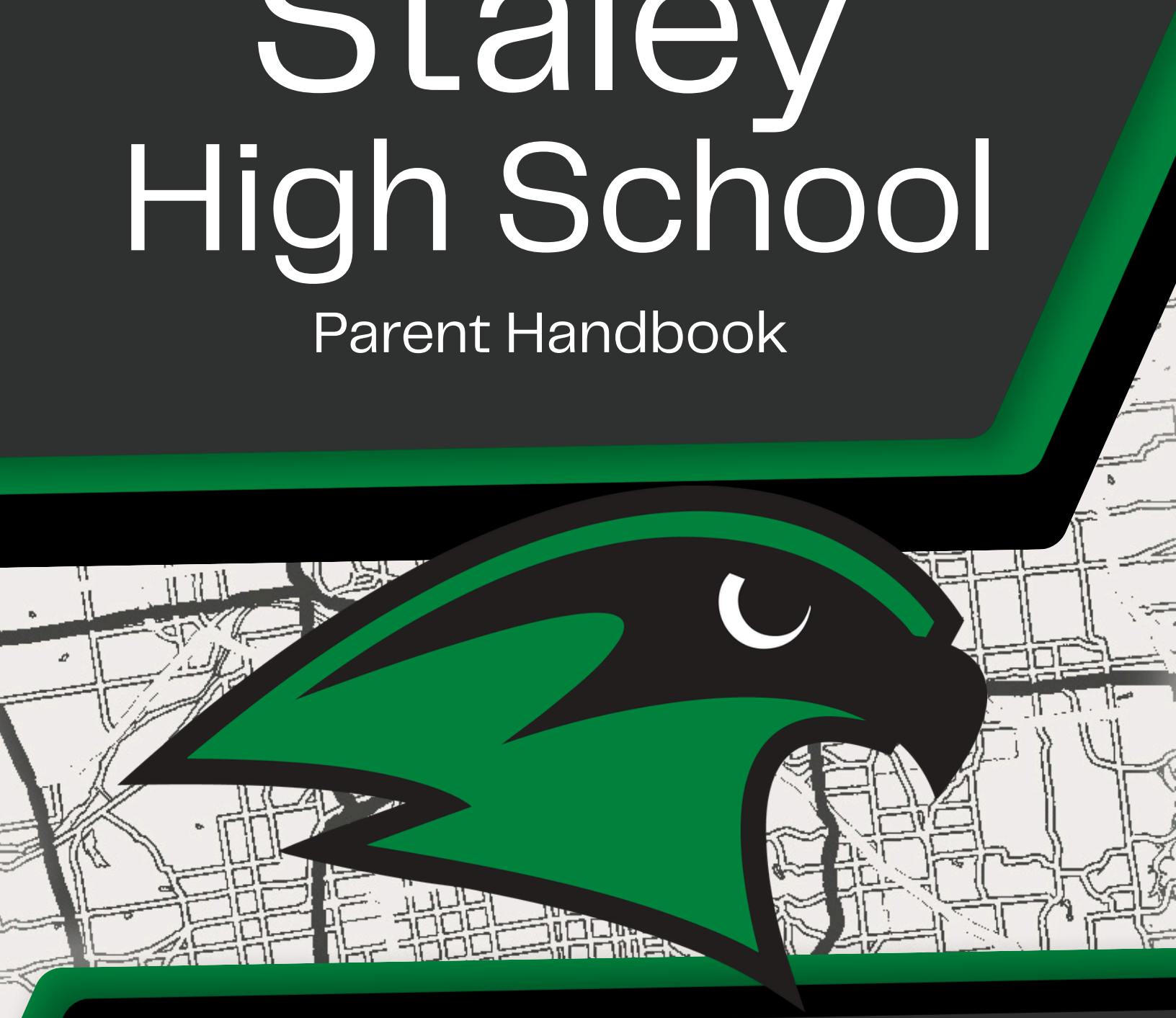
2026-2027

Staley High School

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.

FALCONS

STALEY HIGH SCHOOL



Student Handbook

2026-2027

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

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

Our Core Values: ***S****ervice,* ***O****wnership,* ***A****chievement,* ***R****espect*

Our Staley High School Family Proudly Serving Yours!
Welcome to the 2026-2027 School Year

INTRODUCTION

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

MESSAGE FROM YOUR PRINCIPAL

It is with great enthusiasm and excitement that we begin the 2026-27 school year. It is my pleasure to serve as the principal of Staley High School. Staley has a strong tradition of high academic achievement and success both in and out of the classroom. I look forward to partnering with the entire Staley school community to build on that history and tradition this year as we work to help each student SOAR through Service, Ownership, Achievement and Respect.

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

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

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

Respectfully,

Dr. Barry Crilley

Dr. Barry Crilley
Principal, Staley High School

Key Contacts

Administrative Team

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

Administrative Center (Main Office) 816-321-5330

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

Athletic & Activities Office 816-321-5337

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

Facilities 816-321-6346

Nick Tanner	Facility Manager

Food and Nutritional Services 816-321-5334

Lisa Ruedisueli	Food and Nutritional Services Manager

Library Media Center 816-321-5336

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

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

Lauren Hasenohr	Assistant Principal
Jenny Morris	Administrative Assistant to Lauren Hasenohr and A+
Lisa Lightwine	Administrative Assistant - Attendance
Tiara Wiltsey	Administrative Assistant - Attendance
	Nurse

Student Support Center (Counseling) 816-321-5335

Dr. James Wheeler	Assistant Principal
Nicole Bukucs	Administrative Assistant to James Wheeler
Allison Armstrong	Administrative Assistant – Counseling
James McNeely	Counselor – Students with last names A – Co PH: 816-321-5702
Mallory Parra	Counselor – Students with last names Cr – Hi PH: 816-321-6405
Dan Meara	Counselor – Students with last names Ho-Me PH: 816-321-4712
Kevin McAdam	Counselor – Students with last names Mi – Sch PH: 816-321-4101
Paige Schillig	Counseling Chair – Students with last names Sci - Z PH: 816-321-6862
Jennifer Long	Registrar
Kayli Manley	School Community Resource Specialist PH:
Samantha Weiberg	Gifted Resource Specialist and Research and Exhibition PH: 816-413-3778
Jill Jackson	Facilitator - College and Career Ed Director PH: 816-321-6153

Student Support

Lyndsey Lopez-Whitlow	Assistant Principal
Dena Woodbury	Administrative Assistant to Lyndsey Lopez-Whitlow

Technology Support Center 816-321-6533

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

STALEY HIGH SCHOOL PHONE/FAX NUMBERS

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

ADMINISTRATIVE CENTER OFFICE HOURS

Monday-Friday 7:00 AM – 3:30 PM

SCHOOL ADDRESS

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

STALEY HIGH SCHOOL WEBSITE

www.nkcschools.org/shs

Department Chairs

Business & Marketing	Erin Johnston
Communication Arts	David Klinginsmith
Family and Consumer Science	Julie Fantozzi & Jordan Lopika
Health and Physical Education	Sara Lovely-Horn
Industrial Technology	Richard Tingler
Math	Jacob Sullivan
Modern Language	Anna Maki-Birchler
Performing Arts	Meara Mitchell
Science	NeQuelle DeFord
Social Studies	Carrie Bowman
Special Services	Michelle Lewis & Sarah McDaniels
Student Support	James McNeely
Visual Arts	Callie Juhl

2026-2027 Student Council Officers

President: Brielle Mays
Vice President: Destiny Manyawu
Treasurer: Kayla Andrews
Secretary: Sophie Reynolds
Historian: Morgan Durall

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

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

CRIME STOPPERS (P3Tips)
Are you aware of instances of bullying, or illegal activity? You can download the free app (P3 Tips) to submit an anonymous tip to the proper school administrator about these or any other issues that you feel need to be reported. It's completely anonymous.



Here are reasons to report:

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

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

STALEY BASICS

OUR PROUD NORTH KANSAS CITY SCHOOLS LEGACY

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

STALEY HIGH SCHOOL HISTORY

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

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

OUR VISION STATEMENT

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

OUR MISSION STATEMENT

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

OUR CORE VALUES

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

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

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

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

OUR THEME

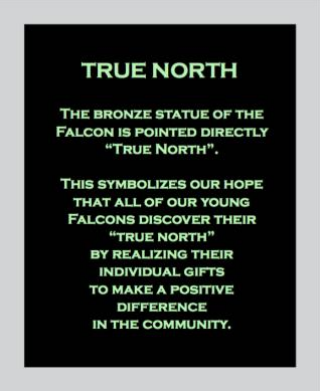
"TOGETHER…TRADITIONS…STALEY STRONG"

OUR MASCOT AND COLORS

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

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

TRUE NORTH



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

STALEY HIGH SCHOOL CREST

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



LASTING LEGACIES

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

- 2010: COMMENCED THE ALUMNI ASSOCIATION FUND THROUGH THE NKC SCHOOLS EDUCATION FOUNDATION
- 2011: SEATING ON THE FALCON PLAZA
- 2012: BRONZE FALCON STATUE DISPLAYED IN THE GREAT HALL
- 2013: FALCON INLAY FLOOR TILE OUTSIDE OF FALCON FIELDHOUSE AND LEGACY STUDENT SCHOLARSHIP
- 2014: CARILLON BELLS
- 2015: LEGACY WALK TO INCLUDE A TRIBUTE TO MRS. VICKI BARMANN

- 2016: Outdoor Classroom and Pavilion
- 2017: Falcon's Nest
- 2018: Alumni Rock "S"
- 2019: Excellence and Championship Display
- 2020: Falcon Outdoor Signage & Contributions to Outdoor Pavilion
- 2021: Power Falcon for Outside Display
- 2022: Falcon Mosaic
- 2023: Falcon Park
- 2024: Baseball and softball complex updates
- 2025: Water FOUNTAIN Bottle fillers
- 2026: Falcon EXTERIOR Signage

ALMA MATER

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

FIGHT SONG

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

2026-2027 Bell Schedule

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

Lunch Schedule

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

STALEY HIGH SCHOOL SOCIAL MEDIA

Staley High School is keenly aware of the impact social media has today and how schools are utilizing this method to communicate with staff, parents, students and the community. Below is a list of Staley Instagram accounts.

INSTAGRAM ACCOUNTS

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

FAVORITE HASHTAGS

#StaleyStrong
#SOAR

STUDENT SUPPORT CENTER

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

RESOURCES AND SUPPORT SYSTEMS

Students should report to the Administrative Center - Main Office (Dr. Crilley, Deputy Watson, Mrs. Glenn, Mr. Potts, Mrs. Snyder, Mr. Sollars, Mrs. Walton) for the following…

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

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

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

Students should report to the Student Services Center – Attendance (Mrs. Hasenohr, Ms. Lightwine, Ms. Morris, Mrs. Wiltsey) for the following…

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

Students should report to Mrs. Lopez-Whitlow's office – CR145 (Mrs. Lopez-Whitlow, Ms. Woodbury) for the following…

- Parking Permit Application and Issues
- Temporary One Day Parking Permit
- Bus Information
- EOC Testing Questions
- Locker Questions and Assistance

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

- ID Replacement
- Lost and Found (valuables)
- MacBook Issues
- Technology Issues

Students should report to the Student Support Center – Counseling (Ms. Armstrong, Mrs. Bukucs, Mrs. Long, Mr. McAdam, Mr. McNeely, Ms. Manley, Mr. Meara, Mrs. Parra, Mrs. Schillig, Dr. Wheeler) for the following…

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

Helpful Internet Resources

- Fast Web Scholarship Search www.fastweb.com
- ACT, Inc. www.actstudent.org
- The College Board www.collegeboard.org

ACADEMIC ACCOUNTABILITY AND EXPECTATIONS

ACADEMIC AND ATHLETIC LETTERING

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

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

CLASS RANK

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

ELIGIBILITY RULES FOR STUDENT ACTIVITIES

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

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

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

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

1. The eligibility rules of the Missouri State High School Activities Association must be complied with in full. The coach or director will inform students of these rules.

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

GRADES

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

GRADUATION REQUIREMENTS

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

GRADUATION REQUIREMENTS, ADVANCED PROGRAMMING & DIPLOMA OPTIONS:

Students will earn one of these diplomas upon graduation:

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

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

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

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

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

HOMEWORK

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

HOMEWORK MAKE-UP

Students who have been absent have the opportunity and should make up all assignments missed due to absence. Students are responsible for requesting missing assignments. Students should be able to login to Canvas to access missing assignments from their teachers. All students on suspension will receive credit for their make-up work.

PRINCIPAL'S HONOR ROLL

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

FALCON HONOR ROLL

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

NATIONAL HONOR SOCIETY

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

POWER SCHOOL (GREAT RESOURCE FOR PARENTS)

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

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

ATTENDANCE

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

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

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

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

DEFINITIONS:

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

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

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

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

ATTENDANCE STANDARDS

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

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

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

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

COMMUNICATION TO PARENTS AND STUDENTS

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

INTERVENTION AND ENGAGEMENT STRATEGIES

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

- Conduct community-wide public relations efforts that stress the importance of school attendance.
- Collaborate with community groups and other organizations that engage youth in activities to create a consistent message about the importance of education.
- Contact the family any time a student is absent.
- Provide social and emotional support to the student through counseling and family resources as well as adult mentorship.
- Home visit by school administration and a school resource officer.

If the student's attendance does not improve, the school will take additional steps to ensure the parent/guardian is aware of the student's poor attendance. The school may also make a referral for

educational neglect to the Missouri Children's Division or to the Clay County prosecutor, in accordance with Missouri law.

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

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

BUS TRANSPORTATION

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

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

DRESS CODE

See Section B of Dress and Grooming.

DRIVING AND PARKING

Student parking permits are $35.00 for the year or pro-rated for second semester only for $20.00.

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

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

PROCEDURES

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

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

If you have any questions, please contact the Staley Activities Office at 816-321-5337.

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

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

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

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

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

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

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

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

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

FEE SCHEDULE FOR 2026-2027

1. MSHSAA Participation Fees: (Sports, Debate/Competitive Drama, Academic Teams, Cheer, Pom Pon) $50.00 per student per year or $120.00 maximum for a family of three or more students. We desire to have a fair mechanism by which students pay participation fees to help defray the cost of programs, activities, and amenities without making them prohibitively expensive for students. Students experiencing financial hardship should never be excluded from participating in Staley High School activities. Please contact a school administrator if you are unable to pay fees by the required deadline.

2. Student Activity Ticket: $40.00 You may purchase an athletic ticket admitting you to all home wrestling matches, football, volleyball, soccer, and basketball games. The price of admission for athletic events is $5.00 for adults and $3.00 for students with an ID. Note: Activity tickets are not valid for admission to tournaments and MSHSAA District games.

3. Class Dues: $5.00 dues for freshmen and sophomores, $10.00 for juniors and $15.00 for seniors. This money helps support class activities; Freshman First Day, mentoring program, mailing of transcripts, and post-graduation activities.

4. Yearbook: The 2026-2027 edition Staley High School Yearbook will be $70.00.

5. Student Parking Permits: $35.00. Students must register their vehicle and provide a current driver's license and proof of current insurance upon purchase of their permit. Vehicles must be properly registered with the state.

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

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

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

HEALTH HISTORY FORM REQUIREMENT
Every student is required to fill out a Student Health Form. Updated Health History is done during Online Registration beginning in July each year. Parents may request a paper copy to complete if needed. Our nursing staff has notified all students in need of required immunizations. All immunizations must be completed prior to the first day of school (August 25). The State of Missouri updated immunization requirement laws at the beginning of the 2017-18 school year. *The new law states that all students must receive the Meningococcal (MCV) vaccine before enrolling in 12th grade.* Proof of this immunization will need to be provided before attending school. Immunizations may be obtained from your physician, or, the Clay County Public Health Center (816) 595-4200.

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

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

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

LEAVING BUILDING/CAMPUS
Appointments should be scheduled outside the school day when possible. Students needing to leave school for an excusable reason must furnish advanced parental verification to the Student Services Center (Attendance). Additionally, students must check out through the Student Services Center (Attendance). If students return to school the same day, they must "sign-in". A student who remains on school campus after signing out will be declared truant. Students are to come into the building as soon as they arrive each morning.

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

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

LOST AND FOUND
Items found in classrooms and hallways are placed in the "Lost and Found" located near the microwaves in the Great Hall (cafeteria). Students are responsible for checking this area for any lost belongings. Items deemed to be more valuable (keys, electronics, etc.) are held in the Technology Office located next to the library. These items may be claimed by providing proper identification. Please mark all personal items including clothing and book bags with the student's name. Do not leave personal items unattended.

MAKE-UP WORK
Students who have been absent have the opportunity and should make up all assignments missed due to absence. Students are responsible for requesting missing assignments. Students should be able to login to Canvas to access missing assignments from their teachers. All students on suspension will receive credit for their make-up work.

OBLIGATIONS
Take care of obligations in a timely fashion. Obligations must be cleared or paid before you will be allowed to attend dances, etc. You can contact Mrs. Glenn at (816) 321-4703 or stop by the Administrative Center (Main Office).

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

POSTER POLICY
Posters advertising club meetings, school events and fund-raisers will be posted on tack boards and bulletin boards in approved locations. **No posters should be placed on the walls of the hallways.** All posters should be school appropriate and neatly done. For poster approval, students should report to the Activities Office (Dr. McCoy or Mrs. Thomas). All posters without approval stamp will be removed.

SCHEDULE CHANGE POLICY
Students are expected to plan carefully with their counselor and parents so the classes they select will meet their educational needs. With an emphasis on all students having access to challenging courses, students were given an opportunity to select courses in February 2026 for the current school year. In early May 2026, students were allowed to make changes to their course requests to address any scheduling mistakes made, to address graduation requirements, to "schedule up" or select a more challenging course. There should be very few course changes to begin the school year.

However, sometimes it is necessary for the student to be able to make a schedule change. Scheduling errors will be corrected as soon as possible. Students will not be permitted to enter a class after the end of the second week of school. Students dropping a class more than a week after the first progress report of a semester will have an "F" recorded on their transcript. Requests to change teachers will not be granted. Requests to arrange specific times for certain classes or lunch periods cannot be granted.

SCHEDULE GUIDELINES

A schedule change may be made for the following reasons:

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

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

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

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

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

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

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

SPORT AND ACTIVITY CALENDAR
View Staley Sport and Activity Calendars by going to www.arbiterlive.com. Enter Staley in the search bar.

SPORTSMANSHIP
Improved sportsmanship at interscholastic events has become a point of emphasis nationwide. We value and appreciate good sportsmanship and hope that the adults of our school community will voluntarily observe the guidelines we have established for students.
The Missouri State High School Activities Association has listed and publicized five fundamentals of good sportsmanship.

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

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

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

STUDENT IDENTIFICATION CARDS (ID)

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

TRAFFIC PATTERNS

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

VISITOR POLICY

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

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

WITHDRAWAL OF STUDENTS FROM SCHOOL

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

STUDENT CONDUCT AND DISCIPLINE

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

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

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

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

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

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

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

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

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

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

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

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

CANINE UNITS IN CONJUNCTION WITH AREA LAW ENFORCEMENTS
To maintain the health, safety, and well-being of all, our campus is routinely inspected by Canine Units.

CELL PHONES - North Kansas City Schools Cell Phone Policies & Procedures

Purpose
At North Kansas City Schools, our goal is to create a warm, welcoming, safe, academically focused environment for students. Student cell phone use at school has been identified as a tremendous distraction to meeting that goal. And, with the deployment of district issued MacBooks, cell phones are unnecessary for academics throughout the school day. The building practice outlined below has been developed in coordination with NKC Board Policy JG-R- Technology Misconduct. You may also reference Board of Education Policies EHB – Technology Usage and EHBA – Use of Personal Electronic Devices for Instructional Purposes for more information.

Boundary

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

What about Necessary Student/Family Communication?

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

Consequences for Violations

Progressive consequences will accumulate per student, per year.

1st Offense	*2nd Offense*	*3rd Offense*	*4th and Beyond*
• Confiscation • Parent Contact • Student Pickup	• Confiscation • Parent Contact • ***Parent Pickup***	• Confiscation • Parent Contact • Detention • ***Parent Pickup***	• Confiscation • **Parent Meeting** • Suspension • ***Parent Pickup***

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

DISCIPLINE GUIDELINES

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

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

DISRESPECTFUL OR DISRUPTIVE CONDUCT

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

ELECTRONIC DEVICES
The use of electronic devices, including, but not limited to phones, radios, CD players, mp3 players, iPods, and portable/hand-held video, music and gaming devices are NOT allowed during classroom instructional time without specific teacher permission before hand.

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

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

- shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign, or other things which may be viewed as evidence of membership or affiliation in any gang. This includes any badge, symbol, or sign that may be present in a student's notebooks or other personal possession while on school grounds or school-related activity.
- shall commit any act or omission, or use any speech, either verbal or nonverbal (gestures, handshakes, etc.) showing membership or affiliation in a gang.
- shall use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity, including but not limited to:

    1. soliciting others for membership in any gangs;
    2. requesting any person to pay for protection or otherwise intimidating or threatening any person;
    3. committing any other illegal act or other violation of school district policies;
    4. inciting other students to act with physical violence upon any other person.

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

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

SAFE SCHOOLS ACT
The State of Missouri is committed to addressing any student action or behavior that disrupts the teaching/learning process in schools. In May of 1996, the Missouri General Assembly passed House Bills 1301 and 1298, collectively known as the "Safe Schools Act." This law became effective August 28, 1996. The Safe Schools Act is a major effort to improve safety, security and student discipline in

Missouri schools. NOTE: In many situations involving violence, weapons, and drugs, the Safe Schools Act requires administrators to notify police and the Superintendent of Schools.

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

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

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

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

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

6th Tardy- 3 lunch detentions
10th Tardy- 1 Day of ISS or 4 afterschool detentions
14th Tardy – 2 days ISS
18th Tardy and beyond – cases from this point will be dealt with on an individual basis and further consequences will be assessed. Possibilities could include but are not limited to ISS, OSS, parent conferences, assigned security escort.

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

You will be considered truant if you:

- ■ Are more than five minutes late to class without permission from a staff member
- ■ Leave school without signing out of the building.
- ■ Are absent from school without prior permission from your parent.
- ■ Are absent from class without permission.
- ■ Obtain a pass to go to a certain place and do not report there or you report there more

than five minutes late.
- Become ill and go home or stay in the school building instead of reporting to the Student Services Center.
- Cutting class.

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

DISCIPLINARY CONSEQUENCES

DETENTION
A student is required to attend detention for violation of minor infractions. A student may be assigned multiple detentions, depending on the infraction.

BLOCK DETENTION (FOR ONE OR TWO BLOCKS AT A TIME)
A student is removed from their daily schedule but his/her work will be provided to them during school hours. An administrator may assign one (1), two (2) or three (3) Block Detentions for a student to serve.

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

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

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

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

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

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

MAKE-UP WORK PROCEDURE FOR OSS STUDENTS

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

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

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

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

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

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

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

STRATEGIC PLAN

MISSION STATEMENT

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

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

OBJECTIVES

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

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

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

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

STRATEGIES

Strategy I:

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

Strategy II:

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

Strategy III:

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

Strategy IV:

We will serve to unify our community.

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

NORTH
KANSAS CITY
SCHOOLS
est. 1913

DISTRICT PROFILE

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

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

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

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

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

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

Board of Education – (816) 321-4361

Karee Gleason-Miller	President	karee.gleasonmiller2@nkcschools.org
Joe Jacobs	Vice President	joe.jacobs@nkcschools.org
Susan Hines	Treasurer	susan.hines2@nkcschools.org
Aryn Peters	Member	aryn.peters@nkcschools.org
Jane Rinehart	Member	jane.rinehart@nkcschools.org
Laura Wagner	Member	laura.wagner@nkcschools.org
Dr. Daniel Wartick	Member	daniel.wartick@nkcschools.org
Dr. Rochel Daniels	Superintendent	superintendent@nkcschools.org
Peggy Cole	Secretary/Clerk	peggy.cole@nkcschools.org

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

Additional Contacts

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

Equal Opportunity Statement

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

Nondiscrimination Statement

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

Dr. Janelle Porter
Assistant Superintendent of Student Services

Dr. Eric Johnson
Assistant Superintendent of Human Resources

2000 NE 46th Street, Kansas City, MO 64116

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

Student and Parent Rights

Diversity Statement

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

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

Anti- Harassment/Discrimination/Retaliation Policy

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

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

Sexual Harassment Policy

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

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

Public Concerns and Complaints

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