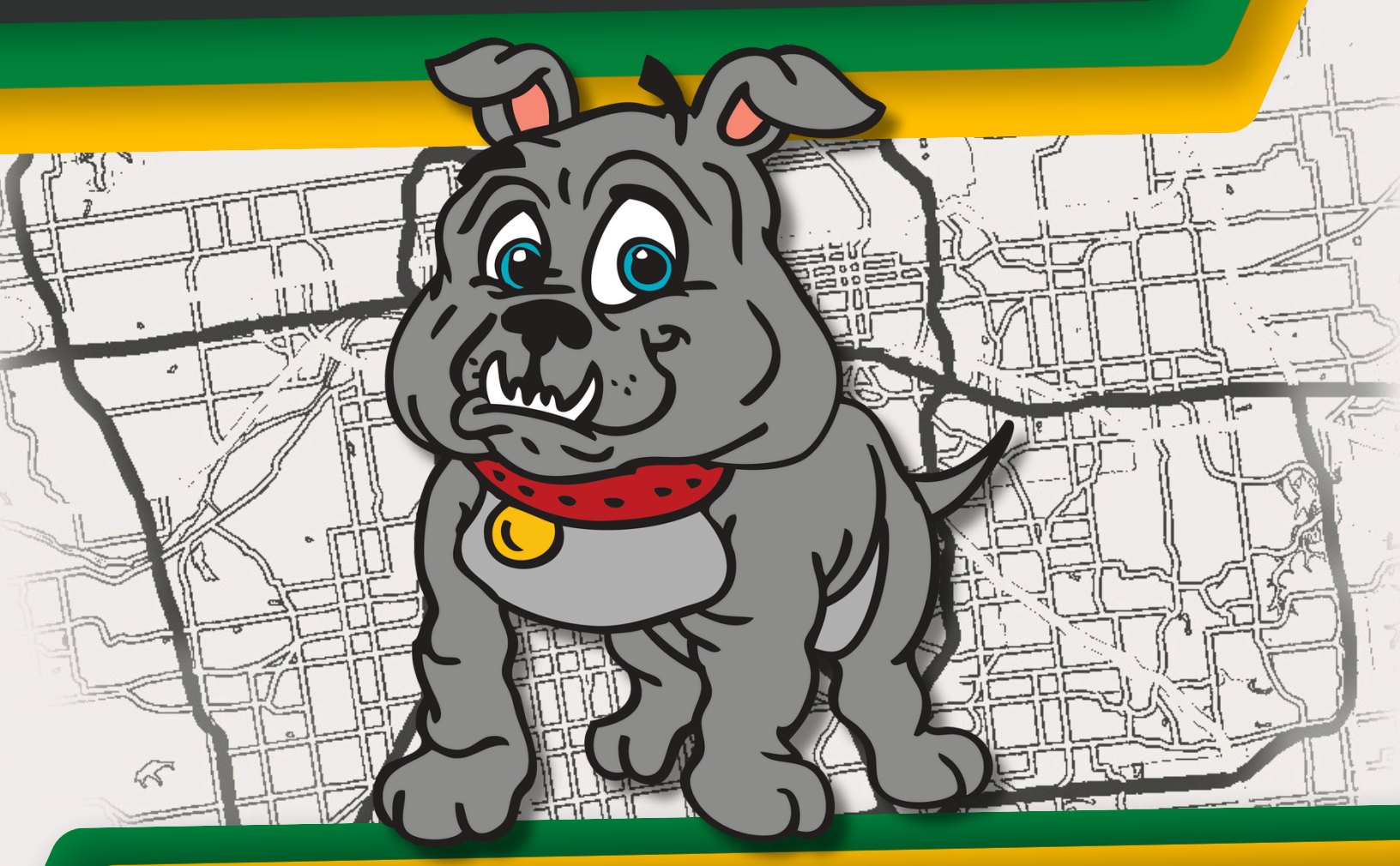
2026-2027

Topping Elementary

Parent Handbook



NORTH KANSAS CITY SCHOOLS

est. 1913

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

Address
4433 N. Topping Avenue
Kansas City, Missouri 64117-1554
Phone: (816) 321-5200 Fax: (816) 321-5201
https://www.nkcschools.org/TO

Greetings Topping Families,

Welcome to the **2026–2027 school year** at Topping Elementary!

This year is especially meaningful as we celebrate a remarkable milestone—**60 years of excellence at Topping Elementary!** As we honor our rich history and the generations of students, families, and staff who have helped shape our school community, we are proud to embrace our theme for the year:

The Diamond Standard: 60 Years of Excellence

Just like a diamond, excellence is built over time through dedication, perseverance, and care. For six decades, Topping has been a place where students are valued, challenged, and supported. This year, we will continue that tradition by striving for the Diamond Standard in everything we do—academically, socially, and emotionally.

On behalf of our entire staff, I am honored to welcome you and your family to another exciting year of learning, growth, and partnership. At Topping, we know that the success of our students depends on the strong relationships we build with one another. When families, educators, and the community work together, students thrive.

Our mission remains steadfast: to ensure every student becomes a confident, lifelong learner with a strong sense of self-worth and purpose. We are committed to providing high-quality learning experiences, fostering meaningful relationships, and creating a safe and inclusive environment where every child can shine.

This handbook is designed to serve as a resource for your family throughout the school year. Inside, you will find important information about school procedures, expectations, programs, and opportunities to stay connected. We encourage you to review it carefully and keep it handy for future reference.

Communication remains one of our top priorities. Throughout the year, we will keep families informed through our school website, Parent Square, PowerSchool, Facebook, monthly newsletters, and our school calendar of events. We want every family to feel informed, engaged, and connected to the wonderful things happening at Topping.

As we celebrate 60 years of excellence, we also look forward to the future. Together, we will continue building a legacy of achievement, belonging, and success for every Bulldog who walks through our doors.

Thank you for entrusting us with your children. It is truly a privilege to serve the Topping community, and I look forward to an outstanding year as we celebrate our past, embrace our present, and shine brightly into our future.

With Bulldog Pride,

Tina Hinds-Booth, Ed.S.
Principal
Topping Elementary School

The Diamond Standard: 60 Years of Excellence
"Shining Bright Since 1966" 💎🐾

TOPPING FACTS

HISTORY

Topping is the home of the Bulldogs. Topping was built in 1967 as an open concept school. There were three open pod classrooms in the original design, that could house 4 to 5 classrooms each. Over the years, the library, music and art rooms were added, and the primary pod was closed. In 2011, the existing two pods were closed, and 4 additional classrooms were added on to the front of the building.

Topping has a rich tradition of providing wonderful original artwork for students to appreciate. Topping continues to hold the education of all students at the forefront of the work we do every day and continues to be a Northland school that is forging new traditions with technology and innovative teaching.

MISSION STATEMENT

Together with families, we ensure every student learns at high levels, develops confidence, and discovers their potential to make a positive impact on the world.

We Believe

- Learning happens best when students feel safe, supported, and challenged.
- Every student can achieve with high expectations and the right support.
- Relationships are the foundation of learning.
- Collaboration with families strengthens student success.
- Every student deserves opportunities to think, lead, and grow.

VISION STATEMENT

Every student empowered to learn, lead, and thrive.

Office Staff

Colin McClatchey – **Administrative Assistant**

Colin.mcclatchey@nkcschools.org

(816) 321-5200

Shelbie Witt – **Attendance Clerk**

Shelbie.witt@nkcschools.org

(816) 321-5202

LINC

Makenna Yates – Coordinator

myates@kclinc.org

(816) 321-5207

Health Room

Tabitha Perry – School Nurse

Tabitha.perry@nkcschools.org

(816) 321-5203

Counselor

Shelley Campbell

Shelley.campbell@nkcschools.org

(816) 321-4308

Behavior Specialist

Danielle Johnson

Danielle.Johnson@nkcschools.org

(816) 321-6430

School Community Resource Specialist

Jessica Jackson

Jessica.jackson@nkcschools.org

(816) 321-4295

NORTH KANSAS CITY SCHOOLS
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ABCDE CALENDAR
2026-27 Academic Calendar

170	Student Attendance Days
186	Teacher Contract Days (183 + 2*+1**)
	*2 days = 15 hours for conferences/**1 days = Flex Day

0	July 2026	0

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

5	August 2026	11

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25A	26B	27C	28D	29
30	31E					

20	September 2026	21

Su	Mo	Tu	We	Th	Fr	Sa
		1A	2B	3C	4D	5
6	~~7~~	8E	9A	10B	11C	12
13	14D	15E	16A	17B	18C	19
20	21D	22E	23A	24B	25	26
27	28C	29D	30E			

20	October 2026	21

Su	Mo	Tu	We	Th	Fr	Sa
				1A	2B	3
4	5C	6D	7E	8A	9B	10
11	12C	13D	14E	15A	~~16~~	17
18	19	20B	21C	22D	23E	24
25	26A	27B	28C	29D	30E	31

16	November 2026	18

Su	Mo	Tu	We	Th	Fr	Sa
1	2A	3B	4C	5D	6E	7
8	9A	10B	11C	12D	13E	14
15	16A	17B	18C	19D	20E	21
22	23	24	~~25~~	~~26~~	~~27~~	28
29	30A					

14	December 2026	14

Su	Mo	Tu	We	Th	Fr	Sa
		1B	2C	3D	4E	5
6	7A	8B	9C	10D	11E	12
13	14A	15B	16C	17D	18E	19
20	~~21~~	~~22~~	~~23~~	~~24~~	~~25~~	26
27	~~28~~	~~29~~	~~30~~	~~31~~		

75	Ist Semester Totals	85

18	January 2027	19

Su	Mo	Tu	We	Th	Fr	Sa
					~~1~~	2
3	4	5A	6B	7C	8D	9
10	11E	12A	13B	14C	15D	16
17	~~18~~	19E	20A	21B	22C	23
24	25D	26E	27A	28B	29C	30
31						

19	February 2027	19

Su	Mo	Tu	We	Th	Fr	Sa
	1D	2E	3A	4B	5C	6
7	8D	9E	10A	11B	H	13
14	~~15~~	16C	17D	18E	19A	20
21	22B	23C	24D	25E	26A	27
28						

19	March 2027	20

Su	Mo	Tu	We	Th	Fr	Sa
	1B	2C	3D	4E	5A	6
7	8B	9C	10D	11E	12	13
14	15A	16B	17C	18D	19E	20
21	22A	23B	24C	25D	26E	27
28	~~29~~	~~30~~	~~31~~			

19	April 2027	20

Su	Mo	Tu	We	Th	Fr	Sa
				~~1~~	~~2~~	3
4	5A	6B	7C	8D	9E	10
11	12A	13B	14C	15D	16E	17
18	19	20A	21B	22C	23D	24
25	26E	27A	28B	29C	30D	

20	May 2027	20

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3E	4A	5B	6C	7D	8
9	10E	11A	12B	13C	14D	15
16	17E	18A	19B	20C	21D	22
23	24E	25A	26B	27C	H	29
30	~~31~~					

0	June 2027	0

Su	Mo	Tu	We	Th	Fr	Sa
		M	M	M	M	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

95	2nd Semester Totals	98

July
31 Leadership Team Workshops

August
10-14 New & Beginning Teacher Orientation
17 Teacher Workday (all day) - *Elementary and Secondary*
18 Building Based Workshop (all day) - *Elementary*
Prof. Development, District (AM)/Building (PM) - *Secondary*
19 Prof. Development, District (AM)/Building (PM) - *Elementary*
Building Based Workshop (all day) - *Secondary*
20 Teacher Workday (all day)/Back to School Night
21 Convocation/District Workshops (AM)
Teacher Workday (PM)
24 Teacher Workday, No School PK-12
25 First Day of School PK-12

September
7 Labor Day, No School PK-12
25 Professional Development TBD, No School PK-12

October
16 No School PK-12
19 Professional Development TBD, No School PK-12

November
23 Professional Development, No School PK-12
24 Teacher Workday, No School PK-12
25-27 Thanksgiving Break, No School PK-12

December
21-31 Winter Break, No School PK-12

January
1 Winter Break, No School PK-12
4 Teacher Workday, No School PK-12
5 Second Semester Begins
18 Martin Luther King, Jr. Day, No School PK-12

February
12 Half Day PK-12/ Half Day Professional Development
15 Presidents' Day, No School PK-12

March
12 Teacher Workday, No School PK-12
29-31 Spring Break, No School PK-12

April
1-2 Spring Break, No School PK-12
19 Professional Development, No School PK-12

May
28 Last Day of School, Half Day PK-12
31 Memorial Day, No School PK-12

June
1-4 Make Up Days, If Needed

Key

	First/Last Day of School		No Student Attendance/Teacher Workday
M	Make Up Day	~~X~~	No Student or Teacher Attendance
H	Student Half Day		

Board Approved 1/13/2026

TOPPING ELEMENTARY STAFF 26-27

ADMINISTRATION			FRONT OFFICE		
Tina Hinds-Booth Principal	34	tina.hindsbooth@nkcschools.org	Colin McClatchey Administrative Assistant	Office	colin.mcclatchey@nkcschools.org
			Shelbie Witt Attendance Clerk	Office	shelbie.koehn@nkcschools.org
SUPPORT STAFF					
Danielle Johnson Behavioral Specialist	64	Danielle.Johnson@nkcschools.org	Laura Wallace School Psychologist		laura.wallace@nkcschools.org
*Shelley Campbell Counselor	62	Shelley.campbell@nkcschools.org	Tanya Foster Reading Teacher	14	tanya.foster@nkcschools.org
Jessica Jackson SCRS	63	Jessica.jackson@nkcschools.org	Nikki Stine Reading Teacher	12	Nikki.stine@nkcschools.org
Tabitha Perry Nurse	31	Tabitha.perry@nkcschools.org	Paraprofessional		
Teaching and Learning Coach	65		Deborah Hamilton Paraprofessional		Deborah.hamilton@nkcschools.org
Susan Purkaple Recess/Lunch Clerk		susan.purkaple@nkcschools.org	Rosa Cruz Recess/Lunch Clerk		rosa.cruz@nkcschools.org
Kristen Sloan Building Substitute					
MEDIA CENTER			**ELL**		
Justin Smith Librarian	Lib	justin.smith@nkcschools.org	*Amy Ward ELL Coordinator	29	Amy.ward@nkcschools.org
Sabrianna Davis Library Para	Lib	sabrianna.davis@nkcschools.org	Laura Landis ELL Para	29	Laura.landis@nkcschools.org
			SPECIAL EDUCATION		
LINC			La Shanda Proden SPED Resource	15	lashanda.proden@nkcschools.org
Makenna Yates Site Coordinator	19	myates@kclinc.org	Kaliantha Riddick SPED Resource	16	Kaliantha.riddick@nkcschools.org
			Deborah Mars SPED Paraprofessional		deborah.mars@nkcschools.org
CAFETERIA STAFF			**CUSTODIAL STAFF**		
Michelle Brier Manager	caf	Michelle.brier@nkcschools.org	Doug Cronk Facilities Manager		doug.cronk@nkcschools.org
Chely Espinosa	caf	Chely.espinosa@nkcschools.org	David Schwartz		David.schwartz@nkcschools.org
INSTRUCTIONAL STAFF					
Kindergarten			**1st Grade**		
*Sally Reeve (BTS)	23	sally.reeve@nkcschools.org	*Rachael Boswell	21	Rachael.boswell@nkcschools.org
Danielle Banzon	24	danielle.banzon@nkcschools.org	Tiffany Waitzmann	22	Tiffany.waitzmann@nkcschools.org
2nd Grade			**3rd Grade**		
Naomi McKibbin	8	Naomi.mckibbin@nkcschools.org	Meredith Bradshaw	11	merdedith.bradshaw@nkcschools.org
Alexis Mundell	20	Alexis.mundell@nkcschools.org	Amber Stichler	9	Amber.stichler@nkcschools.org
*Kelcie Sutton	18	Kelcie.sutton@nkcschools.org	*Olivia Medina	10	olivia.medina@nkcschools.org
4th Grade			**5th Grade**		
Lisa Baldwin	4	Lisa.baldwin@nkcschools.org	Megan Hawk	2	Megan.hawk@nkcschools.org
*Cassie Nettle	6	Cassandra.nettle@nkcschools.org	*Danielle Costanza	3	danielle.costanza@nkcschools.org
Amanda Seggerman	5	Amanda.seggerman@nkcschools.org	Cherie Stegeman	1	Cherie.stegeman@nkcschools.org
ENCORE					
Jeana Blakemore -Art	17	Jeana.blakemore@nkcschools.org	Reed Pattee - Music	13	Reed.pattee@nkcschools.org
Jerry Kuhler - PE	GYM	jerry.kuhler@nkcschools.org			

***Member of Building Leadership Team**

SCHOOL HOURS:

- **8:50 AM-** Students may enter the building and go directly to their classrooms for breakfast. Students will not enter the building un-supervised before 8:50 AM.
- **LINC hours are 7:00am to 6:00pm** - applications must be completed each year for enrollment
- **9:15 AM** - The morning bell will ring to begin the school day and the doors will close. Any student arriving after 9:15am will need to be escorted to the front door and signed in by the parent or guardian.
- **4:10 PM-** School dismissed, students will begin loading their bus and waiting for parent pick-up.
- **For pick-up changes, please call the office by 3:00pm, students will not be released prior to 4:10pm.**

ATTENDANCE

Regular attendance is an important part of education. Irregular attendance and lateness disturb the learning sequence, lessens interest, and reduces progress. Attending regularly and being on time are the shared responsibilities of the student, parent, and school personnel.

1. Please remember to call the absence reporting line at **816-321-5202** by **9:30** a.m. anytime your child will not be attending school. This number is available 24 hours a day. During school hours you may call the regular school number at 816-321-5200 to report an absence. If you know your child will be out for several days, you need only call the first day. If you do not call, an attempt will be made to contact you.
2. Students who are tardy due to doctor appointments, dentist appointments, etc. are considered excused tardies, with a note from the doctor's office. Students who are tardy because they overslept, didn't make it out to the bus in time, etc. are considered unexcused tardies. **Excused or unexcused count against their attendance.**
3. Keep your child home if he/she complains of severe sore throat or headache, vomiting, or has a temperature of 100 degrees or higher. Be sure the temperature is normal for 24 hours before your child returns to school.
4. Report to the school office absences due to a contagious disease, so that precautionary measures may be taken for those who may have been exposed.
5. When students are too ill to remain in school, parents will be notified.
6. **Inform the office of changes in addresses and/or phone numbers for both home and business so you can be reached in case of an emergency.**
7. Families are urged to take vacations during times when school is not in session.

Make-Up Work: Normally, missed work will be made up when the student returns to school. If the absence may be lengthy, arrangements may be made for make-up work during the absence. **Please request work by 9:30 AM and pick it up after 4:15 PM in the school office.**

In order to meet the Missouri state attendance standard, **a student's attendance rate should be 94% or above and at no time below 90%**. Student attendance percentages/status is as follows:

Attendance Percentage	Student Status
98% - 100%	Excellent
94% - 97%	Satisfactory
93% or Below	Unsatisfactory

Students who are tardy not only impact their own learning, but also the learning of the entire class, as the teacher must interrupt instruction to catch a student up. It is imperative that students arrive promptly. Students coming in tardy not only impact their own learning but also the learning of the entire class as the teacher must interrupt instruction to get the tardy student on course. Being tardy also impacts the student's attendance percentages. **Please have students at Topping by 9:15 AM.**

CONDUCT/ SCHOOL RULES

Schools provide an environment conducive to learning and to the development of each student's full potential. Guidelines have been established to maintain the environment and to provide for the safety and well-being of students. School regulations apply in the school building, on the school grounds, while traveling to and from school, and at events where the school is represented.

Disruptive students who interfere with the educational process and/or do not comply with the regulations and procedures are subject to administrative action. Please be sure that you and your child become familiar with the North Kansas City School District Code of Student Conduct. This handbook lists the student's rights and responsibilities, parents' rights and responsibilities, dress code, and the school board policy and discipline consequences. Please review the policies outlined in the Code of Student Conduct with your child/children.

Student Behavior-Positive Behavior Supports (PBS)

Our school is participating in an important district initiative. It is called Positive Behavior Interventions and Support (PBIS).

What are Positive Behavior Interventions and Support?

PBIS is a process for creating safer and more effective schools. It is a systems approach to enhancing the capacity of schools to educate all children by developing research-based, school-wide, and classroom behavior support systems. The process focuses on improving a school's ability to teach and support positive behavior for all students. Rather than a prescribed program, PBIS provides systems for schools to design, implement, and evaluate effective school-wide, classroom, non-classroom, and student specific plans. PBIS includes school-wide procedures and processes intended for all students and all staff in all settings. PBIS is not a program or a curriculum. It is a team-based process for systemic problem solving, planning, and evaluation. It is an approach to creating a safe and productive learning environment where teachers can teach, and all students can learn.

What is PBIS at our school?

We have adopted a unified set of classroom expectations. These expectations define behavior in our school. You will see these expectations posted throughout the school and your child will be learning them during his or her first days at school. Our unified classroom rules, found in every classroom and non-classroom setting in the school, are as follows:

- Helpful
- Kind
- Safe

Topping Bulldogs are learners who lead by being helpful, kind, and safe.

The Topping Staff will provide safe classrooms, develop personal relationships with all students, and partner with parents in this important process. Teachers work to recognize the positive behaviors of students daily. This is often noted through Dojo points or school-wide Bravos. Teachers work to name positive behaviors directly tied to our school-wide matrix. As a building, we also work to positively recognize students through Barkouts and Paw announcements.

When a problem arises, the teacher will help the student identify the problem in a caring, kind manner. A calming place in the classroom or in another location will be provided until the student is able to "own the problem" and find an acceptable plan. The plan may include an apology, a contract for improvement, a "target behavior" chart (behaviors the student needs to work on) or a number of other creative solutions. We encourage parents to discuss the plan with their child and keep in touch with the teacher to talk about how you feel the plan is working. This process opens up communication between teacher and student, teacher and parent, and parent and child. This partnership assists students in becoming responsible and successful problem solvers. As we all work together, we will create an environment where all students can be successful. This is a living document that may be adjusted as the year progresses. We will notify families of any changes.

When a teacher calls to discuss a student's plan, it is simply to inform the parent. There will be no need to be angry with your child or to punish him or her. Simply encourage your child to be accountable and to follow the plan that he or she made to be more successful at school.

DRESS CODE

See Section B Dressing and Grooming

ELECTRONIC DEVICES/CELL PHONES

See Section B Cell Phone Policy

BUILDING/SCHOOL SAFETY & CLIMATE

EMERGENCY DRILLS

Several times during the school year, the students will practice fire, tornado, earthquake, and lockdown drills. Fire drills will be conducted on a monthly basis from August through June. These drills prepare students in the event of an emergency. In the event of a school crisis, the Topping Elementary School Crisis Team will implement the Crisis Plan according to North Kansas City School District policy. ***Students may NOT be released to their parents or to an authorized adult during a severe weather warning.*** In the event of a warning, which extends beyond the school day, children will be kept at school until the "all clear" is given or the warning sound stops (tornado).

SCHOOL CLOSINGS

The Superintendent is authorized to close schools immediately in the event of inclement weather or any other emergencies that may be hazardous to the health or safety of students, teachers, or the school plant/site. The Superintendent and designated staff personnel will assess weather and travel conditions prior to decision. When a decision is made to close or delay schools for the day, parents and staff will be notified by phone through our Parent Notification System. Local television and radio stations will also be notified.

Aggressive Adult Behavior and Interactions

Student safety is a top priority at Topping Elementary School. There are times in which educators encounter hostile or volatile situations with parents, guardians, caretakers or other adults. If this behavior is displayed, you will be asked to leave the premises and the school resource officer and/or the police will be notified.

Procedures for Parent Concerns

We know that sometimes you may have questions or concerns about your child's educational program. When you do, we would like to hear from you quickly so that together we can address these issues before they grow. We would like to offer the following process to assist us with solving problems.

Preparing for the Meeting:

1. Define the problem for us. What do you think may be contributing to the problem?
2. Gather examples that will help us better understand the problem (i.e., assignments, your child's work).
3. Begin to think of possible solutions to the problem.

Contacting the School:

1. Contact the teacher. The teacher will follow these steps with you: identify the concern, review the pertinent facts, outline possible solutions.
2. If you are not satisfied with the outcome, contact the principal. The principal will follow the same problem-solving steps as the teacher. The principal will then contact the teacher to share information about your discussion.
3. A meeting with the principal, teacher and parent would be the next step if the parent still has concerns regarding the issue.

Counseling Program and Instruction

Our school counselor visits classrooms every other week. A specific curriculum is taught. Students may also be seen individually or in small groups. The counselor is available to conference with parents.

VALUABLES

Please do not allow your child to bring large amounts of money and/or other valuable items to school. Topping Elementary School is not responsible for lost or stolen items.

VISITORS

For the safety and protection of the students and staff, all persons entering the building must report to the office and sign in to receive an identification badge. This badge is to be displayed while in the school. This includes parents, volunteers, and other district employees. At the end of the visit, visitors are to return to the office and sign out. All visitors are requested to enter and exit through the front of the building.

Visitor Information and Secure Entrance

Please help us with a safe and secure school by checking into the office upon your arrival to Topping. All visitors will receive a badge or sticker by signing in at the office. This allows school personnel to continually monitor people who are present in the building. It is essential that we all take an active part in maintaining a safe and secure school for our children.

If you would like to observe your student's classroom, this must be arranged in advance, at least by 24 hours, with the principal. The North Kansas City School District reserves the right to refuse any request for an observation that is deemed inappropriate, excessive or detrimental to the instruction process. The classroom teacher and building administrator or certificated designee shall be present

throughout any and all observations. The duration of the observation will be established at the time arrangements are made. The observation shall not exceed 45 minutes. The individual conducting the observation and the observer shall not intervene and/or disrupt the instructional process.

Front Parking

Topping Elementary has visitor parking available in front of the school. Please be very careful when walking through the traffic lane to enter or leave the building. This will be especially important at arrival and dismissal times when buses are parked in the loading zone. Please use the walkway painted between the two bus zones to cross over to the sidewalk. Do not try to walk between buses at any other point.

SECURITY OF BUILDING

All doors to the building will be locked at all times. Door 14 will close after the last bus arrives, usually by 9:15a.m. **ALL VISITORS MUST CHECK IN AT THE OFFICE AND RECEIVE A VISITOR'S STICKER. Please have your driver's license with you the first time you visit the school.** Short term parking for parents and visitors is permitted in front of the building. The driveway must be kept clear for the buses. **DO NOT PARK IN THE FIRE LANE WHERE THE CURB IS PAINTED RED.**

TRANSPORTATION

BUS PROCEDURES

Bus routes for individual schools are also listed on the NKCSD web site. Copies are also available at the school. The bus drivers have the responsibility of transporting the children to and from school each day in a safe manner. Therefore, it is critical that all children follow the rules that have been established by the North Kansas City School District. When a child's conduct is excessively disruptive or endangers the others riding the bus, he/she will be excluded from the bus until the school can be assured of acceptable behavior**.**

Bus Routes

Buses will pick up and drop off at the main front doors. All students should adhere to the bus expectations. If a student who normally rides a bus home fails to make connections with the bus, he or she is never under any circumstances to leave the school on his or her own. The student is to report immediately to his/her teacher so that transportation can be arranged. A student who rides the bus should always be on the bus unless other arrangements have been made in advance through the office by the parents in writing/verbal communication.

"Missed" Bus Procedures

If a student who normally rides a bus home fails to make connection with the bus, he or she is never, under any circumstances, to leave school on his or her own. The student is to report immediately to his/her teacher so that transportation can be arranged. **A student who rides the bus should always be on the bus unless other arrangements have been made in advance through the office by the parents in writing or verbal communication. Please notify the office before 3:00 of any changes.**

ARRIVAL PROCEDURES

Students may enter the building at 9:00 a.m. and go directly to the cafeteria for breakfast and then to their classroom. Students who walk to school or who are driven to school should time their arrival so they **do not arrive before 9:00 a.m**.

All car rider vehicles should line up in the **south** parking lot on the side of the school. Please do not park in the visitor parking if you are simply dropping off your child. This will avoid interference with the buses and will ensure safety for all children.

We request that parents do not escort their children to class, just share a hug in the office and your student will walk to class. We find this practice encourages students to become independent. We will implement this practice beginning the second week of school.

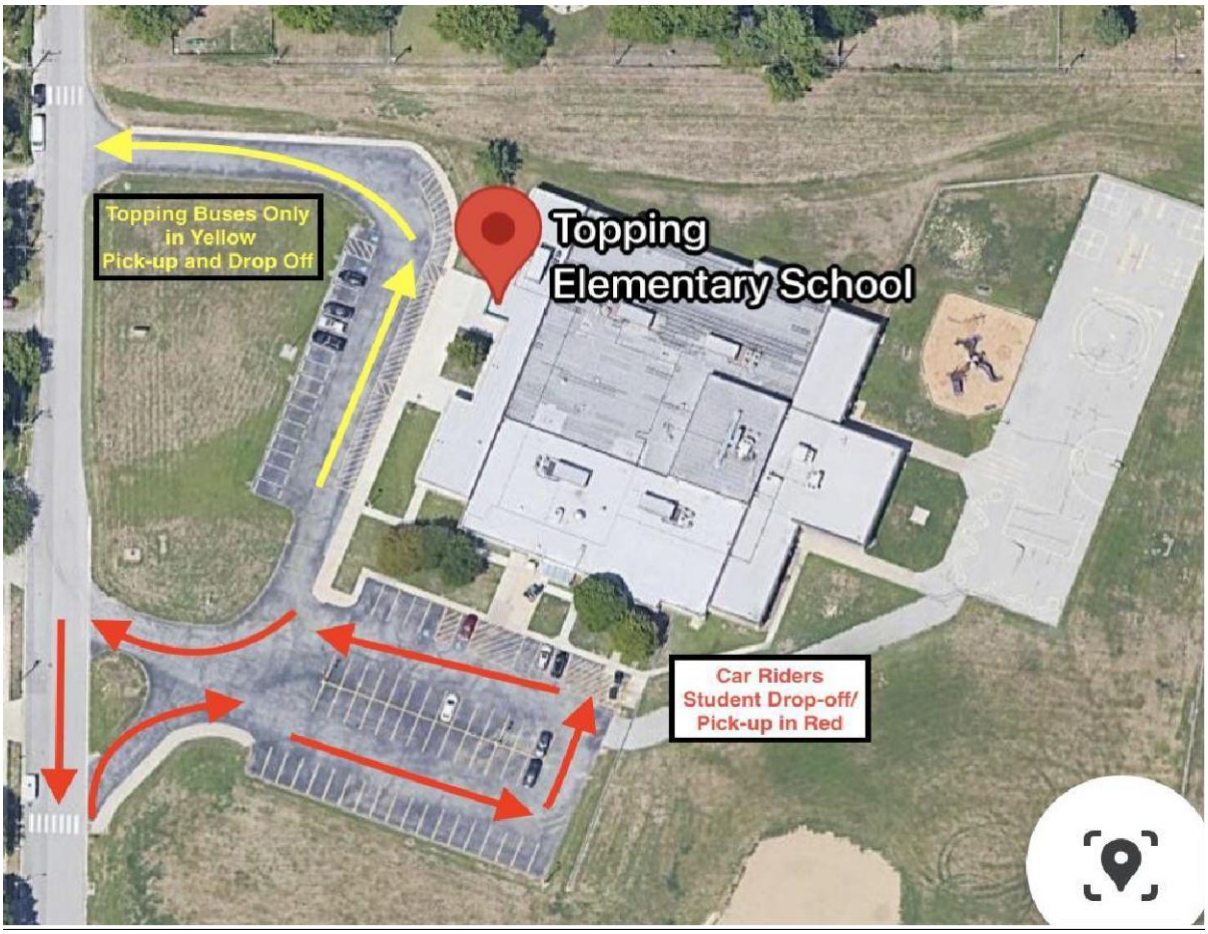
CAR RIDERS' DISMISSAL PROCEDURES

All car riders will be dismissed to parents in the south parking lot. Car riders will be assigned a student number for dismissal purposes. This number must be visible in your car window when picking up your child. This will allow the staff on duty to easily match students with parents.

Please call the office before 3:00pm if another person is to pick up your child. They will need to have ID ready to show car rider staff. If you need an additional car rider number, please let the office know.

We ask that ALL car riders follow this procedure. Students will not be released prior to dismissal. Leaving early negatively impacts the students' attendance percentage. Valuable classroom time is lost when a student leaves early and it also counts against individual and class attendance rewards.

*** * Remember to buckle up once your child is in the car. * ***



Instructional Information

PROTECTION OF INSTRUCTIONAL TIME

Between the hours of 9:15 AM and 4:10 PM classes may not be interrupted, except with permission from the office. This uninterrupted instructional time during the school day is vital to your child's academic success. Students coming to school tardy and students leaving before the end of the day miss valuable instructional time. This loss of time greatly impacts your child's achievement. It is an expectation, as well as a requirement, that we protect instructional time from unnecessary interruptions and other distractions.

Instructional Learning Time – School Visitation & Secure Entrance

In order to ensure student safety and preserve the integrity of the instructional school day, visitors should not go beyond the office during the regular school day unless a scheduled visit has been arranged in advance so as to not interfere with the instructional program. Therefore, please contact the teacher in advance to schedule a visit that will not interfere with the instructional program. Many opportunities are available to parents throughout the school year so all parents will have a chance to tour the building and see the results of activities that take place each day. In addition, a district form must be completed for permission for third party observations per district policy.

Our goal is to protect instruction time. Please do not interrupt classes or ask us to interrupt classes. If you are delivering forgotten lunches, birthday trinkets, library books, homework assignments, or musical instruments please let the office staff know and your child can retrieve their item during a convenient, non-teaching time. We appreciate your support in this matter.

All visitors are required to report to the Main Office upon arrival. For the safety of our students all visitors are required to check in at the office upon arrival, sign in, and pick up a visitor's sticker to wear while in the school. We require identification. We appreciate your support in this matter. In addition, all visitors must check out through the office when leaving and sign out.

Field Trips

Field trips are educational experiences that relate to the curriculum and require travel away from the building to have an experience not available within the school. These trips are usually made by bus and are normally in the Greater Kansas City area. Some extended day field trips may be offered to students. Parent permission is required before a student may participate in a field trip. Parents will be asked to sign a field trip form for each trip. All students will be expected to ride the bus with their classmates both to and from the destination of the trip. Parents will receive written information as to the purpose, time, cost, and location of each trip.

At times, parental assistance is appropriate for supervision support. To ensure appropriate supervision of Topping students during school field trips, **we request that parents, who attend school trips, make alternative arrangements for pre-school children and/or younger siblings**. If there is a high number of parents that want to attend a field trip, and only a certain number of adults can attend, it may be necessary to have a "first come, first serve" basis with parents or parents' names will be drawn randomly.

FOOD AND TREAT GUIDELINES

Parties, Recognizing Student Birthdays, other Special Events:

- Parents are allowed to send in refreshments (snacks, treats, or drinks), please make sure that there are enough for every student in the class. Coordinate with your child's assigned teacher.
- Please watch your child's classroom newsletters, the website, and other school correspondence for possible date or time changes and additional information.
- Teachers may wish to coordinate additional events with curricular ties. **If requested**, all food and drink provided are restricted to commercially pre-packaged items that require no food handling. **No homemade items**. This restriction is intended to protect parties from unintentional problems or false accusations as well as the students.
- No restrictions will be made for school-wide events that occur outside the classroom and are voluntarily attended.

We believe it is important for the school to recognize our students on their birthday, however, for several reasons including increased food allergies, disrupting the instructional day, and student equity, **students are not allowed to bring treats from home for birthdays, going-away parties, or other personal events.**

Parents may consider the following birthday recognition if they wish:

- Donate a book to his/her classroom library. It must be a book appropriate for school use. It can be a book that characterizes your child as a person or simply a favorite book. You may place his/her name, birthday, and year donated in the front of the book. The teacher will dedicate the selected book to your child and will remain a part of that classroom's library.
- Students can donate $15.00 for a library book. Please check with our librarian.
- You are welcome to send in pencils, bookmarks, or a variety of other items if you wish to celebrate with trinkets.

Home party invitations WILL NOT be distributed unless the entire class is invited.

END OF QUARTER CELEBRATIONS

The Topping Bulldog PTA will sponsor four parties each year at the end of each quarter.

If your child should not have a treat provided by the PTA in honor of their quarterly growth, please notify the teacher in writing. If you do not want your child to participate in a building-wide event or quarterly party, please notify the teacher in writing.

*PTA and building provided snacks will follow district guidelines to meet the needs of students with specific food allergies.

Out of respect for our families, all efforts will be made to not have parties on holidays. Please celebrate with your child in whatever family traditions you have. Our school parties are tied to the end of quarter celebrations and designed to celebrate learning and growth.

***Parents are always required for students to participate and attend evening school events.**

Library

In the fall, all students participate in library orientation. The students become familiar with the rules and expectations of the library and how to care for their library books. Responsibility will be a key character trait in library participation as students will care for library books and return books promptly. This will ensure them full use of our library.

Appropriate behaviors for the library include:

- Walk in the library
- Use listening ears and whispering voices
- Mark the place where your book should be returned if you do not take it off the shelf with a stick
- Be kind to those around you

How to take care of the books:

1. Keep liquids and food separated from your library books. They should not be in the same bag or backpack.
2. Keep your books in a safe place away from siblings and pets.
3. Please do not write in your books.
4. Use a bookmark in your book to keep your place.
5. Make sure your hands are clean before handling your books.
6. Return your books by the due date so you can enjoy more books.

If a book is damaged, a note will be sent home with the cost for replacement. **Your child will not be permitted to check out books from the library if he/she still owes for a damaged book.** Once payment is made for the damaged book, then your child may resume check out privileges. Each week, your child will be given the opportunity to check out library books to keep for one week. If after one week, your child has not returned his/her library books, the books will be considered overdue. Your child will be reminded of the overdue books. An overdue notice will be sent home with your child when the books are overdue for two weeks. The overdue notice will give the cost of the book for replacement if the book is lost. **Your child will not be permitted to check out books from the library if he/she has any overdue books.** Once the books are returned or payment for the book is made, then your child may resume check out privileges. It is important that we receive the books so that students the following year can enjoy them.

Visual Resources

The North Kansas City School District Library Media Program recognizes that a key element in

students' education is the opportunity to experience a diverse use of media materials. For the use of visual resources, the district will follow ratings guidelines as established by the Motion Picture Association of America. Prior to showing visual resources with a PG or PG-13 rating, a permission letter will be sent to the parents/guardians by the teacher. The letter should state the rationale, the curriculum connection, and a follow-up activity linked to showing the visual resource. Students without parental permission will be given an alternative assignment.

Encore Classes

At Topping, students participate in a variety of instruction outside of their regular classrooms. These include art, music, physical education, health, library, and instrumental music (strings: fifth grade only).

Physical Education: Each student participates in all activities unless he/she is excused in writing by the parent/guardian. Extended requests require a doctor's excuse. Students should wear or bring gym shoes for class on their P.E. days.

MTSS/Intervention

Students are grouped according to assessments given in the fall, winter, and spring. Students that are identified as needing multi-tier school support in reading and/or math, work in small groups during this time to address their specific learning needs, while other students receive additional instruction and enrichment.

SAGE (Gifted Program)

SAGE is a district program for the 3 to 5% of our students identified as being academically gifted. These classes meet one day a week. SAGE uses a process-oriented approach designed to address the social, emotional, and academic needs of students with advanced abilities.

Special Education

These programs are for students with deficits in learning, language, or speech as well as students that are gifted. Students must qualify according to state and district guidelines. Parents are very involved in the process of evaluating a child for these services. For students placed in special education, parents will assist in developing an individual education plan (IEP). IEPs are updated at least annually, but usually more often.

Title IX, Section 504

Shelley Campbell, 816-321-4308, is our Title IX coordinator. If you have questions about a 504 Plan for your student, please feel free to contact her at your convenience.

Recess Guidelines

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

All students are expected to participate in recess and PE unless they stay in because of a teacher request or doctor's note. *(Note: Children are discouraged from wearing flip-flop type shoes particularly during PE and recess due to potential injuries. Students may not be allowed to participate in these events if not dressed properly. We request that children wear tennis shoes for their personal safety.)* Only playground equipment from the school is permitted during recess.

These guidelines will be followed for recess:

1. The temperature/wind chill is above 25 degrees F - outdoor recess.
2. The temperature is above 95 degrees F - shortened recess or indoor recess.
3. The temperature/wind chill index is 25 degrees or below - a shortened outdoor recess - or indoor recess.

Teachers may take their class out briefly for fresh air at their discretion. Teachers may implement a variety of recess structures that ensure the safety of all students. Structured and unstructured recesses are used during the students' recess time. Student safety is the top priority.

Students who wear flip-flops, sandals, or CROCs will not be allowed to play on the playground equipment for safety reasons. Students may bring tennis shoes to school and change footwear for recess.

LINC

This is held on site before and after school, and families must be enrolled to attend. This is a structured time led by trained personnel. **Operation Hours are 7am-6pm.**

Topping Elementary Behavior Matrix with Proficiency Scales
Arrival

Topping Bulldogs are learners who lead by:	Helpful	Kind	Safe
P (Proficient)	Independently met the learning target for the concept or skill being taught. The student exhibits no major errors or omissions.		
	Students can • Get their breakfast • Walk to their classroom. • If saving breakfast for snack, student can place in backpack unopened. • Go directly to their classroom if not having breakfast.	Students can • Greet teachers, other adults, and classmates. • Listen to announcements.	Students can • Walk in the building quietly. • Walk directly to classroom.
NP (Nearing Proficient)	Demonstrates understanding of most concepts or skills; however, errors or omissions are evident.		
DEV (Developing)	Demonstrates understanding of simpler concepts or skills; however major errors or omissions are evident.		
	With prompting & reminders students can: • Get their breakfast • Walk to their classroom. • If saving breakfast for snack, student can place in backpack unopened. • Go directly to their classroom if not having breakfast.	With prompting & reminders students can: • Greet teachers, other adults, and classmates. • Listen to announcements.	With prompting & reminders students can: • Greet teachers, other adults, and classmates. • Listen to announcements.
NY (Not Yet)	Even with help, limited understanding of skill demonstrated.		
NE (No Evidence)	No evidence		

Topping Elementary Behavior Matrix with Proficiency Scales
Dismissal

Topping Bulldogs are learners who lead by:	Helpful	Kind	Safe
P (Proficient)	Independently met the learning target for the concept or skill being taught. The student exhibits no major errors or omissions.		
	Car Riders & Walkers can • After announcements, walk quickly and silently to designated area. **Bus Riders can:** • Wait in the classroom until the bus is called. • Walk as a group to the bus. • Sit in their assigned spot. **LINC:** • Exit the classroom quickly and quietly with LINC staff member.	Students can • Say "Goodbye" to teachers, other adults, and classmates. Bus Riders can: • Greet bus driver with a friendly smile.	Students can • Walk to their destination quickly and quietly.
NP (Nearing Proficient)	Demonstrates understanding of most concepts or skills; however, errors or omissions are evident.		
DEV (Developing)	Demonstrates understanding of simpler concepts or skills; however major errors or omissions are evident.		
	With prompting & reminders students can: • After announcements, wait in the classroom until they are dismissed. • Walk to designated area.	With prompting & reminders students can: • Say "Goodbye" to teachers, other adults, and classmates.	With prompting & reminders students can: • Walk to their destination quickly and quietly.
NY (Not Yet)	Even with help, limited understanding of skill demonstrated.		
NE (No Evidence)	No evidence		

Topping Elementary Behavior Matrix with Proficiency Scales
Assemblies

Topping Bulldogs are learners who lead by:	Helpful	Kind	Safe
P (Proficient)	Independently met the learning target for the concept or skill being taught. The student exhibits no major errors or omissions.		
	Students can • Sit in assigned area • Sit with voice level 0. • Sit flat with pockets on the floor.	Students can • Actively listen to presenter/performer. • Respond appropriately to presenter/performer. • Put their eyes on the speaker.	Students can • Follow adult directions. • Stay in their assigned area. • Keep body calm and quiet.
NP (Nearing Proficient)	Demonstrates understanding of most concepts or skills; however, errors or omissions are evident.		
DEV (Developing)	Demonstrates understanding of simpler concepts or skills; however major errors or omissions are evident.		
	With prompting & reminders students can: • Sit in assigned area • Sit with voice level 0. • Sit flat with pockets on the floor.	With prompting & reminders students can: • Actively listen to presenter/performer. • Respond appropriately to presenter/performer. • Put their eyes on the speaker.	With prompting & reminders students can: • Follow adult directions. • Stay in their assigned area. • Keep body calm and quiet.
NY (Not Yet)	Even with help, limited understanding of skill demonstrated.		
NE (No Evidence)	No evidence		

Topping Elementary Behavior Matrix with Proficiency Scales
Hallway

Topping Bulldogs are learners who lead by:	Helpful	Kind	Safe
P (Proficient)	Independently met the learning target for the concept or skill being taught. The student exhibits no major errors or omissions.		
	Students can • Stand tall and straight • Keep hands by their side • Use voice level 0. • Look forward. • Walk on the right side of the hall on the green line. • Walk in single file lines.	Students can • Give finger-waves to kids and adults. • Hold the door for others • Make way for other Bulldogs.	Students can • Use walking feet. • Use a hall pass and go directly to destination. • Keep hands, feet, and all other objects to self. • Take the shortest route. • Stop at the end of halls and at STOP signs.
NP (Nearing Proficient)	Demonstrates understanding of most concepts or skills; however, errors or omissions are evident.		
DEV (Developing)	Demonstrates understanding of simpler concepts or skills; however major errors or omissions are evident.		
	With prompting & reminders students can: • Keeps hands to themselves some of the time. • Use voice level 0 some of the time. • Walk in the hallway when prompted.	With prompting & reminders students can: • Give finger-waves to kids and adults when prompted. • Hold the door for others when prompted. • Make way for other Bulldogs when prompted.	With prompting & reminders students can: • Use walking feet when prompted. • Use a hall pass and go directly to destination with reminders. • Keep hands, feet, and all other objects to self with reminders. • Stop at the end of halls and at STOP signs with reminders.
NY (Not Yet)	Even with help, limited understanding of skill demonstrated.		
NE (No Evidence)	No evidence		

Topping Elementary Behavior Matrix with Proficiency Scales
Restrooms

Topping Bulldogs are learners who lead by:	Helpful	Kind	Safe
P (Proficient)	Independently met the learning target for the concept or skill being taught. The student exhibits no major errors or omissions.		
	Students can • Flush the toilet after use. • Wash hands. • Use a hall pass. • Put trash and paper towels in the trash can. • Use bathroom equipment for the intended purpose. • Keep walls clean.	Students can • Give others privacy. • Wait their turn when in line for the bathroom.	Students can • Return to class promptly. • Keep floors and sinks dry.
NP (Nearing Proficient)	Demonstrates understanding of most concepts or skills; however, errors or omissions are evident.		
DEV (Developing)	Demonstrates understanding of simpler concepts or skills; however major errors or omissions are evident.		
	With prompting & reminders students can: • Flush the toilet after use. • Wash hands. • Use a hall pass. • Put trash and paper towels in the trash can. • Use bathroom equipment for the intended purpose. • Keep walls clean.	With prompting & reminders students can: • Give others privacy. • Wait their turn when in line for the bathroom.	With prompting & reminders students can: • Return to class promptly. • Keep floors and sinks dry.
NY (Not Yet)	Even with help, limited understanding of skill demonstrated.		
NE (No Evidence)	No evidence		

Topping Elementary Behavior Matrix with Proficiency Scales

Bus

Topping Bulldogs are learners who lead by:	Helpful	Kind	Safe
P (Proficient)	Independently met the learning target for the concept or skill being taught. The student exhibits no major errors or omissions.		
	Students can: **Bus Stop:** • Stay at the designated pick-up point. **Boarding:** • Go directly to assigned seat. **Riding:** • Keep track of personal items. • Stay seated with back against the seat. • Keep hands and feet to self. **Exiting:** • Take all belongings. • Leave the area clean.	Students can: **Bus Stop:** • Keep body to self. • Use kind words and actions. **Boarding:** • Greet the driver. • Quietly enter the bus. **Riding:** • Use kind words. • Give personal space. • Follow all directions the first time. • Use a classroom speaking voice. **Exiting:** • Move directly and safely off the bus.	Students can: **Bus Stop:** • Keep body safe and in control. **Boarding:** • Bringing only approved items on the bus. **Riding:** • Sit in assigned seat. • Keep the aisle clear. **Exiting:** • Move directly and safely off the bus. • Pay attention for bus stop.
NP (Nearing Proficient)	Demonstrates understanding of most concepts or skills; however, errors or omissions are evident.		
DEV (Developing)	Demonstrates understanding of simpler concepts or skills; however major errors or omissions are evident.		
	With prompting & reminders students can: • Go directly to assigned area. • Stay in assigned area. • Keep track of most of their belongings. • Keeps back against the seat most of the time.	With prompting & reminders students can: • Use kind words and actions most of the time. • Give personal space when reminded. • Uses a classroom voice level most of the time. • Follows directions with reminders.	With prompting & reminders students can: • Keep body safe and in control most of the time. • Putting away any unapproved items on the bus. • Keeping the aisle clear.
NY (Not Yet)	Even with help, limited understanding of skill demonstrated.		
NE (No Evidence)	No evidence		

Topping Elementary Behavior Matrix with Proficiency Scales

Cafeteria

Topping Bulldogs are learners who lead by:	Helpful	Kind	Safe
P (Proficient)	Independently met the learning target for the concept or skill being taught. The student exhibits no major errors or omissions.		
	Students can: • Raise their hand when an adult is needed. • Listen to the adult(s) in charge and follow all directions. • Get napkin, utensils, and condiments before sitting down. • Only put trash in the trash can. • Talk only to students at their table.	Students can: • Use utensils when eating. • Say "please" and "thank you" • Use kind words and actions at table. • Smile and greet servers and clerks. • Eat politely. • Pick up anything that falls on floor.	Students can: • Walk to seat. • Sit with feet under table. • Eat only their food. • Stay seated. • When the lights are off, turn voices to silent. . • Ask permission before getting up. • Report any spills to an adult.
NP (Nearing Proficient)	Demonstrates understanding of most concepts or skills; however, errors or omissions are evident.		
DEV (Developing)	Demonstrates understanding of simpler concepts or skills; however major errors or omissions are evident.		
	With prompting & reminders students can: • Ask for permission when assistance is needed. • Listen to adults in charge. • Follow directions with reminders. • Getting all items before sitting down. • Cleaning up after themselves when dismissed.	With prompting & reminders students can: • Use utensils when eating. • Say "please" and "thank you" • Use kind words and actions at table. • Smile and greet servers and clerks. • Eat politely. • Pick up anything that falls on floor.	With prompting & reminders students can: • Walk to seat. • Sit with feet under table. • Eat only their food. • Stay seated. • When the lights are off, turn voices to silent. . • Ask permission before getting up. • Report any spills to an adult
NY (Not Yet)	Even with help, limited understanding of skill demonstrated.		
NE (No Evidence)	No evidence		

Topping Elementary Behavior Matrix with Proficiency Scales
All Settings and Locations

Topping Bulldogs are learners who lead by:	Helpful	Kind	Safe
P (Proficient)	Independently met the learning target for the concept or skill being taught. The student exhibits no major errors or omissions.		
	Students can: • Follow adult directions the first time. • Ask permission to leave the assigned area. • Use voice level designated by adult.	Students can: • Use only kind words with a kind tone and helpful actions. • Respect other people's differences.	Students can: • Keep hands, feet, and objects to self. • Report problems to adult immediately. • Keep cell phones and other electronics turned off in backpacks. • Use walking feet throughout the building.
NP (Nearing Proficient)	Demonstrates understanding of most concepts or skills; however, errors or omissions are evident.		
DEV (Developing)	Demonstrates understanding of simpler concepts or skills; however major errors or omissions are evident.		
	With prompting & reminders students can: • Follow adult directions the first time. • Ask permission to leave the assigned area. • Use voice level designated by adult.	With prompting & reminders students can: • Use only kind words with a kind tone and helpful actions. • Respect other people's differences.	With prompting & reminders students can: • Keep hands, feet, and objects to self. • Report problems to adult immediately. • Keep cell phones and other electronics turned off in backpacks. • Use walking feet throughout the building.
NY (Not Yet)	Even with help, limited understanding of skill demonstrated.		
NE (No Evidence)	No evidence		

Topping Elementary Behavior Matrix with Proficiency Scales
Technology

Topping Bulldogs are learners who lead by:	Helpful	Kind	Safe
P (Proficient)	Independently met the learning target for the concept or skill being taught. The student exhibits no major errors or omissions.		
	Students can: • Treat all equipment with care. • Keep technology in assigned areas. • Keep school technology charged and ready for use. • Keep outside technology off and in backpack. • Follow all teacher directions with technology. 	Students can: • Use appropriate language when interacting through technology.	Students can: • Use only school appropriate sites. • Login using only my assigned username and password. • Carry technology using two hands when moving throughout the building.
NP (Nearing Proficient)	Demonstrates understanding of most concepts or skills; however, errors or omissions are evident.		
DEV (Developing)	Demonstrates understanding of simpler concepts or skills; however major errors or omissions are evident.		
	With prompting & reminders students can: • Treat all equipment with care. • Keep technology in assigned areas. • Keep school technology charged and ready for use. • Keep outside technology off and in backpack. • Follow all teacher directions with technology.	With prompting & reminders students can: • Use appropriate language when interacting through technology.	With prompting & reminders students can: • Use only school appropriate sites. • Login using only my assigned username and password. • Carry technology using two hands when moving throughout the building.
NY (Not Yet)	Even with help, limited understanding of skill demonstrated.		
NE (No Evidence)	No evidence		

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24-hour information

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

STRATEGIC PLAN

MISSION STATEMENT

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

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

OBJECTIVES

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

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

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

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

STRATEGIES

Strategy I:

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

Strategy II:

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

Strategy III:

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

Strategy IV:

We will serve to unify our community.

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

NORTH
KANSAS CITY
SCHOOLS
est. 1913

DISTRICT PROFILE

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

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

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

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

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

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

Board of Education – (816) 321-4361

Karee Gleason-Miller	President	karee.gleasonmiller2@nkcschools.org
Joe Jacobs	Vice President	joe.jacobs@nkcschools.org
Susan Hines	Treasurer	susan.hines2@nkcschools.org
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Dr. Daniel Wartick	Member	daniel.wartick@nkcschools.org
Dr. Rochel Daniels	Superintendent	superintendent@nkcschools.org
Peggy Cole	Secretary/Clerk	peggy.cole@nkcschools.org

Note: Check for the most current Board information on the district's website at: Members - North Kansas City School District (nkcschools.org).

Additional Contacts

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

Equal Opportunity Statement

The North Kansas City School District No. 74, as an Equal Opportunity Employer, complies with applicable federal and state laws prohibiting discrimination. It is the policy of the North Kansas City School District not to discriminate in any term or condition of employment or of participation in any program or activity on the basis of race, color, national origin, age, sex or disability or other status protected by law. Any person having inquiries concerning compliance with the regulations implementing Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990 (ADA), or Title IX of the Education Amendments of 1972, may contact Dr. Janelle Porter, Assistant Superintendent of Compliance and Support, at 2000 NE 46th Street, Kansas City, Missouri 64116 (816-321-5000).

Nondiscrimination Statement

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

Dr. Janelle Porter
Assistant Superintendent of Student Services

Dr. Eric Johnson
Assistant Superintendent of Human Resources

2000 NE 46th Street, Kansas City, MO 64116

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

Student and Parent Rights

Diversity Statement

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

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

Anti- Harassment/Discrimination/Retaliation Policy

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

The Reporting Form may be found by following the link: Policy AC
https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=AC&Sch=110&S=110&C=&RevNo=1.41&T=A&Z=P&St=ADOPTED&PG=6&SN=true

Sexual Harassment Policy

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

The Harassment Form may be found by following the link: Policy AC
https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=AC&Sch=110&S=110&C=&RevNo=1.41&T=A&Z=P&St=ADOPTED&PG=6&SN=true

Public Concerns and Complaints

Parents need to discuss concerns with the teacher and/or principal first. If parents feel that these efforts have not resolved the issue, the District has a formal process for a parent to request a review of services. The Review of Services Form may be found by following the link:
https://simbli.eboardsolutions.com/ePolicy/Policy.aspx?S=110&Sch=110&PC=KL&Z=P&revNo=1.11&srch=complaint&ktype=Any&encu=xa9jwu0EeqNJP1lMR8zErI2Eu9hM2yurtmPs7R4uWoGx8Ahi06plusLzAy8g1tPrKI2cq0QcCe9BGslshNaALXXJplusjW9RTEwCaPwzE4gyFfT7PTxUqsslsh2cN82pluskKslshOQBJosLqFo4slhgl4vRofnx68OZZP7J3cvPLye0WeewUWBUBwMWCLwQG5Va7YA62t3slshDslshgeFh

In-District Transfer Procedures

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

Transfer Procedures

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

Parents' Rights to Records

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

Family Educational Rights and Privacy Act (FERPA)

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

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

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

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

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

Directory Information, Media Release & Sharing Contact Information

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

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

DIRECTORY INFORMATION

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

SCHOOL PHONEBOOK & SHARED CONTACT INFORMATION

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

Visitor Policy

All visitors are required to report to the Main Office upon arrival at school and check-in using our Visitor Aware school check-in system. This will require the visitor to provide a state issued identification, driver's license, or other acceptable official identification with a picture. Parents are invited to visit the school regularly and to be involved in all school activities. To ensure student and staff safety, it is imperative all visitors be checked in through the Visitor Aware system. Student visitors from other locations will not be allowed to visit during instructional time or at functions after school. If, in the judgment of school administration, the visit is inappropriate, the visitor(s) will be asked to leave. We expect all visitors to act in a courteous and respectful manner.

Smoking and Vaping Policy

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

School and Community Resources

School and Community Resource Specialists (SCRS)

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

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

Voter Information

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

Change of Address/Name

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

Absentee Voting Procedures

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

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

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

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

Inclement Weather and School Cancellations

School Cancellation Policy

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

Communication Channels:

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

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

Two-Hour Delayed Start Option:

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

Essentially, the school day will begin two hours later. On a two-hour delayed start day, all buses will pick up students two hours later than the regular pickup times, but the drop-off times will NOT change. All schools will end their day at the regular end time with one exception.

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

Two-Hour Delayed Start:

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

Early Release or Cancellation:

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

If school is OPEN on a wintry day:

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

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

Recess or outdoor classes during Extreme Temperatures

Students should come prepared to go outside for recess. However, as a general guideline, if the

temperature/wind chill is 25 degrees (or less), students may have a shortened outdoor recess period or recess will be held indoors. When the heat index is 95 degrees or greater, students may have a shortened outdoor recess period or recess will be held indoors.

School Age Child Care

Adventure Club

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

Student Accident Insurance

Accident Insurance

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

Student Health

General Health Guidelines

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

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

School Nurse and Health Room

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

The nurse duties include:

- Providing first aid and assistance in case of an injury.
- Providing nurse's assessments for students who experience symptoms of illness.

- Conducting vision, and scoliosis screenings.
- Formulating individual health plans for students with special medical needs.
- Keeping student medical records and verifying compliance with state immunization requirements.
- Supervising the taking of medication as authorized by a parent or guardian under the provisions stated below.

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

School Health Records

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

Medication Guidelines

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

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

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

Expired medications cannot be accepted.

The Medication Policy may be found here: ADMINISTRATION OF MEDICATIONS TO STUDENTS

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

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

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

Both the Prescription Medication Authorization and the Over-the-Counter Medication Authorization forms may be found here: *Health Services*

Students Staying Inside from Recess or Excused from PE

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

Emergency Medications

All student-occupied buildings in this district are equipped with diphenhydramine (Brand name: Benadryl), prefilled epinephrine auto syringes, asthma-related rescue medications, and naloxone. The school nurse or another employee trained and supervised by the school nurse may administer these medications when they believe, based on training, that a student is having a serious or life-threatening reaction or episode.

A prescription or written permission from a parent/ guardian is not necessary to administer the epinephrine or naloxone in an emergency situation.

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

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

Criteria for Being Sent Home/Emergencies

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

Parents will be notified to pick up their child in the event of illness or serious injury. General criteria for sending an ill child home will be a temperature of 100.4 degrees, vomiting, diarrhea, severe coughing, and suspicion of a communicable disease or the inability to participate in normal classroom activity.

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

Communicable Diseases

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

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

Disease	Incubation	Exclusion from school if necessary
Chicken Pox	10-21 days	Students may be readmitted when skin is clear -OR- all lesions are crusted
Impetigo	1-10 days	Until skin sores are healed, or until 24 hours after medical treatment has been identified and condition is improving.
Pink Eye	24-72 hours	Until there is no longer eye discharge or until treatment by a physician and condition is improving, usually 1-2 days
Ringworm	4-10 days	Until effective treatment is started. Severe cases may require prescription medication. Area must be covered with a band aid.
Scabies	2-6 weeks before onset of itching in primary infections; for recurrences, 1-4 days	Until the day after adequate treatment with an effective preparation which kills the mites

Scarlet Fever Strep Throat	1-3 days	24 hours after starting antibiotic and 24 hours fever free
Measles (Rubeola)	7-18 days	Minimum of 4 days after the appearance of the rash
Measles (Rubella)	14-23 days	Minimum of 7 days after the appearance of the rash
Mumps	12-25 days	Minimum of 9 days from the onset or until the swelling is gone
Whooping Cough	6-20 days	From time of diagnosis until 3 weeks after the development of cough. If treated with erythromycin, exclude 5 days after onset of therapy.

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

Enrollment Requirements

Requirements for Admission to School

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

The state requires the following immunizations:

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

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

Student Health Examinations

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

District Transportation

Free Transportation

Transportation is provided free for students living more than one mile from their attendance center. In addition, transportation for students residing less than one mile from school is available only in areas that

the Board has determined to be unreasonably hazardous. Intra-District transfer must provide their own transportation.

Paid Transportation

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

Routing

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

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

Special Education Routing

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

Definitions for Curb to Curb and Door to Door:

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

Assigned Bus Stops

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

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

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

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

Walking Distances

Transportation is provided free for students living more than one mile from their attendance center. School bus routes are designed to comply with guidelines established by the Missouri Department of Elementary and Secondary Education. Walking distances to bus stops are based on one block being equal to one-tenth of a mile, or 528 feet. Students walk to central pickup locations.

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

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

Bus Regulations

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

1. The Bus Driver shall be in charge of all passengers at all times and shall have authority to assign seats. Students shall not stand in the traveled portion of the roadway while waiting for the bus.
2. Students should conduct themselves in a safe manner while waiting for the bus, away from the traveled portion of the roadway.
3. When it is necessary for students to cross the street, board or disembark the bus, they must cross a minimum of ten feet in front of the bus on the signal of the driver, NEVER behind the bus.
4. Students shall remain seated, facing the front of the bus. No portion of their body should be extended in the aisle or out of the bus window.
5. The following items are not permitted on the bus: tobacco products of any type, alcohol, drugs, any illegal or controlled substance, weapons of any type, including guns, knives or gun or knife look-alikes, any object that may harm another student, explosive devices, fireworks, matches, lighters, animals, or insects of any type.
6. Students shall not throw items inside the bus, or out of the bus windows.
7. The aisles and exits shall be clear at all times. Students may not open or close any door except in an emergency.
8. Vandalizing the bus or any of its equipment is prohibited and restitution may be required to repair/replace said vandalism.
9. Students may not eat or drink on the bus.
10. Items too large to be held safely while students remain seated may be stored in a designated area. If that cannot be done safely, the student must make other arrangements for transporting these

items. Many large instruments are not transportable on the bus, please see your school's instrument teacher, or click here for a complete list.

11. Electronic devices are to be used in a courteous, responsible, and appropriate fashion.— when listening to any of these devices, the student MUST have earbuds or headphones. If these electronic devices cause any type of disruption or distraction, they may be taken by the bus driver/aide for the duration of their bus ride, but will be returned at the students stop.

Bus Behavior

Riding the bus is a privilege, which is earned by obeying safety and behavior rules. Our first concern is safety. We provide supervision during the loading and unloading of buses and while students are on the buses, this is limited to some degree as drivers must be watchful of traffic and road conditions. While driving, a bus driver must rely on the cooperation of students in order to maintain a safe and orderly bus. Thus, we depend on our students to practice responsible self-discipline while riding the buses. Each student is expected to conform to a reasonable standard of conduct that will not jeopardize fellow students, the driver, or the equipment.

If a student chooses to misbehave or disobey bus rules, appropriate consequences will be administered which may include suspension of Transportation Services.

Bus Expectations (The Basics)

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

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

Bus Disciplinary Procedures

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

1. The Driver will make every effort to improve disruptive and/or unsafe behavior prior to writing a bus discipline referral. The driver/aide will exhaust three specific redirected steps, denoted on the Bus Discipline referral form.
2. Upon the next occurrence of disruptive and/or unsafe behavior, the Driver will write a "Bus discipline Referral" for the student(s) involved, to be delivered to Transportation Administrator and the Building Administrator. The Building Administrator will determine what disciplinary action should be taken. Copies of the referral will be sent to the parents for their signature and to Transportation Services;

3. If the unsafe behavior continues, a second referral may be issued. The Building Administrator may request a conference with the student and/or parent to begin the investigation. Should additional referrals be issued, and the Administrator has completed a thorough investigation and processing of prior referrals, the next Administrative action may result in, but not be limited to, suspension of bus riding privileges in the following discretionary sequence:

    (a) The third referral—ONE-day suspension*
    (b) The fourth referral—THREE-day suspension*
    (c) The fifth referral—TEN-day suspension*
    (d) If after a series of suspensions and the disruptive, inappropriate, or unsafe behavior continues—bus riding privileges may be terminated for the remainder of the school year. *Upon returning from any bus suspension, the administrator may require a conference with the student, parent, and Transportation Administration as a part of the conditions for restoring transportation privileges."

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

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

Harassment on the School Bus

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

Bus Cameras

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

Damaged, Lost or Stolen Items

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

Special Services

Transportation service is available for students with disabilities. For information, contact Special Education at (816) 321-5000.

Student Safety

Safe and Respectful Schools

We believe that our number one priority, safe and respectful schools, is a prerequisite for learning. Thorough supervision of hallways, lunchroom, and outside grounds before and after school is important in keeping our

school safe and respectful. To help ensure a safe environment, all school buildings are equipped with secure entry points. Exterior intercom cameras are utilized to verbally and visually screen all visitors during school hours.

Urgent Communication

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

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

Emergency/Crisis Plan

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

Tornado Safety

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

Earthquake Safety

Information regarding earthquake safety procedures may be found by following the link:
http://sema.dps.mo.gov/docs/earthquake/Schools.pdf

Who May Pick Up Students from School

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

Change in Mode of Transportation

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

Drug Free Schools

The North Kansas City School District is concerned with the health, welfare, and safety of its students. Therefore, use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal

drugs, counterfeit substances, and imitation controlled substances is prohibited on any district property, in any district-owned vehicle or in any other district-approved vehicle used to transport students to and from school or district activities. This prohibition also applies to any district-sponsored or district-approved activity, event, or function, such as a field trip or athletic event, where students are under the supervision of the school district. The use, sale, transfer, or possession of drug-related paraphernalia is also prohibited. For further information, please refer to school district policies and regulations by following the link: Policy-JFCH
https://simbli.eboardsolutions.com/ePolicy/Policy.aspx?S=110&Sch=110&PC=JFCH&Z=P&revNo=1.01&srch=drug&ktype=Exact&encu=xa9jwu0EeqNJP1lMR8zErI2Eu9hM2yurtmPs7R4uWoHCbyslshKIreadvE9AujLplusemFjpMOFK6wyKeQw3K1GsYvoU0kSMLZ9O86XGiYdcdMTkWtlQEFOoWIwlfE2gjjjiSumLSCFSslshdxXIslshJY3QrOMrWmKReG5FIBDEWsvIvplusg5ifg=

Drug Detection Dog

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

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

Asbestos Hazard Emergency Response Act

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

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

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

Acts of Violence

What is an Act of School Violence?

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

Reporting Acts of Violence

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

Reporting to Law Enforcement Officials

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

Removal of Students

District administrators may immediately remove students posing a threat to themselves or others. Prior disciplinary action may not be the sole basis for such removal. Removal of a student with a 504/IEP is subject to state and federal procedural rights.

Administrator Rights

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

Weapons in School

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

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

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

Mandatory Discipline for Weapons Violation

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

Bullying

Bullying/Cyberbullying are prohibited by Board Policy JFCF. Bullying is intimidation, unwanted aggressive behavior, or harassment that is repetitive or substantially likely to be repeated and causes a reasonable student to fear for his or her safety or property, that substantially interferes with the educational performance, opportunities or benefits of any student without exception, or that substantially disrupts the orderly operation of the school. It is crucial that any act/s of bullying be reported to the building administration immediately.
https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=JFCF&Sch=110&S=110&C=&RevNo=1.11&T=A&Z=P&St=ADOPTED&PG=6&SN=true

Hazing

For purposes of this policy, hazing is defined as any willful activity, on or off school grounds, that recklessly, intentionally, or knowingly endangers the mental or physical health or safety of a student for

the purposes of initiation or admission into or continued membership in any student organization. Hazing also includes activities that put another in a ridiculous, humiliating, or disconcerting position. Hazing occurs even when all students involved are willing participants.

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

Hazing Complaint Procedure

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

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

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

Recklessly Endangering Mental Health

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

Recklessly Endangering Physical Health or Safety

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

Delegation of Responsibility

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

Student Behavior and Accountability

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

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

School Regulations/ School Expectations

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

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

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

Student Conduct

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

This extends to conduct that aids, abets, counsels, procures, or causes any act, deemed unacceptable. This also extends to conduct which assists an offender in preventing the student's punishment.
For further information click on the following Link: Policy JG
https://simbli.eboardsolutions.com/ePolicy/Policy.aspx?S=110&Sch=110&PC=JG&Z=P&revNo=1.11&srch=discipline&ktype=Exact&encu=xa9jwu0EeqNJP1lMR8zErI2Eu9hM2yurtmPs7R4uWoEOBfqvmzKiojslshU52slsh2slshM9V88NmFE8qxWZD1XMr6pRvRtp0dx6SsT5Xndb7tIlLrk01wzvn6rdLcQkeSsLVn2ldTvgovYQz4ge1eav7VKk29wJOxwcslshd1zlpIvKkuIgplusPmMH8xmVMSqoceU72pla0jZ

Discipline Policy

The safety and well-being of our students and staff are paramount. North Kansas City Schools Board of Education supports the development of effective programs that support and encourage positive behavior. A safe and respectful learning environment is accomplished by working together.

Student Discipline Responsibility

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

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

All employees of the North Kansas City Schools shall annually receive instruction related to the specific contents of the district's discipline policy in the course of their duties. The training includes, but is not limited to, approved methods of dealing with acts of school violence, disciplining students on a 504/IEP, and instruction in the necessity and requirements for confidentiality.

Corporal Punishment

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

In-School Suspension

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

Student Suspension and Expulsion

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

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

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

Suspensions for More than 180 Days and Expulsions

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

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

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

Reentry Conference

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

Children with Disabilities

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

Food and Nutrition Services

Food and Nutrition Services

Breakfast and lunch is available to all students and staff. Prices for the current school year may be found on the monthly menu on the District's website. Lunch times will depend on each student's schedule. Students who are eligible for free or reduced-priced lunch are also eligible for free or reduced-priced breakfast. Free/reduced-priced meal applications need to be turned in to the school before school starts and **a new application must be submitted each year**. You are responsible for paying for all meals until your application has been approved. Applications may be obtained during enrollment, at the Main School Office or completed online on the District's website at http://www.schoolnutritionandfitness.com/index.php?sid=0306152235285801&page=lunchapps

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

Parties/Treats

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

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

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

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

Special Diets/Food Allergies

If your student requires a special diet or needs the school meal to be modified due to a medical condition, including food allergies, or a religions exemption, please complete the Medical Statement for Students Requiring Special Meals. USDA regulation 7 CFR Part 15b requires a statement signed by a licensed physician and a parent's signature to allow any changes or substitutions to the standard school meal. Only a Physician (M.D or D.O), Physician Assistant, Assistant Physician, or Nurse Practitioner is authorized to sign the medical statement.

Please complete the Medical Statement for Students Requiring Special Meals form and give to your student's school nurse or fax to (816) 321-5447. Feel free to contact Hannah Broockerd at (816) 321-5008

or at hannah.broockerd@nkcschools.org for more information on how we can better meet the special diet needs of your student.

The Medical Statement for Students Requiring Special Meals Forms may be found at following the link: https://www.schoolnutritionandfitness.com/index.php?page=allergy&sid=0306152235285801

Parents/guardians are responsible for sending meals from home for their student until the medical form is turned in and the school has had enough time to prepare a special menu and order in special foods (about two weeks). Per program regulations, no diet substitutions or modifications are allowed without the medical form completed and on file. Parents/Guardians/Physicians may request a fluid milk alternative due to a milk allergy and/or disability via signed statement or email. Contact your student's school nurse, school café manager, and hannah.broockerd@nkcschools.org to request a fluid milk substitute.

If your student's diet changes for any reason, a new Medical Statement must be filed before any changes are made to the student's diet. Only the current Medical Statement will be followed by the Food and Nutrition Services Department. You can request that allergies be removed with an email, or a written statement signed by the Parent/Guardian/Physician. Contact your student's school nurse, café manager and hannah.broockerd@nkcschools.org to change/update allergies.

Lunch Fees

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

USDA Nondiscrimination Statement:

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

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

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

Submit your completed form or letter to USDA by:

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

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

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

This institution is an equal opportunity provider.

ACADEMIC INFORMATION

Instruction and Assessment

Missouri Course Access Program (MOCAP)

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

The Missouri Department of Elementary and Secondary Education (DESE) and the State Board of Education oversee administration and quality assurance activities such as related content and delivery of courses.

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

Expand the range of courses and opportunities offered to students

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

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

The Elementary Academic Program

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

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

District Assessment

The District has a comprehensive testing program K-12. Results are used to provide feedback regarding individual student performance, inform instruction designed to meet student learning needs, determine

student placement in support programs, and evaluate district curriculum and educational programming. In addition to classroom assessments, the following assessments are administered to all elementary students:

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

Progress Reports

Students who are K-12 receive progress reports four times per year. Early Education students receive progress reports three times per year. The purpose of these reports is to keep parents informed regarding a child's progress. Parents of K-12 students are asked to review the electronic report card each grading period. Directions for accessing the electronic grade card will be provided by your child's school each quarter. Following are the specific dates that the electronic report cards will be available for viewing. If you would like a printed copy of your child's report card, that request can be made with your child's teacher. Parents of Early Education students will receive paper reports at conferences or in their child's folder.

Early Intervention

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

Student Placement

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

Promotion and Retention of Students

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

Summer School

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

Middle School Academic Program

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

Human Sexuality Instruction

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

For further information please refer to district policies and regulations by following the link: Policy IGAEB https://simbli.eboardsolutions.com/ePolicy/Policy.aspx?S=110&Sch=110&PC=IGAEB&Z=P&revNo=1.11&srch=sexuality&ktype=Exact&encu=xa9jwu0EeqNJP1lMR8zErI2Eu9hM2yurtmPs7R4uWoGGjTef44Fe0IFZIhp8siHmI77y1xcwpplus6EwH2ovuEjEBslshDZvDmkWGpZMjh0v3eXlngjjw4KXmbGehxrAmYj06cyDlGfsAHHLnUa6o1slshzvGxirdj30hoR6wi0re0UrbHY8JGWvz2plusnDQg9nRcCp1oiG

Textbooks & Supplies

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

Specially Trained Teachers

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

Field Trips

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

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

- Cost of field trip.

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

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

Progress Reports

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

PowerSchool Student-Parent Portal

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

High School Academic Program

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

Honors Courses

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

A+ Schools Program

See HS CPEGs

Distinguished Achievement Program

See HS CPEGs

Advanced Placement Courses

See HS CPEGs

Dual Credit Courses

See HS CPEGs

Early College Academy

See HS CPEGs

eCAMPUS Fueled by Launch

See HS CPEGs

International Baccalaureate Diploma Program (IBDP)

See HS CPEGs

International Baccalaureate Diploma Program (IBCP)

See HS CPEGs

Gold Medallion Honors Diploma

See HS CPEGs

Diploma Options

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

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

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

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

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

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

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

Graduation Requirements

Paths to Graduation					
DIPLOMA OPTIONS:	***Career/College Readiness***	***Gold Medallion***	***AP Capstone***	***IBDP***	***IBCP***
ENGLISH LANGUAGE ARTS	4	4	4	4	4
MATHEMATICS	4	4	4	4	4
SCIENCE	3	3	3	3-4	4
SOCIAL STUDIES	3	4	3	3-4	3-4
FINE ARTS	1	1	1	1	1
PRACTICAL ARTS	1	1	1	1	1
PHYSICAL EDUCATION	1	1	1	1	1
HEALTH	0.5	0.5	0.5	0.5	0.5

PERSONAL FINANCE +	0.5+	0.5+	0.5+	0.5+	0.5+
ELECTIVES	8	4	6	1.5-4	.5-4
MODERN LANGUAGE		2		4	2
AP SEMINAR		1	1		
AP RESEARCH			1		
THEORY OF KNOWLEDGE				2	
PERSONAL AND PROFESSIONAL SKILLS					2
CAREER RELATED STUDY					2-4
TOTAL CREDITS REQUIRED	**26**	**26**	**26**	**26**	**26**
All students will be required to complete a service component					

+ **Personal Finance** will be an on-line course, with blended support

++ **AP Seminar and AP Research** – Optional for students pursuing IBCP

Service to Community Hours Requirements and General Guidelines

See HS CPEGs

District Assessment

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

High school students are expected to complete the following assessments:

- District-developed Benchmark assessments in communication arts, mathematics, science, and social studies content
- US/MO Constitution test (passing score required for graduation)
- Missouri Civics Education Initiative (beginning with class of 2021)
- Missouri Physical Fitness Test (freshmen)
- Missouri Assessment Program End-of-Course exams for courses specified by the state of Missouri
- Program specific exams: Technical Skills Attainment, Advanced Placement, and International Baccalaureate
- CCR Exams; ACT, ASVAB, ACU Placer, WorkKeys, SAT
- All English Language Learners participate in the state WiDA ACCESS language fluency assessments mid-year

Parent/Teacher Interactions

Parent/Teacher Conferences

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

Contacting Teachers

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

ParentSquare: School-Home Communication

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

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

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

Visits to Classrooms and District Events

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

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

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

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

Student Attendance and Accountability

Attendance

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

Definitions:

Attendance – A student is considered to be in attendance if the student is physically present in a class; participating in a district-sponsored district-approved activity; participating in a class through alternative methods or media as allowed by Board policy; receiving homebound services; or receiving services at another location pursuant to law or by arrangement of the district.
Parent – A parent, guardian or person acting as a parent in the absence of the parent or guardian. If the student is emancipated, the student will serve as the parent for purposes of this procedure.
Tardy – A student is tardy if the student arrives after the expected time class or school begins, as determined by the district. Tardiness will be counted as an absence in situations where the student arrives too late to have a meaningful participation in the class, lesson or activity.
Truancy – A student is truant if the student is absent from class or school without the knowledge and consent of the parents and the administration. A student is also considered truant if the student leaves school without the consent of the building administration or accumulates excessive unjustifiable absences, even with parental consent. If an absence is not cleared up within five (5) days, the student may be considered truant. Truancy is a type of unexcused absence.

Attendance Standards

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

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

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

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

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

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

Reporting Absences

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

Late to School Procedure

When a student arrives late, he/she must check in with the administrative assistant to obtain a pass to class. Tardiness/late arrival will affect your child's attendance percentage.

Early to Leave Procedure

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

Makeup Work Due to Absences

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

Planned Extended Absences

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

Dress and Grooming

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

1. Students' undergarments (i.e. underwear) must not be visible.
2. Clothing must not be transparent.
3. No clothing or accessories:

    - with expressed or implied obscenities;
    - that promote the use of drugs, alcohol, tobacco or criminal or sexual activity;
    - that depict hate speech or use words or symbols that target groups based on sex, age, race, religion, color, national origin, ancestry, creed, pregnancy, marital status, parental status, homelessness, sexual orientation, gender identity, gender expression, gender non-conformity, physical, mental, emotional or learning disability/handicap, or any legally-protected status or classification.

4. No jewelry that could inflict injury or cause damage to person or property.
5. All students must wear shoes, sandals, boots or similar footwear.
6. Clothing may not cover a student's face so that the student is not identifiable. The district may make an exception for religious or medical purposes.
7. Dress and grooming will not disrupt the educational environment.

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

Public Notice for Parents of Students with Disabilities

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

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

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

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

North Kansas City Schools have developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan may be reviewed by scheduling an appointment with the Special Education Department located at the district administrative center, 2000 NE 46th Street, Kansas City, MO 64116, between 9:00 AM and 4:00 PM on days school is in session.

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

Reading/Senate Bill 681

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

IEP Information

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

Technology

Technology Usage

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

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

Definitions

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

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

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

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

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

Authorized Users

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

User Privacy

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

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

Technology Administration

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

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

Content Filtering and Monitoring

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

The superintendent, designee or the district's technology administrator may disable the district's filtering/blocking device to enable a non-student user access for bona fide research or for other lawful

purposes. In making decisions to disable the district's filtering/blocking device, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the district.

Closed Forum

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

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

Records Retention

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

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

Violations of Technology Usage Policies and Procedures

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

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

Damages

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

No Warranty/No Endorsement

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

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

Student Users

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

General Rules and Responsibilities

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

1. Applying for a user ID under false pretenses or using another person's ID or password is prohibited.
2. Sharing user IDs or passwords with others is prohibited and users will be responsible for using the ID or password. A user will not be responsible for theft of passwords and IDs but may be responsible if the theft was the result of user negligence.
3. Deleting, examining, copying, or modifying files or data belonging to other users without their prior consent is prohibited.
4. Mass consumption of technology resources that inhibits use by others is prohibited.
5. Use of district technology, including the telephone system, for soliciting, advertising, fundraising, commercial purposes or for financial gain is prohibited, unless authorized by the district.
6. Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.
7. Users are required to obey all laws, including criminal, copyright, privacy, defamation, and obscenity laws. The school district will render all reasonable assistance to local, state, or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
8. The district prohibits the use of district technology resources to access, view or disseminate information that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, pervasively indecent, or vulgar, or advertising any product or service not permitted to minors.
9. Accessing, viewing, or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum related purposes.
10. The district prohibits the use of district technology resources to access, view or disseminate information that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful district policies and procedures.
11. The district prohibits any use that violates any person's rights under applicable laws, and specifically prohibits any use that has the purpose or effect of discriminating or harassing any person based on race, color, religion, sex, national origin, ancestry, disability, age, pregnancy or use of leave protected by the Family and Medical Leave Act.
12. The district prohibits any unauthorized intentional or negligent action that damages or disrupts technology, alters its normal performance, or causes it to malfunction. The district will hold users responsible for such damage and will seek both criminal and civil remedies, as necessary.
13. Users may only install and use properly licensed software, audio or video media purchased by the district or approved for use by the district. All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license and approved by the district.
14. At no time will district technology or software be removed from the district premises, unless authorized by the district.
15. All users will use the district's property as it was intended. Technology resources will not be moved or relocated without permission from an administrator. All users will be held accountable for any damage they cause to district technology resources.

Electronic Personal Communication Device (EPCD)

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

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

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

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

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

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

Security and Unauthorized Access

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

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

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

Online Safety, Disclosure, Use and Dissemination of Personal Information

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

Electronic Mail (Email)

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

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

Exceptions

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

Waiver

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

Social Media Guidelines for Students

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

- Be aware of what you post online. Social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, or a future employer to see.

- Follow the school's code of conduct when writing online. It is acceptable to disagree with someone else's opinions, however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
- Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password with anyone besides your teachers and parents.
- Linking to other Websites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
- Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink to your sources.
- Be aware that pictures may also be protected under copyright laws. Verify you have permission to use the image.
- How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
- Blog and wiki posts should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.
- If you run across inappropriate material that makes you feel uncomfortable, or is not respectful, tell a parent or teacher right away.
- Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or access to future use of online tools. Please reference the district's Acceptable Use Policy online at: Policy EHB View Policy EHB: TECHNOLOGY USAGE | North Kansas City 74

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

View Policy JG: STUDENT DISCIPLINE | North Kansas City 74

Social Media Guidelines for Parents

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

Parents are asked to adhere to the following guidelines:

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

For additional information on the district's Acceptable Use Policy, visit:
https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=JG-R1&Sch=110&S=110&C=&RevNo=1.11&T=A&Z=A&St=ADOPTED&PG=6&SN=true

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

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



Parents as Teachers

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

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

PAT supports families through

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

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

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

Missouri Department of Elementary and Secondary Education

Every Student Succeeds Act of 2015 (ESSA)
COMPLAINT PROCEDURES

This guide explains how to file a complaint about any of the programs[1] that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)[2] .

Missouri Department of Elementary and Secondary Education
Complaint Procedures for ESSA Programs
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1. What is a complaint?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

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

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

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

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

[1] *Programs include Title I. A, B, C, D, Title II, Title III, Title IV.A, Title V* Revised 4/17
[2] *In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C)*

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

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

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

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

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

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

The following activities will occur in the investigation:

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

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

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

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

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

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

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

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.