



Extraordinary Educational
Experiences



Ravenwood Elementary PARENT HANDBOOK *2017-2018*



The official Board of Education policies are available at the school office and on the district website:
www.nkcschools.org

Section A

Elementary School Information / 2017-2018



Dear Ravenwood Families:

I would like to welcome you and your child to a wonderful elementary school filled with limitless opportunities. We believe that you, the parent, are your child's first and most valuable teacher. The Ravenwood staff and I look forward to becoming your partner in the education of your child. We very strongly believe in the home/school partnership and in working together to make the beginning of your child's academic career a rewarding and positive experience.

In addition, our wonderful Ravenwood PTA is planning an exciting year for our students. Please support the PTA and your children by becoming a member and attending school events. We welcome Angela Mugita back as our PTA President for the 2017-18 school year!

Please take a few minutes to familiarize yourself with this Parent Handbook. The first section (Section A) provides you with information directly related to Ravenwood's programs, building practices, school hours and teacher/staff contact information. The second section (Section B) is set up to provide you with information about the North Kansas City School District and the policies/procedures it has in place for all elementary schools. This will prove to be a handy reference to use throughout the school year.

We ask you pay close attention to the written communication your child brings home each week, as well as the phone messages I send out on a regular basis. These will serve as a line of communication regarding student progress as well as current events taking place within the school and district. I am looking forward to another wonderful year!

Sincerely,

Dr. Amy Casey and the Ravenwood Staff

Ravenwood Elementary School



Parent Handbook
2017-2018

Ravenwood Elementary School

5020 NE 58th St. Kansas City, MO 64119

Main Number: (816) 321-5190

FAX: (816) 321-5191

Ravenwood Web Site: www.nkcschools.org/raes

Ravenwood Facebook:

<https://www.facebook.com/RavenwoodRavens>

District Web Site: www.nkcschools.org

Ravenwood School Mission Statement

The mission of Ravenwood Elementary School, the heart of our diverse learning community, is to ensure that all students discover their unique potential and innate value, and persist in the face of challenges, thus breaking through to achieve boundless academic and personal aspirations.

We will accomplish this through

- powerful and authentic learning environments,
- engaging and rigorous learning experiences,
- collaborative partnerships throughout the school community,
- and a culture of transparency, honesty and fearlessness.

Ravenwood Expectations

Be Nice ~ Be Safe ~ Work Hard

Ravenwood Elementary School Facts

School Colors:

Gold and Black

School Mascot:

Raven

Approximate Enrollment:

360

School Hours

Monday-Friday, Regular Release = 8:30AM to 3:40PM

Thursday, Early Release = 8:30AM to 3:05PM (unless otherwise notified)

8:10 a.m.* begins	Students may arrive at school/Breakfast program
8:30	Students may go to classrooms
8:45	School Begins
3:40	School Dismissal (Unless early release)

Important School Numbers:

School Office: (816) 321-5190

School Fax: (816) 321-5191

24 Hour Attendance Line: (816) 321-5192

Health Room: (816) 321-4616

Counselor: (816) 321-4584

Café: (816) 321-4333

SACC: (816) 321-5536

Arrival and Dismissal Procedures

Students should not arrive to school prior to **8:10 a.m.** Students will be allowed in the building at **8:10 a.m.** each day. There will not be supervision of the students outside of the school prior to **8:10 a.m.**

Parents have the responsibility to show students the route to take to and from school when students walk or ride bicycles. Third through fifth grade students may ride bicycles to school (other grades need permission from the principal). This privilege may also be revoked if problems arise. Skateboards and scooters are NOT allowed at school and should not be ridden to school.

If there is a change in your child's normal dismissal routine, such as a "walker" being a "car rider" for a day, notify the school office prior to 2:30 p.m. so that we can ensure the change of plans is communicated to your child and his/her teacher. Please help us avoid any confusion at the end of the day by communicating with us early in the day about dismissal changes. We want your child to be dismissed on time and to arrive home safely.

Car Riders in the Morning

The Ravenwood staff makes student safety a top priority particularly as students arrive in the morning and leave in the afternoon. If you will be driving your child to school, please pull into the main entrance and pull past the building and onto the playground blacktop. PLEASE DO NOT STOP AND DROP STUDENTS OFF IN FRONT OF THE SCHOOL. THIS CREATES A SAFETY HAZARD AND BACKS TRAFFIC UP ON 58TH ST & BRIGHTON. Please do not unload your child until there is a staff member present. Students will not be allowed in the building until 8:10 a.m. and there will be no student supervision by staff members until 8:10 a.m. each day. If you need to come into the building, please park in the lot and refrain from parking in the fire lane.

Car Riders in the Afternoon

Car riders will begin assembling for dismissal at 3:38 on M, T, W, F and 3:00 on Th (unless you are otherwise notified of a different dismissal time).

All car riders will be given a card with their name on it. This sign must be visible in the car window when picking up your child. This will allow the staff on duty to easily match student with parent. Please make sure any person you wish to pick up your child has a card in the car window and that they are on the enrollment form to do so. We ask that ALL car riders follow this procedure:

- Please pull into the main entrance and pull all the way into the car rider loop to pick up your child, similar to drop-off.
- Should the mode of transportation home change, please notify the office prior to 2:30pm.
- **Please do not come into the office to pick up your child unless you have school business.** It is a very hectic time of day in the office, and we need to make sure that school staff is able to focus on safely dismissing our students.
- If you do have business inside the school, please park in the parking lot at the front of the school and come into the building.

**** Remember to buckle up once your child is in the car. * ***

Additionally, please refrain from coming in and signing your child out early unless it is absolutely necessary. Valuable classroom time is lost when a student leaves early. The end of the day is a very hectic time for all. Early sign out requires a significant amount of office staff time at this very busy time of day.

Bus Riders

The “big loop” along the east side of the building will be used solely for buses, so please do not use this drive to drop children off or park in the lot. If a student who normally rides a bus home fails to make connections with the bus, he/she will be brought to the office and a call will be made home for arrangements for pick up. Bus transportation is provided to all children living one mile or more from the school.

Walkers and Bike Riders

Students in 3rd – 5th grades may ride bicycles to school (other grades need permission from the principal). A bike ramp is located on the North side of the building. Students riding their bikes are allowed to ride their bikes to school, however as soon as they enter school property, they are asked to walk their bikes to the bike rack. Walkers and bike riders will be dismissed from the back of the building at dismissal time.

Attendance/School Hours

School Hours

Monday, Tuesday, Wednesday, Friday ~ **8:30 am to 3:40 pm**

Thursday ~ **8:30 am to 3:05 pm** (unless otherwise notified)

Half Day (Early Release)~ **8:30 am to 12:00 pm** (an early lunch will be served to all students)

Arrival at school

Students can begin arriving at Ravenwood at **8:10 am**. The school doors will remain closed until **8:10 am** at which time they will be opened for students to enter for breakfast. Morning learning begins in classrooms at **8:30 am**. Students will be considered tardy after the last bell rings at **8:45 am**.

A student is tardy when he/she reports to class after **8:45 am** unless he/she is riding a bus that arrives late. Tardy students **MUST** report to the office for an admittance slip before going to class. Five or more unexcused tardies are considered excessive in a nine-week grading period (a quarter). Please make every effort to have your child at school on time each day.

Attendance, Absence, and Homework for Absent Students

Student success and progress is directly related to attendance. Help your child develop the important life skill of being at school on time every day. When your child must miss part of a day, please be sure you advise the teacher.

All students in the North Kansas City School District are accounted for each day. If your child will be absent or late for any reason, please call the school before 9:00 AM. If you know your child will be out for several days, you need only call the first day. If you do not notify the school, an attempt will be made to contact you. If you would like to request homework for your child, please do so when

you report your child absent. Once you have called, homework will be prepared and available for pick up in the office after 3:00 PM.

Being punctual is important for the most beneficial and efficient use of our student classroom time. Any student arriving late or being picked up early must report to the office with a parent/guardian who must sign the student check-in/out sheet. Students coming in tardy not only impact their own learning but also the learning of others.

Attendance Policy

It is important that all students attend school on a regular basis. Compulsory attendance is required by Missouri law (MO.R.S. 167.031) for all school age children. School administration is required by law to report attendance violations. In addition to the state of Missouri, our school must have a cumulative attendance percentage of 95% or higher. Below are some guidelines in which students will be excused from school and our non-attendance procedure.

Guidelines for attendance (this is not an all-inclusive list):

Students will be EXCUSED for:

- Fever over 100
- Vomiting
- Sent home ill/injured by school nurse
- Illness- after 3 days a doctor's note will be required
- Infection-seen and treated by doctor (strep, pink eye etc.)
- District provided transportation issues
- Doctor's appointment
- Head lice (up to 48 hrs)
- Funeral/Death in the family

Students will be UNEXCUSED for:

- Transportation issues
- Weather/road conditions
- Travel/Vacation
- Late/Overslept
- Missed the bus
- Illness-more than 3 days w/o doctor's note
- No contact with parent when called
- Childcare issues
- Head lice (more than 48 hrs)
- Late/Leaving early
- Sibling/Parent is ill

NON-ATTENDANCE PROCEDURE:

Step 1-

- If a child is absent, a daily phone call will be placed from the main office.
- After 3 consecutive days of absence OR a pattern of illness related absences, a phone call will be placed from your student's teacher or by the nurse if illness is the reason.
- After 5 days of absence, a phone call will be placed by our Attendance Liaison.

Step 2-

- If a student reaches 20% non-attendance, an initial non-attendance letter will be mailed home from the school.

Step 3-

- If no improvements are made a SECOND letter may be mailed from the school. In addition to the letter, a meeting to develop an Attendance Contract will be scheduled at the school or home visit conducted by building staff for improvement.

Step 4-

- If still no improvement is made, a THIRD letter will be sent from the Clay County Sheriff's Department via the school notifying the parent/guardian if another unjustified absence takes place a hotline call to the Division of Children and Family Services will be made.

Step 5-

- If the attendance continues to be a concern despite all prior efforts, a FOURTH AND FINAL letter will be sent notifying the family that a hotline report has been made to the Division of Children and Family Services.

Any student with an attendance percentage falling between 80-94% any time throughout the year may receive letters of concern, phone calls and or requests for meetings with school staff to discuss attendance.

Before and After School Care

Adventure Club is held on site before and after school, 6:45 AM. until 6:00 PM. This is a structured time led by trained personnel. There is a fee to attend Adventure Club and the fee is determined by how you need to utilize the program. If you are interested in learning more about before and after school care at Ravenwood, please contact Adventure Club at 321-5536.

Bringing Items from Home

Only those articles that are used for educational purposes should be brought to school. If your child brings electronics to school, please know that we cannot be responsible if the items become lost, stolen or damaged.

If a parent has approved, a student may have a cell phone at school; however, it must be turned off and remain the student's backpack. If the cell phone is out of the backpack or rings during the day, the student will be reminded of the school policy. If it happens a second time, the phone will be kept in the office until a parent or guardian picks it up. If the cell phone continues to be a problem, the student will be asked not to bring the cell phone to school in the future.

Money or objects of value should not be brought to school, unless communication has taken place between the teacher and parent.

If students bring things that don't belong at school, these items will be kept in the office until a parent or guardian comes to school to pick them up. Please be advised unclaimed items will be donated or disposed of on the last day of the 2016-2017 school year.

It is also extremely important that your child not bring anything from home that can be used as, or looks like, a weapon. As part of the Safe Schools Act, there are serious consequences for bringing weapons (guns, pocket or other knives, and any dangerous object), or any device or toy that looks like a weapon.

Celebrations /Treats/Invitations

Celebrations - Two school parties are scheduled each year. Parents will be notified of the date and time via the school newsletter and/or calendar. Our PTA and Ravenwood parents provide activities and refreshments.

If your child should not have sweets, or any other food for health or allergy reasons, or you do not want your child to participate in class parties, please notify the school in writing.

Friendship Week – This year we will be focusing on friendship and diversity during the week of February 12th-15th. We will explore this life skill with lessons in our classrooms and a school-wide assembly. We will enjoy a “Friendship Celebration” on February 14th. We will share a snack, play some friendship-themed games and if students would like to participate in this celebration by sharing valentines with their classmates, they may do so at this time.

Grandparents Day – This is a day we that we recognize some very important people in our lives...our Grandparents! On November 17th, your child is encouraged to invite their grandparents or other VIP to have lunch with us.

Birthdays – Your child’s birthday is a special day. In order for us to celebrate with him/her, please feel free to send in commercially pre-packaged items that require no food handling. This safety measure is per District guidelines and leaves no room for flexibility. In order to not detract from instructional time throughout the school day, any balloons or flowers sent to the building for your child will be held in the office until the end of the day. Additionally, students are not allowed to distribute home party invitations at school, unless the invitations are distributed to all the boys, all the girls, or the entire class.

You may also want to consider “Celebration Options” through our Food and Nutrition Department. They can provide you with fun, individually wrapped treats delivered to your child’s classroom. Forms must be turned into our Ravenwood food service manager two weeks in advance. Copies of the form are available in the office.

Learning Showcase – Our Learning Showcase is held each spring and is an opportunity for our students to share with you and celebrate the exciting progress they have made through the school year. Please mark your calendars for April 5th from 5:00 to 7:00pm.

Change of Contact Information

School records must be up to date at all times. The school office must be notified immediately when a change of address or a change of telephone number occurs. Please call the 321-5190 with this information or send a note to the front office with your child.

Change of Name

When a child’s legal name changes, a court order showing the change must be submitted to the school office. School records cannot be changed without this legal document.

Child Abuse Notification

Every Ravenwood Elementary School staff member is mandated by law to report any suspected child abuse or neglect. All reports are made confidentially. Ravenwood Elementary School is not required to notify the parent or guardian of the student that the report is being made about prior to making the report or after making the report.

Classroom Observations

In accordance with School Board Policy KK we are committed to maintaining an instructional climate that is conducive to student success. Observations are subject to the following conditions:

- All observations will be arranged at least 24 hours in advance with the school administrator.
- The North Kansas City School District reserves the right to refuse any request for an observation that is deemed inappropriate, excessive or detrimental to the instruction process.
- The classroom teacher and building administrator or certificated designee shall be present throughout any and all observations.
- The duration of the observation will be established at the time arrangements are made. The observation shall not exceed 45 minutes.
- The individual conducting the observation and the observer shall not intervene and/or disrupt the instructional process.
- Audio recorders and/or video cameras are not permissible.

Communications

The home/school partnership is a vital component toward your child's educational success. Because you are our partner in education, if a problem does arise at school, we would encourage you to be a part of the solution. Please visit with your children to find out the facts. If you feel that there is something that needs further attention, call your child's teacher first to discuss the situation. Our faculty and staff appreciate the opportunity to discuss things with you. We will do everything within our power to keep those lines of communication open.

We encourage open lines of communication via multiple methods. A school newsletter will be prepared for our families on a monthly basis and we encourage our families to check our school website and Facebook page for ongoing communication from the school. We use the School Messenger phone and email notification system to keep our families informed of school events. Please ensure that you have up to date phone numbers and email address on file with the front office so that you can be included with these communications.

Cooperative Learning

Students may cooperate on projects and, in some cases, help each other. Students learn to work together and are accountable individually and to the team. This helps the student develop social skills as well as developing relationships with people outside their peer group.

Counseling

Our school counselor visits each classroom every other week. A specific curriculum is taught. Students may also be seen individually or in small groups. Our school counselor is available to conference with parents.

Dress Code

We encourage a high standard of personal dress, grooming, and cleanliness. The primary responsibility for students' school dress and grooming rests with the students' parents. Proper clothing 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.**

- Clothing needs to be appropriate for the school environment and not distract from the educational process.
- Hats or other headgear is not to be worn inside the building unless students have earned a "hat day" or it is a special designated "hat day." An exception to this provision will be made if the student wears a head covering as a basic tenant of their religion.
- Students may not wear shoes with retractable wheels, unless the wheels have been removed from the shoes.
- All clothing will be free of slogans or pictures that disrupt the educational process.
- Please remember that our building is air-conditioned. Therefore, while it may be very hot outside, students should dress for a comfortable temperature inside.
- Also refer to Section B for other district guidelines on school clothing.

ELL

English Language Learners is a program which assists students coming from other countries with their language acquisition.

Encore Classes

Encore classes include art, music, physical education, health, library, counselor and instrumental music (fifth grade only). **Physical Education:** Each student participates in all activities unless he/she is excused in writing by the parent. Extended requests require a doctor's excuse. Students should wear or bring

gym shoes for class.

Field Trips

Classroom teachers will plan occasional field trips for a specific educational purpose. A child must have a Field Trip Permission Slip completed and signed by the parent in order for the child to participate. The teacher will also send a notice home prior to each field trip to let parents know what is planned. If for any reason a parent does not wish for his/her child to participate, arrangements will be made for the child to remain on school grounds with another class to continue their learning while their classmates are on the field trip.

Lunch and Breakfast Meal Procedure

We provide a well-balanced breakfast and lunch each day for our students. We also provide the opportunity for those who bring their lunch to purchase milk to drink. For your convenience, you may purchase meals by the week or month. *All checks should be made out to Ravenwood Elementary School.* When writing a check, write your child's name and identification number on the bottom of the check. **Help your child learn his/her identification number.**

If you are joining us for lunch, please check-in at the front office upon your arrival. You will be given a badge identifying that you will be eating lunch and giving you access to our Grand Raven Cafe **ONLY**. You may eat with your child at the designated guest table or at your child's classroom table. When eating at the guest table, please eat with your child only. If you and your child would like to eat with their friends, please sit with them at their classroom table.

We will continue to allow our families to utilize the outside eating area to eat lunch. In order to maintain a high level of safety and security, if you choose to eat outside at the picnic tables, you MAY NOT invite a friend to eat with you and your child.

Should someone other than a parent or legal guardian be joining a student for lunch, we require Prior Notification either in the form of a written note or by phone call from the parent or legal guardian. To ensure the safety and security of our students, no one will be allowed to join us for lunch without following this procedure.

We strongly encourage you to eat either a school lunch or a sack lunch you have brought from home. If you must bring in outside food, please make sure it is a healthy selection and you are setting a good example for our students.

Meal and milk prices can be found below.

Meal Prices	Student Prices	Adult Prices
Breakfast	\$1.35	\$2.05
Lunch	\$2.40	\$3.55
Milk	.50	.50

Students also have the option to purchase “extras.” They need to bring cash for these items, as they may NOT charge them.

Free or reduced price meals are available for families who qualify. We encourage everyone to complete a meal form, as qualification guidelines change from time-to-time. Even if you do not take advantage of the program, the school receives funds for important programs for every student who qualifies for free/reduced meals.

To better serve our students and staff, Food & Nutrition Services uses MyPaymentsPlus, a secure online system to process payments and track meal purchases.

To create your account, please go to www.MyPaymentsPlus.com and click “Register for a free account.” You will need your student’s ID number to complete the registration. If you don’t know your child’s student ID, please contact the school office.

At no cost, MyPaymentsPlus allows you to:

- Make a prepayment into your student’s meal account using a check, credit card, or debit card at www.MyPaymentsPlus.com. Funds deposited through MyPaymentsPlus are usually available for student use within one hour.
- Create settings to automatically replenish your student’s account when it reaches a low balance.
- View the items your student has purchased in the cafeteria.
- Download the FREE mobile app for iPhone, iPad and Android phones, to enable mobile payments and to check balances on-the-go.
- Check your student’s account balance 24/7 online.
- Create settings to receive email notifications when the account reaches a low balance.

Breakfast will be served between 8:10 and 8:35 in the cafeteria.

If parents wish to restrict their child’s purchase of a la carte items, please contact Renee Childers, Café Manager. Mrs. Childers is available by phone at 321-4333

or by email at renee.childers@nkcschools.org. You may leave a message on her voice mail and your call will be returned as soon as possible.

End of the Year Refund Policy for Food Service

Refunds will be made to all 5th graders the last week of school. For all other grades, the money will be left on computer to be carried to the next year, unless asked for by parents.

Meeting with Teachers/Staff

We cannot allow impromptu meetings with teachers or unscheduled classroom visits during the school day, as we strive to provide continuity and structure. This includes before and after school, as these are times that teachers are planning and/or wrapping up their school day. Therefore, please feel free to schedule a time to conference with your child's teacher and/or arrange an agreeable time for a brief classroom visit, if necessary. In an effort to facilitate optimal communication, parents are always encouraged to speak directly with their child's teacher regarding their concerns before reaching out to the principal.

An assignment notebook* will be used by all students in grades three through five. This will contain daily assignments as well as communication from your student's teachers. Parents are asked to review and sign these items daily.

*Assignment notebooks are handed out the first day of school at no cost to our families.

Phones

All teachers have a voice mail system. You are welcome to call at any time to communicate with your child's teacher directly, however, teachers will not answer their phones during classroom instructional periods.

Professional Conduct

All parents/visitors/staff are expected to refrain from inappropriate language or activities in the presence of staff and students and on school property. Conduct of this nature may result in being removed and not permitted on school grounds.

Programs

There are several student programs throughout the school year held in the evening. Students must be present in school the day of the program in order to attend and/or participate in the program in the evening, unless otherwise

approved by the Principal. Students must be supervised by their parents during all after school events.

Positive Behavior Support (PBS)

Positive Behavior Support (PBS) is a systematic approach to preventing or reducing challenging behaviors, and, eventually, to enhancing quality of life for individuals and support providers. The staff of Ravenwood believe that a positive school atmosphere will result in a more effective and meaningful learning environment. We are committed to providing opportunities for students to learn concepts, practice skills, display good citizenship and experience academic success. Academic success and good self-discipline go hand in hand.

We believe that it is important for students to make responsible choices; choices which are the result of teacher input and guidance; and choices which are based on the knowledge of the consequences. We also believe that students show marked improvement when they are rewarded positively for behavior and classroom successes.

As a result, we implemented a framework for our discipline and school-wide expectations based on PBS (Positive Behavioral Supports in 2013-2014). PBS emphasizes school-wide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create a POSITIVE school environment.

In the past, school-wide discipline focused mainly on reacting to student misbehavior by implementing punishment based strategies including reprimands, loss of privileges, office referrals, suspensions and expulsions. Research has shown that the implementation of punishment, especially when it is used inconsistently and in the absence of other positive strategies, is ineffective. Introducing, modeling, and reinforcing positive social behavior is an important part of a student's educational experience. Teaching behavioral expectations and rewarding students for following them is a much more positive approach than waiting for misbehavior to occur before responding. The purpose of school-wide PBS is to establish a climate in which appropriate behavior is the norm.

Another important component of PBS is celebrating successes! We make a concerted effort to acknowledge students as they make good choices.

Be Nice ~ Be Safe ~ Work Hard

What does Ravenwood PBS look like?

Ravenwood utilizes a school wide "raven" ticket system. This is a positive reward system for when students are making good choices, doing the right thing, finishing work, and following our school wide expectations of showing integrity, personal best, safety and respect. As teachers and staff members see students making good choices, they earn raven tickets. They may exchange their raven tickets for a variety of rewards, including lunch bunch, "teaching" Art, Music or PE or even being the principal!

Unacceptable Behaviors

Each student at Ravenwood has the right to feel safe at school and to have the opportunity to learn to his/her potential. The following is a partial list of behaviors that are considered unacceptable for our students: fighting, stealing, the use of profanity and obscenities, disrespect for authority, bringing weapons to school and harassment and disrespect of other students. As we strive to communicate to our students the lifelong skill of conflict resolution, we continually stress the following three acceptable means to resolving conflict: ignore and/or walk away, discuss the situation in a calm manner with the other person, or request adult intervention. Furthermore, we explain that by becoming physically aggressive with another individual, the situation is only more complicated and dangerous, not resolved.

If your student is struggling with making good choices at school, you can expect communication from their teacher. You can also expect for your child to complete a "think sheet" in which they process through the choice they made, why it was not a good choice and how they can make a better choice the next time they are confronted with the situation again.

Occasionally a student might be asked to go to a safe seat in order to give them space and time to get back on track. The safe seat is simply a place in the classroom that is away from the main instructional area. Students may also request to go to the safe seat if they would like a moment to pull themselves back together in order to feel more productive with their class responsibilities.

Students may also be asked to go to a Buddy Room to complete assignments or for a quick change of scenery to get back on track. A Buddy Room is usually a classroom right next door and the student should be there no longer than 15 minutes.

If these classroom interventions do not work at assisting a student to get back on track, they may then need to visit the principal for further guidance.

Reverse Suspension

In the event that a student engages in behavior that would call for a suspension, the principal may request a reverse suspension. Rather than sending the student home from school for the suspension, the parent will be invited to spend the day with the student at school.

Parent Teacher Association (PTA)

The Ravenwood PTA is very active and helps provide for educational programs for the entire school. We strongly encourage every parent to become involved! PTA provides many opportunities for students and their families to participate in field trips, cultural arts activities, school programs and Celebrations, to name a few. In order for PTA to provide these fun learning opportunities, we need your support. Your PTA individual membership gives you the privilege of voting at general PTA meetings and shows your support of Ravenwood.

Pets and Animals

Due to liability issues and potential health hazards, principal and teacher approval is required before any animal may be brought to school.

Ravenwood Café

We are proud of our Grand Raven Cafe. We believe that a Café has a different atmosphere than a Cafeteria and it is our goal that students appreciate our Café as if it were a restaurant of their choice. This experience reinforces social skills, manners, and the enjoyment of eating with friends. Parents are welcome to join us. **Only YouthFriends and classroom volunteers may go into the classrooms during the school day, unless a visit has been scheduled in advance with the teacher.**

Reading Support

Special reading instruction is provided to students who meet state and district guidelines.

Report Cards

Report cards are distributed four times: October, January, March and May. Report cards along with conferences, telephone calls, and letters are used to keep parents informed of their child's progress. Parents are always encouraged to call or come into the school to have questions or concerns resolved.

Request to Excuse Students from Physical Activities

If your child needs to be excused for more than 3 days it is required that you send a doctor's note stating that your child is not to participate in P.E. or go outside during cold weather, due to illness or injury. This note should include the reason your child will not be participating. If your child needs to refrain from these activities for 3 or less days a parent note is also necessary.

Response to Intervention (RTI)

All teachers work collaboratively to implement research based learning interventions in order to meet the needs of all students. Teachers meet once a month to monitor student progress and provide the appropriate interventions that meet the developmental abilities of the student. ALL students can and will learn, however students learn at different rates, which is why at Ravenwood we ensure that we are providing appropriate time and instructional strategies to meet the needs of ALL learners.

SAGE

SAGE is a program for the 3 to 5% of our students identified as being academically gifted. The classes meet one day a week. SAGE uses a process-oriented approach designed to address the social, emotional, and academic needs of students with advanced abilities.

Safety Drills

To remain in compliance with the state law, safety drills are held once a month during the school year. School administration, in cooperation with the City Fire and Police Departments, coordinate the school safety program.

Security

Our building will be locked every day at 9:00 AM for the safety of students and staff. When visiting during school hours please use the front entrance. When you approach the office doors, please push the button outside the office door and an office employee will buzz you in. When the light turns green, the door is ready to open and you may enter the office and receive your visitor badge by showing your identification.

School Business Partnerships

Ravenwood Elementary School is proud of its active business partnerships with Papa John's Pizza and Rock of KC. We value their support and encourage you to support their businesses. If you own your business and are interested in creating a partnership with us, please call the principal to discuss the process.

Smoking and Other Substances

Ravenwood Elementary School is a tobacco free campus. No forms of tobacco, including e-cigarettes, are permitted on Ravenwood Elementary School property, including the parking lots. Alcohol and illegal substances are also strictly prohibited.

Special Education

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

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 difficult to accommodate. However, if you feel your child's learning includes a complexity we have not yet discussed, please feel free to express those needs, via letter or email, to the principal prior to the end of the school year. Letters will be taken into consideration; however, the class placement will ultimately be determined by the principal and teaching staff.

Students Staying After School

It is necessary sometimes to have students remain after school. Students will not, however, be kept without notifying parents or babysitters. If your child is kept after school consistently, a conference with the teacher should be requested.

Transfer Procedures

If at any time during the school year it is necessary for your child to transfer, please notify the school office as soon as possible so that transfer papers can be completed. If you are moving to a school within the North Kansas City School District, your child's records will be sent to the receiving school. If you are moving to a school outside of the district, a copy of the records will be sent to the receiving school upon receipt of a written request.

Visiting School/Picking up Student during the School Day

One of the goals of North Kansas City Schools and Ravenwood Elementary is to provide safe and respectful schools. In fact, Safety is one of our Ravenwood expectations. We have taken several steps to ensure the safety of your student.

1. We require every visitor to sign in the office and wear a visitor badge if the visitor plans to be in the building unless they are attending a school event that is open to the public.
2. At Ravenwood, we value every minute of instructional time for our students. If a student requires something be brought to them during the school day, the office will ensure that the student receives it. **Only YouthFriends, our classroom volunteers, may go into the classrooms during the school day, unless a visit has been scheduled in advance with the teacher.**
3. All employees and volunteers must wear badges identifying themselves.
4. We require identification for all visitors in order to print your badge from our Raptor system. No student is released to any person if the name does not appear on the enrollment card unless the student's family has made other arrangements.
5. Teachers will not release students to persons/parents who have not signed out the students in the office. Students will be called to the office by intercom.
6. If someone different will be picking up your child, let the office know. We will not release your child unless we hear from the parent and the person must present their identification.
7. Children in the company of adults must be appropriately supervised. (They may not walk around the building or use restrooms without adult supervision.)

During the first week of school, parents may accompany their students to the classroom. After the first week, we encourage students to participate in established procedures for getting to the classroom rather than being escorted by parents. After the first week, all adults who are not staff will be required to report to the office when entering the building. Please understand that our awareness of adults who are in the building is a primary factor in assuring your child's safety. All visitors are required to wear a visitor's badge issued by the office.

Administration, in its sole discretion, has the authority to exclude any visitor. No visitor shall be permitted to interrupt a staff member in the performance of their duties, during their working hours, or on school property, whether that interruption is for conversation, visitation, observation or any other reason.

To minimize interruptions to the instructional environment and to ensure safety, no parents/guardians are allowed to confer with a teacher during instruction. All meetings and conversations between parents/guardians and teachers are to be arranged by appointment during a non-instructional period.

ZPass

In an effort to increase safety measures when transporting your child, the NKC School District implemented a bus pass (ZPass) for students. ZPass is a tool that enables the Transportation Department to increase the safety of your child by logging the time and location of where your child is being picked up and dropped off. Below are ways you can be a part of the successful implementation of the ZPass Student safety system.

- The number printed on the ZPass card is assigned to your child and will be his or hers throughout the school years in the North Kansas City School District.
- The only expectation of your child is to always wear the backpack to which the ZPass card is attached. Attaching the card to his or her backpack will prevent your child from misplacing it.
- If the ZPass card/backpack is lost, please report it to the school Administrative Assistant right away.
- Please help your child understand the safety features of the student safety system and the need to leave the ZPass card in place on their backpack.

This **Parent Handbook** is intended to serve as a guide for Ravenwood procedures. At August registration, the handbook link is shared (hard copies are available by request); parents/guardians are asked to sign a statement acknowledging receipt of the handbook, and that they agree to discuss Ravenwood's rules and expectations with their child/children.

Section B – Elementary

District Information / 2017-2018



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24 hour information

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



Extraordinary Educational Experiences

MISSION STATEMENT

The mission of North Kansas City Schools is to ensure every student achieves his or her unique potential and thrives in an environment of rapid change.

We will accomplish this through:

- extraordinary educational experiences
- exceptional educators
- partnerships with an engaged, diverse community

OBJECTIVES

Every student will consistently progress through challenging and thought-provoking educational experiences to master the skills and knowledge that will maximize his or her unique potential.

Every student will have a solid academic foundation and will explore options that lead to a dynamic career plan to extend his or her education for success beyond high school.

Every student will develop the critical learning skills needed to thrive in a rapidly changing, diverse world.

STRATEGIES

Strategy I:

We will ensure innovative, challenging and engaging learning experiences for all students.

Strategy II:

We will ensure all students are prepared to excel in post-secondary studies and/or career opportunities.

Strategy III:

We will engage every sector of our diverse community in authentic, specific and systematic ways to listen, learn and serve our common interest.

Strategy IV:

We will instill in every fabric of our system an intense, relentless and constant culture of excellence in everything we do.

Approved by the
North Kansas City Schools Board of Education
March 6, 2012



www.nkcschools.org



DISTRICT PROFILE – 2017

Known for innovation and excellence, North Kansas City Schools serves nearly 19,200 students in suburban Clay County, Missouri. Established in 1913, the school district is rich in tradition with a heritage of active engagement with the 13 communities it serves. The District has 30 schools in Kansas City’s “Northland” stretching from Briarcliff to the Staley neighborhoods.

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

All four high schools are designated “A+ Schools,” allowing students who meet academic, attendance and citizenship criteria to receive two years of college tuition reimbursement from the State of Missouri. Each high school offers the Distinguished Achievement Program, which includes the Gold Medallion Diploma option, Dual Credit classes (including the Maple Woods Community College Early College Dual Diploma program), and AP courses. Students also can elect to participate in highly specialized studies through International Baccalaureate or the International Baccalaureate Career Certificate program, the Business and Technology Center and Project Lead the Way, Monarchs Collegiate Academy, Northland Center for Advanced Professional Studies, as well as an automotive technology program. In addition, North Kansas City Schools offers students extensive online learning through its e-Campus program.

From birth, children in North Kansas City Schools can begin their path as learners through Parents As Teachers and district sponsored preschool programs. Students benefit from full-day kindergarten, gifted education, 5th grade strings, middle school extended-day programs, a summer enrichment program, and elementary before-and after-school childcare. Adult learners keep their minds active and skills sharp through an array of year-round Community Education offerings.

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

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

Board of Education – (816) 321-4361

Dr. Terry Ward	President	lward2@kc.rr.com
Dixie Youngers	Vice President	dyoungers@kc.rr.com
Victor Hurlbert	Treasurer	victorh@yahoo.com
Dr. Chip Luerding	Member	cluerding@aol.com
Terry Stone	Member	dolphcons@aol.com 816-878-2250
Judy Wartick	Member	judy.wartick@gmail.com
Jay Wilson	Member	jwilson.kc@gmail.com
Dr. Dan Clemens	Superintendent	superintendent@nkcschools.org
Peggy Cole	Secretary/Clerk	peggy.cole@nkcschools.org

Note: Board member e-mail addresses are subject to change. Check for the most current Board information on the District's Website at <http://www.nkcschools.org/members>.

Additional Contacts

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

Equal Opportunity Statement

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

Nondiscrimination Statement

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

Dr. Perry Hilvitz, Executive Director
Student Services
2000 NE 46th Street, Kansas City, MO 64116
Ph. (816) 321-4821 Fax (816) 321-5005

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

Student and Parent Rights

Diversity Statement

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

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

Racial/Ethnic Harassment Policy

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

The Harassment Form may be found by following the link: Policy AC

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=AC&Sch=110&S=110&C=&RevNo=1.21&T=A&Z=P>

Sexual Harassment Policy

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

The Harassment Form may be found by following the link: Policy AC

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=AC&Sch=110&S=110&C=&RevNo=1.21&T=A&Z=P>

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 by following the link:

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=JFH&Sch=110&S=110&C=J&RevNo=1.01&T=A&Z=P>

In-District Transfer Procedures

Students are expected to attend the school that serves the area of their residence. An exception may be granted, on a space-available basis, for legitimate needs of the children and their families. Parents need to complete a Transfer Request form annually. The form must be signed by both the sending and receiving principals 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.

Parents' Rights to Records

Parents or legal guardians of students in the North Kansas City Schools may, upon written request, examine their child's permanent record. Arrangements should be made with the principal.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a Federal law designed to protect the privacy of a student's education records. The law applies to all schools, which receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student, or former student, who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called eligible students.

- Parents or eligible students have the right to inspect and review all of the student's education records maintained by the school. Schools are not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for parents or eligible students to inspect the records. Schools may charge a fee for copies.
- Parents and eligible students have the right to request that a school correct records believed to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record commenting on the contested information in the record.
- Generally, schools must have written permission from the parent or eligible student before releasing any information from a student's record. However, the law allows schools to disclose records, without consent, to the following parties:
 - School employees who have a need to know;
 - Other schools to which a student is transferring;
 - Certain government officials in order to carry out lawful functions;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for the school;
 - Accrediting organizations;
 - Individuals who have obtained court orders or subpoenas;
 - Persons who need to know in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may also disclose, without consent, "directory" type information such as a student's name, 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.

The FERPA Form may be found by following the link:

<http://www.nkcschools.org/uploaded/Departments-Programs/depts/student-services/files/ferpa-jo-af1.pdf>

Visitor Policy

All visitors are required to report to the Main Office upon arrival at school and check-in using our Raptor school check-in system. This will require the visitor to provide a state issued identification, driver's license or other acceptable official identification with a picture. Parents are invited to visit the school regularly and to be involved in all school activities. In order to ensure student safety and to preserve the integrity of the instructional day, visitors should not proceed beyond the office during school hours without authorization and without being checked in through the Raptor System. Student visitors from other locations will not be allowed to visit during instructional time or at functions after school. If, in the judgment of school administration, the visit is inappropriate, the visitor(s) will be asked to leave. We expect all visitors to act in a courteous and respectful manner.

Smoking Policy

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

Voter Information

The Clay County Election Board phone number is 415-8683 (415-VOTE).

Change of Address/Name

Fill out the Voter Registration Application Card to make name or address changes. If your address has changed and you do not update your information with the election board prior to the election, you may still vote by going to your new polling place on Election Day. Missouri voter registration cards are available in the school office.

Absentee Voting Procedures

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

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

The completed ballot must be notarized before it is returned to the Election Board.

The ballot may be returned in person or by mail.

Requests for Absentee Ballots may be made for each election, but no later than 5:00 PM the Wednesday preceding the election.

Inclement Weather and School Cancellations

School Cancellation Policy

Our school closing policy has one aim — to ensure the safety of your child. School may start two hours late; students may be released early; or classes may be canceled entirely due to inclement weather.

Please be familiar with the following information sources in the event of school cancellations, early release or late start.

Communication Channels:

North Kansas City Schools provides several ways for you to get the latest information on district school closings, including early release or a two-hour delayed start on days when weather looks hazardous:

1. **District Website:** www.nkcschools.org provides the first notification of school closings and other cancellations within minutes of a decision.
2. **School Messenger:** Phone, email and optional text messages are sent to school families when classes are canceled, delayed or students are released early.
3. **Social Media:** We will post information at facebook.com/NKCSchools and twitter.com/NKCSchools.
4. **Radio & TV:** Local stations share announcements on-air and on their websites.

Two-Hour Delayed Start Option:

NKC Schools has another option for inclement weather days to reduce the need for makeup days. The two-hour delayed start will be used for days when daylight and additional time to treat roads mean safe passage is possible for students.

Essentially, the school day will begin two hours later. On a two-hour delayed start day, all buses will pick up students two hours later than the regular pickup times, but the drop-off times will NOT change. All schools will end their day at the regular end time with one exception. On Thursdays, high schools, middle schools and elementary schools observe an early release schedule. If the district activates the two-hour delayed start, the early release would be canceled.

Alternate stops for buses will be in effect on two-hour delayed start days. Transportation Services communicates directly with all families affected by alternate stops.

Early Release or Cancellation:

- There will be **no evening activities** including Community Education classes. **Exceptions will be posted** on the district website at: www.nkcschools.org
- **District Athletes** should refer to the Inclement Weather Guidelines for Athletics, posted on the district website at: www.nkcschools.org/winter-weather
- **Adventure Club** will operate on snow days, but at their **combined snow day sites**. Hours of operation will be 7:15 a.m. to 6 p.m.

Two-Hour Delayed Start:

- When the district follows a two-hour delayed start, **Adventure Club** will be open at ALL SITES from 7:15 a.m. to 6 p.m.

If school is OPEN on a wintry day:

- Dress your child to protect against wind and cold.
- Buses may be a few minutes late. Please wait as we try to run every route.
- **Alternate bus stops** may be in effect due to road conditions. Bus riders on alternate routes are notified directly by Transportation Services via School Messenger. To see the current list of alternate bus stops, visit the district website at: www.nkcschools.org

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

Recess During Extreme Temperatures

Students should come prepared to go outside for recess. However, as a general guideline, if the temperature/wind chill is 25 degrees (or less), students may have a shortened outdoor recess period or recess will be held indoors. When the heat index is 95 degrees or greater, students may have a shortened outdoor recess period or recess will be held indoors.

School Age Child Care

Adventure Club

Adventure Club is a before and after-school childcare program offered through the Community Education department. Childcare is available from 6:45 a.m. to 6:00 p.m., Monday through Friday. Full and half-day care is provided on some teacher in-service days. Fall enrollment is in the spring, but children are accepted for the current school year on a space available basis. On Inclement Weather days when school is closed Adventure Club will operate at the combined Snow Day sites and will be open from 7:15am to 6:00 pm. For further information, including fees, please call the School Age Child Care office at 321-5017.

Student Accident Insurance

Accident Insurance

The school district has purchased a group accident insurance program covering all students, grades K-12. Students are covered by the accident policy while they are participating in school schedules; school supervised and school funded activities, during the regular school term. Students also are covered while they are traveling as a sponsored group in a school assigned car, bus or van operated by a licensed driver over the age of 21 to and from the school and to a covered event site. Individual travel is not covered by the policy. If students have other insurance coverage, a claim must be filed with that insurance source first. The district policy is designed to consider payment of eligible expenses not covered by other insurance sources. Questions regarding this policy should be addressed to L.E. Smith & Associates, Inc., PO Box 411216, St. Louis, MO 63141, or toll free 1-800-325-1350.

Enrollment Requirements

Requirements for Admission to School

Students must reside in the district, meet the age requirement, and have proper immunizations to enroll in school. Students entering kindergarten must be five by August 1, and first graders must be six by August 1 of the year they are entering the respective grade. A birth certificate from the state where the child was born is requested for proof of age.

The state requires the following immunizations:

Immunization	State Requirement
DTaP/DTP/DT/Td	4 doses, with the last one on or after the fourth birthday
Polio	3 doses, with the last one on or after the fourth birthday
Measles, Mumps, Rubella (MMR)	2 doses, one on or after the first birthday, second dose at least four weeks from first dose.
Hepatitis B	3 doses, given at ACIP recommended intervals
Varicella	2 doses, on or after the first birthday or verification signed by an MD or DO that the child has had the disease

Per state law, students are not permitted to enroll or attend until they are in compliance with immunizations, properly exempted, or current with an “in progress” schedule.

Student Health Examinations

It is recommended that students receive a thorough medical and dental examination before they enter school. Subsequent examinations should be received as often as indicated by the physician and/or dentist.

District Transportation

Free Transportation

Transportation is provided free for students living more than one mile from their attendance center. In addition, transportation for students residing less than one mile from school is available only in areas that the Board has determined to be unreasonably hazardous.

Paid Transportation

Paid transportation is available on scheduled routes on a “space-available” basis for students residing less than one mile from school. Bus routes cannot be altered for paid riders. Application for paid transportation must be submitted each year. Paid transportation forms are available at the school or on the district website.

Routing

The Transportation Routing Department works diligently to provide the closest and safest bus stop for every student designated as a bus rider, utilizing NHTSA guidelines.

- State regulations discourage the routing of school buses into dead-end streets and cul-de-sacs.
- Scheduled bus stop times are provided as a guide. Actual stop time may be up to five minutes earlier or later than the scheduled time under normal driving conditions. During inclement weather, the bus may be further delayed.
- Should a student’s mode of transportation to and from school change, the parent should inform the school in writing.
- Only students enrolled in North Kansas City Schools, who are bus eligible, may ride the district buses. The district is not licensed by the state to transport adults. Parents may ride on district buses only while acting as chaperones on activity trips.
- For more information about bus schedules and routes, contact your school or Transportation Services at (816) 321-5007.

Special Education Routing

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

Definitions for Door to Door and Curb to Curb:

- Door-to-door services would indicate that district personnel will be accompanying the child in the mornings from the door of home onto the bus and then to the door of the school. In the afternoons, district personnel would accompany the child from the door of the school onto the bus and then to the door of the home in the afternoon. Door to door should rarely be used except in extreme cases where district personnel are required to assist the student from the school on to the bus and from the bus stop to door of the home-in conjunction with an appointed adult.
- Curb to curb indicates that district personnel are not required to walk the student to the door, but will deliver the student at the curb of the students’ home or alternate address—if address is not

assessable by a bus, alternate transportation will be arranged. The student may transition from the bus to the door of the home or school without additional assistance from district personnel, but is required to have an approved adult present at the door of the bus at pick up and drop off, unless otherwise denoted in their IEP or 504.

Assigned Bus Stops

Each student is assigned a designated bus stop. Students are permitted to ride a different route only after a “Request for Alternate Transportation” form has been submitted and approved, this form can be found at the school or on the district website. When an alternate route request is approved, service on the original route is discontinued. This alternate route would now be the student’s permanent route on all school days—the student will not be able to ride the “original route” unless the alternate route is discontinued or altered.

On rare occasions, parents request that their children be permitted to board or disembark the school bus at some place other than their designated stop. The school district policy and Missouri state law for these special situations is as follows:

1. These exceptions will be made only for students who are already authorized transportation. Students who are not authorized riders cannot be transported.
2. Written permission from the student’s parent or guardian must be received and approved by the building principal—the student will be given a signed “Transportation Bus Pass” to present to the Driver upon boarding the bus.
3. The stop requested must be a designated stop on an existing route.
4. If the request involves the students’ riding another bus, the request will be granted only if there is adequate room for the additional rider.
5. Special requests will be approved only for emergency childcare purposes. Permission will not be granted for transportation to jobs, scouts, parties, etc.

Walking Distances

School bus routes are designed to comply with guidelines established by the Missouri Department of Elementary and Secondary Education. Walking distances to bus stops are based on one block being equal to one-tenth of a mile, or 528 feet. Students walk to central pickup locations.

We observe the following guidelines for walk distance to a bus stop:

- Elementary students (K-5), not more than three blocks.
- Middle School students (6-8), not more than four blocks.
- High School students (9-12), not more than five blocks.

Bus Regulations

The Missouri Department of Elementary and Secondary Education and North Kansas City Schools use the following rules:

1. The Bus Driver shall be in charge of all passengers at all times and shall have authority to assign seats. Students shall not stand in the traveled portion of the roadway while waiting for the bus.
2. Students should conduct themselves in a safe manner while waiting for the bus, away from the traveled portion of the roadway.
3. When it is necessary for students to cross the street, board or disembark the bus, they must cross a minimum of ten feet in front of the bus on the signal of the driver, NEVER behind the bus.
4. Students shall remain seated, facing the front of the bus. No portion of their body should be extended in the aisle or out of the bus window.
5. The following items are not permitted on the bus: tobacco products of any type, alcohol, drugs, any illegal or controlled substance, weapons of any type, including guns, knives or gun or knife look-alikes, any object that may harm another student, explosive devices, fireworks, matches, lighters, animals or insects of any type.

6. Students shall not throw items inside the bus, or out of the bus windows.
7. The aisles and exits shall be clear at all times. Students may not open or close any door except in an emergency.
8. Vandalizing the bus or any of its equipment is prohibited and restitution may be required to repair/replace said vandalism.
9. Students may not eat or drink on the bus.
10. Items too large to be held safely while students remain seated may be stored in a designated area. If that cannot be done safely, the student must make other arrangements for transporting these items. Many large instruments are not transportable on the bus, please see your school's instrument teacher for a complete list.

Bus Behavior

Transportation is provided free for students living more than one mile from their attendance center. No student is required to ride the school bus in order to attend school. Riding the bus is a privilege, which is earned by obeying safety and behavior rules. Our first concern is safety. We provide supervision during the loading and unloading of buses and while students are on the buses, this is limited to some degree as drivers must be watchful of traffic and road conditions. While driving, a bus driver must rely on the cooperation of students in order to maintain a safe and orderly bus. Thus, we depend on our students to practice responsible self-discipline while riding the buses. Each student is expected to conform to a reasonable standard of conduct that will not jeopardize fellow students, the driver, or the equipment. If a student chooses to misbehave or disobey bus rules, appropriate consequences will be administered which may include suspension of Transportation Services.

Bus Expectations (The Basics)

1. Students are expected to be at the bus stop five (5) minutes prior to the scheduled bus stop time.
2. Every Middle and Elementary School student will be assigned a seat on the bus, that seat will be noted on a seating chart. All seating charts are filed electronically for the Administrator's reference. Changing seating arrangements are the driver's prerogative, dependent upon behavior and the best/safest location for a given student. Students are expected to stay in their assigned seat, sitting properly, for the duration of the ride.
3. Every student will be expected to talk in a classroom voice while riding the bus.
4. Every student will be expected to keep their hands and feet to themselves.
5. As every bus is an extension of the classroom, any behavior or action that is not permissible in class or school, also will not be permissible on the bus.
6. Every Elementary School student must have an ID tag and we encourage having a Zpass card (Opt-out form on Transportation page of District Web site) while riding the bus. If a student has a Zpass card, they are expected to scan their card, getting on and off the bus—for their safety and protection.

Note: The Zpass card creates an electronic record of when the student enters and exits the bus. If a student loses either of these two items or changes backpacks—please have them report to the school office for replacements.

Bus Disciplinary Procedures

Students, parents, bus drivers and administrators must work together to ensure that North Kansas City Schools provides safe, timely and efficient student transportation. As each student is expected to conform to a reasonable standard of conduct, should a student choose to misbehave or to jeopardize the general welfare of those on the bus, the following procedures may be followed.

1. Every effort will be made by the Driver to improve disruptive and/or unsafe behavior prior to writing a bus discipline referral. The driver/aide will exhaust three specific redirected steps, denoted on the Bus Discipline referral form.
2. Upon the next occurrence of disruptive and/or unsafe behavior, the Driver will write a “Bus discipline Referral” for the student(s) involved, to be delivered to Transportation Administrator and the Building Administrator. The Building Administrator will determine what disciplinary action should be taken. Copies of the referral will be sent to the parents for their signature and to Transportation Services;
3. If the unsafe behavior continues, a second referral may be issued. The Building Administrator may request a conference with the student and/or parent to begin the investigation. Should additional referrals be issued, and the Administrator has completed a thorough investigation and processing of prior referrals, the next Administrative action may result in, but not be limited to, suspension of bus riding privileges in the following discretionary sequence:
 - (a) The third referral—ONE-day suspension*
 - (b) The fourth referral—THREE-day suspension*
 - (c) The fifth referral—TEN-day suspension*
 - (d) If after a series of suspensions and the disruptive, inappropriate, or unsafe behavior continues—bus riding privileges may be terminated for the remainder of the school year.
*Upon returning from any bus suspension, the administrator may require a conference with the student, parent, and Transportation Administration as a part of the conditions for restoring transportation privileges.”

Severe student behavior that endangers the health and safety of other passengers or the Driver will be deemed a “serious offense” and may result in an immediate suspension of bus riding privileges. In this case, the Building Administrator will notify the students’ parents when an immediate suspension is necessary by phone and/or referral response.

Note: If any bus suspension is deemed necessary, it is the responsibility of the parent or guardian to ensure that the student is in attendance at school.

Harassment on the School Bus

Each child should experience a safe ride to school free from threats or intimidation. Sexual comments, gestures, or actions by students to other students will be considered sexual harassment and a violation of district policy. Racial/ethnic harassment is a violation of district policy. Harassment of any kind will not be tolerated. Confirmed violations will be referred to a Building Administrator for action. Your child should enjoy safety and respect in school and on the bus. You can help by reminding your child about appropriate behavior. If your child is experiencing harassment, please have them report it to the bus driver, school administrator, and/or Transportation.

Bus Cameras

In an effort to maintain order and discipline, buses are equipped with video and audio surveillance systems. Due to confidentiality, parents will not be allowed to view the video without prior approval from the Superintendent and signed waivers from all students’ parents within view.

Damaged, Lost or Stolen Items

Reasonable efforts will be made to remind students to secure and gather belongings while on the school bus during the off-loading process, however the District is not responsible for damaged, lost or stolen items brought onto the bus.

Special Services

Transportation service is available for students with disabilities. For information, call the Department of Pupil Services at 321-6352.

Student Safety

Safe and Respectful Schools

We believe that our number one priority, safe and respectful schools, is a prerequisite for learning. Thorough supervision of hallways, lunchroom, and outside grounds before and after school is important in keeping our school safe and respectful. To help ensure a safe environment, all doors will be locked from the outside except for the front foyer.

Urgent Communication

If events at school require urgent communication home to families, please know NKC Schools will always do its best to be as timely as possible. The speed of texting and social media often means news breaks quickly, not allowing the district an opportunity to inform families and staff before local media has it online or on TV. Our first priority is always to ensure students and staff are safe. Once we know the people in our buildings are okay, our next priority is informing families of the situation as we know it, and that all is well.

We often work in partnership with local law enforcement in these types of situations. When law enforcement is involved, the district follows their lead and releases information at their direction. We will always share as much information as we can, as quickly as we can. However, at times this is not always possible. Ideally the first details families receive would come from the school and/or district, but our need to provide accurate information often means Facebook, Twitter, local media and text messages will be sharing the news before district communications has gone out. Thank you for understanding any perceived delay in notifying families as we work through our processes and procedures.

Emergency/Crisis Plan

Each district site has an Emergency/Crisis Plan in place to address specific emergencies. To facilitate preparedness students will participate in various drills throughout the school year.

Tornado Safety

When the National Weather Service issues a **Tornado Warning** that affects NKC Schools, sites included in the warning will take appropriate measures to shelter students, staff and visitors. How and where students are sheltered may vary from site to site due to differences in building configurations. If a Tornado Warning occurs during a release time, students and their bus drivers will remain in the school until the warning has been lifted and an "all clear" has been given by the Superintendent or his designee. Parents, waiting in cars to pick up their children when warning sirens are activated, will be encouraged to seek safe shelter inside the school building.

Earthquake Safety

Information regarding earthquake safety procedures may be found by following the link:

<http://sema.dps.mo.gov/docs/earthquake/Schools.pdf>



RE: Asbestos Hazard Emergency Response Act

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

AHERA regulations also require these buildings to be re-inspected every three years. The latest re-inspection was completed in August 2013. A master copy of these re-inspections is available at the main Administrative Center, 2000 NE 46th Street, Kansas City, Missouri and an individual copy specific to the building is available at each respective building.

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

Who May Pick Up Students from School

The school will not allow students to leave with someone other than a parent unless directed to do so by a parent. In the event that a biological parent has had his/her rights restricted by a court, such documentation must be on file in the school office. Parents are responsible for keeping the office informed of any changes in addresses, phone number, emergency contact information, or court orders throughout the school year. The school may require the person who is picking up a student to show valid photo identification.

Change in Mode of Transportation

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

Drug Free Schools

The North Kansas City School District is concerned with the health, welfare and safety of its students. Therefore, use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances and imitation controlled substances is prohibited on any district property, in any district-owned vehicle or in any other district-approved vehicle used to transport students to and from school or district activities. This prohibition also applies to any district-sponsored or district-approved activity, event or function, such as a field trip or athletic event, where students are under the supervision of the school district. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited. For further information, please refer to school district policies and regulations by following the link: Policy-JFCH <https://simbli.eboardsolutions.com/ePolicy/Policy.aspx?S=110&Sch=110&PC=JFCH&revNo=1.01&srch=review&ktype=Exact>

Drug Detection Dog

North Kansas City Schools will work in conjunction with local law enforcement agencies to employ the use of drug detection dog periodically throughout the school year. The purpose of the district's efforts is to create a zone around our schools that is free from the menace of drugs and at the same time respectful of the privacy of our students. The scope of the operation is:

- There will be no prior notice to the students of the visit of the drug detection dog.
- The building will be subject to periodic rechecks throughout the school year at the discretion of the administration and local law enforcement.
- The drug detection dog will be used to sniff classrooms, unattended objects, and unoccupied areas of the building or campus.
- At no time will the dog be intentionally used to physically sniff students. The presence of the dog around students will be minimized as much as possible.
- Only certified narcotic canines will be utilized.

Safe Schools Act – Acts of Violence

What is an Act of School Violence?

The use of physical force is considered an act of school violence if it occurs on school property, including a school bus in service on behalf of the district, or while involved in school activities. An act of school violence is the exertion of physical force by a student with the intent to do physical injury to another person that creates a substantial risk of death or that causes disfigurement or protracted loss or impairment of the function of any part of the body.

Reporting Acts of Violence

School district administrators are required to report acts of school violence to teachers and other school employees who have direct responsibility for the child's education or who interact with the student on a professional basis within the scope of their assigned duties.

Reporting to Law Enforcement Officials

School administrators are required to report to law enforcement officials, as soon as reasonably practical, any felony or other serious criminal act committed on school property, including but not limited to such acts committed on any school bus in service on behalf of the district or while involved in school activities.

Removal of Students

District administrators may immediately remove students posing a threat to themselves or others. Prior disciplinary action may not be the sole basis for such removal. Removal of a student with a disability is subject to state and federal procedural rights.

Administrator Rights

The administration retains the right and privilege to issue penalties for acts of discipline not specifically stated herein and to alter any penalties as he/she considers necessary. Furthermore, the administration reserves the right to amend any provision in this handbook, which he/she deems to be in the best interest of the education process.

Weapons in School

The Board of Education recognizes the importance of preserving a safe educational environment for students, employees and patrons of the district. In order to maintain the safety of the educational community, the district will strictly enforce the necessary disciplinary consequences resulting from the use or possession of weapons on school property, buses or school activities. No student may possess a weapon on school property at any time, except as specifically authorized during a school-sponsored or school-sanctioned activity permitting weapons. School property is defined as: Property utilized, supervised, rented, leased, or controlled by the school district including but not limited to school playgrounds, parking lots and school buses, and any property on which any school activity takes place.

A weapon is defined to mean one or more of the following:

1. A firearm as defined in 18 U.S.C. 921.
2. A blackjack, a concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife (any dagger, dirk, stiletto, or bladed hand instrument that is readily capable of inflicting serious physical injury or death by cutting or stabbing a person. "Knife" does not include any ordinary pocketknife with no blade more than four inches in length), knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun, switchblade knife, as these terms defined in 571.010, RSMo.
3. A dangerous weapon as defined in 18 U.S.C. 930 (g) (2).
4. All knives and any other instrument or device used or designed to be used to threaten or assault, whether for attack or defense.
5. Any object designed to look like or imitate a device as described in 1-4.

Mandatory Discipline for Weapons Violation

In accordance to current law, any student who brings or possesses a weapon as defined in #1 or #2 above on school property will be suspended from school for at least one (1) calendar year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified on a case-by-case basis upon recommendation by the superintendent to the Board of Education. Students who bring or possess weapons as defined in #3, #4, and #5 and not otherwise included in #1 and #2, will also be subject to suspension and/or expulsion from school and may be referred to the appropriate legal authorities.

Bullying

Our bullying policy is currently being updated and will be added here as soon as it is available. During this transition, please feel welcome to access the most updated legislation regarding bullying [here](#).

Hazing

For purposes of this policy, hazing is defined as any willful activity, on or off school grounds, that recklessly, intentionally, or knowingly endangers the mental or physical health or safety of a student for the purposes of initiation or admission into or continued membership in any student organization. Hazing also includes activities that put another in a ridiculous, humiliating, or disconcerting position. Hazing occurs even when all students involved are willing participants.

North Kansas City Schools prohibits any form of hazing, including but not limited to initiation rituals and harassment. In North Kansas City Schools, hazing is unacceptable conduct and can result in disciplinary action. Disciplinary action may include, but is not limited to, a student's suspension or expulsion from school or the termination of an employee's employment with the District. No student, coach, teacher, sponsor, volunteer, nor district employee shall plan, direct, encourage, assist, engage, or participate in any hazing activity. Administrators, coaches, teachers, sponsors, volunteers, and district employees shall not permit, condone, or tolerate any form of hazing. Students who have been subjected to hazing are instructed to promptly report such incidents to a school official.

Hazing Complaint Procedure

When a student has been or believes that he/she has been subjected to a hazing incident, the student shall promptly report the incident, orally or in writing, to the building principal or his/her designee.

The principal or his/her designee shall conduct a timely and thorough investigation of the alleged hazing incident. The principal or his/her designee shall prepare a written report summarizing the investigation and recommending disposition of the complaint.

If the investigation results in a substantiated finding of hazing, the principal or his/her designee shall impose appropriate disciplinary action, as circumstances warrant, in accordance with other school policies. Additionally, a student found to have engaged in hazing may be subject to disciplinary action by an administrator, coach, teacher, or sponsor of any activity up to and including removal from any or all activities.

Recklessly Endangering Mental Health

Recklessly endangering the mental health of a student includes those actions that subject a student to extreme mental stress, including, but not limited to, sleep deprivation, physical confinement, forced conduct which could result in extreme embarrassment, or any other extreme stress-inducing activity.

Recklessly Endangering Physical Health or Safety

Recklessly endangering the physical health or safety of a student includes, but is not limited to, acts of physical brutality, whipping, beating, branding, exposing to the elements, forced consumption of any food, liquor, drug, or other substance; forced smoking or chewing of tobacco products; or any other forced physical activity that could adversely affect the physical health or safety of an individual.

Delegation of Responsibility

District administrators shall promptly investigate all complaints of hazing and shall administer appropriate discipline to all individuals who violate this policy. Students, administrators, coaches, teachers, sponsors, volunteers, and district employees shall be alert to incidents of hazing and shall report such conduct to the building principal or his/her designee. Annually, the District shall inform students, parents, coaches, teachers, sponsors, volunteers, and district staff that hazing of district students is prohibited and may

inform such persons by means of: (1) distribution of a written policy, (2) publication in handbooks, (3) presentations at assemblies, (4) verbal instructions by the coach or sponsor at the start of the season or program, and/or (5) posting of notices and/or signs.

Student Behavior and Accountability

Principles of Behavior

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

School Regulations/ School Expectations

The primary objective of requiring appropriate student behavior and self-discipline is to produce a positive and safe learning atmosphere. All students will assume personal responsibility for their behavior and actions, develop appropriate self-control, exhibit self-discipline, and accept the responsibility and consequences of any inappropriate behavior. To accomplish this objective requires a cooperative effort from students, staff and parents. Expectations are:

Student Conduct Associated with the School Day, School Transportation, and School Activities

The school district believes in a proactive approach to student safety and well-being involving the parents and all associated with the activities of the school day and school events. Students are responsible for following school rules and regulations anytime students are involved in activities associated with the school. This includes, from the time students leave their home, throughout the school day, until they arrive at home after the school day or school activities. This student responsibility applies to any school district property, school field trips, school sponsored activities, walking to and from school or when participating in school transportation. School transportation includes between home and the bus stop, while at the bus stop and when riding on the school bus.

Student Conduct

North Kansas City Schools considers unacceptable, any conduct which is prejudicial to good order and discipline in the schools or which tends to impair the morale or good conduct of students. As the result of such conduct, students may be subjected to more severe disciplinary action, including suspension or expulsion from school and/or school activities. This applies to conduct in all school buildings on or about school grounds, at all school activities, or activities involving North Kansas City Schools, or in any vehicle when that vehicle is used to transport students for the school district

This extends to conduct that aids, abets, counsels, procures or causes any act, deemed unacceptable. This also extends to conduct which assists an offender in preventing the student's punishment.

For further information, please refer to district policies and regulations at <https://simbli.eboardsolutions.com/ePolicy/Policy.aspx?S=110&Sch=110&PC=JG&revNo=1.11&srch=Student+Conduct&ktype=Exact>

Discipline Policy

The safety and well-being of our students and staff are paramount. North Kansas City Schools Board of Education supports the development of effective programs that change behavior so students leave with skills that allow them to function successfully. A safe and respectful learning environment is accomplished by working together. This means:

1. Commitment from home and school to hold students responsible for their behavior.

2. Comprehensive staff development programs that promote excellent teaching and effective classroom management.
3. Provision of a comprehensive series of support programs that recognize the diverse strengths and learning styles of students.

Student Discipline Responsibility

North Kansas City Schools Board of Education has the legal authority to make all needed policies, rules and regulations for organizing and governing the school district. This includes the power to suspend or expel a student for conduct, which is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of the students. These policies, rules and regulations will apply to all students in attendance in the district instructional and support programs, as well as school-sponsored activities and events. Students who have been charged, convicted, or pleaded guilty in a court of general jurisdiction for commission of a felony may be suspended in accordance with law.

The Board of Education assigns the responsibility to the Superintendent (or designee) to work with the district's professional staff in the implementation of this policy and the preparation of related rules and regulations. Building principals are responsible for the development of rules and regulations regarding student conduct needed to maintain proper behavior in schools under their supervision. In addition, teachers shall have the authority to make and enforce necessary rules for the internal governance in the classroom, subject to review by the building principal. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom.

All employees of the North Kansas City Schools shall annually receive instruction related to the specific contents of the district's discipline policy in the course of their duties. The training includes, but is not limited to, approved methods of dealing with acts of school violence, disciplining students with disabilities, and instruction in the necessity and requirements for confidentiality.

Corporal Punishment

Corporal punishment shall not be used in the North Kansas City Schools. A staff member may, however, use reasonable physical force against a student without notice to the principal, if it is essential for self-defense, the preservation of order, or for the protection of other persons or the property of the school district.

In-School Suspension

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

Student Suspension and Expulsion

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

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

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

Suspensions for More than 180 Days and Expulsions

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

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

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

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

Remedial Conference

Prior to the readmission or enrollment of any student who has been suspended out of school or expelled in accordance with this policy, a conference must be held to review the student’s conduct that resulted in the suspension or expulsion and any remedial actions needed to prevent future occurrences of such conduct or related conduct. The conference shall include the appropriate school officials including any teacher directly involved with the conduct that resulted in the suspension or expulsion of the student, and the parent or guardian of the student or any agency having legal jurisdiction, care, custody or control of the student. The Board of Education shall notify, in writing, the parents or guardians and all other parties of the time, place and agenda of any such conference. Failure of any party to attend this conference shall not preclude holding the conference.

Juveniles and the Law

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

Children with Disabilities

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

Student Health

General Health Guidelines

Attendance is very important and every effort needs to be made to have your child in school each day. We understand that sometimes an illness will occur that will cause your child to be absent. Please follow the guidelines below when determining whether to keep your child at home.

1. Keep all children home for a full 24 hours after symptoms of illness have subsided. Children must be fever free for 24 hours without medication before returning to school.
2. If your child has a temperature of 100 degrees or above, vomits, or has diarrhea during the evening or at night, please do not send him/her to school. Even if the child says that he/she feels better, it has been our experience that the symptoms usually return and the child needs to go home.

School Nurse and Health Room

We are making a special effort to help students establish good health habits and stay healthy. The success of our efforts, however, depends on parental follow-through at home. Students should not come to school when they are ill or when they have an elevated temperature or a suspected contagious condition. This is for their protection as well as for others in the classroom. A registered nurse, licensed practical nurse, or a health room clerk are on duty daily in the health room.

The nurse duties include:

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

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

Screenings

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

School Health Records

Health records are an important part of your child's permanent school records. Informing the school when your child has had a serious illness, accident, operation or contagious disease can help in meeting any special physical or emotional need after your child returns to school.

Medication Guidelines

When possible, we encourage medication be administered at home using a schedule that will not require doses during school hours. However, a child's health care provider may deem it necessary for medication to be taken during the school hours.

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

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

Medication should never be sent with students on the bus. Parents should give medication to the nurse or office clerk in the health room, and then pick up any remaining medication when the illness is concluded.

Any over-the-counter/non-prescribed medication must be brought to school in the original container labeled with the child's name and accompanied by written permission from the parent to give the medication. Only the instructions on the container will be followed unless the physician or nurse practitioner provides alternative written orders. If a question arises, the school nurse will have the right to refuse administration of the medication until further clarification is received and documented from the physician or nurse practitioner.

Any change in the time or dosage of the medication must be accompanied by a written request from the physician and parent.

It is the student's responsibility to come to the health room for assistance in taking medication.

The Authorization for Medications Form can be found by following the link:
<http://www.nkcschools.org/uploaded/forms/medauthorization.pdf>

Students Staying Inside from Recess or Excused from PE

Parents may request that their child be permitted to remain inside during recess or excused from gym class following a recent illness or injury for up to three days. **If it is necessary for the student to be excluded for longer than three days, a note from your child's physician will be required.** A note from a doctor limiting physical activity will apply to both PE and recess.

Benadryl for Emergency Allergic Reactions

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

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



Extraordinary Educational
Experiences

BENADRYL FOR EMERGENCY ALLERGIC REACTIONS

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

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

Parental authorization is still required for administration. Please complete the attached medication form by marking "Yes" or "No" (in the PARENT section) based on your preference for your child receiving the Benadryl in an emergency situation.

We are asking **all families** to complete, sign and **return the form to your school nurse** at your earliest convenience.

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

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

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

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

NORTH KANSAS CITY SCHOOLS
2000 NE 46th St. Kansas City, MO 64116-2042 816.321.5000 fax 816.321.5005
www.nkcschools.org

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, without medication.

The school nurse cannot assume the responsibility for any emergency treatment beyond first aid. The nurse is not permitted to diagnose and cannot be expected to treat an illness or injury that occurred away from school. A child who is ill (ex: fever, severe cold, vomiting, diarrhea) should be kept home.

Communicable Diseases

The North Kansas City School District School Board recognizes its responsibility to protect the health of students and employees from the risks posed by communicable diseases. The Board also has a responsibility to protect individual privacy, educate all students regardless of medical condition and treat students and employees in a nondiscriminatory manner.

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

Disease	Incubation	Exclusion from school if necessary
Chicken Pox	10-21 days	Students may be readmitted when skin is clear OR all lesions are crusted
Head Lice	Nits hatch in a week and reproduce 7-10 days after hatching	If hatched lice are identified exclude for 24 hours to allow for treatment with a shampoo specific to lice. Reexamination with a finding of no live lice present prior to reentry.
Impetigo	1-10 days	Until skin sores are healed, or until 24 hours after medical treatment has been identified and condition is improving.
Pink Eye	24-72 hours	Until there is no longer eye discharge or until treatment by a physician and condition is improving, usually 1-2 days
Ringworm	4-10 days	Until effective treatment is started. Severe cases may require prescription medication. Area must be covered with a band aid.
Scabies	2-6 weeks before onset of itching in primary infections; for recurrences, 1-4 days	Until the day after adequate treatment with an effective preparation which kills the mites
Scarlet Fever Strep Throat	1-3 days	24 hours after starting the antibiotic and there is no fever for 24 hours without antipyretic medication
Measles (Rubeola)	7-18 days	Minimum of 4 days after the appearance of the rash
Measles (Rubella)	14-23 days	Minimum of 7 days after the appearance of the rash
Mumps	12-25 days	Minimum of 9 days from the onset or until the swelling is gone
Whooping Cough	6-20 days	From time of diagnosis until 3 weeks after the development of cough. If treated with erythromycin, exclude 5 days after onset of therapy.

For further information, please refer to school district policies and regulations by following the link:
Policy EBB

<https://simbli.eboardsolutions.com/ePolicy/Policy.aspx?S=110&Sch=110&PC=EBB&revNo=1.01&src=h=communicable&ktype=Exact>

Food and Nutrition Services

Food and Nutrition Services

Breakfast and lunch is available to all students and staff. Prices for the current school year may be found on the monthly menu on the District's website. Lunch times will depend on each student's schedule. Students who are eligible for free or reduced-priced lunch are also eligible for free or reduced-priced breakfast. Free/reduced-priced meal applications need to be turned in to the school before school starts, 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, ID#** and **room number**. If paying for more than one child per check, write each ID# and students' names on the check and indicate how the money should be distributed. **Please make checks payable to the SCHOOL and add FNS** to indicate Food and Nutrition Services (for example, Clardy-FNS, Lakewood-FNS). Money can also be added to a student's meal account online via a credit card at <https://mypaymentsplus.com>. 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 9:00 AM for early schools and by 9:30 AM for late schools.

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.

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 that has been signed by the physician and the parent/guardian. 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 and fax to (816) 321-5855 or mail to Food and Nutrition Services, North Kansas City School District, 2000 NE 46th St., Kansas City, MO 64116. Feel free to contact Tiffany Svorinic at (816) 321-6237 or at tiffany.svorinic@nkcschools.org for more information on how we can better meet the special diet needs of your student.

If your student's diet changes for any reason, a new Medical Statement must be filed before any changes are made to the student's diet. Only the current Medical Statement will be followed by the Food and Nutrition Services Department.

The Medical Statement for Students Requiring Special Meals Forms may be found by following the link: <http://www.nkcschools.org/uploaded/forms/special-meals-medical-statement.pdf>

Lunch Fees

Elementary:

Breakfast \$1.35

Lunch \$2.40

Secondary:

Breakfast \$1.40

Lunch \$2.65

Adult/Teacher:

Breakfast \$2.05

Lunch \$3.55

Milk \$.50

ACADEMIC INFORMATION

Instruction and Assessment

The Elementary Instructional Program

The basic instructional program in kindergarten through grade five consists of communication arts (reading, writing, speaking, and listening), math, science, and social studies. Technology is used as an instructional resource as well as a tool to access information. Additionally, computers will be used in a classroom or lab setting for a variety of instructional activities.

Students also will receive the following encore instruction during a five-day rotation:

- One 60-minute period of visual arts.
- Two 30-minute periods of music.
- Two 30-minute periods of physical education.
- One 30-minute period of counseling every other five-day rotation.
- Two 30-minute periods of instrumental music are optional for fifth graders.
- One 30-minute period of health.

District Assessment

The District has a comprehensive testing program K-12. Results are used to provide feedback regarding individual student performance, inform instruction designed to meet student learning needs, determine student placement in support programs, and evaluate district curriculum and educational programming. In addition to classroom assessments, the following assessments are administered to all elementary students:

- Kindergarten through fifth grade students participate in performance assessments, reading level assessments, as well as reading and math comprehension and skill tests
- English Language Learners participate in the state WiDA/ACCESS language fluency assessments mid-year.
- The purpose of the **MAP (Missouri Assessment Program)** would allow more classroom instruction time by assessments in English Language Arts and Mathematics rather than a full seven hours of testing for grades 3 and 4. Students in grade 5 – the transition grade – would continue to take the full tests in English Language Arts and Math, as well as the current science assessment. MAP Grade Level Assessments are augmented norm-referenced tests delivered annually each spring. District accreditation is partially based on these scores.
- The state Physical Fitness assessments
- Middle School Math Placement tests each spring

Progress Reports

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

Early Intervention

North Kansas City Schools has adopted a process to frequently monitor student progress and intervene early with students who are not making satisfactory progress in the curriculum. Development of behavior which promotes success in school is part of the focus. The process is facilitated by a problem solving team at each school site. These teams use data about individual student progress to guide classroom interventions, and use of support services within the general education program. Parents may also refer students to the team. Contact your child's teacher, counselor or the school principal if you believe your child is not making satisfactory progress.

Student Placement

When determining student class assignments, the goal is to attain a heterogeneous grouping by considering the special needs of individual students, instructional levels, boy/girl ratio, and class size. Much time and deliberation is required to work through all educational considerations when creating classes. The complexity of instructional classroom design and the goal to provide a quality, balanced education to all students make parental requests and outside influences difficult to accommodate. Therefore, final placement of students in individual classrooms is the joint responsibility of the principal and the instructional staff.

Promotion and Retention of Students

North Kansas City Schools is committed to the continuous development of students enrolled in the district's schools and to student achievement of the skills for the current grade assignment for

promotion to a higher grade. In evaluating student achievement, each teacher will make use of all available information including results of teacher-made tests, other measures of skill and content mastery, standardized test results, and teacher observation of student performance. Students will normally progress annually from grade to grade when, in the judgment of the professional staff, it is in the best interest of the student involved. However, retention may be considered when, in the judgment of the professional staff, it is in the best interest of the student. The final decision to promote or retain a student rests with the school administration.

Extended Learning Time (XLT)

The summer school program offers mastery classes and enrichment classes and is available to all District students at no charge. However, a fee may be charged for transportation. Brochures are sent home in early spring. If your child's teacher recommends the mastery XLT program, you are strongly encouraged to enroll your child in order to reinforce basic math and reading skills.

Homework Philosophy and Guidelines

Homework Objectives

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

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

Responsibilities

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

Student Responsibilities

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

Parent/Guardian Responsibilities

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

Teacher Responsibilities

- Provides meaningful tasks that support work introduced during class time.

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

Counselor Responsibilities

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

Principal Responsibilities

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

Time Allocation for Elementary Students

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

Parent/Teacher Interactions

Parent/Teacher Conferences

We desire parental involvement and encourage parents to call the school to schedule a conference with teachers throughout the school year if they have concerns, questions or comments. A conference can be arranged with an administrator, counselor or an individual teacher. In order to protect instructional time and the learning environment, we ask that parents arrange to meet with the staff ahead of time and check in with the receptionist in the Main Office. Parent/Teacher conferences will be held following the end of the first grading period. We encourage all of our parents to take advantage of this opportunity.

Contacting Teachers

School efforts are most effective when there is cooperation between home and school. Parents are encouraged to call the child's teacher to discuss concerns. You may phone anytime during the school day and leave a message for a teacher. Telephones will not ring in the classroom during school hours, but you may leave a message and the teacher will return your call. You may also contact the teacher via e-mail.

Visits to Classrooms and District Events

The North Kansas City Board of Education encourages parents to be actively involved in their child's education. The District is also committed to maintaining an instructional climate that is conducive to student success. Visitors are asked to schedule visits in advance so as not to interfere with the instructional program. Visitors must check in at the office upon arrival and wear a visitor's badge.

Classroom observations are subject to several conditions outlined in board policy KK-AF. Third party observations are permitted if the observation is: legally required, in the best interest of the child or is otherwise designed to improve the district’s educational program. Parents who wish a third party observation must complete district form KK-AF to the principal. Parents will be notified if their request has been approved.

District events are a vital part of the total educational program and should be used as a means for developing wholesome attitudes, positive social interaction, good sportsmanship and appropriate behavior. Patrons are encouraged to attend and exhibit good sportsmanship, citizenship, ethics and integrity at all district events. Consequences for not adhering to appropriate behavior are outlined in district policy KK-AP.

Student visitors from other locations will not be allowed during school hours.

Student Attendance and Accountability

Attendance

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

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

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

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

These absences will affect your child’s attendance percentage.

Reporting Absences

All schools have a 24-hour attendance line. In the event that an illness or other reasonable circumstance prevents your child from attending, please inform the school. If your child will miss several days, you only need to call the first day. If no contact is made by 9:00 a.m. for early schools

and 9:30 a.m. for late schools, every attempt will be made to reach a parent or emergency contact to verify the reason for the absence. Our intent with the requirement for verification of absences, late arrivals, and early departures is that parents and school personnel always know where every student is during school hours.

Late to School Procedure

When a student arrives late, he/she must check in with the administrative assistant to obtain a pass to class. For the safety of the student and to verify the reason for the late arrival, parents must sign in their child in the office. Tardiness/late arrival will affect your child's attendance percentage.

Early to Leave Procedure

For the safety of the student and to verify the reason for leaving, parents must sign out their child in the office. The parent must notify the office in advance if someone other than the parent is picking up the child. Leaving early will affect your child's attendance percentage.

Makeup Work Due To Absences

If a student wants his/her "makeup" work when he/she is ill, the parent should call before 9:30 a.m. and not plan to pick up the work in the office until after 3:00 p.m.

Planned Extended Absences

The instructional program is designed for interaction between the teacher and student that is not possible when students are absent for extended periods of time. Parents are encouraged to plan vacations/trips during times when school is not in session. Schools will provide instructional materials/assignments for up to five (5) school days of consecutive absence with 48 hours prior notice. Due to state attendance reporting guidelines, the absence will be "excused absent" and will negatively affect the child's attendance percentage.

Textbooks and Supplies

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

Dress and Grooming

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

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

- Dress and grooming will not disrupt the educational environment.

Human Sexuality Instruction

The Board of Education recognizes that parents/guardians are the primary source of sexuality education for their children. The Board also recognizes that effective sexuality education, taught in concert with parents/guardians, helps students avoid risks to their health and academic success and prepares them to make informed decisions as adults. Therefore, pursuant to requirements of state law, if the district chooses to use any course materials and instruction relating to human sexuality and sexually transmitted diseases the materials and instruction shall be medically and factually accurate. For further information please refer to district policies and regulations by following the link: Policy IGAEB

<https://simbli.eboardsolutions.com/ePolicy/Policy.aspx?S=110&Sch=110&PC=IGAEB&revNo=1.11&srch=Human+Sexuality&ktype=Exact>

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)321-6028. This notice will be provided in native languages as appropriate.

Specially Trained Teachers

Specially trained teachers are available for students who qualify for services in reading, special education, gifted education (SAGE), and English Language Learners (ELL). In addition to delivering class lessons on personal and social development, the counselor is available to meet with individuals, small groups, and parents upon request. Parents of students who receive these services will be notified.

Field Trips

The Board believes that field trips often enhance the program of instruction and add much to the education of a student. Trips may be authorized by the superintendent or delegated representative when the activities contribute substantially to the achievement of desirable educational goals. All field trips should be planned with an educational purpose and in relation to a unit of study. To be educationally beneficial, a field trip requires thoughtful selection, careful advance preparation of the class and opportunities for students to assimilate the experience during and at the conclusion of the trip. To this end, teachers and principals will be expected to consider the following factors in the selection of field trips:

- Value of the activity to the particular class group or class groups.
- Relationship of the field trip activity to a particular aspect of classroom instruction.
- Suitability of the activity and distance traveled in terms of the age level of students.
- Mode and availability of transportation.
- Cost of field trip.

Due to the increased cost of transportation, all field trips should be carefully scrutinized by the administration.

All parents of students who are eligible to participate in the field trip shall be notified of the activity.

Library Media Center (LMC)

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

Reading/Senate Bill 319

Senate Bill 319 (SB319) was enacted to ensure that by the end of the third grade year every student is able to read well, and that the schools develop plans to assist students who have reading

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

IEP Information

Any portion of a student's individualized education program (IEP) that is related to demonstrated or potentially violent behavior shall be provided to any teacher or other school district employees who are directly responsible for the student's education or who otherwise interact with the student on an educational basis while acting within the scope of their assigned duties.

Technology

Technology Usage

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

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

Definitions

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

Technology Resources – Technologies, devices and resources used to access, process, store or communicate information. This definition includes, but is not limited to: computers, modems, printers, scanners, fax machines and transmissions, telephonic equipment, audio-visual equipment, Internet, electronic mail, electronic communications devices and services, multi-media resources, hardware and software.

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

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

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

Authorized Users

The district's technology resources may be used by authorized students, employees, School Board members and other persons such as consultants, legal counsel and independent contractors. All users must agree to follow the district's policies and procedures. Use of the district's technology resources is a privilege, not a right. No potential user will be given an ID, password or other access to district technology if he or she is considered a security risk by the superintendent or designee.

User Privacy

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources, including e-mail and access to the Internet or network drives. By using the district's network and technology resources, all users are consenting to having their electronic communications and all other use monitored by the district. A user ID with e-mail access will only be provided to authorized users on condition that the user consents to interception of or access to all communications accessed, sent, received or stored using district technology.

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

Technology Administration

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

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

Content Filtering and Monitoring

The district will monitor the online activities of minors and operate a technology protection measure ("filtering/blocking device") on the network and/or all computers with Internet access, as required by law. The filtering/blocking device will be used to protect against access to visual depictions that are obscene or harmful to minors or are child pornography, as required by law. Filtering/Blocking devices are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evasion or disabling, or attempting to evade or disable, a filtering/blocking device installed by the district is prohibited.

The superintendent, designee or the district's technology administrator may disable the district's filtering/blocking device to enable a non-student user access for bona fide research or for other lawful purposes. In making decisions to disable the district's filtering/blocking device, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the district.

Closed Forum

The district's technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law. The district's web page will provide information about the school district, but will not be used as an open forum.

All expressive activities involving district technology resources that students, parents/guardians and members of the public might reasonably perceive to bear the imprimatur of the district and that are designed to impart particular knowledge or skills to student participants and audiences are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing and deletion on behalf of the school district for legitimate pedagogical reasons. All other expressive activities involving the district's technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

Records Retention

Trained personnel shall establish a retention schedule for the regular archiving or deletion of data stored on district technology resources that complies with the *Public School District Records Retention Manual* as well as the *General Records Retention Manual* published by the Missouri Secretary of State. In the case of pending or threatened litigation, the district's attorney will issue a litigation hold directive to the superintendent or designee.

The litigation hold directive will override any records retention schedule that may have otherwise called for the transfer, disposal or destruction of relevant documents until the hold has been lifted by the district's attorney. E-mail and computer accounts of separated employees that have been placed on a litigation hold will be maintained by the district's information technology department until the hold is released. No employee who has been so notified of a litigation hold may alter or delete any electronic record that falls within the scope of the hold. Violation of the hold may subject the individual to disciplinary actions, up to and including termination of employment, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

Violations of Technology Usage Policies and Procedures

Use of technology resources in a disruptive, manifestly inappropriate or illegal manner impairs the district's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Any violation of district policies or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. User privileges may be suspended pending investigation into the use of the district's technology resources.

Employees may be disciplined or terminated, and students suspended or expelled, for violating the district's technology policies and procedures. Any attempted violation of the district's technology policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.

Damages

All damages incurred by the district due to a user's intentional or negligent misuse of the district's technology resources, including loss of property and staff time, will be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to district technology.

No Warranty/No Endorsement

The district makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides. The district's technology resources are available on an "as is, as available" basis.

The district is not responsible for loss of data, delays, non-deliveries, mis-deliveries or service interruptions. The district does not endorse the content nor guarantee the accuracy or quality of information obtained using the district's technology resources.

Student Users

Students will be given access to the district's technology resources and upon logging in agree to abide by the district usage policy and procedures.

General Rules and Responsibilities

The following rules and responsibilities will apply to all users of the district's technology resources:

1. Applying for a user ID under false pretenses or using another person's ID or password is prohibited.
2. Sharing user IDs or passwords with others is prohibited and users will be responsible for using the ID or password. A user will not be responsible for theft of passwords and IDs, but may be responsible if the theft was the result of user negligence.
3. Deleting, examining, copying or modifying files or data belonging to other users without their prior consent is prohibited.
4. Mass consumption of technology resources that inhibits use by others is prohibited.
5. Use of district technology, including the telephone system, for soliciting, advertising, fundraising, commercial purposes or for financial gain is prohibited, unless authorized by the district.
6. Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.
7. Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The school district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
8. The district prohibits the use of district technology resources to access, view or disseminate information that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors.
9. Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.
10. The district prohibits the use of district technology resources to access, view or disseminate information that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin); presents a clear and present likelihood that, because of their

content or their manner of distribution, they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful district policies and procedures.

11. The district prohibits any use that violates any person's rights under applicable laws, and specifically prohibits any use that has the purpose or effect of discriminating or harassing any person on the basis of race, color, religion, sex, national origin, ancestry, disability, age, pregnancy or use of leave protected by the Family and Medical Leave Act.
12. The district prohibits any unauthorized intentional or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction. The district will hold users responsible for such damage and will seek both criminal and civil remedies, as necessary.
13. Users may only install and use properly licensed software, audio or video media purchased by the district or approved for use by the district. All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license and approved by the district.
14. At no time will district technology or software be removed from the district premises, unless authorized by the district.
15. All users will use the district's property as it was intended. Technology resources will not be moved or relocated without permission from an administrator. All users will be held accountable for any damage they cause to district technology resources.

Electronic Devices

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

Cell Phones

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

In general, the following guidelines will be used:

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

Security and Unauthorized Access

All users shall immediately report any security problems or misuse of the district's technology resources to a teacher or administrator.

No person will be given access to district technology if he or she is considered a security risk by the superintendent or designee.

1. Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.
2. Use of district technology to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.

3. The unauthorized copying of system files is prohibited.
4. Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology are prohibited.
5. Any attempts to secure a higher level of privilege on the technology resources without authorization are prohibited.
6. The introduction of computer viruses, hacking tools or other disruptive or destructive programs into a district computer, network or any external networks is prohibited.

Online Safety, Disclosure, Use and Dissemination of Personal Information

1. All students will be instructed on the dangers of sharing personal information about themselves or others over the Internet.
2. Student users are prohibited from sharing personal information about themselves or others over the Internet, unless authorized by the district.
3. Student users shall not agree to meet with someone they have met online without parental approval.
4. A student user shall promptly disclose to his or her teacher or another school employee any message the user receives that is inappropriate or makes the user feel uncomfortable.
5. Users shall receive or transmit communications using only district-approved and district managed communication systems. For example, users may not use web-based e-mail, messaging, videoconferencing or chat services, except in special cases where arrangements have been made in advance and approved by the district.
6. All district employees will abide by state and federal law, Board policies and district rules including, but not limited to, policy JO and regulation JO-R when communicating information about personally identifiable students.
7. Employees shall not transmit confidential student information using district technology, unless designated for that use. Employees will take precautions to prevent negligent disclosure of student information or student records.
8. No curricular or non-curricular publication distributed using district technology will include the address, phone number or e-mail address of any student without permission.

Electronic Mail (Email)

A user is responsible for all e-mail originating from the user's e-mail account.

1. Forgery or attempted forgery of e-mail messages is illegal and is prohibited.
2. Unauthorized attempts to read, delete, copy or modify e-mail of other users are prohibited.
3. All users must adhere to the same standards for communicating electronically that are expected in the classroom and that are consistent with district policies and procedures.
4. Users must obtain permission from the superintendent or designee before sending any district wide e-mail messages.

Exceptions

Exceptions to district rules will be made for district employees or agents conducting an investigation of a use that potentially violates the law, district policies or procedures. Exceptions will also be made for technology administrators who need access to district technology resources to maintain the district's resources or examine and delete data stored on district computers as allowed by the district's retention policy.

Waiver

Any user who believes he or she has a legitimate educational purpose for using the district's technology in a manner that may violate any of the district's policies or procedures may request a waiver from the building principal, superintendent or their designees. In making the decision to grant a waiver to a student, the administrator shall consider the purpose, age, maturity and level of supervision involved.

Social Media Guidelines for Students

All student social media accounts (e.g., Facebook, Twitter, etc.) will be PERSONAL accounts. School related pages should be created by school personnel such as an activities sponsor, coach, teacher or administrator.

- Be aware of what you post online. Social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, or a future employer to see.
- Follow the school's code of conduct when writing online. It is acceptable to disagree with someone else's opinions, however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
- Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password with anyone besides your teachers and parents.
- Linking to other Websites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
- Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink to your sources.
- Be aware that pictures may also be protected under copyright laws. Verify you have permission to use the image.
- How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
- Blog and wiki posts should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.
- If you run across inappropriate material that makes you feel uncomfortable, or is not respectful, tell a parent or teacher right away.
- Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or access to future use of online tools. Please reference the district's Acceptable Use Policy online at: Policy EHB
<https://simbli.eboardsolutions.com/ePolicy/Policy.aspx?S=110&Sch=110&PC=EHB&revNo=1.01&srch=social+media&ktype=Exact>

Also, please refer to Board policy regarding Student Discipline addressing the consequences, including suspension or expulsion, for students whose conduct is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of other students.
<https://simbli.eboardsolutions.com/ePolicy/Policy.aspx?S=110&Sch=110&PC=EHB&revNo=1.01&srch=social+media&ktype=Exact>

Social Media Guidelines for Parents

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

Parents are asked to adhere to the following guidelines:

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



For additional information on the district's Acceptable Use Policy, visit:

<https://simbli.eboardsolutions.com/ePolicy/Policy.aspx?S=110&Sch=110&PC=EHB&revNo=1.01&src=h=social+media&ktype=Exact>

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

T – Is it **TRUE**?

H – Is it **HELPFUL**?

I – Is it **INSPIRING**?

N – Is it **NECESSARY**?

K – Is it **KIND**?

Parents As Teachers

Parents as Teachers (PAT) gives parents knowledge in language development, intellectual growth, motor skills, and the parent-child relationship.

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

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

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

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

COMMUNITY PROGRAMS

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

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

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

Services and Programs

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

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

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

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

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

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

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

[Youthfriends](#) 816-321-5018