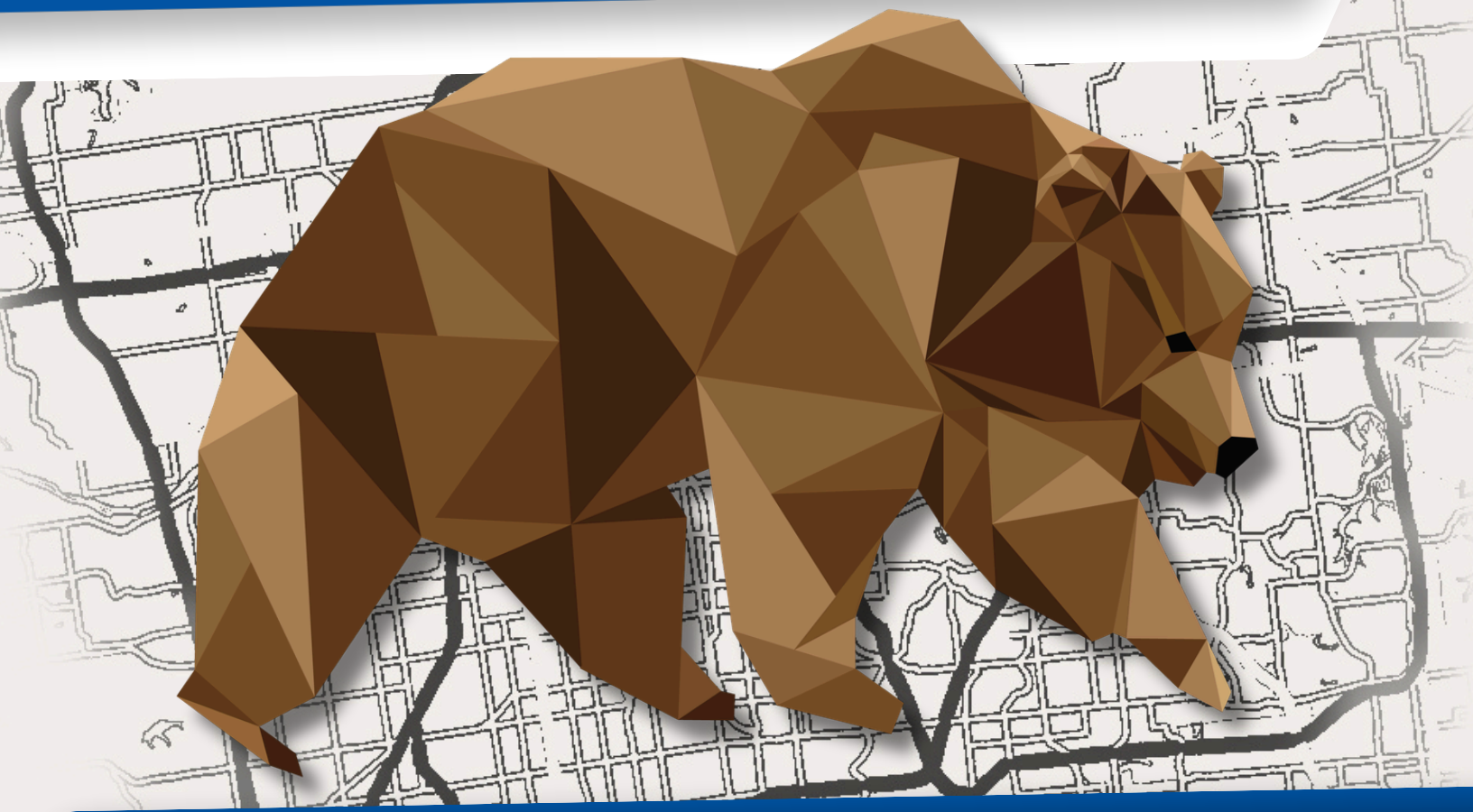
2026–2027

Briarcliff Elementary

Parent Handbook



NORTH KANSAS CITY SCHOOLS
est. 1913

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

Section A

Briarcliff Elementary School Information | 2026-2027

Welcome Message …… 2

School Information ……3

School Programs & Procedures …….5

Staff Contact List …… 25

BRIARCLIFF
Elementary School
4100 N Briarcliff Road • Kansas City, MO 64116
(816) 321-5030 • fax (816) 321-5031
www.nkcschools.org/bres

Extraordinary Educational Experiences
North Kansas City Schools

Dear Briarcliff Families,

I would like to welcome you and your student to Briarcliff for the 2026-2027 school year. I am looking forward to learning more about this amazing community and getting to know each of our students and families.

At Briarcliff, our team is committed to providing high levels of learning for all students and partnering with families to help each student learn and grow. We value this partnership between home and school because we know that it has a positive impact on students' experiences and development.

To support this partnership, we will ensure consistent communication between home and school. Please check your email for the weekly Briarcliff Newsletter which will include important dates and events for the week ahead. This will be sent out via Parent Square. More information about this new parent communication platform is included in the following handbook. Each teacher will also share a weekly newsletter outlining the week's learning and experiences.

We invite you to be an active part of our school community. Consider joining our PTO, volunteering as a Youth Friend, attending evening events, and celebrating grade-level milestones with us.

This handbook serves as a valuable resource outlining Briarcliff's and North Kansas City Schools' policies and procedures. Please review it carefully and refer to it throughout the school year. While some details may evolve, our office team is always here to help answer your questions.

On behalf of the entire Briarcliff team, thank you for partnering with us and entrusting us with your child's education. We look forward to a year filled with learning, growth, achievement, and memorable experiences for every student.

Sincerely,

Amanda Desa, Interim Principal

Briarcliff Elementary School

HOME OF THE BEARS

School Address:

4100 N Briarcliff Road

Kansas City, MO 64116

School Colors:

Blue & White

School Hours:

Office Hours: 8:15 AM - 4:45 PM

School Hours: 9:15 AM - 4:10 PM

Breakfast: 8:55 - 9:10 AM

Doors open: 9:00 AM

School Mascot:

Honey Bear

School Mission:

Our mission is to create a culturally affirming community that nurtures strong relationships, through authentic learning experiences, which help empower confident, lifelong learners.

School Pledge:

As a Briarcliff Bear, I will be a learner, exercise safety, act responsibly, and respect myself and others. I am proud to be a bear.

School Website:

Website

Important Phone Numbers:

Front Office: Sarah Healy 816-321-5030

School Fax: 816-321-5131

Nurse: Stephanie Lockler 816-321-5638

Counselor: Kenan Booe 816-321-5638

ELL: Anne Gordon 816-321-5822

School Community Resource Specialist: Danita Palma 816-321-6827

Principal: Amanda Desa 816-321-5862

Assistant Principal: Nikki Halter 816-321-6871

Extraordinary Educational Experiences

North Kansas City Schools
Elementary School Supply List
2026-27 School Year

KINDERGARTEN	
Backpack, full size, no wheels	1 Markers, washable, thick, classic colors, 8 pack
2 Composition notebooks, wide-rule, marble cover	1 Scissors, 5" blunt
3 Folders, w/pockets & prongs, assorted solid colors	1 School box, plastic 8x5x2
2 Crayons, 24 pack	2 Kleenex tissue boxes
2 Pencils #2, 12 pack	1 Inexpensive youth size headphones
	2 Glue sticks
1st GRADE	
Backpack, full size, no wheels	1 Markers, washable, thick, classic colors, 8 pack
2 Composition notebooks, wide-rule, marble cover	1 Scissors, 5" pointed
4 Folders, w/pockets & prongs, assorted solid colors	1 School box, plastic 8x5x2
2 Crayons, 24 pack	2 Kleenex tissue boxes
2 Pencils #2, 12 pack	1 Inexpensive youth size headphones
	2 Glue sticks
2nd GRADE	
Backpack, full size, no wheels	1 Markers, washable, thick, classic colors, 8 pack
4 Composition notebooks, wide-rule, marble cover	1 Scissors, 5" pointed
4 Folders, w/pockets & prongs, assorted solid colors	1 School box, plastic 8x5x2
1 Crayons, 24 pack	2 Kleenex tissue boxes
2 Pencils #2, 12 pack	1 Inexpensive youth size headphones
	2 Glue sticks
3rd GRADE	
Backpack, full size, no wheels	1 Pencil bag, 3-ring, zipper
1 Binder, 1" 3-ring, hardback	1 School box, plastic 8x5x2
4 Composition notebooks, wide-rule, marble cover	2 Pencils #2, 12 pack
5 Folders, w/pockets & prongs, assorted solid colors	2 Kleenex tissue boxes
1 Scissors, 5" pointed	1 Inexpensive youth size earbuds/headphones
	2 Glue sticks
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
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
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 for iPad use
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

School Programs & Procedures

Address or Phone Number Changes
Due to safety reasons and for optimal parental contact, it is essential that the office have current enrollment information. Please notify the office of any changes in addresses or telephone numbers at home or work.

Adventure Club - School Age Child Care (SACC)
Adventure Club, also known as School Age Child Care (SACC), is a district-sponsored before- and after-school program available at all NKC Schools elementary sites, including Briarcliff. This structured, on-site program is led by trained staff and offers a safe, engaging environment for students outside of regular school hours.

Adventure Club operates from 6:30 AM until the start of school and resumes at dismissal until 6:00 PM and is held in the Briarcliff Honeycomb. There is a fee associated with the program, and families must register through the NKC Schools SACC office.

For more information about enrollment and pricing, please contact the SACC office at 816-321-5017 or visit the Adventure Club website.

Arrival and Dismissal Procedures
Safety is our top priority during the busy times of arrival and dismissal. The procedures below help us ensure the safety of all students and require the cooperation of all involved.

Arrival Procedures
Our instructional school day is from 9:15 AM - 4:10 PM Students will be allowed to enter the building at 9:00 AM If your student is eating breakfast, they will be allowed in the building at 8:55 AM. It is unsafe for students to arrive prior to this time as we do not have school personnel on duty to supervise students.

Bus Riders- Bus riders will be dropped off on the playground blacktop loop. Please ensure you discuss with your student bus safety before boarding the bus, during transport, and disembarking the bus. If you have specific questions regarding your student's bus, route, stop, etc. please contact the transportation department at 816-321-5007.

Car Riders- Families of car riders should remain in their cars and follow the car rider line into the south driveway. Each car will pull up, and students may exit the car at the designated sidewalk area once the car is fully stopped.

Walkers- When arriving as a walker, students will enter at the front entrance.

Bicycle Riders- Bicycle riders will ride on the sidewalk and cross the drive with a staff member supervising. They will park and lock their bike on the bike rack in front of the school.

Dismissal Procedures

Students who are leaving school early will need to be signed out in the office by a parent or guardian. If another individual is to pick up the child from school and is not listed as an emergency contact, the office must receive notification from the parent or guardian in advance, and the guest must provide a photo ID. Dismissal will begin at 4:10 PM. Changes in normal transportation routines need to be reported to the office before 3:30 PM each day.

Bus Riders- Bus riders will stage in the gym and will board the bus on the playground blacktop loop.

Car Riders- Cars must use the south entrance to enter the car line. Drivers are asked to remain on Briarcliff Road until a staff member motions drivers into the parking lot. Staff will ask for the name of the student being picked up and assign a cone color for you to park at and load your student.

Families of car riders should remain in their cars. Please use extreme caution when loading and exiting the lot. If your young student requires assistance with car seats, please carefully pull forward after loading to allow for other cars to proceed. If possible, please arrange car seats and siblings so that students can enter cars through the passenger side of the car and avoid the danger of cars on the driver side.

4-5 cars will be loaded at a time, with the first car aligned by the bike rack. As cars pull up to these spots, a staff member will call the student to their car. Please do not drive around other cars in the pick-up line as this can create dangerous situations.

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.

Walkers- Walkers will be dismissed outside the cafeteria doors on the north side of the building. Students will be walked across the drive and down the sidewalk to the corner of Briarcliff Road and the driveway exit. Students will use the crosswalks and wait for the staff member to allow them to cross.

Bicycle Riders- Bicycle riders will be dismissed outside the cafeteria doors on the north side of the building. Students will be walked across the drive to get their bicycles and will ride them on the sidewalk.

Attendance

Regular school attendance is an important part of a student's education and is essential for student success. Each day builds on the last, and missing school can create gaps in understanding and routine. While we understand that some important appointments or events must be scheduled during the school day, we ask that families prioritize attendance whenever possible. If your child will be tardy or absent, please follow the guidelines and procedures below so we can best support their learning:

- A student who arrives after 9:15 AM is tardy and must check in through the office, with a parent/guardian, for an admittance slip to class. If your child was seen by a medical professional, please send the doctor's note with your child upon returning to school.
- When your child is absent due to illness, appointments, or vacation, please call the school to report your student's absence before 9:15 AM at 816-321-5030. If the school is not notified, parents will be contacted.
- Keep your child home if he/she complains of severe sore throat or headache, vomiting, or has a temperature of 100.4 degrees or higher. Be sure the temperature is normal for 24 hours before your child returns to school.
- Report absences due to a contagious disease to the school health office so that precautionary measures may be taken for those who may have been exposed.
- When students are too ill to remain in school, parents will be notified.

Students will be recognized and celebrated for excellent attendance each quarter. If attendance is below 90%, our school attendance team will work with your family to develop a plan for increased attendance. Student attendance percentages/status is as follows:

Attendance Percentage	*Attendance Status*
97% - 100%	Excellent
94% - 97%	Satisfactory
91% - 94%	Marginal
90% and below	Unsatisfactory

Behavior Expectations

At Briarcliff, we believe a strong school community begins with a culture that supports all areas of learning—including behavior and social-emotional development. We teach universal expectations that help students connect with character traits and understand consistent practices across our school community. These expectations are explicitly taught and reinforced to ensure all students learn skills and strategies they can apply in different settings.

Briarcliff implements a schoolwide Positive Behavior Interventions & Supports System (PBIS), a nationally recognized framework that emphasizes proactive strategies to define, teach, and support appropriate student behavior. The goal is to create a positive climate where responsible, respectful, and safe behavior is the norm and to help students develop ownership for behaviors.

At Briarcliff, we emphasize behavior expectations around 4 core beliefs: **B**e a learner, **E**xercise safety, **A**ct responsibly, and **R**espect myself and others. Students are explicitly taught the behavioral expectations associated with these core beliefs in specific areas of the school. Briarcliff's school-wide behavioral expectations are in the form of a matrix where the different school areas are listed, and the appropriate behaviors associated with the core values are defined. A copy of the matrix has been provided on page 9 of this handbook.

Each day students reinforce our core beliefs through this school pledge:

"As a Briarcliff Bear, I will **B**e a learner, **E**xercise safety, **A**ct responsibly, and **R**espect myself and others. I am proud to be a bear."

Our staff is committed to helping each student understand the impact of their choices and supporting their growth in a respectful and inclusive way. Briarcliff staff notice and name positive behaviors in students through awarding 'Bear Bucks' to individuals. Students then turn these into the teacher who turns them into points. The points can be used to "purchase" items from the treasure box, a classroom experience, or they can save their points to earn a monthly experience.

Classes are encouraged to establish expectations that align with these universal behavior expectations. Each class that meets these expectations can earn "Class Bears." Once 15 "Class Bears" have been earned, the class earns a celebration. Celebrations may include, but are not limited to, pajama parties, hat days, lunch in the classroom, lunch with the principal, etc.

Weekly: Teachers will recognize students who exemplify one of the seven Portrait of a Graduate competencies (Adaptability, Communication, Collaboration, Empathy, Integrity, Learner, and Problem Solving) through their words, actions, and contributions to our school community. Each student will receive a Portrait of a Graduate bracelet labeled with the specific competency. A photo feature in our weekly family newsletter, celebrating their accomplishment with our larger school community.

Monthly: During monthly assemblies, students will be nominated by their teacher for showing positive behavior and by exhibiting Portrait of a Graduate competencies. Students will receive a certificate and a POG bracelet. Pictures will be shared in the school newsletter.

Behavior Intervention & Support

At Briarcliff, when student behavior interferes with safety or learning, staff respond with logical consequences and supportive strategies to help students learn and grow. Teachers will communicate with families when behaviors persist or significantly disrupt learning and may collaborate with our student support team to identify appropriate interventions when needed.

While each situation is unique, staff follow a consistent approach to support students. Initially, staff will redirect behavior and explicitly reteach expectations. If the behavior continues, teachers may offer students a short break within the classroom or an opportunity to reflect together. Alternate seating may also be used to reduce stimulation and support self-regulation. In cases where behavior causes significant disruption or raises safety concerns, staff may provide additional out-of-class support.If behaviors become chronic, severe, or escalate to verbal or physical outbursts, assistance from the administrative team may be necessary. Our office team will partner with teachers and families to develop personalized intervention plans when behavior continues to interfere with learning.

BRIARCLIFF BEARS

	Arrival	Classroom	Hallway	Restroom	Honeycomb	Playground	Dismissal
Be a Learner	Go straight to cafeteria or classroom Bring backpack, iPad, and school belongings	Listen to teacher Be prepared Actively participate and complete work Raise hand for help or to ask questions Work hard and try your best	Listen to teacher before leaving Bring required materials Go straight to assigned area quickly	Walk straight to restroom Use the toilet appropriately Leave promptly	Listen to staff Bring all items with you Grab all items before sitting down Raise hand if you need something	Listen to staff Return equipment Line up quickly in a SHOW Line Keep personal items in the classroom	Listen for directions on where to go Listen for name or bus number Go straight to assigned area quickly
Exercise Safety	Walk on right side of hallway Maintain personal space by keeping hands, feet and other objects to yourself	Walk in the classroom Use supplies and technology appropriately Maintain personal space	Walk on right side of hallway Walk in a SHOW Line Maintain personal space	Wash hands with soap and water Water stays in the sink Report spills and wet floors Maintain personal space	Enter and exit in a SHOW line Walk to seat Once seated, remain seated Maintain personal space	Use equipment appropriately Stay within fenced area Ask staff to retrieve equipment if outside of fence Maintain personal space	Walk on right side of hallway Keep belongings in backpack or to yourself Wait for staff before leaving building Maintain personal space
Act Responsibly	Follow directions quickly Keep belongings in backpack	Follow directions quickly Be honest Take accountability for actions Report any problems to teacher	Hold materials with two hands Stop at STOP signs with class	Throw trash away in the trash can Always flush Only visit restroom to use the restroom Keep personal items in the classroom	Follow directions quickly Arrive and dismiss on time Report any problems to staff	Follow directions quickly Follow game rules Report any problems to staff	Follow directions quickly Take all belongings home
Respect myself & others	Use kind words Use appropriate actions Use Voice Level 1	Use kind words Use appropriate actions Use Voice Levels 0-2	Keep hands to your side Use Voice Level 0	Respect privacy of others Wait your turn Use Voice Level 0	Use kind words Use appropriate actions Use a Voice Level 2	Include others in activities Use kind words Use appropriate actions Use Voice Level 3	Use kind words Use appropriate actions Use Voice Level 1

Bicycles
Briarcliff Elementary recognizes that some families may choose for their child to ride a bicycle to and from school. To maintain student safety and minimize disruptions, the following guidelines must be followed:

- Parental responsibility: Parents are responsible for determining whether their child is ready to ride a bicycle to school safely. This includes assuming responsibility for their student's safety during travel to and from school.
- Safety training and equipment: Parents are expected to ensure their child is trained in basic bicycle safety and etiquette. Students must wear helmets and have appropriate safety equipment.
- Storage and security: Bicycles must be secured with a personal lock at the school's bicycle rack upon arrival. Briarcliff is not responsible for lost, stolen, or damaged bicycles or locks. Bicycles must be taken home each day. They may not be left on school property overnight.
- Independence and readiness: Students must be able to independently manage their bicycle and belongings (e.g., backpack, lunchbox).
- Prohibited items: Motorized bicycles, scooters, skateboards, hoverboards, or ATVs of any kind are not permitted for student use to or from school.
- No riding on school grounds: Bicycles may not be ridden on school property during the school day, including before school and after arrival. When in the parking lot, students must walk their bike until they reach the sidewalk to ensure safety.

Birthdays
At Briarcliff, we believe it is important to recognize and celebrate students on their birthdays. Each student's birthday is acknowledged in our daily announcements and students receive a birthday pencil from school to mark their special day.

Parents may purchase birthday treats from the cafeteria. A form must be completed and turned into the Cafeteria Manager 2 weeks prior to the birthday party. Acceptable payment methods are cash, check (made out to Food and Nutrition Services), or funds on MyPaymentsPlus account. The treats will be delivered to the class on the designated day. We may need to offer a substitute treat if we are unable to get the item you ordered, if it is a last minute order, or if there is an allergy in the classroom. Product allergen information can be found on the Food and Nutrition Services website. Your Cafeteria Manager will do their best to notify you prior to making a substitution.

Additionally, homemade or prepackaged food items, balloons, flowers, or other delivery items are not permitted in classrooms. 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.

We encourage families who wish to recognize their student's birthday in a meaningful way to consider the following ideas:

- Donate a paperback book to the student's classroom library. It must be appropriate for school use. You may include the student's name, birthday, and year donated inside the front cover. The teacher will dedicate the book to your child, and it will remain part of the classroom library.

- Contribute to the library's birthday book program by donating money toward a library-bound book, allowing the student to choose from a selection housed in the media center.
- Provide non-food items such as a birthday pencil, stickers, or small erasers for classmates.

Birthday Invitations - Students may distribute personal birthday party invitations at school only if all students in the class are invited (or all boys/all girls). We appreciate families using thoughtful judgment to ensure all students feel included.

Please also note that Briarcliff respects the values of all families. If your family does not celebrate birthdays, please communicate with your student's teacher so we can honor your preferences.

Bullying Prevention
Bullying is defined as a pattern of targeted, negative behavior that is repeated over time, intentional, and power-seeking. It includes verbal bullying, physical bullying, severe hitting, and/or threats of serious violence and harassment. It is important to note that incidents of disrespect or a student's inappropriate action, reaction, attempt to gain attention, or strategy to resolve a problem may warrant correction but may not qualify as 'bullying'.

It is our goal to address and assist students who initiate or receive inappropriate or disrespectful behavior encounters and eliminate all bullying or acts that may lead to bullying behaviors before they become patterns. We strive to empower students to avoid becoming victims. Students should report concerns of bully behavior to classroom teachers or staff members in the area (recess clerk on playground, lunch clerk in the cafeteria, etc.).

Communication
It is our belief at Briarcliff that the best education for our students occurs when parents and teachers work together. Open communication is the most vital link between home and school. Both teachers and administration are available to assist with any questions or concerns that may arise.

A weekly Briarcliff Newsletter will be sent via Parent Square to all school families. It contains upcoming calendar dates, general announcements about school activities, and information from the school office. Classrooms will also send out weekly communication outlining the upcoming week's learning and experiences.

<u>Parent Square:</u>
This new parent communication platform is replacing our previous program, School Messenger and the communication extension within SeeSaw. Parent Square will allow teachers to post pictures of the class for the class families to view, send parents direct messages, and post class-wide news such as the weekly newsletter, field trip, or other important updates. More information will be shared at the start of school on how to get connected.

Counseling
At Briarcliff, our school counselor supports students' social, emotional, and academic growth. Counseling lessons are taught every other week and focus on important life skills such as character development, problem solving, and social-emotional learning.

In addition to classroom lessons, the counselors may provide individual and small group support for students and families who may need help with specific situations. The counselor also works closely with teachers and staff to support students' success in the classroom, school service projects and connects families with helpful community resources when needed.

If you have any questions about the school counseling program or how the counselor can support your child, please don't hesitate to reach out.

Curriculum and Instruction
The North Kansas City School District aligns instructional practice with the Missouri Learning Standards and expectations set forth by Missouri's Department of Elementary and Secondary Education. To learn more about your child's curriculum go to our NKCSD school website.

Core Instruction: "Core" classes also known as basic skills include ELA-English Language Arts (reading, writing, listening, and speaking), mathematics, social studies, and science.

Encore Classes: Students participate in instruction beyond "core" classes. These include art, music, physical education, health, library, counselor, and instrumental music (fifth grade only). 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 on designated days.

Differentiated Learning: Teachers at Briarcliff utilize a variety of instructional strategies 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 general education classroom.

Diversity Council
Diversity Council is led by a staff member and consists of 3rd-5th graders to learn about fostering a culture of inclusion and belonging. Interested students can apply annually to be a part of the school's Diversity Council.

Emergency Drills and Crisis Preparedness
At Briarcliff, the safety of our students is our top priority. We have a comprehensive School Crisis Plan in place and conduct regular emergency drills to ensure that staff and students are prepared to respond quickly and effectively in the event of an actual emergency.

- Fire drills are conducted monthly. During these drills, students evacuate the building and gather at least 50 feet from the school to ensure safety and accountability.
- Tornado drills are conducted at least two times each school year. Students take cover in designated safe areas. In the event of a tornado warning, students will remain in the shelter area

until an official "all clear" is given. If a warning extends beyond the school day, students will not be released until it is safe.
- Lockdown drills are held a minimum of four times a year, with support from the Clay County Sheriff's Department. All staff are trained in active shooter response procedures and work with students to practice safe and calm responses during these drills.

In the event of a real emergency, we will coordinate closely with local law enforcement, emergency responders, and NKC Schools District leadership. Families will receive timely information through official district communication channels. Should students need to be released during or after a crisis, a formal check-in/check-out system will be used. Parents will be directed to a designated location and required to show proper identification to ensure student safety and accountability.

English Language Learner (ELL) Services
Briarcliff provides English Language Learner (ELL) support for students who are developing English proficiency. Students who qualify for ELL services are fully included in the general education program and receive additional instruction from certified ELL teachers based on their individual language needs. These services help students build their skills in listening, speaking, reading, and writing as they adjust to an English-speaking school environment.

Field Trips & Parent Chaperones
Our goal is to extend learning beyond the classroom and align field trips with curriculum to enhance learning. All Briarcliff students will have the opportunity for a minimum of one field trip per school year.

<u>Important considerations for parent chaperones:</u>
- 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. Some field trips do not require parent chaperones.
- Watch for information from the school regarding field trip chaperone needs and details regarding chaperone selection and parameters.
- Parents attending field trips should plan on assisting with other students and duties assigned by school personnel.
- Other siblings will not be allowed to attend field trips with parent chaperones.
- All students are required to ride the bus to and from the destination with their class. Parents should not plan on checking their student out from the field trip. If parents feel they have an extenuating circumstance, they must notify and seek approval from administration prior to the field trip. This not only impacts attendance but increases safety and supervision concerns.
    - Exceptions will be rare.
- Parents must pay their own way and provide their own transportation when attending field trips.
- For optimal student safety, teachers may only utilize screened volunteers. ALL field trip chaperones must scan their ID on the Visitor Aware 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. Some field trips require more extensive background checks. Communication with further details will always

accompany these requirements.
- Parents who volunteer to supervise small groups of children during field trips will be expected to adhere to all Visitor and School Volunteer guidelines as established by the district.

Board Policy Administrative Procedure IICC-AP (1) Definitions:

- Volunteer – Any parent or person in the community who provides uncompensated service to the district. As used in this procedure, a "volunteer" does not include students participating in a district-sponsored program, such as tutoring or acting as an office or teaching assistant.
- Chaperone – A volunteer, usually a parent or guardian, who assists the district staff and is under the direct control of district staff but is never left alone with a student. Chaperones include room parents or persons who volunteer to assist with field days, field trips, class parties or other special occasions.
- Screened Volunteer – A volunteer who may periodically be left alone with students. Usually, screened volunteers commit to assist the school on a regular basis. Examples of a screened volunteer include persons who regularly assist in the office or library, mentor or tutor students, coach or supervise a school-sponsored activity before or after school, or chaperone students on an overnight trip. These volunteers must go through our Youth Program.

Hope Squad

Hope Squad is led by our School Community Resource Specialist. Interested students can apply annually to be a part of the school's Hope Squad.

Items Brought from Home

To maintain a safe and focused learning environment, we ask that students only bring items to school that are directly related to educational activities. Toys, personal play equipment, electronic devices, trading cards, or other non-instructional items should be kept at home unless specifically requested by the classroom teacher.

The school provides all necessary recess and playground equipment; therefore, students should not bring their own items for outdoor use. Additionally, students may not sell or trade personal belongings at school.

Any items that become a distraction to learning or a disruption to the school environment will be held by the classroom teacher until a parent can arrange to pick them up. Please note that Briarcliff is not responsible for lost, stolen, or damaged personal items brought from home.

Lost and Found

A clothes rack is located in the breezeway by 4th grade for lost and found items. Please have your child check there for lost items. Small valuables are kept in the office. If an abundant quantity of clothing is accumulated, unclaimed items will be donated twice during the year. Notification to school families will be made through the weekly newsletter before a donation of unclaimed items is made.

Lunch Visitors
Briarcliff welcomes parents and approved guests to join students for lunch throughout the school year. To support safety, space limitations, and the integrity of our lunch routines, the following procedures are in place:

- Check-in & security: All lunch visitors must check in at the front office with a valid driver's license or state-issued ID. IDs will be scanned through our Visitor Aware visitor management system, and a photo visitor badge will be issued. Visitors must wear this badge while on school grounds and check out through the office upon departure. Visitors may not go to the classroom, playground, or other building areas before or after their student's designated lunch time.
- Who may visit: Lunch visitors must be listed on the student's enrollment form. If a visitor is not listed, the student's parent or guardian must notify the office in advance to provide approval.
- When to visit: To allow students time to adjust to lunchroom routines, lunch visits begin after the Labor Day holiday. Due to limited space in the cafeteria, each visitor is only allowed once per week. We kindly ask that visitors do not attend lunch on blackout dates that include early release or field trip days. Due to some school events throughout the year, the cafeteria may be closed to lunch visitors.
    - **Blackout Dates:** first two weeks of school, party days, week before winter break, half-days, Field Day, and last two weeks of school.
- Where to sit: Visitors are invited to enjoy lunch with their student at designated visitor tables in the hallway outside of the cafeteria. Visitors are welcome to bring lunch from home, a restaurant, or purchase a school lunch at the adult rate. Students will not be able to invite friends to sit with them, share food, drinks, trinkets, etc.
- Respecting student privacy: In alignment with Board Policy K, photos and videos are not permitted during lunch visits to ensure the privacy and safety of all students.

We appreciate your cooperation and support in making lunch visits a safe and enjoyable experience for everyone.

Meals
Breakfast and lunch are available for all students each day. Lunch periods are twenty-five minutes each, and times vary between each classroom. Students may bring lunch from home or purchase a hot lunch from the school cafeteria. Milk is included with all school meals or may be purchased a la carte if your child brings lunch from home. If your child has a milk allergy, a written medical verification must be on file for juice substitutions.

- Menu Prices
    - Student Breakfast $1.95
    - Student Lunch $3.45
    - Adult Breakfast $3.00
    - Adult Lunch $5.25
    - Milk $0.75

Allergies: Due to food allergies, food should never be shared with classmates. If your student requires a nut-free space, please communicate directly with both the classroom teacher and the school nurse so we can make the appropriate accommodations.

Meal Accounts & Payments: Each student has a computerized meal account linked to their student ID number. Families may send payment by check (payable to North Kansas City Schools Food Service Department) or manage funds online via MyPaymentsPlus.

- Change is not given to students; all leftover funds are credited to the student's account.
- Visit MyPaymentsPlus to check balances or add funds online. You will need your student's school ID number to access their account.
- Negative balance notices are also sent home with students periodically, along with reminder phone calls or emails.
- Students with account balances of $30 or more will need to eat breakfast at home and either need to bring a lunch from home or will be given an alternate sack lunch provided by the Benevolent Fund of the Education Foundation. This lunch is not intended to replace a hot lunch, but to provide nourishment if the child is unable to bring a lunch from home.
- Remember, charges incurred prior to Free/Reduced Meal Application approval, must be paid by the parent.

Free & Reduced Meals: Families may apply for free or reduced-price meals at any time throughout the year. Applications are confidential and available online through the Free & Reduced Lunch Application Portal. Printed forms are also available in the school office. For questions, contact our office at 816-321-5030.

Field Trip Lunches: For field trips extending through the lunch hour, students may request a sack lunch from the Food Service Department. Sack lunches typically include a sandwich, fresh vegetables, fruit, and milk. The cost is the same as a regular lunch.

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

- Help your child learn his/her district identification number.
- When writing a check, write your child's name and identification number on the Memo line of the check.
- Family members who wish to drop off lunch to students should bring it to the office.
- As a reminder, students are not allowed to take any open drinks or food from the lunchroom.
- Caffeinated products are discouraged from being brought to school and/or being consumed during lunch time.
- 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.

Medication

Medication should not be sent with students. Parents should give the medication to the nurse or office staff. This is for the safety of all our students.

All prescribed medication (Rx):

Must be accompanied by written permission from a licensed physician or nurse practitioner.

Must be accompanied by written permission from the parent to follow the prescriber's orders.
All prescription medication must be in the original container with the prescription label for that student.

Any over the counter (OTC) or non-prescribed medications:

- Must be administered by the school nurse.
- Must be accompanied by written permission from the parent to give the medication.
- Must be brought to school in the original container.
- Only the instructions on the container will be followed unless a physician or NP provides alternative written orders.
- Cough drops are considered over the counter (OTC)/non-prescribed medication. They need to be stored in the nurse's office and must be accompanied with written permission from the parent.

Parent Teacher Conferences

At Briarcliff, we value strong partnerships between families and the school. Open, respectful communication plays an essential role in supporting each student's success. Teachers are happy to meet with families during scheduled fall conferences or as needed throughout the school year. In addition, staff are available to connect via phone or email. To ensure effective and respectful communication, we ask families to follow the guidelines below:

- Scheduling conferences: Teachers are responsible for many students and must prioritize instructional time during the school day. Conferences should be scheduled at times that do not interrupt instruction—typically before or after school or during the teacher's planning period. Your student's teacher will send a link to sign up for conferences as the scheduled dates approach.
- Respecting student privacy: To maintain confidentiality and support a positive classroom environment, we ask that families avoid initiating private conversations with teachers while they are supervising or instructing students. Please schedule a time for any discussions that require the teacher's full attention.
- Multiple parent households: In situations involving separated or divorced parents, we kindly request that one mutually agreed-upon conference time be scheduled to respect everyone's time and the teacher's availability. Separate conferences cannot be accommodated.

Parent Teacher Organization (PTO)

The Briarcliff PTO is an active and essential part of our school community. Through the support of families, staff, and local businesses, the PTO sponsors and funds a wide variety of programs and activities for students and staff throughout the year. These include funding field trips, classroom parties, special events, spirit wear, teacher 'wish lists' purchases, and the school yearbook.

We encourage all families to join and support the PTO. Membership information is shared during Back-to-School events and throughout the school year via newsletters and school communications. Your involvement—big or small—makes a lasting impact!

Parties & Classroom Celebrations
Briarcliff hosts three classroom parties/celebrations each school year—one in the fall, one in the winter, and one in late winter. These celebrations are organized by our PTO. PTO will coordinate volunteers to assist with activities. To ensure safety, consistency, and equity across all classrooms:

- Only PTO-provided refreshments and activities will be permitted at classroom parties. Parents should not send additional food, drinks, treat bags, or items containing candy or edible items.
- Party dates will be shared in advance through classroom newsletters and school communications.
- Due to fire code restrictions and space limitations, children under 18 who are not enrolled at Briarcliff may not attend classroom parties or the fall parade. These celebrations are intended solely for Briarcliff students.

We appreciate your support in maintaining a safe, inclusive, and joyful environment for all of our students during special celebrations.

Personal Electronic Devices
North Kansas City Schools has implemented a districtwide policy restricting the use of personal electronic devices – such as cell phones, earbuds, and smartwatches – during school hours. This policy aligns with Missouri state law passed in 2025 (SB68), which requires public school districts to adopt a policy limiting device use during the instructional day. Under the policy, devices must be put away from the first bell to dismissal, with exceptions for medical needs, IEP/504 accommodations, and emergencies.

Parents must recognize there is no secure place to store cell phones or smart watches; therefore, the school accepts no responsibility for the security of the phone or watch. Cell phones and smart watches are the responsibility of the students and parents. The school is not responsible for lost or stolen phone equipment.

If guidelines are violated, students will be asked to turn their phone/smartwatch into the office, where it will be stored securely. NKC Schools uses progressive discipline for cell phone violations. Consequences for the first incident may include confiscation of the device and parent contact. For subsequent incidents, additional consequences may include a parent meeting, requiring a parent to pick up the device, detention or suspension. Refusal to turn over a device would result in additional disciplinary action.

Please visit NKC School's Personal Device Policy website for more information.

Portrait of a Graduate
We are proud to emphasize the district's Portrait of a Graduate competencies—adaptability, communication, collaboration, integrity, empathy, problem-solving, and a learner's mindset. These essential skills guide our teaching and learning and help prepare students for a bright future.

Progress Reports
Progress reports are issued four times a year and are available for electronic viewing through the Parent Portal. This year, we are fully implementing Standards Based Grading. Instead of seeing competency marks in Kindergarten-2nd grade or letter grades in 3rd-5th grade, parents will see the following: No Evidence (NE), Not Yet (NY), Developing (DV), Nearing Proficient (NP), and Proficient (P). These proficiency levels are the same levels teachers and students use in class to show learning progress. These updates make it easier to see exactly how your child is developing on each specific skill or concept.

Proficiency levels are given for each of the "priority" standards in a subject. These **s**tandard proficiency levels are based on the student's most consistent and most recent level of performance, rather than an average of all scores. Teachers look at the mode and the most recent evidence, and use this information, coupled with their professional judgment to determine the final grade for each standard. This means students aren't penalized based on early, less successful attempts – the grade reflects their current performance.

The five principles of Standards-Based Grading include the following:

Principle 1: Grades will be based on clearly specified learning targets and standards.

Principle 2: Evidence used for grading will be aligned to the standard.

Principle 3: Not everything should be included in grades and students will have multiple opportunities to demonstrate proficiency.

Principle 4: Grades will reflect a body of evidence, rather than an average.

Principle 5: Academic grades will be separate from behavioral and citizenship expectations.

<u>Portrait of a Graduate</u>
The Portrait of a Graduate competencies—adaptability, communication, collaboration, integrity, empathy, problem-solving, and a learner's mindset—will be included in each quarterly Progress Report.

Reading Support
At Briarcliff, we are committed to helping every child become a confident, successful reader. Students who may benefit from additional support in building foundational reading skills may work with a reading support teacher as part of our school's intervention services. Recommendations for participation are based on classroom teacher input and aligned with state and district guidelines. We understand students learn at different paces, and our goal is to provide timely, targeted support to ensure all students develop strong literacy skills.

Recess Guidelines
Recess is a valuable part of the school day, offering students opportunities to exercise, develop social skills, and take a healthy break from academic learning. All students are expected to participate in

recess unless there is a specific request from a teacher or parent. For requests extending beyond two days, a doctor's note is required. Students with conditions such as severe allergies may also require medical documentation to remain indoors.

Briarcliff staff actively teach and reinforce procedures that promote a safe and respectful environment. Staff members are accessible to guide students in problem solving and to encourage fair play. Teachers may implement structured or unstructured recess formats based on the needs of students and may occasionally use a portion of recess to reteach academic or behavior expectations. Recess privileges may be adjusted as needed to maintain a safe and supportive environment for all students.

Every effort is made to ensure students enjoy outdoor recess. However, weather conditions may require adjustments based on the following district guidelines:

- Above 25°F (wind chill): Regular outdoor recess
- Below 25°F (wind chill): Indoor recess
- Above 95°F (heat index): Shortened outdoor recess or indoor recess
- Rain, snow, and other unsafe conditions may also result in indoor recess

For safety, we ask that students wear tennis shoes for recess and PE. Flip-flop style shoes are strongly discouraged, as they can increase the risk of injury.

Since the playground is unsupervised before and after school, children are not to be on the playground before school or use the playground before 6:00 PM on school days. The playground equipment is used for Adventure Club childcare after school until 6:00 PM

Release of Information

Often parents have the need for information sharing to occur between the classroom teacher, counselor, school psychologist, or other school personnel with the child's physician or other personnel. No information is to be released without a Release of Information form first being completed. Once the form is completed, signed by the parent, and returned to the office, the office will then notify the teacher that information can be shared. The "Release of Information" form is valid for one year unless revoked by the parent.

School Community Resource Specialist

School Community Resource Specialists assist students with academic learning by providing strategic services that identify and address the social, emotional, or environmental issues that may impact the student's education. Working with parents/guardians, teachers, school administrators, and community based resources, the School Community Resource Specialist implements strategies that promote students' positive school adjustment.

Second Steps

The Second Step digital program is a universal, Tier 1 social-emotional learning (SEL) curriculum. Its digital format enables continuous improvement based on up-to-date research and feedback, and a variety of media, activities, and interactive components provide opportunities for culturally relevant teaching. The program evolves along with your students during their elementary years to set them up for success later on in school and throughout their lives.

Special Education & 504 Services
Special Education programs are designed to assist and support students that are experiencing skill deficits in learning, language, and/or speech. Students must qualify for these services based on eligibility under the Individuals with Disabilities Education Act (IDEA). Parents are an integral part of the special education process from evaluation to placement, as well as the development of an Individualized Education Plan (IEP) or 504 Plan. Each IEP or 504 is updated annually but may be modified as needed. Contact your student's classroom teacher, counselor, or school administration with questions about specific procedures for referral, evaluation, eligibility determination, IEP or 504 development, and Least Restrictive Environment (LRE).

Standards Based Learning
Utilizing standards based learning provides learners and their families clear, fair and accurate information about progress.

This approach is built on a few key ideas. Grades should be clear and consistent, focused on the most important learning standards for each subject. Only work tied directly to those goals is included in grades, and not every assignment needs to be graded. Grades reflect a body of evidence gathered over time to show a student's most recent and consistent level of understanding. Grades reflect learning so families can see both what their child has learned and how they are developing as responsible, engaged learners.

By focusing on clear learning targets and meaningful feedback, standards-based learning helps families see where their child is thriving, where they're still growing, and how we can work together to support their success.

Students in Academically Gifted Education (SAGE)
North Kansas City Schools provides gifted education services through the SAGE (Students in Academically Gifted Education) program for students who qualify based on state and district criteria. Students who qualify attend SAGE one full day each week at the Northland Innovation Center (NIC), located at 6889 N. Oak Trafficway, with bus transportation provided from Briarcliff.

The mission of the SAGE Program is to provide gifted students with opportunities to become independent learners and decision-makers who recognize their potential and responsibilities in a changing global society. The program supports students through learning experiences that emphasize:

- Courageous exploration and discovery of passions in a flexible and innovative environment
- Strong support systems for students, staff, and families
- Ownership and self-regulation in a student-driven culture

For additional information about the SAGE Program, please visit the SAGE website.

Technology
North Kansas City School District students are provided with a district issued Apple iPad and charger. As technology continues to advance, we believe in the importance of building strong, digital skills and

safe digital citizenship. Remember to visit MyPaymentsPlus for the opportunity to purchase insurance in the event your student's iPad or charger is damaged. Unsafe or inappropriate actions with technology may result in loss of technology privileges or other consequences. We appreciate your partnership throughout our efforts.

Transfer Procedures
If it becomes necessary for your child to transfer schools, please notify the school office as soon as possible so that transfer papers can be completed. If you are moving to a school within the North Kansas City School District, your student's records will be sent to the receiving school. If you are moving to a school outside the district, a copy of the records will be sent to the receiving school upon receipt of a written request.

Universal Accommodations
In the North Kansas City Schools, we are committed to ensuring the success of all students. At Briarcliff, we recognize students have diverse learning needs, and our teachers are dedicated to creating inclusive classroom environments where every child can thrive—regardless of disability, diagnosis, or learning style.

To support this commitment, the following universal accommodations may be used across classrooms for any student, as needed:

- Preferential seating – Students may be seated in locations that help maximize their focus and success. Seating may be adjusted as needed throughout the year.
- Checks for understanding – Teachers will regularly check in with students to ensure comprehension of directions and concepts.
- Proximity support – Teachers will be intentional about their physical presence in the classroom to provide support and maintain engagement.
- Small group instruction – Students may participate in small groups for reteaching, clarification, or additional practice.
- Repeated directions – Directions will be repeated or clarified as needed to support student understanding.
- Verbal and non-verbal cues – Teachers may use reminders (e.g., hand signals, gestures, visual prompts) to help students stay on task.
- Testing in a small group – Students may complete assessments in a small group setting when appropriate.
- Individual testing – One-on-one testing support may be provided when needed for student success.
- Brain breaks – Opportunities for movement or quiet breaks will be offered throughout the day to support focus and self-regulation.
- Calm down space – Classrooms will provide a designated area where students can take a moment to reset or de-escalate as needed.
- Behavior charts – Visual or personalized behavior supports may be used to help students monitor and improve their focus and behavior.

These proactive strategies are part of our commitment to meeting students where they are and ensuring a learning environment where all students can grow and succeed.

Visitors
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 prior 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. We appreciate your support in this matter.

Many opportunities are available 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. Visitors are requested to park in the north or west parking lots and enter the school through the main entrance. On occasion, an overflow parking area on the back side of the school on the playground will be opened to accommodate visitors during all-school events.

All visitors are required to report to the Main Office upon arrival. For the safety of our students, all visitors will be buzzed in at the front entrance and required to show a photo ID. Each visitor's ID will be run through the Visitor Aware program and verified as safe to be in the building with students. This system will provide all visitors with a visitor "sticker" to wear while in the building. When a visitor is ready to leave the building, the sticker should be given to the office staff.

Volunteers
Volunteers from the Briarcliff community are always welcome and play a valuable role in supporting our students and staff. There are many opportunities to get involved—whether by helping in classrooms, assisting with PTO events, or serving as lunch buddies or tutors.

One way to gain excellent training and provide meaningful support is through the YouthFriends Program (see below). To maintain a productive learning environment, we kindly ask that non-school-aged children not accompany volunteers during school hours. Most volunteer roles are coordinated in partnership with our PTO. If you're interested in helping, we'd love to hear from you!

YouthFriends
YouthFriends connects students with caring adult volunteers to promote success, encourage healthy behaviors, and build stronger communities. After being screened and trained, YouthFriends volunteers are placed in North Kansas City Schools.

Trained YouthFriends may work directly with students as mentors, classroom readers, or academic support volunteers. All adults volunteering directly with students must complete the YouthFriends screening and training process. For more information, contact our school office or visit the

YouthFriends website. If you are interested in volunteering, please contact our main office to speak to Becky Goltz.

2026-2027 Briarcliff Teachers & Staff		
Name	**Title**	**Email @nkcschools.org**
Alexander, Courtney	Speech Language Pathologist	courtney.alexander
Bolton, Nick	PE/Health	nick.bolton
Booe, Kenan	Counselor	kenan.booe
Bowers, Kim	5th Grade Teacher	kimberly.bowers
Desa, Amanda	Principal	amanda.desa
Durbin, Bob	Facility Manager	robert.durbin
Evans, Ethan	Librarian	ethan.evans
Eye, Lauren	2nd Grade Teacher	lauren.eye
Fairfield, Devan	3rd-5th Special Education	devan.fairfield
Farste, Ashley	Kindergarten Teacher	ashley.farste
Fortner, Katie	Custodian	kathryn.fortner
Franks, Layla	4th Grade Teacher	layla.franks
Garcia, Eric	School Protection Specialist	eric.garcia
Goltz, Becky	Office Clerk	becky.goltz
Gordon, Anne	ELL Teacher	anne.gordon
Greenwood, Travis	2nd Grade Teacher	travis.greenwood

Guerrero-Jordan, Ileana	Custodian	ileana.guerrerojordan
Halter, Nikki	Assistant Principal	nikki.halter
Healy, Sarah	Administrative Assistant	sarah.healy
Henning, Abigail	Kindergarten Teacher	abigail.henning
Hill, Nora	1st Grade Teacher	nora.hill
Hinck, Sarah	1st Grade Teacher	sarah.schiesl
Hines, Becky	3rd Grade Teacher	rebecca.hines
Lockler, Stephanie	Nurse	stephanie.lockler
Lucas, Connie	4th Grade Teacher	connie.lucas
McCale, Jodi	Food Service	jodi.mccale
Mesa, Jill	K-2nd Special Education	jill.mesa
Miller, Jordyn	4th Grade Teacher	jordyn.miller
Norris, Ethera	2nd Grade Teacher	ethera.norris
Palma, Danita	School Community Resource Specialist	danita.palma
Pool, Amber	Clerk	amber.pool
Preece, Brandon	Music	brandon.preece
Purkaple, Nathan	Clerk & Adventure Club	nathan.purkaple

Randolph, Kim	Reading Interventionist	kim.randolph
Reiland, Laura	School Psychologist	laura.reiland
Robb, Alexis	Kindergarten Teacher	alexis.robb
Rose, Jaide	PE/Health	jaide.rose
Rother, Crystal	Adventure Club Site Manager	crystal.rother
Schaefer, Erin	3rd Grade Teacher	erin.schaefer
Schmitz, Emily	Art	emily.schmitz
Self, Martha	ELL Para	martha.self
Shanks, Caleb	3rd Grade Teacher	caleb.shanks
St. Louis, Madison	5th Grade Teacher	madison.stlouis
Street, Kristina	Teaching & Learning Coach	kristina.street
Thomas, Kassie	5th Grade Teacher	kassie.thomas
Tyson, Katlin	1st Grade Teacher	katlin.tyson
Williams, Abigail	Adventure Club	abigail.williams
Yoder, Sheree	Instrumental Music	sheree.yoder
Young, Sara	Food Service - Cafeteria Manager	sara.young

Contents

STRATEGIC PLAN 2
DISTRICT PROFILE 3
- **Student and Parent Rights** 5
- **Transfer Procedures** 6
- **School and Community Resources** 7
- **Voter Information** 8
- **Inclement Weather and School Cancellations** 9
- **Student Accident Insurance** 9
- **Student Health** 10
- **District Transportation** 13
- **Student Safety** 17
- **Asbestos Hazard Emergency Response Act** 20
- **Safe Schools Act – Acts of Violence** 20
- **Student Behavior and Accountability** 23
- **Food and Nutrition Services** 26

ACADEMIC INFORMATION 28
- **Instruction and Assessment** 28
- **Parent/Teacher Interactions** 33
- **Student Attendance and Accountability** 34
- **Technology** 387

Every Student Succeeds Act of 2015 (ESSA) 45

24-hour information

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

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

Karee Gleason-Miller	President	karee.gleasonmiller2@nkcschools.org
Joe Jacobs	Vice President	joe.jacobs@nkcschools.org
Susan Hines	Treasurer	susan.hines2@nkcschools.org
Aryn Peters	Member	aryn.peters@nkcschools.org
Jane Rinehart	Member	jane.rinehart@nkcschools.org
Laura Wagner	Member	laura.wagner@nkcschools.org
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

Directory Information, Media Release & Sharing Contact Information

Our district's student enrollment form contains two sections – school phonebook and directory information/media release. On the form, these two sections read:

> **School Phonebook:**
> *My phone number and address can be listed in the student-parent phonebook for distribution to school families.*
>
> **Directory Information/Media Release:**
> *As authorized by the Family Educational Rights and Privacy Act (FERPA), the following information may be released without obtaining parental consent:*
> *Student's name; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy. If you don't want the district to release the information listed above, you must submit written notice to your student's school within 10 days of completing this form. Once written notice is received, your student will not be included in any material from the school and/or district including websites, social media, yearbooks, theatre programs, sports rosters, honor rolls, etc.*

DIRECTORY INFORMATION

Directory information is basic details about your student that are not considered harmful to share and includes those listed in the form above. NKC Schools can release this kind of information without parent or student consent UNLESS you have opted out in writing. You have the choice to opt out during the registration process each year, which must be followed up with a written note sent into the school office within ten days confirming your choice. Please note that if you opt out, your child's name and photo will not be included in any school publications, including but not limited to the yearbook, class photos, programs, website, social media and newsletters. If you have questions about this option, please reach out to our office directly.

SCHOOL PHONEBOOK & SHARED CONTACT INFORMATION

By policy, the district can release a few additional pieces of information (student and parent addresses and contact information) in a schoolwide phonebook. Not all schools publish a school phonebook. This information can also be shared with the parents/guardians of a student's classmates upon request. Our practice is to provide parent contact information for a student's immediate classmates upon request.
If you check YES to the phonebook question, we will include your information in the school phonebook, if one is created, and when a request is made, with the goal of facilitating connections and communication between families in the same class. If you check NO, your information will not be released when this kind of request is made.

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.

School and Community Resources

School and Community Resource Specialists (SCRS)

Every school building in the North Kansas City School District has an assigned School and Community Resource Specialist (SCRS). Our SCRS team is dedicated to connecting students and families with the resources they need, both within the district and throughout the broader community. We understand that families sometimes face challenges that extend beyond the classroom, and our SCRSs are here to help navigate those challenges with care, compassion, and confidentiality.

SCRSs provide support to families experiencing housing or utility insecurity and can assist with a wide range of basic needs, including clothing, coats, shoes, school supplies, and much more. Whether a family is facing a short-term hardship or an ongoing need, our SCRSs work to ensure that every student has what they need to show up to school ready to learn.

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 as 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 who is required to be present at the door of the home at pick up and drop off, unless otherwise denoted in their IEP or 504.

Assigned Bus Stops

Each student is assigned a designated bus stop. Students are permitted to ride a different route only after a "Request for Alternate Transportation" form has been submitted and approved, this form can be found at the school or on the district website. When an alternate route request is approved, service on the original route is discontinued. This alternate route would now be the student's permanent route on all

school days—the student will not be able to ride the "original route" unless the alternate route is discontinued or altered.

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

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

Walking Distances

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 Special Education at (816) 321-5000.

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=xa9jwu0EeqNJP1lMR8zErI2Eu9hM2yurtmPs7R4uWoHCbyslshKIreadvE9AujLplusemFjpMOFK6wyKeQw3K1GsYvoU0kSMLZ9O86XGiYdcdMTkWtlQEFOoWIwlfE2gjjjiSumLSCFSslshdxXIslshJY3QrOMrWmKReG5FIBDEWsvIvplusg5ifg=

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 provides specific safeguards and procedures for disciplining students who received special education services or have 504 plan. These are outlined in the Procedural Safeguards Notice provided to all parents annually.

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.

The Food and Nutrition Department is offering parents the option of ordering birthday treats for their student's classroom from the school cafeteria. Parents may select from a variety of kid-friendly treats (view the Food and 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 the day of the party.

Board Policy ADF may be found here:
https://simbli.eboardsolutions.com/Policy/ViewPolicy.aspx?S=110&revid=3ahgpEZEKuQsRKUDm2c4ng==&ppage=0&st=wellness&mt=Exact

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 student's 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 at following the link: https://www.schoolnutritionandfitness.com/index.php?page=allergy&sid=0306152235285801

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 diet substitutions or modifications are allowed without the medical form completed and on file. Parents/Guardians/Physicians may request a fluid milk alternative due to a milk allergy and/or disability via signed statement or email. Contact your student's school nurse, school café manager, and hannah.broockerd@nkcschools.org to request a fluid milk substitute.

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/Physician. Contact your student's school nurse, café manager and hannah.broockerd@nkcschools.org to change/update allergies.

Lunch Fees

Elementary:	**Secondary:**	**Adult/Teacher:**	Milk $.75
Breakfast $1.95	Breakfast $2.00	Breakfast $3.00	
Lunch $3.45	Lunch $3.70	Lunch $5.25	

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

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

Please see our district website for more information: https://www.nkcschools.org/district/dept/mocap

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 who are K-12 receive progress reports four times per year. Early Education students receive progress reports three times per year. The purpose of these reports is to keep parents informed regarding a child's progress. Parents of K-12 students 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. Parents of Early Education students will receive paper reports at conferences or in their child's folder.

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.

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

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 empower students to complete rigorous academic work, be responsible for their own learning, and demonstrate progress toward mastery of district graduation goals.

A+ Schools Program

See HS CPEGs

Distinguished Achievement Program

See HS CPEGs

Advanced Placement Courses

See HS CPEGs

Dual Credit Courses

See HS CPEGs

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 choose.

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	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 and 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 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.

ParentSquare: School-Home Communication

Beginning summer 2026, all schools in our district will use **ParentSquare** as our system to communicate with families. Through ParentSquare, families receive district, school, classroom, and activity updates via their methods of choice: email, text message, app notification and/or phone call. The platform is used for announcements, direct messages, emergency notifications, sign-ups, permission slips and more.

Messages can be instantly translated into more than 100 languages, helping ensure every family has access to important school information. All parents and guardians registered in PowerSchool at the time of enrollment are automatically connected to ParentSquare to receive messages. We encourage families to download the smartphone app and keep their contact information up to date in PowerSchool to receive timely communications throughout the school year.

Please note that NKC Schools also uses a separate platform for academic information. In grades PK-5, this is Seesaw. For 6th grade and beyond, this is Canvas. All grades, records and enrollment still occurs through the PowerSchool Parent Portal.

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, public 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 may be reviewed by scheduling an appointment with the Special Education Department located at the district administrative center, 2000 NE 46th Street, Kansas City, MO 64116, between 9:00 AM and 4:00 PM on days 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 Special Education Deptervices, 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 | North Kansas City 74

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 Policy JG: STUDENT DISCIPLINE | North Kansas City 74

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 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
Table of Contents

General Information
1. What is a complaint under ESSA?
2. Who may file a complaint?
3. How can a complaint be filed?

Complaints filed with LEA
4. How will a complaint filed with the LEA be investigated?
5. What happens if a complaint is not resolved at the local level (LEA)?

Complaints filed with the Department
6. How can a complaint be filed with the Department?
7. How will a complaint filed with the Department be investigated?
8. How are complaints related to equitable services to nonpublic school children handled differently?

Appeals
9. How will appeals to the Department be investigated?
10. What happens if the complaint is not resolved at the state level (the Department)?

1. What is a complaint?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

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

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

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

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

[1] *Programs include Title I. A, B, C, D, Title II, Title III, Title IV.A, Title V* 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.

Dear Parent or Guardian:

Our district is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Information regarding any State or LEA policy regarding student participation in any assessment required under ESEA section 111(b)(2) and by State or LEA, including a policy, procedure, or parental right to opt the child out of such assessment, where applicable.
- Timely notice that your student has been assigned or has been taught for four or more consecutive weeks by a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.