

Independence School District

2013-2014

Elementary Handbook

Independence School District
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Independence, MO 64050
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www.ouridschools.org

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**Independence School District
BOARD OF EDUCATION
2013-2014**

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President
Vice President
Treasurer
Director
Director
Director
Director

Dr. Dale Herl
Mrs. Ann Franklin
Dr. Matt Mallinson
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Independence School District Vision Statement

A community united to improve the quality of life through education

Independence School District Mission Statement

By providing a quality education, the Independence School District will ensure that each learner will achieve the skills and self-confidence to be successful in an ever-changing world.

WELCOME

Dear Elementary School Families,

The faculty and staff of the Independence School District are proud of our school system and welcome you and your family to be a part of another great school year.

Throughout the year, we work to create an educational environment in which each child is valued, respected, and supported. Our goal is to provide a high quality education for our students and to nurture a love for learning that will continue into adulthood.

Our students' successes are directly related to positive parental and family involvement. Together we can make a difference in our children's lives by providing the guidance and education needed for them to become thriving citizens of our community. The greatest contribution you can make to the school community is the time you spend with your child/children providing academic and emotional support. We invite you to visit school frequently, to get to know your child/children's teachers, and to become an active member of your school community. We also encourage you to join PTA or become a school volunteer.

The purpose of this handbook is to make you aware of the policies and procedures that are followed at our schools. We abide by the Independence School Board policies and regulations, which can be found on the Independence School District's website www.ouridschools.org. If you have further questions, please do not hesitate to contact your child/children's school for more information.

Sincerely,

The Independence School District

Independence School District Elementary Schools

Benton Elementary
429 South Leslie
Independence, MO 64050
816.521.5390
Mrs. Leslie Hochsprung, Principal

Blackburn Elementary
17302 East R.D. Mize Road
Independence, MO 64057
816.521.5395
Mrs. Sara Terrill, Principal

Bryant Elementary
827 West College
Independence, MO 64050
816.521.5400
Dr. Jon Pye, Principal

Fairmount Elementary
120 North Cedar
Independence, MO 64053
816.521.5405
Mr. Jeff Anger, Principal

Glendale Elementary
2611 South Lee's Summit Road
Independence, MO 64055
816.521.5510
Dr. Todd Siebert, Principal

Korte Elementary
2437 Hardy
Independence, MO 64052
816.521.5430
Mr. Ron Alburtus, Principal

Little Blue Elementary
2020 Quail Drive
Independence, MO 64057
816.521.5480
Mr. Jeff Williams, Principal

Luff Elementary
3700 South Delaware Avenue
Independence, MO 64055
816.521.5415
Ms. Melissa Carver, Principal

Abraham Mallinson Elementary
709 North Forest Avenue
Sugar Creek, MO 64054
816.521.5530
Ms. Susan Barnes, Principal

Mill Creek Elementary
2601 North Liberty Street
Independence, MO 64050
816.521.5420
Mr. Anthony King, Principal

Ott Elementary
1525 North Noland Road
Independence, MO 64050
816.521.5435
Dr. Ronnee Laughlin, Principal

Procter Elementary
1403 West Linden
Independence, MO 64052
816.521.5440
Mrs. Amy Hawley, Principal

Randall Elementary
509 Jennings Road
Independence, MO 64056
816.521.5445
Ms. Christina Compton, Principal

Santa Fe Trail Elementary
1301 South Windsor
Independence, MO 64055
816.521.5450
Mrs. Janet Gibbs, Principal

Spring Branch Elementary
20404 East Truman Road
Independence, MO 64056
816.521.5455
Mr. Aaron Kirchhoff, Principal

Sugar Creek Elementary
11424 Gill
Sugar Creek, MO 64054
816.521.5460
Mrs. Shellie Dumas, Principal

Sycamore Hills Elementary
15208 East 39th Street
Independence, MO 64055
816.521.5465
Mrs. Ann Pye, Principal

William Southern Elementary
4300 South Phelps Road
Independence, MO 64055
816.521.5475
Mrs. Kathy Ambrose, Principal

Three Trails Elementary
11801 East 32nd Street
Independence, MO 64052
816.521.5470
Mr. Robert Streich, Principal

District Numbers

Transportation Office
900 South Powell Road
Independence, MO 64057
816.521.5335
Mr. Keith Henry, Director

Nutrition Services
1400 West Geo Space Drive
Independence, MO 64056
816.257.4120
Mrs. Michele Crumbaugh, Director

Hanthorn Early Education Center
1511 Kings Highway
Independence, MO 64055
816.521.5485
Mrs. Amber Miller, Principal

Health Services
201 North Forest
Independence, MO 64050
816.521.5300
Mrs. Cory Himes-Drake, Director

Sunshine Center
18400 East Salisbury Road
Independence, MO 64056
816.521.5526
Mrs. Amber Miller, Principal

2013-2014 Calendar

NO SCHOOL DAYS

Day/Date

Monday, September 2
Friday, October 25 - Monday, October 28
Wednesday, November 27 - Friday, November 29
Monday, December 23 – Friday, January 3
Monday, January 20
Thursday, February 13 - Friday, February 14
Monday, February 17
Thursday, March 27 – Monday, March 31
Friday, April 18 – Monday, April 21

Reason

Labor Day
No School
Thanksgiving Break
Winter Break
Martin Luther King Jr. Day
No School
Presidents' Day
Spring Break
No School

EARLY DISMISSAL DATES

Benton and Randall dismiss at 12:15. **Sugar Creek** dismisses at 1:50. All **other elementary schools** dismiss at 1:45.

Wednesday, August 14
Wednesday, September 18
Wednesday, October 9
Friday, October 18
Wednesday, November 13
Friday, December 20
Wednesday, January 29
Wednesday, February 12
Wednesday, March 12
Tuesday, May 20 (If there are snow days, this will occur on the last day of school)

Parent/Teacher Conferences

Week of October 21
Week of February 10

Parent Teacher Conferences
Parent Teacher Conferences

GENERAL INFORMATION

ARRIVAL AND DISMISSAL PROCEDURES

DAILY SCHEDULE

Instruction begins as soon as the school day starts. Please check with your child's elementary school for the daily schedule. Time on task is essential to student success; therefore **keeping interruptions to a minimum protects instructional time**. We encourage you to help protect instructional time by being sure your child arrives in his/her classroom on time and remains in class until dismissal. Students who arrive after the starting time will be counted as tardy.

To ensure each child's safety, the school must be informed of the procedure to follow at dismissal, i.e. student is to ride the bus, parent will pick up the student, student is to stay for afterschool child care, etc. If there is a change from the normal routine, it is the parent's/guardian's responsibility to notify the school by phone or with a signed note. We will not allow a student to change his or her normal dismissal plan without prior notification from the parent/guardian.

INFORMATION FOR BUS RIDERS

Students living one mile or more from school will be entitled to free bus transportation to and from school. Students with disabilities are transported as indicated on their Individual Education Plan (IEP).

BUS SAFETY

The safety of all students riding the bus to and from school is a responsibility **we all** share. It takes all of us working together, the students, parents, bus drivers and school officials to ensure safety. To assist us in our task of ensuring all our students are transported in the safest environment possible, the District has established the rules of student conduct listed below. Students who fail to observe these rules will be subject to disciplinary action since **their** failure to do so may affect **the safety of others**. Failure to follow bus rules and regulations may result in suspension of the **privilege** of riding the bus.

Please take a few moments to go over the rules below with your child. *Riding the bus is a privilege that can be lost.* If you should have any problems or concerns and need to talk with your child's driver, please call the Transportation Office or if safe to do so, talk to the driver through their side window. Remember the bus has other stops and time schedule so do not delay the bus. To avoid any legal trouble, please **do not step on the bus** to talk with the driver. Under Missouri law, this is *Trespassing* and for the safety of the students we transport, Independence School District supports this law and has posted warnings on all buses.

EXPECTATIONS AND TIPS FOR SAFE SCHOOL BUS RIDING

STEPS TO A SAFE RIDE

1. Follow the bus driver's directions.
2. Be at the bus stop 5 minutes before and stay at least 5 minutes after your stop time.
3. Line up in a single line at the side of the road, no pushing or shoving.
4. Sit on your seat, not on knees or backpack.
5. Speak quietly to each other.
6. Keep hands, feet and other items to yourself on the bus.
7. No food, drinks, gum and/or candy on the bus.

STUDENT EXPECTATIONS

- Students are expected to help keep the bus clean and not purposely or carelessly destroy transportation equipment.
- Damage resulting from misbehavior shall be paid for by the student. Suspension from the bus will occur and continue until all damage is paid for.
- Students will show consideration for other students and the bus driver by being courteous and well-mannered. No profanity or other abusive language.

BUS ASSIGNMENT AND STOPS

- All students must ride to school and home on their regularly assigned bus.
- Any point of pick-up or departure different from the home must be approved by the principal.
- Drivers will not transport any person not regularly assigned to the bus without prior authorization.

SAFETY INFRACTION STEPS

1 st Card	Warning
2 nd Card	Mailing warning notice
3 rd Card	3 day suspension
4 th Card	5 day suspension
5 th Card	10 day suspension
6 th Card	Loss of service for remainder of semester

SEVERE VIOLATIONS

- Insubordination/disrespect to the driver
- Flagrant disregard for safety of others

The above conduct will result in loss of transportation for 10 days or longer.

VIOLENT ACTS, SEXUAL HARRASSMENT AND BULLYING

Will be processed in accordance with school policy and may include both, out of school suspension and loss of bus service.

You may call the **district Transportation Office at 521-5335** if you have questions regarding bus service.

INFORMATION FOR CAR RIDERS/DRIVERS

Each elementary school has a procedure for students who are car riders. Please follow the procedures outlined by your child's elementary school.

INFORMATION FOR WALKERS

Each elementary school has a procedure for students who are walkers. Please follow the procedures outlined by your child's elementary school.

INFORMATION FOR BIKE RIDERS

Please check with your child's school. The location of some elementary buildings is not conducive to students riding bikes to school.

ASSEMBLIES

Assemblies are special times for students. Appropriate assembly behavior is necessary for all students to enjoy and learn from the assembly. Students choosing to misbehave during assemblies may be removed until they exhibit appropriate behavior.

ASSESSMENT AND PROGRESS REPORTS

ACHIEVEMENT TESTING

Standardized achievement tests will be administered to students from time to time. Notification will be sent home about the testing dates and times. Please help your child do his/her best on the tests by insuring he/she eats breakfast and receives a good night's sleep prior to the testing day at school. Arriving at school on time is also important. School staff, will focus on creating a positive assessment environment to help each student do his/her best. Parents will be provided information on their child's performance on these assessments.

PROGRESS REPORTS

Progress reports are issued on a quarterly basis from teachers to parents. Generally, teachers have one week to complete progress reports after the date of the quarter ends. Please feel free to confer with your child's teacher about this report or any questions or concerns you might have throughout the year.

1st Quarter Ends	October 11
Fall Parent Conferences	Week of October 21
2nd Quarter Ends	December 20
Winter Parent Conferences	Week of February 10
3rd Quarter Ends	March 14
4th Quarter Ends	May 20 (or the last day of school in the event of snow days)

ATTENDANCE, ABSENCES AND TARDIES

REGULAR SCHOOL ATTENDANCE IS NECESSARY. Excessive absences from school may have a negative effect on a student's academic progress and social growth. The following guidelines will be used to address absenteeism:

Attendance	
<i># of absences per semester</i>	<i>Action Steps</i>
4	<ul style="list-style-type: none"> • Letter to parent regarding absences and attendance goal
6*	<ul style="list-style-type: none"> • Attendance Team (SAT) radar • Personal contact to parent from team member to determine situation and barriers • Referral to appropriate team member (FSL, Counselor, At-Risk Specialist, Nurse, SRO, etc.)
8*	<ul style="list-style-type: none"> • 2nd letter to parents regarding absences and attendance policy • Attendance Team (SAT) reviews past intervention(s) • Plan is developed with parent and student involvement which includes as options: <ul style="list-style-type: none"> ○ Building level interventions ○ FSL case management ○ Home Bound services • Team actively tracks absences, interventions, and referrals for remainder of school year
12*	<ul style="list-style-type: none"> • Attendance Team (SAT) reviews plan with parent and student • Consider sending 3rd letter alerting parent to the possibility of truancy court referral • Consider altering plan to include Home Bound services if not previously included • Team actively tracks absences, interventions, and referrals for the remainder of school year
*	<p>If at any point absences and total days of attendance drop the student attendance rate to:</p> <ul style="list-style-type: none"> • 85% or below - consider sending third letter alerting parent to the possibility of truancy court referral • 80% or below - consider truancy court referral

Regular school attendance is important since make up work cannot compensate for school attendance. When students must be absent, it is their responsibility to complete missed assignments. **Please call the school office if your child/children will be absent from school.** This action will ensure, for the safety of the student, his/her whereabouts are known. A written note explaining the reason for the absence must accompany the child when he/she returns to school if contact was not made by phone previously. Parents may request schoolwork according to building policy. The only

valid reasons for absence or tardiness are sickness of the child and an emergency situation requiring the pupil at home. For the sake of a child's health and the health of others, children should remain at home if they have symptoms of illness, such as sore throat, headache and/or upset stomach, diarrhea, fever, rash, severe coughing, swollen glands, earache, sores on the skin, etc. Children must be free of fever and kept home for 24 hours after the fever breaks. Those who come to school showing signs of illness may be sent home. Be sure that the school has the telephone number of the person to call in the event of ACCIDENT or ILLNESS at school.

AN ADULT MUST SIGN-IN CHILDREN WHO ARRIVE AFTER THE START OF THE SCHOOL DAY. Any pupil not in his/her classroom at the start of the school day is considered tardy unless previously excused by the teacher or principal. When the bus is late, children are not counted tardy. You may want to check your clocks with school clocks to be sure you are operating on "school time." Please remember that arriving late at school requires the student to begin the day behind. Excessive tardiness will be addressed using attendance guidelines previously described.

EARLY DEPARTURE FROM SCHOOL

If it is necessary for your child to depart from school during the school day, please notify the school office by sending a signed note or calling the office. Students must be checked out at the office by a parent/guardian who will be required to present valid photo identification. Office personnel will call the student to the office. At any time during the school year, if another family member or friend of the family will pick-up your child, please notify the school office. Attendance record keeping is important, and the time must be recorded.

BIRTHDAY BOOK CLUB

If you would like to honor your child on his/her birthday, you may place a book in the school library in his/her honor. The school librarian will suggest an appropriate book to buy. A bookplate will be placed in the book indicating that it was presented to the school library in honor of your child's birthday. This is a great way to do something special for your child and the school library at the same time.

CHANGE OF ADDRESS/RESIDENCY

State law requires that a student live in the district where he/she attends school. All students must live in a school's attendance area with a parent or legal guardian. Two proofs of residency will be asked for at the time of enrollment. Parents are required to notify the school office if a change of address occurs. The district advocates neighborhood elementary schools.

CHARACTER^{plus}

CHARACTER^{plus} is a state-wide initiative "devoted to advancing the cause and importance of character education". In the Independence School District, the following traits were chosen by students, educators and community members to represent what good character looks like. Each school determines how the students, demonstrating the following characteristics, are celebrated throughout the year.

January = Respect
February=Cooperation
March = Initiative
April = Perseverance
May = Self-Control
June = Courage

July = Loyalty
August = Ambition
September = Responsibility
October = Integrity
November = Citizenship
December = Compassion

CHILD CARE

Before and After School Services: Early Education

Elementary schools offer before and/or after school enrichment programs for students K-5th grade (“Kids Safari”) and an Early Education program for children ages 3-5 years old. Both programs are open from 6:30 AM to 6:00 PM (program options may vary based on need) and offer services during school breaks, some holidays, and during the summer. There is an enrollment process for both programs. Please contact your neighborhood school for additional information.

Kids’ Safari is an after school program for students K-5th grade. The educational philosophy that guides classroom expectations also guides the Kids’ Safari Program. Such ideals as safety, good habits, and good citizenship need to be observed and practiced by the students and teachers, with an emphasis on safety and prevention of accidents.

CONTACTING YOUR CHILD’S TEACHER

If you need to reach teachers by telephone, you can call during the school day. If you call during instructional time, a message will be taken. If you desire to speak with the teacher or your child during the day, your message will be accepted at the office and forwarded to the classroom so a return call can be made at the earliest possible time to avoid interrupting the learning environment.

CURRICULUM

The elementary curriculum has been planned and developed based on skills and knowledge approved by the Missouri Department of Elementary and Secondary Education. It is essential for students to master the basic skills in each subject area. The elementary curriculum is also individualized so the special needs of each child are addressed during the instructional process. Programs include: language arts, math, science, social studies, health, art, music, and physical education. This core curriculum is supported by a variety of activities, which develop the child’s social and academic skills.

The school district furnishes textbooks to all students. Reasonable wear is expected as a result of daily use. If a textbook, workbook, or other school-owned book is misused, lost, or damaged, the student/parents will be held responsible. If necessary, payment for damage or replacement is expected in a timely manner.

EMERGENCY CONTACTS

It is essential for the school to have updated emergency contact phone numbers and addresses in case of accident, illness, or school emergencies. **A minimum of TWO phone numbers and a current address are needed.** Please notify your school as soon as possible if the emergency contact information changes throughout the year.

FIELD TRIPS

As a part of the school program, children are taken on educational trips requiring bus transportation. School personnel supervise all educational trips. The district sponsors many field trips throughout the year. Parents will be asked to sign permission for all field trips on a yearly basis on the student information card.

Parents who attend any field trip during the 2013-14 school year must have a cleared background check “on file” (not just in process) through the Independence School District’s Central Office. We provide this service at no cost to parents, but completion of the process often takes 4-6 weeks so please plan ahead to avoid missing a field trip. Once completed, this process does not have to be re-done annually. Forms can be found at the end of this handbook or obtained by calling the school.

Non-school age siblings are not allowed to attend field trips with parents.

Attending field trips is a privilege. **To ensure the educational quality of the field trip and student safety, in an extreme situation, a student choosing not to control their behavior at school may not be allowed to go on a field trip.** Students on field trips are ambassadors of their school. Their very best behavior is expected.

GUIDANCE & COUNSELING

The guidance program provides services to all students. It is a comprehensive program that has specific competencies for the children to master. These competencies fall into the broad areas of: knowledge of self and others, developing positive peer relationships, awareness and acceptance of individual differences, positive problem solving, and career planning and exploration. These lessons are delivered through classroom activities. Individual counseling and/or small group counseling is available on a short-term basis and as needs exist. The counselor is also available for parent/guardian conferences and has parenting resources available.

LIBRARY SERVICES

Students are encouraged to read on a daily basis and check out school library books regularly. Every reasonable effort should be made to return books by the time they are due—if not before. Similarly, books from the library need to be handled gently and returned in the same condition. The cost of replacing books that are not returned or books that are damaged will be charged to the parents. We appreciate your help in keeping the library well stocked with appealing books.

LUNCH and BREAKFAST PROGRAM

Families needing financial assistance with meals may fill out a **Free/Reduced Lunch Application**. It is federally mandated that an application be sent to everyone and that reapplication occurs each year. Applications are processed as soon as possible and written notification is sent to parents from the Nutrition Services Department regarding eligibility. Prior to receiving the free/reduced meal approval, parents should send either a cold sack lunch or lunch money to school for their child. It is important to note that schools receive federal funding based on the number of students qualifying for free or reduced lunches. Please take advantage of this program if you qualify.

Meals must be paid for in ADVANCE with money credited to the student's meal account. Many parents prefer to pay further in advance to avoid the worry of not having meal money in the account. The below figures can serve as a guide to sending meal money if you choose to pay in larger amounts. Money may be deposited into your student's meal account by sending cash or personal checks to the school in a sealed envelope or by paying online with a credit/debit card using MealPayPlus.com. Parents may contact their school's Nutrition Center or the Nutrition Services Department at (816) 521-5371 for more information.

Lunch and Breakfast Prices:

	<u>1 week</u>	<u>1 month</u>
Full pay lunch at \$2.25 per day	\$11.50	\$46.00
Reduced lunch at \$.40 per day	\$ 2.00	\$ 8.00
Full pay breakfast at \$1.60 per day	\$ 8.00	\$32.00
Reduced breakfast at \$.30 per day	\$ 1.50	\$ 6.00

When a child is absent from school or brings a lunch from home, there is no withdrawal from the meal account. **The charging of a lunch or breakfast is available on a very limited basis.** Parents can view their student's meal account balance at the MealPayPlus.com website. Your child will continue to receive the regular meals up to a \$6.00 negative balance. **NO CHARGES will be allowed for amounts in excess of negative \$6.00.** If an additional charge would put the account more than \$6.00 in the negative, your child will receive an alternative lunch. The alternative lunch will be a sandwich, fruit, and milk.* An alternative lunch will be served until the account balance is back to a positive balance. Please help your child work out a system to remember his/her lunch money to avoid lunch charges.

* **PLEASE NOTIFY THE OFFICE AND SCHOOL NURSE IF YOUR CHILD IS ALLERGIC TO PEANUT BUTTER OR LACTOSE INTOLERANT.**

Menus are sent home each month in the school newsletter, posted in each classroom and are available on the Independence School District Website. **Children should not bring soda and candy from home for lunches.** Only water bottles are allowed to leave the lunchroom.

Students should be aware of the following lunchroom expectations:

1. Use good table manners.
2. Use soft voices when talking to the person next to you.
3. Wait quietly and patiently in line.
4. Show respect to lunchroom personnel.
5. Do not share food.

Parents and grandparents are welcome to eat lunch with students. We ask that reservations be made by 9:30 a.m. to be included in the lunch count. Adult breakfast is \$2.00 and lunch is \$2.90.

PARENT CONCERNS

As a staff, we recognize the importance of maintaining positive communication between school and home. When parents contact the building principal for assistance in addressing a parental concern the following procedures will be used:

1. The principal will encourage the parent to discuss his/her concern directly with the staff member.
2. In cases where parents are uncomfortable with discussing the concern with the staff member(s), the principal will offer to facilitate a meeting between both parties to bring resolution to the concern as soon as possible.

PARENT CONFERENCES

Communication between school and home is beneficial for all students. The district schedules conferences two times each year—fall and winter. Parents are urged to attend. Refer to the 2013-2014 calendar for dates. Additional conferences can be held throughout the year at the request of the parent or the teacher. Appointments are needed and can be scheduled by contacting the teacher or by calling the school office.

PARENT AND FAMILY INVOLVEMENT

Children's achievement and attitude about school are higher when parents and teachers work cooperatively to guide a child's development. Children see that adults they deal with most often - their parents and teachers - expect them to learn without distraction. Children also see that the adults in their lives help them achieve standards for learning and behavior.

What role do you have in establishing this environment?

1. Ensure that your child attends school daily.
2. Communicate with the teacher about conduct, achievement, and the objectives established for your child at each level of learning.
3. Provide your child with the resources needed to complete class work.
4. Be sure your child is healthy.
5. Bring to the attention of the teacher or principal any problem or condition that affects your child or other children of the school community.
6. Discuss report cards and daily work assignments with your child.
7. Share up-to-date home, work and emergency telephone numbers
8. Provide adequate supervision of your child before and after school hours.

PARENT TEACHER ASSOCIATION

We value the relationship the school has with parents and students. When teachers and parents join and support PTA, it strengthens this relationship. We encourage you to invest in your children and your neighborhood school by joining PTA. Each year we plan to achieve 100% membership. We encourage you to get involved for students! Contact the elementary school office for more information.

PERSONAL BELONGINGS

Students should not bring items to school that are not part of the educational program, unless specifically requested by the teacher. **Students should not bring toys, radios, tape/CD players, games, balls, roller blades, scooters, trading cards or collectibles unless they have permission from their teacher.** We discourage students from bringing cell phones to school, however if it is necessary, the phone must be kept in the backpack. The phone must be turned off. During school hours if the phone becomes a distraction it will be confiscated. Items confiscated by school personnel may be kept until a parent/guardian is able to retrieve the personal property from the school. **Any personal property brought to school for any reason is the responsibility of the student who brings it. The school is not responsible for any loss or damage to personal items that are brought to school.** Parents are urged to put names on all personal belongings including backpacks, coats, hats, etc.

RECESS POLICIES

Recess offers important time for physical activity and social development. Weather permitting, students are given outside recess each day, so please be sure that your child is dressed appropriately. The district has established the following guidelines for recess during cold months:

- | | |
|--------------------|------------------------------|
| • +6° F and above | May have full outside recess |
| • +5° F to -14°F | May have a shortened recess |
| • -15° F and below | Must have indoor recess |

*These guidelines are based on the wind chill index.

A student well enough to attend school is considered well enough to participate in playground activities and will be expected to do so. **When it is necessary for a student to be excused from playground activities or physical education or have limited activities, a written statement from the parent stating the reason must be given to the teacher.**

SCHOOL PARTIES

Celebrations in school are planned to support educational goals. However, appropriate alternative activities can be requested. Please communicate with the school if you have any concerns about a celebration.

Birthdays can be a special time for children. Birthday treats may be brought to school. However, this must be coordinated with the classroom teacher in advance. It is recommended that treats be

delivered near the end of the school day. The Health Department requires individually wrapped treats or food items purchased at a store rather than home-made. If your child wants to contact school friends for a celebration or party outside of school, please avoid passing out invitations while at school as not everyone will be invited and feelings can easily be hurt. If there is no other way to invite a student, arrangements must be made with the classroom teacher as to an appropriate way/time. We appreciate your understanding in this matter.

SCHOOL PICTURES

Individual school pictures are taken each year. Information concerning picture day will be sent home. There is no obligation to buy pictures. Pictures taken in the fall are used for the publication of the yearbook; therefore every student has a photo taken even if a purchase will not be made. Each student is also photographed for spring pictures. Packets including the picture are sent home for review. Pictures may be purchased or returned to school.

SCHOOL WORK POLICY

CHEATING

Cheating is a serious compromise of a student's integrity. If cheating is discovered, the student's work will be recorded as a zero (no credit given). Subsequent offenses will result in additional disciplinary consequences.

HOMEWORK, MAKE-UP WORK

Homework should be used as an opportunity to extend classroom learning. Homework will be relevant to the current objectives being taught in the classroom. Sometimes teachers will ask students to read to another person at home. This is a very important activity as children learn to read by reading! It is your child's responsibility to organize, complete, and return homework on time. If your student is struggling with understanding a homework assignment, please contact the classroom teacher.

Students are responsible for contacting the teacher for homework after an absence. When a student is absent longer than two consecutive days, parents are encouraged to request assignments.

When a student is present, he is expected to complete his work on time. Late work will not be accepted for a grade unless the student has made arrangements with his/her teacher.

SODA, GUM AND CANDY

As health care professionals across the country continue to sound the alarm regarding the nutrition of elementary-age students, the staff of Independence School District will encourage more healthy choices during the school day. Students will not be permitted to bring cans of soda pop in their lunches. Cans of juice are a good alternative. Gum is not to be brought or chewed at school unless approved by a teacher. Candy bars are typically high in sugar, fat and calories. Parents are encouraged to use alternative nutrition choices when students are at school.

STUDENT COUNCIL

Student Council is a leadership opportunity for students, which focuses on school and community service. Student Council is comprised of elected representatives. Past activities have included adopting a family in need during the holidays, honoring our staff during Teacher Appreciation Week, collection of items for local food pantries, and sponsoring “Spirit Week”. Members of Student Council must maintain good grades, have excellent attendance, and show good citizenship at all times.

STUDENT DRESS

STUDENT DRESS BOARD POLICY 2651

The Board of Education expects each student to share in promoting a positive, healthy and safe atmosphere. Student dress which is offensive or detracts from the learning process or creates a health or safety problem will not be permitted. This expectation includes the school day and school sponsored extracurricular activities.

The following list serves as a guideline for appropriate school clothing. This list is to serve as a guide, but the list is not all inclusive of the student dress expectations. Students should not:

- Wear suggestive clothing.
- Wear clothing with profanity or drug references
- Wear clothing representing weapons or gangs
- Wear clothing with advertisements for alcohol, tobacco or adult places
- Wear clothing that exposes undergarments
- Wear spandex or short shorts
- Wear midriff outfits
- Wear revealing tank tops, spaghetti straps or halter tops
- Wear hats or head coverings in the building except for special spirit days
- Wear pants that sag or expose skin or drag on the floor
- Have extreme hair coloring/dye or make-up that is distracting to the learning environment

Encourage your child to wear comfortable clothing that will not cause accidents. Children will be running and active during physical education and recess. They should wear appropriate clothing and shoes. Tennis shoes should be worn on physical education days. For safety reasons, sandals and any platform type shoes should not be worn on physical education days. Appropriate outdoor garments should be worn when necessary for weather conditions.

STUDENT EXPECTATIONS

Students are expected to ***do their best every day!***

Our goal is to help each child learn to make good choices and to take responsibility for his/her actions. We want each child to develop a positive self-image, feelings of personal dignity, and a sense of community contribution. The faculty is committed to helping each individual achieve these goals. We ask all students to follow these expectations:

Be Safe

Be Responsible

Be Respectful

CLASSROOM EXPECTATIONS

Teachers and students work together to organize a safe, inviting learning environment in the classroom and school as a whole. While reminders may be needed to keep students attentive and on task, the expectation is that all students will be able to follow classroom and school rules. For a few students, reminders may not be adequate in helping them be responsible, respectful learners and participants in school activities. To help those students, staff uses the **Positive Behavior Intervention Support (PBIS)** approach.

Students choosing not to follow school expectations will be dealt with in a respectful and caring manner to help them learn to make good choices and to keep themselves safe. Staff will be using the **Positive Behavior Intervention Support (PBIS)** model. PBIS is not the district's classroom management program, but rather, an intervention found to be successful in helping students acquire the necessary skills to be successful in school. PBIS is a process for creating safer and more effective schools by structuring the learning environment to support the academic and social success of all students. The process supports the adoption and long-term implementation of efficient and effective discipline throughout the school environment. PBIS methods are research-based, proven to significantly reduce the occurrence of problem behaviors in schools and supported by a three-tiered model. For more information regarding PBIS visit www.pbissmissouri.org

PRINCIPAL REFERRALS

Students having difficulty being safe, responsible or respectful may be referred to the principal. Behaviors that may result in a direct referral to the principal include but are not limited to assault with intent to harm, possession of drugs and/or weapons, threats, stealing, vandalism, or harassment. When a student is referred to the principal, the principal determines the consequence for the student's inappropriate behavior. Considerations will be given to the seriousness of the inappropriate behavior, the intensity and duration of the behavior, and the frequency of referrals. A child's age, grade, and other extenuating factors or circumstances may be taken into account.

Should a student engage in behavior that threatens the safety of the student or others, school personnel may use reasonable restraint without advance notice to the principal. Restraint may also be used if it is essential for self-defense, the preservation of order, or for the protection of other persons or the property of the Independence School District. If these serious infractions occur, parents will be notified. Restraint will only be used when other methods have proven ineffective.

Serious discipline problems will be handled according to school policy with consequences ranging from conference with parent or guardian, in-school suspension, or out-of-school suspension by the

principal and/or expulsion by the Board of Education. These rules are in compliance with the Missouri Safe Schools Act. No person employed by or volunteering for the School District shall administer or cause to be administered corporal punishment upon a student attending Independence School District schools.

SCHOOL SAFETY

Under no circumstances are students to bring weapons (which include but are not limited to knives, chains, explosives, and guns) to school. This includes toy versions of the above list. Failure to comply may result in suspension. Threats of violence will also result in serious consequences including possible suspension.

If there is reasonable suspicion of illegal substances or tobacco, a student's desk, which is defined as school property, will be searched and appropriate action taken. Students may be suspended for possession of these substances.

PLAYGROUND GUIDELINES

1. Students are to play only on school property with designated areas for organized games.
2. Students must use the playground equipment properly; students may not:
 - a) Crawl up the slide backward
 - b) Stand on the slide
 - c) Play where there are safety hazards
 - d) Throw snowballs, rocks, sticks, etc.
 - e) Fight or use profane language
 - f) Pull clothing or hats
3. Students may not play tag or chase games since these games frequently result in confrontational or physical problems between students.
4. Once a student is on the playground for recess, she/he may leave the playground only with the permission of the playground supervisor or classroom teacher.
5. At the end of a recess, students should line up in an orderly fashion prior to entering the building.
6. Consequences may be given on the playground to any student who displays inappropriate behavior.

STUDENT PHONE USE

It will not be customary for students to use the school phone to call parents except when requested by school staff for specific reasons. Children may not use the school telephone for personal reasons, such as to gain permission from parents to go home with a friend or take a friend home with them. Such visiting plans must be arranged with parents before children arrive at school. A signed note of approval from the parent of both the guest and the host must be sent to school. Please make plans with your child before school.

VISITORS

You are welcome to visit your child's school. As always, student safety is our first concern. In response to a community survey, the Independence School District (along with many other surrounding districts) will lock all doors during the school day to further ensure the safety of students and staff. Please remember to **bring your ID** with you as you approach the school doors during school hours. You will be allowed entrance in the building once you present proper identification. **All visitors (including parents and guardians) are required to report to the school office upon entering the building to receive a visitor badge.** For the safety of all students, parents should not walk students to class as part of early arrival routines. *Any visitor without an observable visitor's badge will be asked to go back to the office.*

Parents are welcome to visit the school during specially planned activities and events. The school will send out information about activities open to parents and visitors. Please communicate with the classroom teacher if you plan to participate in the special activity. **When arriving at the building, please check in at the office and get a visitor's pass prior to going to classrooms.**

Instructional time is reserved for focused learning and as such cannot accommodate visitors or guests. Parents/Guardians requesting to visit a classroom should contact the building principal to arrange an appropriate time. Parents and guardians needing to visit a teacher should make an appointment so the teacher's time with students is not interrupted. The district encourages the protection of instructional time from any interruptions.

Visits by students outside of the elementary building or district are not allowed in order to provide for students' safety and a disruption-free learning environment.

VOLUNTEERS

Teamwork helps schools provide the best educational experience to students. Parent volunteers are valuable to our school. **To ensure the safety of our students, volunteers will need to be cleared through a formal background check. This process will take 4-5 weeks, so please communicate any desire to volunteer or attend any field trips early in the year. Forms may be found in the back of this handbook.** We appreciate your partnership and thank you for helping protect the safety of our students!

WEATHER PROCEDURES/EMERGENCY DISMISSAL

The District has several procedures to deal with inclement weather including dismissing early, delayed start and closing schools. Announcements will be made through the courtesy of major Kansas City area news media between 5:00 and 8:00 a.m. if schools will be delayed or closed. Notification will also be provided through the use of an automated phone message from the superintendent or his/her designee. No announcements will be made if schools are to be in session.

To verify if schools are closed or delayed, the following options are available:

- listen to area news media
- visit www.ouridschools.org for specific district information

Please do not call school, but listen to news media for announcements concerning dismissal for weather emergencies.

Parents should make arrangements for their child in case school has to be dismissed without prior notification. Your child should know what to do and where to go should this occur. This information must also be recorded on each student's enrollment card. It is not always possible for the school to notify each parent if an early closing of school occurs.

If an emergency situation arises, students will be kept at school and cared for until an all-clear signal is given. Please do not call the school during this time. Phone lines must be kept open to receive safety information. Students will not be allowed to leave school until the emergency situation has been resolved.

YOUR CHILD'S HEALTH

The primary focus of health services is the prevention of illness and disability along with early detection and correction of health problems. The role of the school nurse is to strengthen and support the educational process by improving and protecting the health of children by identifying and assisting in removal of barriers to the child's learning process. A nurse, who is a registered nurse (RN), or a licensed practical nurse (LPN), will be on duty. The nurse will provide first aid and assess the child who is ill or injured while at school. Parents will be notified when a head injury and other serious injuries occur at school. It is very important that parents provide the health clinic and office with emergency telephone numbers and current work numbers. This information should be updated yearly. Parents should contact the nurse if their child has a chronic health condition or disability that may require nursing care or supervision during the school day, or administration of medication, such as:

- Chronic Health Conditions (requiring medical interventions or adaptations to the school setting)
- Acute Injury/Illness (any injury or illness requiring extended absence from school or requiring modifications in classroom/transportation including PE or recess)
- Physical or Mental Disability (requiring medical interventions or adaptations in the school setting)
- Allergies
- Asthma
- ADD/ADHD
- ODD, Depression, Bi-Polar
- Any other physician diagnosis (mental or physical)

ABSENCE

The school is to keep records of reasons surrounding absence from school. It is the responsibility of the parents and/or guardian to notify the school on the day of their child's absence. If a call has not been made school personnel will make every attempt to reach you or a family member to gain information about the whereabouts of your child. This is to ensure the safety of your child and to keep a detailed record of illness at the school.

If your child has an excess of absences, it will be addressed using attendance guidelines previously described.

HEAD LICE

Preemptive screenings for head lice will not be performed, however school nurses may assess the need for screenings as requested by the Director of Health Services or building administrator will perform as indicated.

If a student is determined to have live lice the parent/guardian will be notified that day by telephone and the student will need to be picked up from school unable to return until free of lice and viable nits. If a student is determined to have viable nits, the parent/guardian will be notified by phone and the student may complete their day at school but will be unable to return until they are free of live lice and viable nits.

Prior to returning to school, parents are responsible for bringing their child to the school health clinic for evaluation. If treatment is completed, the student may return to school. If live lice are observed upon returning to school, the nurse may suggest an alternative treatment before the student is allowed to return to school.

Here are a few simple tips to remember:

- Remind your child not to share combs, brushes, hair accessories, hats, coats, etc.
- Blow dry wet hair - lice don't like heat!
- Wash jackets and coats once a week in hot water
- Wash bedding twice a week in hot water
- Signs to watch for are an itchy scalp and neck. It is good to check once a week at the base of the scalp and behind the ears (look for tiny gray colored seeds attached to the hair shaft or live bugs crawling around the scalp)

Ask the school nurse for videos, handouts and current remedies for treatment of head lice.

HEALTH CLINIC

If a student comes to the Health Clinic and is determined to be sick by the school nurse (according to clinic guidelines or professional judgment), the student must be picked up from school and will not be able to attend school for the rest of the school day (unless otherwise approved by nurse or doctor's note).

ILLNESS

Children should remain at home if they have symptoms of illness, such as sore throat, headache and/or upset stomach, rash, severe coughing, swollen glands, earache, sores on the skin, etc. Children must be free of fever and kept home for 24 hours after the fever breaks without aid from medication. This prevents spread of disease to others at school. All parents have a responsibility to help prevent the spread of communicable diseases in schools. **Parents are to call the school to report absence due to illness or when a child is diagnosed with a communicable disease.** Children will be excluded from school when the following are present:

- Temperature of 100 degrees or higher
- Vomiting and/or diarrhea
- Suspicion of a contagious disease
- Accident requiring medical attention

- Nursing recommendation based upon physical condition
- Medical concerns that require medical attention
- Rash undiagnosed
- Unvaccinated in times of disease outbreaks

INJURY

The school nurse is here to provide first aid and to assess the child who is injured. Parents will be notified when a serious injury has occurred at school. **It is important that parents provide the school with emergency telephone numbers and current work numbers.**

INSURANCE

The school district has purchased a group accident insurance program covering all students in pre-kindergarten through 12th grade. Students are protected during classes and activities including interscholastic sports that are scheduled, sponsored, supervised and funded by the school district. Students are also covered while they are traveling as a sponsored group in a school assigned bus or van operated by a licensed driver over the age of 21, to and from the school and a covered event site. Individual travel or travel in privately owned vehicles is not covered by the policy. More information is available from the school or district office.

MEDICATIONS

When possible, we encourage medication to be administered at home using a schedule that will not require doses during school hours. However, a child's health care provider may deem it necessary for medication to be taken during school hours. If so, the school nurse will administer medications while supporting district guidelines. For a complete copy of the "Administrative Guideline for Medications", ask your school nurse.

The Independence School District has the following guidelines for medications being given at school:

- ALL Medication is to be brought to school by an ADULT and a *Medication Consent* form must be completed and signed.
- Prescription Medication must be in a current pharmacy labeled container with: student name, date, doctor's name, medication name, quantity, frequency, dosage and how medicine is to be administered.

All Over-the-Counter Medication will be in the original labeled container and accompanied by a doctor's written order containing all of the above information. Clinics have "Standing Orders" for Tylenol and Ibuprofen, which allows the parents/guardians to bring in these medications without doctors' orders. They will be administered per orders/label instructions.

- The clinics DO NOT provide Tylenol or Ibuprofen as stock items. They need to be provided and a consent form signed by the parent/guardian.
- The clinics do provide Calamine/Callergy lotion, Bacitracin Zinc, Vaseline, and ice packs.

SCREENINGS

The Health Services Department provides health screenings to identify students with possible needs at the earliest stage in order to refer for diagnosis and treatment. Parents will have access to screening results. . Dental and growth screenings are provided to all students. **If you wish to exclude your student from the screening program, please notify your school nurse.**

DISTRICT POLICIES

CONFIDENTIALITY

All Independence School District employees are required to comply with the Family Education Right to Privacy Act. This insures all students' and families' confidentiality of information regarding the student and his or her educational records. Information will only be shared on a "need to know" basis to employees and other school officials as well as authorized federal and state agencies and authorities as defined by the law. The law prohibits disclosing of specific information to non-employees or employees without a "need to know" unless appropriate consent is acquired from the parent or legal guardian.

HARASSMENT POLICY

It is the policy of the Independence School District to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation. The Independence School District prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation.

It shall be a violation of district policy for any student, teacher, administrator, or other school personnel of this district to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding race, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation as defined by this policy.

It shall be a violation of Independence School District policy for any teacher, administrator, or other school personnel of this district to tolerate sexual harassment or harassment because of a student's race, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation, as defined by this policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the Independence School District.

For purposes of this policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the Independence School District.

The school system will act to promptly investigate all complaints, either formal or informal, verbal or written, of unlawful harassment or unlawful discrimination because of race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation, to promptly take appropriate action to protect individuals from further harassment or discrimination; and if it determines that unlawful harassment or discrimination occurred, to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this policy, and/or to take other appropriate action reasonably calculated to end the harassment/discrimination.

MEDIA RELEASE

The Independence School District strives to communicate what is happening in our schools to the community. Should the opportunity arise for students to be featured in media-related projects, only children with parental approval will be considered. If you do not want your child interviewed or photographed, we will honor this request. Please let us know by indicating “no” on question 7c of the Independence School District Student Data Sheet, which is available at your child’s school.

NO SMOKING ON SCHOOL PROPERTY

Smoking is not permitted on Independence School District property by students or adults.

AHERA NOTIFICATION

The school district of Independence, MO has completed the removal of friable asbestos in all district school buildings. In addition, all facilities have now been inspected by a certified asbestos inspector as required under the ASBESTOS HAZARD EMERGENCY ACT OF 1986 (AHERA). A copy of the AHERA plan has been filed with the State of Missouri and a copy is on file with each building administrator. The AHERA plan is available for inspection during regular school hours. Specific questions may be directed to your building principal or you may contact the director of the district facilities department at (816) 521-5330.

NON-DISCRIMINATION

Independence School District does not discriminate on the basis of race, creed, religion, sex or economic status. Any special program where a fee is collected is open to all students, regardless of ability to pay. Please contact the principal if you are unable to pay for an activity to determine what accommodations can be provided.

PROMOTION AND RETENTION POLICY

The purpose of promotion and retention is to provide maximum consideration for the long range welfare of the student and to provide an opportunity for each student to progress through school according to his/her own needs and abilities.

It is expected that most students in the schools will be promoted annually from one grade level to another upon completion of satisfactory work, however, a student may be retained when his/her standards of achievement or social, emotional, mental, or physical development would not allow satisfactory progress in the next higher grade. Retention normally occurs before the student leaves the primary grades.

Parents/guardians who wish to appeal the decision for retention must first contact the building principal. If parents/guardians do not accept the decision at the building level, an appeal may be

made in writing to the Superintendent. All appeals must be requested within two (2) weeks after the last student attendance day.

The process for reading assessments and remediation, and retention guidelines for students who fail to meet the District's objectives for reading, are contained in Regulation 2520-Promotion and Retention.

READING LEVEL AND RETENTION

In compliance with Senate Bill 319, the Independence School District has board policy regarding students reading a year or more below grade level. In order to help all students succeed, and in response to the law, many early interventions will be attempted to improve reading levels of struggling readers. At the end of 2nd grade, students reading a year or more below grade level will be placed on a Reading Improvement Plan. This plan, developed collaboratively, provides specific reading support. Students continuing to struggle with reading achievement will be provided with at least 30 additional hours of reading instruction or practice outside the regular school day during the regular school year. According to Missouri statutes, students reading a year or more below grade level by the end of fourth grade must attend summer school and *can possibly be retained* if the reading level does not reach the designated minimum. Students who receive special education services through an Individualized Education Plan (IEP) or Section 504 plan or who have limited English proficiency are exempt from mandatory retention due to reading delays.

Children learn to read by reading. Finding time for your child to read daily is a great start to preventing reading difficulties and to begin developing a love for reading. If you need help choosing the right books (not too hard and not too easy) for your child, please ask your child's teacher. We want EVERY student to enjoy reading and be successful!

TECHNOLOGY ACCEPTABLE USE POLICY FOR ELEMENTARY STUDENTS

Students in the Independence School District will be provided access to technology in classrooms, Library Media Centers, and labs for educational purposes. Students must follow the established guidelines for acceptable use of technology in order to maintain the privilege of access to technology. The following acceptable use guidelines have been established for all elementary students in the Independence School District:

Equipment use – Students will be expected to be careful when using computer equipment and follow all directions for proper use. Any student who does not use the computer equipment properly or deliberately damages the computer equipment will receive consequences to be determined by each school.

Internet use – At the elementary level, students are limited to sites selected by school staff that are of educational value and support the curriculum. At times, students are allowed the extra privilege of conducting supervised research on classroom assignments. If, at any time, a student accesses or attempts to access unacceptable materials, he/she will receive consequences to be determined by each school.

Consequences of misuse – Students guilty of misusing the school’s technology will receive consequences according to the nature and severity of the misuse. Consequences will be similar to the consequences for violating other school rules and may include being given limited or no access to technology for a specified amount of time.

SPECIAL PROGRAMS

IMPACT: GIFTED EDUCATION

The school counselor can provide information to parents regarding the Gifted Education Program (IMPACT) offered to students by the Independence School District. When considering a child for the IMPACT program, the student's knowledge, skills, and creativity will be measured by completing achievement and intelligence tests and/or tests of creativity. IMPACT students are transported to and from their home school via district buses. Classes are held in the Santa Fe Trail Annex located at 1231 South Windsor, Independence, MO 64055. Santa Fe Trail Elementary School is considered the home school for the IMPACT program.

SECTION 504

No otherwise qualified individual with disabilities will be excluded from participation in, or denied benefits of any program or activity solely on the basis of their disability. Under Section 504, which is separate from special education, any student having a physical or mental impairment *which substantially limits one or more major life activity* may potentially qualify for accommodations. Questions can be directed to the building principal or to the District's Section 504 Coordinator.

SPECIAL EDUCATION SERVICES/COMPLIANCE PLAN

All public schools are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial schools, beginning on the child's third birthday through age twenty (20), regardless of the child's disabilities. Disabilities include: learning disabilities, cognitive impairment/mental retardation, behavior disorders/emotional disturbance, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/other health impaired, multiple disabilities, deaf/blind, autism, early childhood special education, and traumatic brain injury.

Students will be serviced in an inclusionary setting whenever possible and in accordance with an Individualized Education Plan (IEP). If students are seen outside of the regular classroom for individual instruction, the classroom teacher makes allowances for instructional and/or assignments during the absence. Participation in these special service programs requires parental consent.

All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the district relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. 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). You may contact your local district, if you wish to review the requirements provided in FERPA.

The public school has developed a Local Compliance Plan for implementation of Special Education and this plan is available for public review during regular school hours on days school is in session

in the Director of Special Education office located at 201 North Forest Avenue. The Local Compliance Plan is a written narrative that describes the district's plan for compliance with the requirements for identifying and serving all students with disabilities.

TITLE I SERVICES

Selected students will receive services through the federal Title I program. This involves assistance in learning for students who are struggling in reading. Remedial reading assistance may be provided by an extra teacher in the classroom or by pulling small groups of students out of the classroom for special activities. Tutoring may be offered for students having difficulty in reading.



Independence

SCHOOL DISTRICT

Inspiring Greatness

Dear School Volunteer:

Thank you for your interest in volunteering in our schools! Your desire to support and serve the students of the Independence School District is commendable. The education, safety, and well being of our students are of utmost importance, and form the basis of trust for the families of our children. For this reason, you will understand how important it is that our volunteers obtain cleared background checks.

Please complete the attached Criminal Record and Child Abuse/Neglect form provided by the State of Missouri, and return it to the principal's office. This background check will then be processed by the appropriate state agencies, and returned to the school district. At this time you will be notified that you may begin your volunteer activities. It currently takes the state two to three weeks to complete this process.

Thank you for your cooperation with this important procedure. While it may take some time on everyone's part, the assurance it provides for the safety of our students is well worth the wait. Best wishes as you begin the fulfilling experience of working with our students!

Sincerely,

Linda Gray-Smith
Director of Human Resources
816-521-5300

SHP-159H 02/10
 Missouri State Highway Patrol / Missouri Department of Social Services
REQUEST FOR CHILD ABUSE OR NEGLECT / CRIMINAL RECORD

TYPE OF SERVICE (Check ALL that apply) See reverse side for further instructions. <input type="checkbox"/> (1) CD Central Registry Child Abuse Search Only - No Charge <input type="checkbox"/> (2) Name Search - \$10.00 (Criminal record, child abuse, or neglect, central registry search) <input type="checkbox"/> (3) Fingerprint Search <input type="checkbox"/> \$14.00 (Authorized Statute 210.487) <input type="checkbox"/> \$20.00 (All other request)	TYPE OF DAYCARE PROVIDER <input type="checkbox"/> (1) License <input type="checkbox"/> (2) License Exempt <input type="checkbox"/> (3) Registered
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IDENTIFYING DATA (Please type or print information legibly in ink.) The subject of the request must complete the next section and sign.

APPLICANT'S NAME (Last, First, MI, Jr., Sr., III)

MAIDEN NAME	DATE OF BIRTH (MM/DD/YY)	STATE OF BIRTH	SEX	RACE
ALIAS NAME(S)	SOCIAL SECURITY NUMBER	DRIVER'S LICENSE NUMBER / STATE		

ADDRESSES FOR PAST 5 YEARS

STREET	CITY	STATE	STREET	CITY	STATE

Have you ever been found guilty to or been convicted of any criminal act in this state or any state?
 YES (Complete section below) NO, I have not been found guilty to or been convicted of any criminal offense in this state or any state.

DATE	CITY	STATE	COUNTY	CIRCUMSTANCES (Identify charges, attach separate page, if necessary.)

Have you ever been substantiated as a perpetrator in any child abuse or neglect report made to the Children's Division in this state or any state?
 YES (Complete section below) NO, I have not been substantiated as a perpetrator in any child abuse or neglect report.

DATE	CITY	STATE	COUNTY	CIRCUMSTANCES (Attach separate page, if necessary.)

The information provided is complete and accurate to the best of my knowledge. I understand it is unlawful to withhold or falsify information required on this form. I grant permission to the Department of Social Services to obtain any and all information needed to process my request and to use the information as permitted by law.

SIGNATURE OF APPLICANT (REQUIRED IN INK)	DATE
SIGNATURE OF REQUESTOR (Required in ink)	DATE
TITLE OF CHILD CARE PROVIDER HR Assistant	TELEPHONE (816) 521-5300
STATE AGENCY	STATE VENDOR OR CONTACT NO. (if applicable)

CHECK APPROPRIATE BOX

<input type="checkbox"/> CHILD CARE RELATED EMPLOYMENT	<input type="checkbox"/> DOH / CCB CHILD CARE BUREAU	<input type="checkbox"/> SCHOOLS / PUBLIC AND PRIVATE
<input type="checkbox"/> CHILD CARE RELATED VOLUNTEER	<input type="checkbox"/> DMH / DMH VENDOR	<input type="checkbox"/> CD CONTRACT PROVIDER
<input type="checkbox"/> CD LICENSURE	<input type="checkbox"/> HEALTH CARE	<input type="checkbox"/> OTHER _____

COMPLETE RETURN ADDRESS (REQUIRED ON EACH APPLICATION) Complete your mailing label below Confidential Mail	SEND FEE & FORM TO: Missouri State Highway Patrol Criminal Justice Information Services Division P.O. Box 9500 Jefferson City, MO 65102
AGENCY NAME Independence School District	
ATTENTION Volunteer Services	
ADDRESS 201 North Forest Avenue	
CITY, STATE, ZIP CODE Independence, MO 64050	

The purpose of this form is to provide information available to child care agencies including volunteer agencies. The records you receive will be based on the search options you select. The Missouri State Highway Patrol will respond when you choose option 1 or 2. The Missouri Children's Division will respond when you choose option 1, 2, or 3. Direct questions regarding criminal records to the Missouri State Highway Patrol (573-526-6153); direct questions regarding child abuse or neglect to the Children's Division (573-526-1438, TT: 1-800-735-2466).

The information on this form, and responses generated as a result of this form, are confidential. Any person disclosing the information in violation of 43.540, 589.400, RSMo. and/or 210.150 RSMo. is guilty of a class A misdemeanor.

For information on how to participate in the Child Abuse/Neglect Central Registry examination program, submit a written request from the CEO, owner, director, etc. of your child care related group or organization to: **Director, Children's Division, P.O. Box 88, Jefferson City, MO 65103.**

PROCESSING FEE SCHEDULE INFORMATION (43.527 AND 43.530 RSMo.)

By checking boxes 1 thru 3 on the front page of this form, the following applies:

1. **Name Search - \$10.00** Provides open records obtained from the Missouri Criminal Record Repository and information from Missouri Children's Division Central Registry.
 - a) Complete the request form.
 - b) Make a check or money order for \$10.00 payable to "State of Missouri Criminal Records System."
 - c) Mail completed form and check or money order to: **Missouri State Highway Patrol, Criminal Justice Information Services Division, P.O. Box 9500, Jefferson City, MO 65102.**

2. **Fingerprint Search - \$14.00/\$20.00** Provides open and closed records with positive identification obtained from the Missouri Criminal Records Repository and information from Missouri Children's Division Central Registry.
 - a) Complete the request form.
 - b) Obtain fingerprints on: Applicant card FD-258 or Patrol card SHP-152. Official taking fingerprints must verify identity of person fingerprinted with an official id such as a driver's license and sign the card as the person taking the fingerprints. Complete the rest of the card as applicable.
 - c) Make a check or money order for \$14.00/\$20.00 payable to "State of Missouri Criminal Records System."
 - d) Mail completed forms and check or money order to: **Missouri State Highway Patrol, Criminal Justice Information Services Division, P.O. Box 9500, Jefferson City, MO 65102.**

3. **CD Central Registry Child Abuse Search Only - No Charge** Provides information obtained from the Children's Division Central Registry only. The Children's Division (CD) Central Registry screening will reflect information contained in the CD database. Any questions about the accuracy of that information should be directed to the CD office in the residential county of the applicant or the county of employment if the applicant is not a Missouri resident.
 - a) Complete the request form.
 - b) Mail completed form to: **Missouri Children's Division, Background Screening / Investigations Unit, P.O. Box 88, Jefferson City, MO 65103.**

OPEN RECORDS - convictions, charges pending, arrests less than thirty days old, and suspended imposition of sentence during probation.

CLOSED RECORDS - charges not filed, not prosecuted, dismissed, or subject found not guilty or suspended imposition of sentence after probation.

SPACE RESERVED FOR MSHP/CD RESPONSE STAMP



MISSOURI STATE HIGHWAY PATROL
REQUEST FOR CRIMINAL RECORD CHECK

SHP-158M 01/10

PLEASE PRINT OR TYPE.

GENERAL INFORMATION

NAME LAST FIRST MIDDLE JR/SR

MAIDEN / ALIAS LAST FIRST MIDDLE JR/SR

SEX MALE FEMALE DATE OF BIRTH (MM/DD/YYYY) SOCIAL SECURITY NUMBER RACE BLACK WHITE INDIAN ASIAN OTHER

ADDRESS STREET - P.O. BOX CITY STATE ZIP CODE

ENTITY TYPE STATE FEDERAL PURPOSE FOR REQUEST EMPLOYMENT VOLUNTEER LICENSING OTHER (specify)

TYPE OF RECORD CHECK - PROCESSING FEE - METHOD OF PAYMENT
(per Sections 43.527 and 43.530, RSMo.)

\$10.00 NAME SEARCH Based on NAME, DATE OF BIRTH, AND SOCIAL SECURITY NUMBER. Response will be returned with all open records and records of conviction.
 \$20.00 FINGERPRINT SEARCH Based on APPLICANT FINGERPRINT CARD. Response will be returned with complete records to the individual or qualifying entity.

Fee is payable either by check or money order (NO CASH) to "State of Missouri, Criminal Record System Fund."

MSHP / CENTRAL REPOSITORY RESPONSE



FORWARD TO - SEND REPLY TO

Please forward the request and fee to:
Missouri State Highway Patrol
Criminal Justice Information Services Division
Post Office Box 9500
Jefferson City, MO 65102

SEND REPLY TO (Print or type your mailing label below.)
Telephone (include area code) (816) 521-5300

Independence School District Attn: Volunteer Services
201 North Forest Avenue
Independence, MO 64050