2026–2027

New Mark Middle School

Parent Handbook

NORTH KANSAS CITY SCHOOLS

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

Welcome to New Mark Middle School

Dear New Mark Families,

Welcome to New Mark Middle School! Whether you are joining us for the first time or returning as part of our school family, we are truly honored to partner with you in supporting your child's middle school journey.

Middle school is a unique and exciting time. During these years, students discover new interests, build confidence, strengthen friendships, and grow both academically and personally. At New Mark, we are committed to creating an environment where every student feels safe, valued, challenged, and inspired to reach their full potential.

Our dedicated staff works hard each day to provide engaging instruction, meaningful connections, and a supportive school culture. We believe that strong relationships between school and home are essential to student success, and we encourage you to stay connected, ask questions, and partner with us throughout the year.

This handbook is designed to provide helpful information about our procedures, expectations, and resources. While it serves as a guide, it cannot capture the heart of what makes our school special, our people. Together, we create a community built on respect, responsibility, and a shared commitment to excellence.

Thank you for trusting us with your child's education. I am excited for all that this year will bring and look forward to getting to know you and your family.

Sincerely,

Ramona Simmons

Ramona Simmons

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General Information

North Kansas City School District 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.

New Mark Middle School MISSION STATEMENT:
The mission of New Mark Middle School is to:

- Empower *students to embrace their self-worth and the value of others*
- Inspire *students to channel their unique abilities and skills and*
- Strengthen *the connections of the New Mark community*

So that students can fulfill their potential in an ever-changing world.

New Mark Facts	
School Colors	Blue and Yellow
Athletics Uniform Colors	Green and Black (to match Staley HS colors)
School Mascot	Northstars
Approximate Enrollment	1,000+ Winning Students
Staff	100 Winning Staff Members
How old is New Mark Middle School?	53 Years Old

A NOTE TO PARENTS:
From now until the time your child leaves NMMS, you can reach us to discuss your child or get information in many different ways.

We have parent-teacher conferences, grade reports, Canvas, newsletters, voice mail, e-mail, and PowerSchool. We will do whatever is necessary to keep you informed about how your child is doing at school.

If you have questions or concerns, or if you need to discuss something in detail, feel free to contact your child's teacher or an administrator.

Support Staff

Principal: Ramona Simmons, Ed. Spec.

Assistant Principal: Steven Loe (8th Grade) 816.321.6411

Assistant Principal: Abby Olson (7th Grade) 816.321.6753

Assistant to the Principal: Kayci Buttress 816.321.4291

8th Grade Counselor: Christina Taggart 816.321.6248

7th Grade Counselor: Stacia Wilson 816.321.4424

School Community Resource Specialist: Olivia Krohne 816.321.5290

Main Office: 816.321.5290	District Transportation Line: 816.321.5007
School Fax: 816.321.5291	Café or New Mark Food Service: 816.321.5294
Student Attendance Line: 816.321.5292	Library Media Center (LMC): 816.321.5296
Nurse: 816.321.5293	School Resource Officer: 816.321.4208

https://nmms.nkcschools.org/

Support and Office Staff Members		
Liz Ginther	*Administrative Assistant to Principal*	816.321.4535
Jenn Burke	*Administrative Assistant / Attendance*	816.321.5292
Beth Brough	*Front Office Clerk*	816.321.5290
Elaine Greathouse	*Counseling Administrative Assistant*	816.321.5661
Kaitlin Hartman	*Library Media Specialist*	816.321.5296
Carla Brack	*Library Instructional Assistant*	816.321.5296
Kristi Nedblake	*School Nurse*	816.321.5293
Dean Miser	*Facility/Custodial Manager*	816.321.5290
Melissa Decker	*Café / Food Service Manager*	816.321.5294
Olivia Krohne	*School Community Resource Specialist*	816.321.5290
Stephanie Atkison	*School Resource Officer*	816.321.4208

Schedules

Office Hours and Daily Schedules	
School Hours (M,T,W,Th,F)	7:15am – 2:12pm
Early Arrival	6:45am – 7:12am
Office Hours	6:45am – 3:00pm
After Class Events (ACE) Hours (T & W)	2:15pm – 4:45pm

Regular School Day Schedule					
7th Grade Regular Schedule		8th Grade Regular Schedule		Regular Schedule Team Lunch Times	
				Patriots	10:28 – 10:48
1st Hour	7:15 – 8:01	1st Hour	7:15 – 8:16	Raiders	10:33 – 10:53
2nd Hour	8:05 – 8:50	2nd Hour	8:20 – 9:20	Galaxy	10:52 – 11:12
3rd Hour MTSS	8:54 – 9:34	3rd Hour	9:24 – 10:24	Comets	10:57 – 11:17
4th Hour	9:38 – 10:36	4th Hour / Lunch	10:28 – 11:50	5th Lunch	11:15 – 11:35
5th Hour	10:40 – 11:38	5th Hour MTSS	11:54 – 12:34	Falcons	11:42 – 12:02
6th Hour / Lunch	11:42 – 1:04	6th Hour	12:38 – 1:23	Gems	11:47 – 12:07
7th Hour	1:08 – 2:12	7th Hour	1:27 – 2:12	Knights	12:05 – 12:25
				Dragons	12:10 – 12:30

7th and 8th Grade Half Day Schedule	
1st Hour	7:15 – 7:42
2nd Hour	7:46 – 8:10
3rd Hour	8:14 – 8:38
4th Hour	8:42 – 9:06
5th Hour	9:10 – 9:34
6th Hour	9:38 – 10:02
7th Hour / Lunch	10:06 – 10:30

Arrival Procedures

Bus Riders:
Our buses are on the first-tier pick-up, which means they will need to drop and go. We will be utilizing the front drive for this process. Buses will enter through entry #1 on the west side of campus and drop students along the curb strip in the front drive. The only other vehicles that should also use entry #1 in the mornings is New Mark staff to access the west parking lot.

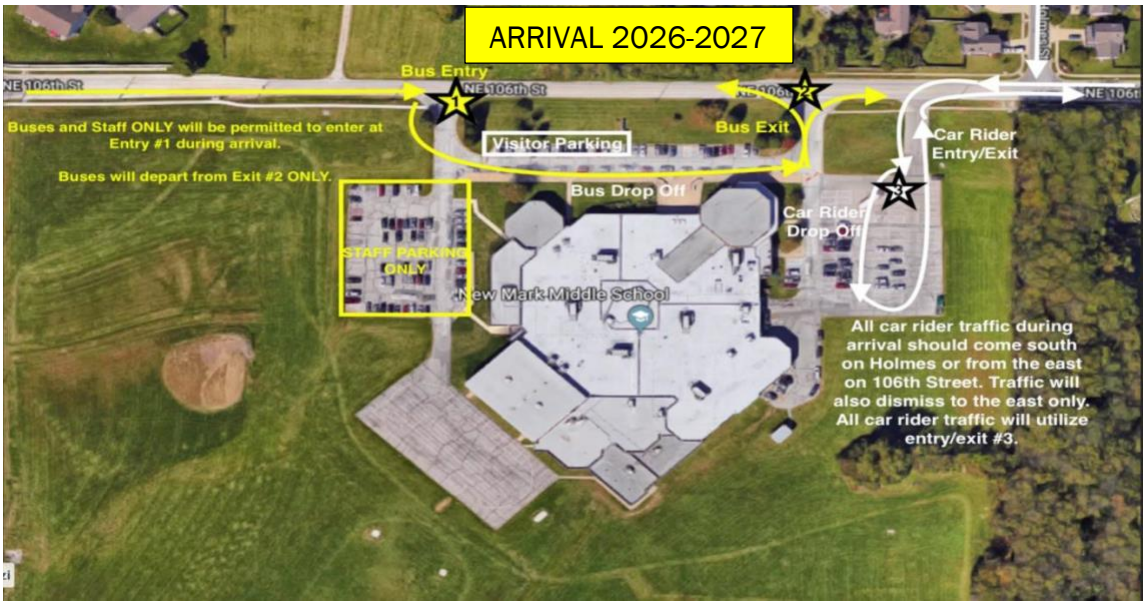
Car Riders:
Due to buses accessing the west entry #1, it is imperative that our car riders' approach New Mark from the east. They may come from the east on 106th Street or head south on Holmes. Cars will enter through the east entry #3. They will pull along the cones lining the east side of the building and dismiss their student once they come to a complete stop. Cars will then make a 180 degree turn and exit toward the east out of east exit #3.

Morning Drop Off and Walkers:
Parents are to drop off students at the east entrance. Please drop off students anywhere along the east building side lane. Walkers arriving before 6:45am are to enter the building through the front entrance or the east doors. ONLY staff members are to enter the building through the west doors.

Morning Expectations:
As students arrive via bus or car, they will enter the building either through the front or east doorways and do one of the following:

1. If the student is eating breakfast at New Mark, they will enter the scramble area, purchase food, and enjoy their breakfast at a table in the commons.
2. If the student is NOT eating breakfast at New Mark, they will enter the auditorium and find a seat to relax in until we dismiss students to their lockers at 7:05AM for a 7:15AM start time.

ARRIVAL MAP:



Dismissal Procedures / Bus Passes

Bus Riders:
The procedure will be the same as the previous school year. Students will head toward the east lot and load their bus. Buses will enter and exit from the east exit #3.

Bus Passes:
Any student requesting to ride a different bus than what is assigned to them MUST provide a note from parent/guardian to the front office staff. The note must state first and last name of their student, the first and last name of the student they are riding home with, note must have bus number, and be signed and dated by parent/guardian. Bus notes should be brought to the front office 1st thing in am (no later than 9:00am) and can be picked up at lunch time by student. You can also send an email to jennifer.burke@nkcschools.org with the same information.
BUS NOTES WILL NOT BE ACCEPTED AFTER 11:00AM.

Car Riders:
The procedure will be the same as the previous school year. Students will head to the front patio to load their family's car. Car riders need to come from the west on 106th Street. They will enter through west entry #1, circle through the west lot, pick up students along the curb strip near the front patio, and then exit through exit #2.

Parents are to pick up students at dismissal in the front of the building. Please pull forward along the sidewalk in front of the school toward the east lot to ensure maximum capacity of vehicles in the car rider line.

Walkers and Bike Riders:
The procedure will be the same as the previous school year. Walkers and bike riders will wait on the NE corner of campus on the sidewalk/grass near the auditorium. They will be dismissed by an administrator once the buses have left and it is safe to pass.

DISMISSAL MAP:

Student Attendance

Early Arrival:
The building is open at 6:45am specifically for students who arrive early to school. After arrival, students will head directly to the auditorium, or to the scramble area to get breakfast. A pass from the office or teacher is necessary to enter classrooms prior to 7:05am. Students may not go to their lockers until the 7:05AM bell. After students arrive at school, students are not permitted to leave the school premises unless they have received permission from the office.

When school or after-school activities are completed, students should immediately leave the building to ride the bus home, walk home, or ride home with a parent.

Attendance / Absences:
Contact between parents/guardians and school officials must be made when students are absent from, or tardy, to school. A parent/guardian should call school on the day of the absence before 9:00am and explain why his/her child is not in school. If the absence is not reported, attendance staff will contact a parent at home, or at work, to verify the reason for the absence. Our intent with the requirement for verification of absences, late arrivals, and early departures is a safety issue to confirm that parents/guardians and school personnel always know where every student is during school hours.

The attendance phone number to report absences is 816.321.5292. This number has voice mail messaging to report absences 24 hours a day. If contact is not made between parent and attendance secretary on the day of the absence, then the student must bring a written note from home, signed by a parent/guardian stating the reason for the absence. This note should be delivered to the front office on the day the student returns to school. If a student is absent for a doctor's appointment, please provide the office with a doctor's note. Excessive absences may result in referral to legal authorities.

Verified Absence Procedures:
Even though such a practice is not encouraged, students occasionally find it necessary to be excused during the day. The procedure is as follows:

1. For the safety of our students, a parent/guardian must sign the student out in the front office before he/she can leave. A student is never to leave school without checking out through the front office.
2. If an absence is known in advance (i.e. vacation/surgery/etc.), assignments should be requested directly from the students' teachers via email or phone call. Students are encouraged to email their teachers for assignments.

We encourage medical appointments to be made after school hours or during late start hours whenever possible to reduce the amount of instructional time lost.

Students Arriving Late or Leaving Early from School:
Students reporting late to school must have a parent/guardian sign them in at the office before going to class. Students leaving during the scheduled school day must have a parent/guardian sign them out at the office before leaving. For student safety, picture identification is required when signing a student "out" of the building.

Tardies:
Tardies to school negatively affect a student's overall attendance percentage and academic progress. The parent/guardian does need to provide an appropriate excuse for their child's tardy to school; otherwise, a tardy is unexcused. Excused and unexcused tardies are still tardies and do affect a student's cumulative attendance percentages. If a student arrives at school after the school day begins, he/she must report to the front office and receive a pass before going to class. A parent/guardian MUST accompany the student into the building after 7:45am, or send a doctor's note with the student, or call 816.321.5290 to inform the school why the student was late.

Tardy to School:
Students must be in their first hour class by 7:15am. Students may arrive as early as 6:45am and wait in the commons or auditorium areas. Students are dismissed to go to their lockers at 7:05am. Consequences will apply per semester for any tardies to school, whether they are excused or unexcused. To ensure that we start each day in a prompt and positive manner, the following tardy procedure will be followed for those students arriving late to school.

- 4th tardy: Parent contact
- 5th tardy: Three (3) lunch detentions (1-hour total time)
- 10th tardy: One (1) after school extended detention assigned (until 3:30PM or beyond)
- 15th tardy: One (1) Wednesday Night School (2:15PM -4:45PM)
- 18th tardy: Individual Plan

Tardy to Class:
During the school day, students have four minutes to move from one class to another. A tardy to class will be handled individually by the teacher(s) affected. The following procedures and consequences will be applied semesterly:

- 2nd tardy to class: Parent notification
- 3rd tardy to class: Three (3) lunch detentions (1 hour total time)
- 4th tardy to class: One (1) after school extended detention (2:15pm - 3:45pm)
- 5th tardy to class: Wednesday Night School (2:15pm - 4:45pm)
- 6th tardy to class: Individual plan

Truancy:
A student is truant if the …

~ student leaves the school without signing out in the front office
~ student is absent without permission from a parent/guardian
~ student is absent from class without permission (skipping)
~ student does not report to an assigned area or the area designated on a pass
~ student leaves class without permission for any reason
~ student comes to school but does not attend classes

Truancy is an unexcused absence and the student is subject to disciplinary action.

Visitors

All visitors are required to report directly to the front office and sign in with a staff member. A driver's license or government issued photo ID is required to enter the building. A visitor's sticker will be printed and must be worn while on the school campus.

Parents are invited to visit the school regularly and become involved in all school activities. Parents are also invited to join us for lunch, but we do ask that they follow visitor guidelines. Students from other locations are not allowed to visit during the school day or during school functions after school. This includes former students who wish to visit teachers or friends.

Who May Pick up a Student 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 phot identification.

- A student leaving school early will not be called to the front office until the parent or family member arrives to ensure the student has maximum instructional time.

Bad Weather / School Cancellations

Our school cancellation policy has one goal, which is to ensure the safety of our students. Should school be postponed due to inclement weather, the following procedure will be in effect. On days when weather looks hazardous, students and parents should listen to Kansas City Metro area radio stations, watch television, or check the district web site in the morning between 5:00am and 7:00am. During this time, an announcement will be made if classes are to be canceled. You can access the District Information Line at 816.321.5000 ext. 8000 or visit the district web site @ https://www.nkcschools.org/.

Remember, NMMS is part of the *North* Kansas City School District, *NOT* Kansas City Public Schools. Students should not come to school if it is closed due to inclement weather. School will continue the following day unless otherwise noted on radio, television, or the district web site. Whenever possible, students and parents should not call the school office to ask if school will be held.

If school is open on a snowy day…

- Expect the bus to be late. Every bus route will run, but alternate routes may be used due to hazardous conditions. (You will be contacted by letter if there is an alternate route.)
- Make plans for your student if you will not be home.
- Dress to protect against wind and cold. Plan for your student to stay with a neighbor if you won't be home.
- Have a plan to follow if we must dismiss students early.

It takes three hours from the time we make the decision to close school early until the last child is delivered home. We respect your decision to keep your child home when the weather is questionable.

School Climate

Dress Code:

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. **This means ski masks and balaclava ski masks are not allowed.**
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.

Electronic Devices / Cell Phones:

At North Kansas City Schools, our goal is to create a warm, welcoming, safe and academically focused environment for students. Student Cell Phone use at school has been identified as a tremendous distraction to meeting that goal. In addition, with the deployment it district issued iPads, cell phones are unnecessary for academics throughout the school day. The building-level practices outlined below have been developed in coordination with NKC Schools Board Policies [EPCD Policy] and JG-R- Technology Misconduct. You may also reference Board of Education policies EHBA - Use of Personal Electronic Devices for Instructional Purposes for more information.

We recognize that parents may want their student to have a cell phone for safety reasons. However, cell phones do present possible disruptions to the educational process.

- The cell phone will always be the child's and parent/guardian's responsibility. The school is not responsible for lost, damaged, inappropriate use or stolen cell phones.
- Cell phones will be turned off during the school day (7:15am - 2:12pm). Students may use their cell phones up until 7:15am, and after school. **Students must turn phones off and place in their locker until the end of the school day.**
    - Phones are not to be in their possession, and should not be seen, accessed, or heard, during school hours.
- Smart watches and headphones are not allowed during school hours and should be in student lockers.
    - Smart watches and headphones are not to be in student possession, and should not be seen or accessed, during school hours.
- Outside social media activity can be subject to school disciplinary procedures

- Pictures and/or recordings in bathrooms is strictly prohibited and subject to Wednesday Night School or suspension
- Consequences for cell phones, smart watches, headphones, or any other non-school issued personal electronic device used at school are as follows:
    - 1st offense:
        - Student is escorted to the office and turns in the device
        - An email will be sent home to notify guardian(s)
        - Violation documented
        - Student may pick up device at the end of the school day
    - 2nd offense:
        - Student is escorted to the office and turns in the device
        - An email will be sent home to notify guardian(s)
        - Violation documented
        - Administration will contact guardian(s) to inform that the student must now check in the device each morning
        - Student may pick up device at the end of the school day
    - 3rd and reoccurring offense(s):
        - Student is escorted to the office and turns in the device
        - Violation is documented
        - Administration contacts guardian(s)
        - Appropriate time-based consequences will be applied (i.e. after school detention, lunch detention, etc.)
        - Student may pick up device at the end of the school day

*Any student video recording or taking pictures in private areas (such as locker rooms, bathrooms, etc.) is strictly prohibited, and will be subject to disciplinary action. Repeated behavior of video recording or taking pictures in private areas will be subject to suspension.

***NO recordings allowed.** The only exception is when student iPads are used for academic purposes.

District Electronic Device Policies

Student Item(s) Drop-Off:
Items being dropped off during school hours for students, will be kept by the office for students to retrieve during passing time. Please notify your child of your plans to leave it at the office for them.

Students will NOT be called from class to retrieve any item that has been dropped off (this includes, but is not limited to, iPads, lunches, assignments, etc.).

Outside food being brought into the school for students to consume for lunch, must be delivered by parent or immediate family. This can be done by emailing your student that food was left in the vestibule.

NO outside food delivery (DoorDash, Uber Eats, etc.). They will NOT be accepted by the school. The disruption to the office can be substantial and cannot be allowed.

Backpack / Book Bags:
Backpacks and book bags can create problems in halls and classrooms. Students will NOT be allowed to carry back packs or book bags to classes during the school day; this does include purses and crossbody bags. They are to be kept in lockers. Only one exception will be made to this practice. Students will be allowed to take their backpacks to their last class in an effort to dismiss straight from their last class to go home.

Printed Materials / Signs:
All printed materials, signs, or posters not sponsored by the school must have approval from a principal before being posted.

Student Conduct:
The school district believes in a pro-active approach to student safety and well-being involving parents and all associated with the activities of the school day and school events. Students are responsible for following all school rules and regulations anytime students are involved in activities associated with the school. This includes from the time students leave their homes, 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 the 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.

Responsibility Room:
New Mark's core values that were developed by parents, teachers, students, and administrators are: Self-Starter, Trustworthy, Respectful, and Responsible. When students are struggling to meet these expectations, our staff has been trained on how to work with the student to reach closure and move forward. If a student is demonstrating they are struggling to reach closure and maintain our core values, they may be sent to the Responsibility Room for further reflection and planning. They will work with our Responsibility Room staff member to identify the choices and behavior that fell short of our core values, create a plan of action for addressing this issue, and identify any supports that are needed in doing so. Once they have successfully completed this, they may work with an administrator and then follow up with any necessary individuals prior to returning to class. Any classwork, assignments, tests, etc. that are missed during their time in the Responsibility Room are the responsibility of the student. They should communicate with their respective teachers and make up the work outside of school hours.

Adult Supervision at New Mark Events and Off-Campus School Events:
To ensure the safety of students, it is expected for school aged kids to be accompanied with a supervising adult (parents/legal guardians) at New Mark and Off-Campus school events. [Examples are, but not limited to, home basketball games at New Mark or a New Mark football game played at Staley High School.]

NKC District Event Guidelines

All students attending home athletic events MUST go home at dismissal and return at game time with their parent/legal guardian.

School personnel attend these events with a focus on ensuring that the event is logistically and procedurally successful. Student supervision is the responsibility of the parents/legal guardians. Off-campus events will have a staff member assigned to the gate and will only allow school-aged kids to enter who are accompanied by a supervising adult. Students without a supervising adult will be denied admission to these events. The supervising adult MUST stay with the school-aged kids until departure.

Thank you for your adherence to this policy and care for our students' safety.

Students Staying After School:
Students waiting for a ride should wait on the front patio. All other students should be with a staff member after the bell rings at 2:12PM.

Protection of Private Property:
The chances of losing personal property can be reduced by using common sense and by being careful. The following suggestions will assist us greatly:

- Bring to school only those items that are necessary for school.
- Leave your valuables at home.
- Carry only the amount of money needed at school.
- Lock your coats, caps, etc. in the locker.
- Write your name in all texts, notebooks & belongings.
- Mark physical education outfits, shoes, sweatshirts, jackets etc. with your name.
- **Keep lockers secure at all times.** Students must keep their lockers locked and should never share their locker combination or allow others to use their locker. Students are responsible for all contents found in their assigned locker. If a student shares their combination and another person places prohibited or inappropriate items inside, the assigned student may still be held accountable.
- Students are only permitted to use the locker assigned to them. Entering or using a locker that is not assigned to you may result in disciplinary action.
- Locker assignments are managed by the administration. Students are not allowed to switch lockers or share lockers without prior approval from an administrator.
- Keep personal items with you when in classes and at lunch.
- DO NOT bring nuisance items to school. Nuisance items may include, but are not limited to electronic devices, fireworks, explosives, toys, blankets and/or pillows, and especially aerosols (perfumes, body sprays, colognes). Any nuisance items brought to school may be confiscated by staff members to be held by the school. A nuisance item would be any item that is deemed disruptive to the instructional process for any student or classroom.

Racial / Ethnic Harassment Policy:
The North Kansas City School District 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 racial/ethnic harassment by any student, staff member, agent of the district, or vendor. Harassment includes verbal abuse, physical threats, and visual displays.

Racial/ethnic harassment will not be tolerated. Violation of this policy will result in disciplinary action. A parent conference with the school principal is mandatory in any substantiated racial/ethnic incident. Any individual who reports racial/ethnic harassment will not be retaliated against. Complaints will be handled as quickly as possible. Forms for reporting incidents of harassment are available at the school, in the Parent Handbook or at the district office or on the website.

Sexual Harassment Policy:
The North Kansas City School District strives to create an optimal learning environment for all students. The district does not condone and will not tolerate the sexual harassment of students or staff, or a school or classroom environment which tolerates 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 sexual advances or verbal or physical conduct of a sexual nature. This may include sexual touching, offensive jokes, insults, innuendoes, 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, school

counselor, school principal or the Executive Director for Student and Family Services immediately. The student is assured that the matter will be investigated, and appropriate action taken.

Bullying / Intimidation / Harassment:

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

If someone is doing one or more of these things to you, ask them to stop. If they don't stop, you need to get adult help. Tell a teacher, a counselor, our school resource officer or an administrator immediately. Always tell your parent/guardian. You are asking for help. If the bullying does not stop, continue to ask for help by telling an administrator until it does stop. Everyone at New Mark has the right to feel safe physically and emotionally.

Disciplinary Infractions:

We are constantly seeking ways to reward positive behavior and help students develop a positive self-esteem through our incentives and Positive Behavioral Supports. With continued cooperation and communication among parents, teachers, and students, we can continue the high standards for academic success. We want New Mark to continue to be a safe and secure place for every individual. If a student is referred to the office for a serious problem, a parent will be contacted, usually by phone.

Any student's actions that violate municipal, state, or federal laws while on school property or at a school function may be subject to school disciplinary action including detention, suspension, or expulsion. In addition, school officials may report the student's actions to the appropriate law enforcement officials. The following incidents are considered a violation of a safe and secure school environment: alcohol/drugs/look-a-like drugs, tobacco products, cigarettes, vaping materials, arson, assault, bus misconduct, cheating/plagiarism, class disturbance/disruption, distribution of alcohol/drugs, drug paraphernalia, explosive devices, extortion/intimidation, false fire alarm/bomb threat, 911 telephone call, fighting, forgery/illicit use of school documents, gambling, gangs and gang related behavior, harassment/bullying, inappropriate use of technology, insubordination, possessing banned or nuisance items such as laser pointers and skateboards and other items deemed not appropriate for school, misrepresentation of the truth, disrespect, profanity and obscenity, public display of affection, distributing, selling or buying items from other students, theft, threatening/intimidating statements, tobacco violations, truancy, vandalism, property damage, and weapon/weapon look-a-like/use of weapon. This is not an all-inclusive list and fluid based on the day to day needs of the school's safety, security, and school climate. Any items added to this list would be given proper notice to all students through building communication.

Any student responsible for the videotaping of a fight, or conflict, will have disciplinary action. Repeated behavior of videotaping will be subject to suspension.

In addition, any student video recording or taking pictures in private areas (such as locker rooms, bathrooms, etc.) is strictly prohibited, and will be subject to disciplinary action. Repeated behavior of

video recording or taking pictures in private areas will be subject to suspension.

Board Policy EHB-AP(1): Technology Safety

School Resource Officer:
Through a partnership with the Clay County Sheriff's Office, a School Resource Officer is available. and visible on a regular basis. The School Resource Officer provides a positive law enforcement presence in the school; provides a variety of educational opportunities to the students such as substance abuse and violence prevention; and works with students and teachers in such areas as: understanding the law, harassment/bullying and conflict mediation. The School Resource Officer is consulted when any student commits a law violation or infraction on campus.

Student Services and Information

Lockers:
Students will have access to hall lockers. Hall lockers with built-in combination locks will be assigned to students when school commences. Lockers are the property of New Mark Middle School and are subject to inspections by authorized school personnel. The school is not responsible for lost, damaged or stolen items. Let an adult know if you need help opening your locker. We discourage decorating the interior/exterior of lockers.

- Always close your locker door and turn the dial to make sure it is locked.
- Keep your locker area neat and clean.
- Keep your locker combination private!!
- Students are not to place any adhesive products on or in their lockers.
- Students are not allowed to move lockers without consent from an administrator. Consequences will be assigned for students housing themselves in a non-assigned locker and for allowing a student to use an unassigned locker.
- Students are to use only their assigned locker.
- Students are NOT allowed to have food or drink in their lockers at any time – the ONLY exception is their lunch for the school day which will be consumed during their lunch period. (i.e NO fountain/to go drinks, candy, snacks)
    - This allows our school to stay clean and avoid spills in the hallways

If a student chooses to abuse his/her locker by slamming the door, kicking it, or pulling it open without using the combination, appropriate disciplinary action will be taken.

Counseling and Guidance Office:
The purpose of counseling and guidance program is to help students develop interpersonal relationships, make informed decisions, and develop the ability to explore and plan for careers. Terms to describe school counseling are preventive, situational, supportive, and temporary crisis. In general, school counselors are not involved in long-term therapeutic counseling of the type one would seek in private counseling.

The counselors are available for individual sessions with students who wish to make an appointment. Teachers, parents, the nurse, and administrators may also make student referrals. The counselors lead small volunteer groups in areas like divorced parents, bereavement, and friends. The counselors teach the sixth-grade classes on a regular basis and occasionally teach seventh and eighth grade classes. These classroom visits stress personal social skills in areas such as self-concept, stress, goal setting, conflict resolution, careers, and health.

The counselors also coordinate enrollment and the standardized testing program.

Lost and Found:
Students who find items that have been left unattended should turn them into a staff member or the office. All items brought to school should display the student's name, clearly written in permanent ink. *Do not bring valuable clothing, watches, purses, electronic devices etc., to school. Clearly mark all personal items* with your name so the item can be returned, if lost.
A Lost and Found is located by the Gymnasiums (by Room 414) and the physical education department. Students who lose personal belongings should check the Lost and Found, physical education department or the front office.

School Nurse and Health Room:
We make 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 and have an elevated temperature of 100.4 degrees or higher or a suspected contagious condition. Students should stay at home until fever and or vomiting free for 24 hours. This is for your own protection as well as for others in the classroom. A registered nurse is on duty each day in the Health Room and can be reached at 816.321.5293.
Medication Guidelines:

- Written orders from a physician licensed to prescribe and written permission from the parent/guardian must be provided for any prescription medication to be given at school. The information will include name of the student, name of the medication, dosage, route of administration, and time medication is to be taken.
- All medication must have the label attached by the pharmacist/physician and will include on the container: the child's name, the name of the medication, the dosage, and the physician's name.
- The NKCSD requires parents to bring in and pick up all medications, prescriptions, over-the-counter inhalers, and topical ointments with current expiration dates on them. All medications, over the counter and prescribed, must be kept in the nurse's office.
- All non-prescription over-the-counter medication must be kept in the nurse's office and sent in the original container marked with the student's name and accompanied by a parent's authorization to administer. Only the instructions on the container will be followed unless the physician provides alternative instructions. If a question would arise, the school nurse will have the right to refuse administration of the medication until further clarification is received and documented from the physician.
- Any change in the time or dosage of medication must be accompanied by a written request from the physician.
- It is the student's responsibility to come to the health room for assistance in taking medication.
- Students may not carry any type of medication with them at school or store medication in a locker unless special written medical authorization requires that to be done.
- All medication must be picked up at the end of the school year - Medication cannot be stored during the summer.

If a student is injured or experiences symptoms of illness while at school, he/she should request a health room pass from a staff member, if practical, or report directly to the Health Room in case of an emergency. The nurse will provide a nurse's assessment of the student's situation and may:

- Provide necessary first aid or assistance.
- Contact a parent to arrange transportation home or to a health care facility for the student. All health-related calls to parents need to be made from the health room.
- Summon emergency medical assistance.
- Allow the student to rest for a time in the Health Room.

- Send the student back to his/her normal school activities.

Accident Insurance:
The district does carry accident insurance on all students during school-sponsored activities during the regular school term through Lawrence E. Smith & Associates. Claim forms and benefit descriptions are available through the school or school nurse. Parents are responsible for submitting the claims.

Food Service / Cafeteria:
ALL STUDENTS WHO MAKE PURCHASES IN THE CAFETERIA NEED TO MEMORIZE THEIR SIX-DIGIT STUDENT ID NUMBER. Parents may check their child's account as to the remaining balance or food purchased by accessing their MyPaymentsPlus parent account or call the Food Service Manager at New Mark.

1. The basic rules, which govern New Mark lunch periods, are:
2. Students may bring lunch and/or unopened drink containers from home.
3. Students may possess a bottle with water only. The bottles must only contain water. **Energy drinks are not allowed.**
4. Students line up in the service line upon reporting to the cafeteria with their teacher.
5. Students are not allowed to use the accounts of other students. Borrowing money from other students is prohibited.
6. After eating, students return all soiled dishes and wastepaper to the soiled dish window and trash/recycling receptacles.
7. Following lunch, students remain seated at their table. Students are not allowed to move to other tables or go to other parts of the building during their lunch period without special permission.
8. Neither food nor drinks can leave the Commons, be consumed in the hall or stored in the lockers.
9. Parents may eat/bring lunch for their child only. Call the office to let us know parents are coming. Friends are not allowed to visit or eat lunch with students.

Breakfast ($2.00) and lunch ($3.70) meals are served each day. Lunch times depend on the schedule of the student. Students who are eligible for free lunches are also eligible for free breakfast. Free/reduced meal applications MUST be completed via an online application. The application can be found here:
https://www.schoolnutritionandfitness.com/index.php?sid=0306152235285801&page=lunchapps
Students are responsible for paying for all meals until their free/reduced application has been approved.

Cafeteria meals, as well as a la carte items, are purchased through a computerized system. Money can be added to a student's meal account at any time in any amount. Please make checks payable to the name of your school and then FNS (i.e. Name of School/FNS). Money can also be added to a student's meal account on-line via a credit card at https://www.nkcschools.org/families/pay-for- meals-fees . The student's meal account is then debited as the student makes food purchases. The student who does not have money in their meal account is allowed to charge breakfast and/or lunch for three days or up to a maximum negative balance of -$10.50. The student is not allowed to charge a la carte items. If the charges are not paid after three days or after the maximum negative balance has been reached, the student will no longer be allowed to charge any meals. If a student is denied a meal, the student will be given a benevolent lunch (PBJ, or other if student has a nut allergy) at no cost to the student.

Parents may want to limit the amount of money spent on a la carte foods. To do so, please call the

cafeteria manager. The cafeteria manager will note your request on the computerized system so the cashier will see your request each time your student attempts to makes a purchase.

Our lunch menus are designed to provide one-third of the Recommended Dietary Allowances (RDAs) daily requirement of calories, protein, calcium, iron, vitamin A and C with < 30% calories from fat and < 10% calories from saturated fat. Our breakfast menus are designed to provide one-fourth of the RDAs with < 30% calories from fat and < 10% calories from saturated fat. Menus can be found on the district website at https://www.schoolnutritionandfitness.com/index.php?sid=0306152235285801&page=menus .

Students leaving the district during the school year must pay lunch obligations to the cafeteria manager before leaving the district.

YouthFriends:

YouthFriends is a community wide movement that connects thousands of adult volunteers with students. If you would like to have a caring adult meet with your student on a regular basis, contact your school counselor.

Gym Expectations:

During the 2026/2027 school year, students will NOT be required to dress out for P.E. Please dress appropriately on the day you have P.E.

- Tennis shoes are required on P.E. days.
- For safety purposes, please do not wear crocs, dress shoes, high-heeled boots/shoes, etc. on your P.E. day.

After the physical education teachers cover gym regulations, please be certain that you know and understand them. All students are required to enroll and participate in physical education and may be excused only if they have written permission from a physician. In physical education classes, a locker and padlock may be assigned to each student. There is no charge for gym locks or hall lockers. Should a student lose his/her gym lock, he/she must pay the replacement cost of $6.00. Students should not give their padlock combination to other students.

Library Media Center (LMC):

The mission of the Library Media Center is to ensure that staff and students become effective users of ideas and information in various formats. The LMC welcomes students daily from 7:05am - 2:12pm. There are also extended library hours during ACE sessions. Core teams are scheduled to visit the LMC on a regular basis for checkout and pleasure reading.

- Books and magazines are checked out for a period of three weeks.
- Reference books may be checked out overnight.
- Books may be renewed one time if needed.
- If library materials are lost, students are expected to pay the replacement cost of the materials.
- In addition to print books and magazines, computerized resources such as electronic encyclopedias, news and information sources, and online magazines are also available.

Transportation:

Transportation is provided free for students living more than one mile from their school. Paid transportation forms and request for alternate route forms are available at the school, or on the district website.

Riding the bus is a privilege that is earned by obeying safety and behavior rules. Bus routes comply with state guidelines. Our first concern is safety. We provide supervision during loading and unloading of buses. The bus driver provides supervision while students are on the bus. Drivers must

watch traffic and road conditions while driving. Therefore, drivers must rely on the cooperation of students in order to maintain a safe and orderly situation on the bus. Students must practice responsible self-discipline while riding the bus. A student, who chooses not to do so, can jeopardize the safety of others and will be required to arrange other transportation with their parent/guardian to and from school.

Emergency Drills:

Three types of emergency drills are held at New Mark: fire, tornado and shelter-in-place drills. Teachers will give complete instructions about these drills and the method of notification used by the office. Detailed instructions about each type of drill are posted in each classroom. Students are expected to be quiet, listen and follow adult directions to ensure the safety of all.

Academics

Multi-Tiered Systems of Support (MTSS):

MTSS is a proactive approach to meeting the academic, social, and emotional needs of all students at New Mark. Students are scheduled into MTSS groups by their team teachers, with support from collaborating encore teachers. Tuesday through Thursday, MTSS time is dedicated to WIN (What I Need) Time, during which students receive targeted support with coursework and interventions designed to help them make progress toward proficiency on grade-level standards. Throughout the year, MTSS may also include team-building activities, school news and updates, celebrations and assemblies, opportunities for leadership, and practices that strengthen communication between students, families, and staff.

Co-Curricular Eligibility:

New Mark's eligibility expectations have been established to help students be successful and responsible for their academic expectations. In the event a student is assigned OSS, they would be considered ineligible to attend. This would include all district athletic and PTSA sponsored events, i.e. TNO. Additionally, students must attend at least half of the school day to participate in school functions. It is to be used in a positive educational manner. Coaches may apply more stringent expectations that exceed the building's policy.

Students, while on the non-eligible list, will not be eligible to participate in or attend any school functions outside of the school day including reward or incentive fieldtrips during the school day.

PowerSchool:

New Mark provides parents and students with a unique opportunity to use a product, which allows them to view their child's school information via the web. Parents can access pertinent information about their child's attendance, assignments, grades, and a history of academic work. PowerSchool is also how families register their students every school year. Parents needing password information can call the office at 816.321.5290.

Student Recognition & Distinguished Achievement Program

We continue to seek ways to provide an educational climate in which students are excited about learning and where students conduct themselves in socially correct ways. Currently, New Mark has the following student recognitions and programs:

National Junior Honor Society:
The National Junior Honor Society is an organization of students who excel in the areas of scholarship, service, leadership, character, and citizenship. Scholarship includes obtaining a Cumulative (7th & 8th Grade) GPA of 3.8 and rank at or above 85% on a teacher evaluation scale. Character and citizenship are the main criteria in the teacher evaluation scale. Service pertains to our many projects and includes contributing a total of 15 service hours each semester. Leadership relates to the many offices that members may hold.

Student Council:
The Student Council is a student organization that represents the student body to help improve New Mark Middle School. Elected officers serve as an executive board. Representatives from each team are elected in the early fall. To be a part of the NMMS Student Council, students must meet all requirements, which includes: 3.0 GPA, no OSS, ISS or bus referrals.

Distinguished Achievement Program (DAP):
Any New Mark Middle School eighth grade student who wishes to be recognized as a Distinguished Achievement Program Honoree must complete a DAP contract with assistance from his/her parent and counselor. Proper documentation must be presented to the counselor for verification of contract requirements. To be a DAP Honoree; a student must maintain a 2.5 GPA and meet 5 out of 9 performance standards listed below. Each Distinguished Achiever will receive public recognition as well as a medallion.

DAP Performance Standards

- Standard 1: GPA must be at least 3.0 for the year
- Standard 2: Demonstrate success in at least two honors opportunities during the school year. This can be earning an A or B in advanced math, high school level language, or AVID
- Standard 3: Participate in a Fine Arts Activity
- Standard 4: Participate in a student leadership activity
- Standard 5: Participate in a Community Service Activity
- Standard 6: Good Citizenship (No office referrals)
- Standard 7: Participate in Career Exploration activity
- Standard 8: Earn a Minimum of Two Awards
- Standard 9: Advanced or Proficient on at least one section on the MAP tests

LiveSchool:
LiveSchool supports a proactive, data-driven approach to building a positive school climate by rewarding good habits and reinforcing school and classroom expectations. LIveSchool is designed to promote equity, recognize a wide range of positive behaviors, and support all students in feeling motivated and included. Students who consistently demonstrate academic achievement (maintaining a set GPA), strong attendance, and positive citizenship will automatically earn enough points to attend our end-of-quarter celebration which honors their well-rounded efforts across school life.

At the same time, New Mark's approach remains equitable and flexible by allowing ALL students to earn

points through daily positive behaviors, growth, and effort, regardless of GPA or attendance status. These points can be saved and used either at the LiveSchool Store or to purchase access to the celebration, ensuring every student has multiple pathways to recognition and reward. This approach supports motivation, builds a positive school climate, and reinforces our belief that all students should have the opportunity to succeed and be celebrated. *See the section at the end of this handbook on LiveSchool.*

Star of the Month:
Students will be chosen monthly from each team and encore areas to be recognized. The students are selected on the basis of citizenship, acceptance of responsibility, academic achievement, and/or improvement. Recipients will receive an incentive and have their picture displayed in the Commons area. Star of the Year awards are presented to one male and female from each team, along with the Encore Department.

Eighth Grade Honors Night Awards:
Additional awards presented each spring to 8th grade students include:

a) Melody Shoger Award
b) Art Pfaff Pride Award
c) John Hagan Integrity Award
d) Guiding Light Award
e) Andy Butler Award
f) Perfect Attendance Awards
g) Ina Chambers Service Award
h) Mary Skeens Character Award
i) Exemplary Student Award
j) Rick Dayoub Outstanding Male & Female Athletes

Student Activities

After Class Events (ACE):
ACE sessions are offered Tuesday and Wednesday from 2:25pm - 4:55pm. There will be a 10-minute break between the two sessions from 3:35pm - 3:45pm. Transportation home is provided each day for bus riders enrolled in ACE. A wide variety of activities including intramurals are offered throughout the year. Students and families can find information regarding each session, and how to sign up, on the New Mark website under ACTIVITIES. Enrollment, along with a $10.00 fee per session, are required for participation. Students are expected to follow all school and bus rules.

Sports:
Interscholastic sports are offered to 7th & 8th grade students: boys' and girls' cross country in the fall, girls' volleyball in the fall, boys' and girls' basketball and wrestling in the winter, boys and girls swimming in the spring, and boys and girls track in the spring. All students may try out for fall cross country and swimming in the spring. This is a competitive sports league. Tryouts are a part of the program and cuts will be made. The Missouri State High School Athletic Association (MSHSAA) governs sports requiring students to have a physical. More information can be found on our New Mark website under Activities, then ATHLETICS.

New Mark Activities:

- Boys & Girls Basketball – 7th & 8th Grades
- Boys & Girls Cross Country – 7th & 8th Grades
- Boys & Girls Track – 7th & 8th Grades
- Cheerleading – 7th & 8th Grades
- Color Guard – 7th & 8th Grades
- Football – 7th & 8th Grades
- Girls Volleyball – 7th & 8th Grades
- Honors Band – 8th Grade
- Honors Orchestra – 8th Grade
- Math Competitions
- National Junior Honor Society – 7th & 8th Grades
- Play / Musical
- PTSA
- PTSA Reflections
- Robotics
- Student Council
- Swim – 7th & 8th Grades
- Team Field Trips
- Wrestling – 7th & 8th Grades

Teen's Night Out (TNO) ***[Sponsored by PTSA]:***
The PTSA sponsors Teen's Night Out evenings during the school term. Each session offers: music, dancing, games (basketball, volleyball, computer lab, bingo) and sells refreshments (hotdogs, pizza, nachos, pop and candy). Parents and teachers supervise students. Tickets are sold on Wednesday-Friday ONLY during lunch the week of TNO. A year pass can be purchased during NM Registration Night from the PTSA table. Tickets will not be sold at the door. The dates for Teens Night Out evenings are listed in the school calendar and on the NM PTSA website.

- Only New Mark students may attend TNO.
- All school rules apply for NM students who attend.
- Students that are absent from school that day cannot attend.
- Students not picked up on time may not be able to attend a future school activity.
- If a student is sent home from TNO for a disciplinary reason, he/she will not be allowed to return for the remainder of the year.
- No refunds will be given for season passes.

Technology Usage Policy

Families, please review this section in detail with your student(s).

District Electronic Device Policies

Internet Use Policy and Networked Computer Guidelines:
Networked computers with filtered Internet access are available in all classrooms, labs, and Media Centers. Staff and students use Internet resources throughout the instructional day. Please contact the school technology coordinator or the building principal with questions or concerns. Parents who wish to further restrict their students' access to Internet resources should inform the building principal in writing.

The North Kansas City School District recognizes the educational and professional value of electronics-based information technology, both as a means of access to enriching information and as a tool to develop skills that students need. The district's technology exists for the purpose of maximizing the educational opportunities and achievement of district students. The professional enrichment of the staff and Board, and increased engagement of the students' families and other patrons of the district are assisted by technology but are secondary to the ultimate goal of student achievement. 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. Development of students' personal responsibility is itself an expected benefit of the district technology program.

Electronic Mail:
A user is responsible for all electronic mail (e-mail) originating from the user's ID or password. Forgery or attempted forgery of e-mail is prohibited. Unauthorized attempts to read, delete, copy or modify e-mail of other users are prohibited. All users must adhere to the same standards for communicating online that are expected in the classroom and are consistent with district policies, regulations and procedures.

All users of the district technology resources will follow the following rules and responsibilities:

a) Applying for a user ID under false pretenses is prohibited.
b) Using another person's user ID and/or password is prohibited.
c) Sharing one's user ID and/or password with any other person is prohibited.
d) A user will be responsible for actions taken by any person using the ID or password assigned to the user.
e) Deletion, examination, copying or modification of files and/or data belonging to other users without their prior consent is prohibited.
f) Mass consumption of technology resources is prohibited.
g) Downloading of any inappropriate files, or software, audio/video files not approved for use by the superintendent or designee is prohibited.
h) Use of district technology for soliciting, advertising, fund-raising, commercial purposes or for financial gain is prohibited, unless authorized by the district.
i) 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.
j) 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.
k) Accessing, viewing or disseminating information using district resources, including e-mail or Internet access, 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 is prohibited.
l) 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.
m) Accessing, viewing or disseminating information using district resources, including e-mail or Internet access, 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, 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 school regulations is prohibited.
n) Any use which has the purpose or effect of discriminating or harassing any person or persons on the basis of race, color, religion, sex, national origin, ancestry, disability, age, pregnancy, or use of leave protected by the Family and Medical Leave Act or the violation of any person's rights under applicable laws is prohibited.
o) Any unauthorized, deliberate, or negligent action, which damages or disrupts technology, alters its normal performance, or causes it to malfunction, is prohibited, regardless of the location or the duration of the disruption.
p) Only pre-approved software, audio/video media or technology devices may be purchased and

licensed on district equipment. 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.

q) At no time will district technology or software be removed from the district premises, unless authorized by the district.
r) All users will use the district's property as it was intended. Technology or technology hardware will not be lifted, moved or relocated without permission from an administrator. All users will be held accountable for any damage they cause to district technology resources.
s) All damages incurred due to the misuse of the district's technology will be charged to the user. The district will hold all users accountable for the damage incurred and will seek both criminal and civil remedies, as necessary.

Technology 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 the superintendent or designee considers him a security risk.

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

On-line Safety Disclosure, Use and Dissemination of Personal Information:

a) All students will be instructed on the dangers of sharing personal information about themselves or others over the Internet.
b) Student users are prohibited from sharing personal information about themselves or others over the Internet, unless authorized by the district.
c) Student users shall not agree to meet with someone they have met on-line.
d) A student user shall promptly disclose to his/her teacher or another school employee any message the user receives that is inappropriate or makes the user feel uncomfortable.

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.

In summary, school issued technology is for academic purposes ONLY. This includes school issued email accounts. Student will not use their school email accounts for non-academic purposes (such as chatting with friends or as a substitute for texting friends). Discipline will be applied when students use their school issued technology for non-academic purposes. This will include conferences with administrators, phone calls home, time-based consequences and/or removal of the application used inappropriately.

Parent and Community Involvement

Parent/Teacher Conferences:
A conference can be arranged with an administrator, counselor, individual teacher, or a team of teachers. In order to protect instructional time and the learning environment, we ask that parents prearrange to meet with the staff members. An academic district wide parent conference is scheduled during September/October.

Parent/Teacher/Student Association (PTSA):
PTSA is an integral part of our middle school program. PTSA supports students, staff and administration financially and through many hours of volunteer work. PTSA sponsors "Reflections," (a creative arts competition) and "Teens Night Out". In addition, they offer spirit wear for sale and help fund community service projects. PTSA offers an opportunity for students to work with parents as partners on committees to serve the school while gaining leadership experience and skills. We encourage students and parents to both join PTSA. Memberships are available in the office and during many school activities.

Student and Parent Rights

District Policies:
North Kansas City Schools greatly value the relationship between you and your local school. Most policy questions can be handled by speaking with the teacher or principal. School policies are available on the District web page. A principal or administrative assistant can also supply you with a copy of any district policy. If you have further questions, please call the District office. The District has a legal obligation to inform parents and students of its policies on racial/ethnic and sexual harassment, and non-discrimination.

Grievance Procedure:
The school district recognizes that parents and other school patrons have a fundamental right to discuss concerns they might have with the district. If the concern is directed toward a teacher, the parent should make an appointment to visit with the teacher. If the grievance is not settled after this initial meeting, the parent should discuss the problem with a principal. If the issue is still not resolved, an appointment should be made with the superintendent or his designee.

Non-Discrimination Statement:
North Kansas City Schools, as an Equal Opportunity Employer, complies with applicable federal and state laws prohibiting discrimination, including Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA). It is the policy of the school district that no person, on the basis of race, color, national origin, sex, age or handicap, shall be discriminated against in employment, educational programs and activities or admissions. Inquiries or complaints concerning North Kansas City Schools compliance with the regulations implementing Title VI, Title IX, Section 504, or the Americans with Disabilities Act (ADA) may be directed to: Section 504 Compliance Coordinator, or Title VI and Title IX Compliance Coordinator and ADA Officer, North Kansas City Schools, 2000 NE 46th Street, Kansas City, Missouri 64116, 816-321-5000.

Student Records:
Parents may examine their student's school file by making a written request to a principal. No one except school personnel using the files may have access.

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 that he/she deems to be in the best interest of the educational process.

"Introduction"

Building a Positive School Climate

LiveSchool is a proactive approach to promoting positive behavior and academic responsibility. By encouraging student engagement in academics, attendance, and citizenship, LiveSchool helps foster a safe and supportive school community.

What is LiveSchool?

LiveSchool focuses on rewarding good habits, encouraging positive character traits, and reinforcing school and classroom expectations. **This includes Grades, Citizenship, and Attendance.**

Students earn points for meeting expectations and demonstrating positive habits throughout the school day.

Quarterly Celebrations

Students can earn access to end-of-quarter celebrations by accumulating points in a variety of ways.

Automatic Qualification

Students who meet the following criteria will automatically receive enough points to "purchase" the end of quarter celebration:

- No F's and no more than one D per grading period.
- Attendance rate of 94% or higher.
- No major office referrals. Multiple minor office referrals may result in disqualification.

Alternative Qualification

Students who do not meet the automatic criteria for grades can still earn points through positive behaviors and use them to "purchase" the end of quarter celebration.

- Students who do not meet 94% or higher attendance rate, may earn Live School points through community service hours.
- If a student doesn't qualify due to discipline issues, there is no alternative qualification.

"Incentives"

LiveSchool Points

Throughout the year, students earn digital currency/points from staff members within our school building. Students can use their points to shop at the New Mark LiveSchool Store throughout the year. Items and experiences will be listed on a store menu shared at the start of the school year.

Celebrations *(subject to change)*:

- 1st Quarter: Ice Cream Social
- 2nd Quarter: Retro Recess
- 3rd Quarter: Bingo Bash
- 4th Quarter: Main Event

***Any student participating in the end of quarter celebrations are subject to administration's approval.*

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

STRATEGIC PLAN

MISSION STATEMENT

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

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

OBJECTIVES

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

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

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

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

STRATEGIES

Strategy I:

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

Strategy II:

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

Strategy III:

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

Strategy IV:

We will serve to unify our community.

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

NORTH
KANSAS CITY
SCHOOLS
est. 1913

DISTRICT PROFILE

Known for innovation and excellence, North Kansas City Schools serves nearly 22,000 students in suburban Clay County, Missouri. Established in 1913, the school district is rich in tradition with a heritage of active engagement with the 13 communities it serves. The district has 36 schools in Kansas City's "Northland" stretching from Briarcliff to the Staley neighborhoods.

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

All four high schools are designated "A+ Schools," allowing students who meet academic, attendance and citizenship criteria to receive two years of college tuition reimbursement from the State of Missouri. Each high school offers Distinguished Achievement Programs, which include the AP Capstone Diploma, Early College Academies (including MCC - Maple Woods Community College, Early College Academy, MCC – Advanced Technical Skills Institute Early College Academy, the University of Missouri-Kansas City Early College Academy, and the Collegiate Nursing Academy, William Jewell College Early College Academy)and AP courses. Students also can elect to participate in highly specialized studies through International Baccalaureate or the International Baccalaureate Career-related Program, Project Lead the Way, Northland Career Center, Northland Center for Advanced Professional Studies, as well as an Automotive Technology Program. In addition, all high school students in the district benefit from our College & Career Pathways, a foundational approach that shapes how our high schools are structured. These pathways ensure that every student has access to rigorous coursework, Career & Technical Education, work-based learning opportunities, and essential student supports, guiding them from learning about work to learning for work.

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

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

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

Board of Education – (816) 321-4361

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=xa9jwu0EeqNJP1lMR8zErI2Eu9hM2yurtmPs7R4uWoGx8Ahi06plusLzAy8g1tPrKI2cq0QcCe9BGslshNaALXXJplusjW9RTEwCaPwzE4gyFfT7PTxUqsslsh2cN82pluskKslshOQBJosLqFo4sIhgl4vRofnx68OZZP7J3cvPLye0WeewUWBUBwMWCLwQG5Va7YA62t3slshDslshgeFh

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.

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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
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1. What is a complaint?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

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

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

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

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

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

Revised 4/17

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.