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Park Hill School District

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# BUILDING SUCCESSFUL FUTURES.

*Each Student. Every Day.*

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*Gerner Family Early Education Center  
2019-2020 Parent-Student Handbook*

# Handbook Summarizes District Policies and Rules

The School Handbook has been written to provide important information concerning specific rules, policies and procedures related to the safety and operation of our schools. In order for schools to operate safely and efficiently, you and your student(s) must be familiar with and abide by the expectations, procedures and rules outlined in this handbook.

The student handbook summarizes district policy and contains general guidelines and information. Refer to official policy and regulation documents for specific information at <http://boepublic.parkhill.k12.mo.us/com/browse.aspx>. In the event of a conflict between this handbook and a Board policy or regulation, the Board policy or regulation takes precedence and controls. In the event of a conflict between this handbook and any applicable law, the applicable law takes precedence and controls.

This handbook's content may be changed from time to time throughout the 2019-2020 school year. An up-to-date version will be maintained online at [www.parkhill.k12.mo.us](http://www.parkhill.k12.mo.us). It is the responsibility of students and parents to review such changes and to remain apprised of the current version of the handbook.

If you have any questions regarding this handbook, please contact your student's building administrator.

## **Board of Education:**

- Bart Klein, President/MSBA Delegate, kleinb@parkhill.k12.mo.us
- Kimberlee Ried, Vice President, riedk@parkhill.k12.mo.us
- Janice Bolin, Treasurer, bolinj@parkhill.k12.mo.us
- Kyla Yamada, MSBA Delegate, yamadak@parkhill.k12.mo.us
- Todd Fane, fanet@parkhill.k12.mo.us
- Scott Monsees, monseess@parkhill.k12.mo.us
- Susan Newburger, newburgers@parkhill.k12.mo.us
- Dr. Jeanette Cowherd, Superintendent, cowherdj@parkhill.k12.mo.us
- Opal Hibbs, Board Secretary, hibbso@parkhill.k12.mo.us

To contact a Board member by phone, please call (816) 359-4050. Board meetings are held in the Board room at the Park Hill District Office, 7703 NW Barry Road. The public is encouraged to attend. Scheduled meetings and agendas are posted on the Park Hill School District website at [www.parkhill.k12.mo.us](http://www.parkhill.k12.mo.us).

## **Park Hill School District Website**

All Board policies and administrative regulations for the Park Hill School District are available in administrators' offices, and they are posted on the district's website, which can be accessed at [www.parkhill.k12.mo.us](http://www.parkhill.k12.mo.us).

## **Communication in the District:**

- District Office: (816) 359-4000
- Superintendent: Dr. Jeanette Cowherd
- Assistant Superintendent for Business and Technology: Dr. Paul Kelly
- Assistant Superintendent for Academic Services: Dr. Jeff Klein
- Assistant Superintendent for Human Resources: Dr. Bill Redinger
- Executive Director for Quality and Evaluation: Dr. Mike Kimbrel
- Director of Educational Programs: Dr. Stephanie Amaya
- Director of Elementary Education: Dr. Jasmine Briedwell
- Director of Student Services: Dr. Josh Colvin
- Director of Assessment: Dr. Christina Courtney
- Director of Special Services: Dr. Christopher Daniels
- Director of Secondary Education: Dr. Jaime Dial
- Director of Human Resource Services: Dr. Linda Kaiser
- Director of Communication Services: Nicole Kirby
- Director of Nutrition Services: Ronda McCullick
- Director of Safety and Security: Chad Phillips
- Director of Operations: Jim Rich
- Director of Technology: Derrick Unruh

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# General Information

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## Access to and Release of Student Information

### *Parent and Eligible Student Access*

All parents may inspect and review their student's education records, seek amendments, consent to disclosures and file complaints regarding the records as allowed by law. The parents' rights relating to the education records transfer from the parent to the student once the student becomes an eligible student; however, parents maintain some rights to inspect student records even after a student turns 18. The district will extend the same access to records to either parent, regardless of divorce, custody or visitation rights, unless the district is provided with evidence that the parent's rights to inspect records have been legally modified. If a parent or eligible student believes an education record related to the student contains information that is inaccurate, misleading or in violation of the student's privacy, the parent or eligible student may use the appeals procedures created by the superintendent or designee to request that the district amend the record. The district will annually notify parents and eligible students of their rights in accordance with law.

### *Directory Information*

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The district will designate the types of information included in directory information and release this information without first obtaining consent from a parent or eligible student unless a parent or eligible student notifies the district in writing as directed. Parents and eligible students will be notified annually of the information the district has designated as directory information and the process for notifying the district if they do not want the information released.

Even if parents or eligible students notify the district in writing that they do not want directory information disclosed, the district may still disclose the information if required or allowed to do so by law. For example, the district may require students to disclose their names, identifiers or district email addresses in classes in which they are enrolled, or students may be required to wear, publicly display or disclose a student identification card or badge that exhibits information that is designated as directory information.

The school district designates the following items as directory information:

**General Directory Information:** The following information the district maintains about a personally identifiable student may be disclosed by the district to the school community through, for example, district publications or to any person without first obtaining written consent from a parent or eligible student:

Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected

educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy

**Limited Directory Information:** In addition to general directory information, the following information the district maintains about a personally identifiable student may be disclosed to: school officials with a legitimate educational interest; parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services:

The student's address, telephone number and email address; and the parents' addresses, telephone numbers and email addresses.

**Military and Higher Education Access:** The district will disclose the names, addresses and telephone numbers of secondary school students to military recruiters or institutions of higher education as required by law. However, if a parent or a secondary school student who is at least 18 submits a written request, the district will not release the information without first obtaining written consent from the parent of the student.

See Board Policy JO for additional information. Parents or guardians may designate additional adult(s) to have access to their student's records by requesting a FERPA release form in the front office at the student's school.

## **Arrival / Dismissal**

### **Early Childhood Special Education, Bright Futures and Title 1 Families**

When it is necessary for you to pick up your child during school hours, please come to the office and follow the sign-out procedure. Adults signing out students will be asked to produce picture identification and must be on the authorized pick up list provided by parents. Please notify the office ASAP if there are changes to the authorized pick-up list to ensure the safety of our students.

### **Tuition Preschool Families**

All parents or guardians must use the door code assigned to your family for door entry and to electronically sign the student in and out on computers or kiosks at the front office between the hours of 6:30 a.m. to 8:00 a.m. and again from 4:30 p.m. to 6:00 p.m. If a child is being picked up for an appointment, it is important to use the office kiosk to appropriately track attendance.

Between the hours 8:00 a.m. and 4:30 p.m., families will need to use the visitor entry kiosk and the office will buzz families in. The parent /guardian will escort the student to their classroom. When picking up students, the parent must use the door code to open the door and enter it again to electronically sign your child out. You may exit out of the building through the double doors at the main entrance of the building. Adults signing out students will be asked to produce picture identification if not recognized by school personnel and must be on the authorized pick up list provided by the parent/guardian. Please notify the office ASAP if there are changes to the authorized pick-up list to ensure the safety of our students.

### **For all programs**

When dropping off or picking up children, it is discouraged to park in the front circle. Please use a marked parking space and makes sure your vehicle is not running. Idling vehicles are discouraged throughout each of building parking lots. It is imperative that no children are left in vehicles unattended. The handicap parking spots are to be used for families and students that have physical limitations.

### **Cancellations and Emergency Closings**

When school is closed or cancelled due to inclement weather or emergency situations, an official announcement will be issued through the news media. Parents should monitor local media outlets to determine if school has been canceled or closed early. Whenever possible, the district will also utilize the “First Hand” notification system to alert community members by email and text-messaging. To sign up for “First Hand” email or text-messaging notification, visit the district website at [www.parkhill.k12.mo.us](http://www.parkhill.k12.mo.us).

***\*Tuition preschool classrooms will remain open during inclement weather days, unless a State of Emergency has been called by the local city government.***

***\*\*Parents as Teachers, ECSE, Bright Futures, and Title 1 Preschool classes will not be in session on inclement weather days.***

### **Change of Address/Telephone Number**

Please notify your student’s school immediately if you have a change of mailing address, email address or telephone number (home, work, mobile).

### **Civility Policy**

The Park Hill Board of Education has adopted a civility policy (Board Policy KFA). The policy relates to the use of civility in relationships and communication among school officials, students, parents and members of the public. A copy of Board Policy KFA is available for review in every school building and on the district’s website. The purpose of the policy is to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for students and staff.

Uncivil behavior is defined as any behavior that is (1) physically or verbally threatening, either overtly or



implicitly, as well as behavior that is coercive, intimidating, violent or harassing, and (2) directed toward employees, students, parents, patrons, visitors or anyone having business with the district. Examples of uncivil behavior include, but are not limited to: (1) use of profanity; (2) personally insulting remarks; (3) attacks regarding a person's race, gender, nationality, religion, disabling condition or any other personal characteristic, or (4) behavior that is out of control.

Students who violate the civility policy may be disciplined. Parents who violate the civility policy may be restricted from being present on school district property or have restrictions placed on their communications with district personnel.

### **Classroom Treats**

To protect the health and safety of our children, students may bring pre-packaged treats to school to share with classmates in recognition of birthdays and other celebrations. In order to address any known allergy concerns, a label listing ingredients should be affixed to the package. Homemade treats will not be distributed to students. Due to allergies and other food intolerances, please consult with your classroom teacher before the pre-packaged treats are brought to school. As a healthier alternative, Park Hill Nutrition Services offers a variety of nutritious treats that may be purchased and delivered to your student's classroom. If you are interested in this service, please contact your school's nutrition services manager. Party invitations are only to be brought to school if they are distributed to the entire class.

### **Clothing**

Gerner preschool programs are a very involved, hands-on learning experience for all of our children. Your child will take part in activities that may include painting, shaving cream, cooking activities, and so on. For this reason, we do not recommend you send your child to school in his/her best clothes. Children should be dressed neatly and in clean clothes. We play outside when weather permits and participate in many other high-activity games. Tennis shoes are the recommended shoe of choice.

All Tuition and Title 1 students are required to be independent with their toileting needs upon enrollment. However, three and four year olds may have toileting accidents. Please put an extra change of clothes in your child's backpack. Make sure all pieces of clothing are clearly labeled.

### **Communication in the District**

If you have a question concerning your child, please follow the chain of command below unless directed otherwise:

1. Teacher
2. Building administrator
3. Director
4. Assistant superintendent
5. Superintendent
6. Board of Education

The majority of questions can be addressed at the building level. If further assistance is needed, contact the appropriate individual at district office at (816) 359-4000.

## **Curriculum**

All programs at the Gerner Center provide instruction that follows the Missouri Early Learning Standards and guidelines. Creative Curriculum serves as the main sources for instructional ideas, but classrooms may utilize a variety of resources to enhance teaching and learning of the standards. Learning is monitored by the use of DRDP (Desired Results Development Profile), where teachers gather evidence of learning over the course of the year. Progress is communicated formally two times a year.

The Gerner Center follows the standards and guidelines for the National Association for the Education of Young Children (NAEYC).

## **Deliveries to School**

Delivery of flowers, balloons, or other gift items to school is discouraged due to student allergies, limited storage, and disruption to the education environment. All items will be held in the office until the end of the day, or parents/guardians may be contacted to pick them up if deemed appropriate. These items will not be permitted to be transported on the school bus. Personal items needed during the school day must be dropped off by a parent/guardian, adult household member or person authorized by the parent/guardian. Deliveries of commercially prepared food by individuals other than a parent/guardian or person authorized by the parent/guardian are not permitted. If commercially prepared food is delivered to a student by the parent/guardian or person authorized by the parent/guardian, the student will consume the food in an area designated by a building administrator or designee.

## **Emergency Drills**

Students will be informed of the appropriate action to take in an emergency. Drills for fire, weather, and other emergencies shall be conducted each school year in accordance with the requirements of counties, municipalities, or fire protection districts in which school buildings are located. Each school will conduct at least one fire drill per month, one earthquake drill per year, two intruder drills per year (one per semester), and two tornado drills per year (one per semester).

## **Enrollment Requirements**

Residents of the Park Hill School District who wish to enroll their children for the Early Childhood Special Education, Bright Futures, Title 1 and Tuition Preschool programs must bring the following items to the school:

- Immunization records
- Birth certificate
- Proof of residency\*
- Any specialized instruction information including IEP or Section 504 documentation

*\*Proof of residency includes a lease agreement, mortgage statement, or paid 2018 real estate tax statement and an original, current home utility bill (gas, water, or electric) dated within the last 60 days, which provide the name and address of a parent or guardian.*

**Online Enrollment forms and additional information are available online at:**

[https://www.parkhill.k12.mo.us/parent\\_resources/enroll\\_in\\_park\\_hill](https://www.parkhill.k12.mo.us/parent_resources/enroll_in_park_hill)

Tuition students and Title 1 students should independently use the restroom (potty-trained) by their first day of attendance.

### **Federal Programs Complaint Resolution Procedures**

The Elementary and Secondary Education Act requires certain notifications to parents and guardians when school districts receive federal funds. School districts must annually disseminate federal programs complaint resolution procedures to parents and guardians of students and appropriate private school officials or representatives. The Every Student Succeeds Act of 2015 (ESSA) complaint procedures can be found at <https://dese.mo.gov/sites/default/files/qs-fedcomp-Complaint-Procedures-ESSA.pdf>.

### **Fliers and Informational Brochures**

Fliers and informational brochures from agencies or individuals outside the school district must be approved by the assistant superintendent for human resources prior to distribution to students. Typically, approved brochures are not sent home with students, but rather they are made available for student pickup in the office.

**Distribution of Non-curricular Student Publications:** The school district provides a limited open forum and therefore allows students to distribute, at reasonable times and places, unofficial material, including but not limited to, petitions, buttons, badges or other insignia. If the district allows students to use its technology resources for non-curricular purposes, any exchange of unofficial material which is delivered or accessed using district technology resources is also subject to this policy.

However, students cannot distribute materials which:

1. Are obscene
2. Are libelous
3. Contain indecent or vulgar language or content
4. Advertise any product or service not permitted to minors by law
5. Constitute insulting or fighting words, the very expression of which injure or harass other people (e.g., threats of violence, defamation of character or of a student's race, religion or ethnic origin)
6. Present a substantial likelihood that, either because of their content or their manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, the commission of unlawful acts

or the violation of lawful school procedures

## **Fundraising Activities**

All school fundraising must be approved by building and district administration using the district fundraising approval form. Fundraising must have a designated purpose prior to the beginning of sales. The projects must be planned and carried out in cooperation with building administration and follow Board of Education Regulation IGDF-R.

## **Gift Giving**

The Park Hill Board of Education discourages the exchange of gifts among students, parents, and staff. The term “gifts” does not include nominal items provided to all students. Class gifts must be presented from the entire class, regardless of whether all students were able to contribute.

## **Health Services**

The purpose of the Park Hill School District student health services program is to help each student attend school in optimum health and benefit from the school experience.

A registered nurse is assigned to each high school and middle school. Registered nurses supervise the elementary student health service program at their assigned buildings. All student health services employees shall serve under the direction of the building administrator and director of student services. All parent/guardian contacts regarding student health will be made by the licensed practical nurse, the administrator, a registered nurse or district administrators.

**Health Condition(s) Information:** The following guidelines should be followed concerning any students with special health conditions/concerns:

- The Confidential Student Health form should be completed by parent/guardian at time of enrollment and updated annually.
- Parent/guardian should notify the school nurse or administrator of any health concern that could require emergency services, interfere with the student’s education process or require interventions throughout the school day.
- Students requiring medical accommodations throughout the school day (including, but not limited to, physical education, dietary conditions, physical limitations and medical interventions) must submit a statement from their licensed medical provider stating the need for such accommodations each school year. It is strongly encouraged that parents/guardians follow a pattern of having regular medical and dental screenings for their child.
- The district maintains prefilled epinephrine auto syringes to be administered when a student is

having a life-threatening anaphylactic reaction and asthma-related rescue medication to be used in the event of an emergency. Middle- and high-school buildings are also equipped with naloxone to be used during a life-threatening opioid overdose. **Parents/guardians must indicate in writing to the school nurse if their student cannot receive such medications.**

**Immunizations/Enrollment:** Missouri law requires all students to have on file evidence of required immunizations prior to attending school (See Policy JHCB). Parents/guardians should bring immunization records or proof of exemption at time of enrollment and obtain additional immunizations as required by state law.

- **Medical exemption:** A child shall be exempt from the immunization requirements upon certification by a licensed physician that either such immunization would seriously endanger the child's health or life or that the child has documentation of laboratory evidence of immunity to the disease. A medical immunization exemption card, signed by a physician, must be on file with the school immunization health record. The medical immunization exemption card does not need to be renewed annually.
- **Religious exemption:** A child shall be exempt from immunization requirements if a parent/guardian objects on the basis the immunization violates his/her religious belief. All exemption cards must be obtained and processed through the Platte County Health Department. The religious immunization exemption card does not need to be renewed annually.
- The State of Missouri Department of Health guidelines are used in determining the length of time a child should be absent for specific diseases (e.g. chicken pox). In compliance with state laws, unimmunized students may be excluded from school during a disease outbreak.

**Illness and Injury:** A student should not be in attendance and will be sent home with any of the following:

- Temperature 100.4 degrees or greater, or with incidents of vomiting and/or diarrhea. Student may return to school when free of above symptom(s) for 24 hours without any fever-reducing medication or other medication to relieve symptom(s).
- Symptoms related to possible communicable diseases (skin rashes, redness of eyes, swollen glands, etc.)
- Excessive drainage from eyes, ears, persistent earache, constant cough or painful sore throat accompanied by enlarged lymph nodes
- Students with or having the potential to transmit an acute infectious disease or parasite (e.g. live head lice)

Students excluded from school for health reasons may return once the reason for the exclusion is no

longer present. Any questions regarding when to return to school should be discussed with the school nurse. Students returning to school after injury or surgery, and who are thereby temporarily incapacitated (e.g. crutches, casts or slings), should present a physician release to return to school along with a statement of any modifications or accommodations that need to be made.

Students becoming ill or injured at school should ask the staff in charge to send them to the school health room. Parents/guardians or emergency contact individuals of students who become seriously ill or injured during the school day will be notified. Emergency telephone numbers must be available and kept current. In the event of a serious accident or illness where the parent/guardian or other emergency contact individuals cannot be reached, an ambulance will be called, and the student will be transported to the nearest hospital emergency room. When advisable, the student will be accompanied by a staff member. Additional staff will continue to attempt to reach the student's parent/guardian. Parent(s)/guardian(s) are held responsible for any costs involved.

**Medication Policy:** If under exceptional circumstances a student is required to take medication during school hours and the parent/guardian cannot be at school to administer the medication, the school nurse will determine the safest, most effective administration of that medication. The parent/guardian is responsible for providing the medication (prescription or over-the-counter), completing a Medication Administration Guideline form and making arrangements for the medication to be delivered/picked up from school. Pre-K and Elementary students are not allowed to transport medication (prescription or over-the-counter) to or from school. Middle school students are not allowed to transport prescription medication. All prescription medication requires a licensed prescriber order (see details under prescription medication). The school district will not knowingly administer any medication not deemed safe by district reference guidelines. Unless absolutely necessary, district personnel will not administer the first dose of any medication.

- **Exception for Potentially Harmful Administration:** District personnel shall not knowingly administer medication that exceeds the recommended daily dosage as indicated by the Physician's Desk Reference (PDR) or other recognized medical or pharmaceutical text, unless such is required by a valid prescription presented to district personnel, who shall have the right to contact the health care provider issuing the prescription to confirm its accuracy.
- **Medication by Injection:** If a student has a known health condition, such as allergies or diabetes that requires prescription medication administered by injection (e.g. epinephrine, glucagon or insulin), then an Individual Healthcare Plan (IHP) and Emergency Action Plan (EAP) will be developed. The IHP and/or EAP should include the authorized prescriber's orders, parent authorization to administer the medication, report of student's related health history and identification of school personnel who are trained to administer the medication via injection. When any student exhibits symptoms of anaphylactic shock, EMS may be called. Epinephrine will be administered as indicated on the IHP or EAP or per district policy/procedure.

- **Over-the-Counter Medication:** Middle and high school students may carry and self-administer one dose of over-the-counter medication if carried in the original container.

All over-the-counter medication to be administered by the nurse must be brought to school in the original container. A Medication Guidelines and Authorization form must be signed by a parent/guardian or physician before the medication will be administered. The child's name should be on the container. Only the instructions listed on the medication container will be followed unless a physician specifically requests in writing different instructions for administering the medication. No expired medications will be administered. The school district does not provide any medications for students, including ibuprofen, Tylenol, cough drops, decongestants and antacids.

- **Prescription Medication:** In addition to information provided in Board Policy JHCD, the administration of prescription medication also requires:
  1. The student's authorized prescriber shall provide a written request that the student be given medication during school hours. The request shall state the name of student, name of medication, date prescribed, diagnosis, dosage, frequency of administration, route of administration, termination date for administering the medication and the authorized prescriber's name. When possible, the authorized prescriber should state any adverse effects, any contraindications for administration of the medication to the student and applicable emergency instructions. The medication must be in the original container and must be the current prescription with proper label.
  2. In lieu of the authorized prescriber's written request, the district may accept a prescription label properly affixed to the medication in question. The label must contain the name of the student, name of medication, date and dosage.
  3. The parent/guardian will provide a written request that the district comply with the authorized prescriber's request to give medication. Unless absolutely necessary, district personnel will not administer the first dose of any medication.
- **Self-Administration of Medication:** An authorized prescriber may recommend that an individual student with a chronic health condition assume responsibility for self-medication as part of learning self-care (e.g., inhalers used for asthma). Self-administration of medication may be allowed if, after assessment of the student's needs and understanding of medication, the school nurse determines that the safest procedure is for the student to take responsibility for self-medication and that the following requirements are met:
  1. The student, the school nurse and the parent agree to the conditions that the

medication is to be self-administered.

2. The authorized prescriber request, parent/guardian request and appropriate IHP and/or EAP are on file.
3. The student's health status and abilities have been evaluated by the nurse who deems self-administration safe and appropriate. The school nurse shall observe the initial self-administration of the medication.
4. The school nurse is reasonably assured the student is able to identify the appropriate medication, knows the reason for administration, the frequency, method of administration and time of day for which the medication is ordered, and is able to follow appropriate safety guidelines. The decision to allow students to carry their own "rescue" medication and to self-medicate shall be at the discretion of the nurse's professional judgment, based on student's developmental age, knowledge base of medication and ability to demonstrate proper use of the self-administered medication.
5. The school nurse establishes a procedure for storage of the medication in a safe location, providing accessibility for the student when needed. In the case of an inhaler, or other emergency medication, a back-up supply shall be kept in the health room if possible.
6. The school nurse will monitor the student's manner of taking medication. This may include observing the student taking medication, reviewing student documentation, reminding the student to take the medication, communicating with the authorized prescriber regarding any side effects and notifying the parent/guardian of any problems, including the student's refusal or failure to take the medication in an appropriate or safe manner.

**Consequences:** Students who possess or consume medications in violation of this policy while on district grounds, on district transportation or during a district activity may be disciplined up to and including suspension or expulsion. Employees who violate this policy may be disciplined up to and including termination.

For complete Board Policy, see Policy JHCD, Administering Medications to Students at School.

**Screenings:** Vision and hearing screenings are provided for students in Early Childhood Programs, kindergarten, first, third, fifth, seventh and ninth grade, all students new to the district, students receiving special services, and for any student referred by a teacher or parent. Scoliosis screenings are done annually by parental consent for sixth-grade girls, eighth-grade boys and others, as requested by parent/guardian and/or medical provider. The following are screenings conducted by Park Hill School District health services staff:



- Vision screenings are completed using a Spot Vision Screener. The Spot Vision Screener is a handheld device that uses photo screening to detect a number of potential eye conditions. If the Spot Screener is unavailable, a vision acuity test for both far and near vision will be completed with a Titmus machine or through the use of a standard wall chart and near vision chart. These screenings are usually held in the fall, prior to Dec. 1. A referral letter will be sent home to the parent/guardian of all students who have results outside of normal limits. If a parent/guardian does not want their student to participate in a vision exam, they may notify the health room nurse at their student's school at the beginning of the school year.
- Audio sweep hearing screenings are performed at 1000 Hz, 2000 Hz and 4000 Hz for each ear at 20dB. If a student fails to respond to one or more frequencies in either ear, a registered nurse (RN) will conduct a rescreening and otoscopic exam after two weeks have passed. If the rescreening is failed, the RN will consult with the deaf and hard of hearing consultant within the district about the need for a referral to a hearing specialist. If a referral is needed, a referral form will be sent home to the parent/guardian. Hearing screenings are usually held in the fall, prior to Dec. 1. If parents do not want their student to participate in a hearing exam, they may notify the health room nurse at their student's school at the beginning of the school year.
- Pediculosis (head lice) screenings are conducted on an as-needed basis when a case is reported to the health room nurse. Should multiple cases be reported, the nurse will identify the population of students most likely to have been exposed and arrange to have that population of students examined (including, but not limited to, siblings of the student). If the health room nurse identifies a student with an active case of lice (live lice), the parent/guardian will be notified and will be excluded from school only to the minimum extent necessary for treatment. After proper treatment with a pediculicide (lice-killing) shampoo, the student may return to school after being rechecked in the health room, if it is determined the student no longer has an active case of head lice. If the student continues to have an active case (live head lice), the student may be required to return home for additional treatment. Health room staff will make available information and educational materials to assist parents in dealing with head lice treatment and prevention. This process will continue until the student is free of live lice. A student who was identified as having nits but not a live head lice infestation will be re-examined within seven (7) calendar days of the initial identification. If this examination reveals nits are still present, the parent/guardian will again be instructed on nit removal. This process will repeat until the student is free of nits.

If you have any questions, please contact the school nurse.

## **Human Rights Statement**

The Park Hill School District is committed to maintaining an environment that promotes a positive school climate. Any behavior, verbal or physical, that stigmatizes or victimizes an individual on the basis of race, ethnicity, religion, sex, sexual orientation, gender identity, creed, national origin, ancestry, age, marital

status, disability or genetic information is considered inappropriate. Behavior that involves an expressed or implied threat to an individual's academic efforts, employment, participation in school-sponsored extra-curricular activities or personal safety will not be tolerated. Any violation of human rights should be reported to an administrator.

## **Image and Contact Information Opt-Out Designation**

Throughout the school year, the district or school might take pictures or video and release personal information about students for promotion. Examples might include but are not limited to:

- A special event or program at a school that might be covered by a newspaper or television station, resulting in student interviews and pictures.
- Award-winning students who might have their names and photos published in a local newspaper, a school newsletter, the districts "First Hand" e-newsletter, the district's "Park Hill Connection" newsletter or in Park Hill videos online and on television.
- The district or school might post pictures of school activities on webpages and social media.

If a parent or guardian does not want his or her child's image or information shared for this purpose, please contact your child's school to complete the Park Hill School District Image/Contact Information Opt-Out form.

## **Infinite Campus Parent Portal**

Infinite Campus is a web-based student information system that allows educators, parents and students to share information. Infinite Campus allows parents access to their student's grades, attendance and other information online, anytime. For information on how to set up your free Infinite Campus account, please contact your child's school. Privacy and security are very important to the district. User information is never sold and will not be shared with organizations outside of Infinite Campus unless required or permitted by law. Students and parents can access Infinite Campus at <https://ic.parkhill.k12.mo.us/campus/portal/parkhill.jsp>.

## **Items from Home**

Students are not to bring toys, games, sports equipment or electronic devices to school unless special permission has been granted. In case of special permission, only E-rated games will be allowed. Other electronic items, such as cell phones, GPS tracking devices (e.g., smartwatches, AngelSense) should not be worn, heard or used in the school building during school hours. If a student violates this rule, the student is subject to disciplinary action, and the item will be held in the office until the parent/guardian can pick it up.

Students should not carry extra money to school. Students are not allowed to sell items of any kind at school, with the exception of school-sponsored activities. The Park Hill School District is not responsible for valuables students bring to school.

## **Notice of Non-Discrimination**

The Park Hill School District does not discriminate on the basis of race, color, religion, national origin, sex, ancestry, disability, age, genetic information, or any other characteristic protected by law in its programs and activities. Further, in accordance with federal law, the district provides equal access to its facilities to the Boy Scouts and other designated youth groups. The assistant superintendent for human resources has been designated to handle inquiries regarding the non-discrimination policies. In the event the assistant superintendent for human resources is unavailable or is the subject of the report, reports should be directed instead to the acting compliance officer, which is the executive director for quality and evaluation.

### **Office Address:**

Park Hill School District  
7703 NW Barry Road  
Kansas City, MO 64153

### **Phone Number:**

Voice/TDD: (816) 359-4000

Text Telephone: 1-(800) 735-2966

This notice is available in large print or audiotape from the district's assistant superintendent for human resources or the director of special services. Any person may also contact the assistant secretary for civil rights with the U.S. Department of Education regarding Park Hill's compliance with non-discrimination laws and regulations.

See Board Policy AC.

## **Non-discrimination in School Nutrition Programs**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, employees and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) which is found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

### **Parent Organization - PTA**

All buildings have a parent organization(s) that provides an important link between home and school. At Gerner, we have a Parent-Teacher Association (PTA) that sponsors a number of activities to improve and support education and build school community. All parents are encouraged to join and support the Gerner PTA. For more information, please contact PTA Board Members at [GernerPTA@gmail.com](mailto:GernerPTA@gmail.com).

### **Parent-Teacher Conferences**

Parent-teacher conferences are held in October for students attending Gerner. Parents are encouraged to attend a conference with their child's teacher(s) during parent-teacher conferences. Schools will facilitate the scheduling of conferences.

Additional individual conferences may be held to communicate information about a child's progress and behavior. These conferences can be initiated by either the parent or the teacher.

Parents will be contacted by their teachers to set up opportunities to discuss progress made.

Teachers are responsible for instruction and the supervision of students during school hours. Generally, teachers are not available to meet with parents/guardians outside of scheduled plan times. Parents who would like to meet with a teacher are welcome to leave a message with the office staff to request the teacher contact the parent to set up a time to meet.

### **Parents' Right To Know**

Under federal law (ESSA), parents and guardians may request information regarding the professional qualifications of their students' classroom teachers and paraprofessionals. Please contact the Park Hill human resources department to request this information. You have a right to request the following:

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

- Whether the teacher is teaching in a field or discipline of the certification of the teacher;
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

### **Park Hill Community Alliance for Youth (PHCAFY)**

Park Hill Community Alliance for Youth (PHCAFY) is a coalition of individuals and agencies who are deeply concerned about the health and safety of all youth within the Park Hill community. As substance use and mental health needs rise, PHCAFY works to increase the efforts and resources used to positively impact students at Park Hill. While there is incredible need to provide additional intervention and treatment services, PHCAFY believes there is power and opportunity in building resilience in youth and preventing these disparities before they take root.

Please join PHCAFY for an upcoming meeting where you can learn, collaborate, plan and act together with other individuals who are committed to protect area youth. For more information about PHCAFY, please see the Park Hill School District website at [https://www.parkhill.k12.mo.us/parent\\_resources/mental\\_health\\_and\\_healthy\\_living/community\\_resources\\_for\\_parents](https://www.parkhill.k12.mo.us/parent_resources/mental_health_and_healthy_living/community_resources_for_parents).

### **Park Hill Parent-Teacher Association (PTA) Clothing Center**

The Park Hill Parent-Teacher Association operates a clothing center for students enrolled in Park Hill district schools who are in need of free school clothing. The clothing center is open when school is in session on the first and third Tuesday of each month from 10 a.m. to 12 p.m. and from 5-7 p.m., unless otherwise noted. During November, December, January, February, March and April, the center will only be open for the morning hours on the second shopping day of each month. The full schedule can be found on the district website under Parent Resources. The clothing center is located at 8009 North Atkins, Kansas City, Missouri, 64152. Proof of Park Hill School District attendance during the current school year is required for all new and returning students and families.

### **Personal Property**

The Park Hill School District is not responsible for recovery, reimbursement, or replacement of lost, stolen, or damaged personal property brought to school by students and strongly recommends that valuable personal property remain at home. Examples of personal property include but are not limited to: toys, games, wallets, watches, jewelry, electronic devices, cash, and books.

### **Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in

part by a program of the U.S. Department of Education (ED)

1. Political affiliations or beliefs of the student or student's parent;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
  7. Religious practices, affiliations or beliefs of the student or student's parent; or
  8. Income, other than as required by law to determine program eligibility.
- *Receive* notice and an opportunity to opt a student out of
    1. Any other protected information survey, regardless of funding;
    2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under state law; and
    3. Activities involving collection, disclosure or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others.
  - *Inspect*, upon request and before administration or use
    1. Protected information surveys of students and surveys created by a third party;
    2. Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes; and
    3. Instructional material used as part of the educational curriculum.

See Board Policies JHC, JHDA, and KI. Additional information is available at:  
<https://www2.ed.gov/policy/gen/guid/fpco/ppra/index.html>

### **Public Notice: Public Education for 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, 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 Park Hill School District ("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, 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 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 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 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 Park Hill School District Office (7703 NW Barry Rd. Kansas City, Missouri 64153) Monday-Friday between the hours of 8:00 a.m. and 4:30 p.m.

This notice will be provided in native languages as appropriate.

## **Recess**

Students are expected to go out for recess each day. Appropriate clothing and shoes should be worn for outside activities. On cold days when the **temperature and/or wind chill is above 32 degrees** Fahrenheit and the playground is cleared of snow and ice, there will be outdoor recess. On hot days when the **temperature and/or heat index is below 96 degrees** Fahrenheit, there will be outdoor recess. Staff will check the status of the temperature throughout the day to ensure it is safe to be outside.

If your child is to be excused from recess, a note of explanation is required. To be excused for more than three days, a written doctor's recommendation is required.

Equipment allowed on the playground will be determined by the building administrator. Parents are allowed on the playground during school hours only with building administrator permission.

## **Reporting Concerns Regarding School Safety**

Students, parents and staff members are strongly encouraged to report all dangerous and potentially dangerous situations and/or events directly to an administrator or to the school resource officer (SRO). Students and parents may also report safety concerns using Sprigeo, an online reporting system the Park Hill School District uses to track situations such as, but not limited to: threats, harassment, bullying, acts of violence, drug activity or possession of weapons on school property. All information sent through the

Sprigeo system goes directly to school administrators through a secure online connection. To make a report, go to <https://sprigeo.com/> and click on send a report.

### **Scholastic Crime Stoppers (Formerly Text-a-Tip)**

Keeping our schools safe is paramount in the Park Hill School District. Teachers, staff, students and parents play a crucial role in helping maintain a safe learning environment. Reporting criminal or suspicious activity is a major component of resolving these and other behaviors. A free app is available for Android or Apple operating systems to report anonymous information via your phone, tablet or laptop. To download the app simply follow instructions:

- Visit the Google Play or Apple Store and download the free “P3 Tips” (Anderson Software) app.
- Once installed, open the app and set your passcode.
- Lastly, set your school by selecting county (United States), state (Missouri), city (Kansas City for Park Hill High School, Congress Middle School or Lakeview Middle School OR Riverside for Park Hill South High School) then select your specific school.
- Your “default” location only has to be set once but can be changed anytime, if desired.



Your information will be received by the school resource officer. He or she can engage in real-time chat with you regarding your concerns and take the necessary action to resolve the matter. Videos, photos or documents may also be attached to the information being reported.

### **School Social Workers**

School Social Workers assist children who are having difficulties within the school academically, socially or emotionally.

School Social Workers serve a critical role in providing the vital link between the home, school and community. School Social Workers facilitate referrals to community resources, support groups, crisis intervention and emergency transportation. They may participate in parent-teacher conferences and team meetings, and provide training and consultation for school staff. In addition, School Social Workers provide parent education and training and help parents use school/community resources more effectively. For more information regarding School Social Workers, contact your child’s school.

### **Signs of Suicide (SOS) Prevention Program**



The Park Hill School District is offering depression awareness and suicide prevention training to middle- and high-school students as part of the Signs of Suicide (SOS) Prevention Program. The SOS Prevention Program is a school-based curriculum and screening program that has demonstrated decreased suicide attempts, among other positive outcomes, in adolescents. The program attempts to prevent suicide attempts, increase knowledge about suicide and depression, develop desirable attitudes toward preventing suicide and depression, and increase help-seeking behavior among youth. Students have an opportunity to opt out of this program with parent consent. See Board Policy JHDF for additional information regarding suicide awareness and prevention.

## **Standards of Dress**

It is our philosophy that student dress and grooming are the responsibility of parents and students. However, when in the judgment of the administrator, or his or her designee, a student's appearance or mode of dress disrupts the educational process, constitutes a threat to health or safety or is otherwise contrary to the school's objective to maintain a work and school environment that is free of offensive and hostile conduct, the student may be required to make modifications.

Student dress should be in good taste. Dress that is detrimental or distracting to the learning process or working environment is not permissible.

For example:

- Shoes must be worn in the building.
- Hats, bandanas, non-prescription sunglasses and other headgear are not to be worn in the building at any time or carried during school hours. These items should be kept in a locker or vehicle for the duration of the school day. Headgear relating to religious practices or medical treatment is not prohibited.
- Clothing must be worn according to the original design of the garment.
- Clothing and accessories that refer to sexual connotations or products dealing with alcohol, tobacco and drugs will not be permitted.
- Clothing with words, images or other content that violate the district's harassment or other policies, or that are otherwise disruptive or detrimental to the education process or working environment, is not permitted.
- Heavy or lengthy chains are not to be worn at any time.
- Clothing that exposes a bare midriff or back or is otherwise too revealing is not permitted.
- Halter-tops, tube tops, spaghetti strap tops or any clothing that exposes a bare midriff, shoulder or back, or is otherwise revealing, are prohibited.
- For safety/student identification purposes, students may not wear hoods over their head while inside the school building during school hours.

Disruptive or offensive costumes and costume masks are prohibited. Students who wear inappropriate clothing or accessories to school will be required to make modifications to that clothing or change into

acceptable clothing. Failure to comply may result in disciplinary action.

See Board Policy JFCA and Regulation JFCA-R.

### **Student Insurance Program**

The Board recommends that all students have accident insurance for their own protection and for their parents and/or guardians' protection. Although arranging for such insurance is the responsibility of the student and parents and/or guardians, the Board will name an insurance carrier each year to offer group rates. Participation in the group plan is optional. Parents and/or guardians and students will deal directly with the insurance carrier.

Students participating in interscholastic athletics will be required to have insurance coverage. This may be in the form of either family coverage or a provisional coverage offered through the district. The by-laws of the Missouri State High School Activities Association (MSHSAA), of which the district is a member, require that a student be covered through athletic insurance before being allowed to practice or compete for a school team. The student will not be allowed to participate in practice until a letter signed by the student-athlete and parent, which indicates that the student has accident insurance, is received in the administrator's office.

See Board Policies JHA and IGD for additional information.

### **Student Use of Technology Resources**

Technological devices are used with students on a case by case basis. Some students work with staff to use assistive technology devices to support communication within the classrooms. It is not recommended for families to send in technological devices unless there has been something coordinated with the teacher for a special event.

Parents and guardians should contact their child's teacher if additional information is needed about websites and online services that could enhance learning opportunities.

### **Tobacco-Free Policy**

Students, staff members and visitors are prohibited from possessing or using tobacco, tobacco products and smoking-related products (including, but not limited to, any electronic smoking devices, such as, e-cigarettes, vapes, vaporizers, vape pens, hookah pens, JUUL products, and e-pipes) in accordance with Board policy. This includes, but is not limited to, all district buildings, on or about district grounds, on school buses, in district vehicles and at all Park Hill School District activities. No student may leave the school campus during the school day to engage in the activities prohibited by this paragraph.

### **Toileting**

All Tuition and Title 1 students are required to be independent with their toileting needs upon enrollment or at the very least their first day of attendance. It is recognized that three- and four-year old children have accidents, but this should not be a regularly occurrence. Please put an extra change of clothes in the child's backpack and make sure they are clearly labeled. If accidents become a pattern, there will be communication with families about continuing with the preschool program.

## **Transportation**

\*Students participating in the Early Childhood Special Education and Bright Futures classrooms will be provided transportation. Tuition preschool students must be transported and escorted to the classroom by a parent or approved guardian.

Students, parents/guardians, bus drivers and school officials must work together to provide for the safe transportation of students. The school buses and all other forms of transportation provided by the district or provided incidental to a school activity are considered school property. Students are subject to district authority and discipline while entering, departing and riding district transportation. The bus driver is responsible for students and has a delegated responsibility for maintaining discipline on the bus. See Board Policy JFCC for more information.

If you have concern regarding your bus service, please contact First Student or Gerner office.

### **Park Hill contracts bus services through First Student:**

David Dingus  
Manager  
6207 NW Bell Road  
Parkville, MO 64152  
Phone: (816) 741-4023

## **Trauma-Informed Schools Initiative**

Information regarding the Department of Elementary and Secondary Education's Trauma-Informed School Initiative is available at <https://dese.mo.gov/traumainformed>.

## **Use of School Cameras**

There are school cameras in use in a number of locations throughout the Park Hill School District. The cameras are intended to be used for supervision and safety purposes. Information obtained via a school camera may also be used in the course of disciplinary procedures.

## **Use of Technology**

Technological devices are used with students on a case by case basis. Some students work with staff to use assistive technology devices to support communication within the classrooms. It is not recommended for families to send in technological devices unless there has been something coordinated with the teacher for

a special event.

Parents are prohibited to send with students devices that access the classroom remotely (e.g., AngelSense) in order to listen to class time or track student locations. The use of technology to video or record in some fashion a testing or evaluation session is not allowed.

## **Visitors to the Building**

Parents/guardians are welcome to request a visit to the school. When planning to visit, please contact the office at least one day in advance so the building administrator can set a schedule. The administrator has the discretion to set reasonable parameters on school visits (length of stay, number of visitors, etc.). Visitors should limit their visit to the area(s) of the building they have indicated upon check-in with the office. Unauthorized persons found on school property may be subject to arrest or other legal action.

Please note that the exterior doors are locked during the school day. Visitors must enter the building using the front doors and report to the office. If a visitor needs to enter the building farther than the school office or check out a student, the visitor must register by presenting a valid, state-issued ID to the school's office staff. Any visit after the first registration will only require a visitor to check in at a kiosk using a valid, state-issued ID. Visitors entering the school beyond the office must present a valid, state-issued ID and receive a printed ID sticker that must be worn and visible during the entire stay.

Friends of students may not be brought to school or arrive at school as visitors. Unruly or disruptive conduct by visitors that interferes with the educational environment or with extracurricular activities may result in limited access or revocation of visitor privileges to school property or functions.

In most cases, parents/guardians are allowed to visit school and eat lunch with their child. The school, however, reserves the right to limit lunch visits in appropriate circumstances. Parents/guardians planning to eat lunch with their child should notify the school office one day in advance. Bringing outside restaurant food is strongly discouraged.

In order to assure health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a disability. Staff members may use live animals as part of the curriculum only after permission is obtained from a building administrator. See Board Policy ECG for additional information.

## **Volunteering in Park Hill**

The Park Hill School District's volunteers make valuable contributions to our schools. In order to keep students safe, we screen all volunteers who might ever serve with students unsupervised by district staff, including field trips. Volunteers who have passed the screening process will be re-screened three years from their screening date.

If you would like information about volunteering in our schools, please see the volunteer page on the

district website, [www.parkhill.k12.mo.us](http://www.parkhill.k12.mo.us), or contact the district's communication specialist at the district office for more information.

## **Wellness Policy**

The Park Hill School District has a multi-disciplinary Wellness Committee that addresses all areas of wellness and nutrition within the school district and establishes guidelines in accordance with the U.S. Department of Agriculture's Nutrition Standards and Smart Snacks in Schools. Parents are encouraged to become familiar with the wellness policy and check with school personnel prior to purchasing birthday treats or snacks for distribution to students other than their own child. More information about the Park Hill wellness policy, committee and guidelines can be found at:

[http://www.parkhill.k12.mo.us/parent\\_resources/menus\\_and\\_nutrition/wellness\\_policy\\_and\\_guidelines/](http://www.parkhill.k12.mo.us/parent_resources/menus_and_nutrition/wellness_policy_and_guidelines/)

# Discipline Information

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## Student Discipline

All rules relating to discipline are based on Board policies and regulations as well as authority granted to the Park Hill School District under Missouri statutes and other applicable laws. Violations of these discipline rules may also constitute violations of the law and create legal liability for students, parents or guardians. Board Policy JG, Student Discipline and guidelines for consequences of Policy JG are provided in this section. Other policies accompanying Policy JG can be viewed online at <http://boepublic.parkhill.k12.mo.us/com/browse.aspx>.

## Board of Education Discipline Policy (Policy JG)

It is essential that the Park Hill School District maintain a classroom environment that allows teachers to communicate effectively with all students in the class and allows all students in the class to learn. To assist district staff in maintaining the necessary classroom environment, the Board has created discipline policies and regulations that address 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.

The comprehensive written code of conduct of the district is comprised of this policy and includes, but is not limited to, the following policies, procedures and regulations: JG-R, JGA, JGB, JGD, JGE and JGF. A copy of the district's comprehensive written code of conduct will be distributed to every student and the parents/guardians of every student at the beginning of each school year and will be available in the superintendent's office during normal business hours.

**Application:** These policies, regulations and procedures will apply to all students in attendance in district instructional and support programs as well as at school-sponsored activities. Off-campus misconduct that adversely affects the educational climate will also be subject to these policies, regulations and procedures. Students who have been charged, convicted or pled guilty in a court of general jurisdiction for commission of a felony may be suspended in accordance with law.

The Board authorizes the immediate removal of a student upon a finding by an administrator or superintendent that the student poses a threat of harm to self or others, as evidenced by the prior conduct of such student. Any such removal will be subject to the appropriate due process procedures and in accordance with law.

No student may be confined in an unattended locked space except in an emergency situation while awaiting the arrival of law enforcement personnel. For the purpose of this policy, a student is unattended if no person has visual contact with the student, and a locked space is a space that the student cannot reasonably exit without assistance.

**Enforcement:** Building administrators are responsible for the development of additional guidelines and procedures regarding student conduct needed to maintain proper behavior in schools under their supervision. All such guidelines and procedures shall be consistent with Board-adopted discipline policies. Teachers have the authority and responsibility to make and enforce necessary rules for internal governance in the classroom, subject to review by the building administrator. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom. All district staff are required to enforce district policies, regulations and procedures in a manner that is fair and developmentally appropriate and that considers the student and the individual circumstances involved.

All employees of the district shall annually receive instruction related to the specific contents of the district's discipline policy and any interpretations necessary to implement the provisions of the policy in the course of their duties, including, but 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.

### **Definitions/Descriptions of Disciplinary Actions**

Please see Board policies JG, JG-R, JGA, JGB, JGD, JGE and JGF for further information about disciplinary actions and procedures. The following are disciplinary actions that may be assigned by appropriate district personnel who are authorized to impose these actions:

**Loss of Privileges:** There are many privileges for students who attend the Park Hill School District. These privileges are earned through appropriate behavior and attendance, and these privileges may be gained or lost based on those or other factors. These privileges may include, but are not limited to, student parking, optional eating areas at lunch, enrichment rewards and attendance at, and/or participation in, extracurricular activities. Students who lose lunchroom privileges will eat in a designated location. Students who do not comply with a loss of privilege may be given additional consequences.

**Detentions:** Detentions assigned may be served in the morning, during lunch or afterschool. Failure to serve detentions may result in further consequences.

**Four-Hour Detention-Saturday School/Evening School:** An administrator may assign a student to attend a four-hour detention. Failure to serve this detention can result in suspension. The student will be expected to engage in academic work during this time. Four-hour detentions are held on Thursdays from 2:50-6:50 p.m. and on Saturdays from 8 a.m. to 12 p.m.

**In-School Suspension:** A student is removed from the student's daily class schedule but his or her work will be provided to him or her in a school setting during school hours. An administrator may assign one to ten (10) school days as an in-school suspension. Students will be supervised on campus in the in-school suspension classroom. For in-school suspensions, should school be cancelled for any reason, any unserved suspension days will automatically be assigned to the first day school is again in session.

**Short-term Out-of-School Suspension:** A student is excluded from school for period of ten (10) or fewer school days. Students are not allowed to attend or participate in district events or to otherwise be on school property throughout the duration of an out-of-school suspension. A student found to be on school district property during an out-of-school suspension will be considered trespassing and will face further disciplinary action, as well as possible criminal prosecution. The school resource officer will also be notified. Should school be cancelled for any reason, any unserved suspension days will automatically be assigned to the first day school is again in session.

**Long-term Out-of-School Suspension:** A student is assigned an extended term suspension excluding them from school for a period of eleven (11) consecutive school days and up to one hundred eighty (180) school days. The length of time of the suspension is determined by the superintendent or his/her designee after a discipline conference is held. Students are not allowed to attend or participate in district events or to otherwise be on school district property throughout the duration of an out-of-school suspension. A student found to be on school property during an out-of-school suspension will be considered trespassing and will face further disciplinary action, as well as possible criminal prosecution. The school resource officer will also be notified. Should school be cancelled for any reason, any unserved suspension days may be assigned to the last day of the assigned suspension.

**Expulsion:** The Board of Education will hold a hearing when the superintendent or his/her designee have concluded the student engaged in misconduct and should be expelled from school or suspended for more than 180 school days. At the conclusion of the hearing, the Board of Education will deliberate in executive session and shall render a decision to dismiss the charges; to suspend the student for a specified period; or to expel the student from the schools of the district. The administration or its counsel, by direction of the Board of Education, shall promptly prepare and transmit to the parents/guardians written notice of the decision. The right to an expulsion hearing may be waived, in writing, after meeting with the superintendent or his/her designee. For more information about expulsions and expulsion hearings, see Board Policy JGD.

**Alternative Measures:** A student may be assigned alternative measures to complete in combination or as a replacement for other disciplinary action. These measures may include but are not limited to: academic project or intervention, basic cleaning or work in relation to incident, community service, peer mediation, participation in a counseling-focused assignment (e.g. anger management, sensitivity, skill-building or substance abuse training), restitution, or written letter of apology.

### **Gerner Behavioral Strategies (supplemental to district guidelines)**

Behavior is a learned skill just like academics. It is a goal for all Gerner staff to support the development of appropriate social and emotional skills that allow all Gerner students to collaborate with others and



function in the classroom each day for maximum learning. All staff look for opportunities to engage students in understanding what appropriate behavior looks like in a school setting. We do not expect perfection each day but do desire for all students to grow and develop in skills. It is an overall goal to keep students safe and help them learn the skills necessary for school success. It is not a goal to remove students from the learning opportunities, but staff will do so in extreme circumstances. The following summarizes general behavior expectations and the steps used by all staff to support behavior daily.

**We use the following general code of conduct for our students:**

1. Stay with a teacher at all times.
2. Clean up after yourself in the classroom, cafeteria and hallway.
3. Show respect for yourself and others as well as their property and your property.
4. Follow school rules for the area that you are in.
5. Use only appropriate language.

**Strategies for inappropriate behavior will include one or more of the following:**

1. Promote positive behaviors in the classroom.
2. Redirect students who are not following classroom/school rules.
3. Use a calm and appropriate tone of voice with students.
4. Loss of privileges from the activity.
5. Parent notification.
6. Collect data on the behavior(s).
7. Referral to PBS Team.
8. Implement interventions provided by the PBS team.
9. Referral to office for significant behavior including assault, weapons, violence, etc.
10. Documentation in file.
11. Suspension and/or immediate dismissal from program may occur.

# Miscellaneous

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## Asbestos Issue Update

August 1, 2019

Dear Parents, Teachers and Employee Organizations:

Asbestos is an issue we have been dealing with for many years. The Asbestos Hazard Emergency Response Act of 1986 (referred to as AHERA) was enacted by Congress to determine the extent of and develop solutions for any problems schools may have with asbestos.

To give you some background, asbestos has been used as a building material for many years. It is a naturally occurring mineral that is mined primarily in Canada and South Africa. Asbestos properties made it an ideal building material for insulation, sound absorption, decorative plasters, fireproofing and a variety of miscellaneous uses. Asbestos products as building materials were banned in 1978.

Park Hill School District contracted with E.T. Archer Corporation to develop an asbestos management plan for our facilities in 1988. That plan has called for this notification letter and a set of plans and procedures designed to minimize the disturbance of asbestos-containing materials. The plan also calls for semi-annual surveillance of the asbestos-containing materials.

At least once every three years after a management plan is in effect, each local education agency is to conduct a re-inspection of all friable and non-friable known or assumed asbestos-containing building material (ACBM) in each school building that is leased, owned or otherwise used as a school building. Our district had our buildings re-inspected in summer 2016. Copies of the asbestos management plan and the re-inspection report are available in our school administrative offices during regular office hours. The asbestos program manager for Park Hill is the director of operations. All inquiries regarding the plan should be directed to him.

We are intent on not only complying with but exceeding federal, state, and local regulations. We will take whatever steps necessary to insure that your children and our employees have a healthy, safe environment in which to learn and work.

Sincerely,

A handwritten signature in black ink, appearing to read 'P. Kelly', with a large, stylized flourish underneath.

Paul V. Kelly

Assistant Superintendent for Business and Technology

# Earthquake Safety for Missouri's Schools

The New Madrid Seismic Zone (NMSZ) extends 120 miles southward from the area of Charleston, Missouri, and Cairo, Illinois, through New Madrid and Caruthersville, following Interstate 55 to Blytheville and extending to Marked Tree, Arkansas. The NMSZ consists of a series of large, ancient faults that are buried beneath thick, soft sediments. These faults cross five state lines and cross the Mississippi River in three places and the Ohio River in two places.

The NMSZ and surrounding region is active, averaging more than 200 measured events per year (magnitude 1.0 or greater), about 20 per month. Tremors large enough to be felt (magnitude 2.5 – 3.0) are noted every year. The fault releases a shock of 4.0 or more, capable of local minor damage, about every 18 months. Magnitudes of 5.0 or greater occur about once per decade. They can cause significant damage and be felt in several states.

The highest earthquake risk in the United States outside the West Coast is in the New Madrid Seismic Zone. Damaging temblors are not as frequent as in California, but when they do occur, the destruction covers over more than 20 times the area due to the nature of geologic materials in the region. The 1968 5.5 magnitude Dale, Illinois earthquake toppled chimneys and caused damage to unreinforced masonry in the St. Louis area, more than 100 miles from the epicenter. A 5.2 magnitude earthquake in April 2008 in southeast Illinois, did not cause damage in Missouri, but was felt across much of the state.

A damaging earthquake in this area, which experts say is about a 6.0 magnitude event, occurs about once every 80 years (the last one in 1895 was centered near Charleston, Missouri). There is estimated to be a 25-40 percent chance for a magnitude 6.0 – 7.5 or greater earthquake along the New Madrid Seismic Zone in a 50-year period according to the U.S. Geological Survey reports. The results would be serious damage to un-reinforced masonry buildings and other structures from Memphis to St. Louis. Experts say our area is overdue for this type of earthquake.

A major earthquake in this area, the Great New Madrid Earthquake of 1811-12, was actually a series of over 2,000 shocks in five months, with several quakes believed to be a 7.0 magnitude or higher. Eighteen of these rang church bells on the Eastern seaboard. The very land itself was destroyed in the Missouri Bootheel, making it unfit even for farming for many years. It was the largest release of seismic energy east of the Rocky Mountains in the history of the U.S. and was several times larger than the San Francisco quake of 1906.

When will another great earthquake the size of those in 1811-12 happen? Several lines of research suggest that the catastrophic upheavals like those in 1811-12 visit the New Madrid region every 500-600 years. Hence, emergency planners, engineers and seismologists do not expect a repeat of the intensity of the 1811-12 series for at least 100 years or more. However, even though the chance is remote, experts estimate the chances for a repeat earthquake of similar magnitude to the 1811-1812 New Madrid earthquakes over a 50-year period to be a 7-10-percent probability.

What can we do to protect ourselves? Education, planning, proper building construction and preparedness are proven means to minimize earthquake losses, deaths and injuries.

#### **Prepare a Home Earthquake Plan:**

- Choose a safe place in every room, under a sturdy table or desk or against an inside wall where nothing can fall on you.
- Practice DROP, COVER AND HOLD ON at least twice a year. Drop under a sturdy desk or table, hold onto the desk or table with one hand, and protect the back of the head with the other hand. If there's no table or desk nearby, kneel on the floor against an interior wall away from windows, bookcases or tall furniture that could fall on you, and protect the back of your head with one hand and your face with the other arm.
- Choose an out-of-town family contact.
- Take a first aid class from your local Red Cross chapter. Keep your training current.
- Get training in how to use a fire extinguisher from your local fire department.
- Inform babysitters and caregivers of your plan.

#### **Eliminate Hazards:**

- Consult a professional to find out additional ways you can protect your home, such as bolting the house to its foundation and other structural mitigation techniques.
- Bolt bookcases, china cabinets and other tall furniture to wall studs.
- Install strong latches on cupboards.
- Strap the water heater to wall studs.

#### **Prepare a Disaster Supplies Kit for Home and Car:**

- First aid kit and essential medications
- Canned food and can opener
- At least three gallons of water per person.
- Protective clothing, rainwear and bedding or sleeping bags
- Battery-powered radio, flashlight and extra batteries
- Special items for infant, elderly or disabled family members
- Written instructions for how to turn off gas, electricity and water if authorities advise you to do so. Remember, you'll need a professional to turn natural gas service back on
- Keeping essentials, such as a flashlight and sturdy shoes, by your bedside

#### **Know What to Do When the Shaking Begins:**

- Drop, cover and hold on! Move only a few steps to a nearby safe place. Stay indoors until the shaking stops, and you're sure it's safe to exit. Stay away from windows.
- In a high-rise building, expect the fire alarms and sprinklers to go off during a quake.
- If you are in bed, hold on and stay there, protecting your head with a pillow.

- If you are outdoors, find a clear spot away from buildings, trees and power lines. Drop to the ground.
- If you are in a car, slow down and drive to a clear place (as described above). Stay in the car until the shaking stops.

**Know What to Do After the Shaking Stops:**

- Check yourself for injuries. Protect yourself from further danger by putting on long pants, a long-sleeved shirt, sturdy shoes and work gloves.
- Check others for injuries. Give first aid for serious injuries.
- Look for and extinguish small fires. Eliminate fire hazards. Turn off the gas if you smell gas or think it is leaking. Remember, only a professional should turn it back on.
- Listen to the radio for instructions.
- Expect aftershocks. Each time you feel one, drop, cover and hold on.
- Inspect your home for damage. Get everyone out if your home is unsafe.
- Use the telephone only to report life-threatening emergencies.



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# Park Hill School District

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Building Successful Futures • Each Student • Every Day

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