



ELEMENTARY STUDENT HANDBOOK 2011-2012

“Pursuing Excellence Today for Tomorrow”

Kearney R-I School District

1002 S. Jefferson
Kearney, MO 64060
Phone: 816-628-4116
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Dogwood Elementary (K-5)

Janelle Nelson, Principal
1400 Cedarwood Parkway
Kearney, MO 64060
Phone: 903-1400 Fax: 628-0016

Hawthorne Elementary (K-5)

Sandy Peitzman, Principal
1815 S. Jefferson
Kearney, MO 64060
Phone: 628-4114 Fax: 628-6476

Kearney Elementary (K-5)

Brian Sloan, Principal
902 S. Jefferson
Kearney, MO 64060
Phone: 628-4113 Fax: 628-4132

Southview Elementary (K-5)

Rebecca Parks, Principal
7 S. Campus Drive
Kearney, MO 64060
Phone: 628-4652 Fax: 628-6173

SACC – Ann Wyatt

628-4652

Kearney R-1 School District

Public Notices

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over eighteen years of age certain rights with respect to educational records. These rights are:

- The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the appropriate school official a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendments of the student's education record that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record they believe to be inaccurate or misleading. They should write the school official, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for the amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes the disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the School Board; a person with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are: Family Policy Compliance Officer, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202- 4605.

Nondiscrimination

The Board of Education believes in the right of every student to receive equal opportunities in all educational programs and activities conducted by the school district. The Board also believes in the right of every qualified individual to except fair and equal treatment both as applicants for employment and as employees.

It is the policy of the Board to accord equal consideration and impartial treatment regardless of race, color, national origin, ancestry religion, socio economic status, marital status, sex, age, handicapping conditions or organizational memberships. This policy will prevail in all matters concerning the staff, the students, the public, the educational programs and services of the district and individuals with whom the Board does business.

The Board has designated Dr. William Nicely, Superintendent, to act as the district's nondiscrimination compliance coordinator. Any person with a comment or concern may contact the coordinator at the Kearney R-1 Board of Education Office, 1002 South Jefferson, Kearney, Missouri 64060. The telephone number is (816)-628-4116. No person shall suffer reprisals as a result of having initiated or presented a grievance.

Complaint Resolution for Improving America Schools Act

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the Goals 2000: Education America Act and the Improving America's School Act. (IASA).

A complaint is a formal allegation that a specific federal or state law or regulation has Been violated, misapplied, or misinterpreted by the school district personnel or by the Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The following steps are proper procedures to be followed by persons with questions or complaints regarding the operation of the Kearney R-I School District:

1. Complaints on behalf of individual students should be first addressed to the teacher.
2. Unsettled matters from (1) above, or problems and questions concerning individual schools, should be directed to the principal of the school.
3. Unsettled matters from (2) above, or problems and questions concerning the school district, should be directed to the superintendent.
4. If the matter cannot be settled satisfactorily, it should be brought to the Board of Education. Questions and comments submitted to the secretary of the Board in letterform will be brought to the attention of the entire Board at a regularly scheduled or called meeting. If necessary, a Board hearing will be scheduled to resolve the complaint. However, the decision of the Board will be final except in the case of complaints concerning the administration of Federal programs. In that case the complainant may go to the appropriate section of the Department of Elementary and Secondary Education and from there on to the United States Secretary of Education.

Anyone wishing more information about this procedure or how complaints are resolved may contact the Kearney R-I School District Office, 1002 South Jefferson, Kearney, Missouri 64060. 816-628-4116.

Special Education

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, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Kearney R-I School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation/intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Kearney R-I School District 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.

The Kearney R-I School District 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 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).

The Kearney R-I School District has 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 the Special Services Office, located at Kearney Junior High, between the hours of 8 AM- 3 PM on days when school is in session.

This notice will be provided in native languages as appropriate.

No Child Left Behind Act

The Kearney R-1 School District is required to inform you of certain information that you, according to the No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know.

Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

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

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

BUILDING HOURS AND ARRIVAL

The building is open to students at 8:25 A.M. Students should **NOT** arrive prior to 8:25 A.M., as there will be no supervision. Bus riders are allowed into the building at 8:25 A.M. when breakfast begins. The tardy bell rings at 8:45 A.M. All students should be in class at this time. If you choose to bring your children to school, please observe these hours. Classes do start promptly at 8:45 A.M. We will begin dismissing students at 3:30 P.M.

If you plan to pick students up instead of using the bus, we would appreciate a call into the office no later than 2:00 P.M. We cannot guarantee that your child will receive notification of changes after 2:00 P.M. This allows the office to inform students of a change of plans in a safe and orderly fashion. If it is necessary for you to pick up your child before 3:30 P.M., please check him/her out through the office. The office will send for the child after the parent has signed the student out. Teachers are not allowed to dismiss students directly from their rooms. This is for your child's safety. We ask that you refrain from picking students up early on a regular basis. Classes do continue until 3:30 P.M.

BUS STUDENTS

All bus students and parents will be asked to read the Kearney R-I Bus Regulations. It is important to reinforce these rules with your child, as his/her safety will depend on an orderly bus. Bus drivers routinely report bus discipline problems to the principal. Serious or frequent problems will result in a suspension from riding the bus. Misbehavior on the bus is viewed as a serious infraction of school rules. For your child's safety we must insist on all students' best behavior at all times on the bus.

Your child MUST bring a written note to school regarding a change in transportation. If the office does not have a signed parental note, we will require your child to ride his/her normal bus. If your child experiences difficulties, please contact the bus barn at 628-9003. If further assistance is needed, then contact the building principal.

STUDENT DISMISSAL

Students are required to go home immediately after school. They cannot remain outside on school grounds or linger because of traffic safety. **NOTE: All students will be required to go home as usual unless a note or call from the parent or guardian advises us otherwise.** Bus transportation is provided for all students. Students wanting to walk to and from school must complete a form from the office giving parental permission.

ATTENDANCE

Regular attendance is very important, as there is a high correlation between attendance and achievement. Should your child be absent for any reason, please call the school office to avoid your child receiving an unexcused absence. If we have not heard from you by 10:30 A.M., we will call you to verify your child's absence.

ATTENDANCE PROCEDURE – KEARNEY R-I SCHOOL DISTRICT

Please refer to board policy JED-AP1, Student Absences and Excuses for procedures regarding attendance procedures.

TARDIES

According to Kearney School District discipline guidelines, consequences for unexcused tardies will be assigned by an administrator if a student has four or more tardies per semester. Consequences may include parent notification by letter and/or loss of privileges. A parent conference may be scheduled.

DETENTION/and or LOSS OF PRIVILEGES

Detentions or loss of privileges may be assigned for late work, poor classroom behavior, unexcused tardies or for disciplinary reasons.

BREAKFAST, LUNCH, AND MILK

Breakfast and lunch are served on a daily basis at all elementary buildings. Free and reduced lunch applications are available in the offices. Menus are sent home monthly and available on the district website.

It is preferable that lunches and milk be paid well in advance. The status of each student's lunch account is available from the secretary and on Power School. Charges can be made only on an emergency basis to a maximum of \$-5.00. **If a child's balance reaches \$-5.00, the child will not be allowed to charge and will be served a cheese sandwich and milk until the account is in good standing.**

Students carry their lunch cards to the lunchroom. **Do not bend these cards.** The cards cannot be read by the scanner when they are even slightly bent. If a lunch card is lost or damaged, the cost of a replacement card is \$1.00.

Parent/Legal Guardians and grandparents are welcome to have lunch at school. Arrangements need to be made through the office. Guests pay for their lunches in the office and receive a lunch voucher to use in the lunchroom.

Guests may not stay for any recesses following lunch, as this is a time important to the social growth of your child and can cause concerns from the parents of classmates. This is for your child's safety.

ILLNESS AND MEDICATION AT SCHOOL as per Board Policy JHCD

Parents are responsible to have someone available to pick up their child if he/she becomes ill, hurt or is suspected of having a contagious condition such as temperature of 100 or above, ringworm, pinkeye, head lice, etc. Strict health regulations require immediate removal of a student who may be ill or have a contagious condition. Make sure the office has your updated phone numbers and emergency numbers. **Students with a temperature of a 100 or higher or who have had vomiting or diarrhea, must be fever, vomit and diarrhea free for a 24-hour period, without the use of medication (i.e. Tylenol, Ibuprofen or anti-diarrhea meds), before returning to school. Students must be nit free of head lice in order to return to school.**

If your child has an illness that requires antibiotics, they must have a full day's dosage before returning to school. For example, if Penicillin is prescribed 3 times a day, your child must have all three doses of the medication before returning to school. Pink Eye also requires a full 24 hours on antibiotic drops before he/she may return to school.

Parents of children taking prescription medication need to remember that all medication must be in a bottle with the pharmacist's label designating patient's name, instructions, and name of drug and physician. The medication must be accompanied by an authorization for medication form signed by the parent or guardian. If the prescription is to be kept longer than 30 days, the physician's signature must also be on this form. We require that all medication be delivered to the school by the parents, NOT the student. If medication needs to be picked up at the end of the day, a parent will also be responsible for this. All medications will be kept in and dispensed from the health room.

Non-prescription medicine will be administered only with a completed authorization for medication form signed by the parent or guardian stating instructions. All non-prescription medications to be given at school must be in the original container/box, labeled with student's name and instructions. Absolutely **NO** medication will be given that is sent to school in anything other than the original container (such as a plastic bag).

FOOD ALLERGY GUIDELINES

The Kearney R-I School District requires ALL food to be prepackaged, store bought item with a nutritional analysis and ingredients list printed on the package. **NO foods or products containing peanut/tree nuts or are process in a factory that uses peanuts/tree nuts will be accepted in the classroom setting.** All food for classroom consumption MUST be pre-approved through the school health office.

HOMEWORK REQUESTS

Students who have missed school due to illness may request homework by calling the office before 10:00 A.M. Homework will be ready for pickup after 3:00 P.M. Your cooperation is appreciated, as teachers will need adequate time to prepare homework assignments. Homework requested due to vacation absences will be available upon the student's return to school.

USE OF TELEPHONE

Students should not use the office telephone unless it is an emergency. Calls home for parents to bring forgotten materials will be discouraged. Students will be called to the office for phone calls in the case of emergencies only.

PARENT-TEACHER COMMUNICATION CHAIN

If you have a question or concern involving your student or the activities relating to school, we ask that you follow this communication chain. It is helpful when leaving messages or emailing us that you include your student's first and last name and a brief message about the issue. This allows us to be more prepared for the conversation when it occurs and saves both of us time in the long run.

If the issue or question involves your student and classroom situations such as homework, assignments, actions in the room taken by the teacher, etc. please contact the teacher first. You can do this by email, in writing, or over the phone. Please allow the teacher 48 hours to respond to your request. The teacher often has only one planning period in a day and may have already had that period for the day before you make contact. Also during this period, they could have a meeting, papers to copy, papers to grade, tests to prepare, lesson plans to finalize or change, etc. They may not be able to communicate with you immediately, so please be patient and they will get back to you.

If the issue or question involves the functioning of the building, a discipline issue occurring in the office, or if you have already contacted the teacher and feel that you did not get satisfactory results, please contact the principal. This too can be done by email, phone or in writing. Please do not expect a return response until the end of the school day, as this is when the administrative staff has the free time to respond to phone messages and emails. We will do our best to get back with you the same day the message is left, but if we cannot reach you or are unable to get that done on the same day, you will be contacted the following school day.

Thank you in advance for your cooperation with our communication chain.

PROGRESS REPORTS

Progress reports are sent home at mid-quarter for grades 3, 4, & 5. This process is designed to help parents gauge their child's progress. It is, however, possible for students to be doing an adequate job at mid-quarter and still receive a poor grade on the quarter grade card. Please feel free to check on your child's progress throughout the entire quarter using Power School for grades 3, 4, & 5 at <http://ps.kearney.k12.mo.us>. Usernames and passwords may be obtained by contacting your building secretary.

STATE ASSESSMENTS:

According to policy IL, the district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the Show-Me Standards, as set forth by the Missouri State Board of Education.

PARENT-TEACHER CONFERENCES

Conferences will be set up at the end of the first quarter. It is extremely important for parents and the school to work together to promote responsibility for assignment completion, quality work, and citizenship. With cooperative support between home and school, students will achieve success academically and socially.

PARENT VOLUNTEERS

Parent volunteers must be scheduled by the teacher. A district-approved confidentiality statement must be signed and submitted to the building principal prior to volunteer duties.

VISITORS AND CLASSROOM OBSERVATIONS

All visitors should report to the office. If you have a meeting with the teacher, or you are here to volunteer, you will be given a visitor's pass to wear.

Classroom observations **MUST** be arranged through the building principal with **24 hours** notice and are 30 minutes in length. At times a classroom visit may be discouraged due to testing or other activities that cause disruptions in the normal schedule. A confidentiality statement must be signed prior to the observation.

Classroom visits are not approved during recess time, as this is a time important to the social growth of your child and can cause concerns from the parents of classmates. This is for your child's safety.

SCHOOL INSURANCE

School insurance is available and enrollment information is sent home with students the first week of school.

STUDENT BELONGINGS

Students are **NOT** to bring personal items to school including recess equipment, trading cards, yo-yo's, iPods or any MP3 players, CD players, pagers, phones, camera phones, cameras, hand-held video games, etc. The school district is not responsible for these items if they are broken, lost or stolen.

PICTURES

A pre-pay school picture plan will be sent home prior to picture day. Those students wanting pictures but forgetting their money will wait until retake day. Each elementary building will have their own softbound yearbook, available for sale in the spring and distributed the last week of school.

SACC – Before and/or After School Childcare

Dogwood Elementary, Hawthorne Elementary, Kearney Elementary and Southview Elementary will house the before and after school programs. Contact the building secretary or Ann Wyatt at 628-4652 for more information.

INCLEMENT WEATHER DISMISSAL

During bad weather, early school dismissal will be announced over local radio and television stations. Please have a PRE-ARRANGED PLACE for your child to go in case school is unexpectedly dismissed and you are not at home. Make your child aware of that plan site. Early dismissal, depending on weather severity will be announced on the district web site, KMBC TV-9, KSHB TV-41, KCTV TV-5, WDAF TV-4, and radio stations KFKF 94.1 FM, KMBX 980 AM, KKWK 100.1 FM, KMXU 100.7 Chillicothe. In addition, parents are encouraged to register with Textcaster to receive email or text messages in case of early dismissal or school closings. The link for Textcaster registration is located on the district website (www.kearney.k12.mo.us). Parents may call any school number and press 9 before 7:30 a.m. to receive any updated information.

PARTY INFORMATION

PTO holiday parties are scheduled two times during the school year. The district requires that only pre-packed, store bought items only with a nutritional analysis and ingredients lists printed on the package. No food or products containing peanut/tree nuts or are processed in a factory that uses peanut/tree nuts will be accepted in the classroom setting.

Please check the calendar for exact dates of the parties. **Birthday treats** must also be pre-packaged and either store purchased or ordered through the OPAA personnel in your building. Please notify the classroom teacher one day before bringing them. **Gifts of flowers, candy, and balloons will not be accepted at any elementary school.**

If you wish for your child to pass out party invitations at school, every student of the same gender in the classroom must receive one. If you are inviting only a few friends, the invitations must be delivered outside of the school setting. This avoids hurt feelings and undue emotional stress here at school.

EMERGENCY DRILLS

The Kearney R-I School District takes a pro-active stance on emergency preparedness. District employees participate in on-going training using the ERIP Crisis model. Emergency drills (fire, tornado, earthquake, Level II) are conducted throughout the year to train students how to effectively respond to natural disasters and emergencies. Please notify the office staff of emergency contact changes (i.e. address, phone numbers, etc.)

PETS

No pets are allowed at school unless the building principal has given permission.

STUDENT DRESS GUIDELINES

Dress that disrupts the educational environment will be prohibited. Students are **not** to wear clothing promoting tobacco, alcohol, or drugs. They are **not** to wear mesh shirts or half shirts. **No** clothing is to be worn that allows any part of under garments to be visible. This includes, but it is not limited to, tank tops and spaghetti strap tops. Tank tops may be worn with sleeved T-shirts underneath. Shorts and skirts will need to be respectable in length. A rule of thumb for shorts is that they should be at least down to the student's fingertips when holding arms down. Students are not to wear caps, hats, or bandanas inside the buildings at any time. **Students may be asked to call home for a change of clothing at the discretion of the building principal.**

For the safety of our children, Heelies or any type of shoes with wheels for the purpose of skating are not permissible at school at any time. Please also be advised that Crocks may provide safety concerns as wood chips used on many playgrounds do penetrate this type of shoe and may cause injury.

SEXUAL HARASSMENT

The Kearney School District is committed to providing an environment free from intimidating, hostile or offensive behavior, unwelcome sexual advances, and other verbal or physical conduct constituting sexual harassment. Allegation of sexual harassment will be investigated and, if substantiated, corrective or disciplinary action taken up to and including suspension and/or expulsion of the student.

STUDENT CODE OF CONDUCT AS PER BOARD DISCIPLINE POLICY JG

The Kearney R-I School District places a great emphasis on quality instruction and making class time productive. In order to insure that each student has the opportunity to gain as much knowledge as possible, there are certain procedures that all students need to follow. These policies are in place to help students feel safe and comfortable within the school environment.