



NORTH
KANSAS CITY
SCHOOLS

e s t . 1 9 1 3

2024 - 2025

STALEY

HIGH SCHOOL

PARENT HANDBOOK





Student Handbook

2024-2025

Our Vision: "Staley High School is a community where individual and collective gifts are celebrated to foster personal and academic excellence."

Our Mission: "We commit ourselves to create and sustain an inclusive environment of learning that challenges and inspires each of us to SOAR."

*Our Core Values: **Service, Ownership, Achievement, Respect***

Our Staley High School Family Proudly Serving Yours! Welcome to the 2024-2025 School Year

INTRODUCTION

This Handbook provides our Falcon families information regarding Staley High School's procedures and services. Students and their families are encouraged to consult with the Administrative Team if they have any questions about this handbook. Students and their families are expected to be familiar with the information contained in the handbook.

MESSAGE FROM YOUR PRINCIPAL

It is with great enthusiasm and excitement that we begin the 2024-25 school year. It is my pleasure to serve as the principal of Staley High School. Staley has a strong tradition of high academic achievement and success both in and out of the classroom. I look forward to partnering with the entire Staley school community to build on that history and tradition this year as we work to help each student SOAR through Service, Ownership, Achievement and Respect.

As an educational leader, I am an advocate for all students and strive to ensure the physical, emotional and social well-being of each student. It is important to me to ensure that all students have the opportunity to learn and grow in a positive school environment.

This handbook is designed to communicate key information and expectations with our students and their families. It is also designed to assist with organizational needs as students maximize learning opportunities.

I look forward to a great school year as we continue in the traditions of Staley and remain "Staley Strong".

Respectfully,

Dr. Larry Smith

Dr. Larry Smith
Principal, Staley High School

Key Contacts

Administrative Team

Dr. Larry Smith	Principal
Dr. Barry Crilley	Assistant Principal - School of Business, Leadership & Entrepreneurship
Lauren Hasenohr	Assistant Principal – School of Public Services & Communications
Dr. Brandon McCoy	Assistant Principal – Athletics & Activities
Vincent Potts	Assistant Principal – School of Health Sciences & Services
Dustin Sollars	Assistant to the Principal - School of Business, Leadership & Entrepreneurship
Dr. James Wheeler	Assistant Principal – School of Design, Innovation & Technology

Administrative Center 816-321-5330

Dr. Larry Smith	Principal
Denise Snyder	Administrative Assistant to Dr. Larry Smith
Kelly Glenn	Administrative Assistant - Bookkeeper
Monica Walton	Administrative Assistant – Receptionist
Vincent Potts	Assistant Principal
Dustin Sollars	Assistant to the Principal
Deputy Kalbfleisch	School Resource Deputy

Athletic & Activities Office 816-321-5337

Dr. Brandon McCoy	Assistant Principal – Athletics & Activities
Terrekia Thomas	Administrative Assistant for Activities

Facilities 816-321-5916

Allison Farage	Facility Manager
----------------	------------------

Food and Nutritional Services 816-321-5334

Lisa Ruedisueli	Food and Nutritional Services Manager
-----------------	---------------------------------------

Library Media Center 816-321-5336

Ashley Bennett	Library Media Center Specialist
Lisa Thomsen	Library Media Center Specialist
Missey Goodrich	Instructional Assistant to LMC

Student Services Center (Attendance, A+) 816-321-5332

Dr. Barry Crilley	Assistant Principal
Dena Carroll	Administrative Assistant to Dr. Crilley and A+
Jeanine Felten	Administrative Assistant - Attendance
Tiara Wiltsey	Administrative Assistant - Attendance
Jill Scott	Nurse
Aricca Mehalic	LPN

Student Support Center (Counseling) 816-321-5335

Dr. James Wheeler	Assistant Principal
Nicole Bukucs	Administrative Assistant to James Wheeler
Kate Strahl	Administrative Assistant – Counseling
James McNeely	Counselor – Students with last names A – D PH: 816-321-5702
Mallory Parra	Counselor – Students with last names E – K PH: 816-321-6405
Paige Schillig	Counseling Chair – Students with last names L – Re PH: 816-321-6862
Kevin McAdam	Counselor – Students with last names Rh – Z PH: 816-321-4101
Jennifer Long	Registrar
Tammy Slauson	School Community Resource Specialist PH: 816-321-6152
Carol Toney	Gifted Resource Specialist and Research and Exhibition PH: 816-321-6302
Jill Jackson	Facilitator - College and Career Ed Director PH: 816-321-6153

Student Support 816-321-4879

Lauren Hasenohr	Assistant Principal
Misty Trail	Administrative Assistant to Lauren Hasenohr

Technology Support Center 816-321-6533

Nina Taylor	Clerk - Information Technology
Help Desk	321-HELP helpdesk@nkcschools.org

Department Chairs

Business & Marketing	Erin Johnston
Communication Arts	David Klinginsmith
Family and Consumer Science	Julie Fantozzi
Health and Physical Education	Sara Lovely-Horn
Industrial Technology	Richard Tingler
Math	Kristina Francis & Kari Perry
Modern Language	Anna Maki-Birchler
Performing Arts	Meara Mitchell
Science	Michelle Lawrence
Social Studies	Carrie Bowman
Special Services	Michelle Lewis & Sarah McDaniels
Student Support	James McNeely
Visual Arts	Chelle Cox

2024-2025 Student Council Officers

President: Ellie Hihath
Vice President: Ricky Lopata
Treasurer: Mimi Palmentere
Secretary: Vincie Nelson
Historian: Cara Elam

FALCON CLUB

Parents and students are encouraged to support the Falcon Club which has been formed to support the entire school community. Falcon Club is an organization of parents, teachers and students that directs its energies toward communication, information and education. Falcon Club is organized primarily to be in a support position for the entire school. Falcon Club will carry out many projects in almost every phase of the school program. They will provide both physical and financial support to assist in serving the needs of Staley High School. Information about Falcon Club can be found on their website staleyfalconclub.com.

SCHOOL RESOURCE DEPUTY

A Clay County Sheriff's Deputy is assigned full-time to Staley High School. The Deputy assists with safety and maintaining a respectful learning environment. In addition, the School Resource Deputy helps to resolve conflicts among students and presents law related topics in classrooms. Anyone who wishes to report a crime, on or off campus, or wants to speak with the School Resource Deputy about a problem or concern should call Staley High School and ask for Deputy Bayless.

CRIME STOPPERS (P3Tips)

Are you aware of instances of bullying, or illegal activity? You can download the free app (P3 Tips) to submit an anonymous tip to the proper school administrator about these or any other issues that you feel need to be reported. It's completely anonymous.



REMAIN ANONYMOUS • RECEIVE CASH REWARDS



TIPS HOTLINE

816-474-8477



WEB TIPS

KCcrimestoppers.com



FREE MOBILE APP

P3Tips.com

Here are reasons to report:

- Illegal activities, i.e. Underage drinking, drugs, etc.
- Weapons
- Threats
- Bullying
- Dating violence
- Abuse
- Fights
- Harassment
- Suicidal students
- Concern for someone's mental health and overall welfare

WARNING: Using this tool for pranks or other false reporting is a disciplinary offense.

STALEY BASICS

OUR PROUD NORTH KANSAS CITY SCHOOLS LEGACY

Established in 1913, North Kansas City Schools has four exemplary high schools. North Kansas City High School opened in 1925. Oak Park High School's inaugural year was 1965. Winnetonka was launched in 1971. Staley High School was established August 18, 2008.

STALEY HIGH SCHOOL HISTORY



In April of 2005, voters in a bond election approved the building of a new high school in North Kansas City Schools. Ground breaking was October 28, 2005. With that commitment in hand, community and educator collaboration resulted in the design of a truly advanced environment for teaching and learning. The result is a 314,000 square foot, 65 acre facility environmentally friendly and energy-saving building. Historic dates in the annals of Staley include the Grand Opening and Ribbon Cutting, August 18, 2008 and Building Dedication Ceremony and Community Open House, September 21, 2008. As our students, parents, staff, and community remain true to the Vision, Mission, and Core Values, we will become a school destined for greatness with a proud history.

A momentous occasion occurred on April 16, 2008, when a committed group of students, parents, and staff met at Staley High School to write our founding documents. This historic date was the first official gathering at Staley High School.

OUR VISION STATEMENT

Staley High School is a community where individual and collective gifts are celebrated to foster personal and academic excellence.

OUR MISSION STATEMENT

We commit ourselves to create and sustain an inclusive environment of learning that challenges and inspires each of us to **SOAR**.

OUR CORE VALUES

Service: We are committed to the greater good and actively seek opportunities to be of service. As we focus on serving others, we enhance our community and grow personally.

Ownership: We are committed to internalizing our vision, mission and core values by taking ownership in our school programs, community and facility. We are responsible and accountable for our choices.

Achievement: We are committed to maximizing every opportunity for personal and academic growth. We embrace a culture of authentic learning, which is evidenced by asking questions, collaborating, seeking solutions and fulfilling daily commitments.

Respect: We are committed to demonstrating behavior that is considerate of the community, the campus, others and ourselves. We respect the right to teach and learn at all times. Relationships based on open, honest and caring communication are essential to a culture of respect.

OUR THEME

“TOGETHER...TRADITIONS...STALEY STRONG”

OUR MASCOT AND COLORS

In the fall of 2005, a committee composed of future students, staff, parent and community members engaged in a consensus decision process to determine the school colors and mascot. After receiving input from all constituencies, the committee recommended Green, Black and Silver as the official school colors and the Falcon as the official mascot.

In the days of chivalry, Falcon held the meaning of, “one who does not rest until the objective is achieved.” Green stood for Hope, Joy, and Loyalty. Silver represented Peace.

TRUE NORTH

The bronze statue of the Falcon is pointed directly “True North”. This symbolizes our hope that all of our young Falcons discover their “True North” by realizing their individual gifts to make a positive difference in the community. A silver plaque with these words adorns the area just inside the stanchions where the statue is located.

TRUE NORTH

THE BRONZE STATUE OF THE
FALCON IS POINTED DIRECTLY
“TRUE NORTH”.

THIS SYMBOLIZES OUR HOPE
THAT ALL OF OUR YOUNG
FALCONS DISCOVER THEIR
“TRUE NORTH”
BY REALIZING THEIR
INDIVIDUAL GIFTS
TO MAKE A POSITIVE
DIFFERENCE
IN THE COMMUNITY.

STALEY HIGH SCHOOL CREST

Our School Crest will be an important symbol of Staley High School’s ideals, history, and culture for many years to come. The crest was developed by students (Matt Cook, Caitlyn Duckworth, Jessica Goldsberry, Derek Hukill, Robert Leslie, Hayley Ostronic, Caleb Rolfe, Samantha Watts, Matthew Zeilmann,) under the direction of Mrs. Chelle Cox and Mr. Steve Gorman (Staley Art teachers), and Jeff Enger (Jostens). The School Crest was carefully fashioned in the spring of 2008. The School Crest was unveiled during Back to School activities during the inaugural year.



LASTING LEGACIES

Each graduating class has an opportunity to leave a lasting legacy to Staley High School. Since the inception of Staley High School, senior classes have united to give back to the Falcon community in a variety of ways. The evidence of past generations of Falcons is distinct and forever. “Once a Falcon, always a Falcon.” A perpetual plaque recognizing class gifts is displayed outside of the administrative center. Here is a list of class gifts to date:

- 2010: COMMENCED THE ALUMNI ASSOCIATION FUND THROUGH THE NKC SCHOOLS EDUCATION FOUNDATION
- 2011: SEATING ON THE FALCON PLAZA
- 2012: BRONZE FALCON STATUE DISPLAYED IN THE GREAT HALL
- 2013: FALCON INLAY FLOOR TILE OUTSIDE OF FALCON FIELDHOUSE AND LEGACY STUDENT SCHOLARSHIP

- 2014: CARILLON BELLS
- 2015: LEGACY WALK TO INCLUDE A TRIBUTE TO MRS. VICKI BARMANN
- 2016: OUTDOOR CLASSROOM AND PAVILION
- 2017: FALCON'S NEST
- 2018: ALUMNI ROCK "S"
- 2019: EXCELLENCE AND CHAMPIONSHIP DISPLAY
- 2020: FALCON OUTDOOR SIGNAGE & CONTRIBUTIONS TO OUTDOOR PAVILION
- 2021: POWER FALCON FOR OUTSIDE DISPLAY
- 2022: FALCON MOSAIC
- 2023: FALCON PARK
- 2024: BASEBALL AND SOFTBALL COMPLEX UPDATES

ALMA MATER

Sing for our school so fair, Staley Falcons, rise and soar!
 Build minds and character, Staley Falcons, rise and soar!
 Serve our community, Honor diversity,
 Seize opportunity, Staley Falcons, rise and soar!
 Hands joined in fellowship, We are Falcons, Staley strong!
 Pride, honor, stewardship. We are Falcons, Staley strong!
 Green pastures, blackened loam, Fair colors of our home;
 Wherever we may roam, We are Falcons, Staley strong!
 Stand for integrity Staley now and always fair!
 Through all adversity Staley now and always fair!
 Staley secure for all, Staley embracing all,
 Rise Falcons, hear the call: Staley now and always fair!

FIGHT SONG

Hail to the Falcons, We always soar with pride it's true,
 Green, Black and Silver, We're Staley Falcons through and through,
 Pride, honor excellence, it's who we are and what we do,
 The Falcons are soaring, the fans are all roaring,
 To Staley we'll be true!!
 F-A-L-C-O-N-S, F-A-L-C-O-N-S,
 Falcons! Falcons!
 Let's Go Falcons!

2024-2025 Bell Schedule

Block	Mon, Tues, Wed & Fri
1st	7:43 – 9:03
2nd	9:09 – 10:28
W.I.N.	10:34 – 11:14
3rd	11:20 – 1:15
4th	1:21 – 2:40

Lunch Schedule

Lunch Shift	Mon, Tues, Wed & Fri
1st Lunch	11:16 – 11:38
2nd Lunch	11:40 – 12:02
3rd Lunch	12:04 – 12:26
4th Lunch	12:29 – 12:51
5th Lunch	12:53 – 1:15

STALEY HIGH SCHOOL SOCIAL MEDIA

[@SHSFalcons](#) is the official Twitter presence of Staley High School. Staley High School is keenly aware of the impact social media has today and how schools are utilizing this method to communicate with staff, parents, students and the community. Below is a list of Staley Twitter accounts.

TWITTER ACCOUNTS

Main Account	@SHSFalcons
Dr. Smith	@StaleyPrincipal
Marketing/Broadcasting	@N2SportsStaley
NKCSD Account	@NKCSchools
Staley Resource Deputy	@StaleySRD
Alumni	@StaleyAlumni
Art	@StaleyArt
Band	@StaleyBandFam
Baseball	@StaleyBaseball
Basketball - Boys	@StaleyCagers
Basketball - Girls	@StaleyGBBALL
Beta and Interact Service Clubs	@SHSServiceClubs
Biomedical Sciences	@StaleyBiomed
Business Department	@StaleyBusDept
Cheerleaders	@Staley_Cheer
Choir	@Singing_Falcon
Color Guard	@StaleyDiamonds
Counseling	@sthscounseling
Cross Country - Boys and Girls	@CrossStaley
Culinary Arts Team	@StaleyProStart
Dance Team	@StaleyEmeralds
Debate	@StaleyDebate
FACS Fashion	@StaleyFashion
FACS - FCCLA	@StaleyFCCLA
Fellowship of Christian Athletes	@Staley_FCA
Football	@StaleyFootball
Golf - Boys and Girls	@Staleyhsgolf
HOSA	@HosaStaley
Journalism/Yearbook	@StaleyNews
K-8 future Staley students	@Future_Falcons
Leaders & Entrepreneurs	@StaleyDECA

Library / Media Center	@StaleyLMC
National Honor Society	@StaleyFalconNHS
Northland CAPS	@NorthlandCAPS
Orchestra	@MrFreise
PTSA / Booster Club	@SHSFalconClub
Robotics Team	@Falcons_4959
School Mascot	@StaleySwoop
Science Olympiad	@StaleySO
Soccer - Boys and Girls	@staleysoccer
Softball	@Staley_Softball
Spanish Club	@shs_halcones
Special Olympics Team	@NKCSDNorthstars
Student Council	@Staley_StuCo
Student Section	@TheNestSHS
Swimming/Diving - Boys	@CoachSNOW1
Swimming/Diving - Girls	@StoaktownGirls
Tennis - Boys	@Staley_Tennis
Tennis - Girls	@StaleyTennis
Theatre	@falconstheatre
Track and Field - Boys and Girls	@Staley_TF
Volleyball - Boys Club	@StaleyBoysVB
Volleyball - Girls	@Staleyfalconvb
Wrestling - Boys	@StaleyWrestling
Wrestling - Girls	@SHSGirlsWrestle

FAVORITE HASHTAGS

#StaleyStrong
#SOAR

STUDENT SUPPORT CENTER

<http://sthscounseling.weebly.com>
<https://www.facebook.com/sthscounseling>
<https://twitter.com/sthscounseling>
<https://www.instagram.com/sthscounseling/>

INSTAGRAM ACCOUNTS

@shsfalconclub
@staleydiamonds
@staley.choirs
@staley.news
@staley.stuco
@staleyports
@Staleytsa
@staoktowngirls
@nkcschools @staleyfootball
@shsfalcons
@staley_emeralds
@staley.hosa
@shsnest
@staleygirlstennis
@n2sportsstaley
@staleybaseball_
@staley_prostart
@staley_nhs
@staleycheer
@sths_ambassadors
@shsgirlswrestling
@staley_fca
@staleydebate
@staleysoccer
@staley_diversity
@staleyart
@snowswimdive
@falconslmc
@staleyfacs
@staleyfccla
@staleyfashionclub
@staleyserviceclubs
@staleydrumline
@hopesquad
@nkcfod
@maxpreps
@mshsaaorg
@staleydiamonds
@staleyfacs

RESOURCES AND SUPPORT SYSTEMS

Students should report to the Administrative Center (Deputy Kalbfleisch, Mrs. Glenn, Mr. Potts, Dr. Smith, Mrs. Snyder, Mr. Sollars, Mrs. Walton) for the following...

- Messages (Receptionist)
- Daily Announcements
- Request a meeting with Dr. Smith
- Schedule a room or area at Staley High School
- Visit with the School Resource Deputy
- Accident Report
- Dance Forms
- Obligations, Fees
- Lunch Detention Questions
- After School Detention Questions
- After School Tutoring Questions
- I need information on graduation details
- Commencement & Graduation Events

Students should report to the Activities Office (Dr. McCoy, Mrs. Thomas) for the following...

- Activities, Athletics
- Athletic Eligibility
- Club Information
- Special Events – Athletics/Activities
- College Singing Day questions
- I have a poster to display
- Dance Form Approvals

Students should report to the Student Services Center (Ms. Carroll, Dr. Crilley, Ms. Felten, Ms. Mehalic, Ms. Scott, Ms. Wiltsey) for the following...

- I arrive at Staley High School late
- Attendance Issues
 1. Admittance to class
 2. I am going to be absent
 3. I am leaving the school building or signing out
 4. I have a note for being absent
 5. I've been absent for an extended period of time
 6. Attendance appeal for dances
- I don't feel well and the nurse isn't in her office
- Accident Report
- Injury or Illness (Nurse's Station)
- Lost and Found
- A+ Questions
- ISS Questions

Students should report to Mrs. Hasenohr's Office (Mrs. Hasenohr, Ms. Trail) for the following...

- Parking Permit Application and Issues
- Temporary One Day Parking Permit
- Bus Information
- AP Testing Questions
- Locker Questions and Assistance
- Summer School (XLT) Information

Students should report to the Technology Center (Mrs. Nina Taylor) for the following...

- ID Replacement
- MacBook Issues
- General Technology Issues

Students should report to the Student Support Center (Mrs. Bukucs, Mrs. Long, Mr. McAdam, Mr. McNeely, Mrs. Parra, Mrs. Schillig, Ms. Slauson, Mrs. Strahl, Dr. Wheeler) for the following...

- Schedule Change
- Dual Credit or AP questions
- I need to change my address
- I need to make an appointment with my guidance counselor
- I would like to discuss a personal problem
- I need an adjustment to my schedule
- I need information about graduation requirements
- I am looking for scholarship information
- I need ACT and test information
- I need information on free and reduced lunch application
- I want to know how many Community Service hours I need or have
- College Information
- College Recommendation
- Financial Aid/Scholarships
- Grade Questions
- Homework (Extended Illness)
- Honor Roll
- Transcripts
- Transferring Schools
- Vehicle Insurance Discount
- Alternative Programs

School Community Resource Program Phone Numbers

- AIDS Hotline 1-800-533-2437
- Al-Anon/Alateen 373-8566
- Alcohol and Drug Abuse Hotline 1-800-ALCOHOL
- Clay County Public Health Center 816-781-1600
- MOCSA (Sexual Assault) Crisis Line 816-531-0233
- Narcotics Anonymous 531-4100

- National STD Hotline 1-800-227-8922
- Spofford Ozanam Services 816-587-4100
- Synergy (24 hr. Youth Crisis Line) 816-741-8700
- Synergy Services 816-587-4100
- Teen Connection/Helpline 913-281-2299
- Tri County Mental Health Services 816-468-0400

Helpful Internet Resources

- Fast Web Scholarship Search www.fastweb.com
- ACT, Inc. www.actstudent.org
- The College Board www.collegeboard.org
- U.S. News & World Report www.usnews.com

For additional Internet resources, access the “Student Support Center” Link on the Staley High School website <http://sths counseling.weebly.com/> Another excellent resource is the Staley High School [Library Media Center](#) website.

STALEY HIGH SCHOOL PHONE/FAX NUMBERS

Administrative Center Phone: (816) 321-5330
 Administrative Center Fax: (816) 321-5331
 Athletics & Activities Phone: (816) 321-5337
 Nurse: (816) 321-5333
 Registrar: (816) 321-5570
 Student Services Center (Attendance): (816) 321-5332
 Student Support Center (Counseling): (816) 321-5335

ADMINISTRATIVE CENTER OFFICE HOURS

Monday-Friday 7:00 AM – 3:30 PM

SCHOOL ADDRESS

Staley High School 2800 Northeast Shoal Creek Parkway Kansas City, Missouri 64156

STALEY HIGH SCHOOL WEBSITE

www.nkcschools.org/shs

ACADEMIC ACCOUNTABILITY AND EXPECTATIONS

ACADEMIC AND ATHLETIC LETTERING

Athletic and academic letters at Staley High School are badges of honor bestowed on an individual student for outstanding service to his/her school in some interscholastic sport or in the classroom. It stands as a testament that this student has reached high standards and is held in high regard between the student and faculty of this school. An academic letter will be awarded to students who achieve the standard set forth by the school administration. This will be calculated in mid-April and awarded at the end of each school year. The acceptance and wearing of the school letter indicates special responsibilities for the student in the area of citizenship, moral and social standards.

The first time that a student receives a varsity letter they will receive the chenille letter 'S' and the appropriate pin for the activities that they earned the letter for. At no other time will a student receive another chenille letter 'S' from any other coach or sponsor. From that point on you will only receive the pin for the activity that you letter in during your first year of varsity competition. Every year after the first year of varsity competition you will receive a bar representing year 2 of participation in that activity. The most any student could earn in their four years for any activity is their one letter, their activity pin, and three bars.

CLASS RANK

Class rank is based on a student's accumulated grade points plus distinction points for satisfactory completion of Distinguished Achievement Program (DAP) courses. To calculate class rank, distinction points are added to the grade point sum prior to computing an average. GPA and Class Rank are calculated at the end of the 3rd, 4th, 5th, 6th, 7th, and 8th semesters. GPA does not equal class rank. Each student will have a GPA on a 4.0 scale, necessary for college entrance, as well as a Class Rank to be reported on transcripts and college applications. Refer to the "Career & Educational Planning Guide" for further information.

ELIGIBILITY RULES FOR STUDENT ACTIVITIES

Students must be currently enrolled in and regularly attending courses that offer a minimum of 80% of credit offered the preceding semester of attendance. One full credit of summer school work may be counted as part of the preceding semester credits to determine eligibility for fall semester if the summer school course work is required core courses for graduation requirements.

For freshman, they are immediately eligible to participate during their first semester in the fall based on promotion from middle school to high school. They have to be taking 7 full credit courses in the semester in which they are participating in a MSHSAA activity. In the second semester of the freshman year, freshmen must have passed 7 full credit courses in order to be eligible to participate in activities.

For first semester sophomores, they must have passed 7 full credit courses their 2nd semester of their freshman year (Freshman Flex class did not count towards eligibility) in order to be eligible to participate. They must be enrolled in 7 full credit courses.

For second semester sophomores, all juniors, and all seniors, they must have passed 7 full credit courses the previous semester and they must be taking 7 full credit courses in the semester in which they participate.

1. The eligibility rules of the Missouri State High School Activities Association must be complied with in full. The coach or director will inform students of these rules.
2. A student must be a creditable high school citizen as defined by the MSHSAA official handbook.
3. Any student who is suspended from school will be ineligible during the period of the suspension and until all disciplinary provisions are completed.
4. Students who are absent due to unavoidable circumstances may be declared eligible by the principal or activities coordinator if prior arrangements are made with the attendance office. If a student is absent on a Friday prior to a Saturday activity, he may be declared eligible only if advance arrangements have been made with the activities coordinator or principal. Coaches, directors, and sponsors are responsible for enforcement of this policy. Students who are absent, ill, unexcused or truant from school may not participate in activities that afternoon or evening or on the following Saturday for a Friday absence unless approved by the principal.
5. Repeated violations of any school rules may result in the student being declared ineligible.
6. In any instance not specifically covered by the rule of eligibility, the principal may rule the student ineligible.
7. Teachers in charge of activities may deny the student the privilege of participating if training or practice rules prescribed by the teacher are violated.

GRADES

Electronic grade books should be updated at least once every ten school days (2 weeks) by the teaching staff. Semester grades are cumulative and recorded on the permanent record.

GRADUATION REQUIREMENTS

Graduation requirements can be found in the Career and Educational Planning Guide or by talking to your counselor. Students must have met all graduation requirements in order to participate in the graduation ceremony. Note: In order to “walk” at commencement, students must earn all required credits, must be in good disciplinary standing, complete all subject area requirements, complete 20 hours of Community Service, complete CPR Exposure training and complete all End of Course Exams.

GRADUATION REQUIREMENTS, ADVANCED PROGRAMMING & DIPLOMA OPTIONS:

Students will earn one of these diplomas upon graduation:

Career & College Readiness Diploma (26 Credits) Graduates are recognized as having met entrance requirements for most Missouri universities.

Gold Medallion Honors Diploma (26 Credits) Graduates receive honors and are recognized for completing a rigorous program designed to meet all entrance requirements for the University of Missouri system as well as most universities nationwide.

AP Capstone Diploma (26 Credits) Graduates receive honors and are recognized for completing a rigorous program designed to meet all entrance requirements for the University of Missouri system as well as most universities nationwide. Students must earn scores of 3 or

higher in AP Seminar and AP Research and on four additional AP Exams of their choosing to receive the AP Capstone Diploma.

Additional graduation requirements, additional programming, including advanced studies and diploma options may be found in the current Career Planning and Education Guide (CPEG).

HOMEWORK

Homework is an important part of a student's learning experience. It provides opportunities for students to practice skill and improve their understanding. It also provides additional time for students to complete work, conduct follow-up studies, and develop good study habits.

HOMEWORK MAKE-UP

Student should make up all assignments missed due to absence. Students will have two days for every day of absence to make up work. Extenuating circumstances may necessitate an extension of that time limit. All students on suspension will receive credit for their make-up work.

PRINCIPAL'S HONOR ROLL

Students with a 4.0 grade point average, no grades below A-, are eligible for the list. A minimum of 2.5 credits must be earned per semester to be considered for honor roll status.

FALCON HONOR ROLL

Students with a 3.2 grade point average with A's, B's and no more than one C are eligible for the list. A minimum of 2.5 credits must be earned per semester to be considered for honor roll status.

NATIONAL HONOR SOCIETY



The National Honor Society (NHS) is the nation's premier organization established to recognize outstanding high school students. More than just an honor roll, NHS serves to honor those students who have demonstrated excellence in the areas of Scholarship, Leadership, Service, and Character. These characteristics have been associated with membership in the organization since the beginning in 1921. Chapter membership not only recognizes students for their accomplishments, but also challenges them to develop further through active involvement in school activities and community service. We are proud of our National Honor Society Chapter led by Mrs. Carol Toney. Students may gain admittance into NHS through their achievements in the areas of scholarship, leadership and service, and character. Induction ceremonies are typically held in the fall and the spring.

POWER SCHOOL (GREAT RESOURCE FOR PARENTS)

To facilitate home and school communications, NKC Schools has an Internet-based program that allows parents to get more involved in their child's day-to-day education through Power School. It gives parents timely information about their child's progress in school. Parents can access pertinent information about their child's attendance, grades, homework assignments, and a history of their academic work. This tool helps facilitate communication with parents, making the parent an ongoing participant in their child's academic progress. The Parent PowerSchool logon page is <https://powerschool.nkcschools.org/public/home.html> Username and password are the same as the previous year.

If you are new to the district or have lost your login, you can email our receptionist Kate Strahl, Kate.Strahl@nkcschools.org or call the main number, 321-5330. Your information can be sent to the email address that you provided on your student's enrollment form or you can pick it up in person at the Administrative Center (main office).

ATTENDANCE

Lost learning due to an absence can never be adequately replaced. Regular and punctual patterns of attendance will be expected of each student enrolled at Staley High School. **Students MUST maintain 90% attendance during the school year to be in compliance of the Missouri School Improvement Standards.** Public Education is governed by The Missouri School Improvement Standards (MSIP 6). It is the state's school accountability system for reviewing and accrediting public school districts in Missouri.

Students should strive to maintain a good attendance record, because there is a direct relationship between school attendance and grades, citizenship and success in school. It is recognized that absence from school may be necessary under certain conditions. However, every effort should be made by students, parents/guardians, teachers and administrators to keep absences and tardiness to a minimum. Staley High School will contact the family anytime a student is absent.

Upon arrival to or departure from school during school hours, students must sign in or out of the Student Services Center. Students SHOULD NOT LEAVE the building through side doors or any other door other than the Student Services office.

NORTH KANSAS CITY SCHOOLS STUDENT ABSENCES AND EXCUSES (Grades 9 – 12)

DEFINITIONS:

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

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

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

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

ATTENDANCE STANDARDS

An **excused absence** is defined as an absence from class resulting from illness or unforeseen circumstances, which is verified by a parent **and includes proper documentation**. Excused absences are defined below:

- a. Hospitalization
- b. Mandatory court date
- c. Religious observance
- d. Medically documented illness
- e. Documented Dental/Orthodontist appointment or doctor's appointment
- f. Verified school counseling/office appointment
- g. A school-based medical professional excuses the absence
- h. School-related activities in which the student is a participant
- i. History of chronic health problems, provided that proper documentation is filed with the Attendance Office or in Health Room
- j. Death in the family
- k. Two college visits (to be taken as a junior/senior)

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

- Oversleeping
- Going "out of town"
- No ride to school
- Personal business
- Activity camps
- District/state contests or other school related activities in which the student is not a participant.
- Family vacations
- Missing the bus
- Needed at home
- Car trouble
- Other absences verified by parents

COMMUNICATION TO PARENTS AND STUDENTS

Parent/guardian will receive a notice of attendance at the 6, 12, 15, and 18-week mark in the semester. The purpose of the notice is to inform the parent about their student's status as it relates to the expectation of 90% attendance.

INTERVENTION AND ENGAGEMENT STRATEGIES

The district may utilize the following intervention and engagement strategies as part of the district's overall approach to improve student attendance and achievement.

- Conduct community-wide public relations efforts that stress the importance of school attendance.
- Collaborate with community groups and other organizations that engage youth in activities to create a consistent message about the importance of education.
- Contact the family any time a student is absent.

- Provide social and emotional support to the student through counseling and family resources as well as adult mentorship.
- Home visit by school administration and a school resource officer.

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 Clay County prosecutor, in accordance with Missouri law.

90% attendance must be maintained to attend certain school events including: All school dances.

*If attendance is below 90% and a student is still wishing to attend school events that require 90%, they must appeal to an administrator and provide any supporting documentation that shows hardship.

BUS TRANSPORTATION

Bus services provided for all eligible bus riders to Staley High School. Students need written permission from their parent and a bus pass created in order to ride a different bus home from school. Bus passes can be requested in Mrs. Hasenohr's office.

This service is free for all eligible riders. For more information regarding bus transportation, call 816-321-5007 or go to <http://www.nkcschools.org/transportation>

DRESS CODE

See Section B of Dress and Grooming.

DRIVING AND PARKING

Student parking permits are \$35.00 for the year.

Driving to school is a privilege. All sophomores, juniors and seniors are eligible for a permit. Prior to receiving a permit, the following are required:

- Proof of insurance
- Valid driver's license
- Completed Parking Form
- Students are expected to drive responsibly and follow parking rules including displaying the proper parking permit at all times and parking in designated student parking areas. Failure to display a proper parking permit, driving safely, and exercising prudent judgment in operation of vehicles will result in a ticketed fined amount, loss of driving privileges and disciplinary action up to and including suspension from school.

PROCEDURES

This section of the handbook is designed to acquaint you with the appropriate procedures to follow for a variety of circumstances that may arise at Staley High School. You should become familiar with these procedures.

ACTIVITIES

We want **YOU** to be a part of the Staley Activities!

The Missouri State High School Activities Association now allows a physical examination by a medical professional to be valid for a duration of two years (730 days) from date of issue listed on the physical. However, some physicians continue to practice a 1-year policy. Make sure that you are aware of what your physician marks for your student's participation approval (1 year or 2 year).

If you have any questions, please contact the Staley Activities Office at 816-321-4194.

UPDATED INFORMATION 10/2024

We are very excited to announce that the Staley High School Activities Department has partnered with FinalForms, an online forms and data management service. FinalForms allows you to complete and sign athletic and activity participation forms for your students. The most exciting news is that FinalForms saves data from season-to-season and year-to-year, meaning that you will never need to enter the same information twice! FinalForms also pre-populates information wherever possible, for each of your students, saving you time.

You may review your data at any time to verify it is current. You will be required to sign your forms once per year and after any update.

We are asking the parents/guardians of all students planning to play winter or sports this year to create accounts in FinalForms and register your student(s).

Please register at: <https://nkcschools-mo.finalforms.com/> and follow the prompts to create your account, create your students and sign your forms.

If you require any support during the process, scroll to the page bottom and click "Get Help".

ANNOUNCEMENTS

STTV (Staley TV) broadcasts will run every Friday during WIN time. All classes are expected to air STTV. Episodes can be found at this link <https://sttvfridayshow.weebly.com/>

Daily announcements will be ran on slideshow that will be in the parent newsletter and accessible to students via this link <https://staleyannouncements.weebly.com/>, posted on the TVs throughout the building and on students class course on Canvas. To submit an announcement, create a horizontal slide and submit it to this google form <https://forms.gle/hTJMoEPHiGJnGjYDA>. Or submit information and photos, links, etc.

ASSEMBLIES

Assemblies are considered to be an integral part of the high school experience. Throughout the school year, a variety of assembly programs are planned. Most of the assemblies' feature student participation and present an opportunity for the various departments to display their accomplishments.

Assemblies should be scheduled and approved with Dr. Smith and Dr. McCoy well in advance and should be meticulously planned. We expect excellent student behavior during all assemblies. Teachers will discuss assembly expectations and seating location prior to the assembly to insure appropriate student behavior.

CAMPUS ACCESS

General supervision of students is not provided by Staley High School after 3:00 p.m. As a result, students who do not ride the bus home must make arrangements to leave campus by 3:00 p.m. Students on campus after 3:00 must be under the supervision of a staff member. All students not supervised or involved in an activity must ride their bus home after school.

CAMPUS POLICY

Staley High School has a closed campus policy; therefore, students are not allowed in the parking lot or outside the building between 7:43 a.m. and 2:40 p.m. (including during lunch) without permission from the Student Services Center.

FEE SCHEDULE FOR 2024-2025

1. MSHSAA Participation Fees: (Sports, Debate/Competitive Drama, Academic Teams, Cheer, Pom Pon) \$50.00 per student per year or \$120.00 maximum for a family of three or more students. We desire to have a fair mechanism by which students pay participation fees to help defray the cost of programs, activities, and amenities without making them prohibitively expensive for students. Students experiencing financial hardship should never be excluded from participating in Staley High School activities. Please contact a school administrator if you are unable to pay fees by the required deadline.
2. Student Athletic Ticket: \$40.00 You may purchase an athletic ticket admitting you to all home wrestling matches, football, volleyball, soccer, and basketball games. The price of admission for football, soccer, basketball, volleyball, and wrestling matches is \$5.00 for adults and \$3.00 for students with an ID. Note: Athletic tickets are not valid for admission to tournaments.
3. Class Dues: \$5.00 dues for freshmen and sophomores, \$10.00 for juniors, and \$15.00 for seniors. This money helps finance class activities; Freshman First Day, Mentoring program, mailing of transcripts, and post-graduation activities.
4. Yearbook: The 2024-2025 edition Staley High School Yearbook will be on sale for \$70.00.
5. Student Parking Permits: Parking permits are \$35.00 for the 2024-2025 school year. Students must register their vehicle and provide a current driver's license and proof of current insurance upon purchase of their permit. Vehicles must be properly registered with the state.

FOOD AND DRINK

Delivery of food by an outside vendor (Jimmy Johns, Pizza Hut, GrubHub, DoorDash, Uber Eats, etc.) is not allowed during school hours.

In order to ensure a clean and comfortable environment for all, you are asked to observe the following:

- Upon entering the Falcon Express, take your place at the end of the service line. Do not “cut” in front of others already in line.
- Leave the area around you clean and free from garbage when you are finished eating.

HEALTH HISTORY FORM REQUIREMENT

Every student is required to fill out a Student Health Form. Updated Health History is done during Online Registration beginning in July each year. Parents may request a paper copy to complete if needed. Our nursing staff has notified all students in need of required immunizations. All immunizations must be completed prior to the first day of school (August 22). The State of Missouri updated immunization requirement laws at the beginning of the 2017-18 school year. *The new law states that all students must receive the Meningococcal (MCV) vaccine before enrolling in 12th grade.* Proof of this immunization will need to be provided before attending school. Immunizations may be obtained from your physician, or, the Clay County Public Health Center (816) 595-4200.

Please inform the nursing staff of any change in the health history of your student—for example, health conditions, medications, and/or dosages. Our nursing staff office phone number is (816) 321-5333, and the fax number is (816) 321-5331.

HEALTH SERVICES

Ms. Scott is our registered nurse. She is on duty each day at Staley High School to supervise student health services. Both provide first aid for illnesses and accidents that occur at school. They will not diagnose illness or administer medication unless directed to do so by a physician. Students that are ill are required to get a pass to the nurse. They will decide if a call should be made to the parents. When it has been decided that a student needs to be sent home because of illness, students will sign out through the Student Services Center.

ITEMS & MESSAGES DELIVERED TO STUDENTS

Classroom instruction is protected from unnecessary interruptions. The office will deliver urgent messages to students from parents or guardians only. Students will be notified at the end of the school day to come to the office to receive gifts such as flowers or balloons (MYLAR only, NO Latex).

LEAVING BUILDING/CAMPUS

Appointments should be scheduled outside the school day when possible. Students needing to leave school for an excusable reason must furnish advanced parental verification to the Student Services

Center. Additionally, students must check out through the Student Services Center. If students return to school the same day, they must “sign-in”. A student who remains on school campus after signing out will be declared truant. Students are to come into the building as soon as they arrive each morning.

LITTER-FREE ZONE

With LEED certification and our Green School efforts, the prevention of litter will be a focus for us at Staley High School. Our goal is to encourage our students and the school community to keep our school campus litter-free while helping raise the public’s awareness of the problem of litter.

LOCKERS

Day lockers are available. Students are responsible for taking precautions to protect their possessions from theft and should not share locker combinations. School lockers are the property of the school district and may be searched and examined at any time by the principal or school staff.

LOST AND FOUND

Articles found in classrooms and halls are turned in to the Student Services Center (Attendance) and are placed in the "Lost and Found." Students are responsible to check for lost articles in the office. Articles may be claimed by making proper identification. Please mark all personal items including clothing and book bags with the student's name. Do not leave personal items unattended.

MAKE-UP WORK

Students who have been absent have the opportunity and should make up all assignments missed due to absence. Students are responsible to request missing assignments. Students should be able to login to Canvas to access missing assignments from their teachers.

OBLIGATIONS

Take care of obligations in a timely fashion. Obligations must be cleared or paid before you will be allowed to attend dances, etc. You can contact Mrs. Mallinger at (816) 321-6546 or stop by the Administrative Center.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance will be recited each day on the morning announcements. All students and staff are expected to stand and pay respect to the United States of America. The Missouri Legislature voted in May of 2016 requiring the Pledge of Allegiance in all Missouri schools. This is one way that we unite together and honor our great country.

POSTER POLICY

Posters advertising club meetings, school events and fund-raisers will be posted on tack boards and bulletin boards in approved locations. No posters should be placed on the walls of the hallways. All posters should be school appropriate and neatly done. For poster approval, students should report to the Activities Office (Dr. McCoy or Mrs. Thomas).

SCHEDULE CHANGE POLICY

Students are expected to plan carefully with their counselor and parents so the classes they select will meet their educational needs. With an emphasis on all students having access to challenging courses, students were given an opportunity to select courses in February 2023 for the current school year. In early May 2023, students were allowed to make changes to their course requests to address any scheduling mistakes made, to address graduation requirements, to "schedule up" or select a more challenging course. There should be very few course changes to begin the school year.

However, sometimes it is necessary for the student to be able to make a schedule change. Scheduling errors will be corrected as soon as possible. Students will not be permitted to enter a class after the end of the second week of school. Students dropping a class more than a week after the first progress report of a semester will have an "F" recorded on their transcript. Requests to change teachers will not be granted. Requests to arrange specific times for certain classes or lunch periods cannot be granted. Students who need to make a change in the Math, Science, or English sequence will need written notification for the teacher verifying that the parent was contacted and agreed to the change.

SCHEDULE GUIDELINES

A schedule change may be made for the following reasons:

- To meet graduation requirements.
- To correct a scheduling error.
- Because of a physical or emotional problem (doctors note required).
- Disciplinary reasons (administrator approval and parents must be contacted).
- Change in a special program (i.e. Marketing Internship, Work Study, Vocational, IEP).
- Special circumstances (Principal approval required).

SCHOOL DANCES-GUEST REGISTRATION

Tickets may not be purchased at the door without a student I.D. Staley students may bring one guest not enrolled as a student as a date. Students and their guests must be in good standing at school to attend dances. Outside guests must fill out a Staley permission form prior to the dance and must be in high school or under the age of 20. Dances inside the school end at 10:00 PM and students must be picked up promptly at the conclusion of the dance. Appropriate school behaviors are required in order to participate in school dances and all financial obligations must be paid in full.

90% attendance must be maintained to attend certain school events including: All school dances.

If attendance is below 90% and a student is still wishing to attend school events that require 90%, they must appeal to an administrator and provide any supporting documentation that shows hardship.

SCHOOL TIMES

Starting time is 7:43 a.m. every day. School will end at 2:40 p.m. on Monday through Friday.

SECURITY

In order to provide a safe environment for students and staff, outside entrances at Staley High School are locked during the school day. Visitors are required to enter through the main entrance on the south side of the building and check in through the Administrative Center. Parents picking up a student during the school day should enter through the Student Entry on the north side of the building. All visitors must check in using our Raptor Check-in System. This will require the visitor to provide a state issued identification, driver's license or other acceptable official photo identification. Visitors will be given a visitor badge at check-in that is to be returned at the end of the visit in order to ensure an accurate account of who is in our building at all times.

Cars, lockers, bags, and personal attire brought on school property are subject to search by school administrators and security personnel without notification. A school resource deputy will be on campus full-time to serve students and assist school officials with building safety and security issues.

SPORT AND ACTIVITY CALENDAR

View Staley Sport and Activity Calendars at the Greater Kansas City Schools Conference website. Access the website by going to <http://www.gkcsconference.org>. Find Staley on the right-hand side of

the screen under the Red Division. Once you select Staley, you will be directed to our page. See the "View Schedules" box on the right side of the screen to access all our athletic and activity schedules.

SPORTSMANSHIP

Improved sportsmanship at interscholastic events has become a point of emphasis nationwide. We value and appreciate good sportsmanship and hope that the adults of our school community will voluntarily observe the guidelines we have established for students.

The Missouri State High School Activities Association has listed and publicized five fundamentals of good sportsmanship.

The fundamentals are:

- Show respect for the opponent at all times.
- Show respect for the officials.
- Know, understand and appreciate the rules of the contest.
- Maintain self-control at all times.
- Recognize and appreciate skill in performance regardless of affiliation.

The following expectations have also been adopted to ensure appropriate sportsmanship.

Prohibited behaviors are:

- “Booing” or other unsportsmanlike acts.
- Derogatory, profane, obscene, or negative cheers/signs.
- Noisemakers.
- Passing of people over heads of crowd or other rowdy behavior.
- Negative or derogatory signs. Signs must be approved by an administrator.

STUDENT IDENTIFICATION CARDS (ID)

Similar to all Staley High School staff being required to wear their ID daily; all students will be required to carry their ID daily and to show upon request at all times. When all staff and students wear their ID, it gives everyone on campus an official capacity and it affirms everyone belongs here. The student ID will serve as a means of identification as well as allow students to use the Library Media Center materials, gain access to computer, lunch program, bus transportation and gain admittance to school activities with proper identifying stickers. The first ID is provided free but students will be charged \$5.00 for a replacement card. Go to the Technology Center for an ID replacement.

TRAFFIC LIGHTS

All of us must obey the traffic and pedestrian lights located at the intersection of Shoal Creek Parkway and Falcon Drive. Be prepared to stop on a blinking red light.

TRAFFIC PATTERNS

Parents should use the circle drive south of the school to drop off students in the morning and pick up in the afternoon. Student drivers should take Shoal Creek Parkway east and turn left on DAC Drive and enter the Student-Event Parking lot from the east.

VISITOR POLICY

Parents are encouraged to be actively involved in their child’s education. The North Kansas City Schools are committed to maintaining an instructional climate that is conducive to student success. In order to ensure student safety and to preserve the integrity of the instructional day, visitors are asked to schedule visits in advance and must check in at the Administrative Center using our Raptor School Check-in System. This will require the visitor to provide a state issued identification, driver’s license or other acceptable official photo identification. Visitors will be given a visitor badge at check-in that is to

be returned at the end of the visit in order to ensure an accurate account of who is in our building at all times.

Student visitors from other locations will not be allowed to visit during instructional time or at functions after school. No visitors will be allowed in the Great Hall during lunch. If, in the judgment of school administration, the visit is inappropriate, the visitor(s) will be asked to leave. We expect all visitors to act in a courteous and respectful manner.

WITHDRAWAL OF STUDENTS FROM SCHOOL

Students should get a Withdrawal/Transfer Form from the Registrar's office and take it to each teacher for his/her signature. The teacher should indicate the student's current grade, list any obligations and sign the form. The student returns the form to the Student Support Center. The registrar will facilitate the dropping of students.

STUDENT CONDUCT AND DISCIPLINE

To maintain the health, safety and well-being of all, Staley High School is routinely monitored with video surveillance and inspected by canine units.

The following guidelines describe the standards of student conduct and discipline for Staley High School to ensure a safe, orderly and purposeful school.

When School Rules Apply

The list of specific rules is not intended to be all-inclusive. Students will be subject to disciplinary action any time their behavior is disruptive, illegal or inconsiderate of others. Specific consequences will be assigned by the school administration. Rules apply at all times while students are:

- on or off campus and/or in proximity to campus.
- on school-sponsored field trips.
- on school buses, at school bus stops, and while traveling to or from school or school bus stops.
- at school-sponsored events and activities.
- at any other time and place that their conduct may affect the safety or well-being of other students or staff.

EXPECTATIONS FOR CLASSROOM BEHAVIOR

The classroom is certainly the most critical area of an educational institution, and teachers will insist that students' behavior and attitude in the classroom reflect the importance of the serious business of learning. More specifically, teachers will insist that students:

- arrive to class on time.
- are prepared for class, with all materials necessary for class that day.
- are attentive to the task at hand until dismissed by the teacher.
- show respect and consideration for others.
- demonstrate care and consideration for school property and the property of others.

Each teacher is able to establish the rules and procedures for his or her classroom. Classroom rules do not supersede building policy. Students are expected to observe rules and to respond promptly to the direction of their teachers.

ALCOHOL & DRUGS

The North Kansas City School District recognizes that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful to students. Violators will be referred to the police and will be suspended from school. Student athletes and activities participants will be subject to additional consequences per district eligibility policies. Staley High School is a Smoke and Drug Free Environment.

- ❖ **Tobacco** - Possession and/or use of tobacco products including electronic vapor devices on North Kansas City school property or at school-sponsored events are prohibited. Students violating this policy will receive school consequences.

BULLYING & HARASSMENT

In order to promote a safe learning environment for all students, North Kansas City Schools prohibits any form of hazing including, but not limited to, initiation rituals and harassment, bullying and student intimidation. In the North Kansas City Schools, hazing is unacceptable conduct and can result in disciplinary action.

“Bullying” means intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting of such acts. Bullying of students is prohibited on school property, at any school function, or on a school bus. “Cyberbullying” means bullying as defined in this subsection through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer.

Disciplinary action may include, but is not limited to, a student’s suspension or expulsion from school and removal from participation in activities.

CANINE UNITS IN CONJUNCTION WITH AREA LAW ENFORCEMENTS

To maintain the health, safety, and well-being of all, our campus is routinely inspected by Canine Units.

CELL PHONES

North Kansas City Schools Cell Phone Policies & Procedures

Purpose

At North Kansas City Schools, our goal is to create a warm, welcoming, safe, academically focused environment for students. Student cell phone use at school has been identified as a tremendous distraction to meeting that goal. And, with the deployment of district issued MacBooks, cell phones are unnecessary for academics throughout the school day. The building practice outlined below has been developed in coordination with NKC Board Policy [JG-R- Technology Misconduct](#). You may also

reference Board of Education Policies [EHB – Technology Usage](#) and [EHBA – Use of Personal Electronic Devices for Instructional Purposes](#) for more information.

Boundary

- ***From 7:43am-2:40pm, student cell phone use is prohibited*** during class time (Bell to bell).
 - Student cell phones may ***NOT be seen/heard/accessed*** for any reason during class time.
- If students bring cell phones to school, they must be concealed and secured in their locker or personal bag/backpack.
- **Cell phones can only be used before school, after school, during passing period, and lunch.**

What about Necessary Student/Family Communication?

- Guardians should **contact the front office to communicate messages** to students or families may **contact students through district email**. Students have frequent access to district email through their district issued MacBook.
- Our school has over 100 active landline phones that can be made available for necessary student communication.
- **Families** should ***NOT call, text, or video-conference*** students during class time.
 - In order to protect instructional time, please limit student contact/communication to only important/urgent messages
- Students will be able to check their message in-between classes, before and after school, and during their lunch period.

Consequences for Violations

Progressive consequences will accumulate per student, per year.

<i>1st Offense</i>	<i>2nd Offense</i>	<i>3rd Offense</i>	<i>4th and Beyond</i>
<ul style="list-style-type: none">• Confiscation• Parent Contact• Student Pickup	<ul style="list-style-type: none">• Confiscation• Parent Contact• <i>Parent Pickup</i>	<ul style="list-style-type: none">• Confiscation• Parent Contact• Detention• <i>Parent Pickup</i>	<ul style="list-style-type: none">• Confiscation• Parent Meeting• Suspension• <i>Parent Pickup</i>

*If student refuses to turn in their cell phone for a policy violation the student will be subject to further disciplinary action for insubordination, NOT for the cell phone violation.

DISCIPLINE GUIDELINES

Staley High School insists on establishing a tradition of high expectations for all students and adults. An excellent education requires that we have high expectations in all that we do at Staley High School. Good discipline is a characteristic of a positive educational experience.

The Administrative Team reserves the right to increase consequences based on the frequency or severity of the offense. No handbook can contain policies for every possible eventuality. Any action that would create an environment contrary to North Kansas City School's and Staley High School's Vision and Mission, will not be acceptable. If the action creates an environment in which learning is not the primary focus, discipline action will result. Students are expected to use "common sense" in making decisions about their behavior choices. Ensuring safe and respectful environments is a major goal of North Kansas City Schools. We believe every student and staff member is entitled to safety and respect.

DISRESPECTFUL OR DISRUPTIVE CONDUCT

Disrespectful or Disruptive Conduct is defined as verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

ELECTRONIC DEVICES

The use of electronic devices, including, but not limited to phones, radios, CD players, mp3 players, iPods, and portable/hand-held video, music and gaming devices are NOT allowed during classroom instructional time without specific teacher permission before hand. Portable music devices (iPods, mp3 players, etc.) are only allowed during passing periods and during lunch periods with one earpiece out.

FIGHTING

Fighting is strictly prohibited. Fighting is defined as the use of physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third degree.

GANG AND GANG RELATED ACTIVITIES

Student involvement in gangs or gang related activities are strictly prohibited. Student involvement in gangs or gang-related activities may be considered gross disobedience or misconduct. No student on or about school property or at any school activity:

- shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign, or other things which may be viewed as evidence of membership or affiliation in any gang. This includes any badge, symbol, or sign that may be present in a student's notebooks or other personal possession while on school grounds or school-related activity.
- shall commit any act or omission, or use any speech, either verbal or nonverbal (gestures, handshakes, etc.) showing membership or affiliation in a gang.
- shall use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity, including but not limited to:
 1. soliciting others for membership in any gangs;
 2. requesting any person to pay for protection or otherwise intimidating or threatening any person;
 3. committing any other illegal act or other violation of school district policies;
 4. inciting other students to act with physical violence upon any other person.

PERSONAL PROPERTY

Staley High School and The North Kansas City School District are not responsible for the recovery, reimbursement or replacement of lost, stolen, or damaged personal property. We strongly recommend that students leave valuable personal property at home. Students should not leave personal items unattended (i.e. purses, wallets, watches, jewelry, band equipment, credit cards, cash, checks, etc.).

PUBLIC DISPLAYS OF AFFECTION (PDA)

Students are expected to conduct themselves in an appropriate fashion. Public displays of affection (PDA) are not appropriate in a school setting. Failure to comply with this regulation could lead to disciplinary action.

SAFE SCHOOLS ACT

The State of Missouri is committed to addressing any student action or behavior that disrupts the teaching/learning process in schools. In May of 1996, the Missouri General Assembly passed House Bills 1301 and 1298, collectively known as the "Safe Schools Act." This law became effective August 28, 1996. The Safe Schools Act is a major effort to improve safety, security and student discipline in Missouri schools. NOTE: In many situations involving violence, weapons, and drugs, the Safe Schools Act requires administrators to notify police and the Superintendent of Schools.

SEARCH AND SEIZURE

School officials of the North Kansas City School District by law may search students, their lockers, book bags, purses, or automobiles when there is a factual basis or reasonable suspicion for the search. Staley High School works closely with the Clay County Sheriff's Department in conducting random searches for illegal substances on school property.

TARDY PROCEDURES

Regular and punctual school attendance is one of the most critical factors in a student's academic success. Punctuality is essential to promoting a learning environment that is free of classroom interruptions. Students are expected to arrive to school and all classes on time. A tardy will be recorded for each student who arrives after the official start time for each class. Students are required to monitor transition time between classes.

The following procedures will be used to record and document tardies:

- ❖ Any student who enters the classroom after the door closes will be considered tardy. Students who are running late due to another teacher still may be counted tardy at the discretion of the current classroom teacher.
- ❖ Teacher will give the student a verbal reminder and expectations on each tardy.
- ❖ Tardies will not be counted the first four days of each semester to allow for flexibility during schedule changes.

TARDY CONSEQUENCES

Tardies will reset each quarter. Tardies will be counted cumulatively for all blocks.

6th Tardy- 3 lunch detentions
10th Tardy- 1 Day of ISS or 4 afterschool detentions
14th Tardy – 2 days ISS

18th Tardy and beyond – cases from this point will be dealt with on an individual basis and further consequences will be assessed. Possibilities could include but are not limited to ISS, OSS, parent conferences, assigned security escort.

TRUANCY

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

You will be considered truant if you:

- Are more than five minutes late to class without permission from a staff member
- Leave school without signing out of the building.
- Are absent from school without prior permission from your parent.
- Are absent from class without permission.
- Obtain a pass to go to a certain place and do not report there or you report there more than five minutes late.
- Become ill and go home or stay in the school building instead of reporting to the Student Services Center.
- Cutting class.

Truancy will result in one or more of the following: administrative conference and parent contact, parent face to face meeting with student and parent, after school detention, block detention, ISS, OSS. For each truancy, the consequence will increase and build.

DISCIPLINARY CONSEQUENCES

DETENTION

A student is required to attend detention after school for violation of minor infractions. A student may be assigned multiple detentions, depending on the infraction. The Detention Monitor in our Night School Program will supervise students. After school detentions will be from 3:00 – 4:30 p.m.

BLOCK DETENTION (FOR ONE OR TWO BLOCKS AT A TIME)

A student is removed from their daily schedule but his/her work will be provided to them during school hours. An administrator may assign one (1), two (2) or three (3) Block Detentions for a student to serve. This is sometimes used as an intermediate alternative before giving a student a full day of ISS. Students will be supervised on campus in the in-school-suspension room.

LUNCH DETENTION

Students will lose the privilege of eating lunch in the café. Students will retrieve their lunch and report to a designated room for the duration of the shift.

LOSS OF PRIVILEGES

There are many privileges for students who attend Staley High School. These privileges are earned through appropriate behavior and attendance. These privileges may increase as a student matures.

When a student is issued a loss of privilege (LOP), he/she will be unable to utilize some or all of the privileges that are available. These privileges may include, but are not limited to, student parking, enrichment rewards, and attendance at, and/or participation in, extra-curricular activities. Students who lose lunchroom privileges will eat in a designated location. Students who do not comply with loss of privileges may be given additional days of LOP as well as detention, and/or suspension.

IN-SCHOOL SUSPENSION

A student is removed from their daily schedule but his/her work will be provided to them during school hours. An administrator may assign one (1) to ten (10) days of in-school suspension. Students will be supervised on campus in the in-school-suspension room.

OUT-OF-SCHOOL SUSPENSION

The primary purposes of suspension should be to temporarily remove the offender from the school community, assist in the rehabilitation of the offender, and to deter future disciplinary problems.

Recognizing that we are working with individuals, all cases must be considered separately and all factors weighed carefully. **Suspended students cannot attend school functions or be on school property while suspended.**

MAKE-UP WORK PROCEDURE FOR OSS STUDENTS

Make-up work during out of school suspension is allowed but is the responsibility of the student to secure. Students who are suspended out-of-school must secure work from each teacher via telephone, email, or Canvas (all teachers have voicemail and email accounts with the school) during OSS.

Suspended students must turn in their completed work the day they return to each class to obtain FULL credit for their work.

All students who are out-of-school suspended are encouraged to take each of their books home. It is essential that suspended students take responsibility for keeping up with missed work so they will not

fall further behind in their classes. It is understood that out-of-school suspensions may have detrimental effects on the academic standing of suspended students.

DUE PROCESS PROCEDURES FOR A SHORT-TERM SUSPENSION: (10 DAYS OR LESS)

- The student shall be given an opportunity to present his/her version of the incident before judgment is rendered.
- The student shall be given oral notice of the charges against him/her.
- If a student denies the charges, he/she shall be given an oral explanation of the facts forming the basis of the proposed suspension.
- On all out-of-school suspensions, the parent shall be contacted by telephone as soon as possible, and a follow-up letter listing the reasons for the suspension and the appeals procedure shall be mailed.
- In the event the student or parent believes the due process requirements of State Law 167.171 have not been followed or the punishment is unwarranted, they should contact the Director of Family and Student Services.

Section B – Secondary

District Information / 2024-2025



Contents

STRATEGIC PLAN 2

DISTRICT PROFILE 3

 Student and Parent Rights.....5

 Transfer Procedures6

 Voter Information7

 Inclement Weather and School Cancellations8

 Student Accident Insurance9

 Student Health.....9

 District Transportation 12

 Student Safety 17

 Asbestos Hazard Emergency Response Act 19

 Safe Schools Act – Acts of Violence 19

 Student Behavior and Accountability 22

 Food and Nutrition Services 25

ACADEMIC INFORMATION 27

 Instruction and Assessment..... 27

 Homework Philosophy and Guidelines 33

 Parent/Teacher Interactions 35

 Student Attendance and Accountability..... 35

 Technology..... 41

PARENTS AS TEACHERS..... 48

 Every Student Succeeds Act of 2015 (ESSA)..... 49

24-hour information

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



STRATEGIC PLAN

MISSION STATEMENT

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

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

OBJECTIVES

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

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

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

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

STRATEGIES

Strategy I:

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

Strategy II:

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

Strategy III:

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

Strategy IV:

We will serve to unify our community.

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



DISTRICT PROFILE

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

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

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

From birth, children in North Kansas City Schools can begin their path as learners through Parents As Teachers and district sponsored preschool programs. Students benefit from full-day kindergarten, gifted education, 5th grade strings, middle school extended-day programs, a summer enrichment program, and elementary before-and after-school childcare.

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

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

Board of Education – (816) 321-4361

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

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

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

Additional Contacts

District Telephone	(816) 321-5000
District Fax	(816) 321-5001
District Website/Resources	www.nkcschools.org
School Violence Hotline Number	(816) 472-4665 (4SCHOOL)

Equal Opportunity Statement

The North Kansas City School District No. 74, as an Equal Opportunity Employer, complies with applicable federal and state laws prohibiting discrimination. It is the policy of the North Kansas City School District not to discriminate in any term or condition of employment or of participation in any program or activity on the basis of race, color, national origin, age, sex or disability or other status protected by law. Any person having inquiries concerning compliance with the regulations implementing Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities

Act of 1990 (ADA), or Title IX of the Education Amendments of 1972, may contact Dr. Janelle Porterf, Assistant Superintendent of Compliance and Support, at 2000 NE 46th Street, Kansas City, Missouri 64116 (816-321-5000).

Nondiscrimination Statement

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

Dr. Janelle Porter
Assistant Superintendent of Student Services

Dr. Eric Johnson
Assistant Superintendent of Human Resources

2000 NE 46th Street, Kansas City, MO 64116

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

Student and Parent Rights

Diversity Statement

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

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

Anti- Harassment/Discrimination/Retaliation Policy

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

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

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

Sexual Harassment Policy

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

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

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

Public Concerns and Complaints

Parents need to discuss concerns with the teacher and/or principal first. If parents feel that these efforts have not resolved the issue, the District has a formal process for a parent to request a review of services. The Review of Services Form may be found by following the link:

<https://simbli.eboardsolutions.com/ePolicy/Policy.aspx?S=110&Sch=110&PC=KL&Z=P&revNo=1.11&srch=complaint&ktype=Any&encu=xa9jwu0EeqNJP1IMR8zErI2Eu9hM2yurtmPs7R4uWoGx8Ahi06plusLzAy8g1tPrKI2cq0QcCe9BGslshNaALXXJplusjW9RTEwCaPwzE4gyFfT7PTxUqsslsh2cN82pluskKslshOQBJosLqFo4slhgl4vRofnx68OZZP7J3cvPLYe0WeewUWBUBwMWCLwQG5Va7YA62t3slshDslshgeFh>

In-District Transfer Procedures

Students are expected to attend the school that serves the area of their residence. An exception may be granted, on a space-available basis, for reasons which meet the Board of Education policy. Parents need to complete a Transfer Request form annually. The form is electronic and can be found on the district website [Forms - North Kansas City School District \(nkcschools.org\)](https://www.nkcscschools.org/forms) and is reviewed by the Executive Director of Student of Student Services. As a general rule, parents must provide transportation for their children that attend a school approved by a transfer request.

Transfer Procedures

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

Parents' Rights to Records

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

Family Educational Rights and Privacy Act (FERPA)

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

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

Schools may also disclose, without consent, "directory" type information such as a student's name, date of birth, parents' names, grade level, honors and awards and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook or newspaper article) is left to the discretion of each school.

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

Visitor Policy

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

Smoking and Vaping Policy

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

Voter Information

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

Change of Address/Name

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

Absentee Voting Procedures

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

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

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

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

Inclement Weather and School Cancellations

School Cancellation Policy

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

Communication Channels:

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

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

Two-Hour Delayed Start Option:

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

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

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

Two-Hour Delayed Start:

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

Early Release or Cancellation:

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

If school is OPEN on a wintry day:

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

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

Student Accident Insurance

Accident Insurance

The school district has purchased a group accident insurance program covering all students, grades K-12. Students are covered by the accident policy while they are participating in school schedules; school supervised and school funded activities, during the regular school term. Students also are covered while they are traveling as a sponsored group in a school assigned car, bus or van operated by a licensed driver over the age of 21 to and from the school and to a covered event site. Individual travel is not covered by the policy. If students have other insurance coverage, a claim must be filed with that insurance source first. The district policy is designed to consider payment of eligible expenses not covered by other insurance sources. Questions regarding this policy should be addressed to L.E. Smith & Associates, Inc., PO Box 411216, St. Louis, MO 63141, or toll free 1-800325-1350.

Student Health

Requirements for Admission to School

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

The state requires the following immunizations:

Immunization	State Requirement
DTaP/DTP/DT/Td	4 doses, with the last one on or after the fourth birthday
Polio	3 doses, with the last one on or after the fourth birthday
Measles, Mumps, Rubella (MMR)	2 doses, one on or after the first birthday, second dose at least 4 weeks from first dose.
Hepatitis B	3 doses, given at ACIP recommended intervals
Varicella	2 doses, on or after the first birthday or verification signed by an MD or DO that the child has had the disease
Tdap	1 dose required before entering 8 th grade
MCV	1 dose required before entering 8 th grade 12 th grade: Two doses of MCV are required unless the first dose was administered to a student who was 16 years of age or older, in which case only one dose is required.

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

Student Health Examinations

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

General Health Guidelines

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

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

School Nurse and Health Room

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

The nurse duties include:

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

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

School Health Records

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

Medication Guidelines

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

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

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

Expired medications cannot be accepted.

The Medication Policy may be found here: [ADMINISTRATION OF MEDICATIONS TO STUDENTS](#)

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

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

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

Both the Prescription Medication Authorization and the Over-the-Counter Medication Authorization forms may be found here: [Health Services](#)

Students Staying Inside from Recess or Excused from PE

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

Emergency Medications

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

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

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

Criteria for Being Sent Home/Emergencies

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

Parents will be notified to pick up their child in the event of illness or serious injury. General criteria for sending an ill child home will be a temperature of 100.4 degrees, vomiting, diarrhea, severe coughing, and suspicion of a communicable disease or the inability to participate in normal classroom activity. Students may not return to school until symptom free for 24 hours, without medication.

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

Communicable Diseases

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

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

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

For further information, please refer to school district policies and regulations by following the link: Policy EBB [COMMUNICABLE DISEASES](#)

District Transportation

Free Transportation

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

Paid Transportation

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

Routing

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

- State regulations discourage the routing of school buses into dead-end streets and cul-de-sacs.

- Scheduled bus stop times are provided as a guide. Actual stop time may be up to five minutes earlier or later than the scheduled time under normal driving conditions. During inclement weather, the bus may be further delayed.
- Should a student's mode of transportation to and from school change, the parent should inform the school in writing.
- Only students enrolled in North Kansas City Schools, who are bus eligible, may ride the district buses. The district is not licensed by the state to transport adults. Parents may ride on district buses only while acting as chaperones on activity trips.
- For more information about bus schedules and routes, contact your school or Transportation Services at (816) 321-5007.

Special Education Routing

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

Definitions for Door to Door and Curb to Curb:

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

Assigned Bus Stops

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

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

1. These exceptions will be made only for students who are already authorized transportation. Students who are not authorized riders cannot be transported.
2. Written permission from the student's parent or guardian must be received and approved by the building principal-the student will be given a signed "Transportation Bus Pass" to present to the Driver upon boarding the bus.
3. The stop requested must be a designated stop on an existing route.

4. If the request involves the students' riding another bus, the request will be granted only if there is adequate room for the additional rider.
5. Special requests will be approved only for emergency childcare purposes. Permission will not be granted for transportation to jobs, scouts, parties, etc.

Walking Distances

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

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

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

Bus Regulations

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

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

Bus Behavior

Transportation is provided free for students living more than one mile from their attendance center. No student is required to ride the school bus in order to attend school. Riding the bus is a privilege, which is earned by obeying safety and behavior rules. Our first concern is safety. We provide supervision during the loading and unloading of buses and while students are on the buses, this is limited to some degree as drivers must be watchful of traffic and road conditions. While driving, a bus driver must rely on the

cooperation of students in order to maintain a safe and orderly bus. Thus, we depend on our students to practice responsible self-discipline while riding the buses. Each student is expected to conform to a reasonable standard of conduct that will not jeopardize fellow students, the driver, or the equipment. If a student chooses to misbehave or disobey bus rules, appropriate consequences will be administered which may include suspension of Transportation Services.

Bus Expectations (The Basics)

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

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

Bus Disciplinary Procedures

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

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

*Upon returning from any bus suspension, the administrator may require a conference with the student, parent, and Transportation Administration as a part of the conditions for restoring transportation privileges.”

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

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

Harassment on the School Bus

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

Bus Cameras

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

Damaged, Lost or Stolen Items

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

Special Services

Transportation service is available for students with disabilities. For information, contact Pupil Services at (816) 321-3848.

Student Safety

Safe and Respectful Schools

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

Urgent Communication

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

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

Emergency/Crisis Plan

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

Tornado Safety

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

Earthquake Safety

Information regarding earthquake safety procedures may be found by following the link:

<http://sema.dps.mo.gov/docs/earthquake/Schools.pdf>

Who May Pick Up Students from School

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

Change in Mode of Transportation

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

Drug Free Schools

The North Kansas City School District is concerned with the health, welfare, and safety of its students. Therefore, use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances, and imitation controlled substances is prohibited on any district property, in any district-owned vehicle or in any other district-approved vehicle used to transport students to and from school or district activities. This prohibition also applies to any district-sponsored or district-approved activity, event, or function, such as a field trip or athletic event, where students are under the supervision of the school district. The use, sale, transfer, or possession of drug-related paraphernalia is also prohibited. For further information, please refer to school district policies and regulations by following the link: Policy-JFCH

<https://simbli.eboardsolutions.com/ePolicy/Policy.aspx?S=110&Sch=110&PC=JFCH&Z=P&revNo=1.01&srch=drug&ktype=Exact&encu=xa9jwu0EeqNJP1IMR8zErI2Eu9hM2yurtmPs7R4uWoHCbyslshKIreadvE9AujLplusemFjpMOFK6wyKeQw3K1GsYvoU0kSMLZ9O86XGiYdcdMTkWtIQEFooWlwlfE2gjijiSumLSCFSsls hdxXlslshJY3QrOMrWmKReG5FIBDEWsvlvplusg5ifg=>

Drug Detection Dog

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

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



Extraordinary Educational
Experiences

Asbestos Hazard Emergency Response Act

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

AHERA regulations also require these buildings to be re-inspected every three years. The latest reinspection was completed in August 2016. A master copy of these re-inspections is available at the main Administrative Center, 2000 NE 46th Street, Kansas City, Missouri, and an individual copy specific to the building is available at each respective building.

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

Safe Schools Act – Acts of Violence

What is an Act of School Violence?

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

Reporting Acts of Violence

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

Reporting to Law Enforcement Officials

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

Removal of Students

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

Administrator Rights

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

Weapons in School

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

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

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

Mandatory Discipline for Weapons Violation

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

Bullying

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

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

Hazing

For purposes of this policy, hazing is defined as any willful activity, on or off school grounds, that recklessly, intentionally, or knowingly endangers the mental or physical health or safety of a student for the purposes of initiation or admission into or continued membership in any student organization. Hazing also includes activities that put another in a ridiculous, humiliating, or disconcerting position. Hazing occurs even when all students involved are willing participants.

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

Hazing Complaint Procedure

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

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

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

Recklessly Endangering Mental Health

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

Recklessly Endangering Physical Health or Safety

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

Delegation of Responsibility

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

Student Behavior and Accountability

Principles of Behavior

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

School Regulations/ School Expectations

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

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

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

Student Conduct

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

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

For further information click on the following Link: Policy JG

<https://simbli.eboardsolutions.com/ePolicy/Policy.aspx?S=110&Sch=110&PC=JG&Z=P&revNo=1.11&srch=discipline&ktype=Exact&encu=xa9jwu0EeqNJP1IMR8zErI2Eu9hM2yurtmPs7R4uWoEOBfqvmzKiojlsH5U2slsh2slshM9V88NmFE8qxWZD1XMr6pRvRtp0dx6SsT5Xndb7tllLrk01wzvn6rdLcQkeSsLVn2ldTvgovYQz4ge1eav7VKk29wJOxwcsld1zlp1vKkulgplusPmMH8xmVMsQoceU72pla0jZ>

Discipline Policy

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

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

Student Discipline Responsibility

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

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

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

Corporal Punishment

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

In-School Suspension

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

Student Suspension and Expulsion

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

Therefore, the administrative prerogative to exclude a student from school because of willful violation of school rules and regulations, willful conduct which materially or substantially disrupts the rights of others to an education, or willful conduct which endangers the student, other students, or the property of the school, is permitted, provided such action is taken in accordance with due process and with due regard for the welfare of both the student and the school.

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

Suspensions for More than 180 Days and Expulsions

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

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

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

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

Remedial Conference

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

Children with Disabilities

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

Food and Nutrition Services

Food and Nutrition Services

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

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

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

Parties/Treats

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

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

Board Policy ADF may be found here:

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

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

Special Diets/Food Allergies

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

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

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

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

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

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

Lunch Fees

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

USDA Nondiscrimination Statement:

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

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

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

Submit your completed form or letter to USDA by:

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

This institution is an equal opportunity provider.

ACADEMIC INFORMATION

Instruction and Assessment

High School Instructional Program

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

Human Sexuality Instruction

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

For further information please refer to district policies and regulations by following the link: Policy IGAEB <https://simbli.eboardsolutions.com/ePolicy/Policy.aspx?S=110&Sch=110&PC=IGAEB&Z=P&revNo=1.11&srch=sexuality&ktype=Exact&encu=xa9jwu0EeqNJP1IMR8zErI2Eu9hM2yurtmPs7R4uWoGGjTef44Fe0IFZlhp8siHml77y1xcwpplus6EwH2ovuEjEBslshDZvDmkWGPZMjh0v3eXIngjjw4KXmbGehxrAmYj06cyDIGfsAHHLnUa6o1slshzvGxirdj30hoR6wi0re0UrbHY8JGWvz2plusnDQg9nRcCp1oiG>

Textbooks & Supplies

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

Specially Trained Teachers

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

Field Trips

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

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

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

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

Progress Reports

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

PowerSchool Student-Parent Portal

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

A+ Schools Program

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

Benefits

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

A+ Program Requirements

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

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

Distinguished Achievement Program

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

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

Advanced Placement Courses

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

Dual Credit Courses

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

Honors Courses

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

eCAMPUS Fueled by Launch

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

International Baccalaureate Diploma Program (IBDP)

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

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

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

International Baccalaureate Diploma Program (IBCP)

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

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

Gold Medallion Honors Diploma

Requirements include:

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

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



Extraordinary Educational
Experiences

Diploma Options

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

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

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

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

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

Graduation Requirements

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

All students will be required to complete a service component

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

Service to Community Hours Requirements

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

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

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

Service to Community Hours General Guidelines

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

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

District Assessment

The district has a comprehensive testing program K-12. Results are used to provide feedback regarding individual student performance, inform instruction designed to meet student-learning needs, determine student placement in support programs, and evaluate district curriculum and educational programming. Assessment results are made available within fifteen days of receipt. Missouri Assessment Program (MAP) assessment results are sent home in the fall.

High school students are expected to complete the following assessments:

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

Middle School students are expected to complete the following assessments:

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

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

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

Progress Reports

Students receive progress reports four times per year. The purpose of these reports is to keep parents informed regarding a child's progress. **Parents are expected to sign and return the large envelope after each grading period.** Check the calendar on the inside cover of this handbook for specific distribution dates.

Promotion and Retention of Students

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

Extended Learning Time (XLT)

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

Homework Philosophy and Guidelines

Homework Objectives

Homework is an important part of a student's learning experience. It provides opportunities for students to practice skills and improve their understanding. It also provides additional time for students to complete work, conduct follow-up studies and develop good study habits.

In North Kansas City Schools, teachers assign homework to achieve the following objectives:

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

Responsibilities

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

Student Responsibilities

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

Parent/Guardian Responsibilities

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

Teacher Responsibilities

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

Counselor Responsibilities

- Provides support groups when necessary to assist students in developing good study habits and effective time management practices.
- Assists the building support team in monitoring students in need of assistance.
- Helps students establish realistic goals and provide necessary support.
- Offers study-skills groups for selected students when needed.

Principal Responsibilities

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

Time Allocation for High School Students

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

Parent/Teacher Interactions

Parent/Teacher Conferences

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

Contacting Teachers

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

Visits to Classrooms and District Events

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

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

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

Student visitors from other locations will not be allowed during school hours.

Student Attendance and Accountability

Attendance

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

Definitions:

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

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

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

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

Attendance Standards

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

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

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

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

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

Communication to Parents and Students

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

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

Consequences for Violations

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

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

Review/Appeal Process

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

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

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

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

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

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

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

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

Reporting Absences

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

Late to School Procedure

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

Early to Leave Procedure

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

Makeup Work Due to Absences

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

Planned Extended Absences

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

Textbooks and Supplies

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

Dress and Grooming

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

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

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

Public Notice for Parents of Students with Disabilities

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

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

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

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

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

Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) that reside in the district. This census must be compiled by December 1st of each year. This information is treated as confidential and must include: the name of the child; parent/legal guardian's name and address; birth date and age of the child; the child's disability; and the services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact the Director of Pupil Services, at (816)321-3848. This notice will be provided in native languages as appropriate.

Specially Trained Teachers

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

Field Trips

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

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

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

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

Reading/Senate Bill 319

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

IEP Information

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

Technology

Technology Usage

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

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

Definitions

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

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

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

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

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

Authorized Users

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

User Privacy

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

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

Technology Administration

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

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

Content Filtering and Monitoring

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

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

Closed Forum

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

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

Records Retention

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

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

Violations of Technology Usage Policies and Procedures

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

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

Damages

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

No Warranty/No Endorsement

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

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

Student Users

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

General Rules and Responsibilities

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

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

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

Electronic Devices

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

Cell Phones

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

In general, the following guidelines will be used:

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

Security and Unauthorized Access

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

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

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

Online Safety, Disclosure, Use and Dissemination of Personal Information

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

Electronic Mail (Email)

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

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

Exceptions

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

Waiver

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

Social Media Guidelines for Students

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

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

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

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

Social Media Guidelines for Parents

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



Extraordinary Educational
Experiences

Parents are asked to adhere to the following guidelines:

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

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

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

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

- T – Is it **TRUE**?
- H – Is it **HELPFUL**?
- I – Is it **INSPIRING**?
- N – Is it **NECESSARY**?
- K – Is it **KIND**?



Parents as Teachers

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

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

PAT supports families through

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

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

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

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

This guide explains how to file a complaint about any of the programs¹ that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)².

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
General Information 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed?	
Complaints filed with LEA 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)?	Complaints filed with the Department 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
Appeals 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)?	

1. What is a complaint?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

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

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

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

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

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

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

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

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

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

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

The following activities will occur in the investigation:

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

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

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

9. How will appeals to the Department be investigated?

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

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

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