

Kearney School District



Early Education Center Parent/Guardian Handbook

**150 West State Route 92
Kearney, MO 64060**

816-628-4650

Adopted by the Board of Education: July 1, 2023

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Mission and Vision of the Early Education Center C-110-S

Vision: Building a love of learning on a foundation of discovery.

Mission: Kearney Early Education Center is dedicated to providing meaningful and engaging learning experiences in a nurturing environment where students and families feel valued.

School Board Members G-100-S

Darlene Bailey, President	Bree Switzer, Vice President
Len Broughton	Meredith Cole
John Kern	Nic Vasquez
Susan Woehrman	Becky Burkemper, Secretary

The role of the District's Board is to govern the community's public schools by making the major decisions for the District as a whole. The Board collectively makes these decisions and individual Board members do not have the power to speak or act for the Board. The Board as a whole, by working with the Superintendent to make decisions that will best serve the District's students, will govern the community's schools. Accordingly, complaints or concerns made to Board members will be referred to the appropriate District point of contact for resolution.

Program Contact Information

Dr. Amy Baugh, Principal
150 West State Route 92
Kearney, MO 64060
Phone: 628-4650

Additional Special Education or At-Risk Questions:

Dr. Heather Guilkey, Director of Special Programs
425 W. Washington St.
Kearney, MO 64060
Phone: 816-628-2653 ex. 24803

Early Education email: eeoffice@ksdr1.net

Superintendent Information

Dr. Emily Miller
millere@ksdr1.net
816-628-4116

Welcome Letter

Dear Bulldog Student and Parent/Guardian,

Welcome to the 2023-2024 academic year in Kearney School District! I hope that you all had a wonderful summer relaxing and enjoying time with your friends and family. Our team of school and district leaders and support staff have been working diligently this summer to make the updates and upgrades that will ensure that every student has an outstanding educational experience.

The Student-Parent Handbook is a guide to our district's practices, guidelines, policies and procedures. It is assessed annually by a committee of administrators from our schools and central office, who are experts in helping to provide the highest quality educational experience for our students. We have set extremely high standards for our district, many of which are included in this handbook and in our Strategic Plan. Please take the time to familiarize yourself with all of the content in this handbook. The commitments and priorities our school district has made to our students are spelled out clearly. Understanding and abiding to expectations helps nurture a climate of excellence where learning thrives.

Our schools are defined by high-quality educational experiences and supported by a community of students, parents, faculty and staff. We work together to ensure that every student makes the growth they need to succeed in the 21st Century global economy. We are excited to partner with you to provide robust and comprehensive educational and extracurricular opportunities for each students.

On behalf of every member of Team KSD, thank you for your support of our schools, staff and - most importantly - our students. This is a truly remarkable community and it is an honor to be a part of this extraordinary public school system. I wish each of you a wonderful and productive school year!

Sincerely,

A handwritten signature in black ink, appearing to read "Emily R. Miller", with a stylized flourish at the end.

Dr. Emily Miller, Superintendent

Academic Calendar I-100-S

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<div> <div>January 9</div> <div>School Resumes</div> </div>																																																							
<div> <div>January 15</div> <div>No School - MLK Jr.</div> </div>																																																							
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<div> <div>May 28-31</div> <div>Inclement Weather Make-Up Days</div> </div>																																																							
<div> <div>End of Quarter and Mid Term Dates</div> </div>																																																							
<div> <div>October 20</div> <div>End of First Quarter 43 Days</div> </div>																																																							
<div> <div>December 22</div> <div>End of Second Quarter 40 Days</div> </div>																																																							
<div> <div>December 22</div> <div>End of First Semester 83 Days</div> </div>																																																							
<div> <div>March 15</div> <div>End of Third Quarter 47 Days</div> </div>																																																							
<div> <div>May 24</div> <div>End of Fourth Quarter 44 Days</div> </div>																																																							
<div> <div>May 24</div> <div>End of Second Semester 91 Days</div> </div>																																																							
<div> <div>174 Student Days</div> </div>																																																							
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<div> <div>School Closed</div> <div>School Resumes</div> <div>Inclement Weather Make-Up Days</div> <div>No School - Teacher Contract Day</div> <div>End of Quarter</div> <div>New Teacher In-Service</div> </div>																																																							



2023-2024 Kearney School District Acorn Patch Academic Calendar

Kearney School District
425 W Washington Street
Kearney MO 64080
Phone 816-425-4116 Fax 816-425-4074

July 2023						
S	M	T	W	T	F	S
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August 10-11	New Teacher In-Service
August 17	Open House
August 24	First Day of School
September 4	Labor Day
September 5	Professional Development
September 29	Homecoming
October 26	PTC
October 27	No School
November 8	No School
November 22-24	Thanksgiving Break
December 5	No School
December 25-January 5	Winter Break
January 8	Professional Development
January 9	School Resumes
January 15	No School - MLK Jr.
February 7	No School
March 6	No School
March 25-29	Spring Break
April 1	Professional Development
May 23	Last Day of School

End of Quarter and Mid Term Dates

October 20	End of First Quarter
December 22	End of Second Quarter
December 22	End of First Semester
March 15	End of Third Quarter
May 24	End of Fourth Quarter
May 24	End of Second Semester



January 2024						
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District Holidays	
September 4	Labor Day
November 22-24	Thanksgiving Break
December 25-January 5	Winter Break
January 15	Martin Luther King Jr Day
February 19	Presidents Day
March 25-29	Spring Break
May 27	Memorial Day

School Hours	
Morning Session	8:30 AM - 11:30 AM
Afternoon Session	12:30 PM - 3:30 PM

Professional Development Days	
August 8-9	Staff Summer Institute
August 14-15	District PD Day
September 5	District PD Day
October 26	District PD Day
January 8	District PD Day
April 1	District PD Day

School Closed
 Early Dismissal

School Resumes
 No School - Teacher Contract Day

End of Quarter
 New Teacher In-Service

Kearney Early Childhood Programs

Early Childhood Special Education

This program is for children ages 3-5 with developmental delays who have been evaluated and determined to require specialized instruction and/or related services. In this program, children work on individualized learning goals in addition to building Kindergarten-readiness skills, all while gaining independence and making friends.

Integrated Peers

Each of our blended learning classrooms is composed of equal numbers of children receiving special education services and typically-developing peers who serve as friends and models of age-appropriate skills. Students serving as integrated peers build their own Kindergarten-readiness throughout the learning activities and social opportunities at no cost to families. The popularity of this program often results in a waitlist.

At-Risk Pre-K

This program is available to children the year prior to Kindergarten age eligibility who meet state criteria and/or financial guidelines based on the National School Lunch Program, as capacity allows

Puppy Pound

Puppy Pound is a reduced-cost childcare option ~~for~~ is for children of KSD employees as from birth to Kindergarten entry. This program is available on a first-come, first-served basis. Puppy Pound is subject to childcare licensure standards and therefore cannot exceed capacity, which sometimes results in a waitlist.

Parents as Teachers (PAT)

Parents as Teachers is a home-based early childhood program that provides education to parents/guardians from pregnancy through Kindergarten entry. Parent Educators provides family visits, developmental screenings, community events, and a variety of resources and information to support you in your parenting journey.

Center Orientation and Tours

Families who are enrolled prior to the start of the school year will receive their orientation at open house. Employee families who are considering Puppy Pound childcare may schedule a tour with the director by calling 816-628-4650. If you are interested in a tour of our center or would like to schedule an observation, please contact the principal by calling 816-628-4650.

Enrollment Process

Families who have concerns about their child's development or are interested in the Pre-K program will need to complete the following:

1. Attend a developmental screening through the Parents as Teachers program. Visit www.eec.ksdr1.net/programs/parents-as-teachers or call 816-628-4116 3194 to schedule a screening.
2. The early childhood team reviews screening results and determines if further testing is warranted. If there is a developmental concern you will be contacted by a member of the evaluation team to discuss next steps. If there are no concerns, you may contact the building principal to inquire about a position for your child as an Integrated Peer.
3. If your family meets the free or reduced income guidelines and you would like your child to participate in the At-Risk Pre-K program the year prior to his/her Kindergarten age-eligibility, your child will be added to the waitlist for the following school year

Early Childhood Special Education: A screening and evaluation process determines eligibility. If eligible, an individualized educational program (IEP) is developed, detailing the special education and related services the child requires

At-Risk Pre-K: Students who have participated in the developmental screening process and meet state-issued criteria to qualify for this program. Enrollment takes place prior to the start of the school year. This is a one-year program leading up to kindergarten.

Puppy Pound: This is available exclusively for current KSD employees. Enrollment begins in the spring and once a room is full, a waitlist will be created. The district may provide care for enrolled teen parents if space allows. To enroll, families will need to complete an online enrollment form, complete all the required licensing documents, and provide a deposit to hold their spot.

Hours of Operation

Early Childhood Special Education and Integrated Peers:

Monday, Tuesday, Thursday and Friday (students do not attend Wednesdays)

Morning Session 8:30 am - 11:30 am

Afternoon Session 12: 30 pm - 3: 30 pm

Puppy Pound: 6:45 am - 5:00 pm

Puppy Pound will close at 4pm once monthly for professional development.

Puppy Pound Fees

Puppy Pound tuition is automatically deducted from employee paychecks September through May. Tuition prices are based on the child's age as of August 1st of the new school year. August's tuition is covered by the deposit*.

Under 2 years old	Monthly cost \$670.00	*Deposit \$335.00
Two-year-old	Monthly cost \$615.00	*Deposit \$307.00

Three- Pre-K(5)	Monthly cost \$565.00	*Deposit \$282.00

*Non-refundable deposits are due by check (made out to Kearney School District) no later than May 25th in order to secure a position for your child. If a deposit is not received by that date, your child may be moved to the waitlist, allowing a child from the waitlist an opportunity to be placed in the program. If you feel your family may qualify to utilize state subsidy and/or military-based financial assistance, please contact the program director.

Child Abuse and Neglect Mandated Reporting

As professionals in contact with young children and their families, we at KEEC are required by law to help the Division of Family Services (DFS) become aware of children who may be abused or neglected. According to the law, public or private school teachers, educational administrators, guidance or family counselors, as well as day care/childcare workers, are mandated reporters. Thus, it is the policy of the KEEC to report any and all suspected cases of child abuse and/or neglect to DFS immediately by telephone and to follow up in writing within 24 hours the same information as reported by telephone. Our school will offer full cooperation of its staff during the investigation of the reported incident. If you suspect child abuse or neglect, call the toll-free hotline at 1-800-392-3738.

Withdrawal from School

Parents of children who are leaving the District should notify the school a few days prior to the last day of attendance.

Dress Code S-180-S

The Board of Education expects student dress and grooming to be neat, clean, and in good taste, so that each student may share in promoting a positive, healthy, and safe atmosphere within the District.

1. Preschool is filled with activities and experiments that may be messy. Please dress your child in informal, comfortable clothing that can be managed easily and is appropriate for play. Pants that can be easily pulled up and down by the child will promote independence.
2. Athletic shoes keep little toes safe during trike riding, scooter riding and while playing on playground equipment. Please no cowboy boots, flip flop sandals or high-heeled shoes.
3. Please send an extra set of clothing to be kept in your child's backpack.
4. Please put names on all coats, hats, gloves, extra clothing and school bags.

Food Service Program F-285-S

The following information pertains only to students in the Puppy Pound Program.

Breakfast

Breakfast is served on a daily basis. Menus are available on the District website.

Lunch

Lunch is served on a daily basis. Menus are available on the District website. The status of each student's lunch account is available from the secretary and on PowerSchool.

Meal Charges

Students

- A student may not accumulate more than ten unpaid meal charges
 - Charges can be made only on an emergency basis to a maximum of -\$5.00.
- Students may deposit cash or checks with the designated building secretary in order pay for school meals
- Students will not be identified, singled out, shamed or punished by the District for the failure of their parents/guardians to pay for or provide meals, and the District will not withhold student records in violation of law

We encourage all families to complete a free and reduced-price school meal application to determine what level of support is available for their child. For additional information, find this application on our website or the Titan parent portal. Paper applications will be available at school offices upon request.

LINQOnline Payment

The Kearney School District provides parents an easy way to make payments for their students. We have established a secure Web Site powered by LINQ at no cost to the School District. Our Web Site offers parents a convenient payment option when adding money to a student's food service account. Online payments can be made using VISA, MasterCard or Discover credit or debit card. A processing fee will be added to the total purchase. You may access the LINQ system by logging onto www.ksdr1.net & click onto Quick Links.

Lunch Balance Process for Students who Transfer, Drop, or Graduate

Parents/Guardians are responsible for their child's lunch balances throughout the school year. At times those balances may fall negative and staff may send reminders that lunch money is due. Lunch balances also may remain positive as students choose not to eat the school lunches. When a student transfers to another District, drops out or graduates from KSD they are responsible to reconcile their lunch accounts with the building administrative assistants whether that balance is negative or positive. KSD staff will make every effort to inform parents/guardians and students what their lunch activity consists of.

If money is owed to KSD at the time of transferring, dropping or graduating payment is expected.

If the student transferring has a sibling remaining in the District their balance may be transferred to that sibling. A parent/guardian or student may also designate their balance transferred to another student. Requests of this nature should be clearly stated.

If there is a balance remaining on the lunch account greater than ten dollars you may request a refund with the building administrative assistants. Refunds of less than ten dollars may not be issued. The deadline for this request is June 15th following each school year. The refund will commonly be issued by check, if the check is not cashed in 180 days it will become void. Refunds will not be processed automatically, a request from a parent/guardian or student is necessary. Any questions or concerns should be addressed to the building principals.

Pets

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

Allergy Prevention and Response S-145-S

Food

No food should be brought into the center unless your child is an infant or a special diet is required. If your child is eating and has not finished a food item when he/she enters the building, you must stay with your child until they finish it or discard it.

The District is required to ensure students with allergies are safe at school through planned prevention and response to a student's allergic reaction. For purposes of District policy and related procedures, an allergic reaction occurs when the immune system overreacts to a typically harmless substance and may be mild to life-threatening. Allergy prevention and response protocols apply to all school locations, including nonacademic, school-sponsored activities and transportation provided by the District. The Board authorizes the Superintendent or designee to develop and implement procedures to protect the health and well-being of students with significant allergies.

We strive to provide a safe environment for all students, including those with life threatening food allergies, to promote understanding of their needs to the wider school community, and provide guidelines that outline prevention strategies and treatment protocols that allow staff to respond to individual circumstances and provide necessary emergency treatment. Management of student allergies will be through a team approach, (e.g. parent or guardian, building administrator, nurse and classroom teacher).

Parents/guardians should provide, at the time of enrollment, information on any allergies the student may have. The school nurse may request written permission from the parents/guardians to communicate with a student's health care provider as

needed. Staff members are trained annually on risk reduction strategies, symptom recognition, and response procedures.

As allowed by District rules, each school is equipped with prefilled epinephrine auto-injectors, more commonly known as an Epi-Pen. In the event of anaphylaxis (a life-threatening allergic reaction that may be triggered by a food allergy, insect bite, or drug allergy), the Epi-Pen will be used by the school nurse, or other trained staff member, and 911 will be notified.

The stock epinephrine is available for students with no prior diagnosis of anaphylaxis or in cases of known anaphylaxis where personal medication on hand is found to be unavailable or flawed. At a minimum, District stock epinephrine remains in the Nurse's Health Room at all times.

Building-Wide and Classroom Approaches

All foods and beverages the district provides or makes available to students (not sold to) during the school day will meet or exceed the Smart Snacks nutrition standards. This includes, but is not limited to, foods and beverages provided or made available to students for classroom snacks, building-wide incentives, celebrations, holiday parties, etc., regardless of the source of the food.

Exemption: Each Elementary building is allowed a maximum of one day per month for NON-Smart Snack food/beverage days. These items will only be provided by the District and/or PTO members. Parents/Guardians will be informed in advance of this type of event.

Individual snacks must always be peanut and tree nut-free, including coconut. In addition, the product cannot be manufactured or processed in a facility that manufactures or processes nut products due to the risk of cross-contamination.

Individual Approaches

The District will evaluate and determine whether a student's allergies rises to the level of a disability that require accommodations through the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504). For those students who have allergies that do not rise to the level of disability, a designated team may develop an Individual Health Plan (IHP) and/or Emergency Action Plan (EAP). Staff who have a need to know about a student's allergies and plan will be informed and trained, and all staff members will follow any IEP, 504 Plan, IHP, and/or EAP.

A student's health information and individualized plan will be kept confidential and not shared with those who do not have a need to know unless authorized by the parent/guardian or as allowed by the Family Educational Rights and Privacy Act (FERPA). The District will communicate and collaborate at least annually

with parents/guardians regarding the student's allergies, medications, restrictions/precautions, emergency contacts and any other relevant information to keep the student safe.

Health Services S-215-S

Health services are provided under the direction of a licensed school nurse.

Students with Health Conditions

Health information should be provided by the parent/guardian at time of enrollment. All health information is to be updated annually at the beginning of each school year and/or as needed with any changes during the school year.

Parent/Guardian should notify the school nurse and principal of any health concern that may require emergency services or interventions throughout the day, or interfere with the student's education process.

Students requiring medical accommodations (including, but not limited to, physical restrictions or limitations, dietary restrictions that require meal modifications, class schedule modifications for medical interventions) must submit a statement from their licensed medical provider stating the need for such accommodations.

Illnesses/Injuries

Illness of a Student

All of our policies and procedures are developed with the goal of providing a safe, healthy, nurturing, and responsive setting for young children. Providing a safe and healthy environment requires establishing policies and procedures for handling childhood illness. It is unlawful for any child to attend a public school of this state while afflicted with any contagious or infectious disease, or while liable to transmit such disease after having been exposed. We reserve the right by law to require your child to see a physician and be excluded from school so long as there is any liability of such disease being transmitted to other students.

When a child becomes seriously ill or hurt at school, parents are notified as soon as possible. **Ill or injured students must be picked up within 30 minutes of notification.** If the parent cannot be located, the emergency number is called. 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, unless otherwise specified on the medical health enrollment form. 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 for medical transport and care.

A student should not be in attendance and may be sent home with any of the following:

- Temperature 100.0 degrees or greater
- Vomiting
- Diarrhea
- Difficulty breathing, rapid or slowed breathing that is uncontrolled
- Sore throat and/or trouble swallowing
- Symptoms related to possible communicable diseases:
 - Suspicious skin rashes
 - Suspicious open wounds
 - Redness of eyes or eyelids with intense itching/burning and thick or crusty drainage
 - Painful, reddened sore throat accompanied by enlarged lymph nodes
 - Constant cough accompanied by other symptoms
 - Severe coughing, including, but not limited to, high pitched breathing sounds, “barky-like” sounding cough, turning blue or red in the face
- Excessive drainage from ears, persistent earache, or ears that show symptoms when assessed with an otoscope
- Serious physical injury
- Symptoms of an acute illness/injury making it difficult for student to fully participate in learning:
 - Exhaustion (can’t stay awake in class)
 - Pain that is difficult to control in the school environment
 - Limited mobility related to an injury that has not been evaluated by a physician
- Students with live head lice or nits 1/4 of an inch or less from scalp

Nurses assess students’ symptoms and make the decision whether a student needs to be sent home based on current symptoms and the history of the student’s situation. Students 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). Children returning with any of the previous symptoms or illness will be excluded from the building immediately. This decision is at the discretion of the building nurse. Any questions regarding when to return to school should be discussed with the building nurse. A physician’s note may be required for return in some cases of illness.

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.

Health Screenings

Health screenings are intended to facilitate the identification of children with common problems as early as possible, when treatment is most effective, thus supporting educational achievement and allowing ample time for referral of children for diagnosis and treatment. The Health Services department follows screening guidelines that were developed in a collaborative effort between the Missouri Department of Elementary and

Secondary Education (DESE), the Missouri Department of Health and Senior Services (DHSS), and the Missouri Association of School Nurses (MASN).

Hearing and vision screening will be conducted during the current school year, as time and resources permit. Screenings will be completed by the above entities on all kindergarten, first, third, fifth, seventh ninth and eleventh grades; all new students; students receiving special services, students participating in developmental screenings, and any student referred by a parent or teacher.

Re-screenings and follow-ups will be completed when appropriate. Parent/Guardian will receive written notice for those students who failed a screening exam. Parent/Guardian can request screening results.

Parent/Guardian will be notified in advance of scheduled screenings. Parent/Guardian may exclude their child from any screening by notifying the school nurse in writing prior to scheduled screenings.

Administration of Medication S-135-S

The building nurse will provide all medication services. All medication is kept in the health office and no medication will be dispensed without written parental permission, including over-the-counter medication. Many medications can be given at home before or after school. When this is not possible, medication should be brought directly to the health office and the following procedures will apply:

All Medications:

- The Authorization for Medication Administration form must be signed and provided along with each medication (prescription and over-the-counter)
- Medication is kept in the nurse's office at all times with appropriate documentation
- All medications will be dispensed in the health room, unless authorization to self-carry specific medications is obtained and recorded
- All medications must be delivered to the school nurse or building designee by parent/guardian
- All medications must be in a properly labeled container from the pharmacy or in the manufacturer's original packaging
- No medication will be given past the expiration date on the container
- The district will not administer any medication that is not regulated by the U.S. Food and Drug Administration
- Except for medications that are only used in an emergency situation, the district will not knowingly administer the first dose of any medication due to the potential for unknown reactions

Prescription Medications:

- Written instructions from a physician stating the name of student, current date, medication name, dosage to be given, and the times to be administered, or the medication label provided by the pharmacy with the physician's directions will be sufficient, so long as, the prescription has a current date with the student's name
- Pharmacies can provide an extra bottle with label for school doses upon parent request
- The first dose of any medication should be given at home whenever possible
 - ➔ Nurses can decide not to administer the first dose of a medication if, in their clinical judgment, it may compromise the safety of the student while attending school; in that instance, parents would be notified.
- Antibiotics need to be administered for a complete 24 hours before returning to school
- Any prescription medications, including inhalers, that don't have a prescription label, need a written note from the prescribing physician with the appropriate instruction, student name, and current date
- 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) an Individual Healthcare Plan (IHP) and/or 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 trained to administer the medication via injection. It is the parent's responsibility to ensure their student has access to emergency medication at school when it has been prescribed by a licensed physician. If a student exhibits symptoms of anaphylactic shock, EMS will be called. Epinephrine will be administered as indicated on the IHP or EAP or per district policy/procedure.

Non-Prescription Medication:

- Non-prescription medicine must be in the original container with administration guidelines included
 - ➔ Only the instructions written on the original container will be followed, unless a physician specifically provides a written order with different instructions for administering the medication

Emergency Medication

- As allowed by District rules, each school is equipped with an epinephrine auto-injector, more commonly known as an Epi-Pen. In the event of anaphylaxis (a life-threatening allergic reaction that may be triggered by a food allergy, insect

bite, or drug allergy), the Epi-Pen will be used by the school nurse, or other trained staff member, and 911 will be notified. The stock epinephrine is available for students with no prior diagnosis of anaphylaxis or in cases of known anaphylaxis where personal medication on hand is found to be flawed. At a minimum, District stock epinephrine remains in the Nurse's Health Room at all times.

- As allowed by District rules, all buildings are equipped with Naloxone(Narcan) nasal spray to be used during a life threatening opioid overdose.
- Stock emergency medications are not a replacement for a student's prescribed emergency medication. If a student is prescribed an emergency medication for any health condition, it is the parent's/guardian's responsibility to ensure the student has access to their medication at school.
- Field Trips: Students' personal emergency medications must accompany the student on scheduled field trips. In accordance with the Missouri State Board of Nursing, these medications must be allowable to delegate administration to a non-health provider, such as a teacher. Parents/guardians are responsible for providing emergency medications to the school. If the emergency medication has not been provided or is expired, the student may not attend the field trip.

Standing Orders for Over the Counter Medications available for use in the Health Office approved by Adam Harrold, MD, Kearney School District Consulting Physician
I hereby authorize the School Nurse or trained designees of Kearney R-1 School District to administer the following OTC medications as directed according to manufacturer's guidelines, provided the student has no contraindications or allergies to said medications. The following medications may be used for the indications stated:

1. A&D Ointment: skin protectant for minor burns, scrapes, cuts.
2. Aloe Vera Gel: sunburns, minor burns, skin irritations, insect bites, chafing, itching, dry skin.
3. Aquaphor: itching, dry, damaged, chafing skin; contact dermatitis.
4. Bactine: first aid antiseptic + pain reliever for minor cuts, scrapes, burns, skin irritations.
5. Caladryl Clear: pruritis, insect bites, skin irritations or rashes from poison ivy, poison oak, poison sumac.
6. Eye Wash (purified water solution): eye irritation or discomfort, removal of loose debris.
7. First Aid Cream (non-antibiotic): minor cuts, scrapes, burns.
8. LifeSavers Mints: irritated throat, dry mouth, minor cough, minor upset stomach.
9. Lotion/Skin Moisturizer (generic, fragrance-free, lanolin-free, for sensitive skin): itching, dry, chafing skin.
10. Mouth Rinse (alcohol-free, fluoride-free, dye-free): oral mouth rinse after vomiting or eating.

11. Orajel (or generic): oral pain relief, canker sores, teething pain.
12. Saline Solution: cleanse for minor cuts, scrapes, piercings; contact lenses.
13. Salt Water Gargle: sore, scratchy, irritated throat; canker sores.
14. Sting-Relief Swabs: itching, swelling, pain from insect stings or bites.
15. Vaseline (or petroleum jelly generic): dry/chapped skin or lips, sites of friction without erosion.
16. Cough Drops/Throat Lozenges: sore, scratchy, irritated throat; cough.

PLEASE NOTE:

With any of the above medications, the labeling of the medication must be followed for indications, intervals, and dosing. Contraindications between this document and the package labeling shall be interpreted in favor of the manufacturer's labeling.

The School Nurse or trained designee shall determine the need for any medication. The District Nurse and/or School Nurse may train and delegate the administration of above medication by unlicensed personnel who are competent by knowledge and skill level to administer medications.

The School Nurse or designee is not obligated by this document to dispense medications where, in her judgment, such use would not be appropriate, despite the above-mentioned indications.

Board Approved Emergency Medications: EPINEPHRINE will be administered in the event a student is thought to be experiencing an ANAPHYLACTIC REACTION. NALOXONE (NARCAN) will be administered in the event a student is thought to be experiencing an OPIOID OVERDOSE.

Communicable Diseases F-245-S

Parents/guardians must notify the District if their student has a communicable disease. Parents/guardians will be required to provide written approval from the student's treating physician in order for their student to attend school. The District reserves the right to prevent student attendance until clarification or implementation of precautionary measures are in place. Parents/guardians are required to notify the District if they are enrolling or have a student attending school who is HIV positive.

Medical information of students is highly confidential, and the District will take necessary steps to protect the medical information of students and ensure that such information is released only to those with a need-to-know and/or individuals and entities who are required by law to be notified of certain health and medical information.

Students with a communicable disease who exhibit behaviors that increase the chances of their condition being spread to other individuals, may be subject to discipline and/or remedial action in accordance with the discipline code, and state and federal law.

Immunizations and Vaccinations

It is unlawful for any student to attend school unless the student has been immunized according to Missouri School Immunization Law. Satisfactory evidence of required immunizations must be on file before attending school. Immunization records or proof of a medical or religious exemption on an original Missouri Department of Health and Human Services card must be provided at time of enrollment and with any additional required immunizations as required by state law.

The District will exclude all students from school who are not immunized or exempted as required by law.

Health Office

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

Asbestos F-215-S

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.

Asbestos has been used as a building material for many years. It is a naturally occurring mineral that is mined primarily in Canada, South Africa and Russia. Asbestos' properties made it an ideal building material for insulation, sound absorption, decorative plasters, fireproofing and a variety of miscellaneous uses. There have been over 3,000 different products made using asbestos materials. EPA began action to limit uses of asbestos products in 1973, and most uses of asbestos products as building materials were banned in 1978.

On May 11, 2021, KSD had its facilities re-inspected by a certified asbestos inspector (re-inspection by a certified inspector occurs every three years), as required by AHERA. The inspector located, sampled and rated the condition and hazard potential of all material in our facilities suspected of containing asbestos. The inspection and laboratory analysis records were turned over to a certified management plan writer to develop an asbestos management plan.

An asbestos management plan for our facilities has been developed which includes this notification note and a set of plans, procedures, and regular surveillance designed to minimize the disturbance of the asbestos-containing materials. A copy of the asbestos management plan is available for your inspection in our administrative offices during regular office hours. Inquiries regarding the plan should be directed to Director of Operations, 425 W. Washington Street, Kearney, MO 64060, (816) 628-4116.

KSD is implementing the asbestos management plan to ensure that your children and our employees have a healthy, safe environment in which to learn and work.

The Director of Operations will work with an accredited professional to create, maintain and update the district's asbestos management plans to keep them current with ongoing operations and maintenance, periodic surveillance, inspection, reinspection, and response action activities, as required by law. All buildings the district owns, leases or otherwise uses must be inspected for asbestos. The asbestos manager will coordinate an inspection for any building prior to use unless it is an emergency situation. In an emergency, the inspection will occur within 30 days of use. The asbestos manager will coordinate a re-inspection of all friable and non-friable known or assumed ACM in each school building once every three years. All inspections will be done by an accredited inspector and conducted as required by law.

Student Insurance S-140-S

The District recommends student accident insurance for the protection of a student and parents/guardians. It is the responsibility of the parents/guardians to arrange insurance coverage as the District does not assume financial responsibility for student injuries. The District does, however, make an optional student accident group plan available for students, for which a carrier is named and rates established annually. Families and/or students must deal directly with the insurance carrier to obtain information about available coverage and policies. It is important that the parent/guardian read and understand the exclusions stated in the program. The District does not provide insurance for theft or student possession or damage to vehicles.

The District also provides information about MO HealthNet for Kids (MHK), Missouri's Medicaid program, to qualifying families who enroll students in the District. Parents who complete an application for free and reduced-priced meals (FRL), and who indicate on the application form a child does not have insurance, will be notified by the District that the MHK program is available. Forms for MHK may be accessed at: <https://dssmanuals.mo.gov/wp-content/uploads/2020/09/IM-1SSL-Fillable-Secured-6-24-21.pdf>.

Student Records S-125-S

Information regarding KEEC children and families is kept confidential. Within the program, information is shared on a need to know basis with professionals who provide child and family services and to ensure the safety of children enrolled in the program. Information is shared with outside agencies/providers only with the appropriate authorization.

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 include:

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 amendment of the student's education record(s) that the parent or eligible student believes is/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 to 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 is: Family Policy Compliance Officer, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202- 4605.

Access to and Release of Student Information

All parents/guardians may inspect and review their student's education records, seek amendments, consent to disclosures except to the extent the law authorizes disclosure without consent, and file complaints regarding the records as allowed by law. Requests to inspect or review education records may be directed to the District's Custodian of Records. Requests to amend education records may be directed to the District's Custodian of Records to obtain the proper form. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The parents'/guardians' rights relating to the education records transfer to the student once the student becomes an eligible student; however, parents/guardians maintain some rights to inspect student records even after a student turns 18. The District allows access to records to either parent, regardless of divorce, custody or visitation rights, unless the District is provided with legal documents that the parent's rights to inspect records have been modified.

Directory Information

Directory information is information about a student that generally is not 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 may release this information without obtaining consent from a parent or eligible student unless a parent or eligible student notifies the District in writing. 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 by law. For example, the District may require students to disclose their names, District email addresses in classes in which they are enrolled, or students may be required to wear or display a student identification card that exhibits information designated as directory information. If you do not want the District to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent (with exception of disclosures required by law), you must notify the District in writing by September 1st of each school year.

The District designates the following items as directory information:

General Directory Information: The following personally identifiable information about a student may be disclosed by the District 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); participation in District-sponsored or District-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; 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, a student's address, telephone number and email address; and the parents' addresses, telephone numbers and email addresses 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.

School Officials with a Legitimate Educational Interest

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.

A school official includes a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a Board Member. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Release of Records to Other Agencies or Institutions

The District forwards education records to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements under the law.

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/eligible student.

Release

Parents or guardians may designate additional adult(s) to have access to their student's records by requesting a Family Educational Rights and Privacy Act (FERPA) release form. This form is provided with electronic enrollment.

Notice

Parents/Guardians and/or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with

the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Personnel Records E-190-S

The District is required to inform you that, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), upon your request, the District is required to provide you in a timely manner, the following information:

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or other provisional statute through which State qualification or licensing criteria have been waived.
- Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your student is provided services by paraprofessionals and if so, their qualifications.

In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or have taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

This information may be requested by contacting: the building principal.

Parent and Family Involvement and Engagement (Title I, Part A) I-135-S

The District encourages effective involvement by parents, guardians, and families to support the education of their children. In consultation with the State Board, educators, local associations, parent organizations and individual parents/guardians whose children are enrolled in the District, the District will:

1. Promote regular, two-way communication between home and school.
2. Promote and support responsible parenting.
3. Recognize that parents and families play an integral role in assisting their children to learn.
4. Promote a safe and open atmosphere for parents and families to visit the school that their student(s) attend and actively solicit parental/family support and assistance for school programs.

5. Include parents as full partners in decisions affecting their children and families.
6. Avail community resources to strengthen school programs, family practices, and the achievement of students.

School & Parent/Guardian Involvement Plan for Title I Buildings

School Responsibilities

Strategies for involvement:

- Hold an annual meeting in the fall to inform parents/guardians of school's participation in Title I, explain Title I requirements, and explain parents'/guardians' right to be involved
- Involve parents/guardians in an organized, ongoing and timely way, in the planning, review and improvements of the program under Title I, including the school parent/guardian involvement plan and the development of the school-wide plan
- Develop a list of barriers that prevent parents/guardians and families from participating in school activities
- Suggest strategies to improve homework, attendance and discipline
- Evaluate and provide feedback to design strategies for more effective parent/guardian, family and community involvement
- Offer reading nights for parents/guardians and students
- Participate in parent/guardian-teacher conferences
- Provide newsletters for parents/guardians on reading strategies
- Conduct a parent/guardian survey annually. Results will be analyzed to measure the effectiveness of the plan and the program and to modify future practices

Parent/Guardian Responsibilities

- Parents/guardians will be invited to participate in school activities such as Open House, Parent/Guardian-Teacher Conferences, Parent-Teacher Organizations, parent/guardian nights, etc.
- Parents/guardians have the ability to access the school-wide calendar, PTO calendar, and student records online and at school
- Provide a family routine that supports learning, such as a set time for studying, bedtime, and other routines
- Encourage the love of learning, reading and writing at home
- Know what community resources exist and utilize them to meet family and children's needs
- Volunteer in their child's school and stay involved as a parent/guardian
- Participate, as appropriate, in decisions related to their children's education
- Stay informed about their child's education, ask questions related to their child's academic progress and communicate with school promptly by reading all notices received and respond as needed

- Attend Parent/Guardian-Teacher Conferences, parent/guardians meetings, and advisory groups
- Promote good school attendance and discourage absenteeism
- Encourage children to participate in learning activities that are offered

Program for Students who are Homeless, Migrant, English Learners, At-Risk or in Foster Care I-140-S

The District is committed to the provision of a free and appropriate education for all students enrolled in the District. Therefore, the District complies with all provisions, regulations, and administrative rules applicable to state and/or federal requirements in order to serve students who are homeless, migrants, English learners, at-risk, or in foster care.

The District's liaison for students who are homeless, migrant, English learners, or in foster care is:

Role/Title:	Assistant Superintendent of Human Resources
Address:	425 W. Washington Street, Kearney, MO 64060
Phone #:	816-628-4116
Email Address:	compliance@ksdr1.net

Visitor Procedures C-155-S

For student purposes, all visitors MUST use the main entrance, report to the office, and sign in and out upon arrival and departure. No one will be allowed to enter the hallways or classrooms without permission from the office and without a visitor's pass. If you need to pick up your child before the end of the school day, come to the office and your child will be called to the office.

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. We do check photo I.D.'s if we are not familiar with you or have not met you before; please note this is for everyone's protection.

Since classroom observations and visits can be disruptive, the District does not permit parents/guardians or other family members to visit classrooms during instructional time for the purpose of observing students unless the principal has approved the visit at least 24 hours in advance.

Transportation Services F-260-S

Bus transportation is provided for all students.

Parents must provide written authorization regarding a change in transportation. If the office does not have written parental authorization, we will require your child to ride his/her normal bus.

All bus students and parents will be asked to read the Kearney Student Code of Conduct (outlined below). 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.

1. When boarding the bus, students are to be seated and remain seated until arriving at their destination.
2. It is mandatory that the bus driver see a parent when a kindergartner or first grader is dropped off at stop. If no parent is seen the child will be returned to the school and you will be responsible for picking them up.
3. No pets or other animals in boxes, jars or other containers will be allowed on the bus.
4. Radios and other audio device will not be permitted on the bus unless the student is wearing headphones to listen to the music. The use of cell phones and taking pictures with camera phones will not be allowed on the bus. Non-compliance will result in disciplinary actions.
5. Students should remain quiet at all railroad crossings and there should be minimal noise while passing through towns.
6. NO EATING OR DRINKING ON THE BUS. Please do not send students on the bus with uneaten food. This is to protect any/all children with allergies from be exposed to certain foods.
7. Students are NOT to place their hands or any part of their body out of the windows.
8. No fighting or horseplay on the bus. Classroom conduct shall always be observed.
9. Each student WILL be held accountable for any damage and destruction of bus and personal property. This includes graffiti and seat destruction.
10. If a student (K-12) is to depart the bus at a place other than his/her regular stop, a written note from a parent MUST be signed by the building office and given to the driver prior to departing the school. Students will be returned to school if they have no note. No more than two (2) additional students may ride to a different address with other students. No Birthday Parties or sleepover transportation is permitted.
11. The driver will assign each K-12 student a seat on the bus.
12. The use of alcohol, tobacco, vapes or drugs is NOT permitted on the bus or at the bus stops. Non-compliance will result in disciplinary actions.
13. Obscene and unacceptable language, gestures and signs will not be tolerated and will result in disciplinary actions.
14. Students (ALL grades) must pass 10 feet in FRONT of the bus, establish eye contact with the driver before approaching the bus. Students are NEVER to walk behind the bus and are to stand a minimum of 10 feet back from the road while waiting for the bus to come to a complete stop.
15. Students are NOT to go to their mailbox until the bus has traveled away from the bus stop.

16. The school bus is an extension of the school day. All school rules and

regulations which pertain to the students are applicable on the bus at all times.

17. Skateboards, and such, are NOT allowed on the bus. NO EXCEPTIONS.

18. Students may be videotaped while riding the school bus. The viewing of these tapes are subject to the guidelines set by the school district.

19. Instruments are to be taken to the seat with student and may be held or placed under the seat. Instruments WILL NOT be left with the driver or unattended in a seat and are not to be played on the bus. Large instruments must be transported by parents if the student is not able to load it by themselves, hold it in their lap or fit it down the aisle of the bus.

Missouri law mandates that children under the age of 4 be transported in a child safety restraint system (210.104, RSMo); it is recommended by the National Highway and Traffic Safety Administration (NHTSA) that children 4 and over but under 40 pounds also be transported in a child safety restraint system.

Student Discipline S-170-S

Student Code of Conduct

The District believes students deserve the right to participate and learn in a safe environment which allows teachers to focus on instruction that accelerates achievement. To ensure that school is a quality atmosphere for all students at all times, the code of conduct and discipline policies outline consequences for misconduct that occurs at school, during a school activity whether on- or off-campus, on District transportation, or misconduct that involves the use of District technology. All District personnel are responsible to supervise and hold students accountable for violations of discipline rules.

Failure to obey standards of conduct may result in, yet is not limited to, verbal warning, community service, confiscation of property, principal/student conference, parent contact, loss of credit, grade reduction, course failure, removal from extracurricular activities, revocation of privileges including transportation, parking and technology privileges, detention, in- or out-of-school suspension, expulsion, and report to law enforcement. For offenses involving academic integrity, the student may also be subject to a loss of credit for work, a grade reduction, and/or course failure. The Board authorizes the immediate removal of a student who poses a threat to self or others as determined by the principal, Superintendent, or the Board.

Any student who is suspended for any serious violation of the District's Student Discipline policy shall not be allowed while suspended to be within 1,000 feet of any school property or any activity of the District, regardless of where the activity takes place, unless:

1. Such student is under the direct supervision of the student's parent, legal guardian, or custodian and the Superintendent or the Superintendent's designee has authorized the student to be on school property;

2. Such student is under the direct supervision of another adult designated by the student's parent, legal guardian, or custodian, in advance, in writing, to the principal of the school which suspended the student and the Superintendent or the Superintendent's designee has authorized the student to be on school property;
3. Such student is enrolled in and attending an alternative school that is located within one thousand feet of a public school in the District where such student attended school; or
4. Such student resides within one thousand feet of any public school in the District where such student attended school in which case such student may be on the property of his or her residence without direct adult supervision.

If a student engages in an act of violence, a school administrator will report the information to teachers and other District employees who are responsible for the student's education or otherwise interact with the student on a professional basis while acting within the scope of their assigned duties.

Reporting to Law Enforcement

It is the policy of the Kearney School District to report all crimes occurring on school grounds and/or during school activities to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with the law. The following acts, regardless of whether they are committed by juveniles, are subject to this reporting requirement:

1. First or second-degree murder under § 565.020, .021, RSMo.
2. Voluntary or involuntary manslaughter under § 565.024, RSMo.
3. Kidnapping under § 565.110, RSMo.
4. First, second- or third-degree assault under § 565.050, .060, .070, RSMo.
5. Sexual assault or deviate sexual assault under § 566.040, .070, RSMo.
6. Forcible rape or sodomy under § 566.030, .060, RSMo.
7. Burglary in the first or second degree under § 569.160, .170, RSMo.
8. Robbery in the first degree under § 569.020, RSMo.
9. Possession of a weapon under chapter 571, RSMo.
10. Distribution of drugs under § 195.211, .212, RSMo.
11. Arson in the first degree under § 569.040, RSMo.
12. Felonious restraint under § 565.120, RSMo.
13. Property damage in the first degree under § 569.100, RSMo.
14. Child molestation in the first degree pursuant to § 566.067, RSMo.
15. Sexual misconduct involving a child pursuant to § 566.083, RSMo.
16. Sexual abuse pursuant to § 566.100, RSMo.

Corporal punishment is strictly prohibited as a method of discipline. Reasonable force may be used, when necessary, for the protection of a student or others and property.

The District limits the use of seclusion or restraint to situations or conditions in which there is imminent danger of physical harm to self or others.

Students with disabilities will be disciplined in compliance with state and federal laws per the Individuals with Disabilities Act (IDEA), Section 504 of the Rehabilitation Plan, and any regulations and state and local compliance plans, which includes due process rights as afforded to all students. Additionally, a student's Individual Education Plan (IEP), including any portion that is related to past or potentially future violent behavior, will be provided to appropriate staff members with a need to know.

Information regarding a student's misconduct and discipline is confidential and only shared with those who have a need to know. Teachers and other authorized District personnel shall not be civilly liable when acting in conformity with District policies, including the discipline policy, or when reporting acts of school violence to a supervisor or other person as mandated by law.

The District discipline policy and procedures will be provided to every student at the beginning of each year, be published on the District website, and made available in the office of the Superintendent during normal business hours.

This code applies to all misbehavior committed by a student on District property, at any school-sponsored activity or event whether on- or off-campus, and District transportation. Additionally, the District may use its authority to address behavior that occurs off-campus if it interferes with the operation of the school or endangers the safety of students or staff.

Standards of Conduct and Consequences

No document can identify every possible offense that could potentially result in disciplinary action. This code identifies most offenses constituting a failure to obey the standards of conduct set by the Board. However, when circumstances warrant, the principal, Superintendent, and/or Board may impose consequences for misconduct not specifically outlined in this document.

Terms

Detention – Specified time period assigned by teacher/administrator to be served by student under supervision of professional staff.

Loss of Privileges (LOP) – An administrative assigned consequence. The student may lose the privilege of participating/attending activities including but not limited to athletic events, concerts, theatrical performances, programs, ceremonies, dances, assemblies, intramurals, computer/Internet access, driving/parking vehicle on school grounds, etc. The time period for LOP will be determined by administration.

In-School Suspension (ISS) – An administrative assigned disciplinary consequence where the student is removed from the student's daily class schedule but detained within a school setting during school hours. ISS assignment may go into

effect as soon as the administrator has made a disciplinary decision based upon the policy. The student will not attend regular classes. Instead, the student will spend the school day in the designated ISS room on campus supervised by professional staff to complete assignments, quizzes, and tests. All work completed and turned in will receive full credit. A student who is assigned ISS may be held from participating in extracurricular practices, meetings, games, contests, or rehearsals as indicated by the Activities/Sponsor Handbook. If a student leaves school during the ISS assignment, he/she will be expected to make up the time missed the next day upon return. ISS is determined by hours of attendance. **A student may serve a cumulative of 10 days of ISS during a school year. Any infractions after that may result in OSS assignment(s).**

Any student who is referred to the office for violation of ISS rules may be suspended from school for a **minimum** of the remainder of that day and the next day. Any student who refuses to serve an ISS assignment may be assigned out of school suspension consequences. On both occasions, the student may receive zero credit on all tests, quizzes, projects and homework due during the time period he/she is suspended.

Out of school suspension (OSS) Short-Term – An Administrative assigned disciplinary consequence where a student is removed from school or class by the principal or the assistant principal not to exceed ten (10) school days. The suspension will go into effect as soon as the administrator has made a disciplinary decision based upon the policy. A student serving an out of school suspension will not be allowed on school property or to attend school activities during the suspension unless prior administrative approval has been obtained. A student suspended on Friday may not take part in weekend school activities. Makeup work during OSS is allowed, but is the responsibility of the student to secure. When a student is assigned OSS, the student is responsible for contacting the classroom teachers by telephone or email if necessary to access assignments as needed. Assignments are due the day the student returns to school. The student should also be prepared to take any missed or assigned tests on the day he/she is eligible to return to school. Students who have major assignments (i.e. final projects, research papers) due on the day of an OSS should make arrangements for those assignments to be turned in on that day.

Long-Term Suspension/Expulsion – Referred by the administration and executed by the Superintendent/his/her Designee/Board of Education, this suspension includes a period of time a student is removed from school exceeding ten (10) school days, but not to exceed one hundred and eighty (180) school days. After a hearing before the Board, or the committee of the Board, the student may be removed from school by the Board for a period of time exceeding one hundred and eighty (180) school days. A student serving long-term suspension/expulsion will not be allowed on school property or to attend school activities.

Expulsion – A student is removed from school by the Board of Education and is not eligible for further enrollment.

Due Process -- All students will be afforded due process as guaranteed by constitutional provisions. The process will be in accordance with state law and with the provisions outlined in the Board of Education policies and regulations on student suspension and student expulsion.

For In-School and short-term Out of School suspensions, should school be cancelled for any reason or a day(s) of missed ISS, any unserved suspension day(s) will automatically be re-assigned to the first day school is in session.

Reporting Concerns for Staff/Student Safety

Students, parents, and staff members are expected to report all dangerous or potentially dangerous situations/events directly to an administrator. Any circumstance or situation where a student may be harmed include, but are not limited to threats, harassment, acts of violence, drug activity, or weapons. Such acts should be reported (1) directly to an administrator, (2) directly to a teacher or staff personnel, (3) school resource officer.

Bullying, Hazing, and Cyberbullying S-185-S

The District strictly prohibits bullying, including hazing, and cyberbullying on school grounds, at any school function, or on District transportation.

Definitions

Bullying – Intimidation, unwanted aggressive behavior or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting such acts.

Cyberbullying – Bullying as defined above through the transmission of a communication including, but not limited to a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District has jurisdiction to prohibit cyberbullying that originates on a school campus, or at a District activity if the communication was made using District technological resources, if there is sufficient nexus to the educational environment, or if the electronic communication was made on the school's campus or at a District activity using the student's own person technological resource.

Anti-bullying Coordinator – The Superintendent will ensure an individual at each school is designated to serve as the anti-bullying coordinator. All anti-bullying coordinators will be teacher-level or above and a list of coordinators will be kept on file at the District administration office and updated annually. Additionally, a District anti-bullying coordinator will be designated. The building anti-bullying coordinator is Amy Baugh.

School Day – A day on the District calendar when students are required to attend school.

Reporting Bullying or Cyberbullying

District employees are required to report any instance of bullying of which the employee has firsthand knowledge. Any employee, substitute, or volunteer who witnesses an incident of bullying must report the incident to the building anti-bullying coordinator within two (2) school days of witnessing the incident. If the anti-bullying coordinator is

unavailable or is the subject of the report, the employee should contact the District's Compliance Officer. In addition, all District employees, substitutes, or volunteers must direct all persons seeking to report an incident of bullying to the building anti-bullying coordinator.

Any individual making a verbal report of bullying will be asked to submit a written complaint to the anti-bullying coordinator. If the person refuses or is unable to submit a written complaint, the anti-bullying coordinator will summarize the verbal complaint in writing.

When an anti-bullying coordinator is informed about a possible bullying or cyberbullying incident, verbal, written, or otherwise, the District will conduct a prompt, impartial, and thorough investigation to determine whether misconduct, including unlawful conduct, occurred. The District will implement interim measures as necessary. When it is determined that bullying or cyberbullying occurred, the District will take appropriate action for violations of District expectations and rules.

Investigation

Within two (2) school days of receipt of a report of bullying or cyberbullying, the anti-bullying coordinator or designee will initiate an investigation of the incident. The school principal may appoint other school staff to assist with the investigation. The investigation will be completed within ten (10) school days from the date of the written report unless good cause exists to extend the investigation. A copy of the written report of the investigation and results will be sent to the District anti-bullying coordinator and included in the files of the victim and the alleged or actual perpetrator of bullying or cyberbullying. All reports are confidential in accordance with law and District rules.

Retaliation

The District prohibits reprisal or retaliation against any person who reports an act of bullying or cyberbullying, testifies, or participates in any manner with an investigation proceeding, or hearing. The District will take appropriate remedial action for any student, teacher, administrator, or other school personnel who retaliates.

Consequences of Bullying, Cyberbullying, or Retaliation

When the District receives a report of bullying, cyberbullying, or retaliation, interim measures to protect the victim(s) will be taken. If an investigation determines that bullying, cyberbullying, or retaliation occurred, the District will act to end the bullying, cyberbullying or retaliation.

Students who are determined to have participated in bullying, cyberbullying, or retaliation will be disciplined in accordance with the District discipline policy. Consequences may include, but are not limited to, loss of privileges, detention, in- or out-of-school suspension, expulsion, and referral to law enforcement. Any determination of consequences will consider factors such as the age of the student(s),

developmental level of the student(s), degree of harm, severity of behavior, disciplinary history, and other educationally relevant factors.

District employees and substitutes who violate this policy will be disciplined, up to and including termination. Volunteers, visitors, patrons, or others who violate this policy may be prohibited from District property or activities, or other remedial action.

Public Notice

The District will:

1. Provide information and appropriate training to District staff who have significant contact with students regarding the policy.
2. Provide education and information to students regarding bullying, including information regarding the District policy prohibiting bullying, the harmful effects of bullying, and applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, cyberbullying, and/or retaliation against any person who reports an act of bullying.
3. Instruct school counselors, school and licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for overcoming bullying's negative effects. Techniques will include, but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself/herself assertively and effectively; helping the student develop social skills; and/or encouraging the student to develop an internal locus of control.
4. Implement programs and other initiatives to address and respond to bullying in a manner that does not stigmatize the victim and makes resources or referrals available to victims of bullying.

Complaints alleging unlawful discrimination, harassment, or retaliation in violation of District policy will be referred for investigation to the District Compliance Officer.

See the Report Form on the next page.

You may submit this form online [here](#).

Your Email Address: _____

What is your last name? _____

What is your first name? _____

What type of behavior is happening? (check all that apply)

- ☐ Cyber bullying behavior: texting, messaging, or posting hurtful words, etc.
- ☐ Emotional bullying behavior: spreading rumors, leaving people out, etc.
- ☐ Sexual bullying behavior: unwanted touching and/or comments about your body.
- ☐ Verbal bullying behavior: name calling, teasing, rude comments, insults, threats, or put downs.
- ☐ Physical bullying behavior: hitting, kicking, pushing, tripping others, stealing, etc.
- ☐ Other

Please described what type of bullying behavior happened below.

Name the students involved in the bullying behavior.

When did it start? _____

Where is the problem happening? At school (specific locations)? Outside of school? Both?

Were there any witnesses? What are their first and last names?

How did you respond when this happened?

- ☐ Passive: I walked away and ignored the person/people.
- ☐ Assertive: I told the person/people to stop.
- ☐ Aggressive: I yelled at the person.
- ☐ I did something else.

What do you see as a solution to this situation?

Complaints or Concerns C-120-S

Effective communication helps avoid and resolve many complaints, concerns, misunderstandings and disagreements. Individuals who have a complaint or concern should discuss their concerns with the school personnel involved in the issue at hand in an effort to resolve problems. This step will usually involve communicating directly with the person or persons with whom the complainant has a concern. This step may be skipped when the complainant in good faith believes that speaking directly to the person would subject the complainant to discrimination, harassment or retaliation.

This step may also be skipped if the complainant in good faith believes that any law or a District policy or written rule has been violated. The District has adopted specific procedures for investigation and resolution for complaints or concerns as required by specific and varying laws that are applicable to the District. The District's Compliance Officer should be contacted with any complaints or concerns that any law or District written rule has been violated, including but not limited to, laws relating to: civil rights, including discrimination, harassment, and retaliation; special education matters including the IEP and 504 processes and services; federal programs and related services; bullying; and The Family Educational Rights and Privacy Act, including student records and confidentiality.

When communicating directly with the school personnel involved in the issue does not resolve matters satisfactorily, or if it is appropriate to skip the first step as described above, a complainant should consult with the District's Compliance Officer who will direct the complainant to the appropriate process for resolution of the complaint. The District designates the following individual to act as the District's Compliance Officer:

Role/Title:	Assistant Superintendent of Human Resources
Phone #:	816-628-4116
Email Address:	compliance@ksdr1.net

In the event the District's Compliance Officer is unavailable or is the subject of a report that would otherwise be made to the Compliance Officer, reports should instead be directed to the alternative Compliance Officer:

Role/Title:	Superintendent
Phone #:	816-628-4116
Email Address:	millere@ksdr1.net

All complaints of violation of any law or a District policy or written rule will be promptly investigated by the District, and appropriate action will be taken. Complainants are strongly encouraged to provide their concerns in writing.

Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures

This guide explains how to file a complaint about any of the programs (Title I, A,B, C, D, II, III, IV.A, V) that are administered by the Missouri Department of Elementary and

Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA).

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
General Information <ol style="list-style-type: none"> 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed? 	
Complaints filed with LEA <ol style="list-style-type: none"> 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)? 	Complaints filed with the Department <ol style="list-style-type: none"> 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
Appeals <ol style="list-style-type: none"> 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)? 	

1. What is a complaint?

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

Complaints can be filed with the LEA or with the Department.

4. How will a complaint filed with the LEA be investigated?

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

5. What happens if a complaint is not resolved at the local level (LEA)?

A complaint not resolved at the local level may be appealed to the Department.

6. How can a complaint be filed with the Department?

A complaint filed with the Department must be a written, signed statement that include:

- A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
- The facts on which the statement is based on the specific requirements allegedly violated.

7. How will a complaint filed with the Department be investigated?

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

- **Record.** A written record of the investigation will be kept.
- **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
- **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
- **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
- **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
- **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

8. How are complaints related to equitable services to nonpublic school children handled differently?

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?

The Department will initiate within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

10. What happens if a complaint is not resolved at the state level (the Department)?

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

Equal Opportunity and Prohibition against Harassment, Discrimination, and Retaliation C-130-S

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 accept 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 the KSD Superintendent to act as the district's nondiscrimination compliance coordinator.

Any person with a comment or concern may contact the coordinator at the Kearney Board of Education Office, 150 W State Route 92, 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.

The District is committed to providing equal opportunity in all areas of admission, recruiting, hiring, employment, retention, promotion, contracted services, and access to programs, services, activities, and facilities. The District strictly prohibits any unlawful discrimination or harassment against any person because of race, color, religion, disability, age, sex, gender, national origin, or any other characteristic protected by law. The District also prohibits retaliatory action, harassment, or discrimination against individuals who make complaints of, report, or otherwise participate in the investigation of any such unlawful discrimination, harassment, or retaliation. The District is an equal opportunity employer.

Anyone who believes that they have been discriminated, harassed, and/or retaliated against in violation of this policy should report the alleged discrimination, harassment

and/or retaliation to the District's Compliance Officer. The District designates the following individual to act as the District's Compliance Officer:

Role/Title: Assistant Superintendent of Human Resources
Phone #: 816-628-4116
Email Address: compliance@ksdr1.net

In the event the District's Compliance Officer is unavailable or is the subject of a report that would otherwise be made to the Compliance Officer, reports should instead be directed to the alternative Compliance Officer:

Role/Title: Superintendent
Phone #: 816-628-4116
Email Address: millere@ksdr1.net

All employees, students, and visitors who have witnessed any incident or behavior that could constitute discrimination, harassment, or retaliation under this policy must immediately report such incident or behavior to the District's Compliance Officer for investigation.

All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken.

Title IX C-131-S

The District does not discriminate on the basis of sex in the education program or activity that it operates and is required by Title IX not to discriminate in such a manner. The requirement not to discriminate in the education program or activity extends to admissions and employment. Inquiries about the application of Title IX to the District may be referred to the Title IX Coordinator or Assistant Secretary for Civil Rights of the Department of Education, or both.

The District designates the following individual to serve as the District's Title IX Coordinator:

Role/Title: Assistant Superintendent of Human Resources
Address: 425 W. Washington Street, Kearney, MO 64060
Phone #: 816-628-4116
Email Address: compliance@ksdr1.net

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-

business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator.

All employees, students, and visitors who have witnessed, heard about, or received a report about any incident or behavior that could constitute sexual harassment under this policy must immediately report such incident or behavior to the District's Title IX Coordinator for investigation. If the allegations are against the District's Title IX Coordinator, it must be immediately reported to the Superintendent, unless the Superintendent is also the Title IX Coordinator, then to the President of the Board of Education.

All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken.

Student Searches S-175-S

Desks, lockers, and other District property provided for student use are subject to periodic and random inspections without notice, including the use of trained law enforcement canines.

Student property may be searched based upon reasonable suspicion of a violation of school rules or law and an examination facts, credible information, or reasonable inferences based upon the facts and circumstances. Searches will be conducted in the presence of an adult witness.

Law enforcement will be contacted if a search produces a controlled substance, drug paraphernalia, weapons, stolen goods, or evidence of a crime.

Instruction

Daily Routines

Classroom Assignments

Classroom assignments are based on a variety of factors including date of birth, individual needs, and classroom dynamics. The building principal will share classroom and teacher assignments as early as possible with parents.

Rest or Quiet Time (Puppy Pound only)

KEEC provides a quiet rest or naptime for Puppy Pound children during the day. Each classroom's daily schedule is posted on the parent/family bulletin board. Each child has his or her own crib, mat or cot. Many children will fall asleep during this time. Teaching teams encourage resting using calming and quieting techniques (e.g., soft music, dimming lights, and back rubs). Each child has his or her own special routine for relaxing. A labeled favorite blanket or toy sent from home may help children (older than one year) to rest and relax. Written parent/guardian permission must be given for any child under two years of age to rest on a mat or futon. Infants sleep according to their own schedule to promote self-regulation.

Safe Sleep Practice

Infants sleep according to their needs and the individual plans prepared by you, in cooperation with your child's teachers. All Puppy Pound staff have been trained in Safe Sleep practices. Center staff will let you know about the required bedding linens and give you information on our Safe Sleep policy. In keeping with the recommendations of the American Academy of Pediatrics, all infants will be placed on their backs to sleep unless a documented medical condition requires alternate sleeping positions. All families will sign off on our Safe Sleep policy and procedures.

Diapering

Staff are trained in proper diapering techniques that are posted at the changing areas in each infant/toddler classroom. Universal Precautions are used. These precautions, which guard against disease, require a change of disposable gloves, washing of child and caregiver hands, and sanitation of the area before and after the changing of each child.

Potty/Toilet Training Policy

Staff will work with the child and family to provide guidance in toilet training or potty learning. When children develop an awareness of when they are dry and when they are wet or soiled and show an interest in using the toilet, those children may sit on the toilet when other children do. Hands will always be washed at these times. When children experience success in using the toilet and understand the connection between body functions and the toilet, they will gradually use the toilet on their own. If a child understands and is capable but is not willing, then the child is not completely ready to learn how to use the toilet and staff will work with the family to determine when the child is ready.

Curriculum

The Kearney Early Education Center curriculum is based on a variety of resources designed to address each child's development needs and enhance Kindergarten-readiness. We utilize the Emerging Language and Literacy Curriculum (ELLC) which is approved by the Missouri Department of Elementary and Secondary Education. ELLC prepares preschoolers for success in kindergarten and gives them a strong foundation in oral language and literacy through a scientifically-based curriculum. This program not only creates an engaging environment, rich with activity and play-based learning, but also addresses all developmental domains with theme-based units, children's literature, multisensory activities, scaffolded instruction and parental involvement.

Guidance and Discipline

The foundations of self-regulation begin at birth when adults interact with babies in ways that teach them to feel safe, to feel loved and to know that their needs will be met. These early interactions with parents, guardians and caregivers establish the foundation to develop the child's capacity to wait, give, trust, love, and care for others. Behavior is a form of communication. Our goal is to teach children to become conscious of hurtful behavior patterns and find respectful ways to get their needs met. We teach these skills through a positive approach built upon empathetic and loving relationships.

We focus on:

- Teaching children the social-emotional and communication skills necessary to control themselves, problem solve, build self-esteem, and develop pro-social skills Creating a School Family that builds connections between families and schools, teachers, teachers and children, and children.
- Constructing routines, rituals and structures that leave coercion, force, fear and external rewards behind, and encourage self-motivation, helpfulness, problem-solving and connections. Conscious Discipline®
- Conscious Discipline asks adults to:
 - See misbehavior as a call for help instead of disrespect
 - See conflict as a teaching opportunity rather than a disruption to learning
 - See children as capable of self-regulation instead of needing to be controlled
 - See connection as the most powerful motivating force for achievement
 - Understand that social connections are the basis for problem-solving
 - Understand that what you focus on, you get more of

KEEC does not use the following as a form of discipline:

- Withhold, deny or force food or rest
- Punish children for toileting accidents
- Use corporal or harsh punishments, including: pinching, shaking, spanking, punching, biting, kicking, rough handling, hair pulling, humiliation or fear-based
- Use restraints, meaning the use of physical force or other means to restrict the child's freedom of movement

Guidance for Families:

- You are your child's first and most important teacher. Research has shown that parent involvement goes hand in hand with children's success in school. When significant and repetitive behaviors that raise safety concerns arise it will be required that you are part of the process. These may be:
 - Weekly/monthly meetings with teachers and staff
 - Positive Behavior Support Plans
 - Two-way communication forms
 - Support from our early childhood specialist team

Social-Emotional Learning

In partnership with The Family Conservancy, students at KEEC learn the skills necessary to successfully navigate social interactions, practice emotional self-regulation, and exhibit appropriate behaviors through the Second Step Curriculum. Second Step's Early Learning units teach the skills for learning, empathy, emotion management, friendship skills, problem solving, and promotes a positive Kindergarten transition.

Student Alcohol/Drug Abuse S-195-S

The possession or use of medical marijuana at school is prohibited. Students under the influence of medical marijuana may result in discipline. If you have questions or want to discuss the use of medical marijuana, please contact the District nurse.

Section 504 I-125-S

The District is required to undertake measures to identify and locate every qualified disabled person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parents or guardians of the District's duty.

The District will provide free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services that are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and are based on adherence to procedures that satisfy the requirements of the Section 504 federal regulations.

The District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed Monday – Friday (7:30 am – 3:30 pm) in the office of the Director of Special Programs at 425 W. Washington, Kearney, Missouri 64060, 816-628-2653. Alternative times are available by request.

This notice will be provided in native languages as appropriate.

Special Services

Students with disabilities are entitled to a Free Appropriate Public Education. These rights are ensured under state law, federal law, and District Policy. Parents or teachers may refer to the principal those students who demonstrate learning and other problems. The school administrator and a school support team will make recommendations to the classroom teacher for alternative intervention strategies prior to referral for a special education evaluation. Placement in special education programs is based on evaluation results, the development of an Individualized Education Program (IEP) and parental consent. The student's parent/guardian has access to the results of the evaluation and may participate in the development of the IEP.

Parents/Guardians maintain the right to inspect all information which is subject to collection and to appeal the accuracy of such information. Services are provided to students who meet eligibility criteria in the following categories: autism, deaf/blindness, emotional disturbance, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairment, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and developmental delay. Parents and students are advised of

their rights, including the right to an impartial due process hearing if disagreements between the parent and the school cannot otherwise be resolved. Questions concerning services for students with disabilities may be directed to the Principal, Counselors, or the District Special Services Office (816-628-2653).

Special Education I-125-S

The District is required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the District, 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 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 of Missouri 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 District 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 Monday – Friday (7:30 am – 3:30 pm) in the office of the Director of Special Programs at 425 W. Washington Street, Kearney, Missouri 64060, 816-628-2653. Alternative times are available by request.

This notice will be provided in native languages as appropriate.

Building Information

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 24 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.

Grievance and Problem-Solving Process

Families should feel free to discuss any school related issue or concern with their teacher. If an issue cannot be resolved at that level among the parties involved, parents are encouraged to take the concern to the directors in charge of the programs.

Parent-Teacher Conferences

Communication between school and home is beneficial for all students. The district schedules conferences at the end of the first quarter. Parents are urged to attend in order to help support student success both academically and socially. Additional conferences can be held throughout the year at the request of the parent or the teacher. Appointments are needed for these conferences and can be scheduled by contacting the teacher or by calling the school office.

School Cancellations and/or Early Dismissal

Every effort is made to hold classes on scheduled school days in the Kearney School District. Sometimes, however, weather conditions do not allow for the safe transportation of students to or from school. Therefore, the district makes every effort to cancel school in a timely manner during inclement weather and inform both parents and patrons. During inclement weather, early school dismissal will be announced via School Messenger and on the district website. Local radio and television stations will

also be notified. Please have a PRE-ARRANGED PLACE for your child to go in case school is unexpectedly dismissed and you are not at home. Make sure your family knows the plan.

Early Childhood Special Education and Integrated Peers – School will be closed on inclement weather days that require a late start or early dismissal.

At-Risk Pre-K – School will be cancelled on inclement weather days requiring a late start.

Puppy Pound- Late start opening time is 8:45am and early dismissal due to inclement weather is 2:30pm.

School will be closed when weather conditions are such that buses are unable to run safely. A broadcast will be made utilizing the SchoolMessenger system to notify students and parents/guardians. Announcements will also be made on the Kearney School District and KSD school websites, on the KSD Facebook page (@KSDBulldogs) and Twitter account (@KearneyMOEdu), and the following local news media outlets: 41 Action News, KMBC, Fox 4 and KCTV-5. Please do not call the administration or radio/TV stations for this information.

At times, school may dismiss early during the day. In the event such a closing should occur, a broadcast will be made via SchoolMessenger and media notified. Information should be given to your child as to what s/he should do if this situation arises. Please keep a watch on the weather, especially in the winter months. If the school needs to send your student to another destination or phone someone to pick her/him, please have this information on file in the office. Time is short in emergency situations and every effort will be made to keep students safe.

Arrival and Dismissal Procedures S-165-S

Alternative Pick Up Plans

If someone other than a parent is picking up, the individual must be on your emergency contact list in the enrollment packet and they must show a driver's license or picture ID at the time of pick-up. The classroom teacher also needs an email from one of the parents/guardians indicating who will be picking up and that we have permission to release your child to the individual. We need this communication from you by 10:30 AM for the morning session and 2:00pm for the afternoon session.

Drop off

Puppy Pound: Please sign in and select your child's lunch on the tablet located outside the classroom.

All Preschool/Pre-K Programs: You may bring your child into the front reception area no more than 10 minutes before his/her scheduled start time. Please wait with your child until school staff open the doors to welcome your child. Parents are not permitted to enter the building beyond the locked doors. If your child arrives more than 5 minutes past the designated start time, you will be asked to sign him/her in on the tablet located

on the front desk. A member of our staff will then accompany your child to his/her classroom.

Pick Up

Puppy Pound: Please sign your child out on the tablet located outside the classroom in enough time for our staff to leave no later than 5pm.

All Preschool/Pre-K Programs: Your child will be released from the playground entrance at the end of their school day. You will be provided with two placards with your child's name. Your child will be released to the person holding that sign. If you forget your sign, you will need to bring your photo I.D. to the front desk to sign your child out. If an alternate person is picking up, this information must be provided to our front office staff or be designated as an approved person in our student information system. If anyone else attempts to pick up your child, you will be called by our office staff and the child will not be permitted to leave with that person until you have confirmed. If you need to pick up your child early, please come to the front desk and a member of our staff will bring your child to you.

Deliveries

Deliveries for students at school will not be accepted.

Student Belongings

Students are not to bring personal items to school including recess equipment, trading cards, yo-yo's, etc. The District is not responsible for these items if they are broken, lost or stolen.

Parties/Celebrations

School holiday celebrations are scheduled two times during the school year. Please refer to the section on District Guidelines on Food Allergies. Please check the calendar for exact dates of the celebrations.

Birthday treats must also be pre-packaged and either store purchased or ordered through the Southwest Food personnel in your building. Please notify the classroom teacher one day before bringing them. PTO holiday parties are scheduled two times during the school year. Please refer to section on District Guidelines on Food Allergies. Please check the calendar for exact dates of the parties.

If you wish for your child to pass out party invitations at school, every student in the classroom, or in the alternative, 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.

Supply Lists

The supply lists may be found here: <http://www.ksdri.net/back-to-school/>

Field Trips

Parents may be asked to pay transportation and/or admission fees. Students must ride the bus to the field trip. They will not be allowed to ride back to school or be checked out by anyone other than a parent/guardian.

Emergency Drills

The Kearney School District takes a proactive stance on emergency preparedness. District employees participate in on-going training using the Emergency Crisis Model. Emergency drills (fire, tornado, earthquake, and intruder) 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.).

District Policy Information

English Language Learners I-150-S

The District provides programs and support for students in order to provide equal educational opportunities for students with limited English proficiency (LEP).

Free language interpreting and translation is available for parents/guardians and students who require it. If you require an interpreter, please inform your student's teacher or school, and the District will arrange for an interpreter to assist at no cost to you. If we do not have an interpreter for your language, we will work to find someone who can help.

Information on District programs such as Gifted Education, AP classes, Special Education, extracurricular activities, and others can be found on the District website.

For more information about the programs for students with LEP or assistance for families, please contact:

Name of Coordinator:	Assistant Superintendent of Academic Services
Phone #:	(816) 628-4116
Email:	koppj@@ksdr1.net

Physical Examinations and Screenings S-146-S

The District will generally obtain parental consent before administering a physical examination or screening on a student. However, the District may forgo obtaining parental consent if there is a health or safety concern or by court order.

No nonemergency, invasive physical examinations or screenings of student are scheduled or expected to be scheduled at this time.

Parents and guardians will be provided an opportunity to opt out of any nonemergency, invasive physical examination or screening of their student.

This policy does not apply to any physical examination or screening that is permitted or required by state law, including physical examinations or screenings that are permitted without parent notification.

Surveying, Analyzing, and Evaluating Students S-150-S

The District has developed District Policies regarding the rights of a parent/guardian to:

- Inspect all instructional materials.
- Inspect and provide prior written consent for a student to participate in certain student surveys.
- Be informed of and provide prior written consent for physical examinations or screenings that the school or agency may administer to a student.
- Be informed of the District's collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose), including arrangements to protect student privacy that are provided by the agency in the event of such collection, disclosure, or use.

If a parent/guardian would like to request the review of any of the above materials, please contact: Director of Communications and Community Relations.

All District policies can be located at: <https://egs.edcounsel.law/kearney-r-i-school-district-policies/>

School Nutritional Program F-290-S

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, 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, audiotope, 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) 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:

Mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
Fax: (202) 690-7442; or
Email: program.intake@usda.gov

This institution is an equal opportunity provider.

District Wellness Plan F-290-P

KSD is invested in the health and wellbeing of our students and staff. Through our school wellness committee, we provide information to teachers, staff, students and families that is useful in improving the health and academic success of our students. The purpose of the committee is to bring together representatives from the school and community who can help address issues facing the health and well-being of our children and youth. The school wellness committee is also a way to show how the District's wellness policies are implemented at the building level enabling the health priorities and activities put in place to truly reflect the needs and interests of our community. We believe our schools can be powerful places to make behavioral and lifestyle changes to affect students and staff for life.

To aid our community in supporting a healthy lifestyle in our schools, we strongly encourage healthier options and activities for school celebrations, snacks, fundraisers, recognitions, and parties rather than rewarding with food items. Some suggestions:

Fundraisers	Recognition	Snack Ideas
Bookfair	Trophy	Have Southwest Food Excellence* host your party
Bottled water sales	Plaque	Sugar-free pudding
Calendar sales	Extra privileges	Sugar-free-Jell-O
Candle sales	Photo recognition	Baked whole grain chips
Ceramic sales	Commending letter or note	Baked whole grain chips w/salsa
Car wash	Extra recess	Fresh pre-packaged fruit
Auction/raffle	Outdoor class	Reduced-fat popcorn
Community assistance projects	Listening to music while working	Frozen fruit tubes
Gift wrap	Field trip	Fresh pre-packaged veggies
Utility and sports bags	Extra school supplies	Unsweetened applesauce
Kearney bulldog gear	Cell phone privileges	Whole-grain crackers
Coupon books	Recognition ribbons	Cheese sticks/wedges
Grocery store fundraiser	School drive named after a student	Raisins

Gift cards	“Free choice” at the end of the day	Unsweetened fruit bowls
Walk-a-Thon	Extra PE	Dried fruit (banana chips, cranberries, etc.)
Bowl-a-Thon	Sidewalk decorating	Low-fat pretzels
Fun runs	Gift cards/discounts/certificates	Animal crackers
Flower sales	Kearney bulldog gear	Sherbet
Recycle (ink cartridges, cell phones)	Movie pass	Lean turkey bites
Jewelry sales	Step counter	Low-fat yogurt and frozen yogurt
Cookbook sales	Token or star awards	Graham crackers with apple butter
Funfair/carnival	Teacher helper	Berries with low-fat whipped topping
Temporary tattoos	Sporting event tickets	Veggies with hummus dip
Bumper stickers	Park outing	Veggie chips

Please ensure all food items follow our District’s Food Allergy and Anaphylaxis Guidelines.

* Southwest Food Excellence (SFE) is available to provide food for individual or group celebrations. Additionally, they will assure adherence to the District’s Food Allergy and Anaphylaxis Guidelines and offer an assortment of food choices. Please visit the District’s website under Southwest Food Excellence (SFE) to sign up and determine the cost. In order to assist students in learning the value and enjoyment of physical activity as an ongoing part of a healthy lifestyle, Kearney School District offers its facilities after hours to the community to encourage physical activity in all types of weather. Additionally, we discourage withholding physical activity or recess as a form of student discipline or punishment.

Trauma-Informed Schools Initiative

The Missouri Department of Elementary and Secondary Education (DESE) has established the “Trauma-Informed Schools Initiative” and created a website with more information about this initiative. In accordance with Missouri law, the District is providing notice of the address for this website: <https://dese.mo.gov/college-career-readiness/school-counseling/traumainformed>.

Tobacco-Free Policy C-150-S

To promote the health of all individuals, the District prohibits all employees, students and patrons from smoking or using tobacco products, electronic cigarettes, vape products, or imitation tobacco or cigarette products in all District facilities, on District transportation, on all District grounds at all times and at any District-sponsored event or activity while off campus.

Firearms and Weapons F-235-S

Possession of weapons, including concealed weapons, is strictly prohibited on District property, on District transportation or at any District function or activity sponsored by the District unless the visitor is an authorized law enforcement official or is specifically authorized by the Board.