



NORTH
KANSAS CITY
SCHOOLS

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Meadowbrook
Elementary
Parent & Student

HANDBOOK

2011-2012



The official Board of Education policies are available
at the school office and on the district Web site:
www.nkcsd.k12.mo.us

Achieve excellence. Embrace change. Forge new traditions.



NORTH
KANSAS CITY
SCHOOLS

est. 1913

2011 - 2012

Student Calendar



JULY 2011						
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2011

- August 24** First Day of School

- **September 5** Labor Day — No School K-12

- **September 16** Staff Development — Half Day K-12

- **October 10** Staff Development — No School K-12

- **October 28** Teacher Exchange for P/T Conferences — No School K-12

- **Nov. 23-25** Thanksgiving Break — No School K-12

- **December 21** Winter Break Begins — Half Day K-12

- **Dec. 22-Jan. 3** Winter Break — No School K-12

2012

- January 4** Second Semester begins

- **January 13** Staff Development — Half Day K-12

- **January 16** Martin Luther King Day — No School K-12

- **February 17** Staff Development — No School K-12

- **February 20** Presidents Day — No School K-12

- **March 12-16** Spring Break — No School K-12

- **April 30** Staff Development — No School K-12

- ▼ **May 16** North Kansas City Graduation 7 p.m. Municipal Auditorium

- ▼ **May 17** Winnetonka Graduation 7 p.m. — Community of Christ Auditorium

- ▼ **May 18** Oak Park Graduation 7:30 p.m. Municipal Auditorium

- ▼ **May 20** Staley Graduation 5 p.m. District Activities Complex

- **May 25** Last Day of School — Half Day K-12

- **May 28** Memorial Day — No School K-12

- **May 29- June 5** Makeup days (If needed)

KEY ● No School ○ Half Day □ Makeup Days (If needed)

Section A

Elementary School Information / 2011-2012



Welcome Message..... A2

School Information A3

Teachers and Staff A11

Dear Meadowbrook Families,

Welcome to Meadowbrook Elementary for the 2011-2012 school year! On behalf of the entire staff of Meadowbrook Elementary School, we extend a warm welcome to you and your family. Educating young people is a team effort. It takes parents and educators joining together to ensure each student’s success. You are an important part of Meadowbrook and we are looking forward to an exceptional year!

In an effort to better inform you of our policies and procedures, both here at Meadowbrook and district wide, we have compiled this family handbook. It is designed to be a working document for you. Please feel free to contact us if you have additional questions. Additional information, such as lunch menus, newsletters, classroom newsletters, etc., will be provided throughout the year as well. Communication between home and school is vital to the success of your child and we are committed to keeping you informed.

We are very excited to be a part of such a wonderful learning community with supportive parents, dedicated teachers and eager learners. We are looking forward to a great year full of many new learning opportunities and new relationships. By working together we can build a strong future for the Meadowbrook community. Thank you in advance for your support!

Sincerely,

Kathy D’Anza
Principal

Meadowbrook Elementary School

Parent and Student Handbook

School Mission Statement:

Meadowbrook Elementary School will provide successful learning experiences for all and create responsible citizens capable of lifelong accomplishments.

School Address:

Meadowbrook School
6301 N. Michigan Avenue
Gladstone, MO 64118

School Website:

www.nkcsd.k12.mo.us/mbes

School Colors:

Green and Blue

School Mascot:

Roadrunner

Approximate Enrollment:

550 students

School Hours:

9:15 AM to 4:00 PM.

Important Phone Numbers:

School Office:	413-6700	Media Center:	413-6706
School Fax:	413-6705	Cafeteria:	413-6704
24-Hour Attendance Line:	413-6701	SACC:	413-6735
Health Room:	413-6702	School Closings:	413-6000 Ext 8000

Animals In The Classroom

Pets are not allowed at school. Most pets are gentle and would not harm a child; however, the excitement of a large group of children could cause an animal to react in self defense. This kind of injury can be prevented if pets are simply kept at home. Pets should not be allowed to follow children to school. Many children are frightened by unfamiliar animals and some have pet allergies. Pictures of pets are welcomed to be shared. Please do not bring your pet when you pick up your child.

Arrival and Dismissal

Arrival:

School is in session from 9:15 AM - 4:00 PM. Children may enter the building between 9:00 and 9:15 AM but should not arrive at school prior to this time. Those wishing to eat breakfast at school may enter the building beginning at 8:50.

Dismissal:

Parents who are picking up children at dismissal time should do so at 4:00 PM. Changes in normal transportation routines need to be reported to the office before 3:30.

Bus riders will remain with teachers until their bus is called.

Car Riders will be dismissed through the back parking lot doors. Each family will be issued a name card for the dashboard to facilitate the line up procedure.

All Walkers will be dismissed from the gym.

- Those traveling to the east will exit gym door and proceed to the playground steps. Parents/siblings waiting for students should meet outside the back gym doors. There is a paved path from the playground that will take walkers around the parking lot.
- Those traveling to the north or using the front crosswalk with crossing guard will leave the gym and exit with a staff member using the upper gym doors.

Be understanding and supportive of the adult supervisors who are trying to make the driveway safer for children. At times we ask drivers to move forward and stay adjacent to the curb. We do this because we are concerned about the safety of Meadowbrook students and we feel a responsibility to keep traffic flowing smoothly.

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

For the security of each child, a teacher will release no student to any adult without permission from the office to do so. If a change in dismissal routine occurs for your child please notify the office or the classroom teacher. Parents or guardians wishing to pick up a child prior to dismissal time must report to the office.

Attendance

Attendance is recorded on an hourly basis. Regular attendance is an important part of education. Irregular attendance and lateness disturb the learning sequence, lessen interest, and reduce progress. Attending regularly and being on time are the shared responsibilities of the student, parent, and school personnel. A student who arrives after 9:15 is tardy and must check into the office for an admittance slip for class. Families are urged to take vacations during times when school is not in session.

1. Please call the school Attendance Line to report your child's absence before 8:45 a.m. (413-6701). If the school is not notified, parents will be contacted.
2. Keep your child home if he/she complains of severe sore throat or headache, vomiting, or has a temperature of 100 degrees or higher. Be sure the temperature is normal for 24 hours before your child returns to school.
3. Report absences due to a contagious disease to the school health office so that precautionary measures may be taken for those who may have been exposed.
4. When students are too ill to remain in school, parents will be notified.
5. Inform the office of changed addresses and/or phone numbers for both home and business so you can be reached in an emergency.

In order to meet the Missouri State Attendance Standard, our school must meet an attendance rate of 95% or above. Student attendance percentages/status is as follows:

<u>Attendance Percentage</u>	<u>Attendance Status</u>
95% - 100%	Satisfactory
90% - 94%	Marginal
89% and below	Unsatisfactory

Make-Up Work: Normally, missed work will be made up when the student returns to school. If the absence may be lengthy, arrangements may be made for make-up work during the absence. Please request work by 10:00 AM and pick it up after school in the office.

Behavior Expectations/PBS

Meadowbrook Elementary has implemented a school wide system called PBS. PBS stands for **Positive Behavior Support**. This nationally recognized plan emphasizes school wide systems of support that include proactive strategies for defining, teaching and supporting appropriate student behaviors to create and maintain a positive school environment. The purpose of school wide PBS is to establish a climate where appropriate behaviors are the norm.

At Meadowbrook Elementary students are taught our core values: “**Be safe, respectful and responsible so I can do my personal best.**” Students are explicitly taught the behavioral expectations associated with these core values in specific areas of the school. Our job is not only to tell students what our core values are, but to teach them what positive behavior looks like in each school setting. Students will learn these expectations based upon their developmental levels. Meadowbrook’s school wide core values of Positive Behavioral Expectations are in the form of a matrix where the different areas are listed and the appropriate behaviors associated with the core values are defined. These posters are displayed throughout the school. A copy of

the school matrix will be provided to every family. Please review these behavioral expectations with your child.

Rewarding students for their successes in meeting these expectations is an important aspect of PBS. Classes and students who model appropriate behaviors will be rewarded with Roadrunner tickets. Students may use tickets to purchase rewards from the school wide or classroom reward menu.

If a student exhibits inappropriate behavior, Meadowbrook staff will select from a continuum of behavior supports and interventions. Parents are notified when a student's behavior does not improve over time. We record our behavior data to help us determine where we as a team can best assist students. As an entire school community, we are committed to our Core Values of Positive Behaviors and its implementation at Meadowbrook School. This implementation is a multiyear process, which will be carefully and conscientiously reviewed and revised as appropriate to best meet the needs of our students at Meadowbrook Elementary.

Bicycles

Please exercise parental discretion about letting your children ride their bicycles to school. All bikes should be parked (and secured with a lock) in the bike rack located on lower parking lot. Students should use proper bicycle safety and etiquette, by wearing a bike helmet and walking their bike while on school grounds. The school does not assume responsibility for bicycles.

Birthdays

Birthdays are celebrated within the classroom teachers' guidelines. Ask your child's teacher for details. Health regulations require all treats shared at school are to be prepared in a Health Department approved kitchen. Thus all treats need to be store bought or purchased through our Food service department. Children may not distribute invitations to personal birthday parties at school unless the entire class is invited. We appreciate the judgment of all parents in making decisions that have a positive impact on all students at Meadowbrook.

Breakfast

Breakfast is served each morning in the cafeteria from 8:50 – 9:15. The cost is \$1.25. Students are to report directly to the cafeteria upon arrival. Students are expected to be in their classroom by the time the bell rings at 9:15.

Communication Between Home and School

It is our belief at Meadowbrook that the best education for our children occurs when parents and teachers work together. Open communication is the most vital link between the home and school. Both teachers and principal are available to assist with any questions or concerns that may arise.

Each student will be provided a blue Communication Folder. This vinyl folder will be used for communication from school office/principal to home. If there is pertinent information to be sent

home, it will come home in this blue folder on Thursdays. Be sure to check with your student on Thursday of each week to see if information has been sent home.

The classroom teacher is available for a conference with all parents. Conferences will be arranged whenever the parent or the teacher perceives a need. A parent can request a conference by contacting the teacher.

For security reasons, it is important that elementary school personnel be knowledgeable about every adult who enters the school. When visiting the school, please check in at the office (you may be asked to present photo identification). Parents and other visitors will be given an identification badge or sticker to wear while they are in the building.

Drills: Fire, Tornado And Lock Down (Formerly called Shelter In Place)

Fire drills are conducted monthly, and severe weather and lock down drills are also conducted during each school year. The civil defense warning system informs school personnel about severe weather. During a tornado warning all children take cover in the hallways/classrooms on the lower level and stay in this safe area until an "all clear" is sounded. Students may only be released to their parents or to an authorized adult during a severe weather warning. In the event of a warning which extends beyond the school day, children will be kept at school until the "all clear" sounds or they are picked up by their parents.

Field Trips

Field trips are educational experiences that relate to the curriculum and require travel from the building to have an experience not available within the school. These trips are made by bus and are normally in the Greater Kansas City area. Some extended day field trips may be offered to students. Parent permission is required before a student may participate in a field trip.

Parents will receive written information as to the purpose, time, cost, and location of each trip. At times, parental assistance is appropriate for supervision support. To ensure appropriate supervision of Meadowbrook students during school field trips, we request that parents, who attend school trips, make alternative arrangements for pre-schoolers and/or younger siblings.

Items Prohibited at School

Only those articles that are used for educational purposes should be brought to school. Items that may be distracting from the educational process or the safety and well being of others must be kept at home. Students are not allowed to sell or trade items at school. Students should not bring any toys, electronic devices, or other expensive items to school. The school provides playground equipment therefore students should not bring equipment from home.

Lost and Found

A container is located in the front hallway for lost and found items. Please have your child check there for lost items and feel free to check yourself. Small valuables are kept in a box in

the office. An amazing quantity of clothing is unclaimed at the end of the school year. Unclaimed items are donated to charity.

Lunch

Each class has 30 minutes to eat their lunch. Students may bring their lunch or buy a school lunch. Hot lunches may be purchased by students for \$1.80 (breakfast \$1.25). Students bringing lunch but wishing to buy milk may purchase milk by the carton for \$.40. Arrangements for juice may be made for children with milk allergies with a written verification on file. Each student has a computerized account for lunch money. The student ID number is used to access lunch account. Parents may send money for multiple lunches and money will be held in individual student accounts. Checks for lunch are payable to the **Meadowbrook-FNS** (Food & Nutrition Services). Once a parent pays for school lunches with a check or cash, meals are credited to the child's account for future use. Change will not be given back to the child. Online payments to your child's account are available through the District Web Store. The Web Store link can be found on the District's web site, www.nkcsd.k12.mo.us.

Free lunches are available for eligible families. Information about free lunches is sent home the first of school each year. Application may be made anytime throughout the year. Inquiries are kept confidential.

Sack lunches are an option provided by the Food Service Department for classes going on field trips that extend through the lunch hour. The sack lunches may consist of a sandwich, fresh vegetable sticks, fresh fruit, cookie, and milk. The price is the same as a regular lunch. Please send a note with the Field Trip Permission Form if you wish to order a sack lunch for a field trip.

Guests wishing to join your child for lunch must check in at the office before visiting the lunchroom. Adult lunches are \$2.75 and there is a daily choice of two hot lunch entrees or yogurt and a sandwich. Due to changes in the schedule and shortened lunch times, we ask that parents not visit the lunch room on early release or field trip days or the first and last week of school.

Newsletter

The Meadowbrook Newsletter will be posted on our website each month. It contains announcements, information from the principal and other information about PTA and school activities. If you would like a paper copy, please let the office or teacher know your request.

PTA

Meadowbrook PTA meets monthly to plan student and family activities. Watch for PTA Newsletters to gain insight into how you can become more involved in PTA activities.

Playground Equipment and Electronic Devices

Students should not bring privately owned play equipment to school. 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 lost or stolen items.

We recognize that parents may want their student to have a mobile phone (cell 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 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.

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

Recess Guidelines

All students are expected to participate in recess unless they stay in because of a teacher or parent request. If parents wish their child to stay in at recess, a note should be sent to the child's teacher indicating the reason for the request.

These guidelines will be followed for recess:

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

Teachers may take their class out briefly for fresh air at their discretion.

Teachers may implement a variety of recess structures that ensure the safety of all students. Structured and non-structured recesses are used during the students' recess time. Student safety is the top priority.

Student Council

The Meadowbrook Student Council is a very active group at Meadowbrook. Meetings are held monthly to plan various school service projects and activities.

Student Family Information

On file in the school office is each student's enrollment card. This card contains such information as the child's full name, address, date of birth, name and place of parents' employment, emergency data/contact information, etc. This card is utilized in many ways and it is important that the information listed be accurate and up-to-date. This is especially true with respect to where parents can be reached during the day. The cooperation of all parents is requested in notifying the school immediately if there is any change in the information provided on this card.

Visitor Information And Secure Entrance

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

Volunteers

Meadowbrook School welcomes parents and community members to become involved in the school. Your expertise and time are valuable in helping our students and our teachers. We do ask that all volunteers check in at the school office and wear a visitor's badge during their time in the building. If you are interested in becoming a volunteer YouthFriend at Meadowbrook, please contact Debbie Lane, school counselor, at 413-6703.

Meadowbrook Staff

Principal	Kathy D'Anza	413-6708			
Counselor	Debbie Lane	413-6703	Music	Christy Gibson	413-6726
	Katy Read			Regina Kellogg	413-6228
	Kristen Smith	413-6216	Instrumental	Rebecca Clayton	413-6000-8421
Interventionist	Jenny Widman	413-6719			
School Psychologist	Patricia Smith	413-6748	PE/Health	Randi Struxness Ryan Cook	413-6737
			ELL	Anita Fowler	413-6746
K	Jill Collins	413-6734			
	Rhonda Deason	413-6733	Reading	Dana Alvarez	413-6727
	Heather Hurst	413-6755			
	Sarah York	413-6756	Resource	Char Daugherty Sheila Perryman(IA)	413-6732
1	Monica Camacho	413-6729		Michelle Leach	413-6717
	Kathy Johnston	413-6730			
	Maureen Pio	413-6731	Self Contained	Patti Benton Shelli Ficco (IA) (IA)	413-6736
	Tiffany Zimmerman	413-6728			
2	Linda Appling	413-6744			
	Cory Frederick	413-6743	Self Contained	Shirley Marsh Rhonda Clark (IA) Julie Vanzandt (IA)	413-6747
	Amanda Kain	413-6745			
	Nancy Lynn	413-6741			
	Brenda Springer	413-6742			
3	Cassie Fogel	413-6713	Speech	Marlene Kenyon Tess Allman	413-
	Lynne Maddox	413-6715			
	Sarah Mattson	413-6712	Library	Dixie Soligo Carol Kuenzel (IA) Michelle Kaighen (IA)	413-6706
	Jill McLain	413-6714			
4	Amanda Bearden	413-6739			
	Jene Bradham	413-6722	Comp. Tech	Kristi Shea	
	Andrea Langton	413-6723			
4/5	Pam Protenic	413-6724	Nurse	Jill Scott	413-6702
5	Mark Aronson	413-6740	Office	Janet Benmuvhar Marcia Haug Keri Baker	413-6708 413-6700 413-6701
	Abby Crossett	413-6721			
	Brennan McGarry	413-6718			
Art	Kristy Greathouse Renae Williams	413-6725	Clerks	Kare Kerns, Saira Sheriff, Olga Sparks	
			Café	Leah Sipple	413-6704
			Custodians	Tim Zehr Paul Mebane, Vicki Russell	413-6707



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24 hour information

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



NORTH
KANSAS CITY
SCHOOLS

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Vision - Mission - Goals

Vision:

Where learners achieve excellence, embrace change and forge new traditions.

Mission:

To establish successful learning experiences for all and create responsible citizens capable of lifelong accomplishments.

Goals:

- Provide a solid foundation in the basics.
- Ensure safe and respectful schools.
- Prepare learners for a diverse and global society.
- Partner with parents and communities.

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 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.

District Overview

North Kansas City Schools

Nationally Accredited. Recognized for Innovation and Excellence.

Known for *innovation and excellence*, North Kansas City Schools serves more than 18,500 students from a dozen municipalities across southern Clay County, Missouri.

North Kansas City Schools prepares students to be successful in future careers — many of which have not yet been invented. To do this well means engaging students in a learning climate that values innovation, respect, high expectations, shared decision making, diversity of thought and a global perspective.

One measure of excellence in education is accreditation.

North Kansas City Schools is **fully accredited** by the state of Missouri and also is **nationally accredited** by the North Central Association’s Commission on Accreditation. The District was the first school system in Missouri to meet that organization’s rigorous district-wide quality standards. The District regularly earns Missouri’s Distinction in Performance award.

Another measure of excellence is national recognition.

The National School Boards Association has honored North Kansas City Schools multiple times as a **leader in educational technology**. Additionally, the Consortium **for School Networking (CoSN) has awarded the District its national Technology TEAM Award**. And, the U.S. Secretary of Education has saluted the District as a **national model for professional development**. Students consistently score at or above state and national averages on standardized exams, and many are recognized each year through national scholarship programs such as National Merit and Horatio Alger. North Kansas City Schools now has two nationally certified “green” schools.

Although North Kansas City Schools is one of the larger suburban districts in the state, it is known for its neighborhood schools and a sense of community. Teachers, support staff and educational leaders partner with parents and communities to ensure success for learners of all ages and abilities. Seventy percent of teachers hold advanced degrees and on average teachers have nearly 13 years of certificated experience.

All four high schools are **designated “A+ Schools”** by the state, 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 the **Distinguished Achievement Program** which includes the Gold Medallion diploma option, dual credit classes and AP courses. Students also can elect to participate in highly specialized studies through **International Baccalaureate, ACE Mentor, Cerner Scholars, Project Lead The Way**, and the **Information Technology Academy** as well as the **Automotive Technology Program**.

Younger students benefit from full-day kindergarten, the SAGE gifted education program, 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 Community Education programs.

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 its vision of achieving excellence, embracing change and forging new traditions.

Board of Education – (816) 413-5008

Spencer Fields	President	sfields@nkcschools.org
Melissa J. Roberts	Vice President	mjroberts@kc.rr.com
Terry Ward	Treasurer	lward2@kc.rr.com
Dixie Youngers	Member	dyoungers@kc.rr.com
Joe Jacobs	Member	joe.jacobs@kcpl.com
Terry Stone	Member	dolphcons@aol.com
Tammy Henderson	Member	tshenderson@huntmidwest.com
Becky Shaul	Secretary/Clerk	bshaul@nkcschools.org

Note: Board member email addresses are subject to change. Check for the most current Board information on the District's website at <http://www.nkcschools.org/board-education>

Superintendent's Cabinet – (816) 413-5000

Dr. Todd White	Superintendent
Dr. Dan Clemens	Assistant Superintendent - Human Resources
Paul Harrell	Chief Financial Officer
Dr. Paul Fregeau	Assistant Superintendent – Student Services
Tammy Stone	Chief Communications Officer

Additional Contacts

District Telephone	(816) 413-5000
District Fax	(816) 413-5005
District Information/School Closings Line	(816) 413-6000 ext. 8000
District Website/Resources	www.nkcschools.org
School Violence Hotline Number	(816) 472-4665 (4SCHOOL)

Nondiscrimination 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. Dan Clemens, Assistant Superintendent Human Resources, or Dr. Paul Fregeau, Assistant Superintendent Student Services, at 2000 NE 46th Street, Kansas City, Missouri 64116 (816-413-5000)

Parent and Community Involvement

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 email. To obtain staff email addresses or phone numbers, check the district website (www.nkcschools.org) or building websites.

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 and return 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.

YouthFriends

YouthFriends is a community wide movement that connects thousands of adult volunteers with children, ages 5-17. Its mission is to ensure that every young person who needs a caring adult in his or her life has one. If you think your child would benefit from having a YouthFriend, or if you would like to volunteer to make a difference in a child's life, please contact your school counselor.

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.

Review of Services

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 in this student/parent handbook and the school or district websites.

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 get this information updated with the election board prior to the election, you may still vote by going to your new polling place on Election Day. Missouri voter registration cards are available in the school office.

Absentee Voting Procedures

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

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

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.

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.

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.

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 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.

District Assessment

The District has a comprehensive testing program K-12. The results are valuable in evaluating District programs as well as providing feedback regarding individual student performance. The following assessments are utilized at the elementary level:

- Kindergartners through fifth grade participate in locally developed performance assessments and reading level assessments.
- Second graders take the Cognitive Abilities Test in the fall. Results will be sent home.
- Third and fourth graders participate in the state MAP test in the areas of communication arts and math each spring.
- Fifth graders participate in the state MAP test in the areas of communication arts, math, and science each spring.

MAP results will be sent home the following fall.

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.

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 home page at 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.

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.

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 an Elementary Transfer Request form annually. The form must be signed by both the sending and receiving principal and approved by the Director of Student Programs. 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.

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.

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 at <http://policy.msbanet.org/nkansascity/showpolicy.php?file=IGAEB-C.NKC>.

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 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. A student who feels that he or she has experienced or observed racial/ethnic harassment should report such incidences to a classroom teacher, student counselor, school principal or Assistant Superintendent, Student Services.

Non-Discrimination Statement

North Kansas City Schools, as an Equal Opportunity Employer, complies with applicable federal and state laws prohibiting discrimination. It is the policy of North Kansas City Schools 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. Dan Clemens, Assistant Superintendent – Human Resources, or Dr. Paul Fregeau, Assistant Superintendent – Student Services, at 2000 NE 46th Street, Kansas City, MO 64116 (816) 413-5000.

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.

For more information regarding these policies follow the link
<http://policy.msbanet.org/nkansascity/showpolicy.php?file=AC-C.NKC>

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 46th 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) 413-5101. This notice will be provided in native languages as appropriate.

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, address, telephone number, date and place of birth, 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.

No Child Left Behind Act

Our District is required to inform you of certain information that you, according to the No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know. Upon your request, our District is required to provide to you in a timely manner, the following information:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.

- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each individual parent:

- Information on the achievement level of the parent's child in each of the state academic assessments as required under this part.
- Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

Homework Philosophy and Guidelines

Introduction

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.

Homework Objectives

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.

Student Attendance 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
96%-100%	Satisfactory
95% 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.

Arriving At School Late

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.

Leaving Before the End of the School Day

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.

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.

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.

Earthquake Safety

Information regarding earthquake safety procedures may be found at the following site: http://sema.dps.mo.gov/Earthquake_Preparedness/default.asp. A paper copy can be provided upon request.

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.

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.**

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**.

Visitor Policy

All visitors are required to report to the Main Office upon arrival at school. 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 unless other arrangements have been made. Student visitors from other locations will not be allowed to visit during instructional time or at functions after school. If, in the judgment of the school administration, the visit is inappropriate, the visitor(s) will be asked to leave.

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 district policies and regulations at <http://policy.msbanet.org/nkansascity/showpolicy.php?file=JFCH-C.1L>

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

Student Health Information

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.

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:

- 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 2 doses, on or after the first birthday
- Mumps 2 doses, on or after the first birthday
- Rubella 2 doses, on or after the first birthday
- Hepatitis B 3 doses
- Varicella* 2 doses, (kindergarten 2010) on or after the first birthday or a signed verification that the child has had the disease (chicken pox)

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.

Missouri's Children's Vision Law

Beginning July 1, 2008 all children entering kindergarten or first grade for the very first time will be required to have a comprehensive eye examination. Evidence of the exam shall be submitted to the school no later than January first of the school year.

School Nurse & 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 and/or a health room clerk are on duty daily in the health room.

The nurse duties include:

- Providing first aid and assistance in case of an injury.
- Providing nurse's assessments for students who experience symptoms of illness.
- Conducting vision, hearing and scoliosis screenings.
- Formulating individual health plans for students with special medical needs.
- Keeping student medical records and verifying compliance with state immunization requirements.
- Supervising the taking of medication as authorized by a parent or guardian under the provisions stated below.

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

Screenings

Health Services will provide vision and hearing screenings for students in grades K-5. Height and weight measurements also are taken for all students. Color vision screenings are given to all first grade students. 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 a dental inspection of all Pre-K-5 students.

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.

Medication should not 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.

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 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.*

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.

For further information, please refer to district policies and regulations at <http://policy.msbanet.org/nkansascity/showpolicy.php?file=EBB-C.1A>

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

Disease	Incubation	Exclusion from school if necessary
Chicken Pox	10-21 days	For at least 6 days after all skin lesions have erupted. 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	Until treated with a shampoo specific to lice and all the nits have been removed.
Impetigo	1-10 days	Until skin sores are healed, or until 24 hours after medical treatment has been initiated 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 the antibiotic and there is no fever for 24 hours.
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.

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 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.

Students Staying Inside from Recess or Excused from P.E.

Parents may request that their child be permitted to remain inside during recess or excused from gym class following a recent illness 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.

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.

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.
- Students are not allowed to wear pants below the waistline (sagging and bagging).
- Billfold chains longer than 12 inches are not allowed.

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 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.

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.

Inclement Weather and School Cancellations

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

North Kansas City Schools provides several ways for you to get the latest information on district school closings for days when weather looks hazardous:

- **Web Messenger** is an urgent notification system that sends a voice message or an email (whichever you indicated on the enrollment form) when classes are canceled or students are released early. Check with the school office if you are unsure which option you chose.
- The **District Website** at www.nkcschools.org posts school closings and activities cancellations within minutes of a decision.
- Follow school closings on **Twitter** at <http://twitter.com/NKCSchools>.
- The **District Information Line** at (816) 413-6000 extension 8000 provides a recorded message regarding school closings.

Local radio and television stations also provide school closing announcements, but they are slower and less reliable than district sources.

In the event school is dismissed early or cancelled, there will be no evening activities. Exceptions will be posted on the district website mentioned above.

Remember that we are the **North Kansas City School District**, not the Kansas City School District. Students should not come to school if it is closed because of the weather. School will continue the following day unless otherwise noted on the District Website, District Information Line, radio or television.

Early Releases Due to Weather/Road Conditions

It takes three hours from the time we make the decision to close school early until the last child is delivered home. Parts of some routes may have to be avoided due to hazardous conditions. **We respect your decision** to keep your child home when the weather is questionable.

Hot Weather Conditions

All schools in the District are fully air-conditioned and classes are not canceled due to excessive heat conditions. However, our school administrators and coaches monitor hot weather conditions and may modify or cancel outdoor activities (including recess) based on temperature, humidity, heat index and the nature of the outdoor activity.

Student 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, if possible. 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 from the Main School Office.

Students should bring their lunch money in an envelope marked with their **first and last name, teacher's name, and 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 <http://nkcsd.revtrack.net>. The student's meal account is then debited as the student makes food purchases. Parents are welcome to have lunch with their children. Please reserve a school lunch by 9 a.m. for early schools and by 9:30 a.m. for late schools.

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 to allow any changes or substitutions to the standard school meal. No changes or substitutions will be made until the proper medical form is on file. Only a licensed physician or physician's representative may sign the medical statement.

Please ensure that detailed diet information is provided 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 all products containing milk. If they cannot have eggs, indicate only eggs or all products containing eggs.

Please complete the Medical Statement for Students Requiring Special Meals form (located at the back of the handbook) and fax to (816) 413-5295 or mail to Food and Nutrition Services, North Kansas City School District, 2000 NE 46th St., Kansas City, MO 64116. Feel free to contact Jenna Converse, RD, LD at (816) 413-5297 or at jconverse@nkcschools.org for more information or 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.

School Age Child Care (SACC)

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 and some holidays. Fall enrollment is in the spring, but children are accepted for the current school year on a space available basis. When school is canceled due to inclement weather Adventure Club operating hours will be 7:15 a.m. – 6:00 p.m. For further information, including fees, please call the School Age Child Care office at 413-5475.

Continuing Education

Continuing Education offers a wide variety of noncredit classes to patrons of the District. Courses are available to persons of all ages – children, adults, and senior citizens. For more information call 413-5494 or enroll online at <http://www.nkcschools.org/community-education>

YouthFriends

YouthFriends is a community wide movement that connects thousands of adult volunteers with children, ages 5-17. Its mission is to ensure that every young person who needs a caring adult in his or her life has one. If you think your child would benefit from having a YouthFriend, or if you would like to volunteer to make a difference in a child's life, please contact your school counselor.

Parents as Teachers (PAT)

Parents as Teachers is a FREE program available through the District for all families with children ages birth to five years. As a parent, you are your child's first and most important teacher. Your child will learn more during the first three years than at any other time in life. These years will affect his/her later development and success in school. Parents participating in Parents as Teachers (PAT) will gain knowledge in language development, intellectual growth, motor skills, and the parent-child relationship through:

- Personal home visits by a trained parent educator (prenatal to three years)
- Parent-child activity events
- Developmental screenings (available through age 5)
- Hearing and vision screenings (available through age 5)
- If you would like to enroll in this FREE program, call 413-5650.

Network/Internet Acceptable Use Policy

Technology Usage

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

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

Definitions

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

Technology Resources – Technologies, devices and resources used to access, process, store or communicate information. This definition includes, but is not limited to: computers, modems, printers, scanners, fax machines and transmissions, telephonic

equipment, audio-visual equipment, Internet, electronic mail, electronic communications devices and services, multi-media resources, hardware and software.

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

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

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

Authorized Users

The district’s technology resources may be used by authorized students, employees, School Board members and other persons such as consultants, legal counsel and independent contractors. All users must agree to follow the district’s policies and procedures. Unless authorized by the superintendent or designee, all users must have a signed *User Agreement* on file with the District before they are allowed access to district technology resources. 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 email and access to the Internet or network drives. By using the district’s network and technology resources, all users are consenting to having their electronic communications and all other use monitored by the District. A user ID with email access will only be provided to authorized users on condition that the user consents to interception of or access to all communications accessed, sent, received or stored using district technology.

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

Technology Administration

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

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

Content Filtering and Monitoring

The District will monitor the online activities of minors and operate a technology protection measure ("filtering/blocking device") on the network and/or all 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 website 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. Email 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.

Technology Safety

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.

Technology 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 email, 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 noncurricular publication distributed using district technology will include the address, phone number or email address of any student without permission.

Electronic Mail

A user is responsible for all email originating from the user's email account.

1. Forgery or attempted forgery of email messages is illegal and is prohibited.
2. Unauthorized attempts to read, delete, copy or modify email 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 email 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.

Student Behavior and Accountability

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.

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:

Principles

- 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.

Bus Behavior

Transportation is provided free for students living more than one mile from their attendance center. Parent Pay Option forms and request for alternate route forms are available at the school. 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. Bus routes comply with state guidelines. Our first concern is safety. We provide supervision during loading and unloading of buses and the bus drivers provide supervision while students are on the buses. Drivers must watch traffic and road conditions while driving and must rely on the cooperation of students in order to maintain a safe and orderly situation on the bus. Thus, we depend on our students to practice responsible self-discipline while riding the buses. Students who choose not to do so cannot be allowed to jeopardize the safety of others and will be required to arrange with their parents other transportation to and from school. 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.

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.

Mobile Phones (Cellphones)

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.

Student Conduct

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 <http://policy.msbanet.org/nkansascity/showpolicy.php?file=JG-R.NKC>. A paper copy will be provided upon request.

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.

Responsibility for Student Discipline

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 advance notice to the principal, if it is essential for self-defense, the preservation of order, or for the protection of other persons or the property of the school district.

In-School Suspension

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

Student Suspension and Expulsion

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

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

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

Suspensions for More than 180 Days and Expulsions

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

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

At any requested or required hearing before the Board the student and the student's parents or others having custodial care of the student may be represented by counsel and will have the opportunity to examine witnesses and present evidence on their own behalf. The president of the Board may appoint a committee of board members to hear such matters with full authority to act for the Board. At any hearing before the Board, as set forth in this policy, the Board may consider the student's record of past disciplinary

actions, criminal court records or juvenile court records consistent with the law, or the actions of the student which would constitute a criminal offense.

The Board will make a good faith effort to have the student's parents or others having custodial care present at any requested or required hearing before the Board.

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.

Revised: September 1996

Cross Refs;

JFA Student Due Process Rights

JGA Corporal Punishment

JGB Detention and/or In-School Suspension of Students

JGD Student Suspension and Expulsion

JGE Discipline of Disabled Student JGF Discipline Reporting and Records **Legal Refs:** 160.261, 167.161-.171, 171.0111,

RSMoNorth Kansas City School District No. 74- Clay County , Kansas City, Missouri

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.

Smoking Policy

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

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.

Children with Disabilities

Provision of IEP Information to Certain Staff

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.

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.

Hazing

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.

Definitions

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.

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.

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.

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NORTH
KANSAS CITY
SCHOOLS
est. 1913

Racial/Ethnic or Sexual Harassment Incident Report Form

NAME _____ DATE _____ TIME _____

SCHOOL _____

DESCRIPTION OF INCIDENT: (Who, what, when, where, attachments may be added)

(If more space is needed, use the back) _____

Signature

WITNESSES _____

RECEIVED BY _____ DATE _____

THIS PORTION TO BE COMPLETED BY ADMINISTRATOR

ACTION TAKEN:

SIGNATURE _____

DATE _____

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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. 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. Bus routes comply with state guidelines. Our first concern is safety. We provide supervision during loading and unloading of buses. The bus drivers provide supervision while students are on the buses. Drivers must watch traffic and road conditions while driving and must rely on the cooperation of students in order to maintain a safe and orderly situation on the bus. Thus, we depend on our students to practice responsible self-discipline while riding the buses. Students who choose not to do so cannot be allowed to jeopardize the safety of others and will be required to arrange with their parents other transportation to and from school. Each student is expected to conform to a reasonable standard of conduct that will not jeopardize fellow students, the driver or the equipment. Should a student choose, however, to misbehave or to jeopardize the general welfare of those on the bus, appropriate consequences will be administered.

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.
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.

Parent Pay Option

Parent Pay Option 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.

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. When an alternate route request is approved, service on the original route is discontinued.

Special Services

Transportation service is available for students with disabilities. For information, call the Department of Pupil Services at 413-5000.

Walking Distances

School bus routes are designed to comply with guidelines established by the Missouri Department of Elementary and Secondary Education. Students walk to central pickup locations. Buses are routed in a safe and efficient manner. State regulations prohibit the routing of school buses into dead-end streets and cul-de-sacs.

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.

Walking distances to bus stops are based on one block being equal to one-tenth of a mile, or 528 feet. 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.

Only students enrolled in North Kansas City Schools 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.

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

For more information about bus schedules and routes, contact your school or Transportation Services at 413-5200.

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.
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.

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.

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.

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.

Each student is expected to conform to a reasonable standard of conduct that will not jeopardize fellow students, the Driver or the equipment. Should a student choose to misbehave or to jeopardize the general welfare of those on the bus, the following procedures will be followed:

Every effort will be made by the Driver to improve the disruptive behavior.

1. Upon the second occurrence of disruptive behavior, the Driver will write a “Bus discipline Referral” for the student(s) involved and deliver it to a Building Administrator. A Building Administrator will determine what disciplinary action should be taken. Generally, the first referral will result in bus probation. Copies of the referral will be sent to the parents for their signature and to Transportation Services.
2. Should the misconduct continue, a Building Administrator will request a conference with the student and parent. Administrative action may result in the suspension of bus riding privileges in the following sequence:
 - (a) The second referral – three-day suspension
 - (b) The third referral – five-day suspension
 - (c) The fourth referral – ten-day suspension
 - (d) If after a series of suspensions, the disruptive or inappropriate behavior continues, riding privileges may be terminated.

Student behavior that endangers the health and safety of other passengers or the Driver will be deemed a “serious offense” and will result in an immediate suspension of bus riding privileges. A Building Administrator will notify the student’s parents when a suspension is necessary.

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.



Office of the Superintendent – Todd E. White, Superintendent – 816.413.5008

August 2011

Asbestos Hazard Emergency Response Act

Dear Parent,

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

AHERA regulations also require these buildings to be reinspected every three years. The latest reinspection was completed in 2008. A master copy of these reinspections is available at the main Administrative Center, 2000 NE 46th Street, Kansas City, Missouri and an individual copy specific to the building is available at each respective building.

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

Sincerely,

Todd E. White, Ed.D.
Superintendent

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Review of Services Form

Dr. Paul Fregeau
Assistant Superintendent
Student Services
2000 NE 46th St
Kansas City, MO 64116
816-413-5085

It is the policy of North Kansas City Schools to review services in an orderly manner when presented with complaints or concerns. Use this form to initiate a review.

Complaint or Concern Initiated by: _____

Address: _____

City: _____ State: _____ Zip: _____ Telephone: _____

This is a request for North Kansas City Schools to review the services provided by (*program or individual*): _____

My specific concerns are: _____

I recommend the following to resolve my concerns: _____

I have discussed my concerns with the following persons: _____

Step 1. Discussion of concern with appropriate person or individual responsible for program.

Step 2. Appeal to appropriate supervisor of program.

Step 3. Appeal to appropriate Central Office personnel.

Step 4. Appeal to Superintendent of Schools.

Step 5. Appeal to Board of Education.

Disposition of complaint: _____

District Office

Date

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Medication Form



Authorization for Medications to be Taken During School Hours

The following section is to be completed by the PARENT:

Form for parent completion containing fields for School, Child's Name (Last, First, Sex, Date of Birth), Physician's Name, Address, Telephone Number, and signature lines for Date, Parent/Guardian Signature, Date, and Witness.

The following section is to be completed by the PHYSICIAN:

Form for physician completion containing fields for Diagnosis, Name of Medicine, Form, Dose, State time for DAILY medication, Indications, Repeated frequency, Authorization for self-medication, Side effects, and Recommended treatment length.

Other Information:

Signature lines for Date and Physician's signature.

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MEDICAL STATEMENT FOR STUDENTS REQUIRING SPECIAL MEALS
Food and Nutrition Services Department
North Kansas City School District



This statement **MUST** be updated when there is a change in the diet order.

Name of Student:	Student's Birth Date:
Parent Name:	Student's Grade:
Parent Telephone:	School Attending:
Physician's Name (Please Print):	

I hereby give my permission for the school staff to follow the stated nutrition plan below. I give my permission for nutrition services to contact the above doctor if questions arise.

Parent/Guardian _____ Date _____

For Physicians Use (to be completed by a licensed physician)

Identify and describe disability, or medical condition, including allergies, that requires the student to have a special diet. Describe the major life activities affected by the student's disability (see page 2).

Diet Prescription (check all that apply):

- Calorie –Controlled: _____ calorie level
- Modified Texture and/or liquids
- Other (describe): _____
- Food Allergy: (Please list each allergy): _____

***Please be specific: If the student has a milk allergy, list fluid milk only or all milk products, if a child has an egg allergy, list fresh eggs or eggs baked/cooked in products.

If student has a food allergy, is this a life-threatening allergy? Yes No

Food Omitted and Substitutions:

Use space to list specific food(s) to be omitted and food(s) that may be substituted.

Foods to Omit:

Foods to Substitute:

_____	_____
_____	_____
_____	_____

Indicate Texture: Regular Chopped Ground Pureed

Indicate thickness of liquids: Regular Nectar Honey Pudding

Special Feeding Equipment: _____

Additional Comments: _____

I certify that the above named student needs special school meals prepared or served as described above because of the student's disability or chronic medical condition.

Physician's Signature _____ Phone _____ Date _____

Signature of Preparer or Other Contact _____

Please fax or mail to: Food and Nutrition Services Department (816) 413-5295
North Kansas City School District 2000 NE 46th Street Kansas City, MO 64116

Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

“Disabled person” means any person who has a physical or mental impairment, which substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment.

“Physical or mental impairment” means (1) any physiological disorder or condition, cosmetic disfigurement or anatomical loss affecting one or more of the following body systems: Neurological, musculoskeletal, special sensory organs, respiratory, including speech organs, cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic skin, and endocrine or (2) any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities. The term “physical or mental impairment” includes, but is not limited to such diseases as orthopedic, visual, speech, and hearing impairments; cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, drug addiction, and alcoholism.

“Major life activities” means functions such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.



NORTH
KANSAS CITY
SCHOOLS

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2000 NE 46th Street
Kansas City, MO 64116-2042
816.413.5000
www.nkcschools.org

North Kansas City Schools does not discriminate on the basis of race, color,
national origin, age, sex, marital status, religion, disability or handicap.

Equal Opportunity Employer