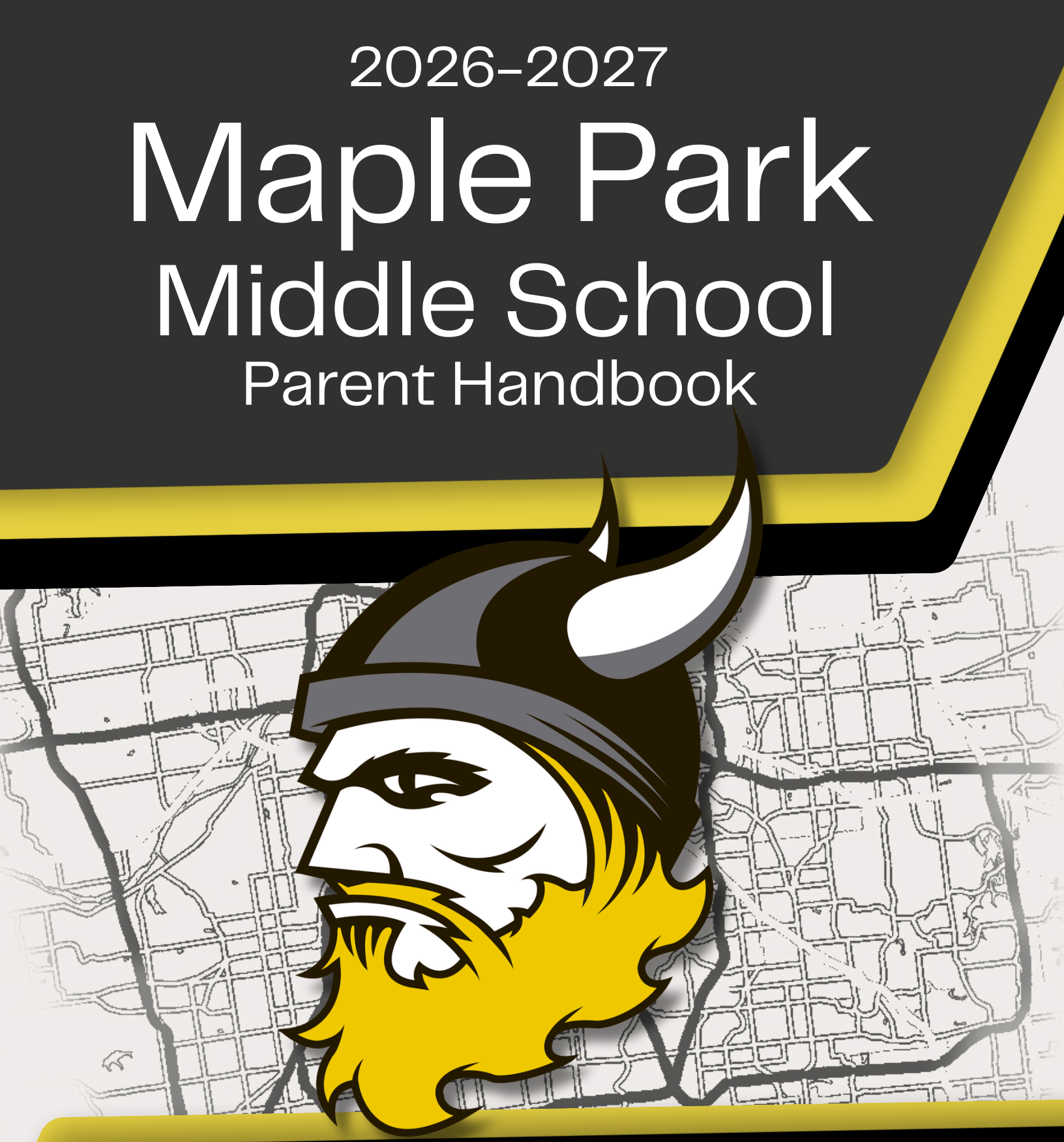
2026-2027

Maple Park Middle 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.

Parent/Student Handbook

Welcome to

Maple Park Middle School

Ms. Ebone' Watson, Principal



Gayla Curtis, Assistant Principal
Casey Fowler, Assistant Principal

5300 N. Bennington Ave
Kansas City, Missouri 64119
816-321-5280

www.nkcschools.org/domain/32
http://www.nkcschools.org/mpms/http://www.nkcschools.org/mpms/

General Phone Information

Maple Park Office	816-321-5280	6:45–2:45 p.m.
Attendance	**816-321-5282**	**24 hours**
Fax	816-321-5281	24 hours
School Nurse	816-321-5283	7:00–2:30 p.m.
Maple Park Cafeteria	816-321-5284	7:00–2:00 p.m.
Central Office	816-321-5000	8:00–5:00 p.m.
Transportation	816-321-5007	8:00–5:00 p.m.

School Hours

Office hours: 6:45 a.m.–2:45 p.m.
Class hours: 7:15 a.m.–2:12 p.m.
Half Day: 7:15 a.m. – 10:30 a.m.
Activities: 2:15 p.m.– 4:45 p.m.

MAPLE PARK MIDDLE SCHOOL
VIKINGS



August 1, 2026

Dear Maple Park Families,

It is with great pleasure that I welcome you and your scholar to Maple Park. I want to share with you that I am excited to partner with you to provide your scholar the best possible learning experience at Maple Park for the 2026/27 school year. I look forward to us partnering together to ensure all students are provided the opportunity to be successful.

This will be an intriguing learning experience for your scholar as they move through middle school and prepare for high school and post-secondary school success. We will continue with no cell phones, headphones or earbuds while in the school building 6:45 AM to 2:12 PM.

Maple Park is a school building where all scholars can be successful, where they will be nurtured to reach their own individual potential. Our school will be built on the foundational principles of Relationships, Respect, Responsibility and Rigor. Welcome to Maple Park, our entire staff looks forward to partnering with you and your scholar this school year, GO VIKINGS!

With Gratitude,

Ms. Ebone' Watson
Principal

Maple Park Middle School

Our building opens at 6:45 a.m. We strongly encourage those students who do not ride a bus to arrive by 7:08 a.m.

During times of inclement weather, please do not call the regular school phone number or central office about early dismissal or closing of school. The major radio and television stations will also broadcast this information at frequent intervals as soon as the superintendent's office contacts them.

Change of Address
Please let the office know of any change of address or phone number. It is necessary for us to have accurate and up-to-date information. Parents must provide the school with a number that can be reached during the school day in case of an emergency.

2026 - 2027 Maple Park Middle School Staff

Administrative Team
Principal: Ms. Ebone' Watson
Asst. Principal 8th: Casey Fowler
Asst. Principal 7th: Gayla Curtis
Teaching and Learning Coach: Ryan Bowser

Counselors
7th Grade Dana Madden
8th Grade Ashley Paul

Administrative Assistants
Principal's Admin. Assistant: Caroline Kisler
Attendance Admin. Assistant: Cheyanne Brown
Office Clerk: Crystal Rodriguez

Nurse: Beverley Tate
AVID Coordinator Coach: James Scarrow
Library Media Specialist: Tia Barbosa
Library Assistant: Haylee West

Core Teachers/Teams

Seventh Grade

Tier 2

- Macey McCall ELA
- Jack Killgore SS
- Terra Jiabia MA
- Olivia Rojas-Garcia SC

- Emily West ELA
- Leona Baskerville MA

- Makinlin Verbrugge ELA
- Melanie Barron SS
- Amber Sheeley MA
- Daniel Johnson SC

Eighth Grade

- Christal Williams ELA
- Lacey Watt SS
- Emily Conrad MA
- Ronald Stoda SC

- Paula Rose ELA
- Stephen Roe SS
- Rebecca Dunn MA
- Michelle McGaughey SC

- Sharday Carter ELA
- Austin Conrad SS
- Duke Hutchinson MA
- Adam Manchion SC

- Tammy Kolvek ELA
- Samuel Lanning SS
- Vacant MA
- Jodi Oathout SC

Tier 2

- Amanda Deavers ELA
- Jessalyn Sanchez MA

Special Ed:
Kelly Brandt
Gayla Kilgore
Kim Ogilvie
LeAnn Perkins
Elisa Vine-Braverman
Stacey Parsons
Charles Schoening
Charleen Simpson
Deyrle Wallace
David Obenauf *(Speech)*

Encore Teachers/Support Staff

Accompanists
Beth Christensen
Academy
Kevin Webster
Art
Amy White
Adrienne Benson
AVID
James Scarrow
Jennifer Boyer
Cafeteria Staff
Yuriko Santana (Manager)
Kelly Berg
Deanna Hendrix
Marvene Brophy
Kim Tagle
Custodial Staff
Charles Emery (Facility Manager)
Jim Bender
Danielle Johnson
Kaitlin Strobbe
Grant Hogge
ELL
Davin Leed
School & Community Resource Specialist
Shanetta Cooper
Health Room
Beverley Tate (Nurse)
Instructional Assistants
Payton Bowman
Anissa Ector
Sarah Gaumer
Tamara Sebelski
Amira Taylor
Laurie McCoy
Instrumental Music
Kirsten Sattler - Orchestra
Emily Stout (WHS)
Paul Weissenborn - Band
Jeffrey Siasoco (WHS)
Literacy Plus
Katie Aubrey
Global Language
Andie McCune-Spanish
Karin Hanriot –French (WHS)
Psychologist
Michelle Fleury
PLTW
Matt Pearson
Jessica Steinmeyer
PE/Health
Nate Jones
David Maultsby
Kirk Stegeman (WHS)
Bridget Van Ee (Activity Director)
Wade Walker
School Resource Officer
Deputy Vacant
Security Clerk
Steven Arps
Speech/Theater
Rachel Kirby
Technology Clerk
Vacant
Vocal Music
Maya Burke
Jeff Elam (WHS)

Student Academic Accountability

Grade Check
To facilitate home and school communications, parents may access two internet-based programs called PowerSchool and Canvas to monitor their child's day-to-day education. Attendance, grades, assignments, discipline, teacher notes, and a history of their child's academic work can be accessed on PowerSchool, while Canvas allows for monitoring work submission. Parents can also request a grade check on their child by calling the Guidance Counseling Office and can pick it up in the school office three days after the request. If the grade check reveals any problems in a subject area, the parent should contact the appropriate instructor. To obtain information on how to register for or access PowerSchool, please call the main office at 816-321-5280.

F List
Students who have one or more Fs on their current grade check or grade card, will not be allowed to attend a variety of activities.

Maple Park Grading Polices
Grades are based on a 4-point scale and are designed to reflect a student's proficiency on the learning objectives and standards.

Grade Reporting
Maple Park uses a semester grading system. Some courses are offered for 9 weeks, which is a quarter, some courses are offered for 18 weeks, which is a semester, while others are offered for 36 weeks, which is a year. Students and parents or guardians should read grade reports carefully as some grades may be midterm, which are not final grades, while others are final grades. These grades may appear simultaneously on the same grade report depending on the student's grade level and Encore choices. Deficiency notices for those students earning a D or lower are communicated to the parents of students who are performing poorly.

Student Attendance Accountability

Class hours (7:15 a.m.–2:12 p.m.)
Our building opens at 6:45 a.m. We strongly encourage those students who do not ride a bus to arrive between 7:00 and 7:10 a.m.

Student Daily Schedule

Half Day	7	8	Encore
1	7:15 – 7:45	7:15 – 7:45	7:15 – 7:45
2	8:21 – 8:51	8:21 – 8:51	Plan
3	8:54 – 9:24	8:54 – 9:24	Plan
4	9:27 – 9:57	9:27 – 9:57	9:27 – 9:57
5	10:00 – 10:30	10:00 – 10:30	10:00 – 10:30

M-F	7	7 ALT	8	8 ALT	Encore
Comm	7:15-7:35	7:15-7:35	7:15-7:35	7:15-7:35	7:15-7:35
1	7:39 – 8:36	7:39 – 8:41	7:39 – 8:25	7:39 – 8:25	7:39 – 8:25
2	8:39 – 9:37	8:44 – 9:42	8:29 – 9:14	8:29 – 9:14	8:29 – 9:14
3	9:40 – 10:58	9:45 – 11:03	9:18 – 9:48	9:18 – 9:48	9:18 – 9:48
4	11:01– 11:59	11:06– 11:59	9:52-10:50	9:52 – 10:55	Plan
5	12:03 – 12:33	12:03 – 12:33	10:53-12:11	10:58 – 12:16	12:03 –12:33
6	12:37 – 1:22	12:37 – 1:22	12:14 – 1:12	12:19 – 1:17	12:37 – 1:22
7	1:26– 2:12	1:26– 2:12	1:15 – 2:12	1:20 – 2:12	1:26– 2:12

Lunch served during 7th hour for all students on half days.

Team	Lunch	Team	Lunch
7A	10:00-10:20	Tier 2	11:07-11:27
7B	10:04-10:24	8A	11:11-11:31
7C	10:28-10:48	8B	11:35-11:55
Tier 2	10:32-10:52	8C	11:39-11:59

Attendance Standards
Regular and punctual attendance is vitally important to being successful in school. The school district believes that regular attendance is primarily the responsibility of the students and parents. Missouri State law requires regular attendance. Missouri School Improvement Program (MSIP) attendance policy states students should maintain a 95% attendance rate. This means missing no more than eight days a year. Excessive absences will result in letters to the parents. If parental involvement does not result in improvement, referrals will be made to the Division of Family Services or the Juvenile office. Students who miss an excessive number of days will be required to provide a doctor's verification for all absences. The decision to excuse an absence rest solely with the school administration.

Attendance to Field Trips
In order to participate in a class field trip, a student must have at least a 90% attendance and not be in in-school-suspension (I.S.S) or out-of-school-suspension (O.S.S.).

If a student does not participate in a class field trip, the student *will* be required to attend school that day and complete alternate assignments. Students who miss an excessive number of days will be required to provide a doctor's verification for *all* absences.

Absences
Students who know in advance that they will be absent from school for reasons other than illness like, a family trip, should contact the office prior to the absence. Classroom teachers will collect any work that can be completed before the absence. All other assignments will be collected and completed when the student returns.

Students are expected to make up all work regardless of whether an absence is excused. Each teacher will set reasonable limits regarding the time frame in which missed work may be completed. However, the general rule for time allowed for turning in make-up work is one day for each day missed.

Because students in 7th and 8th grade are expected to take more responsibility for their actions, students will be included in conferences and interventions.

Excused Absences
The following are the only acceptable reasons for an absence from school according to the Missouri Compulsory Attendance Act:

- Personal illness
- Doctor or dental appointments will require verification from the doctor or dentist
- Serious illness or death of a member of the family or close friend
- Emergencies at home such as fire or flood
- Religious holidays
- Participation in a school district sponsored activity
- Professional appointments that cannot be scheduled outside the school day
- Out-of-School-Suspension (O.S.S.)

All other absences and any undocumented absence are unexcused.

Makeup Work
When students miss a class, students have the responsibility of getting their makeup work. Students will have the same number of days to complete work as the number of days they were absent. Assignments made prior to the student's absence that are due during the absence, should be turned in immediately upon the student's return to school. Students are expected to make up assignments from missed classes within the time period established by their teachers.

Reporting Absences
It is recognized that there are occasions when it is necessary that a student be absent from school all or part of the day. On those occasions when absences are unavoidable, a parent should call the school on the day of the absence by 9:00 a.m. Absences for vacation or other anticipated reasons must be given prior approval from an administrator and arrangements for completion of work made prior to absence. Students with excessive absences will not be excused for such reasons.

Tardy to School or Class
A tardy is arriving after the expected time class or school begins, as determined by the district.

A contact from a parent is necessary to verify the reason for the late arrival. This may be done by accompanying the student into the office, sending a signed note with the student, or calling the office, 816-321-5282. Any student late to school must check in, by a parent or guardian, through the office to be admitted to class.

We understand that emergencies may occur causing a student to be late to school. However, consistent, on-time attendance is essential to success in school. Therefore, two tardies per quarter will be allowed without a consequence. Upon the third time the student is tardy, consequences will be assigned. Continual tardy infractions will result in notifying the proper authorities.

Students should arrive to class on time and prepared to work. This means inside the classroom when the bell rings. Failure to meet this expectation will result in the following consequences:

Tardy 1	Teacher warns student
Tardy 2	Teacher warning and parent contact
Tardy 3	Teacher assigns lunch detention and parent contact
Tardy 4	Teacher assigns Student Success Plan and parent contact.
Tardy 5	Office referral, administration assigns detention and contacts parent
Tardy 6	Office referral, administration assigns detention(s) and contacts parent
Tardy 7+	Office referral and ISS or other administratively assigned consequence

Truancy
A student absent without the consent of their parents is truant. Students will also be considered truant if they

- leave school without signing out of the building with parental consent
- are absent from school without prior permission from their parents
- are absent from class without permission for more than 10 minutes
- does not report to their assigned area
- leaves class without permission
- come to school but do not attend class

Outside Food
Students are not allowed to eat fast food brought in to be consumed during lunchtime. Students are not allowed to order from delivery apps or restaurants. If outside food is brought in, the food will remain in the front office and released to the student at the end of the instructional day.

Signing In and Out
Upon arrival to or departure from school during school hours, students must sign in or out with guardian at the attendance desk in the office. Truancy issues will be reported to the appropriate authorities and will result in administratively assigned consequences. Repeated offenses may result in contact of juvenile court.

Students are not to leave the building or school grounds without signing out through the office. This includes those times when the nurse may dismiss a student for health reasons. Parents must

come into the office to sign a student out if the student is leaving during the school day. We will require contact from a parent or guardian before we will release a student to anyone else—including adult-age brothers or sisters. Students will only be released to a parent, guardian, or approved adult. Students will not be allowed to meet rides outside of the building or to walk alone from the school.

Late Arrival – After 7:14 a.m.
Any student who arrives late to school, must be signed into the front office by a parent or guardian.

Visitors
All visitors are required to report directly to the front office and sign in with a staff member. A driver's license or photo ID is required to enter the building. A visitor's sticker will be printed and must be worn on the school campus. Parents are invited to visit the school regularly and become involved in all school activities. Parents are also invited to join us for lunch, but we do ask that they follow visitor guidelines. Students from other locations are not allowed to visit during the school day or during school functions after school. This includes former students who wish to visit teachers or friends.

Withdrawal from School
If you must leave our school during the year and move to another, a parent must follow Missouri Department of Education protocols to withdrawal student including submitting withdrawal documents with our school.

Student Awards, Recognition, and Distinguished Achievement Program

Academic Competitions
Maple Park has several opportunities to challenge students who enjoy academic competitions.

Honor Roll
All Maple Park students are eligible for Honor Roll if they meet the academic criteria. Students who make the Honor Rolls will be given a certificate and be recognized.

- Honor Roll
  - GPA of 3.000–3.499 for the quarter
- Principal's Honor Roll
  - GPA of 3.500–4.000 for the quarter

Student Behavior Accountability

Maple Park Middle School Discipline Policy
The staff of Maple Park Middle School strongly believes that school authorities and parents must ensure the school environment is conducive to the learning process. A consistent and reasonable discipline policy can create the necessary trust among parents, teachers, and students to develop the students' self-control and self-discipline and to help prepare them for their responsibilities as

adults in a democratic society. Therefore, the following is the expected behavior for our students at Maple Park Middle School:

- Be Respectful
- Be Responsible
- Be Ready

Code of Conduct General Note

The Code of Student Conduct applies at all times while students are on school district property, adjacent areas, or other property including property used for school-sponsored activities or events, and school buses or vehicles transporting students for the district. The code also applies when any student's conduct at any time or place has a direct and immediate effect on maintaining order and discipline in the schools.

Schools have the authority to discipline for activities that take place anywhere and anytime of the year if it can be established that there is a direct detrimental effect on the educational atmosphere's safety and good order.

School authorities have a right to expel or suspend a student for conduct away from school grounds where such is reasonably necessary for the student's physical or emotional safety and well-being or for reasons relating to the safety and well-being of other students, teachers, or public property.

All disciplinary action available with regard to a student for violation of school rules or other clear misconduct on-campus shall be available for any activity away from campus, whether school is in session when such activity occurs; if such off-campus activity may be reasonably interpreted to threaten the ability of the district to maintain a safe, orderly and disciplined educational atmosphere. This policy is not limited to school sponsored and school related events. When it is brought to the attention of the district that a student has engaged in such conduct off-campus, the principal of the school which the student attends shall conduct an investigation if they feel it is necessary and proper under the circumstances and may initiate disciplinary action, up to and including suspension or expulsion, in the same fashion as if the action had occurred on campus. In conducting such investigation, the principal or their representative may cooperate with law enforcement authorities.

Code of Student Conduct

All students are expected to do the following:

- Attend each class daily, be on time, and take planner, binder and other appropriate materials to class daily — including all assigned work, books, materials and supplies.
- Pay attention during class time and complete all work.
- Follow classroom rules as set down by each teacher and refrain from disrupting the learning environment.
- Show proper respect to all staff members, fellow students, visitors, and guests.
- No Cell Phones or any other Bluetooth compatible electronics (wireless headphones) from 6:45 AM to 2:12 PM. They are not to be seen or heard and must remain in lockers.

- Refrain from using profanity and obscenities or having materials that suggest or contain profanity and obscenities.
- Walk and behave in the hallway in a respectful and courteous manner at all times.
- Refrain from physical contact such as hugging and kissing.
- Refrain from fighting, pushing, and other physically aggressive acts.
- Refrain from horseplaying
- Report for any extra time assigned by any staff member, which could include detentions, after-class time, or restrictions of hall and lunch privileges.
- Refrain from possessing or using of drugs, alcohol, matches, lighters, or any type of tobacco including look-alikes or paraphernalia.
- Refrain from the use of flammable materials on school property. An open flame is a violation of state statutes.
- Leave non-school items at home, including toys, knives, lighters, matches, cigarettes, rubber bands, radios, cameras, cell phones, laser pointers, water guns, cd players, trading cards, playing cards, iPods, etc.
- Leave any items to be sold at school, at home.
- Respect school property and the property of others.
- Display appropriate behavior during an assembly.
- Leave the following at home:
    - Inappropriate magazines, books or other media that may contain inappropriate photos, drawings, or text (explicit or suggestive)
    - Materials that promote or advertise weaponry like, guns, knives, and bomb-making supplies, drugs or alcohol, gang affiliation, or other items not age-appropriate for middle school students.
- Refrain from bringing pets to school.

Assembly Behavior

Students are expected to follow these rules:

- Sit with assigned class and only change seats with teacher's permission.
- Avoid running or shoving other students.
- Refrain from talking or any unnecessary disturbance while the program is in progress.
- Applaud politely. Avoid excessive applause.
- Abstain from whistling, loud verbal remarks, or foot stomping.
- Wait for instructions to exit at the conclusion of the assembly.
- Forgo gum, food, or drinks.

Any student being sent out of an assembly for inappropriate behavior will be referred to administration and may lose the right to attend the next assembly and be subject to additional discipline.

Positive Behavior Interventions and Support (PBIS)

PBIS is a school-wide strategy that helps students achieve important social and learning goals. The expectation is that Maple Park students will be ready, respectful, and responsible. Staff will recognize positive behavior through Live School.

Cell Phone/Earbuds/Headphones and Electronic Device Policy

- ***From 6:45am-2:12pm, student cell phone, earbuds and wireless headphone use are prohibited*** on any part of the Maple Park campus (includes indoors and outdoors). Student cell phones may NOT be seen/heard/accessed for any reason. Guardians must contact the front office to communicate messages to students or families may contact students through district email. Students have frequent access to district email. As a general rule, possession of any electronic device, including, but not limited to, cell phone, tablet, computer, music player, laser pointer, portable game player, digital camera, is inappropriate during classes. Families are NOT to call, text, or video-conference students throughout the school day. Guardians must contact the front office to communicate messages to students or families may contact students through district email. Students have frequent access to district email. If it is being used without permission, the consequences may range from confiscation to in-school-suspension (I.S.S.). With staff permission, students are allowed to use the courtesy phone in the office or in classrooms. All electronic devices will be the child's and parent or guardian's responsibility at all times. ***The school is not responsible for investigating lost, damaged, or stolen items.*** If students bring cell phones to school, they must be concealed and secured in their assigned locker or personal bag/backpack. Coaches and after-school sponsors will have their own device practices and procedures that support the mission of their respective programs.

Grooming and Dress Code

It should be understood that students are always school representatives. Student grooming and dress is not to constitute a hazard to the health or safety of the individual student or others with whom they come in contact and is not to distract from any aspect of the classroom or school operation.

Please see district Section B of this handbook for additional details.

Lockers

Every locker in the school building shall be subject to random inspection by an administrator. The school resource officer may be present and assist. This may be done without advance notice. All items within a locker shall be subject to random or individual inspection. The student shall be responsible for any and all items found in the locker, regardless of whether the student claims or admits to being the owner or custodian thereof.

Lockers are school property and students need to adhere to the following conditions:

- Always keep locker locked.
- Refrain from revealing the combination to any other student.
- Only use their assigned locker. Students are not allowed to share lockers.
- Refrain from writing on any part of the locker.
- Refrain from placing anything of extraordinary value in a school locker.

Use of a locker is a privilege that can be taken away at any time if the above guidelines are not followed.

Lunchroom Expectations
Students will be expected to conduct themselves properly while using the cafeteria. Basic expectations include:

- Walking to lunch with assigned teacher
- Reporting to assigned table upon entrance of cafeteria
- Remaining at assigned table until instructed by a supervisor to line up
- Remaining at the assigned table unless a supervisor has given permission to leave the table
- Using proper table manners, including cleaning up after yourself and keeping hands, feet and all items to yourself while in the cafeteria
- Throwing of any object, not sitting in an assigned area, or creating a disturbance may result in a conference with the adult on duty, cleanup in the cafeteria, assignment to a safe seat, which is a seat within the cafeteria, away from peers or a referral to an administrator.
- Guests can only have lunch with students in a designated location decided by administration. They are not allowed to eat with students in the cafeteria.
- Food and Drink - Open beverage containers should not be brought into school. Open food/drink containers must not be placed in lockers or carried in the halls at any time. Students cannot order fast food themselves.

Metal Detectors
School administration may use a metal detector (wand) at random without cause or as otherwise prescribed by the district. School administrators may request the assistance of law enforcement in such tests. Failure to comply will be treated as insubordination.

School Resource Officer
A School Resource Deputy serves Maple Park. Parents or guardians may contact our Deputy during the school day by calling the main office at 816-321-5280.

Canine Search
School administration may request the use of a canine search by law enforcement without prior notice to student or parents. School administrators may request the assistance of law enforcement for some tests (breathalyzer, nystagmus, etc.). Failure to comply will be treated as insubordination.

Suspensions/I.S.S./O.S.S.
At Maple Park, an I.S.S. room is used for students not able to follow the rules. Some offenses may be punishable by out-of-school suspension (O.S.S.). Some actions that may warrant a suspension longer than the maximum 10-day suspension are

- sale, possession of, or under the influence of drugs or alcohol
- threats to or physical abuse of a student or staff member
- possession of a weapon
- chronic or flagrant insubordination or disrespect
- other acts which in the judgment of the Superintendent Suspension Hearing warrant a long-term suspension.

O.S.S. students may be assigned to I.S.S. upon their return to school to process or complete work.

After School Detentions:
After school detentions will be served from the hours of 2:30-4:30 pm and scheduled by an administrator when parents are contacted. Students can be picked up by a parent at the end of the detention or transportation will be available through our after-school program. In the detention, students will be required to complete work that focuses on specific behavior skill sets and then can complete course work. It is expected that students act appropriately and are respectful and responsible for getting the required work completed by the end of detention, or it will need to be made up at another detention date.

Student Placement in I.S.S.
A student may be placed in I.S.S. by the principal or assistant principals whenever deemed necessary and appropriate. This may occur with the first office referral. Students will be assigned to I.S.S. for a stated number of days. The length of stay will be dependent upon the seriousness and frequency of the infraction causing their placement.

I.S.S. Expectations
All students placed in I.S.S. are expected to do the following:

- Take all necessary equipment as they will be restricted to the I.S.S. area or office throughout the day.
- Maintain appropriate school behavior while in I.S.S.
- Students may purchase lunch through the cafeteria.
- Refrain from having gum and candy.
- Obey the I.S.S. supervisor.
- Report directly to the assigned location upon arrival to school. Students are not to be elsewhere in the building unless accompanied by the supervisor, a principal or a teacher. They may, with the supervisor, go to the cafeteria to get breakfast to eat in the room.
- Go directly to their buses when dismissed. If walking, they are to leave the school grounds immediately. Students placed in I.S.S.S. may not participate in the after-school activities program while in I.S.S. or attend evening activities at any district site.
- Have a good attitude and complete all work assignments to determine the final length of the I.S.S. placement. This time may be increased if unsatisfactory work or behavior occurs. A set minimum stay will be assigned; but this may be increased.
- Have restroom breaks, water fountain, and lunchtime breaks when scheduled by the supervisor.
- Report to an administrator in the office at the conclusion of their stay to be released to class.

Students who have I.S.S. or O.S.S., unserved detentions, office obligations, or an office referral may not be admitted to various activities (basketball, volleyball, Friday Night Live, etc.) A Do Not Admit List will be available at the doors. Students will not be allowed in and must immediately call for pick-up.

Prohibited Conduct

The following are descriptions of prohibited conduct as well as potential consequences for violation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

Academic Dishonesty

- Cheating on tests, assignments, projects or similar activities
- Plagiarism
- Claiming credit for another person's work
- Fabrication of facts, sources or other supporting material
- Unauthorized collaboration
- Facilitating academic dishonesty
- Other misconduct related to academics.
- *Possible Consequences*
    - No credit for the work
    - Replacement assignment
    - Removal from extra-curricular activities

Arson

- Starting or attempting to start a fire or causing or attempting to cause an explosion
- *Possible Consequences*
    - Parent contact
    - Detention
    - I.S.S.
    - 1 – 180 days O.S.S.
    - Expulsion
    - Restitution if appropriate

Assault

- Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.
    - *Possible Consequences*
        - Parent contact
        - Student and staff conference
        - Detention
        - I.S.S.
        - 1–180-day O.S.S.
        - Expulsion
        - Restitution if appropriate
- Attempting to kill or cause serious physical injury to another, killing or causing serious physical injury to another.
    - *First Offense*—Long term suspension or expulsion
    - *Subsequent Offenses*—Expulsion

Bullying and Cyberbullying (see Board policy JFCF)

- Intimidation or harassment of a student or multiple students perpetuated by individuals or groups.
- Bullying includes, but is not limited to,
    - physical actions, including violence, gestures, theft, or damaging property

    - oral or written taunts, including name-calling, put-downs, extortion, or threats; threats of retaliation for reporting such acts
    - sending or posting harmful or cruel text or images using the Internet or other digital communication devices
    - sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm
- Students will not be disciplined for speech in situations where the speech is protected by law.
- *Possible Consequences*
    - Parent contact
    - Student and staff conference
    - Detention
    - I.S.S.
    - 1–180 days O.S.S.
    - Expulsion

Bus or Transportation Misconduct (see Board policy JFCC)

- Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school.
- In addition, transportation privileges may be suspended or revoked.

Campus Misconduct

- Students are expected to have excellent behavior before and after school and between classes.
- Examples of campus misconduct include
    - running in the halls
    - inappropriate language
    - roughhousing
    - littering

Classroom Misconduct

- Conduct and behavior which is disruptive to the orderly educational procedure for the classroom.

Dishonesty

- Any act of lying, whether verbal or written, including forgery and plagiarism.
- *Possible Consequences*
    - Nullification of forged document
    - Parent contact
    - Student and staff conference
    - Detention
    - I.S.S.
    - 1–180 days O.S.S.

Disrespectful or Disruptive Conduct or Speech/Insubordination (see Board policy AC if illegal harassment or discrimination is involved)

- Verbal, written, pictorial or symbolic language or gesture that is directed at any person and is rude, vulgar, defiant, in violation of district policy, 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.
- *Possible Consequences*

- Parent contact
- Student and staff conference
- Detention
- I.S.S.
- 1–180 days O.S.S.
- Expulsion

Dress Code (see Board policy JFCA and the dress code section on page 12)

- Students will be expected to keep themselves well-groomed and neatly dressed at all times.
- A student found to be in violation of the dress code will be required to change the article of clothing.
- *Possible Consequences*
  - Parent contact
  - Change clothes
  - Detention
  - Up to 10 days I.S.S. or O.S.S.

Drugs/Alcohol (see Board policies JFCH and JHCD)

- Possession, sale, purchase, or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.
  - *Possible Consequences*
    - Parent contact
    - Student and staff conference
    - I.S.S.
    - 1–180 days O.S.S.
    - Expulsion
    - Notification to law enforcement
- Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV, or V in section 202 of the Controlled Substance Act.
  - *Possible Consequences*
    - Parent contact
    - Student and staff conference
    - I.S.S.
    - 1–180 days O.S.S.
    - Expulsion
    - Notification to law enforcement
- Sale, purchase, or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV, or V in section 202 of the Controlled Substance Act.
  - *Possible Consequences*
    - Parent contact
    - Student and staff conference
    - 1–180 days O.S.S.
    - Expulsion

        - Notification to law enforcement

Electronic Devices

- Possession of beepers, pagers, cellular phones, radios, CD players, laser pointers, or other electronic devices, are not appropriate in a school setting.

Explosive Devices

- Use, possession, or sale of combustible or explosive devices, including all types of fireworks.
- *Possible Consequences*
    - Parent contact
    - Student and staff conference
    - Up to 10 days O.S.S.
    - Confiscation and/or long-term suspension
    - Expulsion

Extortion

- Threatening or intimidating any person for the purpose of obtaining money or anything of value.
- *Possible Consequences*
    - Parent contact
    - Student and staff conference
    - Detention
    - I.S.S.
    - 1–180 days O.S.S.
    - Expulsion

Failure to Care for or Return District Property

- Loss of, failure to return, or damage to district property including, but not limited to,
    - Books
    - Computers
    - Calculators
    - Uniforms
    - Sporting and Instructional Equipment
- *Possible Consequences*
    - *First Offense*
        - Restitution
        - Principal and student conference
        - Detention
        - I.S.S.
    - *Subsequent Offense*
        - Restitution
        - Detention
        - I.S.S

Failure to Meet Conditions of Suspension, Expulsion, or Other Disciplinary Consequences

- Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences."
- As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property

during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

- *Possible Consequences*
  - Parent contact
  - Student and staff conference
  - Verbal warning
  - Detention
  - I.S.S.
  - 1–180 days O.S.S.
  - Expulsion
  - Report to law enforcement for trespassing if expelled

False Alarms (see also "Threats or Verbal Assault")

- Tampering with emergency equipment, setting off false alarms, making false reports
- Communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property.
- *Possible Consequences*
  - Restitution
  - Parent contact
  - Student and staff conference
  - Detention
  - I.S.S.
  - 1–180 days O.S.S.
  - Expulsion

Fighting (see also "Assault")

- Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.
- *Possible Consequences*
  - Parent contact
  - Student and staff conference
  - Detention
  - I.S.S.
  - 1–180 days O.S.S.
  - Expulsion

Gambling

- Betting on an uncertain outcome, regardless of stakes.
- Engaging in any game of chance or activity in which something of real or symbolic value may be won or lost.
- Includes, but is not limited to,
  - Betting on outcomes of activities, assignments, contests, and games
- *Possible Consequences*
  - Parent contact
  - Student and staff conference
  - Detention
  - Up to 10 days I.S.S. or O.S.S. and/or recommendation for long-term suspension

Harassment, including Sexual Harassment (see Board policy AC)

- Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law.
    - Examples of illegal harassment include, but are not limited to,
        - Racial jokes or comments
        - Requests for sexual favors and other unwelcome sexual advances.
        - Graffiti
        - Name calling
        - Threatening, intimidating or hostile acts based on a protected characteristic.
    - *Possible Consequences*
        - Parent contact
        - Student and staff conference
        - Detention
        - I.S.S.
        - 1–180 days O.S.S.
        - Expulsion
- Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law.
    - Examples include, but are not limited to,
        - Touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing
        - Pushing or fighting based on protected characteristics.
    - *Possible Consequences*
        - Parent contact
        - I.S.S.
        - 1–180 days O.S.S.
        - Expulsion

Hazing (see Board policy JFCF)

- Any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school sponsored activity. Hazing occurs even when all students involved are willing participants.
- *Possible Consequences*
    - Parent contact
    - Student and staff conference
    - I.S.S.
    - 1–10 days O.S.S.
    - Expulsion
    - Loss of extracurricular participation and attendance at extracurricular activities
- A student's behavior may be subject to more severe disciplinary action whenever the behavior is considered to be serious. A police report may be filed for such serious violations.

- Competition at any level will not be permitted until all consequences have been completed.

Nuisance Items

- Possession or use of items such as toys, games, portable media players that are not authorized for educational purposes.
    - *Possible Consequences*
        - *First Offense*
            - Confiscation
            - Parent contact
            - Warning
            - Principal and student conference
            - Detention
            - I.S.S.
        - *Subsequent Offenses*
            - Confiscation
            - Parent contact
            - Principal and student conference
            - Detention
            - I.S.S.
            - 1–10 days O.S.S

Public Display of Affection

- Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.
- *Possible Consequences*
    - Parent contact
    - Student and staff conference
    - Detention
    - I.S.S.
    - 1–180 days O.S.S.
    - Expulsion

Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material

- Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury.
- This prohibition does not apply to curricular material that has been approved by district staff for its educational value.
- Students will not be disciplined for speech in situations where it is protected by law.
- *Possible Consequences*
    - *First Offense*
        - Confiscation
        - Parent contact
        - Student and staff conference
        - Detention
        - I.S.S.
    - *Repeated Offenses*
        - Parent contact
        - Detention

        - I.S.S.
        - 1–180 days O.S.S.
        - Expulsion

Sexual Activity

- Acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual simulation
- *Possible Consequences*
    - *First Offense*
        - Parent contact
        - Student and staff conference
        - Detention
        - I.S.S.
        - 1–180 days O.S.S.
    - *Repeated Offenses*
        - Parent contact
        - Detention
        - I.S.S.
        - 1–180 days O.S.S.
        - Expulsion

Tardiness

- Arriving after the expected time class or school begins, as determined by the district
- *Possible Consequences*
    - Parent contact
    - Student and staff conference
    - Detention
    - I.S.S.
    - 1–5 days O.S.S.
    - Possible removal from extracurricular activities

Technology Misconduct (see Board policy EHB and regulation EHB-R)

- Attempting, regardless of success, to gain unauthorized access to a technology system or information;
- To use district technology to connect to other systems in evasion of the physical limitations of the remote system;
- To copy district files without authorization; to interfere with the ability of others to utilize district technology;
- To secure a higher level of privilege without authorization;
- To introduce computer viruses, hacking tools, or other disruptive or destructive programs onto or using district technology;
- To evade or disable a filtering or blocking device.
    - *Possible Consequences*
        - Restitution
        - Parent contact
        - Student and staff conference
        - Loss of user privileges
        - Detention
        - I.S.S.
        - 1–180 days O.S.S.

- Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other personal electronic devices for personal use during instructional class time, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal.
    - *Possible Consequences*
        - Confiscation
        - Parent contact
        - Student and staff conference
        - Detention
        - I.S.S.
        - 1–180 days O.S.S.
        - Expulsion
- Violations, other than those listed in (A) or (B) above, of Board policy EHB, procedure EHB-AP1 or any policy or procedure regulating student use of personal electronic devices.
    - *Possible Consequences*
        - Restitution
        - Parent contact
        - Student and staff conference
        - Detention
        - I.S.S.
        - 1–180 days O.S.S.
- Use of audio or visual recording equipment in violation of Board Policy KKB.
    - *Possible Consequences*
        - First Offenses
            - Confiscation
            - Parent contact
            - Student and staff conference
            - Detention
            - I.S.S.
        - Repeated Offense
            - Confiscation
            - Parent contact
            - Student and staff conference
            - Detention
            - I.S.S.
            - 1-10 days O.S.S.

Theft

- Stealing or attempting to steal private or school property.
- *Possible Consequences*
    - Return of or restitution for property
    - Parent contact
    - Student and staff conference
    - Detention
    - I.S.S.
    - 1–180 days O.S.S.
    - Expulsion
    - Notification to law enforcement

Threats or Verbal Assault

- Verbal, written, pictorial, or symbolic language or gestures that create a reasonable fear of physical injury or property damage
- *Possible Consequences*
    - Parent contact
    - Student and staff conference
    - Detention
    - I.S.S.
    - 1–180 days O.S.S.
    - Expulsion
    - Notification to law enforcement

Tobacco

- Possession of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD.
    - *Possible Consequences*
        - Confiscation of tobacco product
        - Parent contact
        - Student and staff conference
        - Detention
        - I.S.S.
- Use of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be used in accordance with district policy JHCD.
- *Possible Consequences*
    - Confiscation of tobacco product
    - Parent contact
    - Student and staff conference
    - Detention
    - I.S.S.
    - 1–10 days O.S.S.

Truancy (see Board policy JEDA and procedure JED-AP1)

- Absence from school without the knowledge and consent of parents or guardians and the school administration; excessive non-justifiable absences, even with the consent of parents or guardians.
    - *Possible Consequences*
        - Parent contact
        - Student and staff conference
        - Detention
        - 1–10 days I.S.S.
        - Removal from extracurricular activities
        - O.S.S

Unauthorized Entry

- Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public

- Entering or assisting any other person to enter a district facility through an unauthorized entrance
- Assisting unauthorized persons to enter a district facility through any entrance.
- *Possible Consequences*
    - Parent contact
    - Student and staff conference
    - Detention
    - I.S.S.
    - 1–180 days O.S.S.
    - Expulsion

Vandalism (see Board Policy ECA)

- Willful damage or the attempt to cause damage to personal property belonging to the school, staff, or students.
- *Possible Consequences*
    - Restitution
    - Parent contact
    - Student and staff conference
    - Detention
    - I.S.S.
    - 1–180 days O.S.S.
    - Expulsion

Weapons

- Possession or use of any instrument or device, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930 (g)(2) or § 571.010, RSMo., which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.
    - *Possible Consequences*
        - Parent contact
        - Student and staff conference
        - Detention
        - I.S.S.
        - 1 – 180 days O.S.S.
        - Expulsion
- Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).
    - *Possible Consequences*
        - Parent contact
        - One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.
        - Notification to law enforcement
- Possession or use of ammunition or a component of a weapon.
    - *Possible Consequences*
        - Parent contact
        - I.S.S.
        - 1–180 days O.S.S.
        - Expulsion

https://eboard.eboardsolutions.com/ePolicy/listing.aspx?S=110&Sch=110&C=J&F=

Transportation Guidelines

Students, parents or guardians, bus drivers, and school officials must work together to provide for the safe transportation of students. The school buses, bus stops, and all other forms of transportation provided by the district or provided incidental to a school activity are considered school property. Students are subject to district authority and discipline while waiting for, entering and riding district transportation.

All persons riding in school district vehicles shall adhere to the following rules. The driver, sponsor, or chaperones are to follow the school bus discipline procedure for student violations of this procedure, and students who violate these rules may be denied access to school transportation for a specified period of time in relation to the severity of the violation. Video cameras may be in operation on the school buses.

- Bus riders shall be at the designated loading point before the bus arrival time.
- Bus riders shall wait until the bus comes to a complete stop before attempting to enter.
- Riders must not extend arms or head out of the windows at any time.
- Aisles must be kept clear at all times.
- All bus riders shall load and unload through the right front door. The emergency door is for emergencies only.
- A bus rider will depart from the bus at the designated point unless written permission is given to the office to get off at a different location. Then a transportation bus pass is approved by the office and the student will give to the driver.
- A rider may be assigned a seat by the driver.
- Riders who damage seats or other equipment will reimburse the district for the cost of the repair or replacement.
- Riders are not permitted to leave their seats while the vehicle is in motion.
- Permission to open windows must be obtained from the driver.
- Classroom conduct is to be observed by students while riding the bus except for ordinary conversation.
- The driver is in charge of the students and the vehicle, and the driver is to be obeyed promptly and courteously.
- A bus rider who must cross the roadway to board or depart from the bus shall pass in front of the bus, no closer than ten feet, look in both directions and proceed to cross the road or highway only on signal from the driver.
- Students shall not throw objects about the vehicle nor out the windows.
- Students shall keep feet off the seats.
- The student discipline code will apply to students using school transportation services. This includes conduct occurring at or in the close vicinity of a bus stop while students are waiting for the bus, or immediately after the students have disembarked.

Student Health & Safety

Health Room
Maple Park has a full-time nurse Beverley Tate at 816-321-5283.

Immunizations
8th grade students may need a TDAP and Meningococcal Vaccines before they are allowed to attend school. These immunizations are given after the age of 10 and are required by State Law and District Policy. Immunizations you may need are usually available at the Clay County Public Health Center, Walgreens and CVS walk-in clinics, or your doctor's office. It is the responsibility of the parent/guardian to provide updated copies of immunizations to the school.

Medications
While we hope you do not need medication at school, we want you to know what to do to ensure your students' safety.

District policy requires that a parent or guardian bring all necessary medication to the health room and pick it up at the end of the illness or end of the school year. All medications need to be stored in the health room. No student is allowed to carry any medication to school or to keep medication in their locker, even over-the-counter medications such as Advil or Tylenol. Students carrying medication can receive an out-of-school suspension. An adult must bring over-the-counter medications, such as Tylenol or Advil, to school in the original container. Written permission from the parent is required for the student to take the medication at school. Medications requiring a physician's prescription must be in the original container labeled by the pharmacy with the student's name, the name of the medication, and the dosage to be taken. Many times, the pharmacy can divide the prescription so you can have a bottle for home and one for school. Prescription medications require a note from the physician indicating the need for the student to take the medication at school and the dose to take. Written parental permission is also required.

Inhalers for asthma are prescription medications and require written permission from the physician and parent for school use. If the physician feels the student needs to carry the inhaler, please contact the nurse for information. If you have concerns about participation in PE or other activities that may affect asthma, please contact the appropriate teacher or nurse. A note from a physician is required to be excused from PE or certain activities for an extended period of time. The PE teachers are aware of students with breathing problems, but students are encouraged to remind the teachers on days they will be running.

School Health Records
Health records are an important part of your student's permanent school records. They should reveal any physical disability that may require special consideration. All students will complete a Health History Form when enrolling. Informing the health staff when your child has had a serious illness, accident, operation, or contagious disease can help in meeting any special physical or emotional needs after they return to school.

Services Provided
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 should be kept at home. Please carefully consider

if your student needs to stay home ill. The nurse also supervises vision, hearing, and scoliosis screenings. It is recommended, but not required, that students receive a thorough medical and dental examination before they enter school.

Student Illness
Students who become ill or injured during the school day must be seen and evaluated by the school nurse. This is important because if a student is ill and not where they need to be, no one may know that they are sick and should they faint or be in a serious medical condition, help and care could be delayed. Students may not call from any location in the building other than the health room to be picked up should they feel ill. This procedure will ensure safety for all.

Parents will be notified to pick up their student from school in the event of an illness or serious injury. General criteria for sending an ill student home includes a temperature over 100.0, complaints of not feeling well, vomiting, diarrhea, severe coughing, or the inability to participate in normal classroom activity. Students should not return to school until they are symptom-free for 24 hours. A mental health evaluation may be suggested for students whose illness may be psychosomatic. Current phone numbers at home or places of employment for parents are very important. The phone number of the doctor or dentist is also needed in case of an emergency when a family member cannot be contacted, and immediate instructions are required. The school also needs phone numbers of friends or relatives willing to assume temporary responsibility for your child until you can be reached. No ill or injured child will be sent home alone. Please inform the school if these phone numbers change.

Communicable Diseases
Many illnesses that children have are contagious. Often when a child shows signs of fever, sore throat, cough, or nasal discharge, it may be the first stages of a contagious disease. The following chart lists three common diseases, incubation period, and how long your child must remain out of school after the disease.

Disease	Incubation	Exclusion from school is necessary
Influenza	2-21 days	Until no fever, vomiting, diarrhea or body aches for 24 hours (without aid of fever reducing products).
Pink Eye	24–72 hours	Until there is no eye discharge or until child has been treated by physician and is improving (1–2 days)
Strep Throat	7–21 days	Until treatment received for a full 48 hours and no fever for 24 hours (without aid of fever reducing products).

Safety

Physical Education

Medical Excuses

If a student is recovering from a non-serious illness or injury, but still needs to limit their activity, the parent may send a note to be excused from PE for up to two days. If more time is needed for recovery, a doctor's note is required. If a student has an illness, injury, or chronic medical condition which limits physical activity, a doctor's note is required explaining these limitations.

PE Expectations

The following are the expectations for PE:

- No jewelry. Newly pierced ears may be covered with athletic tape. The student must bring their own tape.
- No gum, food or drinks in the gym or locker area.
- No smelly sprays, lotions or hairspray due to students with allergies and asthma.
- No unauthorized or unsupervised use of equipment
- No tumbling without permission and supervision.
- No horseplay.
- No students are allowed in the locker room, restroom or equipment room without permission.

Food Items in Classrooms

The Clay County Department of Health requires that all food served in schools be purchased or made in a licensed kitchen. Any food items brought by students or staff to be consumed by students must be in unopened original packaging from the manufacturer or retailer. District policy requires that all staff meet these health requirements in all situations. Please see an administrator if you have concerns regarding specifics of this policy.

Fire and Tornado Drills

Each classroom has a diagram of the evacuation route for fire and tornado drills. Students are expected to follow the directions given by the staff and administration, moving quickly and quietly to assigned areas during regular drills.

Every student and staff member must recognize the safety factor and seriousness of these drills. Failure to act at the proper moment could mean the difference between life and death.

Cooperation and mature action are needed at all times. A consequence that is deemed appropriate will be administered if necessary.

Student Services

North Kansas City School District Middle School

Athletics Information

Maple Park is a member of the Missouri State High School Activities Association and must adhere to all of its related policies and guidelines. As with all the North Kansas City School District middle schools, Maple Park must also adhere to all established district guidelines and policies. All of the following mentioned policies and guidelines contain the minimum participation requirements. The Maple Park administration and coaching staff may develop more stringent policies and guidelines as they may see fit. For each athletic season, a meeting for parents and athletes will be held to address policies and guidelines in more detail.

Eligibility is a privilege to be granted by the school to a student which allows that student to participate in interscholastic activities. Eligibility is not a student's right by law. Precedence setting legal cases have determined that eligibility is a privilege to be granted only if the student meets all standards adopted by the school, which enables the school to grant the student such a privilege.

Listed below is some information to acquaint you with the major rules and regulation you must follow in order to protect your eligibility:

Athletic Eligibility

You must be a creditable school citizen. Creditable school citizens are those students whose conduct, *both in and out of school*, does not discredit themselves or their schools.

Academic Eligibility

- You must be currently enrolled and attending a normal course load for that grade.
- You must have been promoted to the higher grade at the close of the previous school year.
- You must not have failed more than two classes the previous semester. Second semester of your seventh-grade year determines academic eligibility for the first semester of your eighth grade year.
- If you are failing more than two classes at the end of the first quarter of your eighth-grade year, you are ineligible for the entire second semester. Summer school may be used to replace grades for Core classes only as they relate to first semester eligibility.
- You must be passing all of your classes at the conclusion of any nine-week grading period.
    - A student will be required to attend mandatory homework help until the failing grade has been improved to a passing level. The student may not participate in a contest until this academic standard is met.
    - A coach may impose mandatory homework help as a preventative measure to protect a student's academic eligibility.

Detentions/Suspensions

A student must complete any outstanding detentions prior to attending practice or participating in a contest. Students may not participate during an O.S.S. If a student has been placed in I.S.S. or

O.S.S., the student will meet with administration and coaches to determine continued participation.

Other Athletic Requirements
All athletes must have fourteen days of practice before competing in a contest. A current physical is required to be on file prior to participating in a practice or contest. Proof of Insurance is required before you may participate in a practice or contest.

A participation fee must be paid to participate. This fee is a one-time fee per school year. The athlete must meet this obligation before being allowed to participate in a contest.

Age Requirement for Sports
A student may not be 15 years of age by July 1st preceding the opening of school.

Sportsmanship
As a participant representing the North Kansas City School District, you have the responsibility for exhibiting good sportsmanship at all times. The moment you put on that school uniform, you become a representative of your student body, your school, and your community. You will learn the fundamental parts of good sportsmanship through the teaching, coaching, and examples of the coaching staff.

Cafeteria Services

All Students Who Make Purchases In The Cafeteria Need To Memorize Their Six Digit Student Id Number.

Parents may check their child's account as to the remaining balance or food purchased by calling the Food Service Manager. However, it is recommended that parents utilize the Webstore link found here: https://www.mypaymentsplus.com/welcome

The basic rules, which govern Maple Park lunch periods, are:

- Students may bring lunch and unopened drink containers from home.
- Students line up in the service line upon reporting to the cafeteria with their teacher.
- Students are not allowed to use the accounts of other students. Borrowing money from other students is prohibited.
- Students return all soiled dishes and wastepaper to the soiled dish window and trash and recycling receptacles, after eating.
- Students remain seated at their table, following lunch. Students are not allowed to move to other tables or go to other parts of the building during their lunch period without special permission.
- Students cannot take food or drink from the cafeteria. Food cannot be consumed in the hall or stored in lockers.
- Parents may eat/bring lunch for their child only. Friends are not allowed to visit or eat lunch with students.

Meals are served each day; breakfast costs $2.40 for visitors and $1.80 for students, and lunch costs $4.25 for visitors and $3.25 for students. Students eligible for free lunches are also eligible for free breakfast. Free and reduced meal applications can be picked up in the main office and

need to be turned in to the cafeteria as soon as possible after school starts. You can also complete the application online by going to https://frapps.horizonsolana.com/Nork01
Students are responsible for paying for all meals until their free/reduced application has been approved.

Cafeteria meals as well as a la carte items are purchased through a computerized system. Money can be added to a student's meal account at any time in any amount. Please make checks payable to the name of your school/FNS (Maple Park Middle School/FNS). Money can also be added to a student's meal account on-line via a credit card at https://www.mypaymentsplus.com/welcome. The student's meal account is then debited as the student makes food purchases. The student who does not have money in their meal account is allowed to charge breakfast and lunch up to a maximum negative balance of -$19.99. The student is not allowed to charge à la carte items when they have no money in their account. If a student is denied a meal, the student will be offered an office lunch, at no cost to the student. The office sack lunch is provided to provide nourishment to the student. Parents may want to limit the amount of money spent on a la carte foods. To do so, please call the cafeteria manager. The cafeteria manager will note your request on the computerized system so the cashier will see your request each time your student attempts to make a purchase.

Food Menus
Our lunch menus are designed to provide ⅓ of the Recommended Dietary Allowances (RDAs) daily requirement of calories, protein, calcium, iron, vitamin A and C with 30% calories from fat and 10% calories from saturated fat. Our breakfast menus are designed to provide ¼ of the RDAs with 30% calories from fat and 10% calories from saturated fat. Menus can be found on the district website at http://www.nkcschools.org. Students leaving the district during the school year must pay lunch obligations to the cafeteria manager before leaving the district.

Extracurricular Activity Sessions
Maple Park operates an after-school activities program. The program meets Tuesday and Thursday from 2:20-4:45 p.m. during each session. There is a charge per student ($10.00), per quarter. This charge will help defray salary and transportation expenses and will need to be paid even if a student does not ride an activity bus. Activities may include Fun and Fitness, robotics, board games, computer lab, and open library, as well as homework help. Registration is held prior to the beginning of each activity session. Students may sign up for the activities of their choice.

Guidance Services/Counseling Services
We work to cover a broad range of topics to assist in the personal, social and academic development of our students. Overall, our school counselors' focus is to prepare our students to be independent, responsible and positive contributors to society. Please feel free to contact our counselors with any information you feel will be helpful in assisting with the success of your student.

Lost and Found

The following suggestions are made to help prevent losses and to aid in the recovery of lost items:

- Place your name in all your necessary belongings and equipment so that such articles may be returned when found
- Do not leave items unattended in the classrooms, hallways, or locker rooms.
- Do not bring more money than is necessary.
- If items such as billfolds, purses, glasses, rings, textbooks are found, please bring them to the office right away. Please respect others' rights and property.
- If you lose something, check daily at the office where the Lost and Found is located. If a valuable item is lost, report it to the main office or to a teacher immediately.
- Leave all unnecessary items at home.
- Maple Park is not responsible for any lost or stolen items.

Media Center

Maple Park has a full-time staffed, comprehensive library.

Students visit the library regularly with various classes. The media specialists are always available and willing to assist students in selecting reading materials—either required or recreational.

Planner/Notebook

Every Maple Park student is required to have a planner. One planner is given free of charge to each student on the first day of school attendance. Every Maple Park student should carry their planner at all times. An area for parent/teacher comments is available at the bottom of each calendar week. This can be used as a communication link between parents or guardians and teachers.

Technology

The North Kansas City School District recognizes that students increasingly have access to and are using personal electronic devices for many purposes, including educational purposes. The Board authorizes the superintendent and building principals to designate classes, grade levels and/or buildings where teachers are encouraged to utilize and incorporate personal electronic devices into their instruction and lesson plans in accordance with this policy. Teachers who incorporate such technology into their classrooms shall, with the assistance of the principal or designee, make accommodations for those students who do not have access to personal electronic devices. No student shall be penalized in any fashion for failure to own or have access to personal electronic devices.

Definitions

District Networks – Include both wired and wireless networks maintained by the district.

Personal Electronic Devices – Includes, but are not limited to, electronic communication equipment such as laptops, portable media players, mobile phones, smart phones, tablet computers and video game devices owned by a student or a student's parent or guardian.

Acceptable Use
Possession or use of any personal electronic device on district property is a privilege, and students who fail to abide by this policy may forfeit this privilege.

When approved by the building principal, students will be allowed to bring personal electronic devices to school for use during the school day in the designated classrooms. Each building administrator, under the direction of the superintendent or designee, shall determine the appropriate areas of the school where students may use personal electronic devices and the extent to which such devices will be incorporated into the classroom curriculum.

Students may use personal electronic devices during the school day only if the student and parents or guardians sign and agree to the terms of the district's personal electronic devices agreement and the district's technology usage agreements unless excused by the superintendent or designee. Students shall only access the Internet through district-provided networks during the school day. Student devices with a data plan through the student's or parent's or guardian's mobile provider must have the external network turned off when on school premises during the school day. The district will utilize a technology protection measure, such as a filter, on all district networks. Students shall not bypass or attempt to bypass the district's networks through any means.

Possession or use of personal electronic devices must not in any way disrupt the educational process in the school district, endanger the health or safety of the student or any other person in the district, invade the rights of others at school, or involve illegal or prohibited conduct.
All use of personal electronic devices during the school day shall be for appropriate educational purposes only, not for personal use, and shall be consistent with the educational objectives of the district. Students using personal electronic devices must follow the same rules that apply to the use of district-provided technology. The district may examine the student's device to the extent allowed by law. The district administration may involve law enforcement if the district has reasonable suspicion that the device has been used for an illegal purpose or for a purpose that causes harm to others.

Failure to abide by this policy shall subject the student to disciplinary action as outlined elsewhere in Board policy.

District's Wireless Network
The district does not guarantee that the district's wireless network is completely secure or that the district can protect the privacy of those using the district's wireless network. The district does not guarantee that all areas of the district shall have wireless coverage or that the wireless service will be consistent from day to day. The district is not responsible for any loss of information that may arise from the use of the district's wireless network or for any loss, injury, or damages resulting from the use of the wireless connection.

District Responsibility
The district will not be responsible for technological support of students' personal electronic devices, and students are required to ensure that all devices are free from viruses before bringing them to school.

Students who bring personal electronic devices to school do so at their own risk. The district assumes no responsibility for lost, stolen, damaged, or misplaced devices, including those that have been confiscated by district personnel.

Internet Use Policy
Networked iPads and computers with filtered access are available in all classrooms, and media centers. Staff and students use Internet resources throughout the instructional day. Please contact the district technology director or the building principal with questions or concerns. Parents who wish to further restrict their students' access to Internet resources should inform the building principal in writing.

Network Computing
The North Kansas City School District is responsible for securing its network and computing systems in a reasonable manner while securing against unauthorized and legitimate users. This responsibility includes informing users of expected standards of conduct and the consequences for not adhering to them. Any attempt to violate the provisions of this policy will result in disciplinary action, regardless of the success or failure of the attempt. Permanent revocations can result from disciplinary action taken by the principal, or the school called upon to investigate the network abuse. The principal of the school has the discretion to recommend consequences as they see appropriate, up to and including recommendations for long-term suspension. The users of the network are responsible for respecting and adhering to local, state, federal, and international laws. Any attempt to break those laws through the use of our network may result in litigation against the offender by the proper authorities. If such an event should occur, the district will fully comply with the authorities to provide any information necessary for the litigation process.

Student E-Mail Use Policy
Every student at Maple Park Middle School has a district e-mail account. Use of this account is a privilege, not a right. The intent of this is for students to have electronic communications and learn how to use this technology responsibly. Students can use it for friendly conversation, and teachers may use it for instructional purposes. Make sure students ask their teacher if the teacher is using e-mail and if the students should check it often.

Each user is responsible for any e-mail sent from their account. It is imperative that you do not share your password with anyone, because if someone else gets your password and uses your account in a malicious manner; it is you who will receive the consequence for that misconduct.

Student e-mail is NOT private. Be very careful about what is written on the district account. Students are responsible for anything sent from that account. All students in the North Kansas City Schools have e-mail accounts. The accounts can be used for school purposes only and cannot be used as a personal account. Students are not permitted to send defamatory messages, threats, etc. If a student does not adhere to the guidelines and or policy, privileges may be suspended or revoked.

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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.

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Social Media Guidelines for Parents

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

Parents are asked to adhere to the following guidelines:

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

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

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

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



Parents as Teachers

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

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

PAT supports families through

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

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

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

Missouri Department of Elementary and Secondary Education

Every Student Succeeds Act of 2015 (ESSA)
COMPLAINT PROCEDURES

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

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

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

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

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

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

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

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