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<table>
<thead>
<tr>
<th>Contact Information</th>
<th>Phone Number</th>
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<tr>
<td>Main Office:</td>
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<td>Fax Number:</td>
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<tr>
<td>Counseling Office:</td>
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**NKCHS Support/Resource Telephone Numbers**

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>A+ Program: Sandy McQuerry</td>
<td>321-5704</td>
</tr>
<tr>
<td>Counseling Office: Tara Hamilton</td>
<td>321-4974</td>
</tr>
<tr>
<td>Shelli Copas</td>
<td>321-6887</td>
</tr>
<tr>
<td>Maria Deister</td>
<td>321-4461</td>
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<tr>
<td>Amanda Olvera</td>
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<tr>
<td>Gifted Resource Specialist: Marcus Myers</td>
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<tr>
<td>IB Program: Darci Epperson</td>
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</tr>
<tr>
<td>Dr. Jane Reed</td>
<td>321-5967</td>
</tr>
<tr>
<td>Michelle Washington</td>
<td>321-5791</td>
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<tr>
<td>Dr. Chad Lower</td>
<td>321-5586</td>
</tr>
<tr>
<td>School Resource Officer</td>
<td>321-4462</td>
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<td>Student Records</td>
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# Administration Team

<table>
<thead>
<tr>
<th><strong>Principal</strong></th>
<th><strong>Dr. Dan Wartick</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Principal / Activities Director</td>
<td>Mr. David Garrison</td>
</tr>
<tr>
<td>Assistant Principal</td>
<td>Mrs. Grace Milano</td>
</tr>
<tr>
<td>Assistant Principal</td>
<td>Mr. Chad Ryerson</td>
</tr>
<tr>
<td>Assistant Principal</td>
<td>Ms. Ashley Smith</td>
</tr>
</tbody>
</table>
Letter from the Principal

Dear Students,

Welcome to North Kansas City High School! You are now a part of a school with a long history of pride and tradition since 1925. You are Northtown! Make the most of your educational program by achieving academic excellence, arriving prepared each and every day, and participating in co-curricular and extra-curricular activities.

Our school can be a vital force in shaping your future. Take advantage of the activities, programs, and supports at NKCHS. As a member of our school community, you are expected to develop and practice the Hornet Habits you will later read about.

I would like to close by wishing you the very best for a happy and successful school year. I am proud to have you with us and encourage you to commit to giving your best effort in everything you do. And remember, it’s always a great day to be a Hornet!

Dan Wartick

Principal
**NKCHS MISSION STATEMENT**
North Kansas City High School will establish a supportive learning community which fosters creativity and curiosity and promotes critical thinking. North Kansas City High School will create a challenging learning environment which encourages effective communication and compassion and that develops positive contributors to our global community.

#Northtown TRUE

**NKCHS VISION**
North Kansas City High School: A learning community where we appreciate and foster civility and success for all.

North Kansas City High School students will demonstrate:

#NorthtownTRUE

- **T = Trust**
  - Excellent citizenship and sportsmanship is emphasized and expected
  - Have the courage to do the right thing
  - Be honest and operate with academic integrity

- **R = Responsibility**
  - Be on time to school and to each class if you are in the hallway, have a pass
  - Dress appropriately by following the dress code detailed in district policy
  - Be accountable for your words and actions
  - Deal peacefully with anger, insults, and disagreement
  - Accept responsibility for your own actions- don’t blame others carelessly

- **U = Unity**
  - Forgive others
  - Be kind
  - Stand up to bullying
  - Operate on a principle of friendliness with everyone at NKCHS

- **E = Empowerment**
  - Use technology appropriately
  - Avoid public displays of affection
  - Good citizens of a respectful school community make safe and healthy choices by avoiding the use of tobacco, alcohol, and drugs
A+ Scholarship Program

The A+ Scholarship Program provides scholarship funds to eligible graduates of A+ designated high schools who attend a participating public community college or vocational/technical school.

Background

As part of Senate Bill 380 (Section 160.545), The Outstanding Schools Act of 1993, the Missouri Department of Elementary & Secondary Education instituted the A+ Schools Program. (The Missouri Department of Higher Education began to oversee the funding in the school year 2010-11 and refer to it as the A+ Scholarship Program.) Funding for the Student Financial Incentives portion of the A+ Scholarship Program is the sole responsibility of the State of Missouri. The A+ Scholarship Program provides these educational incentives subject to legislative approval.

In April 1997 the three high schools in the North Kansas City School District (North Kansas City High School, Oak Park High School and Winnetonka High School) received A+ designation. Our district was the first multi-high school district in the state where all high schools were designated as A+ Schools Program schools. The district was the first district in the Kansas City metro area to receive A+ designation. Staley High School opened as an A+ designated school in 2008. Each year thousands of hours of volunteer tutoring are completed, and graduating seniors can begin a post-secondary education without concern of how to pay for their education. At present, the value of the A+ scholarship is approximately $6,200 for in-district high schools.

A+ Requirements

- Be a U.S. citizen or permanent resident.
- Enter into a written agreement with your high school prior to graduation.
- Attend a designated A+ high school for 3 years prior to graduation.
- Graduate from an A+ designated high school with an overall grade point average of 2.5 or higher on a 4.0 scale.
- Have at least a 95% attendance record overall for grades 9-12.
- Perform at least 50 hours of unpaid tutoring or mentoring, of which up to 25% may include job shadowing prior to graduation.
- Maintain a record of good citizenship and avoid the unlawful use of drugs and/or alcohol while in grades 9-12.
- Have achieved a score of proficient or advanced on the Algebra I end of course exam, or a higher level DESE approved end-of-course exam in the field of mathematics. The State also provides an alternative to meet this requirement with a combined ACT math score and high school GPA scale.

See your counselor or A+ Coordinator for A+ opportunities.
1:1 Computer Deployment

North Kansas City Schools embraces technology as a tool for learning. Each high school student is equipped with a laptop to stay connected to their learning 24/7. By using or taking possession of a laptop owned by North Kansas City Schools, a user and their parents/guardians are agreeing to comply with these Terms of Laptop Use Agreement, *NKCS District Technology Usage Policy EHB & EHB?AP1, and the expectations detailed in the Student/Parent Laptop Handbook.

*District Technology Usage Policy found on the North Kansas City Schools District website.

At no time should students load or download software. Additional software may be loaded based on course enrollment.

Filter and Virus Protection
Content filtering and virus protection have been installed on the laptop. Content filtering will block sites not approved by the district while on or off school campus. Students are encouraged to use district provided email for school related communications. Email accounts outside of the district provided account will not be opened for the students.

Repairs must be completed by district technology staff, students should not attempt to repair the laptop or take it to an outside repair center.
NORTH KANSAS CITY HIGH SCHOOL ADVISORY PROGRAM

PURPOSE STATEMENT AND PROGRAM GOALS
The purpose of the North Kansas City High School Advisory Program is to support student graduation rate and increase subgroup performance. These goals of the Advisory Program will be accomplished by:

- helping students develop a positive relationship with a caring Northtown adult
- helping students develop a sense of belonging at Northtown
- helping students develop positive relationships with each other

ADVISORY GROUPS
Students will be heterogeneously grouped according to grade level with approximately 20 students and an advisor in each section.

ADVISOR ROLE
The Advisor will mentor a group of students and serve as their advocate, leader, and liaison. The Advisor will aid the students in every way possible, provide resources or referrals whenever necessary, and help achieve the program goals for all students. Furthermore, advisors are constantly building personal relationships with students, teaching them how to go to school, and, ultimately, preparing them for post-secondary life.

ADVISORY LOGISTICS
- Advisory will meet each day of the week (except early release Thursdays) after the first block of the day (Block 1A or 1B). Exceptions to meeting in advisory will be school wide assemblies, required testing, and partial days.
- Monday and Wednesday are no travel days. Tuesday and Friday are travel days. Monday will be spent preparing for the week ahead and checking their grades. Wednesday’s students will complete meaningful lessons which could consist of study skills, ACT Prep, building character, and technology enhancement.
- The majority of the time will be focused on academic success, through the development of positive relationships. To honor this goal there will be times when advisories will not travel.
ATTENDANCE AND MAKE-UP WORK

ATTENDANCE (816) 321-5312

North Kansas City High School adheres to the district’s attendance policy located in part B of this handbook. It is the responsibility of the student’s guardian to report the reason for each absence occurrence when the student is not in attendance.

Upon arrival or departure to or from school, students must sign in or out at the Norclay attendance office or the B-Wing attendance office. Guardians may sign students in or out at the Norclay attendance office.

TRUANCY AND UNEXCUSED ABSENCES
Unexcused full day, partial day and individual block absences will be monitored by attendance staff. Consequences will be issued by school administration for unexcused absences. Excessive unexcused absences may result in a referral to Clay County Family Services for chronic educational neglect.

TARDY
A student is considered tardy if they aren’t in their class/seat when the bell rings. All students that are tardy must have a tardy pass from the Norclay attendance office or the B-Wing attendance office to be admitted to class. Students are expected to arrive on time to all classes, as well as, return from lunch on time. Consequences will be issued by school administration for excessive tardies.

EXCESSIVE ABSENCES
Verified and Unexcused full day and partial day absences will be monitored by attendance staff. Excessive absences may result in a referral to Clay County Family Services for chronic educational neglect.
STUDENT CONDUCT

NORTHTOWN’S DISCIPLINE PHILOSOPHY
The purpose and goal of discipline is to modify student behavior via learned experiences. Student success at NKC High School is dependent upon the relationships built between students, staff, guardian, and community. The staff of NKC High School will be consistent in the procedure they follow for all students. Section B of this handbook and Section JG of Board of Education Policies will determine consequences given to students.

CELL PHONE AND ELECTRONIC DEVICES
Cell phones and other electronic devices are a pervasive and prevalent part of today’s culture. Technological advances have made communication and entertainment options more efficient, compact, and faster than ever before. By definition, technology is supposed to enhance our quality of life.

Our responsibility as a school is to help students learn proper use and appropriate etiquette for cell phones and other electronic devices. Teachers may incorporate the use of such devices in order to enhance the instructional process. At the same time, we must preserve and emphasize the sanctity of instructional time. The inappropriate and improper use of cell phones and other electronic devices causes a disruption to teaching and learning. The purpose of this policy is to afford a measure of privilege and responsibility to students, at the same time that it demonstrates a serious response to the abuse of that privilege and responsibility.

As a privilege for students, the use of cell phones is permitted before and after school and during passing periods between classes. Cell phones may not be used during classroom instructional time. Students who use cell phones inappropriately during class time are in violation of this policy, and will be subject to the following consequences:

1\textsuperscript{st} infraction: Warning; cell phone must be put away.
2\textsuperscript{nd} infraction: Cell phone will be confiscated and delivered to the office; the student may pick up the cell phone at the end of the school day; parent/guardian will be contacted.
3\textsuperscript{rd} (+) infraction: Cell phone will be confiscated and delivered to the office; a parent/guardian may pick up the cell phone at the end of the school day; student assigned one (1) day of in-school suspension (ISS); parent/guardian will be contacted by an administrator.

The use of other electronic devices, including, but not limited to iPods; laser pointers; and portable/hand-held video, music and gaming devices is allowed during classroom instructional time only with teacher permission. Portable music devices may be used during passing periods and during lunch periods. The unapproved use of these devices during classroom instruction will be subject to the same sequence of disciplinary steps outlined above for cell phones.

DETentions
Teachers or administrators may assign detentions. There is a due date and may be served with
the individual teacher, before school, after school, or as specified by an administrator.

**IN-SCHOOL SUSPENSION**
Students work on academic tasks in a supervised classroom on campus. Students are not allowed to enjoy open lunch, deliveries of any kind, or passing privileges.

**LOSS OF PRIVILEGE**
There are many privileges for students who attend North Kansas City High School. It is our philosophy that these privileges are earned through appropriate behavior and attendance. When a student is issued a loss of privilege, he/she will be unable to utilize some or all privileges that are available. These privileges may include, but are not limited to, student parking, open lunch, student initiated hall passes, and attendance at, and/or participation in, extracurricular activities. Students who do not comply appropriately with a Loss of Privilege may be given additional days of Loss of Privilege and/or suspension.

**ACADEMIC ATTENDANCE RECOVERY**
Academic Attendance Recovery will be held in the Library Media Center on Mondays from 2:45-4:30pm. Bus transportation can be requested if a student lives in the NKC attendance area. Bus passes must be requested and picked up from Mrs. Moore in the South Campus BEFORE 4th block. Students who are scheduled to report to a specified Academic Attendance Recovery session and don’t show will receive additional consequences.

**OUT-OF-SCHOOL SUSPENSION**
The primary purposes of suspension should be to temporarily remove the offender from the school community, assist in the rehabilitation of the offender, and to deter future disciplinary problems. Recognizing that we are working with individuals, all cases must be considered separately and all factors weighed carefully. **Suspended students cannot attend school functions or be on school property while suspended. Failure to comply may lead to an arrest by School Resource Officer or Clay County Deputy.**

- Make-up Work Procedure for OSS students: Make-up work during out-of-school suspension is allowed, but is the responsibility of the student to secure. Students who are suspended must secure work from each teacher via telephone or email. The work provided to you is due immediately upon return.
**STANDARD OF DRESS**

School dress should not disrupt the educational process. The school reserves the right to restrict any student from attending school or after-school activities when his/her dress or appearance creates a health hazard or distraction. Students have an obligation to themselves and to their school to dress in a manner, which reflects favorably upon the school and community.

Examples of inappropriate dress include, but are not limited to the following: Bare midriffs, bare backs, and halter tops are not appropriate for school. Shorts and skirts should be of appropriate length for the school setting. Wearing apparel with messages that are considered by school personnel as obscene or offensive, or that carry references to sexual connotations, drugs, alcohol or tobacco will not be tolerated. Students who wear inappropriate clothing or accessories will be required to make modifications. Failure to comply may result in disciplinary action. The administration has a right to amend this code without prior knowledge to students.

**TARDY**

Students are expected to arrive on time to all classes, as well as return from lunch on time. Consequences will be issued for excessive tardies.

**TRUANCY**

A student absent without the consent of his/her parent/guardian is truant. A student at school but not in their assigned location is also considered truant. Repeated truancy will be cause for disciplinary action (suspension, expulsion, and/or legal action). An automated phone messenger system will be alerted to contact families when truancy exists. A juvenile may be referred to Clay County Family Services for chronic truancy concerns.
NKCHS OPEN LUNCH POLICY

NKCHS has the unique opportunity to enjoy open lunch. No other school in the Kansas City area has such a privilege. With this privilege, come the responsibilities that follow:

1. All school rules (including no smoking) apply during lunch whether you are on or off campus.
2. Students are NOT allowed to drive or ride in cars during lunch.
3. Never walk between houses or private property.
4. Watch the time carefully.
5. Practice good citizenship throughout the city.
6. Observe all traffic lights.
7. Dispose of trash properly.
8. Do not bring food or drink back into the building.
9. Students more than 5 minutes late to class will be considered truant.
SCHOOL PRACTICES

ALTERNATIVE EDUCATIONAL OPPORTUNITIES
Students requiring additional supports not embedded in the traditional educational program may find success in an alternative placement. There are often waiting lists for those programs. Please visit with your counselor to find out about the referral process or to learn more about alternative options.

DAMAGES TO NKCHS
Students are responsible for all damages to the building or property which they might cause, whether accidental or intentional. In the event of damages, the school will repair the damages and parents will be notified of expenses.

EARLY RELEASE THURSDAYS
School will be released at 2:05 for teacher collaboration every Thursday unless otherwise noted on the district calendar. On these days transportation will be provided for students 35 minutes earlier than on regular school days. It is expected that all students will leave campus after school unless under direct supervision of a school staff member.

GUIDELINES FOR SCHOOL DANCES
No tickets are sold at the door. All tickets must be purchased in advance. Students and guests must present school ID for admittance. Dances conclude at 10:00 pm unless otherwise noted. Transportation must be provided for all students at that time.
NOTE: Students with outstanding obligations or not to be considered in good standing will not be allowed to attend dances. A current North Kansas City High School student may be permitted to bring one guest not enrolled at North Kansas City High School if:
  • Only students with 90% accumulative attendance will be eligible to attend dances
  • NKCHS student is in good standing
  • Form is filled out completely and returned to Attendance Office by due date
  • Permission granted to purchase tickets after successful clearance by SRO and/or sending school

GUIDANCE & COUNSELING
The primary purpose of the counselors is to assist students in making good educational decisions regarding their current and future academic and career choices. Counselors may also help students work through personal concerns. In addition, the NKCHS counselors assist teachers and parents in working with students to promote growth opportunities.

HEALTH SERVICES
If a student becomes ill in school, he/she should report to the nurse. STUDENTS MUST NOT LEAVE THE BUILDING BECAUSE OF ILLNESS WITHOUT PROPER AUTHORIZATION. If the nurse is not in, students are to report to the Norclay attendance office. If students require medication during the school day, it should be given to the nurse to dispense. Refer to Medication Guidelines in Part B of handbook for specifics.
LOST AND FOUND
Articles found in classrooms and halls are turned in to the Security Office in the B-Wing or Norclay and are placed in the “LOST AND FOUND.” It is your responsibility to check for lost articles in the office. Articles may be claimed by making the proper identification. Please mark all items of clothing and book bags with the student’s name. Do not leave personal items unattended. Unclaimed items will be donated to charity.

LUNCH ACTIVITIES
Student behavior in the cafeteria should be based on courtesy and cleanliness. Food should not be taken beyond the cafeteria or courtyard area. Students eating off campus must obey all school rules, traffic rules, and respect the rights of the neighbors and businesses. No food or drink is allowed back in the building. NKCHS has the distinct privilege of open lunch, and its future is subject to the cooperation of all students.

POWERPARENT
All parents will be provided a username and password to access their child’s most current academic progress, to include attendance and discipline, upon request. This online resource can be accessed through the district website: www.nkcschools.org. Please contact our main office for more information at 321-5310.

SCHOOL SAFETY
In order to provide a safe environment for students and staff, exterior entrances to NKCHS will be monitored. All visitors are required to enter through the Norclay attendance office and sign in via the ‘Raptor’ system. The Raptor system requires a valid ID to be scanned to issue a visitor’s pass. A Clay County Deputy and Campus Supervisors are on campus full time to serve students and assist school officials with building safety and supervisory issues. If you have any information that needs to be reported immediately, call 321-5310.

SEARCH AND SEIZURE
School officials of the NKC school district by law may search students, their lockers, book bags, purses, or automobiles when there is a factual basis or reasonable suspicion for the search. NKCHS works closely with the Clay County Sheriff’s Office and NKC Police Department in conducting random searches for illegal substances on school property. A drug dog will conduct random searches of classrooms, student belongings and automobiles.

STUDENT ACCIDENT INSURANCE
The school district does carry accident insurance on students. Literature is made available to the parent and/or guardian of every child at the time of enrollment. It is recommended that the provisions of the policy be studied carefully to avoid any misunderstanding about the coverage. The enrollment period is open all year for all students. Any questions or requests for additional information should be directed to the Activities Office at 321-4508.
STUDENTS ON CAMPUS
All students must vacate the premises at the end of the school day unless involved in school-related activities. Students who are involved in school-related activities must report to those activities immediately following school. When possible, all students must ride the buses home. Students waiting for rides must be off campus (if not catching rides immediately following school).

STUDENT I.D.’S
Students will receive one free student identification card per school year. You will be required to have it with you at all times. You must be able to produce your ID at all times when requested by a Northtown adult. ID cards will be necessary to enjoy student initiated hallway privileges, library privileges, dances, and other after school activities. If an ID is lost, stolen, or damaged, it is the student’s responsibility to secure another one immediately. A replacement fee of $5.00 will be charged for each new ID obtained.

STUDENT PARKING LOT AND DRIVING PRIVILEGES
Students who drive MUST register for a parking permit. The cost for a parking permit is $35.00. Due to construction, NKCHS has leased the parking lot at the First Baptist Church for student parking. A parking pass is REQUIRED to park in that lot. Students must present a valid driver’s license and proof of insurance before receiving a parking permit. Students may not drive during lunch time. Students who violate driving regulations are subject to disciplinary action and loss of driving privileges. Cars are not lockers. Students are not allowed in the parking lots during school hours.

SAFETY BELT POLICY
All operators and passengers of motor vehicles are required to properly fasten safety belts when driving on school property. Any operator of a vehicle in which the driver or any passenger is not wearing a safety belt or is not otherwise properly restrained in an infant or child seat will receive the following penalties:

- First-time student offender will receive a written warning, and parent/guardian will be notified.
- Second-time offender will lose parking privileges at the high school for two weeks, and parent/guardian will be notified.
- Third-time student offender will then have his/her parking privileges at the high school revoked for the remainder of the school year, and parent/guardian will be notified.
- Any other operator who is not a student will receive a warning and safety education material. Any school administrator, staff member, or police officer may report a violation of this policy to the appropriate school authority.
TECHNOLOGY/ INTERNET
The district has a board adopted Technology Usage Policy. Please contact the district technology director or the building principal with questions or concerns. Parents who wish to restrict their students’ access to Internet resources should inform the building principal in writing. North Kansas City schools provide networked computer access to the Internet. Internet access will be used for classroom research and to provide reference materials. While security measures are in place to prevent access to inappropriate resources, there are no guarantees. Your student must have a signed Acceptable Use Policy (AUP) on file prior to using a networked computer. Unauthorized use or abuse of the equipment, software, or information system will result in serious disciplinary response.

TEXTBOOKS
On the first day of school, bring paper, pens, and pencils. Textbooks will be issued free of charge to students in their classes. Textbooks are on “LOAN” to students. Students are held responsible for all textbooks issued to them. Satisfactory settlement will be required for lost or damaged books. Your name and your teacher’s name must be printed on the inside cover of all textbooks.

TRANSCRIPTS
Transcripts may be requested in person by visiting the registrar in Student Services. A Transcript Release form will need to be signed by parent or student if 18 or older. Please call 321-4462 if you have any questions.

VISITOR PERMITS
Parents of students are encouraged to visit school, but visiting pupils from other schools, teenagers, and preschool youngsters are not allowed. Each visitor must secure a visitor’s permit from the Norclay attendance office by providing a valid ID (for Raptor, see SCHOOL SAFETY) and must display the permit thought the visit. No visitors are allowed during the last two weeks of first or second semester.

WEAPONS POLICY
A weapon is defined as any object that is capable of inflicting serious bodily injury. Knives of any size are not allowed, including small Swiss Army Knives. Weapons are strictly forbidden on your persons, book bag, locker, and car or on school property. Anyone found in violation of this policy is subject to arrest and suspension.
LIBRARY MEDIA CENTER:

North Kansas City High School students are welcome to utilize the library facilities located in the South Campus.

The LMC offers:

- expertise to help explore library users’ interests
- eagerness to help users find the perfect book
- individualized assistance with research for personal or academic need
- willingness to discuss personalized due dates for users, based on need
- an online book club with six free books per year and social discussions about the books
- teen programs
- [www.nkclmc.weebly.com](http://www.nkclmc.weebly.com)
- Twitter @nkclmc

HOURS:

MONDAY-FRIDAY 7:00 a.m. – 3:00 p.m.

CONTACT INFORMATION:

Katie Pospisil  
katie.pospisil@nkcschools.org

Jessica Thomas  
jessica.thomas@nkcschools.org

Sarah Jacobs  
sarah.jacobs@nkcschools.org

High School Library  
816-321-5316 or [http://nkclmc.weebly.com](http://nkclmc.weebly.com)
At North Kansas City High School, we want all of our students to find something outside the classroom that captures their interest. Northtown has competitive athletic teams, exceptional activities, and clubs for every interest. So get involved today and be the best hornet you can be!!

<table>
<thead>
<tr>
<th>ATHLETICS</th>
<th>Name</th>
</tr>
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<tbody>
<tr>
<td>FOOTBALL:</td>
<td>Leon Douglas</td>
</tr>
<tr>
<td>VOLLEYBALL:</td>
<td>Michelle Strack</td>
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<tr>
<td>BOYS SOCCER:</td>
<td>Jeff Lasswell</td>
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<td>GIRLS SOCCER:</td>
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<td>CROSS COUNTRY:</td>
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<td>Adrian Doolin</td>
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<td>BOYS/GIRLS SWIMMING</td>
<td>Ian Johnston</td>
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### ACTIVITIES

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<td>Band</td>
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<td>Vocal Music</td>
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<tr>
<td>Harmonaires</td>
<td>Mike Shirley</td>
</tr>
<tr>
<td>Drama</td>
<td>Randy Jackson</td>
</tr>
<tr>
<td>Science Olympiad</td>
<td>Andrea Leonard</td>
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<tr>
<td>Scholar Bowl</td>
<td>Pat O'Keefe</td>
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<tr>
<td>Debate</td>
<td>Paul Aubrey</td>
</tr>
<tr>
<td>Forensics</td>
<td>Amanda Dunninger</td>
</tr>
<tr>
<td>Cheerleading Pom Pon:</td>
<td>Katie Lundy</td>
</tr>
<tr>
<td>Winter Guard</td>
<td>Taylor Lee</td>
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### CLUBS

<table>
<thead>
<tr>
<th>Club</th>
<th>Advisor</th>
</tr>
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<tbody>
<tr>
<td>A.L.A.E.</td>
<td>Joaquin Cuni-Carrero</td>
</tr>
<tr>
<td>Buzz/Newspaper: Chess Club</td>
<td>Paul Aubrey</td>
</tr>
<tr>
<td>DECA</td>
<td>Steve Wagner</td>
</tr>
<tr>
<td>FBLA</td>
<td>Kelsey Butler</td>
</tr>
<tr>
<td>FCA</td>
<td>Longo Boles</td>
</tr>
<tr>
<td>FCCLA/ProStart</td>
<td>Loree Gentry</td>
</tr>
<tr>
<td>FEA</td>
<td>FACS Department</td>
</tr>
<tr>
<td>French Club: German Club</td>
<td>Bards Skoglund</td>
</tr>
<tr>
<td>HOSA</td>
<td>Tuan Nguyen</td>
</tr>
<tr>
<td>Leadership</td>
<td>Kevin Moore</td>
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<td>NFL</td>
<td>Michelle Barbiere</td>
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<tr>
<td>NMA</td>
<td>Randy Jackson</td>
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<tr>
<td>NTHA</td>
<td>Heather Shields</td>
</tr>
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<td>NTV News</td>
<td>COREY McGuire</td>
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<td>Robotics</td>
<td>Pat O'Keefe</td>
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<td>Rockets Club</td>
<td>Amanda Dunninger</td>
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<tr>
<td>Spanish Club</td>
<td>BRANDON Stilwell</td>
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<tr>
<td>Tea, Ace, Guitar Club</td>
<td>BRANDON Stilwell</td>
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<tr>
<td>Yearbook</td>
<td>Randy Jackson</td>
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<td>Young Democrats</td>
<td>Amanda Dunninger</td>
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<td>Young Republicans</td>
<td>Louis Brennan</td>
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<tr>
<td>Lewis McKenzie</td>
<td>George Allen</td>
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<td>George Allen</td>
<td>Jessica Day</td>
</tr>
<tr>
<td>Mary Pichard</td>
<td>Maggie Nurenburn</td>
</tr>
<tr>
<td>North Kansas City High School Parent and Student Handbook 22</td>
<td>Louis Brennan</td>
</tr>
</tbody>
</table>
PARTICIPATION FEE
A student participation fee of $50.00 will be charged to all students participating in athletics, cheerleading, pom pon, science olympiad, scholar bowl, and debate and forensics during the school year. The maximum charge is $50.00 per student, regardless of the number of activities a student chooses for participation. A maximum fee of $120.00 will be charged per family, regardless of the number of students attending NKCHS and participating in activities. Music students will not be charged a participation fee. However, students will pay their solo and ensemble entry fees to participate in music contests. Additionally, students using school- owned music instruments will be assessed a $20.00 maintenance fee. Students will be expected to pay their own individual and small group entry fees for academic competition. Team and school entry fees will be paid by the school district.

ACTIVITY PASSES
Student activity passes are available for $40.00. This pass admits the student to all regular season home football, volleyball and basketball games and wrestling meets. The student activity pass does not include admission to tournaments, play-offs or away games. Purchase of the pass results in a savings to the student of approximately $100. Adult activity passes are available for $20.00. These passes are good at all regular season high school athletic events in the NKC School District. Admission fees to athletic events are:

ADMISSION FEES

<p>| | |</p>
<table>
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<tbody>
<tr>
<td>Adult Admission</td>
<td>$ 5.00</td>
</tr>
<tr>
<td>Student K-12 with ID</td>
<td>$ 3.00</td>
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STANDARDS OF ELIGIBILITY

Participation in interscholastic athletics is a privilege that only can be granted to those who meet the eligibility standards of the school and the state of Missouri. Minimum eligibility standards that students must meet to participate in the activities are listed below:

1. The eligibility rules of the Missouri State High School Activities Association must be complied with in full. Coaches should inform athletes of these rules (See By-law 200, MSHSAA Official Handbook).

2. Citizenship Standards - The following standards apply both in practice sessions and contests:
   a. A student must be a creditable high school citizen as defined by the MSHSAA Official Handbook.  
   b. Any student who is suspended from school will be ineligible during the period of the suspension and until all disciplinary provisions are completed. Any athlete involved in a major suspension (10 days) falls short of being a creditable school citizen and any athlete, so involved, will have a hearing to show cause why he should not be dropped from the current athletic season. This hearing will involve the athlete, parents, coach, activities coordinator, and appropriate principals, if necessary.
   c. Students must be in attendance at school the day of the activity. Students who are absent all or any part of the day due to unavoidable circumstances may be declared eligible, if prior arrangements are made with the Attendance Office. If a student is absent on a Friday prior to a Saturday activity, he may be declared eligible only if to participate in practice or a contest confirmed by the advance arrangements have been made with the activities coordinator. As a general application, a student must be in attendance at least one-half of the school day to participate in a practice or contest. Coaches are responsible for enforcement of this policy. Students who are absent any part of the day should have their eligibility cleared in the Attendance Office when they check in or out of school. Questions arising concerning this procedure will be resolved by the assistant principal in charge of attendance, the activities coordinator and the coach.
   d. Repeated violations of any school rules may result in the student being ineligible.
   e. In any instance not specifically covered by the rules of eligibility, the principal may rule a student eligible.
   f. Teachers in charge of activities may deny the student the privilege of participating if training or practice rules prescribed by the teacher are violated.

3. Academic Standards - Each student must be currently enrolled in at least seven courses that offer a total of 3.5 units of credit. A student must have earned 3.5 units of credit the preceding semester in which they were in attendance in high school. The activities coordinator will notify the coach of each sport, the names of any student who does not have the required number of units to meet the eligibility requirements.
ELIGIBILITY INFORMATION

ACADEMIC STANDARDS
A student must be enrolled in at least 3.5 units of credits at North Kansas City High School each semester. Dual enrollment in night school can be considered as part of the 3.5 credits necessary.
Any time during the course of a semester you drop below the required five courses, you immediately become ineligible to compete. To be eligible a student must have earned at least 3.5 units of credit the preceding semester. This is equivalent to passing five courses the prior semester. Summer school courses do count toward the 3.5 necessary credit if the class is a state requirement for graduation.

AGE STANDARDS
A student shall not have reached the age of 19 prior to July 1st preceding the opening of school. If a student reaches the age of 19 on or following July 1st, the student may be considered ineligible for the ensuring school year.

ATTENDANCE AT SCHOOL
A student cannot miss a single class and compete in a school sponsored event on the same day unless excused by a principal. Being absent on Friday would make the student ineligible for the entire weekend, unless a principal excused the absence. Any suspension from school, including in-school suspension, makes the student ineligible to compete in a school sponsored event.

NON-SCHOOL COMPETITION
A student may not compete for North Kansas City High School and on a non-school sponsored team in the same sport during the high school season. Violation of this rule would result in the athlete becoming ineligible for one year, and the school team being forced to forfeit all games the athlete played in after the violation occurred. A student may participate in non-school competition and on a school team at the same time, provided they are different sports and the student does not participate in both on the same day.

SPORTSMANSHIP STANDARDS
The privilege to be part of an interscholastic athletic team at our school is a true extension of your work in the classroom. We hope you will benefit as much from your athletic experiences as you do from your academic endeavors. A challenge we face annually is striving for good sportsmanship. As a high school athlete, the positive values learned on the playing field now will last a lifetime. Good sportsmanship is expected for North Kansas City High School students. A student will become ineligible for at least one contest if they are ejected from a contest for unsportsmanlike conduct.
PHYSICAL EXAMS
The MSHSAA bylaws state that anyone wishing to participate in athletics must have a physical examination which declares them physically fit to participate in athletics before they can practice or compete. The physical exam is good for the entire school year, regardless of the number of sports the student chooses to participate in throughout the school year. The physical exam must be given on or after February 1st for the following school year.

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 are also 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 a covered event site. Individual travel is not covered by the policy.

TRANSPORTATION

AWAY EVENTS: All school trips must be made with school approved transportation (e.g. school buses, chartered buses). All student participating in school sponsored activities are expected to ride the school approved transportation to games or inter-school activities with the following exceptions:

1. Students may secure permission to return from inter-school contests with their parents providing that the parent requests such permission from the coach or sponsor. Student participants are not allowed to drive their own cars to away games or school sponsored activities.

2. When leaving from home, students provide their own transportation to away in-district events.

3. For very small groups, the coach or sponsor may transport students in their personal vehicles.

OFF-CAMPUS PRACTICE AND HOME GAME SITES: When practice sites and home games are off campus, a one-way shuttle bus is provided.

1. Students who are allowed to drive to school may provide their own transportation to such practice sites if a signed parent permission slip is on file with the coach.

2. If a student transports another student, a parent permission slip must be on file from both students’ parents.
ATHLETIC AND ACADEMIC LETTERING AND AWARD POLICIES

Lettering at North Kansas City High School is a Badge of Honor bestowed on an individual student for outstanding service to his school in some interscholastic sport or in the classroom. It stands as a testament to all that this student reached high standards, and is held in high regard among the student and faculty of this school.

The acceptance and wearing of the school letter indicates special responsibilities for the student in the area of citizenship, morals and social standards. At any time during his/her high school career, should a student degrade his school or fellow students in these areas, his letter may be recalled.

To qualify for the North Kansas City High School Academic Letter, a student must have earned a cumulative grade point average of 3.5 or higher (includes distinction points) after four semester of academic work for sophomores or six semesters for juniors. Students must have maintained and currently have a record of good citizenship.

HONOR ROLL REQUIREMENTS

PRINCIPAL’S HONOR ROLL
Must attain GPA of 4.00 (not including Distinction Points) or higher

HONOR ROLL
Must attain GPA of 3.00 (not including Distinction Points) or higher
Must have no grade lower than a C-

Grade Point Average (GPA)
To calculate Grade Point Average (GPA), course grade points are summed and divided by the number of course units completed. For GPA calculations, points are assigned for each course completed as follows:  4.0 grade points for an A, 3.0 grade points for a B, 2.0 grade points for a C, 1.0 grade point for a D, and 0.0 grade point for an F

In an effort to encourage and recognize students who accept the challenges of academic rigor and demonstrate high performance, all students who complete the components of the Gold Medallion Honors Diploma will graduate with distinction and are recognized as Honor Graduates. To further recognize students for accepting the challenges of advanced course work, distinction points will be awarded in addition to grade points in determining class rank. Distinction points for class rank allow students to be recognized for accepting the academic challenges of advanced courses and not be adversely impacted by grades in such rigorous coursework.

Weighted Courses
Weighted Courses involve classes designated as Honors and classes which are college level such as Advanced Placement, Dual Credit, or International Baccalaureate. They allow students to take rigorous coursework without adversely affecting class rank. A weighted Grade Point Average is only used for class rank purposes and diploma consideration for a student’s transcript. Students taking weighted courses will receive additional distinction points towards class rank.
Class Rank
Class rank is based on a student’s accumulated grade points plus distinction points for satisfactory completion of Distinguished Achievement Program courses. For purposes of Class Rank only, the grading school of all Honors, Pre-IB, Dual Credit, Advanced Placement (AP), International Baccalaureate (IB), Research Methods for Gold Medallion, and Research and Exhibition for Gold Medallion courses will be:

4.5 grade points for an A, 3.5 grade points for a B, 2.5 grade points for a C, 1.5 grade points for a D, 0.0 grade point for an F.

If a combined course is offered, e.g., Advanced Placement and dual credit or AP and IB in the same class, a student may receive distinction points for AP or DC or IB. Distinction points may only be granted for one.

*GPA and Class Rank are calculated at the end of the 3rd, 4th, 5th, 6th, 7th, and 8th semesters.*

It is the procedure of North Kansas City Schools (NKCS) to exclude a reclassified student from the class rank of the new class. NKCS reports the class rank of the student with the student’s cohort group at the time of reclassification. Upon request, a letter explaining this procedure and the student’s class rank among his or her cohort at the time of reclassification will be included with the student’s transcript. Please direct questions regarding this procedure to your high school’s administration.
Alma Mater

Here’s to Alma Mater, Northtown we’re true; Hornets so loyal, fighting on for you, rah, rah, rah! We will cheer for Northtown where ‘ere we be.

Fight Hornets, fight, fight, fight for N-K-C.

Fight Song


Hail to thee oh Northtown Hornets,

We’ll be true.
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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
MISSION STATEMENT

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

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

OBJECTIVES

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

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

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

STRATEGIES

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

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

Strategy III:
We will strengthen inclusion in all aspects throughout our community.

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

Approved by the North Kansas City Schools Board of Education
June 13, 2017
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
Jan Kauk President jankauk6@hotmail.com
Dixie Youngers Vice President dixieyoungers@gmail.com
Dr. Terry Ward Treasurer twardkc@gmail.com
Paul Harrell Member paul.harrell64@gmail.com
Jane Rinehart Member janerinehart10@gmail.com
Terry Stone Member dolphcons@aol.com 816-878-2250
Judy Wartick Member judywartick@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 based on 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, 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 based on 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 of 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

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 the Executive Director of 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

Public Concerns and Complaints
Parents need to discuss concerns with the teacher and/or principal first. If parents feel that these efforts have not resolved the issue, the District has a formal process for a parent to request a review of services.

The Review of Services Form may be found by following the link:
https://simbli.eboardsolutions.com/ePolicy/Policy.aspx?S=110&Sch=110&PC=KL&Z=P&revNo=1.11&srch=complaint&ktype=Any&enc=xa9jwuOEqNJP1IMR8zEl2Eu9hM2yurtpmPs7R4uWoGx8Ahio6plusLzAy8g1tP rIK2czCqCe9BGsShNaALXJplusjW9RTEwCaPwzE4gyFf7PTxUqssSh2cN82pluskKsishOQBJosLqFo4shgl4 yRofnx6B0ZZP73cvPlye0WeewUWBUBwMWCLwQG5Va7YA62t3slishDslshgeFh

B5
**In-District Transfer Procedures**
Students are expected to attend the school that serves the area of their residence. An exception may be granted, on a space-available basis, for legitimate needs of the children and their families. Parents need to complete a Transfer Request form annually. The form is electronic and can be found on the district website by clicking [here](#) and is reviewed by the Director of Student Services. As a general rule, parents must provide transportation for their children that attend a school approved by a transfer request.

**Transfer Procedures**
If it becomes necessary for your child to transfer, please notify the school office as soon as possible. If you are moving within the North Kansas City School District, your child’s records will be sent to the receiving school automatically. If you are moving outside the District, a copy of the records will be sent to the receiving school upon its request.

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

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

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

Schools may also disclose, without consent, “directory” type information such as a student’s name, 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](http://www.nkcschools.org) provides the first notification of school closings and other cancellations within minutes of a decision.
2. **School Messenger:** Phone, email and optional text messages are sent to school families when classes are canceled, delayed or students are released early.
3. **Social Media:** We will post information at facebook.com/NKCSchools 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.

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

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

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

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

**Student Health**

**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:

<table>
<thead>
<tr>
<th>Immunization</th>
<th>State Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>DTaP/DTP/DT/Td</td>
<td>4 doses, with the last one on or after the fourth birthday</td>
</tr>
<tr>
<td>Polio</td>
<td>3 doses, with the last one on or after the fourth birthday</td>
</tr>
<tr>
<td>Measles, Mumps, Rubella (MMR)</td>
<td>2 doses, one on or after the first birthday, second dose at least 4 weeks from first dose.</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>3 doses, given at ACIP recommended intervals</td>
</tr>
<tr>
<td>Varicella</td>
<td>2 doses, on or after the first birthday or verification signed by an MD or DO that the child has had the disease</td>
</tr>
<tr>
<td>Tdap</td>
<td>1 dose required before entering 8th grade</td>
</tr>
<tr>
<td>MCV</td>
<td>1 dose required before entering 8th grade; Two doses of MCV are required unless the first dose was administered to a student who was 16 years of age or older, in which case only one dose is required.</td>
</tr>
</tbody>
</table>

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.

**General Health Guidelines**
Attendance is very important, and every effort needs to be made to have your child in school each day. We understand that sometimes an illness will occur that will cause your child to be absent. Please follow the guidelines below when determining whether to keep your child at home.
1. Keep all children home for a full 24 hours after symptoms of illness have subsided. **Children must be fever free for 24 hours without medication before returning to school.**

2. If your child has a temperature of 100.4 degrees or above, vomits, or has diarrhea during the evening or at night, please do not send him/her to school. Even if the child says that he/she feels better, it has been our experience that the symptoms usually return, and the child needs to go home.

**School Nurse and Health Room**

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

The nurse duties include:

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

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

**School Health Records**

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

**Medication Guidelines**

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

All prescribed medication must be accompanied by written permission from 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: https://www.nkcschools.org/page.cfm?p=2413

**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 and Epi-Pens to be given at the discretion of the school nurse to children experiencing a sudden onset of a previously unknown, emergency allergic reaction.

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

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

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

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

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

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

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

In case of an accident or illness at school, parents will be contacted. Current phone numbers for home and work for both parents are very important. Names and telephone numbers of relatives and/or friends who can assume temporary responsibility for your child until a parent can be reached need to be provided to the school. No seriously ill or injured child will be sent home alone. The telephone number of your child’s doctor and dentist are necessary in case of an emergency when a family member cannot be reached, and immediate instructions are needed.

Parents will be notified to pick up their child in the event of illness or serious injury. General criteria for sending an ill child home will be a temperature of 100.4 degrees, vomiting, diarrhea, severe coughing, and suspicion of a communicable disease or the inability to participate in normal classroom activity. Students may not return to school until symptom free for 24 hours, without medication.

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

Communicable Diseases

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

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

<table>
<thead>
<tr>
<th>Disease</th>
<th>Incubation</th>
<th>Exclusion from school if necessary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken Pox</td>
<td>10-21 days</td>
<td>Students may be readmitted when skin is clear - OR- all lesions are crusted</td>
</tr>
<tr>
<td>Head Lice</td>
<td>Nits hatch in a week and reproduce 7-10 days after hatching</td>
<td>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.</td>
</tr>
<tr>
<td>Impetigo</td>
<td>1-10 days</td>
<td>Until skin sores are healed, or until 24 hours after medical treatment has been identified and condition is improving.</td>
</tr>
<tr>
<td>Pink Eye</td>
<td>24-72 hours</td>
<td>Until there is no longer eye discharge or until treatment by a physician and condition is improving, usually 1-2 days</td>
</tr>
<tr>
<td>Ringworm</td>
<td>4-10 days</td>
<td>Until effective treatment is started. Severe cases may require prescription medication. Area must be covered with a band aid.</td>
</tr>
<tr>
<td>Scabies</td>
<td>2-6 weeks before onset of itching in primary infections; for recurrences, 1-4 days</td>
<td>Until the day after adequate treatment with an effective preparation which kills the mites</td>
</tr>
<tr>
<td>Scarlet Fever</td>
<td>1-3 days</td>
<td>24 hours after starting antibiotic and 24 hours fever free</td>
</tr>
<tr>
<td>Strep Throat</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Measles (Rubella)</td>
<td>7-18 days</td>
<td>Minimum of 4 days after the appearance of the rash</td>
</tr>
<tr>
<td>Measles (Rubella)</td>
<td>14-23 days</td>
<td>Minimum of 7 days after the appearance of the rash</td>
</tr>
<tr>
<td>Mumps</td>
<td>12-25 days</td>
<td>Minimum of 9 days from the onset or until swelling is gone</td>
</tr>
<tr>
<td>Whooping Cough</td>
<td>6-20 days</td>
<td>From time of diagnosis until 3 weeks after the development of cough. If treated with erythromycin, exclude 5 days after onset of therapy.</td>
</tr>
</tbody>
</table>

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

https://simbli.eboardsolutions.com/ePolicy/Policy.aspx?S=110&Sch=110&PC=EBB&Z=P&revNo=1.01&srch=medical&ktype=Exact&encu=xa9jwu0EeqNJP11MR8zErlZEu9hM2yurtmPs7R4uWoHWgjY6vnVKIE00sll7aOvayaG6HeSLLyoilPc861dlDs0zQizzePtSepyXNeWOK85No4plusqY0O1hPLgjvthjLEEco0SLQYBLuVmplusaFGsShfsIshENEADd33gQjnfZCjthud1cq8nKuFZhqhglplusouvlshqTCojgL
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 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. The Driver will make every effort to improve disruptive and/or unsafe behavior prior to writing a bus discipline referral. The driver/aide will exhaust three specific redirected steps, denoted on the Bus Discipline referral form.
2. Upon the next occurrence of disruptive and/or unsafe behavior, the Driver will write a “Bus discipline Referral” for the student(s) involved, to be delivered to Transportation Administrator and the Building Administrator. The Building Administrator will determine what disciplinary action should be taken. Copies of the referral will be sent to the parents for their signature and to Transportation Services;
3. If the unsafe behavior continues, a second referral may be issued. The Building Administrator may request a conference with the student and/or parent to begin the investigation. Should additional referrals be issued, and the Administrator has completed a thorough investigation and processing of prior referrals, the next Administrative action may result in, but not be limited to, suspension of bus riding privileges in the following discretionary sequence:

(a) The third referral—ONE-day suspension*  
(b) The fourth referral—THREE-day suspension*  
(c) The fifth referral—TEN-day suspension*  
(d) If after a series of suspensions and the disruptive, inappropriate, or unsafe behavior continues—bus riding privileges may be terminated for the remainder of the school year.  

*Upon returning from any bus suspension, the administrator may require a conference with the student, parent, and Transportation Administration as a part of the conditions for restoring transportation privileges."

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

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

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

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

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

Special Services
Transportation service is available for students with disabilities. For information, contact Pupil Services at (816) 321-3848.

Student Safety

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

**Urgent Communication**

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

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

**Emergency/Crisis Plan**

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

**Tornado Safety**

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

**Earthquake Safety**

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

[http://sema.dps.mo.gov/docs/earthquake/Schools.pdf](http://sema.dps.mo.gov/docs/earthquake/Schools.pdf)

**Who May Pick Up Students from School**

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

**Change in Mode of Transportation**

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

**Drug Free Schools**

The North Kansas City School District is concerned with the health, welfare, and safety of its students. Therefore, use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs,
counterfeit substances, and imitation controlled substances is prohibited on any district property, in any
district-owned vehicle or in any other district-approved vehicle used to transport students to and from school
or district activities. This prohibition also applies to any district-sponsored or district-approved activity, event,
or function, such as a field trip or athletic event, where students are under the supervision of the school
district. The use, sale, transfer, or possession of drug-related paraphernalia is also prohibited. For further
information, please refer to school district policies and regulations by following the link: Policy-JFCH
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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.
Asbestos Hazard Emergency Response Act

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

AHERA regulations also require these buildings to be re-inspected every three years. The latest re-inspection was completed in August 2016. A master copy of these re-inspections is available at the main Administrative Center, 2000 NE 46th Street, Kansas City, Missouri, and an individual copy specific to the building is available at each respective building.

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

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?PC=AC&Sch=110&S=110&C=&RevNo=1.21&T=A&Z=P&St=ADOPTED&PG=6&SN=true
**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 advance notice to the principal, if it is essential for self-defense, the preservation of order, or for the protection of other persons or the property of the school district.

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

**Student Suspension and Expulsion**
North Kansas City Schools Board of Education believes that the right of a child to attend free public schools carries with it the responsibility of the child to attend school regularly and to comply with the school district’s lawful policies, regulations and rules. This observance of school policies, rules and regulations is essential for permitting all students to learn at school.
Therefore, the administrative prerogative to exclude a student from school because of willful violation of school rules and regulations, willful conduct which materially or substantially disrupts the rights of others to an education, or willful conduct which endangers the student, other students, or the property of the school, is permitted, provided such action is taken in accordance with due process and with due regard for the welfare of both the student and the school.

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

**Suspensions for More than 180 Days and Expulsions**

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

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

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

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

**Remedial Conference**

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

**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.

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 are available on-line during the enrollment process as well as on the Food and Nutrition Services webpage on the District website. Paper applications are available at 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) 413-5295 or mail to Food and Nutrition Services, North Kansas City School District, 2000 NE 46th St., Kansas City, MO 64116. Feel free to contact Andrea Wilhoit at (816) 321-6287 or at
andrea.wilhoit@nkcschools.org for more information on how we can better meet the special diet needs of your student.

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

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

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### ACADEMIC INFORMATION

#### Instruction and Assessment

**High School Instructional Program**

The High School Instructional Program is designed to provide students with the preparation necessary for success beyond graduation. Each student, with the assistance of the guidance counselors, completes an Individualized Career Plan upon entry into the high school program. This plan provides a blueprint for the coursework needed to fulfill graduation requirements. In addition, the individualized plan is designed to prepare each student for post-secondary studies and pursuit of career interests. See the North Kansas City Schools Career Planning & Education Guide (CPEG) for detailed information regarding course offerings by following the link: http://www.nkcschools.org/uploaded/handbooks-guides/files/cpeg.pdf

#### Human Sexuality Instruction

The Board of Education recognizes that parents/guardians are the primary source of sexuality education for their children. The Board also recognizes that effective sexuality education, taught in concert with parents/guardians, helps students avoid risks to their health and academic success and prepares them to make informed decisions as adults. Therefore, pursuant to requirements of state law, if the district chooses to use any course materials and instruction relating to human sexuality and sexually transmitted diseases the materials and instruction shall be medically and factually accurate. For further information please refer to district policies and regulations by following the link: https://simbli.eboardsolutions.com/ePolicy/Policy.aspx?p=110&Sch=110&PC=IGAEBZ&P&revNo=1.11&srch=sexuality&ktype=Exact&encu=xa9jw0EeqNJPlIMR8zErIl2ev9hM2yurtnPs7R4uWoGGJTe44Fe0IFZlhp8siHmI77y1xqwplus6EwH2ovuEjEBilsDZvDmkWGp2MZjh0v3eX1ngjiw4KXmbGehxrAmYj06cyDlGfsAHHLnUa6o1sIshzvGxrdj30hoR6wi0re0UrbHY8JGWV2plusnDQg9nRcCp1oiG

#### Textbooks & Supplies

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

#### Specially Trained Teachers

Specially trained teachers are available for students who qualify for services in reading, speech and/or language, special education, gifted education, and English Language Learners (ELL). Guidance counselors are available to meet with individuals, small groups, and parents upon request. The district provides
home/hospital instruction for students unable to attend school for an extended period of time due to a medical condition.

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

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

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

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

**Progress Reports**
Progress reports are distributed every six weeks. Consult your school for a reporting schedule.

**PowerSchool Student-Parent Portal**
PowerSchool is a software program that provides students, parents and guardians access to a student's daily attendance and grades via the Internet. For more information about PowerSchool, currently offered to district middle and high school families, contact your student's home school.

**A+ Schools Program**
All North Kansas City Schools are designated as A+ Schools by the state of Missouri. This means that students who meet certain requirements are eligible to receive tuition reimbursement and general fees to any of Missouri’s public community colleges or public vocational or technical schools. Consult your school’s A+ Coordinator for more information about this program. The A+ Schools program created by the passage of Senate Bill 280 contains the following provisions for students graduating from designated A+ Schools. Please read the following carefully and refer to the Career Planning and Education Guide (CPEG) for additional information.

**Benefits**
Students who meet the program requirements, receive tuition reimbursement to any of Missouri’s public community colleges or public vocational or technical schools. Students must make a good faith effort to secure all available federal post-secondary student financial assistance funds that do not require payment in order to qualify for graduation. Also note, the Missouri legislature may revise the benefits of this program.

**A+ Program Requirements**
To be eligible for the financial incentives of the A+ Schools Program, a student must have:

- Completed and signed an A+ Schools Program Agreement and turned it into the A+ office.
- Attended an A+ designated school at least three consecutive years prior to high school graduation.
- Graduated with a grade point average of 2.5 on a 4.0 scale.
- Graduated with at least a 95% attendance record for a four-year period.
- Maintained a record of good citizenship; and avoidance of the unlawful use of drugs or alcohol or acts of violence.
- Performed at least 50 hours of unpaid academic tutoring or mentoring, connected to North Kansas City Schools, and supervised by a district employee.
- Beginning with the high school senior class of 2015, have achieved a score of proficient or advanced on the Algebra I end of course exam.

Distinguished Achievement Program
North Kansas City Schools sets high expectations for all students. Those learners who are academically talented and motivated should strive to earn one of the district’s diplomas of distinction, the Gold Medallion Honors Diploma, or the International Baccalaureate Diploma. Colleges and universities recognize honors diploma programs as the most rigorous course of study, and the district sends advance information to directors of admissions regarding requirements for both diplomas.

Honor graduates receive public recognition at Distinguished Achievement Program events (Honors Night) and at Graduation. Students are lauded for outstanding academic performance and for important academic research in printed programs and with special adornments on graduation robes. Gold Distinguished Achievement seals are placed on diplomas, and covers are gold to indicate the academic accomplishment.

Advanced Placement Courses
Advanced Placement (AP) courses are college-level courses taught at the high school by trained, qualified teachers using materials designed to prepare students for success on AP exams. Parents should visit the website of the college/university the student plans to attend to determine the policy regarding credit granted for AP courses/exams. Students should consult the most recent edition of the Program of Studies for AP course offerings.

Dual Credit Courses
Dual Credit courses are college-level classes taught at the high school by teachers who have met criteria established by Missouri’s Coordinating Board for Higher Education and by the college/university granting credit. Students may receive one-half unit of high school credit for each semester of class and earn the designated number of college hours. It is important that parents check with the college/university the student plans to attend to ensure that credit will be accepted.

Honors Courses
The purpose of Honors Courses for students in the North Kansas City Schools is to address the cognitive and affective needs of high-achieving learners by providing an accelerated and enriched academic program. Honors Courses (based on a Pre-AP curriculum) empower students to complete rigorous academic work, be responsible for their own learning, and demonstrate progress toward mastery of district graduation goals.

eCAMPUS
The opportunity to take some high school courses in an online learning environment with North Kansas City Schools teachers is available. Students may work on classes from school or home. Refer to the Career Planning and Education Guide (CPEG) for details.

International Baccalaureate Diploma Program (IBDP)
The International Baccalaureate degree is recognized by colleges and universities and is offered at more than 3,285 schools in 141 countries worldwide. Only 752 high schools in the United States, 10 in the state of Missouri, offer the IB Diploma Program. North Kansas City High School is the site for this prestigious program for all interested students in our school district.
The International Baccalaureate (IB) Program is a two-year, pre-university course of study designed to meet the needs of highly motivated students and, at the same time, promote international understanding. Because of the IB Program’s rigor, North Kansas City Schools offers two additional years of study as preparation for the IB. Students are encouraged to enroll in this Pre-International Baccalaureate program in Grades 9 and 10 and advance to IB courses for grades 11 and 12.

Students must earn minimum of 26 units of credit as outlined in the Program of Studies and the Diploma Options Supplement. The effectiveness of the IB Program is due not only to the depth of the individual courses, but also to the comprehensive nature of the total program. IB Diploma candidates take courses in six academic areas and must pass written examinations in all six areas, earning 24 points in order to qualify for the degree. Some subjects include an oral examination as well. IB Diploma candidates also participate in 150 hours of creativity, action, and service (CAS); take a unique course, Theory of Knowledge; and develop a 4,000-word extended essay. Refer to the Career Planning and Education Guide (CPEG) for additional information.

**Gold Medallion Honors Diploma**

Requirements include:
- 3.2 minimum GPA
- 26 units of prescribed credit
- 8 units of the 26 must be advanced credit (Honors, Dual Credit, or Advanced Placement)
- Community Service, 100 pre-approved hours of community service, tutoring or mentoring
- School to Career Internship, 40 hours
- Research Methods (one semester) and Research & Exhibition (one semester)
- Senior Exhibition based upon Research & Exhibition semester course
- Comprehensive Portfolio, presentation of best work, extracurricular activity, and student reflection
- Perform at or above the 85th percentile on an 11th or 12th grade national standardized academic test

Please refer to the Career Planning and Education Guide (CPEG) for additional information.
**Diploma Options**

The **Career/College Readiness Diploma** graduates are recognized as having met entrance requirements for most Missouri Universities.

The **Gold Medallion Honors Diploma** is a rigorous honors program designed to meet all entrance requirements for the University of Missouri system as well as most major U.S. colleges and universities. Students who participate in the Honors Program in middle school should be well prepared for the challenge of the Gold Medallion Honors Diploma program.

The **International Baccalaureate Diploma** is designed to prepare students to meet the entrance requirements of the world’s best universities. Students who enter the IB program should be those who are academically capable and who are committed to rigorous studies. The IB diploma option is available for all students in North Kansas City Schools and is located at North Kansas City High School. Students interested in the program should request the **IB Diploma Guide for Students and Parents** from their school counselor.

**Graduation Requirements**

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<th>Career/College Readiness</th>
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<td>MATHEMATICS</td>
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<td>SCIENCE</td>
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<tr>
<td>SOCIAL STUDIES</td>
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<td>3-4</td>
</tr>
<tr>
<td>FINE ARTS</td>
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<tr>
<td>PRACTICAL ARTS</td>
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<td>ELECTIVES</td>
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<td>MODERN LANGUAGE</td>
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<td>AP SEMINAR and RESEARCH &amp; EXHIBITION ++</td>
<td>1</td>
<td>4</td>
<td>1++</td>
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<tr>
<td>THEORY OF KNOWLEDGE</td>
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<td></td>
<td>1.5</td>
<td></td>
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<td>PERSONAL AND PROFESSIONAL SKILLS</td>
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<td>1.5-2</td>
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<td><strong>TOTAL CREDITS REQUIRED</strong></td>
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<td><strong>26</strong></td>
<td><strong>26</strong></td>
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</tbody>
</table>

*All students will be required to complete a service component*

+ **Personal Finance** will be an on-line course, with blended support

++ **AP Seminar and Research & Exhibition** - Optional for students pursuing IBCP
Service to Community Hours Requirements

Service to Community hours requirement is based on our goal to prepare young adults to become active and productive citizens. We learn by doing, and service to community is one means of educating students to be good citizens. Service to Community Hours have proven to be beneficial in enhancing students’ self-esteem while increasing growth in social awareness and social commitment.

The following Service to Community Hours guidelines were established by the Graduation Task Force in the fall of 2014 and are to be utilized as a guide for required Service to Community Hours for graduation.

- Service to Community is volunteer work for which no other credit or monetary compensation is received.
- Twenty (20) hours of Service to Community are a requirement for graduation from high school. A student will not participate in graduation ceremonies or receive a diploma if he or she has not performed the twenty (20) Service to Community Hours.
- The required Service to Community Hours for graduation are to be completed by the end of the first semester of the student’s senior year.
- Students may begin accumulating hours following completion of 8th grade year.

Service to Community Hours General Guidelines

Students are responsible for making the necessary contact to schedule Service to Community Hours.

- All projects must be pre-approved by the Service to Community Coordinator.
- A supervisor present at the project location must sign Service to Community forms. All information on the form must be complete. Parent signatures in lieu of the supervisor will not be accepted without prior approval of the Service to Community Coordinator.
- All Service to Community forms must be turned in to the Service to Community Coordinator.
- New students who enroll the second semester of the senior year must complete five (5) hours of Service to Community if he or she enrolls before the last six weeks of school.
- Projects should be completed within the boundaries of the North Kansas City School District unless pre-approved by the Service to Community Coordinator.
- Service to Community Hours can apply for IB CAS requirements, IBCP community and service requirements, and A+ requirements.

Service to Community Forms and a List of Northland Charities can be found at:
http://www.nkcschools.org/graduation-requirements

District Assessment

The district has a comprehensive testing program K-12. Results are used to provide feedback regarding individual student performance, inform instruction designed to meet student-learning needs, determine student placement in support programs, and evaluate district curriculum and educational programming. Assessment results are made available within fifteen days of receipt. Missouri Assessment Program (MAP) assessment results are sent home in the fall.

High school students are expected to complete the following assessments:

- District-developed Benchmark assessments in communication arts, mathematics, science, and social studies content
- US/MO Constitution test (passing score required for graduation)
- Missouri Civics Education Initiative (beginning with class of 2021)
- Missouri Physical Fitness Test (freshmen)
- Missouri Assessment Program End-of-Course exams for courses specified by the state of Missouri
- Program specific exams: Technical Skills Attainment, Advanced Placement, and International Baccalaureate
Middle School students are expected to complete the following assessments:

- District-developed Benchmark assessments in communication arts, mathematics, science, and social studies content
- Math Placement Tests (spring)
- Missouri Physical Fitness Test (grade 7)
- Missouri Assessment Program grade-level and end-of-course achievement tests in the areas of communication arts, math, and science each spring
- Universal screenings as needed

All English Language Learners participate in the state WiDA ACCESS language fluency assessments mid-year.

District counselors can provide information regarding additional college and career entrance exams, including ACT, ASVAB, PSAT, SAT, and WorkKeys.

**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.

**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 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 or counselor 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 students 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 High School Students
The amount of homework for the high school student will vary depending upon the course of study and the student’s total load, including extracurricular activities and out-of-school responsibilities. Time management and effective study habits should be emphasized at the high school level. Departments should work collaboratively to allocate testing and other significant projects so that they do not fall on the same day.
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
As directed by the Board, the following procedures will be used to implement the district’s attendance policy.

Definitions:

Attendance – A student is considered to be in attendance if the student is physically present in a class; participating in a district-sponsored district-approved activity; participating in a class through alternative methods or media as allowed by Board policy; receiving homebound services; or receiving services at another location pursuant to law or by arrangement of the district.

Parent – A parent, guardian or person acting as a parent in the absence of the parent or guardian. If the student is emancipated, the student will serve as the parent for purposes of this procedure.
Tardy – A student is tardy if the student arrives after the expected time class or school begins, as determined by the district. Tardiness will be counted as an absence in situations where the student arrives too late to have a meaningful participation in the class, lesson or activity.

Truancy – A student is truant if the student is absent from class or school without the knowledge and consent of the parents and the administration. A student is also considered truant if the student leaves school without the consent of the building administration or accumulates excessive unjustifiable absences, even with parental consent. If an absence is not cleared up within five (5) days, the student may be considered truant. Truancy is a type of unexcused absence.

Attendance Standards

An excused absence is defined as an absence from class resulting from illness or unforeseen circumstances which is verified by a parent and includes proper documentation. With proper documentation, the following absences will NOT count toward the attendance consequences as defined below:

1. Hospitalization
2. Mandatory court date
3. Religious observance
4. Medically documented illness
5. Documented Dental/Orthodontist appointment or doctor's appointment
6. Verified school counseling/office appointment
7. A school-based medical professional excuses the absence
8. School-related activities in which the student is a participant
9. History of chronic health problems, provided that proper documentation is filed with the Attendance Office or in Health Room
10. Death in the family
11. Two College visits (to be taken as a junior/senior)

A verified absence is defined as an absence from class resulting from illness or unforeseen circumstances which is verified by a parent. The following absences are examples of absences that will count toward the attendance consequences as defined below:

1. Oversleeping
2. Going "out of town"
3. No ride to school
4. Personal business
5. Activity camps
6. District/state contests or other school related activities in which student is not a participant.
7. Family vacations
8. Missing the bus
9. Needed at home
10. Car trouble
11. Other absences verified by parents

All other absences will be considered unexcused and will count toward the attendance consequences as defined below.

Communication to Parents and Students

Parent/guardian will receive a notice of attendance at the 6, 12, 15, and 18-week mark in the semester. The purpose of the notice is to inform the parent about their student’s status as it relates to the expectation of 90% attendance. In addition, the notice will address the possibility of percentage deductions per course if the 90% threshold is not achieved. The notice will also include a detailed schedule of opportunities for students to make-up time through study sessions outside of the regular school day. The student or parent may request a copy of the student’s attendance report by contacting the school’s attendance office.
Consequences for Violations
A high school student whose attendance falls below 90% in one semester will receive a percentage deduction by course as outlined in the table below. If the student is failing a course, he/she will receive an “F”.

<table>
<thead>
<tr>
<th>Attendance % By Course</th>
<th>% Grade Reduction</th>
</tr>
</thead>
<tbody>
<tr>
<td>90%+</td>
<td>0%</td>
</tr>
<tr>
<td>85 - &lt;90%</td>
<td>5%</td>
</tr>
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<td>80 - &lt;85%</td>
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<td>75 - &lt;80%</td>
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<td>60 - &lt;65%</td>
<td>30%</td>
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<td>55 - &lt;60%</td>
<td>35%</td>
</tr>
<tr>
<td>50 - &lt;55%</td>
<td>40%</td>
</tr>
</tbody>
</table>

Review/Appeal Process
If the student or parent feels that justifiable or extraordinary circumstances have contributed to not attaining the 90% threshold, the student and parent may appeal to the Attendance Review Committee. An appeal form must be completed and filed with the Attendance Office by the end of the semester the in which the absences occurred. This waiver should include documentation of illness, funeral or family emergency from a medical doctor, dentist, minister, or other official source. The review by the Attendance Review Committee shall be held within a reasonable time following the end of the semester. If no appeal request form is received by the end of the semester, then the decision to deduct percentage points from a student’s grade(s) for the class(es) will stand.

The Attendance Review Committee will consider the reasons for all the student’s absences. The committee will consider all relevant information including whether:

- The appeal form was returned to the attendance office by the end of the semester in which the absences occurred.
- The student has supplied reasons for each absence with appropriate documentation.

The possible outcomes from an appeal to the Attendance Review Committee:
1. The decision to deduct percentages for the class will stand.
2. Percentage points are reinstated.
3. Student is assigned make-up time for class time missed. Once the student makes up the time missed, percentage points will be reinstated.

The outcome from the Attendance Review Committee will be communicated to the parents by phone and by written communication.
In accordance with due process, the building decision may be appealed through the Academic Services Department and the office of the Deputy Director of Secondary Education.

The district will contact the Children’s Division (CD) of the Department of Social Services or the local prosecutor in cases where the district has a reasonable suspicion that a student’s lack of attendance constitutes education neglect on the part of the parents or that parents are in violation of the compulsory attendance law. No such action will be taken unless other strategies and interventions have been implemented and proven ineffective.
Reporting Absences
All schools have a 24-hour attendance line. In the event that an illness or other reasonable circumstance prevents your child from attending, please inform the school. If your child will miss several days, you only need to call the first day. If no contact is made by 9:00 a.m. for early schools and 9:30 a.m. for late schools, every attempt will be made to reach a parent or emergency contact to verify the reason for the absence. Our intent with the requirement for verification of absences, late arrivals, and early departures is that parents and school personnel always know where every student is during school hours.

Late to School Procedure
When a student arrives late, he/she must check in with the administrative assistant to obtain a pass to class. 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


**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 1st of each year. This information is treated as confidential and must include: the name of the child; parent/legal guardian’s name and address; birth date and age of the child; the child’s disability; and the services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact the Director of Pupil Services, at (816)321-3848. 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.

**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, email and Internet access.

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

**Authorized Users**

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

**User Privacy**

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

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

**Technology Administration**

The Board directs the superintendent or designee to create procedures governing technology usage and to assign trained personnel to maintain the district’s technology in a manner that will protect the district from liability and will protect confidential student and employee information retained on or accessible through district technology resources.
Administrators of computer resources may suspend access to and/or availability of the district’s technology resources to diagnose and investigate network problems or potential violations of the law or district policies and procedures. All district technology resources are considered district property. The district may maintain or improve technology resources at any time. The district may remove, change, or exchange hardware or other technology between buildings, classrooms, or users at any time without prior notice. Authorized district personnel may install or remove new programs or information, install new equipment, upgrade any system, or enter any system to correct problems at any time.

**Content Filtering and Monitoring**

The district will monitor the online activities of minors and operate a technology protection measure ("filtering/blocking device") on the network and/or all 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, offensive to minors, libelous, pervasively indecent, or vulgar, or advertising any product or service not permitted to minors.
9. Accessing, viewing, or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.

10. The district prohibits the use of district technology resources to access, view or disseminate information that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person’s race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful district policies and procedures.

11. The district prohibits any use that violates any person's rights under applicable laws, and specifically prohibits any use that has the purpose or effect of discriminating or harassing any person based on race, color, religion, sex, national origin, ancestry, disability, age, pregnancy or use of leave protected by the Family and Medical Leave Act.

12. The district prohibits any unauthorized intentional or negligent action that damages or disrupts technology, alters its normal performance, or causes it to malfunction. The district will hold users responsible for such damage and will seek both criminal and civil remedies, as necessary.

13. Users may only install and use properly licensed software, audio or video media purchased by the district or approved for use by the district. All users will adhere to the limitations of the district’s technology licenses. Copying for home use is prohibited unless permitted by the district’s license and approved by the district.

14. At no time will district technology or software be removed from the district premises, unless authorized by the district.

15. All users will use the district’s property as it was intended. Technology resources will not be moved or relocated without permission from an administrator. All users will be held accountable for any damage they cause to district technology resources.

**Electronic 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&srch=social+media&ktype=Exact](https://simbli.eboardsolutions.com/ePolicy/Policy.aspx?S=110&Sch=110&PC=EHB&revNo=1.01&srch=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. The Parents as Teachers office number is 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 the Director of Community Education Services, Melissa Slenker, at (816) 321-5010.

**Services and Programs**

- 816-321-5017 Adventure Club Afterschool Programs
- 816-321-5011 Adult Education & Literacy (HiSet test preparation and Adult ELL)
- 816-321-5010 Community Education Classes
- 816-321-4811 Community Education Preschool
- 816-321-4811 Golden Pass
- 816-321-5018 Partners in Education
- 816-321-5010 Senior Seminars
- 816-321-5018 Volunteer