NORTH
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LINDEN WEST

ELEMENTARY SCHOOL

2025-2026 FAMILY HANDBOOK

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

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Linden West Elementary School

Dear Linden West Families,

I would like to welcome you and your child to Linden West Elementary, where we strive to be responsible Cougars and make a positive difference by being respectful, safe, and kind.

The Linden West staff and I maintain the ideal that you, the parent, are your child's first and most valuable teacher. We look forward to becoming your partner in the education of your child. We very strongly believe in the school-home partnership and in working together to make the beginning of your child's academic career a rewarding and positive experience.

At Linden West, we recognize the importance of relationships in everything that we do each day, and we work to nurture relationships between our students, staff, families, and neighborhoods. Our dedicated educators have a common goal- to do what is best for students- and we are always looking for ways to achieve that goal.

This handbook has been prepared to provide you with general information about Linden West and North Kansas City School's policies and procedures. Please take time to read through it as the school year begins and keep it handy to reference throughout the school year. Always feel free to contact your classroom teacher or the office with any questions.

We ask that you pay close attention to the written communication your child brings home, as well as the email and phone messages that are sent out on a regular basis. These will serve as a line of communication regarding student progress as well as current events taking place within the school and district.

It is with great pleasure and honor that I serve as the principal of Linden West Elementary. I look forward to the exciting opportunities ahead, and on behalf of the Linden West staff, we thank you for the opportunity to learn and grow with your child during the 2025-2026 school year! May it be the best year yet!

Your partner in education,

Dr. Leah Roesgen

Linden West 2025-2026	All Settings	Bus	Café/ Breakfast & Lunch	Hallway	Playground	Restroom
Respectful (caring enough to consider how words and actions can impact others)	Follow directions the first time from any adult Use appropriate words and voice level Treat my surroundings and equipment the right way	Keep voice volume low Be prepared for my stop Listen to all directions on the bus	Use a quiet voice Listen to all adults in cafeteria	Walk with a level 0 voice Walk with my hands to my sides (KAHFOOTY) Walk on the blue lines Stay in line order Go straight to your location	Exit and enter the building using a level 0 voice Take turns Quickly return games and equipment to the cart Follow recess game expectations Use the equipment correctly	Use a whisper voice Clean up after myself Use restroom supplies appropriately
Safe (keeping yourself and others free from harm or danger)	KAHFOOTY (Keep All Hands Feet Other Objects to Yourself) Report problems to an adult Walk in the building at all times	Follow bus safety rules iPads remain in backpacks No food	Stay seated Hold tray with two hands Touch and eat only my food	Be where I am expected to be Walk on the right side of the hall Have a hall pass Hug iPad when transitioning	Stay in designated zone Stay in line until the class is at the zone Be aware of my peers around me Line up in line order when the whistle is blown and wait for teacher Sanitize hands after recess Hands and feet stay on the spinner	1 student in a stall at a time Turn off and keep water in the sink No materials in the restroom Go to the closest restroom
Kind (be friendly, considerate, generous)	Respond appropriately when addressed Use polite words Take turns and be patient	Pick up my belongings or trash before I leave	Clean up my area before leaving Food stays on the tray	Greet adults and peers using a silent wave	Check the Buddy Bench Invite others to play Use positive language Follow playground rules Be a good sport	Allow for the privacy of others Flush the toilet or urinal Wash your hands with soap and water

Updated July 2024

Linden West 2025-2026	Arrival/ Dismissal (Bus)	Arrival/ Dismissal (Car)	Assembly/ Presentations	Digital Citizenship	Drills
Respectful (caring enough to consider how words and actions can impact others)	Stay in assigned area until bus is called Use a quiet voice	Silent and listen for name Be prepared to get in or out my car	Silent voice Listen to speakers/adults	Have my Apple icon up when teacher is talking ("Apple's up") Only have iPad out when teacher asks Only use airdrop with adult permission No stickers on iPads and chargers Take good care of your iPad to keep it in good condition	Silent and ready to listen to directions Listen for name and respond appropriately
Safe (keeping yourself and others free from harm or danger)	Follow the adult directly to my bus/class Walk to and from the bus All materials in backpacks	Pay attention to adult's directions Walk to and from my car All materials in backpacks When cars are moving, feet are still	Sit on my pockets Remain seated in assigned spot until permission is given	Only share and view information that is **T**rue, **H**elpful, **I**nspiring, **N**ecessary and **K**ind (THINK) Only view teacher approved sites or apps	Immediately stop and follow teacher directions
Kind (be friendly, considerate, generous)	Give a friendly wave to say hello and goodbye	Say hello or goodbye politely	Applaud when appropriate Eyes on speaker	Keep my volume level low Report issues with iPads	Walk with my hands to my side (KAHFOOTY)

School Information
Being My Best At Linden West!

School Vision Statement
Linden West is a diverse and inclusive community of lifelong learners who are committed to fostering growth, empowerment, and academic as well as social and emotional achievement through compassionate family and community partnerships.

School Mission Statement
The mission of Linden West Elementary School, the heart of our community of caring partners, is to ensure that students, driven by confidence and self-motivation, will grow and thrive as agents of their own learning through differentiated learning experiences, strong relationships, and unity in diversity.

Cougar Pledge
At Linden West Elementary, I will be a responsible Cougar and make a positive difference by: being respectful, being safe, and being kind.

School Address
Linden West Elementary - 7333 N. Wyandotte- Gladstone, MO 64118

School Social Media
Website – Click Here
Facebook – Click Here
Instagram – Click Here

School Colors
Royal Blue and White

School Mascot
Cougars

Approximate Enrollment
500 students

School Hours
9:15 a.m. – 4:10 p.m.
(Breakfast is served from 9:00-9:15 a.m.)

Important Phone Numbers

School Office:	816-321-5130
School Fax:	816-321-5131
Attendance Line:	816-321-5132
Nurse:	816-321-5133
Counselor:	816-321-5130
School Resource Specialist:	816-321-5130

Family Engagement Policy

Linden West Elementary School
7333 N Wyandotte, Gladstone, MO 64118
816-321-5130
www.nkcschools.org/Domain/20

Parent, Student, & Teacher Compact
2025-2026

Linden West Elementary and the parents of students participating in Title 1 activities, services and programs, agree that this compact outlines how the entire school staff, the parents, and the students will share the responsibility for improved student academic achievement.

As Staff, we will:

- Provide a safe school and a positive learning environment while nurturing positive self-images
- Honor inclusion
- Provide instruction from our NKC curriculum and Missouri Learning Standards and assist parents with understanding standards
- Accept the individuality and uniqueness of each child
- Provide life skills that foster respect, safety, kindness, and overall responsibility
- Communicate effectively and build relationships with students, families, and the community
- Communicate with monthly newsletters to families
- Use the Seesaw app as the primary form of communication
- Provide support and resources for parents
- Be an advocate for each child
- Have fun and make learning enjoyable
- Respect differences and celebrate diversity
- Assist parents with understanding assessments, including the MAP test, progress monitoring and working with teachers
- Provide literacy and technology training to help students at home
- Be a champion for all students
- Coordinate with other programs to encourage/support parents in participating more with their child's education
- Ensure diversified learning experiences that celebrate personal growth and promote lifelong learning for all

As a Parent, I will:

- Communicate with our children and their teachers
- Be involved in school family involvement activities
- Support the children and the school staff
- Teach life skills such as respect and kindness
- Teach children to be independent
- Read with our children every night or as often as possible
- Encourage a healthy lifestyle
- Recognize the importance of life-long learning
- Discuss educational, family, and personal goals
- Assure that children attend school regularly and arrive on time
- Support and actively problem solve if needed with face-to-face or virtual learning
- Celebrate our children's successes with them

As a Student, I will:

Be Respectful. ***This means I will***:

- Respect others ideas the first time
- Listen to and follow directions
- Let adults be in charge
- Listen to my peers
- Have appropriate body language
- Use appropriate words and voice level
- Treat my surroundings and equipment the right way
- Use time wisely
- Respond to the silent signal the first time

Be Safe. ***This means I will:***

- Keep my hands and feet to myself
- Be where an adult tells me to be
- Use property and materials correctly
- Walk in the building at all times
- Report problems to an adult
- Keep my body calm

Be Kind. ***This means I will:***

- Use polite words
- Greet and thank others
- Listen to others
- Take turns
- Share
- Respond appropriately when addressed

To indicate your promise to fulfill your responsibilities as a staff member, student, or parent/guardian, please sign this form by August 29, 2025.

As a teacher, as a student or as a parent, I pledge to fulfill my responsibilities throughout the school year as listed in the "Parent, Student, & Teacher Compact" to ensure the success of my student:

_____

Print Student's Name

Parent Signature _____

Student Signature _____

Teachers Initials _____

Principal Signature _____

Linden West Staff 2025-26

Staff Name	Title
Dr. Leah Roesgen	Principal
Keyonia Cobbins	Assistant Principal
Anna Davis	Administrative Assistant
Andrea Suos	Office Clerk
John Morris	Counselor
Katie McCoy	Counselor
Andrea Kennedy	School Resource Specialist
Shir Palmon	School Psychologist
Jennifer Gates	Teaching and Learning Coach
Lisa Long	Nurse
Katie Kallenberger	Speech Language Pathologist
Catherine Holmes	Special Education Resource
Miranda Wolfgeher	Special Education Resource
	Special Education Resource
Jovanna Esmaeili	Special Education Resource Paraprofessional
Ranetta Bertoncino	Reading Specialist
Ashley Vaughn	Reading Specialist
Adrianne Clayton	Behavior Specialist
Beth Jaeger	ELL
Dominishe Clark	ELL Paraprofessional
Sarah Cline	Library Media Specialist
Lucie Garrett	Art
Maddy Beasley	Music
Dave Hershberger	Instrumental Music (5th)
Romelo Shannon	Health/PE
Reese McCune	Health/PE
Shelli Goodner	PreK
Stephany Webb	PreK
Arazu Salih	PreK Paraprofessional
Julie Hanley	PreK Paraprofessional
Mellonie Sharp	PreK Paraprofessional
Julia LeGate	Kindergarten
Mackenzie Decker	Kindergarten
Renee Robinson	Kindergarten
Sarah Madden	Kindergarten
Megan Fillpot	1st Grade
Caitlin Torres	1st Grade
Andrea Messenger	1st Grade
Mendy Wolf	1st Grade

Michelle Titus	2nd Grade
Allison Downing	2nd Grade
Kirstie Cox	2nd Grade
Katie Griffith	2nd Grade
Olivia Hunt	2nd Grade
Natalie Sueppel	3rd Grade
Amanda James	3rd Grade
Ashley Mays	3rd Grade
Isabella Jackson	3rd Grade
Nikki Halter	4th Grade
Jordyn Miller	4th Grade
Jennifer Zeigler	4th Grade
Dr. Sam Bungart	5th Grade
Taylor Mansfield	5th Grade
Sally Spieckermann	5th Grade
Cristi Hellums	Food Service Manager
Rachael McCool	Food Service – Production Specialist
	Food Service – Production Specialist
Dennis Falls	Facility Manager
David Wuthnow	Custodian
John Santa Guevara	Custodian
Katie Otterman	Clerk
Britnie Callahan	Clerk
Alexza Medina Soundararajan	Clerk
	Clerk
Molly Green	Adventure Club
Tabatha Piek	Adventure Club

Extraordinary Educational Experiences

North Kansas City Schools
Elementary School Supply List -- 2025-26 School Year

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

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

Water Bottles are Highly Encouraged for all Grade Levels

New student iPads require inexpensive size appropriate earbuds/headphones USB-C compatible

Linden West Policies and Procedures

Arrival and Dismissal Procedures
Our procedures are designed to help ensure the safety of each student upon their arrival to and dismissal from school. Please take a moment to review and/or familiarize yourself with the following information, which is vital to your child's safety.

PLEASE NOTE: Due to the location of our school, for everyone's safety, students are <u>not allowed</u> to ride bicycles, roller blades, or skateboards to school.

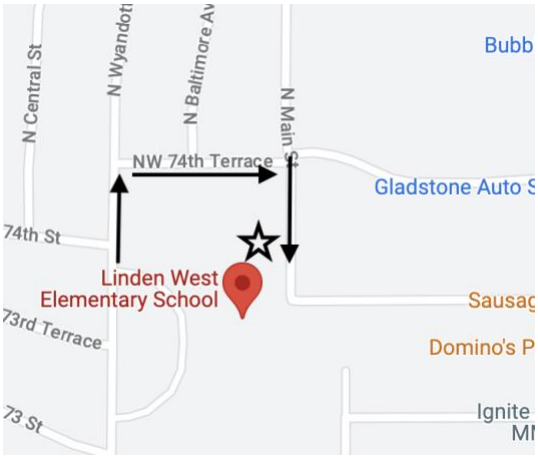
<u>General Notes</u>

- School begins at 9:15 a.m. each day. Students arriving after the 9:15 a.m. bell are considered tardy.
- Thank you for understanding that supervision **<u>IS NOT</u>** available prior to 9:00 a.m.
- Parents may escort their children to class <u>on the first day of school.</u> Kindergarten parents may escort their Kindergarten student to class on the first three days.
- Parents are asked to help their child develop confidence and responsibility by allowing him/her to walk to the classroom alone following the initial escorting period. There will always be staff available to gladly assist students in need.
- Parents should not plan on conferencing with the classroom teacher before school unless prior arrangements have been made with the teacher. Teachers are often performing pertinent tasks in preparation for the day or are supervising students who have arrived. Classroom door discussions are also not confidential. We truly do appreciate your desire to talk and want to partner with you. Please leave your child's teacher a message, send an email, or let the office know of your needs and teachers will contact you as soon as they can.

<u>Car Riders</u>

- Students who are car riders will be dropped off in the ***BACK*** of the building (north side of building near the gym entrance). **<u>Please do not utilize the bus loop between 8:40am-9:20 or 3:45pm-4:15</u>**.
- Please follow all Entrance and Exit signs and arrows in parking lots.
- Vehicles will form a **<u>single line</u> upon entering the back drive of the building (north side of building).** Access to the back drive may be gained by heading south on N. Main St. N. Main St. may be accessed by traveling east on NW 74th Terr. and turning right (south) towards the school. Please avoid stopping or parking in front of neighboring mailboxes or driveways.

Car Rider Line



- Students will need to remain in their vehicle with a parent/guardian until their designated time to arrive. Families are asked to remain in the car to help our unloading process continue

smoothly. If families need to visit the office, they may park and walk inside. Students are greeted and assisted by staff throughout the building, and they walk to classes independently.

- Always use extreme caution when loading and exiting the lot.
- Please do not drive around other cars in the pickup line.
- If your young children require assistance with car seats and seatbelts, please carefully pull forward to a parking spot after loading to allow other cars to proceed.
- At Back to School Night each family with car riders will be given two cards printed with the child(ren)'s name(s). One of these cards should be placed on the front side of the windshield. If your child is a car rider and you do not receive a name card by the end of the first week of school, please notify the office.
- Discuss pick-up procedures with your children. Teach them to make eye contact with a driver before walking in front of or behind a car. Help children learn to buckle themselves and maneuver doors.
  - Vehicles should pull as far up the loading lane as possible to allow for as many children to load as possible within the designated area.
  - Be aware of other vehicles unloading and loading in front and behind.
  - **Students will only be allowed to load/unload cars in the designated area** *{between the marked lines and/or cones}.*
  - All vehicles will need to remain in line until they are safely able to pull forward to the designated loading area and must remain in line until personnel signal to pull forward.
  - Please do not park your car or leave your car unattended, as this will impede the flow of traffic and cause unnecessary delays.
  - Vehicles **will not** be permitted to park in the back parking lot of the building at any time during arrival or dismissal times.
    - Parents needing to leave their vehicles to come inside for school business should plan to park in the *North lot* and arrive **before or after** the arrival or dismissal time frames.
  - Discuss pick-up procedures with students who ride with you. Teach them to make eye contact with a driver before walking in front of or behind a car.

<u>Walkers</u>

- Students who are walkers may enter the main doors in the front of the building or the gym doors in the back of the building. ***Please work with your child to determine the safest and most direct route from your home to school!***
- Walkers will be allowed to exit through either the front doors or the north gym doors, depending on their route.
- Note: For afternoon dismissal, all walkers will be dismissed after the departure of bus riders and cars in the pick-up line. This allows for traffic to clear prior to students being released.

Walker Safety:

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

<u>Bus Riders</u>

- All buses will load/unload in the *front* of the school building. No other vehicles will be allowed in this area during bus arrival and dismissal times. School personnel will supervise.

- Students must wear their backpacks with the Z-pass attached to promote safety. A Z-pass is a web-based system increasing student safety. Each child has a Z-pass attached to his/her backpack, which is detected electronically (time and location) as the child enters and exits the bus.
    - Lost/Damaged cards will be replaced at no charge the first time. There will be a fee for subsequent occurrences.
    - If a student changes their backpack, report to the office with the original Z-pass and new backpack to have it re-attached.

- Route information- if you have specific information regarding your child's route, bus, stop, etc., please contact the transportation department (321-5007).
- Expectations- Students are expected to follow school and bus expectations to ensure safety. Consequences include warnings, conferences, and bus suspensions will be put in place for students who do not follow the expectations and will increase with repeated offenses. Office referrals will be communicated with parents.

Bus Rider Safety:

1. Learn the bus safety rules.
2. Follow the bus drivers directions.
3. Be on time at your bus stop….not too early…not too late.
4. After the door is opened, get on the bus and immediately be seated in your assigned seat.
5. Sit quietly in your seat.
6. Keep hands and head inside the bus rather than out of the window.
7. Stay seated until the bus comes to a complete stop.
8. Move away from the bus quickly once you have exited the bus.
9. Stay clear of rear wheels of the bus.
10. Walk ten steps ahead of the bus and wait until the driver signals you to cross. Double check both ways before crossing the street.

If your schedule does not allow you to drop off your child(ren) during the times as indicated above, we ask that you contact School Age Child Care "Adventure Club" at 816-321-6100 to make before-school childcare arrangements.

Dismissal

The dismissal process begins at 4:10 p.m., beginning with car and bus riders. Walkers will be dismissed after the departure of bus riders and cars in the pick-up line. This allows for traffic to clear prior to students being released.

Adults checking students out of school before 4:10 p.m. must report to the office. The student will be called to the office after the adult arrives. To ensure the safety of our students, please have identification ready to show the office staff. For security reasons and to maximize the amount of instructional time provided to every student, *we cannot call the child to the office to be ready ahead of time*. Students arriving late or leaving early will be counted absent for that time and will not be eligible for perfect attendance. Teachers will not dismiss students to family members at the classroom. Students will be released only via office direction to the persons indicated on the enrollment form in Power School, after showing proper identification. Parents are asked to keep enrollment forms current with up-to-date lists of those allowed to pick up their child(ren).

Change in Student Dismissal Plans

Your child's welfare and safety are our primary concern.

- If there is a change in your child's dismissal plans ~ where/how they are to go home that day ~ a parent or guardian must notify the school office **by 3:30 pm.** Do not leave

messages for transportation changes on the office's voicemail or the attendance line. Please call the office directly at 816-321-5130.

- When/if you are aware of this change in advance, please share this information in writing (signed and dated by parent/guardian) and send to the office.

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

Attendance

Regular attendance and punctuality help students develop and maintain a good attitude toward school and relate positively toward school achievement. Tardiness and absences can be upsetting for students, disrupting their schedules, requiring readjustment to the class routine, and interfering with learning. ***It is important that your child attends school on time, every day. Families are urged to check the district academic calendar for scheduling vacations, doctor appointments, etc. during times when school is not in session.***

In the event of a late arrival to school (after 9:15 a.m.):

- Please pull into the main drive of building (located on the west side) and park in a Visitor's parking spot.
- Please walk your child into the lobby where you will be asked to sign your child in and provide a reason for the tardy. Students MUST be walked into the office when tardy. They will be given a pass to class.

In the event of an absence:

1. Please call the school Attendance Line (816-321-5132) to report your child's absence as soon as possible. If the school is not notified, parents/guardians will be contacted.
2. Keep your child home if they complain of a severe sore throat or headache, is vomiting, or has a temperature of 100 degrees of higher. Per district policy, your child's temperature must be normal (98.6 degrees or below) for 24 hours before returning to school.
3. Report absences due to contagious disease to the school health office so that precautionary measures may be taken for those who may have been exposed.
4. When students are too ill to remain in school, parents/guardians will be notified.

School attendance for school-age children is compulsory by Missouri law. State guidelines deem attendance rates of 95% or better as necessary for optimal learning. If attendance is below 93%, our school attendance team will work with your family to develop a plan for increased attendance.

Perfect attendance means a child is present every minute of every day (on time), regardless of the nature of an absence (i.e. Take your child to work day, verified illnesses, verified family emergencies, out of town).

Attendance is greatly valued at Linden West, and incentives will be offered in alignment with our building plan.

Behaviors/Discipline

Linden West utilized the PBIS model (**P**ositive **B**ehavior **I**ntervention **S**upports) for managing and supporting student behaviors. PBIS is a valued approach for improving the school climate of schools. This model is research-based and provides opportunities for recognizing students for positive choices;

maximizes opportunities for students to achieve expected outcomes; and is a supporting intervention program for students with high-risk problem behavior.

School-wide universals (expectations) are the common expectations for behavior in all areas of the school. At the beginning of each school year, students will be introduced to the school-wide behavior expectations. All students will be asked to sign and date the school-wide compact (see page 6-7). Parents and teachers are also asked to sign the compact acknowledging the behavior expectations and responsibilities for the year. Please see page 3 for our building behavior expectation matrix.

Linden West Expectations: Be Respectful; Be Safe; and Be Kind

- **Be Respectful**: This means I can listen to and follow directions the first time; let adults be in charge; listen to my peers; have appropriate body language; use appropriate words and voice level; treat my surroundings and equipment the right way; use time wisely; keep my body calm.

- **Be Safe:** This means I can keep my hands and feet to myself; be where an adult tells me to be; use property and materials correctly; walk in the building at all times; report problems to an adult.

- **Be Kind:** This means I can use polite words; respond appropriately when addressed; listen to others; take turns; share; respect others' ideas; help others to be a friend.

Philosophy

We, the staff of Linden West Elementary School, want to do everything possible to provide a safe and respectful learning environment for all students. Likewise, we believe that all students deserve to be treated with the utmost respect and dignity at all times; especially when they are experiencing difficulty within the school setting. Our goal, therefore, is to approach each situation with fairness and consistency, with the ultimate goal being to positively assist the student with his/her personal development.

Support Process

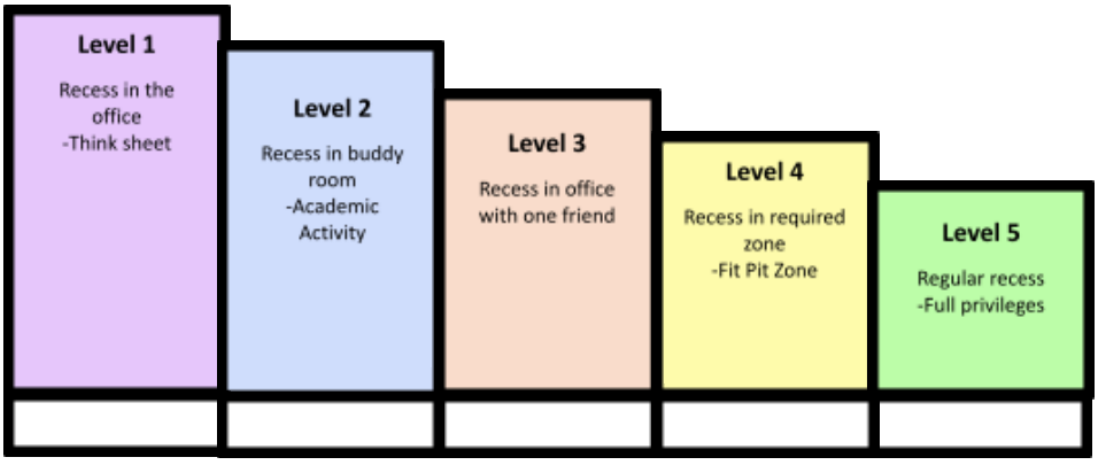
The expectation is that all students will follow the *Linden West Expectations (Universals):* be **Respectful**, be **Safe**, and be **Kind**.

The goal at Linden West is for each student to be SUCCESSFUL ~ both behaviorally and academically!

Leveled Recess and Lunch

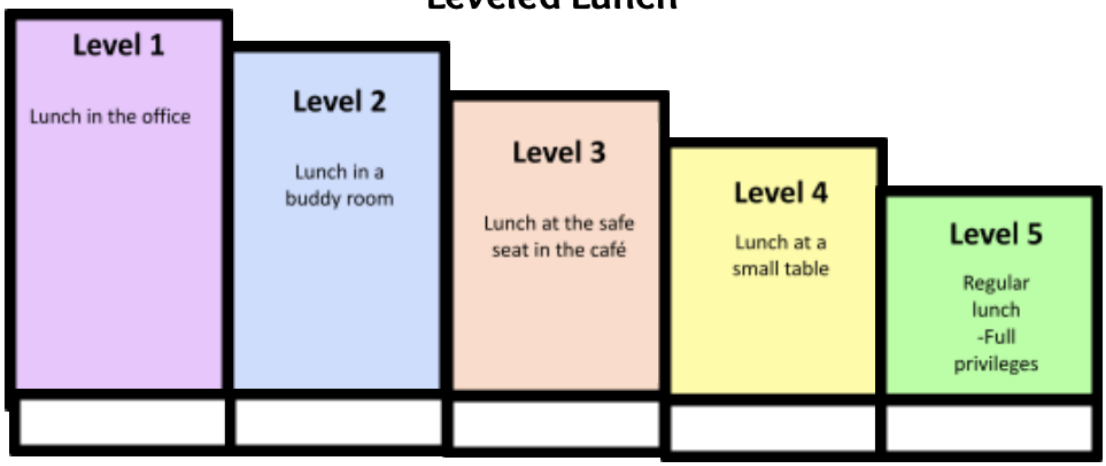
Linden West implements leveled recess and leveled lunch when students are not meeting expectations, along with our restorative processes. Please see the graphic below: Students will have to show responsibility at each level before gradually making their way back to full recess privileges.

Leveled Recess



A consequence for 1 major office referral on the playground will result in a student to work through a leveled recess starting at level 6. A student will progress through the levels daily when they meet our expectations of Respectful, Responsible, and Safe. A staff member will initial and date the box below the level when the student has demonstrated expectations and can move on to the next level.

Leveled Lunch



A consequence for a behavior that equals 3 minors per quarter or 1 major while at lunch will result in a student to work through a leveled lunch starting at level 5. A student will progress through the levels daily when they meet our expectations of Respectful, Responsible, and Safe. A staff member will initial and date the box below the level when the student has demonstrated expectations and can move on to the next level.

Birthdays

We believe it is important for the school to recognize our students on their birthday. However, for several reasons including increased food allergies, disrupting the instructional day and student equity, students are not allowed to bring treats from home for birthdays, going-away parties, or other personal events. Parents may consider the following birthday recognition if they wish:

- Donate a book to his/her classroom library. It must be an appropriate book for school use. It can be a book that characterizes your child as a person or simply a favorite book. You may place his/her name, birthday, and year donated in the front of the book. If bringing a book is not a possibility, students can donate $15.00 for a library book. Please check with our librarian.
- 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 (Food & Nutrition Services Website). Order your birthday treats two weeks in advance of your child's birthday from your cafeteria manager and the treats will be served at lunch.

Invitations: Personal invitations can be distributed, but ***only if*** invitations are given to ***every*** student in the class.

Breakfast and Lunch

Nutritious breakfasts and lunches are available daily to all students. Students wishing to eat breakfast may do so from 9:00 a.m. - 9:15 a.m. Students eating a school lunch will have a choice of two main dishes, Peanut Butter & Jelly Sandwich, or yogurt. Students wishing to bring a sack lunch may purchase milk. Meal prices appear on the monthly menu. Al a Carte menu items may be purchased at an additional cost ranging from $.50-$1.50 per item. **At the time of publication of this handbook, it is anticipated that all students will receive breakfast for FREE again in the 25-26 school year.**

Meal & Snack Prices 2025-2026

Lunch	Price
Elementary Student	$3.20
Secondary Student	$3.45
Employee/Visitor	$4.55
Extra Milk	$1.10

Breakfast	Price
Elementary Student	$1.85
Secondary Student	$1.90
Employee/Visitor	$2.55

We would like to ask your help by following these guidelines:

1. Help your child learn his/her district identification number.
2. When writing a check, write your child's name and identification number on the Memo line of the check.
3. Family members who wish to drop off lunch to students should bring it to the Office.
4. As a reminder, students are not allowed to take any open drinks or food from the lunchroom.
5. Caffeinated products are discouraged from being brought to school and/or being consumed during lunch time.
6. Food sharing or trading is not permitted in our cafeteria. Food allergies, health conditions, and social concerns are some of the reasons for this rule.

Allergies

If your child has food allergies, please contact our nurse, Lisa Long, at 321-4919. We also have designated seating available for students with allergies to ensure their safety and well-being.

Classroom teachers will inform you if your child will be allowed to have a snack during the school day and if there are allergies in the classroom. All student snacks that will be eaten in the classroom must be included on the list of approved items from the nurse's office and cannot include peanuts or nut-based snacks. The NKCSD school nurses refer to www.SnackSafely.com for ideas that are allergy aware. It is updated routinely, so the cover sheet will have an "expiration date". Always read the label to find current information about ingredients and manufactures processes.

We also have an allergen-free table in the café. These tables have a sign indicating its location along with a separate set of cleaning supplies to minimize cross contamination. Those students who choose to sit at this table are encouraged to invite a friend with whom to share lunch time. If your child will be eating with a classmate at the nut free table and brings a lunch from home, please be cognizant of what is in your child's lunch. Our lunchroom clerks also monitor this, but our students can be our first advocates for safety. The nut-free table will be cleaned after each lunch with a separate set of cleaning supplies specific for the table.

Lunchroom Charges:

- Any amount of money is welcome to be applied to your child's lunch account. Any "charge" is applied to the student's account.
- Ice cream and other ala carte items will not be sold to students who owe lunch money.
- Parents/guardians will be notified of charges.
- All lunch charges must be paid within 30 days of accrual.
- All final charges must be paid by the last day of school for the school year in which the charges were accrued.

Free and Reduced Application

- Free lunches are available for eligible families. Information is sent home the first of school each year. Applications may be made anytime throughout the year.
- **All families are strongly encouraged to complete the free and reduced lunch application each school year regardless of the financial status.** Inquiries are kept confidential.
- One application per year, per family.
- All charges that accrue *before* approval of the free and reduced lunch application must be paid as stated above.
- Visit this site for more information and to apply.
- Contact the school office at (816)-321-5130 for more information.

***** If any circumstances change with your income, please notify the school and we will be glad to give you a free/reduced lunch form to complete.*****

Visitors at Lunch

Parents and other contacts listed on the child's enrollment form in Power School are welcome to eat lunch with their children during their designated lunch section, following these guidelines.

- Please check availability and reserve a spot by going the Sign Up Genius that is shared via parent communication. Seating is limited.
- Please check in at the office and receive a visitor's badge and then proceed to the booths. You will need to provide a picture ID.
- Approved visitors will meet their child at the booth and depart from their child after the lunch section. Visitors may not go to the classroom, playground, or other building areas before or after their child's designated lunch section.

- When joining your child for lunch, you and only your child may sit at the designated table. Students who have lunch visitors will NOT be able to invite friends for special setting, food, drink, trinkets, etc.
- *Please observe the assigned lunch period* so that your child will return with their classmates to their learning environment on time.
- All visitors are asked to follow the school and cafeteria procedures and additional staff direction.
- Do not share food with students other than your own child.
- Do not plan to set up for a "party" i.e. no balloons, flowers, gifts.
- Due to changes of schedule and shorten lunch times, we ask that parents not visit for lunch on early release or field trip days. Lunch with your student will open the second week of the school year, and close before the last two weeks of the school year.

Change of Contact Information

Due to safety reasons and for optimal parental contact, it is essential that the office have current enrollment information. Please notify the office (321-5130) of any changes in addresses or telephone numbers at home or work.

Choices

A specially trained officer from the Clay County Sherriff's Office teaches this program to 5th grade students. Choices teaches about substance abuse, drugs, gangs, and how to withstand negative peer pressure.

Communication Between Home and School

It is our belief at Linden West that the best education for our children occurs when parents and teachers work together. Open communication is a vital link between home and school. You can assist in the communication process by:

- Registering for a Seesaw account with the classroom teacher, as this will be the primary form of communication with families.
- Reading all notices sent home from school.
- Calling the teacher, sending a note, or e-mailing when questions or problems arise.
- Attending conferences, programs, open houses, curriculum nights, PTA meetings, etc.
- Reading the school newsletter closely when it is sent home via email (biweekly).
- Checking the district and school websites on a regular basis.
- Keeping the school notified when addresses, phone numbers, and/or email addresses change.

The classroom teacher is available for a conference with parents by appointment. Conferences will be arranged whenever the parent or the teacher perceives a need as well as during fall parent/ teacher conferences. To protect instructional time a parent may request to visit the classroom or a conference by contacting the teacher either by note, phone call, or email *at least a day in advance*. A parent may request a conference by contacting the teacher either by note, phone call, or email.

Collaboration – Teachers & Families

We believe that every Linden West staff member has your child's best interest in mind, and an attitude of collaboration and teamwork benefits all parties, but most importantly, your student.

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

- It is helpful when leaving messages or emailing us that you include your child's first and last name, and a brief message about the issue. This allows us to be more prepared for the conversation when it occurs and save both of us time in the long run.
- When your child tells you something that you feel needs further clarification such as homework, assignments, actions in the room taken by the teacher, etc., please contact your child's teacher first and discuss the situation with him/her. You can do this by email, in writing, or over the phone. If he/she is not available at the time of your call, leave a message for the teacher to return the call. Please allow the teacher 48 hours to respond to your request. The teacher often has only one planning period in a day and may have already had it that day before you make contact. During this period, they could have a meeting, papers to copy, papers to grade, test to prepare, lesson plans to change or finalize, etc. They may not be able to communicate with you immediately, so please be patient and they will get back with you.
- If the issue or question involves the functioning of the building, discipline issue occurring in the office or you have already contacted the teacher and feel that you did not get satisfactory results, please contact the principal. This too can be done by email, phone or in writing. Please do not expect a return response until the end of the school day, as this when the administrative staff has an opportunity to respond to phone messages and emails.

Cougar Scholars

Cougar Scholars will be recognized and celebrated quarterly at a grade level community celebration.

Counseling

Your child's class will have lessons with the school counselor alternating with library lessons. A specific curriculum is taught. Students may also be seen individually or in small groups. Our school counselor is available to conference with parents. Parents are encouraged to consider the school counselor a resource to discuss study habits, behavior issues, changes in family structure, or other life events that we all experience.

Curriculum

Each child is an individual with unique experiences, interests, and skills. Children learn at different rates and in different ways. North Kansas City Schools provides teachers with curriculum to assist in planning learning to meet each child's needs. These district-provided instructional practices align with the standards and expectations set forth by Missouri's Department of Elementary and Secondary Education and the Missouri Learning Standards. To learn more about your child's curriculum, visit the Balanced Literacy Explanation, Math Computations Strategies, or select your child's grade level in the district Parent Guide to the grade card.

Linden West's annual Parent Orientation/Curriculum Night is scheduled on an evening within the first 30 days of school. It provides an opportunity for information to be shared about curriculum, instruction, and classroom procedures. The faculty shares information about goals and how they will work to achieve them. The program is for parents and teachers only—programs suitable for extended family and friends are scheduled later in the year.

Differentiated Learning

Teachers at Linden West utilize a variety of means of instruction to help students learn. Research-based teaching practices allow classroom teachers to support varied learning needs. One-on-one and small group practices along with variations of assignments, resources, and materials can provide students with the additional support or enrichment they need without leaving the classroom. Special programs are available for students who qualify and are typically reserved for those who are not making consistent progress over time within the structures of the regular classroom.

Dress and Grooming

Students should be appropriately dressed and groomed each day for the school environment. Proper clothing should be provided for each student's participation in the total school program. ***This includes clothing suited for outdoor play as well as gym shoes with rubber soles for the PE classes.*** Tennis shoes with wheels are NOT allowed at school. In order to promote life long-learning students are encouraged to dress for success each day.

Please see Section B under "Dress and Grooming" in this handbook for more specific information on appropriate dress for the school environment.

Emergency Drills

The North Kansas City District is committed to ensuring safe schools. At Linden West we have preventative security measures in place if an emergency arises. We have a Crisis Response Plan and all staff members are expected to follow this plan.

Emergency Drills are an important and required aspect of our School Crisis Plan and are conducted throughout the year to provide opportunities for our staff and students to feel confident about emergency and crisis procedures.

Fire drills are conducted monthly, tornado drills will be conducted at least twice each year, and lockdown drills are conducted at least four times each school year with the support of the Clay County Sheriff's department. All staff participate in annual Active Shooter Training and provide information and procedures to students that support crisis response and safety.

In the event of an actual crisis, the safety of our students is our first priority. We will work primarily with local law enforcement and emergency personnel and our District leadership and will communicate information as timely and effectively as we can through District Communication tools. All parents wishing to check their students out will be directed to follow a formal checkpoint to maximize security and our ability to account for each student. We will ensure safe conditions and require proper identification before releasing students.

Encore Classes

Students at Linden West participate in a variety of instruction outside the home classroom. These include visual arts, music, physical education, library, and health. Fifth grade students are offered optional instrumental music instruction (with string instruments). Each student participates in all physical education activities unless he/ she is excused in writing by the parent. Requests beyond three days require a doctor's excuse. Students should wear or bring gym shoes to class.

Field Trips

All Linden West students will have the opportunity to attend a minimum of one field trip per school year. Our goal is to extend learning beyond the classroom and align field trips with curriculum to enhance learning. Parent permission is required before a student may participate in a field trip.

Important considerations for parent chaperones:

- Field trip volunteer space is often limited based on venue space, the outside program's restrictions, or other parameters. This typically means there are more parents who desire or are available to attend than available slots.
- Watch for information from the school regarding field trip chaperone needs and details regarding chaperone selection and parameters.
- Parents attending field trips should not bring other siblings.
- Parents attending field trips should plan on assisting with other students and duties assigned by school personnel.
- All students should ride to and from the destination with their class. Parents should not plan on transporting their own child to or from the trip. Parents should not plan on checking students out from the field trip. This equates to releasing them from school, impacting attendance and requiring administrative approval. If parents feel they have an extenuating circumstance, they must notify and seek approval from administration prior to the field trip. This will impact attendance. Exceptions will be rare.
- Parents will pay their own way and provide their own transportation.
- For optimal student safety, teachers may only utilize screened volunteers. ALL field trip chaperones must scan their ID on the Raptor device located in the school office to receive clearance on the day of the trip. This system performs a background check and will print off a photo-ID badge to permit the volunteer to proceed to the event or desired location in the school for that day. Each visit/field trip/event requires a new badge.

Homework

We encourage students to complete the following amount of age-appropriate time of homework nightly. This should be a balance of reading and math, and individual needs should be taken into consideration when communicating with families how much they should be spending on one versus another. For example, one child may be served best by using their entire nightly time reading, while another student may need to do half reading half math, etc. We work to communicate the expectation and suggestion for specific needs based on child's academic needs with families.

o Kindergarten and 1st grade- 10 minutes/night
o 2nd grade- 20 minutes/night
o 3rd, 4th, and 5th grades- 30 minutes/night

• Students should not be penalized for not returning or completing homework, either with a consequence (missing recess) or by assigning grades or points of any type. However, grade level teams should consider offering a consistent incentive (Dojo points) for any homework that is completed. 1st-5th grade Eureka Math2 Apply pages from the weekly lessons should be sent home regularly. However, families should have a clear understanding that these are used as just one option to support the literacy/math balance of nightly homework, and that these are not all expected to be completed and returned. Grade levels can also provide additional systems to motivate students, and for students and families to track homework completion (example- choice boards, reading logs, etc).

• Parents will often request homework when a child is ill. If this is something you prefer, please coordinate with the teacher and we will leave assignments for your pickup in the office.

Items Prohibited at School/Bus

Only those articles that are used for educational purposes should be brought to school. Items that may be distracting from the educational process or the safety and well-being of others must be kept at home. The school provides playground equipment therefore students should not bring personal

play equipment to school without direction from the classroom teacher. Students are not allowed to sell or trade items at school. **Students should not bring any toys, electronic devices, collector cards, or other expensive items to school.** (See the Personal Electronics and Cell Phones section for specific restrictions).

It is also extremely important that your child does not bring anything from home that can be used as, or looks like, a weapon. As part of the Safe Schools Act, there are serious consequences for bringing weapons (guns, pocket or other knives, and any dangerous object), or any device or toy that looks like a weapon.

If students bring things that don't belong at school, these items will be kept in the office until a parent or guardian comes to school to pick them up. Please be advised that unclaimed items will be donated or disposed of on the last day of the 2025-2026 school year.

Lost and Found

Students should have their name written in individual jackets, sweaters, coats, hats, gloves, scarves, bags, backpacks, lunchboxes, and other personal belongings. A container of lost and found items is maintained at school. Please have your child check the lost and found for items on a regular basis. Items remaining in the lost and found at the end of each semester will be donated.

Newsletters and School Information

Each month you will receive a newsletter from your child's homeroom and encore teachers for grade level or classroom-specific information which may be dispersed electronically or in hard copy form depending on the teacher.
Linden West's website is updated regularly. We ask that all families check the website for updated information at least weekly.
"The Cougar Chronicles" is sent to parents via e-mail every other Friday with school-wide information. In addition, hard copies of fliers and notes are occasionally distributed. It is important to regularly check e-mail and backpacks for current, pertinent information.
From time to time, information may also be communicated via our School Messenger system that includes options for mass voice calls, texts, and e-mails. Make sure School Messenger information is kept up to date if e-mail addresses or phone numbers change.

Parent Teacher Association (PTA)

A very active PTA supports and sponsors many programs and activities at Linden West. We strongly encourage every parent to become involved! PTA provides many opportunities for students to participate in field trips, cultural arts activities, school programs, and celebrations, to name a few. For PTA to provide these fun learning opportunities, we need your support. Your PTA individual membership gives you the privilege of voting at general PTA meetings and shows your support of Linden West.
Our PTA Officers for the year are:

President: Jovanna Esmaeili
VP Fundraising: Thay Vazquez
Treasurer: Kristen Sager
Secretary: Katie Otterman

<u>25-26 PTA Meetings</u>
All meetings will be held in the Linden West Library at 5:30pm. Free childcare is available.

Tuesday, September 2
Wednesday, November 5
Tuesday, March 3
Tuesday, May 5

Parent Teacher Conferences

We are eager to share student activities and projects with family members. In order to ensure student safety and preserve the integrity of the instructional school day, visitors should not go beyond the office during the regular school day unless arrangements have been made. Please contact the teacher in advance to schedule a visit that will not interfere with the instructional program.

Our goal is to protect instructional time. Please do not interrupt classes or ask us to interrupt classes. If you are delivering forgotten lunches, homework assignments, or musical instruments please let the office staff know and your child can retrieve their item during a convenient, non-teaching time.

Many opportunities are available to parents throughout the school year so all parents will have a chance to tour the building and see the results of activities that take place each day.

All visitors are required to report to the Main Office upon arrival. For the safety of our students all visitors will be required to show a photo ID. All visitors are required to check in at the office upon arrival, sign in, and pick up a visitors' "badge" to wear while in the school.

School staff members are instructed that email is not confidential. We ask that parents share confidential information about students in a confidential format.

Conferences will be held when teachers can assure that students' privacy rights will be respected. Do not engage in a teacher conference when the teacher is supervising or instructing students or in public areas of the school.

Many children have multiple and/or separated caregivers and guardians. To respect the time of all the parties and to be certain that all parties be given the same information, we ask that all parties including separated or divorced parents agree to a time that is suitable to the teacher's schedule at which they can meet jointly as a unified team, rather than conduct separate conferences.

Parties/Treats

The Linden West PTA sponsors classroom parties each year. Please see the school website and calendar for more details on school activities and events. ***To ensure appropriate supervision of Linden West students during classroom parties and/or events, siblings not of school age (preschoolers and/or younger siblings) should not attend parties when parents are assisting.***

Please notify the school nurse and your child's teacher if your child has any special dietary or health issues concerning food and/or party treats.

In an effort to prevent dangerous situations due to the many allergies and medical needs, and in compliance with the District Policy ADF , all foods and beverages provided and available to students during the school day must meet the U.S. Department of Agriculture (USDA) Smart Snack Guidelines. This includes, but is not limited to, foods and beverages provided or made available to students for celebrations, classroom parties and birthdays, regardless of the source of the food.

Teachers may wish to coordinate additional events with curricular ties throughout the year. If requested, all food and drink provided are restricted to commercially pre-packaged items that require no food handling. No homemade items. This restriction is to protect parties from unintentional problems or false accusations, as well as the students.

No food restrictions will be made for PTA meetings and other school-wide events that occur outside the classroom and are voluntarily attended.

The office will announce each student's birthday during morning announcements and giving them a birthday pencil. Parents should not send treats or trinkets for birthdays, going away parties, etc.

Please do not have gifts delivered OR bring items to school such as balloons and flowers. Since instruction will not be interrupted for mid-day delivery and these items are not allowed on the bus, please reserve family gifts, balloons, flowers, etc. for after school.

In an effort to be sensitive to all students, we will not permit the distribution of invitations to home parties at school unless invitations are issued to all children in the class.

We believe it is important for the school to recognize our students on their birthday. However, for several reasons, including increased food allergies, disrupting the instructional day, and student equity, students are not allowed to bring treats from home for birthdays, going away parties, or other personal events. This safety measure is per District guidelines and leaves no room for flexibility. Parents may consider the following birthday recognition if they wish:

- Donate a book to his/her student's classroom library. It must be a book appropriate for classroom use. It can be a book that characterizes your child as a person or simply a favorite book. You may place his/her name, birthday, and year donated in front of the book.
- Students can donate $15 for a library book. Please check with our library media specialist, Sarah Cline.
- Communicate with our café manager, Cristi Hellums (321-6668) about purchasing birthday treats for your student's class while they are in the café during their regularly-scheduled lunch time.

SAGE

North Kansas City Schools provides gifted education services to students who qualify based on state and district standards. The SAGE program serves Kindergarten through 12th grade and is a program for the 3 to 5% of students identified as being academically gifted. The classes meet one day a week at the Northland Innovation Center (6889 N. Oak Trafficway). The students are transported by bus from their home school.

Seesaw

Seesaw will be utilized by teachers as an online digital portfolio solution and/or parent communication. Seesaw gives parents a personalized window into their child's school day.

Special Deliveries

Balloons, flowers, and gifts ***should not*** be brought or delivered to school. Transportation does not allow balloons or other items that cannot fit on a child's lap to be brought on the bus. We appreciate the judgment of all parents in making decisions that have a positive impact on all students at Linden West.

Spirit Wear

PTA works with families to provide opportunities for parents to purchase Linden West Spirit Wear for their children. We encourage all students to wear their Cougar Pride to school and anytime that you are out in the community. *Go Cougars!*

Student Family Information

Please notify the school office when student contact information changes, including but not limited to: home address, home phone number, cell phone number, work phone number, email address, name and place of parents' employment, or those numbers listed as emergency contacts. It is important for your child's safety that school personnel are aware of all changes. Parents/guardians may also be notified via district calling system in the event of emergencies, early dismissals, etc.

Volunteers/YouthFriends

Linden West welcomes volunteers to be involved in the school. A volunteer's time and expertise are valuable in helping our students and teachers. Parent volunteers supporting school-wide events (i.e. classroom parties, carnival, programs, events, etc.) must check in at the school office upon arrival to sign in and receive visitor's sticker.

District policy requires volunteers must participate in YouthFriend training in order to work in the classroom directly with students (small groups, individually, etc.) or to supervise small groups of students on field trips. Those interested in becoming a volunteer YouthFriend to work regularly with students at Linden West may contact the school or district office.

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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

NORTH
KANSAS CITY
SCHOOLS
est. 1913

DISTRICT PROFILE

Known for innovation and excellence, North Kansas City Schools serves nearly 22,000 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, the University of Missouri-Kansas City Early College Academy, and the Collegiate Nursing Academy, William Jewell College Early College Academy)and AP courses. Students also can elect to participate in highly specialized studies through International Baccalaureate or the International Baccalaureate Career-related 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 our College & Career Pathways, a foundational approach that shapes how our high schools are structured. These pathways ensure that every student has access to rigorous coursework, Career & Technical Education, work-based learning opportunities, and essential student supports, guiding 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

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Dr. Daniel Wartick	Member	daniel.wartick@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).

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 Porter, 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=xa9jwu0EeqNJP1lMR8zErI2Eu9hM2yurtmPs7R4uWoGx8Ahi06plusLzAy8g1tPrKI2cq0QcCe9BGslshNaALXXJplusjW9RTEwCaPwzE4gyFfT7PTxUqsslsh2cN82pluskKslshOQBJosLqFo4slhgl4vRofnx68OZZP7J3cvPLye0WeewUWBUBwMWCLwQG5Va7YA62t3slshDslshgeFh

In-District Transfer Procedures

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

Transfer Procedures

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

Parents' Rights to Records

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

Family Educational Rights and Privacy Act (FERPA)

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

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

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

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

The FERPA Form may be found by following the link: FERPA Release Form

Visitor Policy

All visitors are required to report to the Main Office upon arrival at school and check-in using our Visitor Aware 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. To ensure student and staff safety, it is imperative all visitors be checked in through the Visitor Aware 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.
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.

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.

Recess or outdoor classes during Extreme Temperatures

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

School Age Child Care

Adventure Club

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

Student Accident Insurance

Accident Insurance

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

Student Health

General Health Guidelines

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

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

School Nurse and Health Room

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

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

Enrollment Requirements

Requirements for Admission to School

Students must reside in the district, meet the age requirement, and have proper immunizations to enroll in school. Students entering kindergarten must be five by August 1, and first graders must be six by August 1 of the year they are entering the respective grade.

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 8th grade
MCV	1 dose required before entering 8th grade 12th 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 attend until they are in compliance with immunizations, properly exempted, or current with an "in progress" schedule.

Student Health Examinations

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

District Transportation

Free Transportation

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

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 with transportation is a related service and 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 Accessible by Bus) bus stop locations will be approved by Transportation, as defined by DESE guidelines, prior to routing being completed.

Definitions for Curb to Curb and Door to Door:

- 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.
- 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.

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

Transportation is provided free for students living more than one mile from their attendance center. 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

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 school buildings are equipped with secure entry points. Exterior intercom cameras are utilized to verbally and visually screen all visitors during school hours.

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=xa9jwu0EeqNJP1lMR8zErI2Eu9hM2yurtmPs7R4uWoHCbyslshKIreadvE9AujLplusemFjpMOFK6wyKeQw3K1GsYvoU0kSMLZ9O86XGiYdcdMTkWtlQEFOoWIwlfE2gjijiSumLSCFSslshdxXIslshJY3QrOMrWmKReG5FIBDEWsvIvplusg5ifg=

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; including parking lots.
- 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.

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.

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 504/IEP 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

The 8 Effective Teaching and Learning Practices (ETLPs) for PBIS:

1. **Classroom Expectations & Rules** - Develop and teach classroom expectations and rules and establish a system to consistently teach and reinforce these expectations and rules.
2. **Classroom Procedures & Routines** - Develop and teach efficient and effective classroom procedures, which when taught to fluency become routines that all students can follow.
3. **Encouraging Expected Behavior** - Use positive, specific feedback mirroring a schoolwide recognition system within the classroom environment to encourage expected behavior.
4. **Discouraging Unexpected Behavior** - Use a proactive approach to discipline that includes both indirect and direct strategies to discourage unexpected behavior.
5. **Active Supervision** - Systematic monitoring and interaction with students throughout the classroom
6. **Opportunities to Respond** - Providing frequent chances for student participation and engagement
7. **Task Difficulty** - Matching instructional tasks to student skill levels
8. **Academic Engagement** - Maintaining high levels of student involvement in learning activities

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=xa9jwu0EeqNJP1lMR8zErI2Eu9hM2yurtmPs7R4uWoEOBfqvmzKiojslshU52slsh2slshM9V88NmFE8qxWZD1XMr6pRvRtp0dx6SsT5Xndb7tIlLrk01wzvn6rdLcQkeSsLVn2ldTvgovYQz4ge1eav7VKk29wJOxwcslshd1zlpIvKkuIgplusPmMH8xmVMSqoceU72pla0jZ

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 support and encourage positive behavior. A safe and respectful learning environment is accomplished by working together.

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 on a 504/IEP, 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.

Reentry 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 who qualify for special education services and/or 504 plan 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.

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, or a religions exemption, please complete the Medical Statement for Students Requiring Special Meals. USDA regulation 7 CFR Part 15b requires a statement signed by a licensed physician and a parent's signature to allow any changes or substitutions to the standard school meal. Only a Physician (M.D or D.O), Physician Assistant, Assistant Physician, or Nurse Practitioner 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.

The Medical Statement for Students Requiring Special Meals Forms may be found by following the link: https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:314b6051-aad1-4a39-b82e-84a535764136

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 that allergies be removed with an email, or a written statement signed by the parent/guardian.

Lunch Fees

Elementary:	**Secondary:**	**Adult/Teacher:**	Milk $.70
Breakfast $1.85	Breakfast $1.90	Breakfast $2.55	
Lunch $3.20	Lunch $3.45	Lunch $4.55	

USDA Nondiscrimination Statement:

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

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

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

Submit your completed form or letter to USDA by:

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

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

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

This institution is an equal opportunity provider.

ACADEMIC INFORMATION

Instruction and Assessment

The Elementary Academic Program

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

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

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

District Assessment

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

- Kindergarten through eighth grade students participate in performance assessments, reading level assessments, as well as reading and math comprehension and skill tests.
- English Language Learners participate in the state WiDA/ACCESS language fluency assessments mid-year.
- The **MAP (Missouri Assessment Program)** MAP Grade Level Assessments are augmented norm referenced tests delivered annually each spring for students in Grade 3-8. District accreditation is partially based on these scores.
- The state Physical Fitness assessments.
- District Benchmark Assessment in various content areas.

Progress Reports

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

Early Intervention

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

also refer students to the team. Contact your child's teacher, counselor or the school principal if you believe your child is not making satisfactory progress.

Student Placement

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

Promotion and Retention of Students

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

Summer School

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

Middle School Academic Program

The basic Middle School instructional program in sixth through eighth grades consists of communication arts (reading, writing, speaking, and listening), math, science, and social studies, and electives. Technology is used as an instructional resource as well as a tool to access information. Additionally, computers will be used in a classroom or lab setting for a variety of instructional activities. See the **North Kansas City Schools Transitional Academic Guide (TAG)** for detailed information regarding course offerings by following the link: MS TAG

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=xa9jwu0EeqNJP1lMR8zErI2Eu9hM2yurtmPs7R4uWoGGjTef44Fe0IFZIhp8siHmI77y1xcwpplus6EwH2ovuEjEBslshDZvDmkWGpZMjh0v3eXlngjjw4KXmbGehxrAmYj06cyDlGfsAHHLnUa6o1slshzvGxirdj30hoR6wi0re0UrbHY8JGWvz2plusnDQg9nRcCp1oiG

Textbooks & Supplies

The district will provide necessary textbooks. 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 available 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.

High School Academic Program

The High School Instruction 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: HS CPEGs

A+ Schools Program
See HS CPEGs

Distinguished Achievement Program
See HS CPEGs

Advanced Placement Courses
See HS CPEGs

Dual Credit Courses
See HS CPEGs

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.

Early College Academy
See HS CPEGs

eCAMPUS Fueled by Launch
See HS CPEGs

International Baccalaureate Diploma Program (IBDP)
See HS CPEGs

International Baccalaureate Diploma Program (IBCP)
See HS CPEGs

Gold Medallion Honors Diploma
See HS CPEGs

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.

The **Missouri Options Program** is an alternative pathway for high school students who are at least 17 years old and at risk of not graduating on time. It allows eligible students to earn a high school diploma by demonstrating mastery through assessments like the HiSET (formerly GED) while still receiving instruction in essential subjects. The program includes work-based learning, life skills, and academic support to help students transition successfully to employment, college, or vocational training. It is designed to keep students engaged and reduce dropout rates.

North Kansas City Schools Alternative Programs offer a flexible, accelerated learning environment for students needing an alternative to traditional high school. Certified teachers teach content courses and lead group activities focused on social-emotional learning, coping skills, and self-advocacy. The program provides holistic support, connects families with community services, and helps students plan for life after graduation. Students are supported in their career exploration through trips and on-site speakers. Alternative program has their own graduation ceremony. Cohort seniors have the opportunity also walk in graduation with home high school if they chose.

Graduation Requirements

Paths to Graduation					
DIPLOMA OPTIONS:	***Career/College Readiness***	***Gold Medallion***	***AP Capstone***	***IBDP***	***IBCP***
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		
AP RESEARCH			1		
THEORY OF KNOWLEDGE				2	
PERSONAL AND PROFESSIONAL SKILLS					2
CAREER RELATED STUDY					2-4
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

See HS CPEGs

Service to Community Hours General Guidelines

See HS CPEGs

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
- CCR Exams; ACT, ASVAB, ACU Placer, WorkKeys, SAT
- All English Language Learners participate in the state WiDA ACCESS language fluency assessments mid-year

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 each fall. 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 request a third-party

observation must complete and submit the 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. 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.

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. 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.

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, intellectual disability, 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.

Reading/Senate Bill 681

Section 167.645, RSMo, states "At the beginning of the school year, each school district shall provide a Reading Success Plan (RSP) to any student who: (1) Exhibits a substantial deficiency in reading which creates a barrier to the child's progress learning to read. The identification of such deficiency may be based upon the most recent assessments or teacher observation; or (2) Has been identified as being at risk of dyslexia in the statewide dyslexia screening or has a formal diagnosis of dyslexia."
Students who have an Individual Education Plan (IEP) that includes reading goals aligned with the area(s) of their Specific Reading Disability may not require an RSP. Students with an English language proficiency level below 2.0 on the WIDA Screener or ACCESS are also exempt.
LEAs are required to notify parents/guardians of a substantial reading deficiency and the implementation of an RSP. In addition, LEAs should offer a plan that includes suggestions for regular parent-guided reading at home. Regular communication with parents to provide progress update details must be provided for any K-3 student who has an RSP. An initial notification must be in writing for any student with an RSP, with at least three additional updates including an end-of-year report of the student's results on the state-approved reading assessment. Engaging families meaningfully and early about students' reading achievement progress contributes to student success.

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 devices 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 Personal Communication Device (EPCD)

The state legislature passed SB68 which requires all school districts in Missouri to develop and adopt a policy restricting the use of cell phones and other personal electronic devices during school hours. The Board of Education approved a districtwide cell phone policy to ensure compliance with the new legislation.

Beginning this fall, cell phones and other personal electronic devices (such as earbuds and smartwatches) will not be permitted to be used during school hours.

Prior to the law's passage, NKC Schools also administered a survey to gather insight from our students, families and staff about our cell phone practices and to better understand potential areas of concern this change would bring. The state law and district policy allow for phone use before and after school, and individual needs, such as medical requirements or accommodations, will be honored. Students will continue to be provided district devices for any communication or technology needs during class. Families can also reach their student by contacting their school office, and students will have access to

school phones if an urgent need arises. In the event of an emergency, students would be allowed to use their phones to contact family members.

We understand this will be a change for many of our families and students, and we appreciate your support as we work to comply with this new state law. As the new year approaches, look for more detailed information to come from your school.

The policy applies to all electronic personal communication devices (EPCDs), including but not limited to:

- Cell phones
- Smartwatches and wearable devices
- Headphones, earbuds, AirPods, or similar accessories
- Personal tablets and laptops
- Audio/video recorders or media players

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).

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. Pleas e 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 Course Access Program (MOCAP)

The Missouri Course Access Program (MOCAP) is in the process of developing a catalog of virtual online courses for students. Students will be able to take an entire course from any Internet-connected computer, available 24 hours a day, seven days a week. MOCAP's mission is to offer Missouri students equal access to a wide range of high-quality courses, flexibility in scheduling, and interactive online learning that is neither time nor place dependent. The Missouri Department of Elementary and Secondary Education (DESE) and the State Board of Education oversee administration and quality assurance activities such as related content and delivery of courses.

Missouri-certified teachers facilitate MOCAP courses. MOCAP provides Missouri students with equal access to a wide range of coursework, anywhere, any time. MOCAP allows Missouri to:

- Expand the range of courses and opportunities offered to students
- Offer courses for students where there are no qualified teachers to teach the course
- Offer students a course not offered by their school district
- Provide courses for students who have schedules that prevent them from taking a course when it is offered
- Present high quality instruction to students who are in alternative education settings or on home and hospital instruction
- Provide additional support and extended time to students who failed to achieve in regular courses
- Provide equity across programs and school in the quality of instruction MOCAP offers “any time, any place” learning for Missouri students

Learn more at https://mocap.mo.gov/.

Missouri Department of Elementary and Secondary Education

Every Student Succeeds Act of 2015 (ESSA)

COMPLAINT PROCEDURES

This guide explains how to file a complaint about any of the programs[1] 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
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Complaints filed with the Department
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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* Revised 4/17
[2] *In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C)*

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

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

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

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

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

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

The following activities will occur in the investigation:

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

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

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

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

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

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

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