

RAYTOWN CENTRAL MIDDLE

2026 - 2027



FAMILY HANDBOOK

Once a Raven, Always a Raven



816.268.7400



[RCMS.RAYTOWNSCHOOLS.ORG](https://rcms.raytownschools.org)

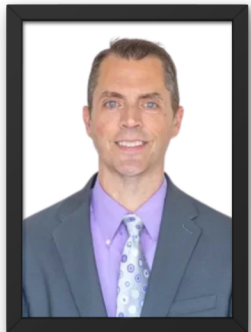


10601 E 59TH ST



We are looking forward to a great school year and hope that you are, too. This handbook has some of the most important details you will need to get ready and address any questions you may have. As always, we are here for you if you still have questions and need help, so please don't hesitate to reach out!

ADMINISTRATIVE TEAM	2
SUPPORT STAFF	3
STAY CONNECTED	5
TRANSPORTATION	6
BELL SCHEDULE	8
ATTENDANCE	9
CALENDAR	12
ATHLETICS & ACTIVITIES	13
BUILDING MAP	14
SUPPLIES	15
POLICY - STUDENT ID	16
POLICY - CLEAR BACKPACKS	17
POLICY - CELL PHONES	18

MONTE WESTFALL**PRINCIPAL**monte.westfall@raytownschools.org

Mr. Westfall is entering his 21st year in education and 12th year as an administrator. He has been an administrator in Kansas, Florida, and Missouri and the Performing Arts Coordinator for Blue Valley and Shawnee Mission Schools. Mr. Westfall has taught 6th - 12th grade instrumental music and served as a mentor to new teachers. He has worked in settings from suburban to urban, brick and mortar to virtual, and has a passion to see all students reach their full potential. He has presented at local, state, and national conferences on a variety of topics but finds the greatest joy in the daily excitement in and around the school family.

Mr. Westfall enjoys family and friends, traveling, the arts, and is a huge lover of animals. He also thrives on the relationships that can be built with students, parents, staff, and the Raytown community, and believes that no day is complete without at least one good laugh. He is very excited to be starting his 3rd year at Raytown Central Middle School, and is looking forward to building upon last year's school successes as well as continuing to explore ways for as many students to be involved in all of the activities and athletics opportunities available to students at CMS to help foster an even greater sense of pride and belonging both at school and throughout Raytown.

NATE GIRARD**ASSISTANT PRINCIPAL (A-L)**nate.girard@raytownschools.org

Nathan (Nate) Girard (Mr. G) will enter his 17th year in education, his 6th year as a school administrator and is excited to be an assistant principal at Raytown Central Middle. He has worked as a teacher and as an administrator in KCK and Blue Valley school districts. He has a background in special education and literacy, focusing on social and emotional growth, goal setting, and transparent communication while responding to student and staff needs. Nate's favorite part of education is seeing middle school students become "themselves", a road that is almost never straight, but it is always a fun adventure to be a part of.

Nate's wife Sandra is a communications coordinator/ graphic designer at a nonprofit and also enjoys endeavoring as a fiber artist. Their son, Louis will enter into 3rd grade. He enjoys soccer, BMX, and video games. He is curious and kind. Nate spends most of his time outside of work with Sandra and Louis, playing, making art, watching movies and enjoying the outdoors. The family is completed by one cat, Walter. Mr. G loves to read, use humor, and is fascinated by all of the wonderful things that make people unique (Nate not the cat).

KATIE GREEN**ASSISTANT PRINCIPAL (M-Z)/ACTIVITIES & ATHLETICS**katie.green@raytownschools.org

Katie Green is entering her twelfth year in education. This is her first year at Central Middle School, her first year as an administrator, and tenth in the RQS school district. She previously taught art and coached tennis at Raytown High School for nine years. At RHS she also worked as an admin intern and teacher leader. Prior to that she taught middle school art and coached in Warrensburg for two years. She graduated from the University of Missouri in 2015 with a degree in Art Education and received her Master's in School Leadership in 2021 from the University of Central Missouri. One of her favorite parts of working in education is helping kids discover and follow their passion. She believes middle school is such a unique time of growth and change for students that is a joy to be part of.

Outside of school Mrs. Green enjoys spending time with her family, friends and participating in hobbies. She and her husband enjoy chasing after their two toddlers and dogs, spending time outside in the garden, and going to the lake. She also enjoys playing tennis and attending sporting events. She also loves to throw pottery and attend concerts.

In addition to our Administrative Team and your student's assigned teachers, there are a number of support staff at RCMS who will be supporting your child's education. Here is a little information about those team members and their roles in our school.

SECRETARIAL TEAM

Our secretarial team provides administrative support to our school building and are typically your first point of contact. You will find them greeting you at the door, answering the phones, and generally serving as the hub of communication in the building. Providing support in the front office and the counseling center, secretaries assist students with general needs, support student arrivals & departures, register absences, provide invoices for student obligations or fees, and send/receive student records. If you have a question, they will either have the information you are seeking or help you connect with someone who can help you.

ATTENDANCE SECRETARY - TAMMY SPRINKLE

tammy.sprinkle@raytownschools.org

PRINCIPAL'S SECRETARY - STACEY SCHELL

stacey.schell@raytownschools.org

REGISTRAR - STEPHANIE DOWNEY

stephanie.downey@raytownschools.org

HEALTH CLINIC

Our building nurse operates a health clinic to support student health need. She is the person to speak to if your child will need medications or specific health-related accommodations during school day. All medical information and doctors' notes are submitted to Nurse Lee. She assists students with symptoms of illness or injury and will communicate with parents when additional actions are needed.

NURSE - KAYLA LEE

kayla.lee@raytownschools.org

COUNSELING CENTER

Our counseling team provides a variety of support to our students. Not only do they assist with selection of educational courses and arranging student schedules, they also provide additional support to ensure student well-being. Whether talking with students about personal issues, conducting peer mediations, or assessing student needs, our counselors are regularly involved in your student's education. In coordination with our social worker, they will work to ensure that physical and social needs are addressed, providing external referrals as needed.

COUNSELOR (A-L) MELISSA BARDWELL

melissa.bardwell@raytownschools.org

COUNSELOR (M-Z) - KENDRA CERVENY

kendra.cerveny@raytownschools.org

SOCIAL WORKER - KELSEY REINKEMEYER

kelsey.reinkemeyer@raytownschools.org

MEDIA CENTER

Our library team not only assist students in utilizing the library resources, they are an integral part to supporting students in a wide variety of ways. They may teach specific lessons in collaboration with classroom teachers or assist with testing. New students will meet with our library team for orientation and badges. They also work closely with the technology department to manage Chromebook assignments, repairs, and replacements.

LIBRARIAN - TRAYCI ARMSTRONG-ANDERSON

trayci.armstronganderson@raytownschools.org

LIBRARY AIDE - TRICIA WEAR

tricia.wear@raytownschools.org

BEHAVIORAL SUPPORT

RCMS knows that classroom management sometimes takes a village and has established both our recovery team and in-school suspension (ISS) room as components that help students to be successful even during challenging times. Whether dealing with occasional behavioral challenges, or addressing on-going support needs, our behavioral team are an important part of keeping our students engaged and working on their educational goals, helping them de-escalate, process overwhelming feelings so they are able to function in a regular classroom setting, and make more effective choices to deal with concerns.

INTERVENTIONIST (A-L)

Candace Jones

INTERVENTIONIST (M-Z)

Carrie Kautz

ISS SUPERVISION

Rachel Hall

OTHER SERVICES

Not one of us could do what we do without the outstanding support of our cafeteria, custodial and security teams. RCMS is proud to say that these teams that serve as the backbone to what we do and make sure things run smooth, safe, and healthy are some of the best in town! Constantly communicating with one another and our educational staff, these teams ensure that students have access to a safe and clean environment, that health issues are monitored across the board when needed and that our team members have what they need to get the job done.

CAFETERIA MANAGER

Lisa Welch

CUSTODIAL MANAGER

Kris Capell-Deady

SCHOOL RESOURCE OFFICER

Officer Hibbert

STAY CONNECTED

There are plenty of ways to stay connected to RCMS at your fingertips! Not only will we send you important messages via text and email, there are a number of apps you can download to ensure you don't miss a thing! **Don't Forget! Enable notifications on your apps so you don't miss important notices!**



RQS FOCUS

Keep up with grades, emails, missing assignments, and more! FOCUS is our Student Information System. From this app, you can check grades, review attendance, submit forms, and email teachers or staff. Search RQS Focus to download today. Then log in with your credentials and you're all set!

HERE COMES THE BUS

Here Comes the Bus uses GPS technology to locate and track your child's school bus. This will give you more accurate times for pick up and drop off. Once you download this app, use our school code to sign up: **85888**. You will also need your child's last name and student ID number.

FINAL FORMS

Final Forms is your one-stop shop for all things athletic. If your child is participating in any sport, you will be required to use this app. This app will track needed physicals and forms as well as provide a way for coaches to send out updates and messages.

SOCIAL MEDIA

Follow us on Facebook at Raytown Central Middle School. We post upcoming events, pictures from fun activities, and more. If Instagram is your social media of choice, you'll find us at RQS Central Ravens for more of those pics and feel good posts.

Facebook: Raytown Central Middle School

Instagram: RQS Central Ravens

RCMS Arrival & Dismissal

NO ENTRY UNTIL: **7:30 AM** SCHOOL STARTS: **7:50 AM**

W

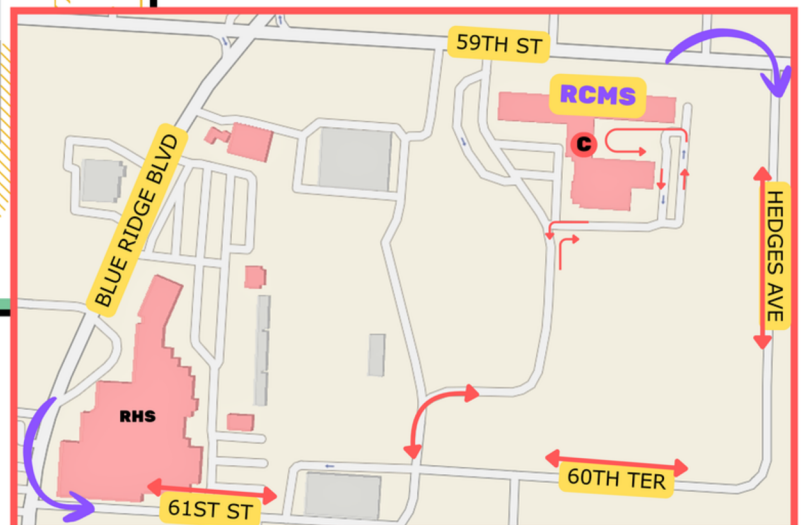
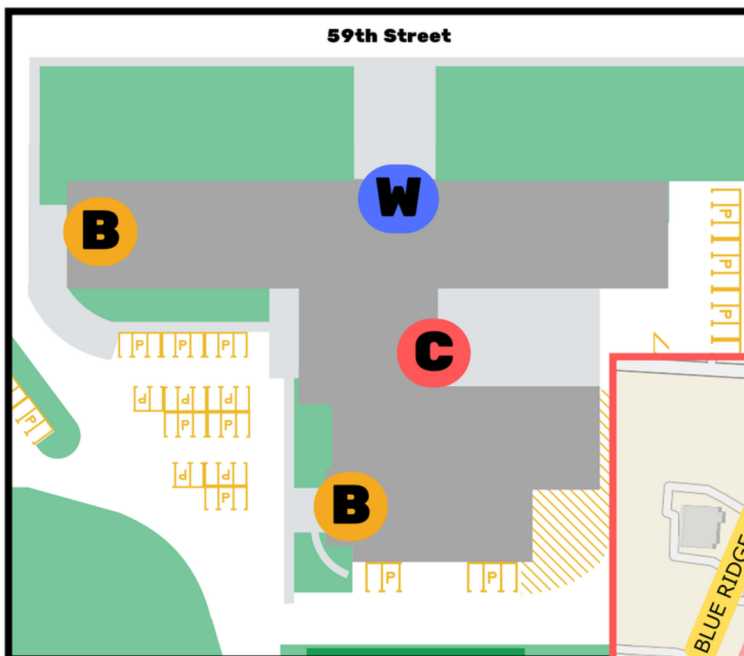
WALKERS enter & exit from the door facing 59th Street.

- AM: 7:30-7:45
- Late arrivals enter through main office

B

BUSES drop off at the gym doors in the AM & pick up at the main entrance at the end of the day.

- **Do not block buses during drop-off and pick-up.**

**C**

CAR RIDERS enter & exit from the courtyard on the east side of the building. Late arrivals can drop off/pick up at main office, but **car riders should not be dropped/picked up at the main office during these times:**

- AM: 7:30 - 7:42
- PM: 2:45-3:05 (1:20-1:40 Wed)

Do not enter parking lot from 59th Street. Take Hedges OR 61st to enter via entrance next to football field. Turn right at RCMS and go to courtyard at back of building to drop/pick up and turn around.

RCMS Arrival & Dismissal

NO ENTRY UNTIL: **7:30 AM**

CLASS STARTS: **7:50 AM**

To ensure the safety of all, we ask for your support in ensuring that your child enters and exits the building through the appropriate door.

Arrive On Time

- STUDENTS SHOULD ARRIVE BY 7:45 AM TO ALLOW ENOUGH TIME TO WALK TO CLASS.
- CLASS STARTS AT 7:50 AM

Correct Door

- WALKERS ENTER/EXIT OFF 59TH STREET
- CAR RIDERS ENTER/EXIT AT COURTYARD
- NO ENTRY AT MAIN OFFICE DURING CERTAIN TIMES (SEE BELOW)

Main Office

- NO STUDENT DROP OFF PRIOR TO 7:42 AM
- NO STUDENT PICK UP BETWEEN 2:45-3:05 (1:20-1:40 WED)

Parking

- NO PARKING IN THE FIRE LANE AT THE MAIN OFFICE DOOR. IF YOU NEED TO ENTER THE BUILDING, PARK IN THE LOT.

RCMS Bell Schedule & Lunches

MON - TUE - THU - FRI		WED	
7:30-7:45 Breakfast		7:30-7:45 Breakfast	
P1		P1	
7:50-8:36		7:55-8:29	
P2		P2	
8:40-9:26		8:33-9:07	
P3		P3	
9:30-10:16		9:11-9:45	
P4		P4	
10:20-11:06		9:49-10:23	
P0 - Ravens Hour/Advisory <i>lunch as assigned below</i>		P0 - Ravens Hour/Advisory <i>lunch as assigned below</i>	
11:10-12:25		10:27-11:36	
P5		P5	
12:29-1:15		11:40-12:14	
P6		P6	
1:19-2:05		12:18-12:52	
P7		P7	
2:09-2:55		12:56 - 1:30	
2:55 PM Dismissal		1:30 PM Dismissal	

MON - TUE - THU		FRI	WED
6 SILVER	11:10 - 11:30	6 ALL 11:15 - 11:35	6 SILVER 10:22 - 10:42
J Brown, Schmit, Wegenka		J Brown, Hargett, Schmit, Strezoski, Vaughn, Wegenka	J Brown, Schmit, Wegenka
6 PURPLE	11:14 - 11:34	7 ALL 11:40 - 12:00	6 PURPLE 10:26 - 10:46
Hargett, Strezoski, Vaughn		Aubochon, Dillon, O'Brien, Waters, Whitley	Hargett, Strezoski, Vaughn
7 SILVER	11:35 - 11:55	8 ALL 12:05 - 12:25	7 SILVER 10:46 - 11:06
Aubochon, Dillon, O'Brien		Asberry, Barrett, Ernst, Melson, Smith, Wegley, RTI	Aubochon, Dillon, O'Brien
7 PURPLE	11:39 - 11:59		7 PURPLE 10:50 - 11:10
Waters, Whitley			Waters, Whitley
8 ALL	12:05 - 12:25		8 ALL 11:16 - 11:36
Asberry, Barrett, Ernst, Melson, Smith, Wegley, RTI			Asberry, Barrett, Ernst, Melson, Smith, Wegley, RTI

RAVENS SHOW UP

School attendance is vital for your student's success, but we do understand that there are days when absences are unavoidable. Keep this information on hand for your reference when those days occur!

ABSENCES

- Email or call to report absence:
 - cmsattendance@raytownschools.org
 - 816-268-7400 (okay to leave voicemail)

DISTRICT PROTOCOL FOR ABSENCES

- If your student is marked absent, you will receive an automated phone call.
- You will also receive a call if they are eventually marked tardy as they were absent at the beginning of class.
- If your student continues to be absent, you will receive a text message every hour that they are marked absent.
- Once you have notified us of your student's absence, the call/text messaging will no longer occur that day.

EXCUSED ABSENCES

- Per our student handbook (available on RCMS website), some absences will be excused.
- Students with fevers 100.0 or greater, vomiting, or diarrhea do need to be symptom-free for 24 hours without medication before coming back to school.
- Don't forget to send in doctor's notes for any extended absences and/or appointments.
- Examples of excused absences: Illness or injury with notification from parent, medical appointments w/doctor's note, funerals.

ACTIVITIES & SPORTS

A student must be present for the full day prior to any after school activities, practices, or sporting events. Exceptions may be approved by admin for a partial absence for an appointment or funeral, but not for illness.

- Students cannot attend after school activities or events unless they have been present in school all day!
- See your administrator for possible approval of some partial day absences.

INCENTIVES & REWARDS

Your student will have opportunities to earn reward throughout the year for excellent attendance. Whenever possible, we strongly encourage families to schedule appointments outside of school hours. Check out the information provided on the next page regarding the impact of good attendance

THE IMPORTANCE OF REGULAR ATTENDANCE

RAYTOWN CENTRAL MIDDLE SCHOOL

is deeply committed to improving student attendance this upcoming school year. Recognizing that consistent attendance is crucial for academic success, we are implementing a comprehensive strategy that includes personalized outreach, engaging curriculum enhancements, and supportive services tailored to address individual student needs. By fostering a nurturing and motivating school environment, our team is working tirelessly to ensure every student feels valued and empowered to attend school regularly, thereby enhancing their educational outcomes and overall well-being.



- ! **Regular Attendance:** Absent 5% or less
- ! **At-Risk Attendance:** Absent between 5.1-9.9%
- ! **Chronic Absenteeism:** Absent 10% or more
- ! **Severe Chronic Absenteeism:** Absent 20% or more

ATTENDANCE METRICS

HOW WE MEASURE STUDENT ATTENDANCE

HOW IRREGULAR ATTENDANCE NEGATIVELY IMPACTS ABSENT STUDENTS

LOWER ACADEMIC PERFORMANCE

Students who missed 10% or more of the school year scored approx. 5% points lower on reading performance, math performance, and measures of general knowledge than their regularly-attending peers.

64% of students who attended regularly score "proficient" on these academic measures. In comparison, only 17% of students who are chronically absent scored proficient.

Those who are chronically absent have lower GPAs and score lower on standardized tests.



FEWER POSITIVE RELATIONSHIPS

Students who miss school regularly have fewer opportunities to build positive relationships with their peers and adults, often leading to a lack of connectedness and belonging.

LACK OF SOCIAL-EMOTIONAL DEVELOPMENT

Students who are chronically absent tend to report a lower self-concept of academic ability and self-esteem. They also lose opportunities to develop necessary skills such as conflict resolution, resilience, and self-advocacy. These same students report poorer mental health outcomes, as well.

LOWER GRADUATION RATES

Research consistently identifies "chronic absenteeism" as one of the strongest predictors of dropping out - stronger than suspensions, test scores, and age.

HIGHER RATES OF RISK-TAKING BEHAVIOR & CREATION OF DETRIMENTAL HABITS

Chronic absenteeism is linked to increased crime, delinquency, and a higher likelihood of risky behaviors like drug and alcohol use. Additionally, chronically absent students are more likely to have negative outcomes later in life, such as involvement in the criminal justice system and/or inability to secure/keep employment.

RAVENS SHOW UP!

RAVENS SHOW UP

2026–2027

VACATION PLANNING

PLANNING VACATIONS DURING SCHOOL BREAKS IS A GREAT WAY TO HELP STUDENTS STAY ON TRACK WITH THEIR LEARNING. KEEP THESE UPCOMING SCHOOL BREAK DATES IN MIND!

**FALL BREAK**October 22nd and 23rd**THANKSGIVING BREAK**November 23rd – 27th**WINTER BREAK**December 21st – January 4th**SPRING BREAK**March 22nd – 26th**LAST DAY OF SCHOOL**Projected: May 26th**NO SCHOOL**September 7thOctober 16thNovember 2ndNovember 3rdJanuary 18thFebruary 15th



Bd. App. 2/28/26

RAYTOWN QUALITY SCHOOLS

2026-2027 Academic Calendar

www.raytownschools.org • Message Line: 268-7001

Elem. & Secondary

Grading Periods

Qtr. 1 Aug. 24 - Oct. 9
Qtr. 2 Oct. 12 - Dec. 18
Qtr. 3 Jan. 5 - Mar. 12
Qtr. 4 Mar. 15 - May 26

Term Lengths

Qtr. 1 Oct. 9
Qtr. 2 Dec. 18
Qtr. 3 Mar. 12
Qtr. 4 May 26

Grade cards are distributed approx. one week after grading periods end.

Parent/Teacher

Conferences

Fall Conf: Oct. 19-22

Graduation

Class of 2027

SH: TBD, 10:00 a.m.
RH: TBD, 2:00 p.m.
Location:
TBD

Baccalaureate

Date: TBD by Graduation Committees

*Missouri State statute requires districts to meet a minimum of 1,044 student hours/year

*182 Teacher Contract Days

Prof. Dev. Early

Release PK-12:

8/26, 9/2, 9/9, 9/16, 9/30, 10/7, 10/14, 10/21, 10/25, 11/4, 11/11, 11/18, 12/2, 12/9, 12/16, 1/6, 1/13, 1/20, 1/27, 2/3, 2/17, 2/24, 3/3, 3/17, 3/31, 4/7, 4/14, 4/21, 4/28, 5/5, 5/12, 5/19

- First/Last Day of School
- Non-Attendance PK-12
- Prof. Dev. Early Release
- Early Dismissal PK-12
- Early Dismissal 9-12
- Makeup Days

August							September							October						
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa
						1			1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
30	31																			
November							December							January						
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7			1	2	3	4	5						1	2
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
29	30						27	28	29	30	31			24	25	26	27	28	29	30
														31						
February							March							April						
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6			1	2	3	4	5					1	2	3
7	8	9	10	11	12	13	7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	21	22	23	24	25	26	27	18	19	20	21	22	23	24
28							28	29	30	31				25	26	27	28	29	30	
May							June							July						
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	Fr	Sa	Su	M	T	W	Th	F	Sa
						1			1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
30	31																			

August

5-12 New Teacher Orientation
13-21 Teacher Orientation
24 First Day of School PK-12 and Early Dismissal

September

7 Labor Day - No School
23 Early Dismissal PK-12 - Prof. Development

October

16 Teacher Professional Workday - No School
22-23 No School
Oct. 19-22 PK-12 Parent-Teacher Conf. Window

November

2 Teacher Professional Dev. - No School
3 Election Day - No School
23-27 Fall Break - No School

December

18 Early Dismissal PK-12
21-31 Winter Break - No School

January

1 Winter Break - No School
4 Teacher Professional Workday - No School
5 Classes Resume PK-12
18 Martin Luther King Day - No School

February

10 Early Dismissal PK-12 - Prof. Development
15 Presidents' Day - No School

March

10 Early Dismissal PK-12 - Prof. Development
22-26 Spring Break - No School

April

16 Early Dismissal PK-12 - Bldg. Prof. Development
May
26 Proj. Last Day of School PK-12 - Early Dismissal

Education doesn't just happen in the classroom. In fact, studies have found that participation in extracurricular activities like sports, clubs, theatre, etc. have a positive impact on attendance, grades, testing and general well-being. RCMS is committed to creating opportunities for our students to be active and connect with others.

BE INFORMED

You will find the latest information on our website regarding athletics & activities. We have documents that show our coaches, group sponsors, practice times, game times & performances. As you can imagine, much of this information develops throughout the year, so checking out the latest information on our website is the best way to stay current about our offerings.

Please visit rcms.raytownschools.org/activities-and-athletics to review the resource list. If you still have questions, Assistant Principal, Katie Green, is our Athletics & Activities Director. Drop her an email and she will ensure that your questions are answered!

ATHLETIC & ACTIVITIES DIRECTOR - KATIE GREEN

katie.green@raytownschools.org

ATHLETICS

Here is a list of the sports that we currently offer.

FALL - Cross Country*, Football & Volleyball

WINTER - Boy's Basketball, Girl's Basketball & Wrestling*

SPRING - Swim*, Track & Field*

**Denotes sports that allow 6th grade participation.*

ACTIVITIES

RCMS offers a wide variety of activities, and we are always looking for ways to increase options for students to explore their interests and grow.

PERFORMING ARTS

- Jazz Band
- Orchestra Club
- Spotlight Singers
- Theatre
- Speech & Debate

CLUBS & ACTIVITIES

- Art Club
- Books & Breakfast
- Cheer/Step
- Crafty Ravens
- First Priority
- LEGO Club
- Makers Space
- Multicultural Club
- Newspaper Club
- Scholar Bowl
- Service Club
- Student Council (STUCO)
- Table Top Card Club
- Yearbook Club

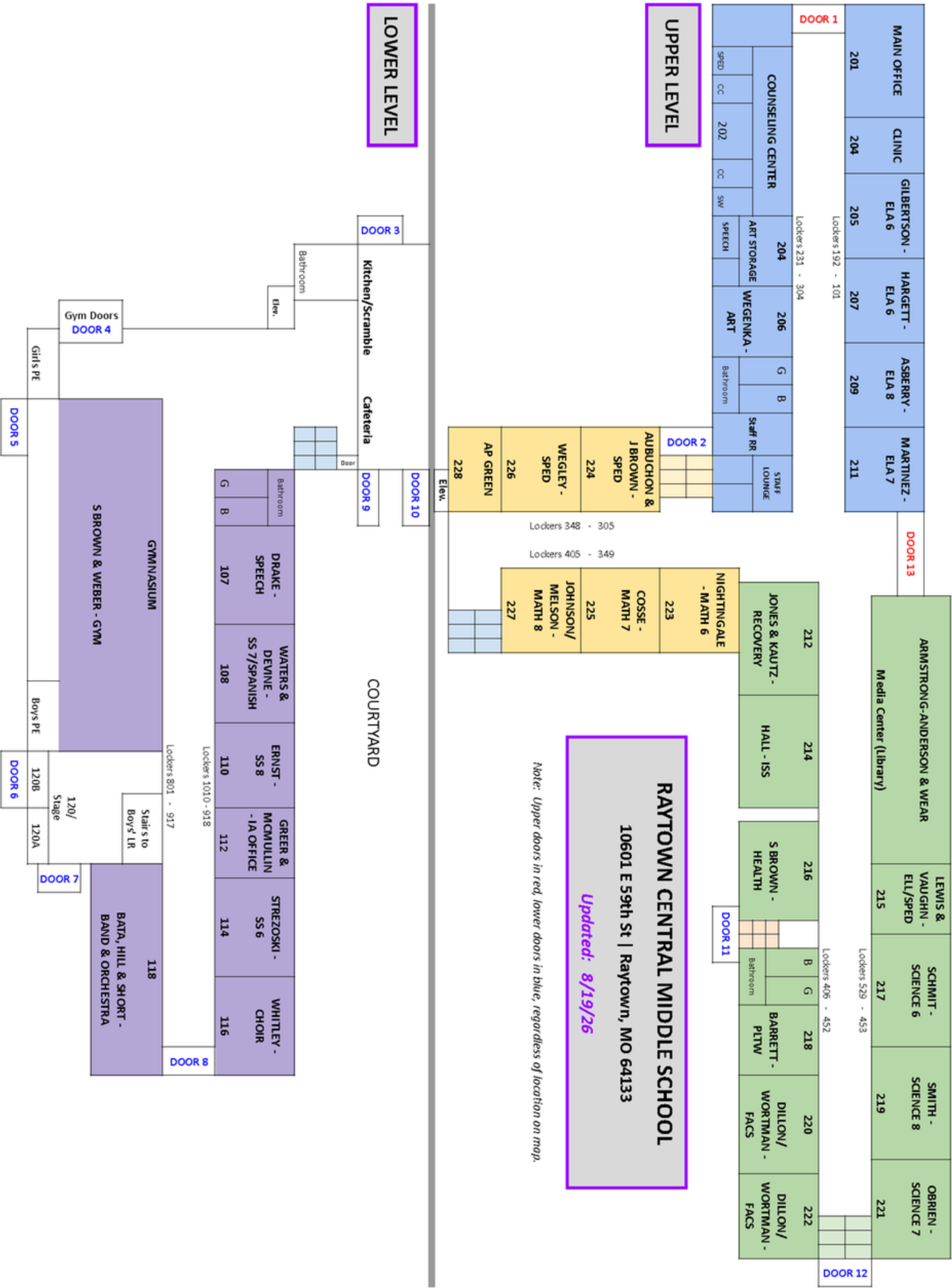
SCHOOL SUPPLY LIST

*Raytown has published the middle school supply list here:
<https://rcms.raytownschools.org/for-parents/school-supply-list>*

Raytown Quality Schools Secondary School Supply List 2026-2027

Middle School

Qty.	Description
1	Clear Backpack (see note)
1	2" 3-Ring Binder
1	Pencil Pouch (zippered with 3 holes to go in the binder)
1	Notebook Dividers - 7 tabs (preferably with pockets)
1	Loose Leaf Notebook Paper (wide lined, package of 100 sheets)
1	Box of Colored Pencils or Markers
1	Highlighters
2	Pens
1	#2 Pencils (1 package)
1	Eraser
1	Wired Earbuds (not wireless)
1	Post-it Notes (package of 3x3)
1	ID Badge case & Lanyard (optional)



POLICY - STUDENT ID

Raytown Quality Schools - Student Identification (ID) Procedure

Purpose

To ensure a safe and secure learning environment, Raytown Quality Schools requires all students to visibly wear school-issued identification (ID) badges during the school day and to carry them at all school-sponsored events.

1. Issuance of Student ID and Lanyard

- Each student enrolled in Raytown Quality Schools will be issued a student ID badge and a district-approved lanyard at the beginning of the school year or upon enrollment.
- The initial ID badge and lanyard will be provided at no cost.
- Lost, damaged, or stolen ID badges or lanyards must be replaced at the student's expense, unless waived by the school administrator.

2. Daily School Requirement

- Students must wear their school ID badge visibly and above the waist on the provided lanyard during the entire school day. Noncompliance to this expectation will be a violation of the dress code policy in our RQS Student Code of Conduct (POLICY: JFCA).
- ID badges may not be altered, defaced, decorated, or covered in any way that obscures the photo, name, or barcode.
- Students must present their ID upon request by any Raytown Quality Schools staff member.

3. Athletic & Activities Event Requirement

- Students must carry their valid school ID to gain entry into all school-sponsored extracurricular activities and athletic events at both home and away events.
- Failure to show a valid student ID may result in denied entry.

4. Lost, Stolen, or Damaged IDs

- Students are responsible for reporting any lost or damaged ID badge to the main office as soon as possible. - Replacement fees may apply:
- ID Badge: \$5.00
- Lanyard: \$2.00
- Clip/Holder: \$1.00

5. Non-Compliance Protocol

- Students who fail to comply with the ID policy may receive:
- Verbal reminder or classroom pass
- Office referral for repeated offenses
- Parent/guardian notification
- Disciplinary action in line with the district's Student Code of Conduct

6. Safety Accommodations

- In classes where lanyards pose a safety concern (e.g., PE, science labs, CTE programs), students must still carry their ID badge in a safe, accessible place as directed by the teacher.
- Temporary passes may be issued for emergencies or forgotten IDs.

Rationale

Raytown Quality Schools is committed to maintaining a secure learning environment. Requiring visible student IDs supports our goals of safety, accountability, and school pride by ensuring quick identification of all individuals on campus and at district-sponsored events.

POLICY - BACKPACKS

Clear Backpack Procedure - Middle & High School Students

Permitted Backpack Materials:

- Only completely clear plastic, vinyl, or PVC backpacks are allowed.
- Mesh, tinted, or colored-clear backpacks are NOT permitted (e.g., purple-clear, tinted black, blue-clear).

Additional Item Guidelines:

Students may continue to carry the following items inside their clear backpack:

- A non-transparent pencil pouch.
- A non-transparent clutch or small personal bag, no larger than 8" x 8".
- A lunch box, provided it is small enough to fit inside the clear backpack.

Student-Athletes:

- All in-season high school athletes will be issued a school-approved carrying case for athletic gear. These bags must be given to designated personnel/location and held until dismissal to the student's athletic/activity practice or event.
- Middle school students with athletic bags will have a designated location for athletic bags to be stored. These bags will be held until dismissal to the student's athletic/activity practice or event.
- All Athletic bags must be checked in and out at a designated area under the supervision of a school official.
- Athletic gear bags are not permitted to be carried through the building during the school day.

Clear Backpack Frequently Asked Questions

1. Which clear backpacks are not allowed? Clear means the backpack is not mesh and is not a tinted clear backpack (purple-clear, tinted black, etc.). Only clear plastic, vinyl, or PVC are allowed.

2. Will students be provided with a clear backpack? No, students will not be provided with clear backpacks. Clear backpacks are generally sold in big box retail stores as well as online.

3. Who is required to carry a clear backpack? All middle and high school students are required to carry a clear backpack.

4. Can my student continue to carry their non-transparent pencil pouch? Yes, students can continue to carry their non-transparent pencil pouch in their new clear backpack as long as it does not exceed 8" x 8".

5. Can I bring a large bag or tote to school to carry my items instead of a clear backpack? No. Students are not allowed to carry large bags with two handles or bring large purses to school.

6. Can I carry my purse to school? Maybe. It must be a clear plastic, vinyl, or PVC purse, similar to what is allowed at our RQS extra-curricular activities. Small clutch bags can be no larger than 8" x 8" with or without a handle or strap. Check with a school administrator if further clarification is needed.

7. Are lunch boxes still allowed? Yes, lunch boxes are still allowed provided they are small enough to fit inside the clear backpack.

8. Where can my school-approved carrying case for athletic equipment or band instruments be stored? All in-season athletes will be provided with a school-approved carrying case for athletic equipment. Athletes have also been checked out a locker in one of the locker rooms. All athletic equipment bags should be taken to the locker room upon arrival to school and kept in this space the entire day. Band instruments have school-approved cases. Upon arrival at school, these instruments and cases should be taken and stored in the lockers located inside or near the band room the entire day.

9. May I decorate my clear backpack? No decorations are allowed on your backpack, including but not limited to writings, drawings, stickers, badges, etc.

POLICY - CELL PHONES

Raytown Quality Schools - Student Cell Phone/ Personal Electronic Devices Procedure

Purpose

To maintain a safe, respectful, and distraction-free learning environment, Raytown Quality Schools establishes the following procedures regarding student cell phone use on campus. These expectations align with Missouri law and district policy on responsible device use in K-12 settings.

Expectation

Students are expected to keep cell phones, other non district issued electronic devices and all personal communication devices (e.g., earbuds, smart watches, headphones, tablets) powered off and out of plain sight (e.g., in backpacks or lockers) at all times while inside school buildings during the instructional day.

- Use of cell phones and all other prohibited electronic devices are strictly prohibited in classrooms, hallways, restrooms, and common areas unless explicitly authorized by staff for educational or emergency purposes.
- Students may not use cell phones to record, photograph, livestream, or message during school hours. - Use of a cell phone is permitted only in the event of a verified emergency or with specific permission from a school official.
- Any exceptions for use in a classroom for an assigned instructional purpose must be pre-approved by the school principal/director in writing prior to the activity or project being carried out.

Missouri State Law Reference

According to SB 1481, Missouri school boards must adopt policies prohibiting the use of personal electronic devices during the school day and authorize school officials to discipline students who violate such policies. This procedure is consistent with that authority and applies to all Raytown Quality Schools campuses.

Enforcement & Progressive Discipline

Violation of the cell phone procedure will result in the following consequences:

Step 1: Confiscation & Return

- Incident is documented by the teacher or staff member.
- Phone/Device is confiscated by staff and submitted to the office.
- Phone/Device can be retrieved by the student at the end of the school day.

Step 2: Confiscation & Parent Notification

- Phone/Device is confiscated by staff and submitted to the office.
- Parent/guardian is contacted and required to retrieve the phone.

Step 3: Confiscation & Parent Notification

- Phone/Device is confiscated by staff and submitted to the office.
- Parent/guardian is contacted and required to retrieve the phone.
- Student may receive a detention or loss of privilege.

Step 4: Administrative Referral & Behavior Plan

- Repeated violations will result in administrative disciplinary action, including:
- Extended detention, in-school suspension, or behavioral intervention
- Parent conference and written behavior contract
- Long-term confiscation of the device or requirement to check it in daily

****If a student refuses to comply with the above steps, behaviors could be considered defiance and additional consequences may occur based on the RQS Student Code of Conduct.****

Students attending offsite programs may have an alternate disciplinary action but still have the expectation that personal electronic devices be powered off and out of plain sight (e.g., in backpacks or lockers) at all times while participating in the off site programming during the instructional time.

Authority to Confiscate

All Raytown Quality Schools staff and administrators reserve the right to confiscate a student's phone immediately if it is visible, in use, or disrupts the learning environment. Devices may be held until the end of the day or released only to a parent/guardian, depending on the severity or frequency of the violation. Staff is not responsible for damages to the phone.

Final Note

This procedure is in place to protect instructional time, support student focus, and ensure that all communication during the school day is developmentally appropriate, safe, and authorized by school personnel.