

# NORTHVIEW

ELEMENTARY SCHOOL

2020-2021

PARENT HANDBOOK



**NORTH**  
KANSAS CITY  
SCHOOLS

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# **Northview Elementary School**



**Parent Handbook  
2020-2021**

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**Section A**  
Northview Elementary School  
Information / 2020-2021



Dear Northview Families,

Welcome to the 2020-2021 school year! As we travel through these uncertain times, our school community continues to be a source of strength and support and our well-being and safety remain a priority. Although the world around us brings about the need for flexibility, we remain steady in our commitment to our students, staff and families. Thank you for visiting our website to learn more about our incredible school!

With approximately 620 students, Northview Elementary provides a quality, innovative, engaging learning experience in a safe and respectful environment. A phenomenal staff, amazing technology and the design of our building allow for students to grow each day. Every student has an iPad and each learning space has an Apple TV; where students can share their learning with their peers. Getting along and collaborating with others are important lifelong skills, our innovative campus invites both throughout our efforts of shared learning.

Northview Panthers grow and flourish throughout our learning environment each day! As you look inside our school, you'll see graphic frames of various habitats at the entrance of each grade level (K-valley, 1<sup>st</sup>-cave, 2<sup>nd</sup>-desert, 3<sup>rd</sup>-mountains, 4<sup>th</sup>-glacier, 5<sup>th</sup>-rainforest). Each of these symbolize growth and provide opportunities to flourish as we learn together. Our library, featuring a two-story mural, connects all the habitats together. Centrally located, it reminds us that literacy is the heart of our learning community!

We believe in a balanced literacy approach, engaging students in daily readers' and writers' workshop sessions. All students apply their learning, receive individual support as they select "real" books on their individual level and have a choice about writing topics that interest them. We encourage parents to talk with their children about what they read and write at school and allow additional opportunities at home. Writers and readers are bound to be leaders!

Math is more than what the answer is; understanding the how and why behind it helps students transfer their thinking to novel and more complex problems. We strive to establish a deeper understanding of our world of numbers and problem solving. Since many math concepts can be difficult to grasp, we believe it is essential to learn through engaging, hands-on, exploratory experiences; providing students with a concrete foundation.

Science and social studies are also important opportunities for our students to explore, discover, problem solve, and learn more about the world in which they live. In addition, our encore curriculum includes weekly art, music, physical education, and health classes where students are inspired each day. Providing social and emotional skills and strategies within our curriculum and throughout counselor lessons, allows for the development of a positive learning environment. Our learning is also enhanced as students utilize resources in our library to create, engineer, and innovate in our Makerspace.

Along with the many learning opportunities, our Northview PTA is a great source of support. Filled with dedicated individuals, they work hard to make our school a great place for everyone. We encourage you to become a member! A strong, home-school partnership is truly second to none at Northview. We appreciate the trust and confidence you place in us every day as we work together to develop healthy, happy, responsible students who realize his/her potential.

Please review the contents of this Parent/Student Handbook to clarify school and district expectations and procedures. Though this will not address every situation that may arise, it is a good overview. Please check our website often and be sure to have a current e-mail address and phone number on file in the office to receive occasional important phone, e-mail, or text messages.

Working together,

Ms. Kristy Barnes, Principal  
Mrs. Denise Cunningham, Assistant Principal

# Northview Elementary School

## Who we are:

The Northview learning community is comprised of staff, students, and parents.

Northview staff are committed to maximizing academic success through innovative instruction, high expectations, and individual student supports.

We value and appreciate strong home-school partnerships.

We believe our students learn best in a positive school environment.

We strive to create and maintain a safe school community, where students can develop skills to become lifelong learners.

**Colors:** Purple and Black

**Mascot:** Panther

**Enrollment:** 610 (approximate)

**School Hours:**

8:50	Students may enter for breakfast or to wait in the gym.
9:00	Students may go to classrooms
9:15	Learning Begins (tardy bell)
4:10	School Dismissed
3:35	Early-Release Thursday Dismissal*

*\*Please see calendar for exceptions*

## Stay Informed:

Northview Website:

<https://www.nkcschools.org/> → Our Schools → Northview

\*Our website is full of information you may need such as events, lunch/recess times, PTA contacts, important dates, and forms.

\*Check it often for important updates and/or changes.

\*Staff lists and e-mail addresses are also included.

School Messenger:

\*Receive important school texts, e-mails, and phone messages.

\*Be sure to opt in by texting "Yes" to 68453.

\*Inform the office with updated e-mails and phone numbers.

## Address:

3900 NE 92<sup>nd</sup> St.  
Kansas City, MO 64156

## Contact Information:

(816) 321-5170 (main)

(816) 321-5171 (fax)

(816) 321-5172 (attendance)

Utilize the school website to find staff e-mail addresses.

# NORTHVIEW

## 2020-2021

### FACULTY AND STAFF

\*Check NKCSchools.org/NVES for e-mail addresses

Name	Title	Phone	@nkcschools.org
Acock, Lucy	Paraprofessional – Special Education	(816) 321-6847	lucy.acock
Akers, Julia	Paraprofessional - Special Education	(816) 321-5729	julia.akers
Angelo, Gina	Teaching & Learning Coach	(816) 321-4481	gina.dishman
Atkins, Samantha	Teacher - 4th Grade	(816) 321-4125	samantha.bear
Ballard, Keith	Teacher - Art	(816) 321-4089	keith.ballard
Barnes, Kristy	Principal	(816) 321-4565	kristy.barnes
Beatie, Jean	Counselor	(816) 321-5532	jean.beatie
Brondell, Allison	Teacher - 1st Grade	(816) 321-4608	allison.brondell
Bryson, Deborah (Rising Hill)	Teacher-Music (M & W A.M.)	(816) 321-5684	deborah.bryson
Burchett, Mallory	Teacher - 1st Grade	(816) 321-4275	mallory.burchett
Chapman-Oatis, Courtney	Teacher - 5th Grade	(816) 321-	courtney.chapmanoatis
Clark, Joy	Clerk	(816) 321-5170	joy.clark
Crawford, Julie	Paraprofessional – Special Education	(816) 321-6846	julie.crawford
Cunigan, Jeneen	Teacher - 5th Grade	(816) 321-4913	jeneen.cunigan
Cunningham, Denise	Assistant Principal	(816) 321-4420	denise.cunningham
Enochs, Michelle	Teacher – 5th Grade	(816) 321-6874	michelle.enochs
Ewy, Catie	Teacher - Kindergarten	(816) 321-6838	catie.ewy
Fickess, Tiffany	Teacher - 2nd Grade	(816) 321-4587	tiffany.fickess
Fulbright, Kim	Teacher - 1st Grade	(816) 321-5571	kim.fulbright
Ganaban, Mary Joy	Paraprofessional - Special Education	(816) 321-5170	maryjoy.ganaban
Gerjevic, Kasey	Teacher - Kindergarten	(816) 321-4664	kasey.gerjevic
Ginnings, Allison	Teacher - 3rd Grade	(816) 321-	allison.connor
Goode, Jessica	Clerk	(816) 321-5170	jessica.goode
Gouge, Johnny	Facility Manager	(816) 321-4694	johnny.gouge
Grevas, Nick	Custodian		nick.grevas
Hall, Karen	Teacher - Vocal Music	(816) 321-4742	karen.hall
Harman, Renae (Rising Hill)	Teacher – Art	(816) 321-4754	renae.harman
Harris, Ami	Teacher - Special Education	(816) 321-4761	ami.harris
Hink, Laurie	Teacher - Kindergarten	(816) 321-4823	laurie.hink
Hoffman, Kathy (Lakewood)	Counselor	(816) 321-4831	kathy.hoffman
Holsted, Dawn	Teacher-Special Education	816) 321-4838	dawn.holsted
Johnson, Rebecca	Teacher - Reading	(816) 321-4907	rebecca.johnson
Kimmel, Barbara	Admin Asst- Principal	(816) 321-4955	barbara.kimmel
Larson, Anne	Paraprofessional - Special Education	(816) 321-5873	anne.larson
Leftridge, Dulaney	Teacher – 3rd Grade	(816) 321-5645	dulaney.leftridge
Littlefield, Marissa	Food Service		marissa.deanlittlefield
MacDonald, Stacy	Teacher - 5th Grade	(816) 321-5596	stacy.macdonald

Markovich, Megan	Teacher – Reading	(816) 321-5626	megan.markovich
Mason, Tammy	Food Service Manager	(816) 321-5560	tammy.mason
Mc Coy, Katie	Teacher - Art	(816) 321-4804	katie.mccoy
McIntyre, Elizabeth	Teacher – 2nd Grade	(816) 321-5682	elizabeth.mcintyre
McLaughlin, Maryhelen	Nurse	(816) 321-5696	maryhelen.mclaughlin
McNerney, Shannon	SACC - Site Manager	(816) 321-5017	shannon.mcnerney
Miller, Doug	Teacher-Health	(816) 321-5743	doug.miller
Millinder, Leigh Ann	Admin. Asst-Assistant Principal	(816) 321-5170	leighann.millinder
Noble, Denee	Teacher - 2nd Grade	(816) 321-5827	denee.noble
Palma, Danita (Gracemor)	School-Community Resource Spec (W)	(816) 321-6827	danita.palma
Patton, Melissa	Teacher – 3rd Grade	(816) 321-5877	melissa.patton
Peetoom, Julie	Teacher – 2nd Grade	(816) 321-5887	julie.peetoom
Pennanen, Tess	Teacher – 5th Grade	(816) 321-4716	tess.pennanen
Pisoni, Cami	Teacher - 4th Grade	(816) 321-5911	cami.pisoni
Pope, Mike	Custodian		mike.pope
Ray, Amber	Clerk	(816) 321-5170	amber.ray
Regan, Amy	Teacher – 1st Grade	(816) 321-5973	amy.regan
Reiland, Laura	School Psychologist	(816) 321-5974	laura.reiland
Rhodes, Dustin	Teacher - PE/Health	(816) 321-5987	dustin.rhodes
Riggins, Michelle	Paraprofessional - Special Education	(816) 321-3320	michelle.riggins
Schaefer, Carrie	Paraprofessional - Media Center	(816) 321-6094	carrie.schaefer
Schone, Mandy	Food Service		mandy.schone
Schrag, David	Teacher - Library Media Specialist	(816) 321-6094	david.schrag
Schweisberger, Nicole	Paraprofessional – Special Education	(816) 321-6804	nicole.schweisberger
Sharp, Mandy	Teacher - 4th Grade	(816) 321-6120	mandy.sharp
Smith, Kelly	Teacher - Speech Pathology	(816) 321-3724	kelly.smith
Stangroom, Clay	Custodian		clay.stangroom
Strobbe, Geri	Custodian		geri.strobbe
Strong, Courtney	Teacher - 4th Grade	(816) 321-	courtney.strong
Sunderland, Sarah	Teacher – Special Education	(816) 321-6232	sarah.sunderland
Swisher, Rebecca	Teacher - Kindergarten	(816) 321-6239	rebecca.swisher
Tuwei, Robyn (GW, FH)	Music – Strings (T & R P.M.)	(816) 321-6315	robyn.tuwei
Verhulst, Anne	Teacher – 1st Grade	(816) 321-6343	anne.verhulst
Wareham, Benita	Clerk	(816) 321-5170	benita.wareham
White, Callie	Teacher - Kindergarten	(816) 321-6413	callie.white
Winters, Jennifer	Teacher- 3rd grade	(816) 321-4805	jennifer.winters
Wolfe, Amanda	Teacher – Special Education	(816) 321-6468	amanda.wolfe

# Programs and Procedures

This is not a complete list, but it is an overview of some of the programs and procedures parents can expect at Northview. Please do not hesitate to ask for further information you may need.

## **Activities**

Various clubs, intramurals, and other circumstances involving before or after school attendance may arise throughout the year. These opportunities often have age/grade-level requirements and other criteria for participation or eligibility. Students should never come before or stay after school unless they are with a staff member and arrangements have been made. Students will not be kept or allowed to stay without parent or daycare notification. **Siblings who are not enrolled in the event cannot attend unless they are with a parent.**

Opportunities may include, but are not limited to, student council, diversity council, choir, percussion, and various sports. Opportunities will be communicated with further detail as they arise.

## **Adventure Club - Before and After School Child Care**

This is held on site before and after school, 6:45 a.m. until 6:00 p.m. This is a structured time led by trained personnel. While this program is housed at individual elementary sites, the program is managed and operated through the North Kansas City School District's Community Education department. Like many other daycare programs, space is limited and there is a charge. Parents should enter and exit Adventure Club before/after school using the west entrance at the bus loop. Call 321-5017 for additional information.

## **Arrival and Departure from School**

**Students should not arrive at school before 8:50 a.m.** There is no supervision prior to 8:50. Parents must remain with students who arrive early unless they have special arrangements to be with a staff member. Supervision is provided in the gym and cafeteria (breakfast students only) at 8:50. Students are allowed to go to their classes at 9:00 and learning begins at 9:15.

Parents of all grade levels may escort their children to class the first day of school. Kindergarten parents may escort their kindergarten student the first three days of school.

Parents are asked to help their child develop confidence and responsibility by allowing him/her to walk to the classroom alone following this initial escorting period. There will always be staff available to gladly assist students in need.

Parents should not plan on conferencing with the classroom teacher before school unless prior arrangements have been made with the teacher. Teachers are often performing pertinent tasks in preparation for the day or are supervising students who have arrived. Classroom door discussions are also not confidential. We truly do appreciate your desire to talk and want to partner with you. Please leave your child's teacher a message, send an e-mail, or let the office know of your needs and teachers will contact you as soon as they can.

Adults checking students out of school before 4:10 p.m. (3:35 on early-release Thursdays) must report to the office. The student will be called to the office **after** the adult arrives. For security reasons, we cannot call the child to the office to be ready ahead of time. **Students arriving late or leaving early will be counted absent for that time and will not be eligible for perfect attendance.** Teachers will not dismiss the students to the adult at the classroom. Students will be released only via office direction to the persons indicated on the enrollment form after showing proper identification. Parents are asked to keep enrollment forms current with up-to-date lists of those allowed to pick up their child(ren).



### **Transportation changes should be kept to a minimum.**

- Frequent or high volumes of changes increase confusion for students and opportunity for error.
- Students riding home on a different bus or getting off at a different stop must have office approval and a **written note** from the parent. **Approval** is only granted for **unavoidable circumstances** such as parents out of town and emergency day care. **Do not use this on a regular basis or for social reasons.** (Please see the Bus section below).
- **We will not accept parent email or voicemail requests to change a child's dismissal procedure. Requests for dismissal changes need to be made in person or via signed written notification (include the teacher's name) before 3:30 p.m. every school day (3:05 on Thursdays, 12:00 on ½ days) because dismissal time is extremely busy. This helps with clear communication and student safety.**

### **Bus Riders:**

- **School buses use the west parking lot.**  
Students riding home on a different bus or getting off at a different stop must have office approval and a **written note** from the parent. Please see the Bus section below.

### **Walkers:**

- **Front**—Exit through the front doors. Escorted to the cross walk on 92<sup>nd</sup> street. Walkers should be students who live within walking distance and are truly walking home. Parents should not deem their child a walker parking on 92<sup>nd</sup> St. or Mersington Ave. to avoid the pick-up line. Students deemed walkers should walk from school to their home. Parents should avoid parking in the Highlands of Northview subdivision to shorten their child's walk to another neighborhood.
- **Back**— (Northview Place neighborhood) Exit via designated doors and follow marked path. There is no staff supervision upon exiting.

### **Bicycles:**

- Bicycles may be ridden to school. Please utilize the bike racks for parking located at the front doors. They will be left at the owners own risk. Skate boards, scooters, or any other wheeled means must be able to be secured/stored at the bicycle racks and not brought into the school.

### **Car Riders:**

- Car riders are dropped off and picked up on the east side of the school (main entrance lot). Drivers are asked to enter the east drive and stay to the right around the parking lot so that **children are able to use the right side to exit/enter the vehicle. Begin to double-stack as you turn right (sign posted on light pole)** lining the perimeter of the parking lot. Proceed in a double-stacked fashion until the final light pole on the north end (sign posted). **Merge back into one single file line** (alternate cars, zipper method). **Stay in this single file line, do not pass cars while students are loading.**
- Drivers will **remain in their vehicle** throughout the loading/unloading process. **The east side drop-off line is intended to have continual flow.** **Parents who wish to park or exit their vehicle must park in a designated parking spot and escort their child to the main/front school doors using designated sidewalks and/or crosswalks.** All visitors during school hours are monitored through the front doors of the school.
- Vehicles should have the school's car-rider sign with the child's name clearly marked displayed through the front windshield for afternoon pick-up. Leave the sign displayed until the child is picked up.
- **Do not avoid the drop-off or pick-up line using "short-cut" plans that bypass the procedures. These attempts compromise the procedures we rely on for safety and efficiency. We ask for your cooperation and appreciate your understanding in following our school protocol.**
  - All car riders should be dropped off in the car rider line per procedures above.
  - Parents should not deem their student as a walker to meet them at their car nearby the school.
  - Do NOT use the bus loop (west side) except for Adventure Club drop-off/pick-up.
  - All students dropped off after 9:15 must be escorted into the office, signed in by the parent and will be considered tardy.
  - Do NOT check your child out of school early or drop them off/pick them up late to avoid traffic.

### **Adventure club drop-off and pick-up:**

- Parents of Adventure Club students must enter the building to check their child in and out of Adventure Club. That is normally done through the west doors (bus loop) except when the general school population is arriving or leaving or during bus time zones (8:30-8:50 a.m. or 4:10-4:30 p.m.).
- Adventure Club parents should plan on scanning their badge on the west door to enter without staff assistance rather than entering through the main entrance on the east side. Key cards will not work on the main doors and office staff will not be available to assist with entry before/after school hours.
- To assist with building security and student safety, Adventure Club parents should not hold the door open or allow others to enter with them using their key card access. Unfamiliar people without key card clearance should remain outside, call the posted phone number, and await Adventure Club staff.

### **Assessments**

Assessments are an integral part of any quality instructional program. We want to know what students understand before, during, and after instruction rather than only waiting until the end. Results drive instruction and inform the teachers as to each student's needs.

We do not want parents to be alarmed thinking students are taking high-stakes, stressful, pencil-paper "tests" on a regular basis. The term "assessment" can refer to any opportunity a teacher has to collect information as to how a child's learning has progressed. It can be as simple and informal as listening to a student read and making a few notes, a checklist, a student-teacher conversation, or analyzing a piece of daily work. "Assessments" are even given *before* instruction to inform teachers and guide their teaching.

### **Attendance**

Every school day throughout the year is important and valued. **It is impossible to truly make-up the entire learning experience.** Teamwork, question and answer sessions, individual and small group discussions with the teacher, and encore classes are just a few of the valuable experiences that cannot be "sent home." Please avoid student absences, late arrivals, and early check-outs unless your child is too ill to attend school (i.e. fever, vomiting).

School attendance for school-age children is compulsory by Missouri Law. Missouri utilizes a school's attendance rate as part of the accreditation process for schools and districts. We know it is of great importance to the parents and patrons of the North Kansas City School District that our school and district remain highly accredited. Optimal attendance is an integral part of that endeavor.

State guidelines deem attendance rates of 95% or better as necessary for optimal learning and rates below 90% as unsatisfactory. Every minute counts. Partial-day absences, late arrivals, and early check-outs count against a child's attendance.

- Avoid scheduling appointments, out of town events, vacations, etc. during school.
- If your child has an important appointment that cannot be scheduled outside of school hours, please try to have your child at school before and after the appointment as much as possible.
- Avoid checking them out early after you have visited for lunch or an event during the school day.

Attendance is closely monitored with monthly reports and parents will be notified and asked to address attendance concerns. By board policy and law, on-going concerns may meet criteria to be reported to legal authorities.

**Please inform the school by 9:30 a.m. on the day of your child's absence if your child will not be in attendance.** If your child will miss several days, you only need to call the first day and state the days of absence. If no contact is made by 9:30 a.m., every attempt will be made to reach a parent or emergency contact to verify the reason for the absence to ensure the child's safety and parent awareness of their child's whereabouts.

**Perfect attendance** means a child is present every minute of every day (on time) regardless of the nature of an absence (i.e. Take your child to work day, verified illnesses, verified family emergencies, out of town). There will be monthly perfect attendance recognition from the office. Students with perfect attendance for the entire year will be recognized in May.

## **Behavior/Conduct**

We strive to provide learning experiences that help students develop skills and make positive choices showing they are...**SAFE, RESPECTFUL, RESPONSIBLE, and READY** to learn each day.

Students will be reminded to “keep their hands, feet, all other objects, and harsh words to themselves” daily. They will also be reminded to solve their problems with one or more of their “three responsible, safe choices: ignore it/walk away, solve it with kind words, or report it to an adult.” Anything else may have a negative consequence even if they thought they were playing or were not the one who started the situation.

We encourage parents to join us in our commitment to teach, model and practice these essential life skills. It is the responsibility of the staff and parents to provide a safe and appropriate learning environment.

## **Bus**

**Route Information**—If you have specific questions regarding your child’s bus, route, stop, etc. please contact the transportation department (321-5007).

**Expectations**—Students are expected to follow school and bus expectations to ensure safety. Consequences including warnings, conferences, and bus suspensions will be put in place for students who do not follow the expectations and will increase with repeated offenses. Office referrals will be communicated with parents.

**Z-Pass**— Z-Pass is a web-based system increasing student safety. Each child has a Z-Pass attached to his/her backpack, which is detected electronically (time and location) as the child enters and exits the bus.

- Any student not carrying a Z-Pass card will receive a warning or office referral from the driver. Transportation will not be denied to student for not having his/her card.
- Lost/Damaged cards will be replaced at no charge the first time. There will be a \$3.00 fine the second time and additional fines for subsequent occurrences.
- If a student changes their backpack, report to the office with the original Z-Pass and new backpack to have it re-attached.

### **Changing buses/bus stops:**

- Change requests must be kept to a minimum. Requests to ride home on a different bus or get off at a different stop must have a **written note** from the parent presented to the office for approval. Please include name, date, who they are going home with, bus number and the student’s teacher.
- **Approval is only granted for unavoidable/special circumstances such as parents out of town and emergency day care. This is not something that should be used on a regular basis or for social reasons.**
- The student will deliver the office-approved note to the appropriate bus driver.

## **Bullying Prevention**

Incidents of disrespect or a child’s inappropriate action, reaction, attempt to gain attention, or strategy to resolve a problem may warrant correction but may not qualify as “bullying.” Students may display inappropriate, disrespectful, or “bullying behaviors” creating a situation that still does not meet the criteria to be deemed as bullying.

Bullying is a **pattern** of targeted negative behavior that is **repeated over time, intentional, and power-seeking**. It includes verbal bullying, physical bullying, severe hitting, threats of serious violence and harassment.

It is our goal to address and assist students who initiate or receive inappropriate or disrespectful behavior encounters and eliminate all bullying or acts that may lead to bullying behaviors before they become patterns. We also strive to empower students to avoid becoming victims.

The following steps identify parameters that administrators use when responding to a pattern of behavior determined to be “bullying” when classroom interventions have not been successful in changing behavior.

Behavior	First Notice	Second Notice	Third Notice	
Verbal Bullying	<ul style="list-style-type: none"> <li>Verbal Warning with clear explanation of expected behavior</li> <li>Student processes through incident with staff.</li> <li>Restitution/Apology</li> <li>Other consequences possible</li> <li>Possible parent contact</li> </ul>	<ul style="list-style-type: none"> <li>Office referral</li> <li>Student processes through incident with office.</li> <li>Restitution/Apology</li> <li>Other consequences possible</li> <li>Parent contact</li> </ul>	<ul style="list-style-type: none"> <li>Office referral</li> <li>Student processes through incident with office.</li> <li>Restitution/Apology</li> <li>Increased consequences from prior incident.</li> <li>Parent contact</li> </ul>	<p>Formal report is submitted per district policy.</p> <p>On or before 3<sup>rd</sup> incident the student, parents, principal, and teacher will collaborate to develop an individual plan.</p>
Exclusion	<ul style="list-style-type: none"> <li>Verbal Warning with clear explanation of expected behavior</li> <li>Student processes through incident with staff.</li> <li>Restitution/Apology</li> <li>Other consequences possible</li> <li>Possible parent contact</li> </ul>	<ul style="list-style-type: none"> <li>Office referral</li> <li>Student processes through incident with office.</li> <li>Restitution/Apology</li> <li>Other consequences possible</li> <li>Parent contact</li> </ul>	<ul style="list-style-type: none"> <li>Office referral</li> <li>Student processes through incident with office.</li> <li>Restitution/Apology</li> <li>Increased consequences from prior incident.</li> <li>Parent contact</li> </ul>	<p>Formal report is submitted per district policy.</p> <p>On or before 3<sup>rd</sup> incident the student, parents, principal, and teacher will collaborate to develop an individual plan.</p>
Physical Bullying	<ul style="list-style-type: none"> <li>Verbal Warning with clear explanation of expected behavior</li> <li>Student processes through incident with staff.</li> <li>Restitution/Apology</li> <li>Other consequences possible</li> <li>Possible parent contact</li> </ul>	<ul style="list-style-type: none"> <li>Office referral</li> <li>Student processes through incident with office.</li> <li>Restitution/Apology</li> <li>Other consequences possible i.e. in-school suspension</li> <li>Parent contact</li> </ul>	<ul style="list-style-type: none"> <li>Office referral</li> <li>Student processes through incident with office.</li> <li>Restitution/Apology</li> <li>Increased consequences from prior incident including possibility of out-of-school suspension.</li> <li>Parent contact</li> </ul>	<p>Formal report is submitted per district policy.</p> <p>Each suspension may result in a re-entry discussion with student, parents, principal and teacher.</p> <p>Adjust student's individual plan, as needed.</p>
Severe hitting, threats of serious violence, or severe harassment	<ul style="list-style-type: none"> <li>Suspension: In-school suspension or short-term (up to 3 days) out-of-school suspension.</li> <li>Parent contact</li> <li>Parent conference including administration prior to student rejoining the class.</li> <li>Possible referral to law enforcement</li> </ul>	<ul style="list-style-type: none"> <li>Suspension: In-school suspension or short-term (up to 5 days) out-of-school suspension increasing in length from prior incidents.</li> <li>Parent contact</li> <li>Parent conference including administration prior to student rejoining the class.</li> <li>Develop individual behavior plan</li> <li>Referral to law enforcement</li> </ul>	<ul style="list-style-type: none"> <li>Out-of-school suspension with superintendent's hearing</li> <li>Re-entry meeting with student, parents, principal, and teacher</li> <li>Adjust individual behavior plan</li> <li>Referral to law enforcement</li> </ul>	<p>Formal report is submitted per district policy.</p> <p>OSS requires a re-entry meeting with admin. and parents.</p> <p>School personnel will perform a functional behavior assessment on or before the 2<sup>nd</sup> incident.</p>

## Cafeteria/Meal Payment

### Lunch visitors:

- Parents and other contacts listed on the child's enrollment form may join their child during their designated lunch section following these guidelines.
- All visitors must go through the visitor-sign-in and identification procedure upon entering the building.
- Approved visitors will meet their child in the cafeteria and depart from their child after the lunch section.
- Visitors may not go to the classroom, playground, or other building areas before or after their child's designated lunch section.
- Visitors are welcome to sit with their student and their class.
- Students who have lunch visitors will NOT be able to invite friends for special seating, food, drink, trinkets, etc.**
- Do not share food with students other than your own child.**
- Do not plan to set up for a “party” i.e. no balloons, flowers, gifts.**

### **General expectations:**

- We try to maintain an orderly environment while still allowing an opportunity to socialize during lunch.
- Feeding over 600 children within a 2 ½ hour time period will have some hustle and bustle.
- Moderate conversation for each child brings a high volume when multiplied by over 100 students.
- There are times that we do ask students to stop talking such as to receive directions, prepare for transitions, or to address any safety concerns.
- **Food sharing or trading is not permitted in our cafeteria.** Food allergies, health conditions, and social concerns are some of the reasons for this rule.
- **All visitors are asked to follow the school and cafeteria procedures and additional staff direction.**

**Allergies:** If your child has food allergies, please contact our nurse, Maryhelen McLaughlin at 321-5696. We also have designated seating available for students with allergies to ensure their safety and well-being.

### **Meal Accounts:**

- **Every student must have a completed Free Meal application OR an opt-out waiver on file.**
- Families will be responsible to pay for ALL food and drink charges they may incur prior to the Free Meal applications being approved.
- Payments may be brought to school via check or cash. Please place in a sealed envelope with your child's name or lunch number.
- You may go online to deposit money into your student's lunch account and to check their balance. Go to <https://www.mypaymentsplus.com/welcome>
- You will need your student's lunch number to access their account. Payments made via this service include a service fee. Please see the MyPaymentPlus site (see above) for specifics.
- A la carte items such as chips and ice cream bars are available. The purchase of these items will be deducted from your child's account. Parents may limit or prohibit a la carte purchases. Please contact our food service manager (321-5174) to do so.

### **Keep Meal Accounts Paid:**

- You can monitor your child's meal account balance via MyPaymentsPlus (see above) with no fee. Fees are only added if you make an online payment.
- You may inquire about your child's meal account by calling our food service manager at 321-5174.
- Negative balance notices are also sent home with students periodically.
- If your child owes more \$20 or more on their account, you will need to **feed your child breakfast at home and send a sack lunch** with your child until the charges are paid.
- If students who owe \$20 or more come to school without a lunch, a reminder phone call to parents will be made and **an alternative "office lunch" will be provided from the Benevolent Fund** of the Education Foundation. The "office lunch" is not intended to replace the hot lunch, but rather it is intended to provide nourishment in the event that a parent is unable to bring a lunch from home.
- Remember, charges incurred prior to Free Lunch Application approval, must be paid by the parent.
- If your financial situation has changed, you may submit or resubmit a Free Lunch Application at any time. Please contact the office for assistance.

### **Change in Address/Contact Information**

Due to safety reasons and for optimal parental contact, it is essential that the office has current enrollment information. Please notify the office of any changes in address, telephone numbers for home and work, e-mail addresses, and emergency contact information that may arise throughout the school year. We often communicate important information via our mass notification system using voice calls, texts, and/or e-mail. Please make sure your information is up to date to ensure you receive those messages.

## **Core Instruction**

The “core” classes may also be known as basic skills include ELA-English Language Arts (reading, writing, listening, and speaking), mathematics, social studies, and science.

## **Communicating with students during school (Phones, Cell Phones, In-Person Cell Phones:**

- **Students:** We recognize parents’ desire to be in direct communication with their child. However, the school must institute guidelines for children having cell phones during school (including school buses).
  - **Cell phones must be turned off and stowed away in the child’s backpack for the entire school bus ride and school day.**
  - Violations for misuse of the phone may result in parents being asked to come to school to retrieve the phone or the student not being allowed to bring it to school. This would include ANY application on the phone such as texting, games, videos, and cameras.
  - Students are not allowed to check their phones during the school day. Urgent messages will need to be left with office staff by calling 321-5170. Staff will only relay urgent messages. Students will not be called from class to speak on the phone.
- **Visitors:** Guests are asked to have their cell phones off or on silent/vibrate and not to conduct cell phone conversations or access applications that are disruptive or inappropriate for students.

**School Phone Use:** Students may use a school phone for urgent needs at **staff discretion**. This typically would not include homework, special required items, library books, social arrangements, special clothing, etc. In extenuating circumstances, parents can leave urgent messages for their child via staff. However, students will not be called to the office to talk on the phone.

**Personal Visits/Messages:** Parents and family members should not plan on pulling students from class during the school day for conversations, messages, etc. To preserve the instructional day, urgent messages may be left with office staff to notify students at the end of the day. Parents may seek exception to this by consulting with an administrator.

## **Counseling**

School counselors present lessons in classrooms an average of two times each month following Missouri’s counseling and guidance curriculum. Students may also have short-term individual or small group sessions with a counselor, as needed. Parents are encouraged to consider the school counselor as a resource to discuss study habits, behavior issues, changes in family structure, or other life events that we all experience. If the school counselor cannot adequately meet the needs of your student, she may also share other community resources and services with you.

## **Curriculum**

The North Kansas City School District has fully aligned instructional practice with the Missouri Learning Standards and expectations set forth by Missouri’s Department of Elementary and Secondary Education. To learn more about your child’s curriculum go to the following link: <https://www.nkcschools.org/> →Families→ Family Resources→Links: Missouri Dept of Elementary & Secondary Education→Learning Standards

## **Differentiated Learning**

Teachers at Northview utilize a variety of means of instruction to help students learn. Research-based teaching practices allow classroom teachers to support varied learning needs. One-on-one and small group practices along with variations of assignments, resources, and materials can provide students with the additional support or enrichment they need without leaving the classroom. Special programs are available for students who qualify and are typically reserved for those who are not making consistent progress over time within the structures of the regular classroom.

## **Directory**

Each year, a student directory will be made available to families. This is typically published mid-1<sup>st</sup> quarter. We do not allow party invitations to be distributed at school. You may utilize the directory to gather the contact information you will need to contact other Northview families.

## **English Language Learners (ELL)**

ELL is a program to improve English proficiency for students from homes where other languages are spoken. Students with potential language needs are assessed to determine if they meet the criteria for ELL instruction. ELL programming is not available at every school site in the district. Northview does not house an ELL program. Northview students who qualify for ELL services attend Bell Prairie Elementary where they receive full regular education and ELL instruction and are provided with transportation to/from their home daily.

## **Encore Classes**

Students participate in a variety of instruction outside the home classroom. These include art, music, physical education, health, library, and instrumental music (fifth grade only). Each student participates in all **Physical Education** activities unless he/she is excused in writing by the parent. Requests beyond three days require a doctor's excuse. Students should wear or bring gym shoes on designated days.

## **Field Trips and Parent Chaperones**

All Northview students will have the opportunity for a minimum of one field trip per school year. Our goal is to extend learning beyond the classroom and align field trips with curriculum to enhance learning.

### **Important considerations for parent chaperones—**

- Field trip volunteer space is often limited based on venue space, the outside program's restrictions, or other parameters. This typically means there are more parents who desire or are available to attend than available slots.
- Watch for information from the school regarding field trip chaperone needs and details regarding chaperone selection and parameters.
- Parents attending field trips **should not bring other siblings.**
- Parents attending field trips should plan on assisting with other students and duties assigned by school personnel.
- **All students should ride to and from the destination with their class. Parents should not plan on transporting their own child to or from the trip. Parents should not plan on checking their student out from the field trip. This equates to releasing them from school impacting attendance and requiring administrative approval. If parents feel they have an extenuating circumstance, they must notify and seek approval from administration prior to the field trip. This will impact attendance. Exceptions will be rare.**
- Parents will pay their own way and provide their own transportation.
- **For optimal student safety, teachers may only utilize screened volunteers. ALL field trip chaperones must scan their ID on the Raptor device located in the school office to receive clearance on the day of the trip. This system performs a background check and will print off a photo-ID badge to permit the volunteer to proceed to the event or desired location in the school for that day. Each visit/field trip/event requires a new badge.**

## **Homework**

Homework is for students to practice and apply what they have learned at school, develop responsibility and good study habits, and foster positive attitudes toward school. In addition, homework communicates the idea that we learn at home as well as at school. It also develops a home-school connection by informing parents of their child's curriculum and learning experiences. While working with their child on homework, parents are able to see strengths and areas their child may need additional support. Homework is not optional. It is graded and beneficial to the child. Logs and planners may be used for communication between home and school to help students be responsible for their homework.

### **Homework tips for parents:**

- If students are consistently not able to complete the homework independently and parents are unable to support them, the classroom teacher should be contacted as soon as possible.
- If parents are concerned with the amount of time a child is spending on homework, the classroom teacher should be contacted.
- Assist your child in establishing a consistent and organized place for homework to be completed with basic school supplies available.
- Help your child establish a consistent schedule for completing homework.
- Encourage, motivate, and prompt your child to complete the assignment.
- Parents are encouraged to be aware of and discuss the assignment with their child. However, children should work independently as much as possible as it is for their benefit. Parents should not be completing the assignment for the students without specific teacher direction to do so.
- Most importantly, model a positive attitude towards homework, school, and learning.

### **Interventions**

Student success is paramount. Teachers will continually support and monitor student progress and implement interventions when necessary. Interventions are targeted, prescriptive teaching and learning opportunities to address a specific skill deficit when differentiated classroom instruction is not resulting in necessary progress. Various district specialists may assist teachers in developing plans to help students. Teachers will communicate with parents regarding any student's need for an on-going, targeted intervention.

### **Newsletters and School Information**

- Northview's website is updated regularly [www.nkcschools.org/](http://www.nkcschools.org/)→Our Schools→Northview. We ask that all families check the website for updated information at least weekly.
- "Northview Notes" is sent to parents via e-mail each Friday with school-wide information. Teachers will also have newsletters for classroom-specific information which may be dispersed electronically or in hard copy form depending on the teacher. In addition, hard copies of fliers and notes are occasionally distributed. It is important to regularly check e-mail and backpacks for current, pertinent information.
- From time to time, information may also be communicated via our School Messenger system that includes options for mass voice calls, texts, and e-mails. Make sure School Messenger information is kept up to date if e-mail addresses or phone numbers change. Also make sure to opt-in by texting "Yes" to 68453.

### **Parent Teacher Association (PTA)**

A very active PTA supports and sponsors many programs and activities at Northview. PTA support is more than financial. They provide hours of man power behind the scenes to enhance the school experience beyond the classroom walls. Book Fairs, Field Trips, seasonal parties, Field Day, and Earth Day just begin the list of ways our parents add a spark to Northview during the school day. The family involvement and community-building efforts are second to none with events like Grandparents Night and Pastries with Parents. Fun events such as Trunk-or-Treat and the school carnival are opportunities for our Northview families to connect and network. Students look forward to the yearbook all year long and, thanks to our PTA, we have a great one! We encourage all parents to become members of the PTA and to participate in their great work as much as possible even if you are not available to come to the school during school hours.

### **Parent-Teacher Conferences**

We value the relationship between parents and the school and we want to do everything we can to work together with parents to help children be successful. Teachers will be happy to meet with parents during our scheduled conference days or as necessary during the school year. We will also be happy to communicate by phone or email. We do ask that certain practices are followed so that information can be accurately shared.



- School staff members are instructed that email is not confidential. We ask parents to share confidential information about students in a confidential format.
- Conferences will be held when teachers can assure that student's privacy rights will be respected. Do not engage in a teacher conference when the teacher is supervising or instructing students or in public areas of the school.
- Teachers will schedule conferences immediately before or after school or on their planning time.
- Many children have multiple and/or separated caregivers and guardians. In order to respect the time of all the parties and to be certain that all parties be given the same information, we ask that all parties including separated or divorced parents agree to a time that is suitable to the teacher's schedule where they can meet jointly as a unified team rather than conduct separate conferences.
- Please watch for conference dates/times from your child's teacher.

### **Parties, Recognizing Student Birthdays, and other Special Events:**

- There will be 3 seasonal celebrations: Fall, Valentines, Earth Day (see calendar for dates and times).
- Please watch your child's classroom newsletters, the website, and other school correspondence for possible date or time changes and additional information.
- PTA plans school-wide or grade-level parties/events to be held in a common place such as the gym.
- In an effort to prevent dangerous situations due to many allergies and medical needs and to help bring the same level of party quality to all students regardless of their grade level or class, PTA will provide and/or coordinate the refreshments and activities. If you are interested in helping with this, please contact a PTA officer.
- Parents should not bring or send in refreshments (snacks, treats, or drinks) other than those planned and provided by the PTA party committee.
- Teachers may wish to coordinate additional events with curricular ties. If requested, all food and drink provided are restricted to commercially pre-packaged items that require no food handling. No homemade items. This restriction is intended to protect parties from unintentional problems or false accusations as well as the students.
- No restrictions will be made for PTA meetings and other school-wide events that occur outside the classroom and are voluntarily attended i.e. Pastries with Parents, Trunk-or-Treat.
- The office will announce each student's birthday and give them a special pencil. Parents should not send treats or trinkets for birthdays, going away parties, etc.
- **Please do not have gifts delivered OR bring items to school such as balloons and flowers. Since instruction will not be interrupted for mid-day delivery and these items are not allowed on the bus, please reserve family gifts, balloons, flowers, etc. for after school.**
- **In an effort to be sensitive to all students, we will not permit the distribution of invitations to home parties at school.** Updated student directories are made available to parents usually by mid-October each year.
- We believe it is important for the school to recognize our students on their birthday. However, for several reasons including increased food allergies, disrupting the instructional day, and student equity, students are not allowed to bring treats from home for birthdays, going-away parties, or other personal events. Parents may consider the following birthday recognition if they wish:
  - Donate a book to his/her classroom library. It must be a book appropriate for school use. It can be a book that characterizes your child as a person or simply a favorite book. You may place his/her name, birthday, and year donated in the front of the book. If bringing a book is not a possibility, your child can select a book from some titles that have been donated by the PTA. The teacher will dedicate the selected book to your child and will remain a part of that classroom's library.
  - Students can donate \$15.00 for a library book. Please check with our librarian.

## **Progress Reports**

Report cards are available on PowerSchool at the end of each quarter. Report cards along with conferences, telephone calls, and letters are used to keep parents informed of their child's progress. Parents are always encouraged to call, e-mail, or come into the school to have questions or concerns resolved or check on their child's progress at any time throughout the school year. Parents should address concerns first with the classroom teacher or teacher that is most closely associated with the situation. Parent Guides explaining the progress report guidelines can be found on our district website: [NKCschools.org](http://NKCschools.org)→ Academics→ Curriculum→ Elementary Education

## **Prohibited Items (at school and on the school bus)**

- **Students are not allowed to sell or trade items at school.**
- **Students should not bring any toys, electronic devices, collector cards, or other expensive items, or the like to school.** (See the communication section for cell phone restrictions.)

Only items that are used for educational purposes should be brought to school. Items that may be distracting from the educational process or risk the safety and well-being of others must be kept at home. The school provides recess items; therefore, students should not bring any from home. Any additional item that is brought to school as part of a classroom or school event must have advanced approval from an administrator or the respective teacher. Students are not allowed to purchase or trade any items from/with one another.

## **Reading Support**

Reading specialist teachers are available to provide additional direct instruction, as needed. Letters will go home with all students explaining how they partner with all teachers and provide indirect reading support to all students. Parents will be informed if their student is receiving additional direct support from our reading specialists.

## **SAGE**

SAGE is a program for the 3-5% of students identified as being academically gifted as per state and district guidelines. The classes meet one day a week and students are transported to/from the Northland Innovation Center. SAGE uses a process-oriented approach designed to address the social, emotional, and academic needs of students with advanced abilities.

## **Special Education**

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

## **Transfer Procedures**

Please notify the school office as soon as possible if your child must transfer schools. If you are moving to another NKC School District school, your child's records will be sent to the receiving school. If you are moving to a school outside of the district, a copy of the records will be sent to the receiving school upon receipt of a written request from that school.

## **Volunteers & Visitors**

Volunteers serve in many roles at Northview. Many volunteers are coordinated through the PTA for various areas of need such as the media center and parties. The library needs you! You will have a good time helping your school in this worthwhile way as you assist with checking books in and out while the librarian works with students.

Visitors and periodic volunteers (including field trip chaperones) must provide the office with their driver's license. The license will be scanned in our Raptor security system, which conducts an on-site background check in less than a minute. Approved visitors receive a photo badge good for that day and will then be permitted to proceed to their school destination.

YouthFriends is a volunteer opportunity that connects students with caring adult volunteers in schools to promote success, encourage healthy behaviors and build stronger communities. Northview YouthFriends serve as tutors, lunch buddies and classroom readers, among other roles where they can mentor and/or assist students. The process includes a training session and background check. YouthFriends may work in all of the North Kansas City Schools after they are screened and trained. Please consider being a YouthFriend or referring someone you know! Contact, Ms. Beatie, the school counselor at 321-5532 to volunteer.

**All volunteers at Northview are asked to leave non school-aged children at home during their volunteer work.**

A+/School Service Hours: NKCSO students who are earning hours toward community service, tutoring, or mentoring requirements often seek opportunities at Northview that align with their school calendars. Those students must make arrangements through the program coordinator at their school and Northview's assistant principal.



As NKC Schools reopens school buildings after mandated closures due to COVID-19, a Return to School Plan has been created to help guide the school day. A team of more than forty individuals including physicians, district leaders, teachers, staff members, parents and community members worked over several months to devise a plan that ensures students safely return to learning. Due to the public health changes initiated by the coronavirus, the Return to School Plan may alter certain practices and procedures outlined in the parent handbook. As the district implements recommendations on social distancing, face masks, and enhanced sanitizing and disinfecting, please follow the updated guidance for health and wellness offered in the plan. Should you have questions or concerns about current school practices, please contact your school principal for the most up-to-date information.

To review the Return to School Plan, visit:

[https://www.nkcschools.org/cms/lib/MO49000025/Centricity/domain/4/our%20district/ReturnToSchool\\_Family.pdf](https://www.nkcschools.org/cms/lib/MO49000025/Centricity/domain/4/our%20district/ReturnToSchool_Family.pdf)

For Coronavirus (COVID-19) related updates, visit:

<https://www.nkcschools.org/coronavirus>

# Section B – Elementary

District Information / 2020-2021



## Contents

<b>STRATEGIC PLAN</b>	<b>2</b>
<b>DISTRICT PROFILE – 2020</b>	<b>2</b>
Student and Parent Rights.....	4
Inclement Weather and School Cancellations .....	6
School Age Child Care .....	8
Adventure Club .....	8
Student Accident Insurance .....	8
Enrollment Requirements.....	8
District Transportation .....	9
<b>STUDENT SAFETY</b>	<b>13</b>
Urgent Communication .....	13
RE: Asbestos Hazard Emergency Response Act .....	14
Safe Schools Act – Acts of Violence .....	15
Student Behavior and Accountability .....	18
Food and Nutrition Services.....	25
<b>ACADEMIC INFORMATION</b>	<b>27</b>
Instruction and Assessment .....	27
Homework Philosophy and Guidelines .....	28
Parent/Teacher Interactions .....	30
Student Attendance and Accountability .....	31
Technology.....	35
<i>Social Media Guidelines for Students</i> .....	40
<i>Social Media Guidelines for Parents</i> .....	41
<b><i>PARENTS AS TEACHERS</i></b>	<b>42</b>
<b>COMMUNITY PROGRAMS</b>	<b>43</b>

### 24-hour information

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

Website: [www.nkcschools.org](http://www.nkcschools.org)

# STRATEGIC PLAN



Extraordinary Educational  
Experiences

## MISSION STATEMENT

As champions for students, North Kansas City Schools' mission is to ensure that all are life-ready and ethically grounded in an ever-changing world through innovative educational experiences that:

- Inspire Lifelong Learning
- Embrace Inclusion
- Forge a Unified Community

## OBJECTIVES

Each student will acquire an exemplary academic education that will instill the desire to become a lifelong learner.

Each student will lead with strength of character exhibited by kindness, compassion, and confidence.

Each student will serve the common good as a positive change agent, contributing to an honorable purpose that transcends self.

## STRATEGIES

### Strategy I:

We will ensure diversified learning experiences that celebrate personal growth and promote lifelong learning for all.

### Strategy II:

We will instill in our community a shared responsibility for successful schools within vibrant neighborhoods.

### Strategy III:

We will strengthen inclusion in all aspects throughout our community.

### Strategy IV:

We will create a culture of wellness for students, staff and community that encourages the health of the whole person.

Approved by the  
North Kansas City Schools  
Board of Education  
June 13, 2017





## **DISTRICT PROFILE – 2020**

Known for innovation and excellence, North Kansas City Schools serves over 20,000 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 30 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 Gold Medallion Diploma option, AP Capstone Diploma, Early College Academies (including MCC - Maple Woods Community College Early College Academy and MCC – BT Kansas City Construction Career Academy), and AP courses. Students also can elect to participate in highly specialized studies through International Baccalaureate or the International Baccalaureate Career Certificate program, Project Lead the Way, Northland Career Center, Northland Center for Advanced Professional Studies, as well as an automotive technology program. In addition, North Kansas City Schools offers students extensive online learning powered by Launch.

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. Adult learners keep their minds active and skills sharp through an array of year-round Community Education offerings.

Although North Kansas City Schools is one of the larger suburban districts 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***

Jan Kauk	President	<a href="mailto:jan.kauk@nkcschools.org">jan.kauk@nkcschools.org</a>
Paul Harrell	Vice President	<a href="mailto:paul.harrell@nkcschools.org">paul.harrell@nkcschools.org</a>
Dr. Terry Ward	Treasurer	<a href="mailto:terry.ward@nkcschools.org">terry.ward@nkcschools.org</a>
Karee Gleason-Miller	Member	<a href="mailto:karee.gleasonmiller@nkcschools.org">karee.gleasonmiller@nkcschools.org</a>
Jane Rinehart	Member	<a href="mailto:jane.rinehart@nkcschools.org">jane.rinehart@nkcschools.org</a>
Terry Stone	Member	<a href="mailto:dolphcons@aol.com">dolphcons@aol.com</a> 816-878-2250
Judy Wartick	Member	<a href="mailto:judy.wartick@nkcschools.org">judy.wartick@nkcschools.org</a>
Dr. Dan Clemens	Superintendent	<a href="mailto:superintendent@nkcschools.org">superintendent@nkcschools.org</a>
Peggy Cole	Secretary/Clerk	<a href="mailto:peggy.cole@nkcschools.org">peggy.cole@nkcschools.org</a>

Note: Board member e-mail addresses are subject to change. Check for the most current Board information on the District's Website at

### ***Additional Contacts***

District Telephone	(816) 321-5000
District Fax	(816) 321-5001
District Website/Resources	<a href="http://www.nkcschools.org">www.nkcschools.org</a>
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. Perry Hilvitz, Assistant Superintendent of Student Services, at 2000 NE 46<sup>th</sup> 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. Perry Hilvitz  
Assistant Superintendent of Student Services  
2000 NE 46<sup>th</sup> Street, Kansas City, MO 64116  
Ph. (816) 321-4821 Fax (816) 321-5437

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.

### *Racial/Ethnic Harassment 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 racial/ethnic harassment by any student, staff member, agent of the district, or vendor. Harassment includes verbal abuse, physical threats, and visual displays. Racial/ethnic harassment will not be tolerated. Violation of this policy will result in disciplinary action. A parent conference with the school principal is mandatory in any substantiated racial/ethnic incident. Any individual who reports racial/ethnic harassment will not be retaliated against. Complaints will be handled as quickly as possible. Forms for reporting incidents of harassment are available at the school or at the district office.

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>

### *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 Assistant Superintendent – Student Services. 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&kttype=Any&encu=xa9jwu0EqNJP1IMR8zErI2Eu9hM2yurtmPs7R4uWoGx8Ahi06plusLzAy8g1tPrKI2cq0QcCe9BGslshNaALXXJplusjW9RTEwCaPwzE4gyFfT7PTxUqsslsh2cN82pluskKslshOQBJosLqFo4slhgI4vRofnx68OZZP7J3cvPLye0WeewUWBUBwMWCLwQG5Va7YA62t3slshDslshgeFh>

### ***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 legitimate needs of the children and their families. Parents need to complete a Transfer Request form annually. The form is electronic and can be found on the district website by clicking [here](#) and is reviewed by the Director 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:

<https://www.nkcschools.org/Page/695>

### *Visitor Policy*

All visitors are required to report to the Main Office upon arrival at school and check-in using our Raptor 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. In order to ensure student safety and to preserve the integrity of the instructional day, visitors should not proceed beyond the office during school hours without authorization and without being checked in through the Raptor 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 Policy*

Smoking is not permitted on school district property or at any school-sponsored event.

## **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 48<sup>th</sup> 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](http://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.
3. **Social Media:** We will post information at [facebook.com/NKCSchools](https://facebook.com/NKCSchools) and [twitter.com/NKCSchools](https://twitter.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. On Thursdays, high schools, middle schools and elementary schools observe an early release schedule. If the district activates the two-hour delayed start, the early release would be canceled.

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.

### ***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](http://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](http://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.

### ***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.

### ***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](http://www.nkcschools.org)

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

### ***Recess 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 1-800-325-1350.

## 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. A birth certificate from the state where the child was born is requested for proof of age.

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 four weeks from first dose.
Hepatitis B	3 doses, given at ACIP recommended intervals
Varicella	2 doses, one on or after the first birthday, second dose at least four weeks from first dose, or verification signed by an MD or DO that the child has had the disease

Per state law, students are not permitted to enroll or 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.

### ***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 NHTSA 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 requirement will be routed and transported appropriately, in strict compliance to their IEP or 504. Door to Door, Curb to Curb, and SLAB (Safest Location Assessable by Bus) bus stop locations will be approved by Transportation, as defined by NHTSA guidelines, prior to routing being completed.

Definitions for Door to Door and Curb to Curb:

- 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.
- Curb-to-curb indicates that district personnel are not required to walk the student to the door, but will deliver the student at the curb of the students’ home or alternate address—if address is not assessable by a bus, alternate transportation will be arranged. The student may transition from the bus to the door of the home or school without additional assistance from district personnel, but is

required to have an approved adult present at the door of the bus 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***

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***

Transportation is provided free for students living more than one mile from their attendance center. No student is required to ride the school bus in order to attend school. 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—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. Every effort will be made by the Driver 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 is in attendance at 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.

## *Vandalism*

Vandalism on the bus, if severe, may result in monetary restitution payable back to the district. Video and pictorial evidence will be supplied to support the allegation.

## *Special Services*

Transportation service is available for students with disabilities. For information, call the Department of Pupil Services at 321-3848.

## **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 doors will be locked from the outside except for the front foyer.

### *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>



## **RE: 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 46<sup>th</sup> Street, Kansas City, Missouri and an individual copy specific to the building is available at each respective building. Mr. Mark Graviett, Assistant Director of Project Management, is the district's designated Asbestos Program Manager. For information or inquiries please email Mark Graviett, [mark.graviett@nkcschools.org](mailto:mark.graviett@nkcschools.org).

AHERA regulations also require these buildings to be re-inspected every three years. The latest re-inspection was completed in August 2013. A master copy of these re-inspections is available at the main Administrative Center, 2000 NE 46<sup>th</sup> 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.

### ***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:

<https://simbli.eboardsolutions.com/ePolicy/Policy.aspx?S=110&Sch=110&PC=JFCH&Z=P&revNo=1.01&srch=drug&ktype=Exact&encu=xa9jwu0EeqNJP1IMR8zErI2Eu9hM2yurtmPs7R4uWoHCbyslshKlreadvE9AujLplusemFjpMOFK6wyKeQw3K1GsYvoU0kSMLZ9O86XGiYdcdMTkWtIQEFOoWlwlfE2gijjiSumLSCFSslshdxXlslshJY3QrOMrWmKReG5FIBDEWsvlvplusg5ifg=>

### ***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.
- 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.

## **Safe Schools Act – 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 disability 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/Cyberbullying***

Bullying/Cyberbullying are defined in and prohibited by Board Policy JFCF. 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**

### *Principles of Behavior*

- Students will be respectful and courteous.
- Students will be prepared for class.
- Students will treat others as they wish to be treated.
- Students will try their best at all times.

### *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, please refer to district policies and regulations at

<https://simbli.eboardsolutions.com/ePolicy/Policy.aspx?S=110&Sch=110&PC=JG&Z=P&revNo=1.11&srch=discipline&ktype=Exact&encu=xa9jwu0EqNJP1IMR8zErI2Eu9hM2yurtmPs7R4uWoEOBfqvmzKiojslshU52slsh2slshM9V88NmFE8qxWZD1XMr6pRvRtp0dx6SsT5Xndb7tllRk01wzvn6rdLcQkeSsLVn2ldTvgovYQz4ge1eav7Vkk29wJOxwclshd1zlpvKkuiplusPmMH8xmVMSqoceU72pla0jZ>



## ***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 change behavior so students leave with skills that allow them to function successfully. A safe and respectful learning environment is accomplished by working together. This means:

1. Commitment from home and school to hold students responsible for their behavior.
2. Comprehensive staff development programs that promote excellent teaching and effective classroom management.
3. Provision of a comprehensive series of support programs that recognize the diverse strengths and learning styles of students.

## ***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 with disabilities, 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 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.

### ***Remedial 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.

### ***Juveniles and the Law***

The state of Missouri has made safety of children and the school environment a priority in every Missouri school district through House Bill 174 (HB 174). The bill contains stricter provisions for prosecution of children as adults, making juvenile court records available to schools, and tax/credit support for juvenile crime prevention measures in communities and schools.

## *Children with Disabilities*

The Individuals with Disabilities Education Act 2001 provides specific disciplinary actions for the change in a student's placement or removal of students with disabilities who violate the Safe Schools Act – including 10-day and 45-day suspensions.

## **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 fever free for 24 hours without medication 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, 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 regular vision 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.

### *Screenings*

School nurses will provide vision screenings for students in grades K, 1, and 3. Color vision screenings are given to all first grade students. Speech-Language Pathologists conduct hearing screenings. Students new to the district will receive hearing, vision, and color vision screening. Parents will be notified if a problem is detected. A registered hygienist from Clay County Health Department conducts dental inspections for students PreK-5 at some building locations.

### *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 a licensed physician or nurse practitioner and written permission from the parent to follow the physician or nurse practitioner's orders. A medication authorization form may be found in the back of the handbook.

All prescription medication must be in the original container with the prescription label for that student. Expired medications cannot be accepted.

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.

Medication Authorization, Prescription/ Rx:

[https://www.nkcschools.org/cms/lib/MO49000025/Centricity/domain/142/health%20services/Med\\_Auth\\_Script.pdf](https://www.nkcschools.org/cms/lib/MO49000025/Centricity/domain/142/health%20services/Med_Auth_Script.pdf)

Medication Authorization, Over the Counter/ OTC

[https://www.nkcschools.org/cms/lib/MO49000025/Centricity/domain/142/health%20services/Med\\_Auth\\_OTC.pdf](https://www.nkcschools.org/cms/lib/MO49000025/Centricity/domain/142/health%20services/Med_Auth_OTC.pdf)

### *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.

### *Benadryl and Epi-Pens for Emergency Allergic Reactions*

The North Kansas City School District is now supplying school health rooms with Benadryl and Epi-Pens to be given at the discretion of the school nurse to children experiencing a sudden onset of a previously unknown, emergency allergic reaction.

**Parental authorization is required in order for the nurse to administer the Benadryl and/or an Epi-Pen in an emergency situation.** Please mark "Yes" or "No" on the back page of the health form (or also found at the bottom of the Health Form when enrolling online) and provide a parent/guardian signature and return it to your school nurse. The Benadryl and Epi-Pens supplied by the district is only for children with **unknown allergies** who are experiencing a life threatening allergic reaction. It is intended only as a first response to the reaction and possible anaphylaxis. Parents would still be notified, and would be expected to pick their student up from school for further medical evaluation. Please note that parents of children with known allergies and who have physician orders for Benadryl and/or Epi-Pens at school will still need to supply their child's Benadryl and Epi-Pens. Also note that the Benadryl may contain red food dye.



Extraordinary Educational  
Experiences

## **BENADRYL FOR EMERGENCY ALLERGIC REACTIONS**

TO: Families of NKC Schools  
FROM: North Kansas City Schools Health Services Department

North Kansas City Schools Board Policy JHCD has been changed to allow school nurses to dispense Benadryl and Epi-Pens to students experiencing an emergency allergic reaction. The District is now supplying school health rooms with Benadryl and Epi-Pens to be given at the discretion of the school nurse to children experiencing a sudden onset of severe allergic reaction. A physician with Children's Mercy Hospital provided guidance for this change in policy.

Please note that the Benadryl and Epi-Pens supplied by the district are only for children with **unknown allergies** who are experiencing a life-threatening allergic reaction. It is intended only as a first response to the reaction. Parents would still be notified of the reaction and would be expected to pick their student up from school for further medical evaluation.

Please note also, parents of children with **known allergies** and who have physician orders for Benadryl and/or Epi-pens at school, will still need to supply their child's Benadryl and Epi-Pens.

As an additional note, the Benadryl is cherry flavored and contains red food dye.

Thank you for ensuring that we have an official record on file, so we will know whether or not we may give your child Benadryl and an Epi-Pen in an emergency allergic reaction situation. If you have any questions, your school nurse would be happy to answer them.

NORTH KANSAS CITY SCHOOLS  
2000 NE 46<sup>th</sup> St. Kansas City, MO 64116-2042 816.321.5000 fax 816.321.5001  
[www.nkcschools.org](http://www.nkcschools.org)

B23

### ***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. Students may not return to school until symptom free for 24 hours, without medication.

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:

<b>Disease</b>	<b>Incubation</b>	<b>Exclusion from school if necessary</b>
Chicken Pox	10-21 days	Students may be readmitted when skin is clear OR all lesions are crusted
Head Lice	Nits hatch in a week and reproduce 7-10 days after hatching	If hatched lice are identified exclude for 24 hours to allow for treatment with a shampoo specific to lice. Reexamination with a finding of no live lice present prior to reentry.
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

<https://simbli.eboardsolutions.com/ePolicy/Policy.aspx?S=110&Sch=110&PC=EBB&Z=P&revNo=1.01&srch=medical&ktype=Exact&encu=xa9jwu0EeqNJP1IMR8zErI2Eu9hM2yurtmPs7R4uWoHWgiY6vnVKIE00sl7aOvayaG6HeSLLyoilPc861dlDs0zQjzPtSepyXNeWOK85No4plusqY001hPLgJVthjLEEO0SLQYBLuVmplusaFGslshfslshENEADd33g0JnfZCjthud1cq8nKuFZhqhgplusouvslshqJTcOjgL>

## 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. Parents are welcome to have lunch with their children.

### *Parties/Treats*

To safeguard students, as per District guidelines, party treats and birthday treats are restricted to commercially prepackaged items that require no food handling. The ingredients label needs to be present and legible as they will be checked by the school nurse or building staff for the presence of possible allergens, etc.

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

### *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, please complete the Medical Statement for Student's Requiring Special Meals. USDA regulation 7 CFR Part 15b requires a statement signed by a licensed physician and a parent signature to allow any changes or substitutions to the standard school meal. Only a MD, DO, PA or NP is authorized to sign the medical statement.

Please provide detailed diet information on the medical statement. This information is necessary to ensure your student is provided with the foods that are appropriate to their specific dietary

restrictions. For example, if your student cannot have milk, indicate only fluid milk or if it is all milk including baked in goods, please state this on the medical form, as well as the same for eggs.

Please complete the Medical Statement for Students Requiring Special Meals form and give to your school nurse or fax to (816) 413-5295. Feel free to contact Andrea Wilhoit at (816) 321-6287 or at [andrea.wilhoit@nkcschools.org](mailto:andrea.wilhoit@nkcschools.org) for more information on how we can better meet the special diet needs of your student.

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 allergies be removed with an email or written statement.

The Medical Statement for Students Requiring Special Meals Forms may be found by following the link:  
<https://www.nkcschools.org/cms/lib/MO49000025/Centricity/domain/142/health%20services/medical-statement-meals.pdf>

### ***Lunch Fees***

<b>Elementary:</b>	<b>Secondary:</b>	<b>Adult/Teacher:</b>	<b>Milk \$.55</b>
Breakfast \$1.45	Breakfast \$1.50	Breakfast \$2.20	
Lunch \$2.70	Lunch \$2.95	Lunch \$3.85	

### ***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, audiotope, 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](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.



# ACADEMIC INFORMATION

## Instruction and Assessment

### *The Elementary Instructional 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.
- Two 30-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 fifth 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 purpose of the **MAP (Missouri Assessment Program)** would allow more classroom instruction time by assessments in English Language Arts and Mathematics rather than a full seven hours of testing for grades 3 and 4. Students in grade 5 – the transition grade – would continue to take the full tests in English Language Arts and Math, as well as the current science assessment. MAP Grade Level Assessments are augmented norm-referenced tests delivered annually each spring. District accreditation is partially based on these scores.
- The state Physical Fitness assessments
- Middle School Math Placement tests each spring

### *Progress Reports*

Students receive progress reports four times per year. The purpose of these reports is to keep parents informed regarding a child's progress. **Parents are expected to sign and return the large envelope after each grading period.** Check the calendar on the inside cover of this handbook for specific distribution dates.



### ***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 is 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.

### ***Extended Learning Time (XLT)***

The summer school program offers mastery classes and enrichment 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 mastery XLT program, you are strongly encouraged to enroll your child in order to reinforce basic math and reading skills.

## **Homework Philosophy and Guidelines**

### ***Homework Objectives***

Homework is an important part of a student's learning experience. It provides opportunities for students to practice skills and improve their understanding. It also provides additional time for students to complete work, conduct follow-up studies and develop good study habits. In North Kansas City Schools, teachers assign homework to achieve the following objectives:

- Provide independent practice of learned concepts and/or skills.
- Assist students in developing good independent work/study habits.
- Promote student responsibility, time management, and self-discipline.
- Encourage independent research skills.
- Promote positive interaction between students and parents.

## ***Responsibilities***

To promote homework as an extension of classroom experiences, the following guidelines have been developed to assist those working with students.

### ***Student Responsibilities***

- Records, completes and returns assigned work on time.
- Assumes responsibility for completing work when absent from school.
- Establishes a time and location at home for work to be done.
- Communicates homework assignments with parents/guardians.
- Strives to complete work to the best of his/her ability.

### ***Parent/Guardian Responsibilities***

- Works with the student to develop an appropriate time and location to complete work and develop into a routine.
- Provides an environment conducive to completion of homework.
- Encourages and motivates the student but does not do the student's homework.
- Communicates with the teachers if concerns arise.
- Holds student accountable for completing work.

### ***Teacher Responsibilities***

- Provides meaningful tasks that support work introduced during class time.
- Acknowledges the activities and responsibilities of students outside of school and accepts that extenuating circumstances could arise that prevent students from completing work.
- Communicates with parents if concerns arise.
- Monitors homework assignments and provides feedback to students.
- Coordinates homework with other teachers/teams to avoid excessive homework on particular nights.
- Differentiates homework based on individual needs when appropriate.

### ***Counselor Responsibilities***

- Provides support groups when necessary to assist students in developing good study habits and effective time management practices.
- Assists the building support team in monitoring students in need of assistance.
- Helps students establish realistic goals and provide necessary support.
- Offers study-skills groups for selected students when needed.

### ***Principal Responsibilities***

- Communicates and monitors the district's homework guidelines.
- Individualizes the guidelines according to the school's/student's needs.
- Provides leadership for building support team to assist students when needed.

### ***Time Allocation for Elementary Students***

Suggested guidelines for daily homework are ten minutes as a maximum for first grade students and 50 minutes for fifth grade students. Keep in mind that some of this time may be utilized for reading.

## **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 the first grading period. 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.

### ***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 wish a third party observation must complete 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

Regular attendance is essential for a quality education. Parents are encouraged to schedule medical/dental appointments outside of the school day to provide students with as much learning time as possible. The principal is obligated to address unsatisfactory attendance. Action will be taken by the attendance staff, including contact with the parents, when chronic or multiple absences occur. Excessive absences may result in referral to the legal authorities. Student attendance status is as follows:

Attendance Percentage	Attendance Status
98%-100%	Excellent
95%-97%	Satisfactory
90%-94%	Marginal
89% and below	Unsatisfactory

The Missouri Compulsory Attendance Act lists the following as acceptable reasons for an absence from school (School may request written verification):

- Personal illness
- Doctor/dental appointments
- Serious illness or death of a member of the family or close friend
- Emergencies at home such as fire or flood
- Religious holidays
- Professional appointments that cannot be scheduled outside the school day

These absences will affect your child's attendance percentage.

## 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. For the safety of the student and to verify the reason for the late arrival, parents must sign in their child in the office. 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.

### ***Textbooks and Supplies***

The district will provide necessary textbooks in all basic instructional areas. Additional resources are available from the Library Media Center and teachers. Students will be charged replacement costs for any resources lost or damaged.

### ***Dress and Grooming***

The primary responsibility for a student’s school dress and grooming rests with the student’s parents/guardians. Proper dress or grooming will ensure your child can participate in the total school program. This includes clothing suited for outdoor play as well as gym shoes for PE. The Board of Education expects student dress and grooming to be neat, clean and in good taste so that each student may share in promoting a positive, healthy and safe atmosphere within the school district. Student dress and grooming will be the responsibility of the individual and parents/guardian, within the following guidelines:

- Dress that promotes the use of drugs, alcohol, tobacco, criminal, or sexual activity will be prohibited.
- No see-through clothing or underclothing worn as an outer garment.
- Boxer shorts, biker pants, overly tight or short garments are not allowed.
- No bare backs or midriffs.
- Tank tops open below the armpit must be worn with an undershirt.
- Hats, head scarves, caps and sunglasses are not allowed to be worn inside the building. The district may make an exception to this provision if the student must wear head garb as a basic tenant of the student’s religion.
- Dress and grooming will not disrupt the educational environment.

### ***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:

<https://simbli.eboardsolutions.com/ePolicy/Policy.aspx?S=110&Sch=110&PC=IGAEB&Z=P&revNo=1.11&srch=sexuality&ktype=Exact&encu=xa9jwu0EeqNJP1IMR8zErI2Eu9hM2yurtmPs7R4uWoGGjTef44FeOIFZlhp8siHml77y1xcwpplus6EwH2ovuEjEBslshDZvDmkWGpZMjh0v3eXIngijw4KXmbGehxrAmYj06cyDIGfsAHHLnUa6o1slshzvGxirdj30hoR6wi0re0UrbHY8JGWvz2plusnDQg9nRcCp1oiG>

### ***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 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, mental retardation, 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 contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at Pupil Services/Doolin Center in the District Administrative Center, 2000 NE 46<sup>th</sup> Street, Kansas City, MO 64116, from 9:00 AM to 4:00 P.M. on days that 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 1 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 Director of Pupil Services, at (816)321-6352. This notice will be provided in native languages as appropriate.

### ***Specially Trained Teachers***

Specially trained teachers are available for students who qualify for services in reading, special education, gifted education (SAGE), and English Language Learners (ELL). In addition to delivering class lessons on personal and social development, the counselor is available to meet with

individuals, small groups, and parents upon request. Parents of students who receive these services will be notified.

### ***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.

### ***Library Media Center (LMC)***

The LMC is a vital aspect of the elementary program. Each week elementary students will have a check-out time in the Library Media Center. Students have access to a variety of resources including books, magazines, newspapers, and electronic resources. (Parents can access electronic information from home by visiting the district Web page at [www.nkcschools.org](http://www.nkcschools.org)). Additionally, students will be visiting the LMC regularly as the media specialist and classroom teacher work collaboratively to provide experiences in accessing, evaluating, and using information.

### ***Reading/Senate Bill 319***

Senate Bill 319 (SB319) was enacted to ensure that by the end of the third grade year every student is able to read well, and that the schools develop plans to assist students who have reading difficulties. Third graders reading more than a year below grade level must be identified. A Personalized Reading Education Plan (PREP) would be developed for the fourth grade year. The PREP would include instruction from the reading specialist as well as instruction outside the regular school day for remediation. After this intervention, students still determined to be more than a year below grade level must be retained in the fourth grade. Some students are exempt from the requirements of the law due to identified special needs including English Language Learners (ELL), special education students, students who already have written plans addressing reading (504 plans), and students who have been identified to have low cognitive abilities that prevent them from reading at grade level.

### ***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, e-mail 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 e-mail 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 computers 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 on the basis of race, color, religion, sex, national origin, ancestry, disability, age, pregnancy or use of leave protected by the Family and Medical Leave Act.
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 Devices***

Possession of beepers, pagers, radios, MP3, iPod, CD players, laser pointers, portable game players, etc., are not appropriate in a school setting. The school is not responsible for damaged, lost or stolen items.

### ***Cell Phones***

We recognize that parents may want their student to have a mobile phone for safety reasons. However, mobile phones do present possible disruptions to the educational process. Therefore, appropriate steps must be taken to prevent disruptions.

In general, the following guidelines will be used:

- The mobile phone will be the child's and parent/guardian's responsibility at all times.
- The school is not responsible for damaged, lost or stolen mobile phones.
- The mobile phone will be turned off during the instructional school day.
- If guidelines are violated, the privilege of the mobile phone may be revoked.

### ***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 activities 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  
<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=EHB&Sch=110&S=110&C=&RevNo=1.01&T=A&Z=P&St=ADOPTED&PG=6&SN=true>

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.  
<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>

### *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 and Blackboard).

#### **Parents are asked to adhere to the following guidelines:**

- Parents will receive communication from teachers 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. Please 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) gives parents knowledge in language development, intellectual growth, motor skills, and the parent-child relationship.

When enrolled in North Kansas City Parents as Teacher, families with children birth to kindergarten will receive FREE:

- Certified parent educator home visits
- Health screening
- Developmental screening
- Monthly Parent-Child Activity

Screening opportunities are available for those children from three months to kindergarten.

[Parents As Teachers](#) 816-321-5453



## COMMUNITY PROGRAMS

NKC Schools is committed to improving the quality of life for all by offering affordable, high quality educational programs. Since 1960, NKC Schools has provided lifelong learning and community programs that connect schools and communities. Community Education is a way for people to enhance their lives and communities through learning and collaboration.

We promote increased involvement of parents, businesses, and community members within our school district. Community Education provides opportunities for local community members, schools, and other organizations to become partners in addressing educational and community concerns,

For more information about these programs and services, please click on the links below or contact Community Education Services Director [Melissa Slenker](#) at (816) 321-5010.

### Services and Programs

[Adventure Club](#) Afterschool Programs 816-321-5017

[Adult Education & Literacy](#) (HiSet test preparation and Adult ELL) 816-321-5011

[Community Education Classes](#) 816-321-5010

[Community Education Preschool](#) 816-321-4811

[Golden Pass](#) 816-321-4811

[Partners In Education](#) 816-321-5018

[Senior Seminars](#) 816-321-5010

[Youthfriends](#) 816-321-5018