the student will be

transported to the nearest hospital emergency room. When advisable, the student will be accompanied by a staff member. Additional staff will continue to attempt to reach the student's parent/guardian. Parent(s)/guardian(s) are held responsible for any costs involved with medical transport and care.

Medication Policy: If a student is required to take medication during school hours and the parent/guardian cannot be at school to administer the medication, the school nurse will determine the safest, most effective administration of that medication. The parent/guardian is responsible for providing the medication (prescription or over-the-counter), completing a Medication Guidelines and Authorization Form and for the medication to be delivered/picked up from school. Elementary students are not allowed to transport medication (prescription or over-the-counter) to or from school.

Middle school students are not allowed to transport prescription medication. All prescription medication requires an order from a licensed prescriber (see details under prescription medication). The school district will not knowingly administer any medication or dosage of medication deemed not safe by medical guidelines. Unless absolutely necessary, district personnel will not administer the first dose of any medication due to the potential for unknown reactions. For complete Board Policy, see Policy JHCD, Administering Medications to Students at School.

- **Exception for Potentially Harmful Administration:** District personnel will not knowingly administer any medication contraindicated for a student or any dosage of medication (prescription or over-the-counter) exceeding the recommended daily dosage as indicated by the Physician's Desk Reference (PDR) or other recognized professional medical or pharmaceutical guidelines. District personnel maintain the right to contact the health care provider issuing the prescription to confirm its accuracy.
- **Medication by Injection:** If a student has a known health condition, such as allergies or diabetes that requires prescription medication administered by injection (e.g., epinephrine, glucagon or insulin) an Individual Healthcare Plan (IHP) and/or Emergency Action Plan (EAP) will be developed. The IHP and/or EAP should include the authorized prescriber's orders, parent authorization to administer the medication, report of student's related health history and identification of school personnel trained to administer the medication via injection. It is the parent's responsibility to ensure their student has access to emergency medication at school when it has been prescribed by a licensed physician. If a student exhibits symptoms of anaphylactic shock, EMS will be called. Epinephrine will be administered as indicated on the IHP or EAP or per district policy/procedure.
- **Over-the-Counter Medication:**
 - Middle- and high-school students may possess and self-administer one dose of over-the-counter medication if carried in the original container.
 - All over-the-counter medication to be administered by the nurse must be brought to school in the original container.
 - A Medication Guidelines and Authorization Form must be signed by a parent/guardian before the medication will be administered. The student's name should be on the container.
 - Only the instructions listed on the medication container will be followed unless a physician specifically requests in writing different instructions for administering the

medication.

- No expired medications will be administered.
- The school district does not provide any medications for students. This includes medications such as ibuprofen, Tylenol, cough drops, decongestants, antacids and sunscreen.

- **Prescription Medication:**

- All prescription medication must have the label attached by the pharmacist/physician. This includes any inhaler in the health room or carried in the school.
- The label must contain the name of the student, name of medication, date, dosage and any instructions for administration.
- For each medication to be given at school the parent/guardian must complete and sign a Medication Guidelines and Authorization Form giving their permission for district personnel to follow the authorized prescriber's instructions to give the medication.
- High school students will be permitted to possess and self-administer prescription medications, provided that the medication is in the original bottle or container with the original prescription label, and the student possesses no more than one dose of the medication. A parent/guardian is required to notify a school nurse when their student is carrying a prescription medication.

- **Medications the District Will Not Administer:**

- The district will not administer any medication that is not regulated by the U.S. Food and Drug Administration.
- The district does not permit the possession of marijuana or marijuana-infused products for medicinal purposes on district property or at district events since these products are prohibited under federal law.
- The district may refuse to administer medications in an amount exceeding the recommended daily dosage listed in the Physician's Desk Reference (PDR) or other recognized medical or pharmaceutical text unless the district has verified the dosage with the prescriber.
- Except for the medications that are used only in an emergency situation, the district will not knowingly administer the first dose of any medication. Staff, students and all other individuals are prohibited from processing or administering any medication that is illegal pursuant to state or federal law on district grounds, on district transportation or during district activities.

- **Self-Administration of Medication:** An authorized prescriber may recommend that an individual student with a chronic health condition assume responsibility for self-medication as part of learning self-care (e.g., inhalers used for asthma). Self-administration of medication may be allowed if the school nurse reports the following requirements are met:
 - The student, school nurse and parent/guardian agree to the conditions established for self-administration of medication.
 - The authorized prescriber has completed the appropriate Permission for Student to Carry and Self-Administer Prescribed Medication Form and an appropriate IHP and/or EAP are on file.
 - The parent/guardian has signed a Medication Guidelines and Authorization Form for

- all medication to be carried by student.
 - The inhaler or other medication to be self-administered remains in a container with the prescription label attached for student identification and instructions for delivery.
 - The student's health status and abilities have been evaluated by the school nurse who deems self-administration safe and appropriate. The school nurse may choose to use a Skills Checklist to assess a student's readiness to self-administer a medication. If the school nurse doesn't feel a student is ready, teaching may be offered, and student may be assessed again until the school nurse feels confident that the student can safely and effectively self-administer the medication.
 - The decision to allow a student to carry and self-administer medication is guided by the school nurse's professional judgment and evaluation of the student's developmental age, knowledge base of medication and ability to demonstrate proper handling and administration of the medication.
 - The school nurse and student agree on a safe location for the medication to be kept, providing accessibility for the student when needed. In the case of an inhaler, or other emergency medication, a back-up supply should be kept in the health room if possible.
- The school nurse may periodically monitor the student's manner of taking the medication. This may include observing the student taking the medication, reminding the student to take the medication, and reviewing guidelines/responsibilities of carrying the medication as needed. The school nurse will communicate with the parent/guardian and/or physician regarding any problems that arise with the student's self-administration of the medication, including the student's refusal or failure to take the medication in an appropriate or safe manner. If the school nurse finds a student unwilling to cooperate with safe measures of self-administration of a medication, a student's right to carry that medication will be terminated

Consequences for Violating Medication Policy: Students who possess or consume medications in violation of the district's medication policy while on district grounds, on district transportation or during a district activity may be disciplined up to and including suspension or expulsion. Employees who violate this policy may be disciplined up to and including termination.

Screenings: Vision and hearing screenings are provided for students in Early Childhood Special Education and Horizons/Bright Futures programs, kindergarten, first, third, fifth, seventh and ninth grades, all students new to the district, students receiving special services and any student referred by a teacher or parent.

The following are screenings conducted by Park Hill School District health services staff or by a community partner:

- Vision screenings are completed using a Spot Vision Screener. The Spot Vision Screener is a handheld device that uses photo screening to detect potential eye conditions. If the Spot Screener is unavailable, a visual acuity screening for both far and near vision will be completed with a Titmus machine or a standard wall chart and near vision chart. A referral letter will be sent home to the parent/guardian of all students who have results outside of normal limits. **If a parent/guardian does not want their student to participate in a vision exam, they must notify their student's school nurse at the beginning of the school year.**

- Hearing screenings are performed using an audiometer at 1000 Hz, 2000 Hz and 4000 Hz for each ear at 20dB. If a student fails to respond to one or more frequencies in either ear, the school nurse will conduct a rescreening and otoscopic exam after two weeks have passed. If the rescreening is failed, the nurse will consult the deaf and hard-of-hearing consultant within the district about the need for a referral to a hearing specialist. If a referral is needed, a referral form will be sent home to the parent/guardian. Hearing screenings are usually done at the same time as vision screenings. **If parents do not want their student to participate in a hearing exam, they must notify their student's school nurse at the beginning of the school year.**
- Head lice screenings are conducted on an as-needed basis when a case is reported to the school nurse. If multiple cases are reported, the nurse will identify the population of students most likely to have been exposed and arrange to have that population of students examined (including, but not limited to, siblings of the student). If the school nurse finds live lice present on a student, the parent/guardian will be notified, and the student will be sent home from school for treatment.
 - After proper treatment with a pediculicide (lice-killing) shampoo/product, the student may return to the health room for a re-entry screening. If the student no longer has live lice present, the student may return to the classroom.
 - If the student continues to have live lice present, the student will be required to return home for additional treatment. This process will continue until the student is free of live lice. The school nurse will provide information and educational materials to assist parents in dealing with head lice treatment and prevention as needed. Our goal is to minimize the amount of time students are excluded from school because of head lice.
 - A student identified as having nits but no live lice will be re-examined within seven (7) calendar days of the initial identification. If this examination reveals nits are still present, the parent/guardian will be encouraged to keep working on nit removal.

If you have any health-related questions, please contact your student's school nurse.

Image and Contact/Directory Information Opt-Out Designation

Throughout the school year, the district or school might take pictures or videos and release information about students for promotion. Examples might include but are not limited to:

- A special event or program at a school that might be covered by a newspaper or television station, resulting in student interviews and pictures
- Award-winning students who might have their names and photos published in a local newspaper, a school newsletter, the districts "First Hand" e-newsletter, the district's "Park Hill Connection" magazine or in Park Hill videos online and on television
- The district or school might post pictures of school activities on webpages and social media

If a parent or guardian does not want their child's image or information shared for this purpose, they will need to contact their child's school to complete the district's Opt-Out form for release of image, contact information and other directory information.

Infinite Campus Parent Portal

Infinite Campus is a web-based student information system that allows educators, parents/guardians, and students to share information. Infinite Campus allows parents access to their student's grades, attendance and other information online, anytime. For information on how to set up your free Infinite Campus account, please contact your child's school. Privacy and security are very important to the district. User information is never sold and will not be shared with organizations outside of Infinite Campus unless required or permitted by law. Students and parents can access Infinite Campus at <https://ic.parkhill.k12.mo.us/campus/portal/parkhill.jsp>.

Instructional Belief Statements

The focus on Park Hill Schools is to promote learning for every child. We believe learning:

- Is inclusive of every student
- Is enhanced when social, emotional, and cultural needs are met
- Is a process that changes and deepens as students construct meaning
- Should be integrated and transferable
- Involves taking risks and making mistakes
- Is supported on a foundation of positive relationships
- Should leverage students' voice and interests

Items from Home

Students are not to bring toys, games, sports equipment or electronic devices to school unless special permission has been granted. In case of special permission, only E-rated games will be allowed. Other electronic items, such as cell phones, GPS tracking devices (e.g., smartwatches, AngelSense) should not be worn, heard or used in the school building during school hours. If a student violates this rule, the student is subject to disciplinary action, and the item will be held in the office until the parent/guardian can pick it up.

Students should not carry extra money to school. Students are not allowed to sell items of any kind at school, with the exception of school-sponsored activities. The Park Hill School District is not responsible for valuables students bring to school.

Multi-Tiered System of Support

Multi-Tiered Systems of Support, or MTSS, is the combination of academic Response to Intervention (RTI) and Positive Behavior Intervention Supports (PBIS). It is an integration of several multiple-tiered systems into one coherent, strategically combined system meant to address multiple domains or content areas in education. MTSS in Park Hill includes reading, mathematics and behavior supports. Missouri's Department of Elementary and Secondary Education (DESE) defines MTSS as a framework that schools use for identifying and providing differing levels of support through evidence-based academic and/or behavioral curricula and interventions. MTSS is a districtwide initiative designed to meet the needs of all children.

MTSS relies on the philosophy that preventing problems is more effective for more students than treating problems as they arise. The goal is to enhance success for students both in school and beyond by providing effective instructional practices rooted in evidence-based decision-making.

Most commonly represented in a triangle, MTSS in Park Hill includes three tiers, representing prevention, not groups of students.

- Tier 1: universal, core curriculum
- Tier 2: targeted, strategic
- Tier 3: intensive, individualized

Notice of Non-Discrimination

The Park Hill School District does not discriminate on the basis of race, color, religion, national origin, sex, ancestry, disability, age, genetic information or any other characteristic protected by law, in admission or access to or treatment or employment in its programs and activities. Further, in accordance with federal law, the district provides equal access to its facilities to the Boy Scouts and other designated youth groups. The assistant superintendent for human resources has been designated to handle inquiries regarding the non-discrimination policies. In the event the assistant superintendent for human resources is unavailable or is the subject of the report, reports should be directed instead to the acting compliance officer, which is the assistant superintendent for quality and student services.

Office Address:

Park Hill School District
7703 NW Barry Road
Kansas City, MO 64153

Phone Number:

Voice/TDD: (816) 359-4040

Text Telephone: 1 (800) 735-2966

Email: hrcompliance@parkhill.k12.mo.us

This notice is available in large print or audiotape from the district's assistant superintendent for human resources or the director of special services. Any person may also contact the assistant secretary for civil rights, U.S. Department of Education, regarding Park Hill's compliance with non-discrimination laws and regulations.

See Board Policies AC and ACA for more information regarding the district's non-discrimination policies and procedures.

See [this link](#) for the Title IX training materials utilized by the district.

Non-Discrimination in School Nutrition Programs

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 (including the district) 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 the USDA. These programs include the National School Lunch Program, the School Breakfast Program and the Summer Food Service Program. 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) which is found online at: <https://www.usda.gov/sites/default/files/documents/usda-program-discrimination-complaint-form.pdf>, and 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.

Parent Organizations

All buildings have a parent organization(s) that provides an important link between home and school. These associations sponsor a number of activities to improve and support education and build school community. All parents are encouraged to join and support their school's parent organization(s). For more information, please contact your child's school.

Parent-Teacher Conferences

Parent-teacher conferences are held in the fall for students attending Gerner. Parents are encouraged to attend a conference with their child's teacher(s) during parent-teacher conferences. Schools will facilitate the scheduling of conferences.

Additional individual conferences may be held to communicate information about a child's progress and behavior. These conferences can be initiated by either the parent or the teacher. Parents will be contacted by their teachers to set up opportunities to discuss progress made.

Teachers are responsible for instruction and the supervision of students during school hours. Generally, teachers are not available to meet with parents/guardians outside of scheduled plan times. Parents who would like to meet with a teacher are welcome to leave a message with the office staff to request the teacher contact the parent to set up a time to meet.

Parents' Right To Know

Under federal law (ESSA), parents and guardians may request information regarding the professional qualifications of their students' classroom teachers and paraprofessionals. Please contact the Park Hill human resources department to request this information. You have a right to request the following:

- Whether the student's teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;

- Whether the student's teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- Whether the teacher is teaching in a field or discipline of the certification of the teacher;
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Park Hill Parent-Teacher Association (PTA) Clothing Center

The Park Hill Parent-Teacher Association operates a clothing center for students enrolled in Park Hill district schools to access. During the school year, the clothing center is typically open the first and third Tuesday of each month from 10 a.m. to 12 p.m. and 5 to 7 p.m. You can find a full schedule of the PTA Clothing Center's hours of operation on the district website under the Families webpage. The PTA Clothing Center operates in a home directly south of the Gerner Family Early Education Center at 8009 North Atkins, Kansas City, Missouri, 64152. Please bring proof of your or your student's Park Hill School District enrollment. A current student ID badge, dated letter from a principal or social worker, class schedule, enrollment form or showing an Infinite Campus portal with student enrollment information are all suitable proofs of enrollment.

Park Hill Community Alliance for Youth (PHCAFY)

Park Hill Community Alliance for Youth (PHCAFY) is a coalition of individuals and agencies who are deeply concerned about the health and safety of all youth within the Park Hill community. As substance use and mental health needs rise, PHCAFY works to increase the efforts and resources used to positively impact students at Park Hill. While there is incredible need to provide additional intervention and treatment services, PHCAFY believes there is power and opportunity in building resilience in youth and preventing these disparities before they take root.

Please join PHCAFY for an upcoming meeting where you can learn, collaborate, plan and act together with other individuals who are committed to protect area youth. For more information about PHCAFY, please see the Park Hill School District website at <https://www.parkhill.k12.mo.us/families/student-and-family-support>

Parties

Social events are planned to help students develop and mature socially. Events are planned according to the maturity and age level of the students who participate. All social events are chaperoned by the school staff. Parties are not for children living outside of the district, who are non-school aged, in other grades or peers from a different school within the district. The program Coordinator is responsible for determining when special events, parties or special activities are to occur.

Personal Property

The Park Hill School District is not responsible for recovery, reimbursement or replacement of lost, stolen or damaged personal property brought to school by students and strongly recommends that valuable personal property remain at home. Examples of personal property include but are not limited to: toys, games, wallets, watches, jewelry, electronic devices, cash and books.

Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of

surveys, collection and use of information for marketing purposes and certain physical exams. These include, but are not limited to, the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
 7. Religious practices, affiliations or beliefs of the student or student’s parent; or
 8. Income, other than as required by law to determine program eligibility.
- *Receive* notice and an opportunity to opt a student out of
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under state law; and
 3. Activities involving collection, disclosure or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use
 1. Protected information surveys of students and surveys created by a third party;
 2. Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

See Board Policies JHC, JHDA, and KI. Additional information is available at:

<https://studentprivacy.ed.gov/topic/protection-pupil-rights-amendment-ppra>

Public Notice: Public Education for 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, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Park Hill School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The district 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.

The district 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 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).

The district has 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 the Park Hill School District Office (7703 NW Barry Rd. Kansas City, Missouri 64153) Monday - Friday between the hours of 8:00 a.m. and 4:30 p.m.

This notice will be provided in native languages as appropriate.

Recess

Recess and outdoor play are integral components of development for preschool-aged children. They practice social skills, improve gross motor development and expand on creative play with peers. Recess time is not taken away from children based on behavior.

Students are expected to go out for recess each day. Appropriate clothing and shoes should be worn for outside activities. On days when the temperature and/or wind chill is above 32 degrees Fahrenheit and the playground is cleared of snow and ice, there will be outdoor recess. On days when the temperature and/or heat index is below 97 degrees Fahrenheit, there will be outdoor recess. Staff will check the status of the temperature throughout the day to ensure it is safe to be outside.

Reporting Concerns Regarding School Safety

Students, parents/guardians and staff members are strongly encouraged to report all dangerous and potentially dangerous situations and/or events directly to an administrator or to the school resource officer (SRO). Students and parents may also report safety concerns using Sprigeo, an online reporting system the Park Hill School District uses to track situations such as, but not limited to: threats, harassment, bullying, acts of violence, drug activity or possession of weapons on school property. All information sent through the Sprigeo system goes directly to school administrators through a secure online connection. To make a report, go to <https://sprigeo.com/> and click on send a report.

Scholastic Crime Stoppers – P3 Tips

Keeping our schools safe is paramount in the Park Hill School District. Teachers, staff, students and

parents/guardians play a crucial role in helping maintain a safe learning environment. Reporting criminal or suspicious activity is a major component of resolving these and other behaviors. A free app is available for Android or Apple operating systems to report anonymous information from your phone, tablet or laptop. To download the app simply follow instructions:

- Visit the Google Play or Apple Store and download the free “P3 Tips” (Anderson Software) app.
- Once installed, open the app and set your passcode.
- Lastly, set your school by selecting country (United States), state (Missouri), city (Kansas City for Park Hill High School, Congress Middle School, Plaza Middle School, Lakeview Middle School or Walden Middle School, or Riverside for Park Hill South High School) then select your specific school.
- Your “default” location only has to be set once but can be changed anytime, if desired.



The school resource officer will receive your information. They can engage in real-time chat with you regarding your concerns and take the necessary action to resolve the matter. Videos, photos or documents may also be attached to the information being reported.

Schoolwide Positive Behavior Support (SW-PBS)

All Park Hill School District schools have implemented the Missouri SW-PBS framework used to create safer and more orderly learning environment for all students. The SW-PBS framework is a research-based approach that promotes positive behavior and provides early intervention for student who made need additional support. These interventions are provided to students on a tiered basis, and they are intended to prepare student for success in life by helping them develop necessary behaviors and skills to be successful in a global society. Information about SW-PBS can be found at the following website:

<https://pbissmissouri.org/>.

School Resource Officer (SRO)

Local law enforcement agencies have placed uniformed officers at Congress Middle School, Lakeview Middle School, Plaza Middle School, Walden Middle School, Lead Innovation Studio, Park Hill High School and Park Hill South High School. The school resource officer (SRO) performs the regular duties of a law enforcement officer, makes classroom presentations, serves as a resource to parents/guardians, students and staff, and assists in mediations.

Signs of Suicide (SOS) Prevention Program

The Park Hill School District is offering mental illness awareness and suicide prevention training to middle- and high-school students as part of the Signs of Suicide (SOS) Prevention Program. The SOS Prevention

Program is a school-based curriculum and screening program that has demonstrated decreased suicide attempts in adolescents, among other positive outcomes. The program's goals are to prevent suicide attempts, increase knowledge about suicide and mental illness, develop desirable attitudes toward preventing suicide and depression and increase help-seeking behavior among youth. Students have an opportunity to opt out of this program with parent consent. See Board Policy JHDF for additional information regarding suicide awareness and prevention. Information related to this program can be found at the following website: <https://www.mindwise.org/what-we-offer/suicide-prevention-programs/>

Snack Fees

To help cover the cost of snacks that are provided to your child daily, families participating in ECSE, Bright Futures, and Horizons programs are asked to pay a snack fee. Students are unable to bring in their own snacks unless it is determined to be a dietary need ordered by a physician. This fee can be paid on a monthly basis or all at one time. Information for current snack fee costs is included in all welcome information when starting in programming at the school.

Student Insurance Program

The Board of Education recommends that all students have accident insurance. Although arranging for such insurance is the responsibility of the student and families, the Board may name an insurance carrier each year to offer group rates. Participation in the group plan is optional. Parents/guardians, families and students will deal directly with the insurance carrier.

Students participating in interscholastic athletics and certain other activities governed by the Missouri State High School Activities Association (MSHSAA) are required to have accident insurance coverage before being allowed to practice or compete for a school team. A student is not allowed to participate in these activities, including practices, until proof of insurance coverage is received in the principal's office.

The district will provide families who are enrolling students in the district information about the state children's health insurance program, MO HealthNet for Kids (MHK). A family member who, when completing an application for free and reduced-price meals, indicates that a child does not have health insurance will be notified by the district that the MHK program is available if household income is within eligibility standards.

See Board Policies JHA and IGD for additional information.

Student Device Agreement

Parents and students participating in the one-to-one program will be required to accept responsibility for the student's laptop or iPad through an Acceptable Use Policy agreement. This agreement outlines the care, handling and expectations for student use of district devices, and includes an acknowledgment that students will be responsible for damages to the device. Optional insurance is offered to help mitigate repair costs. Damage incurred to a device that involves multiple parties will be investigated by district administration. For more information on the one-to-one program, please visit: <https://www.parkhill.k12.mo.us/families/tech-support-for-families>.

Student Use of Technology Resources

Students will have access to web-based tools, digital resources and applications that support curricular

objectives, and these online services may collect, use and disclose personal information such as student names and email addresses. These online services are only permitted for the use and benefit of the school for the purpose of student learning. In accordance with Board policies and procedures/regulations, students will be strongly discouraged from providing any other personal information.

Parents and guardians should contact their child's teacher if additional information is needed about websites and online services being used for learning in their child's classes.

Tobacco-Free Policy

Students, staff members and visitors are prohibited from using, possessing, smoking, vaping, consuming, displaying, promoting or selling any tobacco products, imitation tobacco products, vaping products or tobacco-related devices, such as e-cigarettes, vapes, vaporizers, vape pens, hookah pens, JUUL products and e-pipes, in all district facilities, on district transportation and on all district grounds, including but not limited to outdoor smoking by adults on the parking lots surrounding the buildings in the district. This prohibition extends to all facilities the district owns, contracts for or leases to provide educational services, before and after school care, transportation services or early childhood development services to children. No student may leave the school campus during the school day to engage in the activities prohibited by this paragraph and Board Policy AH.

Toileting

All Bright Futures, Horizons, and Tuition students are required to be independent with their toileting needs upon enrollment or at the very least their first day of attendance. It is recognized that preschool aged children have accidents, but this should not be a regular occurrence. Please put an extra change of clothes in the child's backpack and make sure they are clearly labeled. If accidents become a pattern, there will be communication with families about a plan for improvement and potential the possibility of discontinuing the preschool program.

Transportation

Students participating in the Bright Futures, Early Childhood Special Education and Horizons classrooms will be provided transportation. Tuition preschool students must be transported and escorted to the classroom by a parent or approved guardian.

Students, parents/guardians, bus drivers and school officials must work together to provide for the safe transportation of students. The school buses and all other forms of transportation provided by the district or provided incidental to a school activity are considered school property. Students are subject to district authority and discipline while entering, departing and riding district transportation. The bus driver is responsible for students and has a delegated responsibility for maintaining discipline on the bus. See Board Policy JFCC for more information.

If you have concern regarding your bus service, please contact First Student or the Gerner office.

Park Hill contracts bus services through First Student:

Michael Narcisse, Manager 9501 North Pomona Avenue Kansas City, MO, 64153

Route Information: 20275.BusRequest@firstgroup.com

Customer Service: 20275.CustomerCare@firstgroup.com
Telephone: 816-359-4560 or 816-359-5535

Trauma-Informed Schools Initiative

Park Hill continues to educate staff, parents/guardians and students about trauma-informed approaches. The implementation of a trauma-informed approach is an ongoing organizational change process. A “trauma-informed approach” is not a program model that can be implemented and then simply monitored by a fidelity checklist. Rather, it is a profound paradigm shift in knowledge, perspective, attitudes and skills that continues to deepen and unfold over time. Some leaders in the field are beginning to talk about a “continuum” of implementation, where organizations move through stages. The continuum begins with becoming trauma-aware and moves to trauma-sensitive to responsive to being fully trauma-informed.

Tuition Preschool Fees and Expectations

As identified in the acknowledgments at the time of enrollment, tuition is posted one week prior to the first of the month and is due in full by the 15th of that month. If payment has not been received by the 15th, an additional \$20 will be added for every five days the payment is not received. Families could be dismissed from the program if payment has not been received after one full month.

As identified in the acknowledgements at the time of enrollment, families are committing to holding their requested attendance schedule (five days, three days, two days). Payment is posted based on the requested schedule for the entire month. If a family needs to shift from their agreed upon schedule, they should communicate one month ahead of a potential schedule change. Families need to understand that schedule changes could result in being placed back on the wait-list due to space availability.

If a family needs to unenroll in programming, they should communicate one month ahead of unenrollment date and should expect to still pay the full month of Tuition programming fees.

Use of School Cameras

There are school cameras in use in a number of locations throughout the Park Hill School District. The cameras are intended to be used for supervision and safety purposes. Information obtained via a school camera may also be used in the course of disciplinary procedures.

Visitors to the Building

Families and patrons of the district are welcome to visit district schools and attend district events; however, all visitors during business hours, including Board members, must sign or check in at the building office prior to proceeding elsewhere in the building. When planning to visit, please contact the office at least one day in advance so the building principal can set a schedule. The principal has the discretion to set reasonable parameters on school visits (length of stay, number of visitors, etc.). Visitors should limit their visit to the area(s) of the building they have indicated upon check-in with the office. Unauthorized persons found on school property may be subject to arrest or other legal action.

Please note that the exterior doors are locked during the school day. Visitors must enter the building using the front doors and report to the office. If a visitor needs to enter the building farther than the school office or check out a student, the visitor must register by presenting a valid, state-issued ID to the school's office staff. Any visit after the first registration will only require a visitor to check in at a kiosk using a valid, state-issued ID. Visitors entering the school beyond the office must present a valid, state-issued ID and receive a printed ID sticker that must be worn and visible during the entire stay.

Friends of students may not be brought to school or arrive at school as visitors. Unruly or disruptive conduct by visitors that interferes with the educational environment or with extracurricular activities may result in limited access or revocation of visitor privileges to school property or functions. In most cases, parents/guardians are allowed to visit school and eat lunch with their child. The school, however, reserves the right to limit lunch visits in appropriate circumstances. Parents/guardians planning to eat lunch with their child should notify the school office one day in advance. Bringing outside restaurant food is strongly discouraged.

In order to assure health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a disability. Staff members may use live animals as part of the curriculum only after permission is obtained from a building administrator. See Board Policy ECG for additional information.

Volunteering in Park Hill

The Park Hill School District's volunteers make valuable contributions to our schools. To keep students safe, we screen all volunteers who might ever be alone with students.

If you would like information about volunteering in our schools, please see the Volunteers page on the district website, www.parkhill.k12.mo.us, or contact the Communication Services administrative assistant at the district office for more information.

Wellness Program

The Park Hill School District has a multi-disciplinary Wellness Committee that addresses all areas of wellness and nutrition within the school district and establishes guidelines in accordance with the U.S. Department of Agriculture's Nutrition Standards and Smart Snacks in Schools. Parents are encouraged to become familiar with the wellness policy and check with school personnel prior to purchasing birthday treats or snacks for distribution to students other than their own child. More information about the Park Hill wellness policy, committee and guidelines can be found at <http://www.parkhill.k12.mo.us>.

Withdrawal from School

Parents/guardians of children who are leaving the district or are moving to another school attendance area within the Park Hill School District should notify the school a few days prior to the last day of attendance.

All materials and other school property must be returned before transfer is complete. Failure to follow these procedures may make it difficult for a student to be enrolled and classified properly in another school. He or she will also be required to pay for books or other equipment that is lost or damaged.

DISCIPLINE INFORMATION

Student Discipline

All rules relating to discipline are based on Board policies and procedures/regulations as well as authority granted to the Park Hill School District under Missouri statutes and other applicable laws. Violations of these discipline rules may also constitute violations of the law and create legal liability for students, parents or guardians. Board Policy JG, Student Discipline and guidelines for consequences of Policy JG are provided in this section. Other policies accompanying Policy JG can be viewed online at <http://boepublic.parkhill.k12.mo.us/com/browse.aspx>.

Board of Education Student Discipline Policy (Policy JG)

It is essential that the district maintain a safe school environment and a climate that allows teachers to communicate effectively with all students in the class and allows all students in the class to learn. Discipline will be equitably applied and viewed as a learning opportunity with the ultimate goal of improving behavior, safety and the school climate. The district seeks to minimize the unnecessary exclusion of students from classrooms and school and encourages the superintendent and district staff to exclude students only when necessary to maintain a safe and appropriate learning environment.

Discipline Code: To assist district staff in maintaining the necessary education environment, the Board of Education has created a discipline code that addresses the consequences for students whose conduct is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of other students.

The district's comprehensive written code of conduct includes, but is not limited to, this policy, JG-R, JGA, JGB, JGD, JGE, JGF and associated procedures. The district's comprehensive written code of conduct will be placed on the district's website, and a copy will be available in the superintendent's office during normal business hours. The code of conduct will be distributed to all students and their parents/guardians at the beginning of each school year, which may be accomplished by directing students and parents/guardians to the district's website. These policies, regulations and procedures will apply to all students in attendance in the district's instructional and support programs as well as at district-sponsored activities.

Equitable Application: All district staff are required to enforce district policies, regulations and procedures in a manner that is consistent, developmentally appropriate and equitable. The superintendent or designee will regularly review district discipline data to determine whether district policies are being equitably enforced and, when necessary, make recommendations to the Board for policy changes, training or resources to further the district's goals for providing equitable education to all students.

Discipline for Off-Campus Misconduct: Students may be disciplined for misconduct that occurs off district grounds and outside a district activity when allowed by law including, but not limited to, the following situations:

1. The district's technology is used.
2. The student's conduct negatively impacts the education environment or there is a nexus to the education environment.
3. The student has been charged with, convicted of or pled guilty to the commission of a felony in a court of general jurisdiction (not a juvenile court). The Board may suspend such students after a hearing in accordance with law.
4. The student has been indicted on, charged with or convicted of one of the specific crimes listed in Section 167.171, RSMo. (see in policy JEC) or a petition has been filed or adjudicated in juvenile court involving one of the specific crimes listed in Section 167.171, RSMo. The district shall exclude such students from school or from the general education environment after appropriate due process.
5. The student transfers to the district during a suspension or expulsion from another public school or a private or parochial school, and the district determines that the conduct would have resulted in a suspension or expulsion in this district. The district may honor a student's suspension or expulsion in such cases after providing appropriate due process when necessary.

Immediate Removal: The Board authorizes the immediate removal of a student upon a finding by a principal or superintendent that the student poses a threat of harm to self or others, as evidenced by the prior conduct of such student. Any such removal will be subject to the appropriate due process procedures and in accordance with law.

Enforcement: Building principals are responsible for the development and enforcement of additional student conduct rules needed to maintain proper behavior in schools under their supervision. All such rules shall be consistent with Board-adopted discipline policies and procedures/regulations. Teachers have the authority and responsibility to make and enforce necessary rules for discipline 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 and make every effort to resolve disciplinary problems at the classroom level. All district staff enforcing student discipline should seek to minimize, as much as possible, the amount of instructional time the student loses.

Training: All district employees shall annually receive instruction related to the specific contents of the district's comprehensive code of conduct and any interpretations necessary to implement its provisions including, but not limited to, confidentiality requirements and the approved methods for dealing with acts of school violence and disciplining students with disabilities.

Definitions/Descriptions of Disciplinary Actions

Please see Board policies JG, JG-R, JGA, JGB, JGD, JGE and JGF for further information about disciplinary actions and procedures. The following are disciplinary actions that may be assigned by appropriate district personnel who are authorized to impose these actions:

Loss of Privileges: There are many privileges for students who attend the Park Hill School District. These privileges are earned through appropriate behavior and attendance, and these privileges may be gained or lost based on those or other factors. These privileges may include, but are not limited to, student parking,

optional eating areas at lunch, enrichment rewards and attendance at, and/or participation in, extracurricular activities. Students who lose lunchroom privileges will eat in a designated location. Students who do not comply with a loss of privilege may be given additional consequences.

Detentions: Detentions assigned may be served in the morning, during lunch or after school. Failure to serve detentions may result in further consequences.

Extended Detention-Saturday School/Evening School: An administrator may assign a student to attend a four-hour detention. Failure to serve this detention can result in suspension. The student will be expected to engage in academic work during this time.

In-School Suspension: A student is removed from the student's daily class schedule but his or her work will be provided to him or her in a school setting during school hours. An administrator may assign one to ten (10) school days as an in-school suspension. Students will be supervised on campus in the in-school suspension classroom. For in-school suspensions, should school be cancelled for any reason, any unserved suspension days will automatically be assigned to the first day school is again in session.

Short-term Out-of-School Suspension: A student is excluded from school for period of ten (10) or fewer school days. Students are not allowed to attend or participate in district events or to otherwise be on school property throughout the duration of an out-of-school suspension. A student found to be on school district property during an out-of-school suspension will be considered trespassing and will face further disciplinary action, as well as possible criminal prosecution. The school resource officer will also be notified. Should school be cancelled for any reason, any unserved suspension days will automatically be assigned to the first day school is again in session.

Long-term Out-of-School Suspension: A student is assigned an extended term suspension excluding them from school for a period of eleven (11) consecutive school days and up to one hundred eighty (180) school days. The length of time of the suspension is determined by the superintendent or his/her designee after a discipline conference is held. Students are not allowed to attend or participate in district events or to otherwise be on school district property throughout the duration of an out-of-school suspension. A student found to be on school property during an out-of-school suspension will be considered trespassing and will face further disciplinary action, as well as possible criminal prosecution. The school resource officer will also be notified. Should school be cancelled for any reason, any unserved suspension days may be assigned to the last day of the assigned suspension.

Expulsion: The Board of Education will hold a hearing when the superintendent or his/her designee have concluded the student engaged in misconduct and should be expelled from school or suspended for more than 180 school days. At the conclusion of the hearing, the Board of Education will deliberate in executive session and shall render a decision to dismiss the charges; to suspend the student for a specified period; or to expel the student from the schools of the district. The administration or its counsel, by direction of the Board of Education, shall promptly prepare and transmit to the parents/guardians written notice of the decision. The right to an expulsion hearing may be waived, in writing, after meeting with the superintendent or his/her designee. For more information about expulsions and expulsion hearings, see Board Policy JGD.

Alternative Measures: A student may be assigned alternative measures to complete in combination or as a replacement for other disciplinary action. These measures may include but are not limited to: academic

project or intervention, basic cleaning or work in relation to incident, community service, peer mediation, participation in a counseling-focused assignment (e.g., anger management, sensitivity, skill-building or substance abuse training), restitution or written letter of apology.

Behavior Belief Statements

The focus of Park Hill schools is to create and maintain a safe, caring and welcoming environment that promotes high expectations for behavior and learning, responsible choices and success for all. The Park Hill School District has established belief statements used to guide planning and decision-making, implementation of intervention and supports, and when defining, teaching, acknowledging appropriate behavior and correcting inappropriate behavior.

1. All behavior is communication.
2. All behavior is learned, and positive behavior can be taught.
3. Teaching both positive and academic behavior is our responsibility.
4. Positive student-teacher relationships are essential to student success.
5. Every student is deserving of positive relationships with staff, regardless of behavior.
6. Proactive practices are more effective than punitive practices in promoting positive behaviors.
7. Individual student needs require unique approaches.
8. When students engage in inappropriate behavior, they must be empowered to make things right, which may include experiencing natural consequences.

Gerner Behavior Expectations & Strategies

Behavior is a learned skill just like academics. It is a goal for all Gerner staff to support the development of appropriate social and emotional skills that allow all Gerner students to collaborate with others and function in the classroom each day for maximum learning. All staff look for opportunities to engage students in understanding what appropriate behavior looks like in a school setting. We do not expect perfection each day but do desire for all students to grow and develop in skills. It is an overall goal to keep students safe and help them learn the skills necessary for school success. It is not a goal to remove students from the learning opportunities, but staff will do so in extreme circumstances. The following summarizes general behavior expectations and the steps used by all staff to support behavior daily.

We use the following general code of conduct for our students:

1. Stay with a teacher at all times.
2. Clean up after yourself in the classroom, cafeteria and hallway.
3. Show respect for yourself and others as well as their property and your property.
4. Follow school rules for the area that you are in.
5. Use only appropriate language.

Strategies for inappropriate behavior will include one or more of the following:

1. Promote positive behaviors in the classroom.
2. Redirect students who are not following classroom/school rules.
3. Use a calm and appropriate tone of voice with students.
4. Loss of privileges from the activity.
5. Parent notification.
6. Collect data on the behavior(s) to better understand the needs and timing of behavior.
7. Referral to PBS Team for additional supports or strategies.
8. Implement interventions provided by the PBS team.

9. Referral to office for significant behavior including physical aggression and extended duration of intense behaviors.
10. Documentation in file.
11. Suspension and/or immediate dismissal from program may occur.

It is our goal to support behavioral needs of all children during this stage of development. Strategies listed to support inappropriate behaviors will be utilized to support each child's behavioral needs. It is our goal to limit or eliminate the use of suspension, expulsion and other exclusionary measures. Exclusionary measures are not considered until all other possible interventions have been exhausted, and there is agreement by staff that exclusion is in the best interest of the child. If exclusionary measures are taken, staff will support the family in identifying alternative placement options. Please refer to Policy JG (student discipline) and Policy JGGA (seclusion and restraint) for corresponding compliance with federal and state regulations.

MISCELLANEOUS

Asbestos Issue Update

August 1, 2023

Dear Parents, Teachers and Employee Organizations:

Asbestos is an issue we have been dealing with for many years. The Asbestos Hazard Emergency Response Act of 1986 (referred to as AHERA) was enacted by Congress to determine the extent of and develop solutions for any problems schools may have with asbestos.


To give you some background, asbestos was used as a building material for many years. It is a naturally occurring mineral that is mined primarily in Canada and South Africa. Asbestos properties made it an ideal building material for insulation, sound absorption, decorative plasters, fireproofing and a variety of miscellaneous uses. Asbestos products as building materials were banned in 1978.

Park Hill School District contracted with E.T. Archer Corporation to develop an asbestos management plan for our facilities in 1988. That plan has called for this notification letter and a set of plans and procedures designed to minimize the disturbance of asbestos-containing materials. The plan also calls for semi-annual surveillance of the asbestos-containing materials.

At least once every three years after a management plan is in effect, each local education agency is to conduct a re-inspection of all friable and non-friable known or assumed asbestos-containing building material (ACBM) in each school building that is leased, owned or otherwise used as a school building. Our district had our buildings re-inspected in summer 2022. Copies of the asbestos management plan and the re-inspection report are available in our school administrative offices during regular office hours. The asbestos program manager for Park Hill is the Director of Operations, Jim Rich. All inquiries regarding the plan should be directed to him.

We are intent on not only complying with but exceeding federal, state and local regulations. We will take whatever steps necessary to ensure that your children and our employees have a healthy, safe environment in which to learn and work.

Sincerely,



Paul V. Kelly
Assistant Superintendent for Business and Technology

Earthquake Safety for Missouri's Schools

The New Madrid Seismic Zone (NMSZ) extends 120 miles southward from the area of Charleston, Missouri, and Cairo, Illinois, through New Madrid and Caruthersville, following Interstate 55 to Blytheville and extending to Marked Tree, Arkansas. The NMSZ consists of a series of large, ancient faults that are buried beneath thick, soft sediments. These faults cross five state lines and cross the Mississippi River in three places and the Ohio River in two places.

The NMSZ and surrounding region is active, averaging more than 200 measured events per year (magnitude 1.0 or greater), about 20 per month. Tremors large enough to be felt (magnitude 2.5 – 3.0) are noted every year. The fault releases a shock of 4.0 or more, capable of local minor damage, about every 18 months. Magnitudes of 5.0 or greater occur about once per decade. They can cause significant damage and be felt in several states.

The highest earthquake risk in the United States outside the West Coast is in the New Madrid Seismic Zone. Damaging temblors are not as frequent as in California, but when they do occur, the destruction covers over more than 20 times the area due to the nature of geologic materials in the region. The 1968 5.5 magnitude Dale, Illinois, earthquake toppled chimneys and caused damage to unreinforced masonry in the St. Louis area, more than 100 miles from the epicenter. A 5.2 magnitude earthquake in April 2008 in southeast Illinois, did not cause damage in Missouri, but was felt across much of the state. A damaging earthquake in this area, which experts say is about a 6.0 magnitude event, occurs about once every 80 years (the last one in 1895 was centered near Charleston, Missouri). There is estimated to be a 25 - 40 percent chance for a magnitude 6.0 – 7.5 or greater earthquake along the New Madrid Seismic Zone in a 50-year period according to the U.S. Geological Survey reports. The results would be serious damage to un-reinforced masonry buildings and other structures from Memphis to St. Louis. Experts say our area is overdue for this type of earthquake.

A major earthquake in this area, the Great New Madrid Earthquake of 1811-12, was actually a series of over 2,000 shocks in five months, with several quakes believed to be a 7.0 magnitude or higher. Eighteen of these rang church bells on the Eastern seaboard. The very land itself was destroyed in the Missouri Bootheel, making it unfit even for farming for many years. It was the largest release of seismic energy east of the Rocky Mountains in the history of the U.S. and was several times larger than the San Francisco quake of 1906.

When will another great earthquake the size of those in 1811-12 happen? Several lines of research suggest that the catastrophic upheavals like those in 1811-12 visit the New Madrid region every 500 - 600 years. Hence, emergency planners, engineers and seismologists do not expect a repeat of the intensity of the 1811-12 series for at least 100 years or more. However, even though the chance is remote, experts estimate the chances for a repeat earthquake of similar magnitude to the 1811-1812 New Madrid earthquakes over a 50-year period to be a 7-10-percent probability.

What can we do to protect ourselves? Education, planning, proper building construction and preparedness are proven means to minimize earthquake losses, deaths and injuries.

Prepare a Home Earthquake Plan:

- Choose a safe place in every room, under a sturdy table or desk or against an inside wall where nothing can fall on you.
- Practice DROP, COVER AND HOLD ON at least twice a year. Drop under a sturdy desk or table, hold onto the desk or table with one hand, and protect the back of the head with the other hand. If there's no table or desk nearby, kneel on the floor against an interior wall away from windows, bookcases or tall furniture that could fall on you, and protect the back of your head with one hand and your face with the other arm.
- Choose an out-of-town family contact.
- Take a first aid class from your local Red Cross chapter. Keep your training current.
- Get training in how to use a fire extinguisher from your local fire department.
- Inform babysitters and caregivers of your plan.

Eliminate Hazards:

- Consult a professional to find out additional ways you can protect your home, such as bolting the house to its foundation and other structural mitigation techniques.
- Bolt bookcases, China cabinets and other tall furniture to wall studs.
- Install strong latches on cupboards.
- Strap the water heater to wall studs.

Prepare a Disaster Supplies Kit for Home and Car:

- First aid kit and essential medications
- Canned food and can opener
- At least three gallons of water per person
- Protective clothing, rainwear and bedding or sleeping bags
- Battery-powered radio, flashlight and extra batteries
- Special items for infant, elderly or disabled family members
- Written instructions for how to turn off gas, electricity and water if authorities advise you to do so. Remember, you'll need a professional to turn natural gas service back on
- Keeping essentials, such as a flashlight and sturdy shoes, by your bedside

Know What to Do When the Shaking Begins:

- Drop, cover and hold on! Move only a few steps to a nearby safe place. Stay indoors until the shaking stops, and you're sure it's safe to exit. Stay away from windows.
- In a high-rise building, expect the fire alarms and sprinklers to go off during a quake.
- If you are in bed, hold on and stay there, protecting your head with a pillow.
- If you are outdoors, find a clear spot away from buildings, trees and power lines. Drop to the ground.
- If you are in a car, slow down and drive to a clear place (as described above). Stay in the car until the shaking stops.

Know What to Do After the Shaking Stops:

- Check yourself for injuries. Protect yourself from further danger by putting on long pants, a

long-sleeved shirt, sturdy shoes and work gloves.

- Check others for injuries. Give first aid for serious injuries.
- Look for and extinguish small fires. Eliminate fire hazards. Turn off the gas if you smell gas or think it is leaking. Remember, only a professional should turn it back on.
- Listen to the radio for instructions.
- Expect aftershocks. Each time you feel one, drop, cover and hold on.
- Inspect your home for damage. Get everyone out if your home is unsafe.
- Use the telephone only to report life-threatening emergencies.



Park Hill School District

Building Successful Futures • Each Student • Every Day

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