

**Harrisonville Cass R-IX  
Mission Statement**

**The mission of the Harrisonville Cass R-IX School District is to  
achieve excellence in education.**

Harrisonville Early Childhood Center  
500 Polar Lane  
Harrisonville, MO 64701  
380-4421

Harrisonville Elementary School  
101 Meghan Drive  
Harrisonville, MO 64701  
380-4131

McEowen Elementary School  
1901 South Halsey Street  
Harrisonville, MO 64701  
380-4545

## **Harrisonville Early Childhood Center**

### **MISSION STATEMENT**

The Mission of the Early Childhood Center is to be a safe and happy place to learn.

## **Harrisonville Elementary School**

### **MISSION STATEMENT**

Discovering Our Greatness Through Learning and Leading.

## **McEowen Elementary School**

### **MISSION STATEMENT**

At McEowen Elementary we are builders of the future and we accept the responsibility to ensure that EVERY student will learn and succeed.

**BOARD OF EDUCATION**  
Harrisonville Cass R-IX School District

Mrs. Tina Graef, President

Mr. Chris Bell, Vice-President

Mr. Doug Alexander, Director

Mr. Douglas Meyer, Director

Mrs. Nancy Shelton, Director

Mrs. Gina Smith, Director

Mr. Bing Schimmelpfenning, Director

**OFFICERS OF ADMINISTRATION**

Mr. Paul Mensching, Superintendent

Mr. Dan Erholtz, Asst. Superintendent of Academic and Student Services

Mr. Jason Eggers, Asst. Superintendent of Human Resources and Operations

Mrs. Beth Love, McEowen Elementary Principal

Dr. Derrick Hartley, Harrisonville Elementary Principal

Mrs. Becky Campbell, Early Childhood Center Principal

Dr. Tricia Falke, Harrisonville Elementary Assistant Principal

**Disclaimer**

This student handbook has been prepared for your information to help you understand the philosophy of our building and school district, as well as understand our rules and regulations. It is virtually impossible to have everything included in this manual, but we have tried to list those things of greatest importance. Any other items that you would have questions about should be covered in the Board of Education Policies and Regulations, with any questions regarding these being brought to the attention of the building administrator. You may access a detailed list of the District Board Policies at:

[https://simbli.eboardsolutions.com/SB\\_ePolicy/SB\\_PolicyOverview.aspx?S=84&Sch=84](https://simbli.eboardsolutions.com/SB_ePolicy/SB_PolicyOverview.aspx?S=84&Sch=84).

A paper version of these policies are available; upon request, in each building's office. Thank you for your interest, and please do not hesitate to contact us to clarify any of your concerns.

## ADMISSIONS

By law students may enroll for school if their birthdate occurs in the following manner:

Preschool students must be three (3) years of age BEFORE August 1.

Prekindergarten students must be four (4) years of age BEFORE August 1.

Kindergarten students must be five (5) years of age BEFORE August 1.

First grade students must be six (6) years of age BEFORE August 1.

Parent or guardian of new enrollees must be able to verify student age (state issued birth certificate) and provide immunization records. Any federal, state, or local government agency which requests an individual to disclose his/her social security account number shall inform that individual whether that disclosure is mandatory or voluntary, by what statutory authority such number is solicited, and what uses will be made of it. In addition, parent or guardian must provide proof of residency.

If students are transferring from other schools, their parents will be asked to sign a release for student records to be sent to our school.

## SCHOOL HOURS FOR STUDENTS

KINDERGARTEN ECC	8:50 a.m. 3:50 p.m.	CLASSES BEGIN/TARDY BELL DISMISSED
GRADES 1 – 3 HES	8:50 a.m. 3:50 p.m.	CLASSES BEGIN/TARDY BELL DISMISSED
GRADES 4 – 5 McEowen	8:50 a.m. 3:50 p.m.	CLASSES BEGIN/TARDY BELL DISMISSED

## TEACHER WORK HOURS

8:00 a.m. to 4:00 p.m. – Harrisonville Early Childhood Center  
8:00 a.m. to 4:00 p.m. - Harrisonville Elementary School  
8:00 a.m. to 4:00 p.m. - McEowen Elementary School

## OFFICE HOURS

8:00 a.m. to 4:30 p.m. – Harrisonville Early Childhood Center  
8:00 a.m. to 4:30 p.m. – Harrisonville Elementary School  
8:00 a.m. to 4:30 p.m. – McEowen Elementary School

## ABSENCES

Regular school attendance is important, as class time lost cannot be made up. When students must miss school, it is their responsibility to see that assignments are made up.

The following circumstances are recognized excuses for school absence: (1) personal illness, (2) family illness, (3) death in the family, and (4) religious holiday.

When a student is absent from school with the parent's/guardian's permission, it is necessary for the parent/guardian to call the school office explaining the reason for the absence.

If any student misses more than five (5) days per quarter, a conference may be held with the parent/guardian, teacher and principal to determine the status of the student's progress.

The required conference could be waived in case of illness or other factors deemed appropriate by the principal and teacher.

Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem. If excessive absenteeism continues, school officials shall contact outside social or state agencies.

**PERFECT ATTENDANCE** is defined as 100% attendance. Students should have no tardies, no absences and may not be signed out early.

### **MAKE-UP WORK**

Students are responsible for contacting the teacher after an absence concerning assignments missed. Any work missed and not made up by the date required by the teacher will be recorded as a zero and the grade so averaged for the quarter.

When it appears that a student will be absent two or more days, it is suggested the parents contact the school to see what assignments and study materials may be obtained for use while the student is out. Please allow the teacher sufficient time to prepare the assignment. (We recommend 24 hours.)

If a student is to be out of school for an extended period of time, homebound teaching may be necessary. Please contact the school office for further information.

### **ACTIVITY ATTENDANCE ELIGIBILITY**

Any student absent from classes on the day of any activity shall not be eligible for participation in the event on that day unless excused by the building principal or designated representative from missed classes by the time of the commencement of such activity. Unscheduled school days shall be considered an extension of the previous school day.

### **TARDINESS AND EARLY SIGN OUT**

Punctuality is part of attendance. Students should be in class on time. Any student not in his or her classroom when the bell rings shall be considered tardy unless previously excused by the principal. Parent/guardian should notify the school office by note or phone call that a student will be tardy **and accompany the student into the building when signing in.**

Persistent tardiness creates a genuine hardship for a student and is regarded as a very serious problem. If persistent tardiness continues, school officials may contact outside social or state agencies.

When buses are late, students are not counted tardy.

If any student is tardy or signed out early more than six (6) days per quarter a conference may be held with the parent/guardian, teacher and principal to determine the status of the student's progress.

### **PUPILS LEAVING SCHOOL GROUNDS**

**Permission from the office must be secured each time a child leaves the building.** Pupils are to remain on the school grounds during school hours unless they have prior permission from the parent and principal. Permission must be secured each time they leave. You will be asked to present proper identification before students are permitted to leave. **ALL students must be signed out in the office.**

For the protection and safety of pupils, written permission is required for students who plan to leave the school by any method or route other than their usual one. Children who are eligible to ride the bus must have the parent/guardian written permission to walk.

Early Childhood Center students may be picked up on Polar Lane.  
Harrisonville Elementary students may be picked up on the south and north side of the building.  
McEowen Elementary students may be picked up in the main parking lot. NOT in the bus lane.

#### **DO NOT PARK IN THE BUS ZONES**

Harrisonville Early Childhood Center	8:00 a.m. to 4:15 p.m.
Harrisonville Elementary School	8:00 to 9:00 a.m. and 3:00 to 4:15 p.m.
McEowen Elementary School	8:00 to 9:00 a.m. and 3:00 to 4:15 p.m.

**NOTE:** Report to school and the police any suspicious circumstances. We need your help in this important matter.

### RELEASE FROM SCHOOL

No child will be released from school to anyone other than a legal parent or guardian or a person listed as an emergency contact unless prior verified arrangements have been made. We are sure you will appreciate our concern in this matter. You may be asked to provide proof of identification. The schools will follow Board policy JEDB in cases of children of separated or divorced parents. **Please report to the principal's office to have your child released.**

### TRANSFER OF PUPILS

If you plan to move from this school district, please notify the principal's office two days prior to the intended checkout date. Students must pay all charges and fines and return all school property before checking out of school. Transcripts and grades will be withheld until all school property is returned or charges and fines are paid.

### CHANGE OF ADDRESS, TELEPHONE, EMPLOYMENT, BABY-SITTER, ETC.

It is very important that parents notify the school office regarding changes of local address, telephone, place of employment, change of baby-sitter, etc. **It is essential that the school authorities be able to contact you or someone, in district, with a working phone number, responsible for your child at all times.**

### DIRECTORY INFORMATION

Please be advised that the school district will release "Directory Information" concerning your child upon request. This will include the following information: student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized extracurricular activities, height and weight of members of athletic teams, dates of attendance, diplomas and awards received, photographs and the most recent school attended. If you do not want this type of information about your child released, please send a note to that effect to your child's principal.

### PROGRESS REPORTS

Report cards are distributed every nine (9) weeks. Parents can access their child's current progress in real time using Mastery Connect. Parents can easily view the standards being assessed as well as the student mastery and progress of each standard. Parents will receive email notification from Mastery Connect and may view their child's ELA and Math progress every nine weeks.

Grading Scale for Kindergarten-Fifth Grade:

- AD Advanced - Student meets the expected grade-level knowledge and/or skills for specific standards and can use them in a deeper, more rigorous way such as strategic and extended thinking.
- PR Proficient - Student meets the expected grade-level knowledge and/or skills for a specific standard.
- BA Basic - Student has the foundational skills for application working towards full proficiency.
- BB Below Basic - Student is still developing foundational skills that will begin the process of working to grade-level knowledge and/or skills.
- NE No Evidence
- Blank Not Assessed

Grading Scale for Specials - Art, Music, Physical Education:

- O Outstanding
- S Satisfactory
- N Needs Improvement
- U Unsatisfactory

### PARENT-TEACHER CONFERENCES

Parents are to attend an individual conference with their child's teacher at the close of the first quarter as part of our reporting system. Progress reports (grade cards) are issued at conference time.

### PROMOTION POLICY / ALTERNATIVE PLACEMENT

It is the policy of this school district that each child should progress through school making one grade per year. However, a child may be retained if, in the best judgment of the teacher and the principal, a child will profit from another year in the same grade. Since children grow at different rates, not only physically, but also intellectually, alternative placement may be considered in order to give the child the opportunity to mature and acquire necessary skills so that the school experience may be successful. Parents will be notified if a child's progress indicates need for retention.

State law requires that all students who are reading below a third-grade reading level according to the district's fourth-grade reading assessment shall be retained if the student has not adequately improved by the end of summer school. Further, if a student fails to attend remediation assigned as a condition of promotion, the student will be retained. The schools will follow Board policy.

The process for promotion, acceleration, and retention will follow the procedures as outlined by board policy.

### **SPECIAL SERVICES**

The school system provides special services in counseling and special education.

Included are:     Speech and Language Therapy  
                      Educable Mentally Handicapped  
                      Emotionally Disturbed  
                      Specific Learning Disabilities  
                      Harrisonville Academically Talented Students (HATS)  
                      English Language Learner  
                      Services in other special needs will be provided on an individual basis.

### **COUNSELING SERVICES**

A counselor will be available at each of the schools. They will be there to assist students and to provide counseling services at each school.

### **TESTING PROGRAM**

The testing program in this district consists of standardized achievement, performance assessment, readiness and intelligence tests. It also includes published tests that accompany textbook series and teacher-made tests.

In the spring, children throughout the state will be taking the MAP test in the following grade levels and subject areas:

Communication Arts	Grades three, four and five
Mathematics	Grades three, four and five
Science	Grade five

The MAP assessment requires students to use higher level thinking and problem solving skills to demonstrate their knowledge of the subject area. Writing to explain the answer is critical for students to perform well on the MAP. The traditional multiple-choice tests are expanded to include sections requiring students to develop constructed responses and to solve performance events. Both of these new assessment styles require students to provide more detailed, written responses. The goal of the MAP test is to provide a more accurate reflection of skills that students will need for the future workplace.

These tests are important to your child and to the Cass R-IX School District. The MAP test system is used to measure the effectiveness of schools throughout the state. Consequently, it is important that you encourage your child to do his/her best on all tests. In order to achieve the purposes of the student assessment program, the district requires all enrolled students to participate in all applicable aspects of the assessment program per policy IL.

### **SUBSTITUTE TEACHERS**

Every student is periodically taught by a substitute teacher. The most common reason for using substitute teachers is illness of the regular teacher. However, substitutes are also used when regular teachers are on leave for personal business, professional training, or family emergency. Substitutes are school employees and must be treated with respect and courtesy. Substitute teachers have the same authority as regular teachers. Students are expected to follow their directions. Any misconduct in the classroom will be dealt with immediately.

## **CLASSROOM RESPONSIBILITY**

One of the prime requirements for learning is willingness on the part of the student to follow instructions, cooperate, and to accept the guidance of the teacher. Contrary practices deter the learning process; therefore, the following regulations are presented for the purpose of clarification:

- A. Students are expected to come to class promptly with the books, pencils, pens, and other materials necessary for successful accomplishment of the work at hand.
- B. Students are expected to be cooperative with their teachers, to carry out the instructions of their teachers, and to conduct themselves in a quiet and orderly manner at all times when in the classroom or under teacher supervision.
- C. Students are expected to do their assigned work, both class work and homework, regularly, promptly, and thoroughly.
- D. Students must recognize that the teacher is the ultimate authority in the classroom, and that acts of insubordination are among the most serious acts of misconduct and will not be tolerated at any time or occasion.
- E. Students who are guilty of infractions of good conduct will be referred to the office for disciplinary actions. Pronounced lack of interest in learning, persistent lack of cooperation, failure to bring supplies, and disturbing other students are examples of reason for referral.
- F. Harassment is another type of misconduct. Harassment can be anything from teasing too hard to physically pushing someone around and trying to frighten him/her. We are dedicated to do all we can to stop this type of behavior. Since this usually happens when adults are not present, it is important for students to inform their teachers, principal, or counselor when this happens.

## **SALES, SOLICITATIONS, AND ENDORSEMENTS**

Neither the school nor its employees officially sell or endorse any educational materials. Do not be misled by solicitors in the community who quote the school as recommending or endorsing a particular item.

## **TELEPHONE USE**

If, in an emergency, you desire to telephone the teacher or your child, your message will be accepted at the office and forwarded to the classroom so a return call can be made.

Children may not use the school telephone 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, and we must have a signed note of approval from the parent of both the guest and the host. Please make your plans with your child before he/she comes to school. Notify the office in the morning.

Students are extended the privilege of possessing cell phones and personal digital assistants on school grounds; however, their use is limited to before 8:50 a.m. and after 3:50 p.m. on school days. Whenever school is in session, whether or not you have a class, cell phones may not be used. These devices must be in the off position and not visible on school days.

The inappropriate use of telecommunication devices capable of taking and/or transmitting digital photographic images can create a risk factor in locker rooms, restrooms, private areas, and other locations where students and/or staff have a reasonable expectation of privacy.

The use of portable music devices is prohibited from 8:50 a.m. -3:50 p.m.

Any article deemed unnecessary and/or inappropriate by the administration will be confiscated and may be picked up in the office after school. Repeated violations of possessing unnecessary items may result in disciplinary action. Any violations will be subject to penalties, which may include loss of privileges, suspensions, and/or loss of the article.

## **BALLOONS, FLOWERS, GIFTS**

We discourage the delivery of balloons, flowers, gifts, etc. to school. These items will not be delivered to the classroom. This causes an interruption in instructional time and may present a health issue for some students. Students may not take balloons on the school bus.

## **LOST AND FOUND**



All clothing found on the campus, regardless of its value, is placed in the lost and found container. Money, jewelry, or any other articles of value are turned in to the office. Students may claim them after proper identification.

### **SCHOOL DRESS**

The appearance of a student is primarily the responsibility of the student and the parents. We expect students to maintain an appearance that is not distracting to teachers or other students or in any way disrupts the instructional program of the school. We are also concerned about clothing that may be hazardous to the health and safety of the student.

Hair must be well groomed and clean. Shoes or sandals must be worn at all times. Students may not wear midriiffs, halter-tops, or spaghetti strap tops. NO vulgar or obscene pictures, designs or writing will be worn on clothing. Tank tops may be worn providing they have hemmed armpit holes. Biking shorts are not allowed as outer garments. Cut off shorts should be fingertip length when arms are extended straight down and hemmed. All pants must be secured at the waist. Holes in pants, skirts, and shorts should not be higher than mid-thigh.

Hats and bandanas should not be worn inside the school building.

The administrators may use their discretion in applying these rules to articles of clothing that may be determined disruptive to good school climate. Students may be given alternate clothing from the nurse or parents may be called to bring appropriate school clothing.

**ALL coats, caps, gloves, etc. should be marked with the student's name.**

### **TEXTBOOKS**

Students are assigned textbooks by their respective teachers. Textbooks that are lost or damaged will be paid for by the student to whom they are assigned.

### **PERSONAL PROPERTY AT SCHOOL**

Articles of value should be labeled. It is best not to bring anything of value, including money. The school is not responsible for its loss or damage.

Items which may be distracting such as toys or trading cards or may be construed as harmful or have the potential to be used in a harmful manner such as laser pens, toy guns, Swiss Army Knives, etc. will be confiscated by the principal, teacher, or counselor. The items will not be returned to the student. Parents may pick up the item from the principal.

### **SCHOOL SUPPLIES**

The school is providing your child with textbooks, workbooks, and most art materials.

Each student will need certain personal school supplies. A list is available from the school office. The teacher may request additional materials. Please label all items with your child's name regardless of their age.

### **BOOK BAGS**

We require all students to have, and use, book bags to carry their materials to and from school. This is not merely a procedure for caring for these materials, but a matter of safety. Children may be tempted to instinctively run after a paper that has flown from their hand into the path of a bus or other vehicle.

### **HOMEWORK**

Homework is a teacher-planned learning activity assigned to be completed at home. Homework assignments are specific and related to classroom objectives. Homework is not always done in the home as the name implies. It may include such activities as a visit to the library, the city hall, or a field or stream.

It is hoped that students will be able to do a majority of class assignments during school hours. Some students find it necessary, however, to do some work on their own outside school hours. This is sometimes true because students have been absent, are slow workers, have poor work habits or need additional drill and help. It is most desirable for students to have their evenings and weekends free for recreational reading and other educational and cultural activities.

Schools have found that parent-teacher-student teamwork paves the way to successful homework. Some suggestions are offered for parents in helping with homework.

- Provide a suitable place for work and study.
- Provide an encyclopedia, dictionary, and other resource materials.
- Assist with drill and routine work.
- Give encouragement and show interest, but avoid undue pressure.
- Exercise patience in helping students.
- Work out a schedule of family activities and study time so that they do not interfere with each other.
- See that the students use their time wisely while studying.
- Work should never be done for students but assistance and encouragement are important.

### **MISSED WORK DUE TO SPECIAL CLASSES**

Children leave the regular classroom to attend special programs. These include remedial, gifted, programs for handicapped, counseling, adaptive P.E., etc. Every effort is made to schedule in such a way to minimize loss of instruction in the regular program. The classroom teacher assesses the concepts taught, the time involved and student's abilities, then determines if or how much of the assignment will be required to be completed. Students are not required to make up ALL work missed.

### **PHYSICAL EDUCATION**

Appropriate shoes suitable for a gymnasium floor must be worn for safe participation. These shoes should:

- have a flat, rubber bottom with no heel
- have lateral (side to side) support for quick starts, stops, and change of directions
- provide adequate cushioning for shock absorption
- preferably have a non-marking sole

### **RESTRICTED ACTIVITY**

If a student is unable to participate in physical education class or if restrictions exist, a written note should be sent to the physical education teacher. The note should be dated and signed by a parent or guardian and state the reason for exclusion. If the situation is long term, a physician's statement will be required.

When a pupil must be excused from recess or have limited activities, a written statement, signed and dated from the parent/guardian, will be required giving the reason and limitations. Responsibility for restricted activity rests with the parent/guardian. Parents/guardians may be asked to provide a physician's statement. The physician's statement must be updated at the beginning of each school year.

### **CAFETERIA – LUNCH ROOM**

A basic meal is prepared each day along with several optional menu choices. Cooks working with the food service director prepare school lunches. Students are encouraged to take advantage of this service.

The food service director determines the monthly menu for our school lunch program. The monthly menu is printed in the school newsletter, available on the district website, and on the district app.

Payment of lunches may be made daily, or any amount of money maybe deposited in your child's lunch account. Milk is included in the cost of the hot lunch.

Students who bring lunch from home will be required to eat their lunch in the cafeteria with their class. If students bring drinks, it is recommended that they bring them in a thermos.

**We expect all of our students to conduct themselves properly during lunch periods, practice good table manners, and abide by the school rules.**

### **LIBRARY**

Students are allowed to use the library during library hours with the permission of their classroom teacher. They may use the library to read, check out books, return books, do reference work, use computers, or work on special projects.

Students will be responsible for overdue books, lost or damaged books.

### **TECHNOLOGY**

Students have supervised access to the internet in classrooms, computer lab, and the library. The internet is for educational use. Students and all other users of the district's computer resources are responsible for respecting and adhering to local, state, federal, and international laws governing usage of the available technology. Any attempt to violate the provisions of the district's rules and regulations governing usage may result in revocation of user privileges, suspension, or other disciplinary action appropriate to the circumstances. The schools will follow Board policies.

Each student will have a signed permission form in his/her permanent record.

### **EDUCATIONAL TRIPS – FIELD TRIPS**

As a part of the school program, children may be taken on educational trips. A permission form allowing children to participate **MUST** be signed by a parent at enrollment. Notification will be sent home each time a trip is planned. All students must ride the bus to the event and may return with their parents with written notice one day **PRIOR TO THE EVENT** and signed out the day of the event.

At times, parent volunteers will help supervise on the field trips to enhance students' educational experiences. Therefore, non-school age children and visiting students may not attend field trips.

### **ASSEMBLIES**

Assemblies are planned periodically. Some typical assembly themes include citizenship education, classroom music programs, cultural presentations, and professional speakers. Special attention to etiquette and good citizenship is expected of all students.

### **PLAYGROUND-RECESS POLICIES**

School employees supervise play periods. Children are expected to participate in play activities unless excused for medical reasons.

Weather permitting, students are given recess time each day. Decisions to have outside recess during cold weather depend upon the temperature and the wind chill factor. Shorter outside recess times are scheduled on very cold days.

ALL children are expected to go outdoors unless the weather is severe; then all students will remain indoors.

Always dress your child for outside recess. If a child is inappropriately dressed for the weather conditions, he/she may not be allowed to go outdoors.

No flip flops or sandals are allowed in the wood chipped area.

Only students with medical excuses are allowed to remain in the building during scheduled outside recess. A dated note is required each day your child must remain inside for health reasons.

Dogs are not permitted on the school grounds. Pupils may not be excused to return the dog home.

Children shall **NOT** bring personal playground equipment or other personal items to school as the school furnishes adequate play equipment.

## **BICYCLES**

Please have your child observe the following regulations if he/she rides a bike to school:

1. Ride on the sidewalk, if there is one. If not, ride on the right hand side of the street with traffic.
2. Only one child to a bike.
3. Ride single file on bikes. Dismount when crossing the street to enter the school grounds.
4. Walk bicycles on the sidewalk on school grounds.
5. Park and lock bikes in the bike rack.
6. Do not ride bikes on school campus.

Children who want to ride their bikes to the McEowen School and have to cross Highway #2 must bring a permission note from their parents.

The school assumes no responsibility for bicycles. However, provisions have been made to safeguard bikes by requiring them to be properly parked and locked in the school bike racks.

## **SKATEBOARDS / ROLLER BLADES / SHOE SKATES / SCOOTERS/HOVERBOARDS**

Skateboards, roller blades, shoe skates, scooters, and hoverboards are not allowed on school property.

## **GUM**

Our school has a policy which governs the use of gum during school hours....**NO GUM**. Teachers may request permission from the principal to distribute gum as a special treat for their classroom.

## **PARENT-TEACHER ORGANIZATION**

The Harrisonville PTO (Parent-Teacher Organization) is highly involved in improving our school. All parents are urged to become members and to actively participate.

Each year the PTO sponsors several money making projects. With the help of all parents, these projects can be very successful. PTO projects fund many important activities at the school.

## **VISITORS TO SCHOOL PROPERTY/EVENTS**

### **Visitors to School Buildings**

For safety and security purposes for our students and faculty, any visitor who wishes to gain access to any school building will be required to show their photo ID at the buzzer check-in area at each building doorway prior to entering the building. This same photo ID will also need to be shown in the front office in order to gain access to a student.

### **School Property**

Parents and patrons of the school district may visit district schools and join the Board in improving the instructional program. However, all visitors during the regular school day, including Board members, shall sign or check in at the building office prior to proceeding elsewhere in the building. Visitors will be asked to bring and show photo identification each time they enter a building. The Board and administration will not tolerate any person or persons whose presence disturbs classes or school activities or hinders the instructional process. If such persons will not leave the school premises upon request, the superintendent, building principal or designee may contact the proper legal authorities, file a report or sign a complaint on behalf of the district.

The Board discourages using the school as a site for parents without custody to visit their children. The principal may deny the parent without full or joint legal or physical custody the opportunity to deliver packages, gifts, messages, etc., to the child and/or to see the child during the school day without the approval of the custodial parent or legal guardian.

### **School Events**

The Harrisonville Cass R-IX School District believes that school events are a vital part of the total educational program and should be used as a means for developing wholesome attitudes, positive social interaction, good sportsmanship and appropriate behavior, in addition to knowledge and skills. Well-organized and well-conducted programs contribute to the morale of the student body, and strengthen school-community relations. To this end, the Board encourages district patrons to exhibit good sportsmanship,

citizenship, ethics and integrity at all district events. The district will work with the Missouri State High School Activities Association and other organizations to promote good behavior by the patrons at athletic and other events. The Board will work with parents, alumni associations and local service organizations to keep appropriate behavior a top priority.

The superintendent will establish procedures for crowd control at district events consistent with this policy. In the event that a visitor's or spectator's conduct becomes disruptive, threatening or violent, the superintendent, building principal or designee may request the visitor to leave and may then contact the proper legal authorities if necessary. In extreme situations the superintendent or designee may inform a visitor that he or she is not welcome back on school property. If the visitor returns to school property, the superintendent, building principal or designee may file a trespassing charge on the district's behalf. A visitor denied access to school property may request an informal hearing before the Board on the matter. However, no person will be denied access to the campus for the following reasons:

- Parent/Teacher conferences
- Posted public meetings
- Dropping off or picking up students for school or school activities
- Scheduled appointments with school staff

### **VOLUNTEERS**

Harrisonville Early Childhood Center, Harrisonville Elementary School and McEowen Elementary School consider their volunteers a very special resource. Parents, grandparents, and all others are encouraged to help in classrooms, programs, and extracurricular activities. Please call the office if you have time or skills you can share to make our school a better place for students to learn and grow.

### **ROOM PARTIES**

The room parents sponsor parties for the students at Fall Fest party and Valentine's Day party for students (K – 3). At grades 4 and 5, the students plan the parties. Teachers sponsor the Christmas party. For grades K – 5, treats must be commercially processed, and we recommend that they be individually wrapped. (NO homemade treats, please.)

Parents visiting for birthday celebrations or classroom parties may be asked to assist and help supervise to enhance the students' experiences. Therefore, non-school age children and visiting students may not attend parties.

Parents may arrange a birthday treat for their child by consulting with the teacher. (NO homemade treats, please.) Invitations to home parties **are not** permitted to be distributed at school. Please make arrangement by some other means.

### **EMERGENCY DRILLS**

Fire, tornado, earthquake, and lockdown drills are conducted at each school. Detailed plans are posted inside the door of each classroom.

### **WEATHER EMERGENCIES**

Schools will not be open when it is considered too dangerous for buses to travel. Announcements will be made through the courtesy of television stations, Wildcat Alert texts, School Messenger calls, district app notifications, and social media if schools will be delayed 1 hour or closed.

**Please listen to area radio stations and/or local and area television stations  
for 1 hour delayed start or school closings.**

No announcements will be made if schools ARE to be in session. All schools have direct radio communication with the authorized Civil Defense agency for severe weather warnings.

Please DO NOT call the school, but listen 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.

### **FIRST AID**

The school attempts to provide an environment in which the child will be safe from accidents. If a minor accident occurs, first aid will be administered. The parent is notified depending upon the nature of the accident. Nurses provide the care in the school health room. The service is under supervision of the district school nurse.

Harrisonville Early Childhood Center Health Room	380-4421 ext. 2230
Harrisonville Elementary Health Room	380-4131 ext. 3230
McEowen Elementary Health Room	380-4545 ext. 4230

### **EMERGENCY INFORMATION**

**In case of emergency, each student is required to have on file at the school office/health room the following information:**

- 1. Parent(s) or guardian(s) name(s)**
- 2. Complete and up-to-date address**
- 3. Home phone and parent(s) work phone (connected and working)**
- 4. Emergency phone number of friend or relative (connected and working)**
- 5. Physician's name and phone**
- 6. Medical alert information**
- 7. Authorized person(s) allowed to pick up child.**

### **INSURANCE**

The school can provide information about the Missouri sponsored insurance (MC+). Parents are encouraged to take advantage of this service.

### **MEDICATION PROCEDURE**

#### **I. Prescription Medication**

- A. The parent/guardian must provide the district with written permission to administer the medication before the district will administer the prescription medication to the student. The prescription label will be considered the equivalent of a prescriber's written direction, and a separate document is not needed.
- B. The parent/guardian will be asked to provide a written request that the school district comply with the physician's instructions to give medication.
- C. The parent/guardian will supply the medication in a properly labeled container from the pharmacy with only those doses to be given at school, and with instructions for any special need for storage, e.g. refrigeration.
- D. Documentation records of medication administered should include the student's name, drug, dose, date, time and name or initials of person administering the medication. The record should have space for full signature of individuals administering the medication. Individual medication records may be kept in a medication notebook and then filed in the student's health record when completed, or at the end of the school year or when the student transfers or withdraws from the school. All documentation should be completed in ink.

#### **II. Over-the-Counter Medication**

- A. The district may administer over-the-counter medication to a student upon receipt of a written request and permission to do so by a parent/guardian. All over-the-counter medications must be delivered to the school nurse or designee in the manufacturer's original packaging (unopened) and will only be administered in accordance with the manufacturer's label.
- B. A parent/guardian will be asked to provide a written request that the school district comply with the physician's instructions to give the medication.
- C. The parent/guardian will supply the medication in a properly labeled container with only those doses to be given at school and with instructions for any special need for storage, e.g., refrigeration.
- D. The use of a written standing order or written protocol applies only to registered nurses and licensed practical nurses who will assess the student's need for the medication. Administration of over-the-counter medications may be delegated to a qualified person following the nurse's assessment that the medication as an intervention is appropriate.

### **III. Recommendations for Written Protocols or Written Standing Orders**

- A. The written protocol or standing orders should describe a specific sequence of orders, steps or procedures to be followed in providing care to the child in a specified situation.
- B. The written order for medication must include:
  - 1. Name of the drug, time interval, dosage, route.
  - 2. Specific indications for administration of medication.
  - 3. Any contraindication for giving the medication.
- C. The written protocol or written standing orders will be reviewed and renewed annually by the physician.
- D. Written permission must be obtained from a parent/guardian to administer medications which have been prescribed. This permission must be renewed at least annually. The parent/guardian may request to be notified at the time of each dose.
- E. A record documenting in ink the student's name, date, time, name of medication, reason for administration, dosage administered, effect of medication, and signature of the individual who administered the over-the-counter medication must be maintained.

### **IV. Handling, Storage and Disposal of Medications**

- A. **A parent/guardian or other responsible adult shall deliver all medications to be administered at school to the school nurse or other responsible person designated by the school nurse.** The medication must be in a pharmacy or manufacture labeled container.
- B. The school district shall provide secure, locked storage for medication to prevent diversion, misuse, or ingestion by another individual. Schedule II controlled substances (e.g. Ritalin) shall be inventoried upon receipt and at least on a weekly basis by either the school nurse or an individual trained and supervised by the registered professional nurse to administer medications. Any count discrepancies are to be reported to the school nurse to enable further investigation. The bureau of Narcotics and Dangerous Drugs (BNDD) may be contacted as a resource if assistance is desired regarding record keeping, storage, etc. of controlled substances. BNDD may be contacted by Missouri Department of Health. (573) 751-6213
- C. Expiration dates on stock medication must be checked on a routine basis.
- D. Access to stored medications shall be limited to persons authorized to administer medications. Access to keys shall be restricted to the extent possible. Student's who are self-medicating shall not have access to other student's medication.
- E. Parents/guardians may retrieve the medication from the school at any time.
- F. When possible, all unused, discontinued or outdated medication shall be returned to the parent/guardian and the return properly documented. With the parent consent, medications may be destroyed by the school nurse, witnessed by another individual, and documented properly. All medication will be returned/destroyed at the end of the school year.

### **DISMISSAL FOR ILLNESS**

When the nurse or aide feels it is in the child's best interest to be dismissed from the school for illness, parents/guardians will be called to make arrangements for the child's transportation home. The usual criteria for dismissal are presence of fever, and/or vomiting, or a communicable disease. The student will be without fever (not on acetaminophen or ibuprofen), vomiting and/or diarrhea for 24 hours before returning to school.

### **EXCLUSION FOR HEAD LICE**

If a student is infected with live head lice, the student should not return to school for 24 hours after the discovery of the head lice to allow for treatment. When a student who had a live head lice infestation returns to school, the student will be examined by the school nurse. If live head lice are found at that time, the parent/guardian will again be called and reinstructed concerning treatment. The student will be excluded from school for 24 hours to allow for additional treatment. This process will continue until the student is free of head lice.

### **COMMUNICABLE DISEASES**

A student shall not attend school while afflicted with any disease that threatens the health of other students and district employees. The building principal may require a written statement of health from a physician prior to allowing a student to re-enter the school. Placement of students afflicted with a communicable disease will be determined by a committee comprised of the superintendent or his designee, the building principal, the child's physician and the child's parents and others as deemed necessary. The student's rights to privacy shall be respected and only those persons who have a need to know will be advised of the student's identity.

## **MISSOURI STATE LAW REGARDING IMMUNIZATION**

The Division of Health of the Department of Public Health and Welfare, after consultation with the Department of Education, shall publish rules and regulations governing the immunization against diseases to be required of children attending public, private, parochial or parish schools. The immunizations required and the manner of frequency of their administration shall conform to recognized standards of medical practice. The Division of Health of the Department of Public Health and Welfare shall supervise and secure the enforcement of the required immunization program.

It is unlawful for any student to attend school unless he/she has been immunized as required under the rules and regulations of the Division of Health of the Department of Public Health and Welfare. The school must be provided with written evidence of such immunization. It is unlawful for any parent or guardian to refuse or neglect to have his/her child immunized, as required by this section. (A copy of this section may be obtained from the school nurse/aide.)

Each school superintendent, whether of a public, private, parochial or parish school, shall cause to be prepared a record showing the immunization status of every child enrolled in or attending a school under his/her jurisdiction. The name of any parent or guardian who neglects or refuses to permit a non-exempted child to be immunized against diseases as required by the rules and regulations published here-under shall be reported by the school superintendent to the Division of Health of the Department of Public Health and Welfare.

Funds for the administration of this act and for the purchase of vaccines for children of families unable to afford them shall be appropriated to the Division of Health from general revenue or from federal funds, if available.

### **HEALTH SCREENINGS**

State required screenings, such as vision, hearing, dental, height, weight and blood pressure, will be conducted at the start of the school year. These screenings will be conducted at the kindergarten level as well as at the 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> grade levels.

Parents will receive screening results following the screens. They will also be notified if further evaluation is needed.

Parents/Guardians may excuse students from participating in screenings by contacting the building nurse prior to the screening date.

### **CASS R-IX STUDENT DISCIPLINE POLICY**

The Board of Education has the legal authority to make all needed policies, rules and regulations for organizing and governing the school district. This includes the power to suspend or expel a student for conduct that is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of the students. These policies, rules and regulations will apply to all students in attendance in district instructional and support programs, as well as at school-sponsored activities and events.

Building principals are responsible for the development of rules and regulations regarding student conduct needed to maintain proper behavior in schools under their supervision. Principals, subject to appropriate due process procedures, may summarily suspend any student for up to ten (10) days for violation of these policies, rules and regulations. Notice of suspension shall be given immediately to the parent or guardian, and to the superintendent.

Flagrant disregard for policies, rules and regulations, or continued truancy may result in suspension by the superintendent, or expulsion by the Board, both subject to appropriate due process procedures. The superintendent may suspend a student for up to one hundred eighty (180) days, however, expulsion of students is a function only of the Board of Education.

Teachers shall have the authority to make and enforce necessary rules for the internal governance in the classroom, subject to the review by the building principal. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom.

Anytime a referral that warrants formal disciplinary action is submitted, a reasonable effort will be made by the principal to either contact the parent/guardian by written notice delivered by the student, through the mail or by direct telephone.

### **CORPORAL PUNISHMENT (Prohibited)**

No person employed by or volunteering on behalf of the Harrisonville Cass R-IX School District shall administer or cause to be administered corporal punishment upon a student attending district schools.



A staff member may, however, use reasonable physical force against a student without advanced notice to the principal, if it is essential for self-defense, the preservation of order, or for the protection of other persons or the property of the school district. All disciplinary actions and methods invoked by teachers shall be reasonable and just and in accordance with established Board policy. Each teacher is responsible for reporting to the building principal the name of any student who is in apparent need of attention by specialized personnel. Principals shall be expected to advise teachers of the disposition of such reports.

### **BEHAVIOR MANAGEMENT SYSTEM**

When a student fails to follow classroom rules, the schools have adopted a student management program to ensure student success. The purpose of this behavior management model is to protect students and the environment from inappropriate behavior, help students manage their behavior in a way that does not interfere with their learning and/or the learning of others, and teach students how to change behaviors.

If a student has difficulty altering behavior after appropriate early intervention techniques and an appropriate warning, the student may be asked to go to a designated "safe seat" in the classroom. A student may be asked to complete a "think sheet", work on class work, or sit quietly. Continued disruption will result in the student being sent to the "buddy room" to complete the reflection task. The teacher and student must "process" before a student can move from the safe seat back to his/her regular seat. This usually does not take more than a few minutes. If the student is too disruptive in the "buddy room", the student will be sent to the "focus room". The student will be given the opportunity to calm down, develop other methods of handling behavior with the help of the focus room teacher, and/or receive consequences for the behavior.

The following definitions may be helpful in explaining this system:

Safe Seat: A designated area or seat in every classroom to give a student space to calm down, stop the inappropriate behavior, think, and begin taking responsibility for behavior while continuing academic work.

Think Sheet: A sheet with questions filled out by a student to assist in thinking about the behavior and how a situation can be fixed.

Buddy Room: A partner classroom where students go when they are not able to be successful in the safe seat in their classroom. It is intended to provide a safe place outside the classroom where a student can calm down, stop the inappropriate behavior, think, and begin taking responsibility for behavior while continuing academic work.

Focus Room: A safe place for a student who cannot stop the disruptive behavior in a safe seat or buddy room. A student is given time to think through the situation and begin taking responsibility for behavior with the assistance of the assigned staff, focus facilitator.

Processing: An opportunity for a student, teacher, or all individuals involved to sit down and discuss the problem that took place and develop alternative methods of handling the situation. This is done after the student takes responsibility for the behavior and before the student can re-enter the classroom.

### **BULLYING**

Bullying is defined by law to mean: 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 interfere with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Cyberbullying is defined as bullying through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device. Bullying is prohibited on school property, at any school function, or on a school bus. School employees are required to report bullying within two school days to the building administration. The building administration has two school days to initiate an investigation. The investigation must be completed within ten days and a report filed with incident details. Retaliation for reports of school bullying is prohibited. All students and school staff are informed of this procedure annually. This bullying policy is displayed in each building's school office.

### **BUS SERVICE**

Transportation Office 380-2028

Bus service is provided by the school district through the Durham School Services. All kindergarten students are entitled to free bus transportation to and from school. All other students living one mile or more from their school will be entitled to free bus transportation to and from school. It is important that your child ride the bus consistently. We are required to keep an account of the actual days a pupil rides the bus.

## **BUS RULES AND REGULATIONS**

- The driver is responsible for the safety of the passengers.
- The student shall be at the designated loading point before the bus arrival time. Students will be notified of the approximate pickup time.
- Eating, drinking, and the use of tobacco products of any kind are prohibited.
- Knives, firearms, weapons, or facsimiles thereof are prohibited.
- Respectful communications among riders and driver shall be observed at all times.
- Riders shall observe the rule of “quiet” when the bus is approaching and crossing railroad tracks.
- Students must wait for the bus at their designated stop.
- A student who must cross the roadway to board or depart from the bus shall pass in front of the bus no closer than ten (10) feet, look in both directions, and proceed to cross the roadway only on signal from the driver.
- All students shall be received and discharged through the right front entrance door. The EMERGENCY door is for EMERGENCY USE ONLY.
- A student will depart from the bus at the designated point unless written permission to get off at a different scheduled point is given to the driver by the parents/guardians or school authorities. The permission notice must be initialed by the appropriate school office.
- The driver may assign a student to a seat.
- Riders shall remain in a normal, seated position while the bus is in motion. Books and other belongings shall be kept out of the aisles.
- Permission to open windows must be obtained from the driver. All articles and objects shall remain within the walls of the bus until the student departs.
- Waste containers are provided on all buses for use by the riders. Putting trash on the floor of the bus is prohibited.
- Quiet talk and subdued laughter will help prevent the diversion of the driver’s attention, thus averting the possibility of an unnecessary and serious accident.
- A student who damages seats or other equipment will be expected to pay the cost for repair and/or replacement.
- Throwing objects, standing while the bus is moving, putting trash on the floor, placing any part of body out of windows, scuffling, loud talking, screaming, shouting, or examples of inappropriate behavior on the bus will not be permitted.

(Animals, glass containers and balloons are not permitted on buses. ALL balls must be inside a bag or backpack.)

## **BUS CONDUCT NOTICE**

### ELEMENTARY

#### FIRST (1) CONDUCT NOTICE:

Notice letter to parent

#### SECOND (2) CONDUCT NOTICE:

Notice to parent and 1 day suspension

#### THIRD (3) CONDUCT NOTICE:

Notice to parent and a 3 day suspension

#### FOURTH (4) CONDUCT NOTICE:

Notice to parent and a 5 day suspension

#### FIFTH (5) CONDUCT NOTICE:

Notice to parent and a 10 day suspension, and a request for meeting with parents

#### SIXTH (6) CONDUCT NOTICE:

Rest of year suspension

Excessively dangerous behavior will result in suspension on first occurrence. i.e.:

- Fighting
- Abusive language or action toward the bus driver
- Physical damage to the bus
- Any action that keeps the bus driver from operating the bus safely

### **VIDEO CAMERAS**

Video cameras will be rotated on buses transporting students to and from school or extra curricular activities. Students will not be notified when a recording device has been installed on their bus.

### **STUDENTS RIDING AN ALTERNATE BUS**

Some buses are loaded to capacity and cannot accept extra passengers. Please check with the transportation service before requesting permission for your child to ride an alternate bus. Upon approval from the transportation service, a parent/guardian must send a written note to the school office stating the alternate bus number and the address where the student will be going. Office personnel must approve all notes received.

*All [Board of Education policies](http://www.harrisonvilleschools.org) can be found on the Harrisonville Cass R-IX School District's website. [www.harrisonvilleschools.org](http://www.harrisonvilleschools.org)*

### Notice of Nondiscrimination

Any person having inquiries concerning Harrisonville Cass R-IX School District's Compliance with the regulations implementing Title IX is directed to contact the District Activity Director. This person has been designated by Harrisonville Cass R-IX School District to coordinate the institution's efforts to comply with the regulations implementing Title IX. Any person having inquiries concerning Harrisonville Cass R-IX School District's compliance with the regulations implementing Section 504 is directed to contact the District Director of Special Services, 503 S. Lexington, Harrisonville, MO 64701 (telephone 816-380-2727). This person has been designated by Harrisonville School District to coordinate the institution's effort to comply with the regulations implementing Section 504. Any person may also contact the Assistant Secretary of Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulation implementing Title VI, Title IX or Section 504.)

### **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. & 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education reports. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies. Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR & 99.31):

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations

- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, “directory” information w\such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202)260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact us at the following address:

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, D.C. 20202-5920

**PUBLIC NOTICE**  
**Harrisonville Cass R-IX School District**  
**503 S. Lexington**  
**Harrisonville, MO 64701**

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Harrisonville Cass R-IX School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, 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 Harrisonville Cass R-IX School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Harrisonville Cass R-IX School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Harrisonville Cass R-IX School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency’s policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency’s assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed Harrisonville Cass R-IX School District Offices, 503 S. Lexington, Harrisonville, Missouri 64701. Times 8:00-4:30 M-F.

This notice will be provided in native languages as appropriate.

**SURROGATE PARENT NOTICE**

Pursuant to the requirements of State Law 162.997-999 RSMo, the State Board of Education is required to appoint a surrogate parent at such time as it becomes evident that a child with a disability does not have a parent or a person acting as a parent to participate in matters dealing with the provision of special education. For purposes of this requirement, the term may include the biological parent,

a guardian, a person acting as a parent of a child including, but not limited to, a grandparent, a stepparent, or a foster parent with whom the child lives. The term does not include the State if the child is a ward of the State. The term does not include a person whose parental rights have been terminated.

The local public school district is given the responsibility to determine when a child with a disability who requires special education and who resides in the District is without a parent. The District must notify the Missouri Department of Elementary and Secondary Education of the need to appoint a surrogate parent. Training for persons serving as surrogate parents will be provided by the Missouri Department of Elementary and Secondary Education and the local public school district.

If you are interested in volunteering to serve as a surrogate parent, more information can be obtained from the Director of Special Services in the local public school district.

#### **TITLE I SCHOOL**

All of our elementary schools have been identified by the Missouri Department of Elementary and Secondary Education as Title I Schoolwide building.

**Harrisonville School District**  
**Parent Involvement Plan**

503 S. Lexington Street  
Harrisonville, MO 64701  
816-380-2727

“Our mission is to achieve excellence in education.”  
Harrisonville School District Mission Statement

Harrisonville School District has developed this parent involvement plan with parents, teachers, and staff through a variety of formats including, but not limited to, parent surveys, family events, conferences, and meetings. This plan establishes the expectations for parent involvement with Harrisonville School District, a Title I Schoolwide school(s).

Annually, a Title I information event is held at each elementary school. At this meeting, the principal and staff inform parents of the school’s participation in Schoolwide Title I. Information regarding parent rights, safeguard procedures, complaint procedures, and parent involvement opportunities are discussed.

Each elementary building within the district offers a number of opportunities for parents and families to be involved. These include Parent/Teacher conferences, family events within the school year that focus on math and literacy, PTO meetings, and other school wide events (music programs, art fair, and morning/evening library events).

Harrisonville School District will provide parents timely information about programs and services through the monthly school newsletter, school website, phone communication, email, SIS, Wildcat alerts, text messages, Facebook, and Twitter. To the extent possible, this parent information will be sent in the language parents can understand. The schools provide full opportunities for the participation of parents with limited English proficiency, disabilities, and migrant families.

The district will provide a description and explanation of the curriculum and academic assessments used to measure progress including the expected proficiency levels. This is communicated through parent meetings, parent/teacher conferences, notes home, monthly newsletters from the classroom and school, and SIS parent link.

All students in Kindergarten through fifth grade are eligible to receive academic support utilizing Title I teachers and services in the Harrisonville School District. The school-parent compact outlines how parents, teachers, and students share in the responsibility for improving student achievement. The compact further explains how the school’s responsibility is to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables students to meet the state’s standards. The school-parent compact describes the ways in which each parent will be responsible for supporting student learning and participating in decisions relating to the education of their child/children. The school-parent compact addresses the importance of communication between the teachers, students, and parents on an ongoing basis through conferences, newsletters, and progress reports to parents.

Harrisonville Schools gives parents reasonable access to staff, along with opportunities to volunteer, participate, and observe in their child’s classroom.

This written Parent Involvement Plan shall be distributed to all parents in the Harrisonville elementary buildings in an understandable format and in a language parents can understand. It has been placed on the school website making it available to the local community and in the student handbooks for the schools providing services using Title funding. This plan has been periodically updated to meet the changing needs of parents and the school. If the plan is not satisfactory to parents, comments may be submitted in writing to the school, the comments will be reviewed, and staff and the elementary schools will actively work to resolve these concerns.

This Parent Involvement Plan is an effort to cover the range of responsibilities and services the Harrisonville School District provides to the parents of its students and to the community.

updated June 17, 2016

Dear Parent or Guardian:

Our district is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know. Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification. In addition to the information that parents may request, districts must provide to each individual parent –
- Information on the achievement level of the parent's child in each of the state academic assessments as required under this part
- Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

This information can also be found using the Department of Elementary and Secondary Education website at:

<https://apps.dese.mo.gov/HQT/CredentialListerChecker.aspx>

Should you have any questions or concerns please feel free to contact us at any time.

Sincerely,

Dan Erholtz  
Assistant Superintendent for Academic and Student Services  
Harrisonville Cass R-IX School District  
816-380-2727 ext. 1225

Missouri Department of Elementary & Secondary Education  
No Child Left Behind Act of 2001 (NCLB)  
**COMPLAINT PROCEDURES**

Programs include Title I, A, B, C, D, Title II, Title III.A.2, Title IV.A, Title VI, Title VII.C

Revised 7/15

In compliance with NCLB Title IX Part C. Sec. 9304(a)(3)(C)

Local education agencies are required to disseminate, free of charge, this information regarding NCLB complaint procedures to parents of students and appropriate private school officials or representatives.

**Missouri Department of Elementary and Secondary Education Complaint Procedures for NCLB Programs  
Table of Contents**

**General Information**

1. What is a complaint under NCLB?
2. Who may file a complaint?
3. How can a complaint be filed?

**Complaints filed with LEA**

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**

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 private school children handled differently?

**Appeals**

9. How will appeals to the Department be investigated?
10. What happens if the complaint is not resolved at the state level (the Department)?

This guide explains how to file a complaint about any of the programs 1 that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the No Child Left Behind Act of 2001 (NCLB)2 .

**1. What is a complaint under NCLB?**

For these purposes, a complaint is an 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 NCLB.

**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 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 includes:

1. A statement that a requirement that applies to an NCLB program has been violated by the LEA or the Department , and
2. The facts on which the statement is based and the specific requirement 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 fifty calendar days. That time limit can be extended by the agreement of all parties. The following activities will occur in the investigation:

1. Record. A written record of the investigation will be kept.
2. Notification of LEA. The LEA will be notified of the complaint within five days of the complaint being filed.
3. Resolution at LEA. The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. Report by LEA. Within forty-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.
5. Verification. Within ten 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, and/or telephone call(s).
6. 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 private school children handled differently?**

If the complaint is an LEA is not providing equitable services for private school children, in addition to the procedures listed in number 7 above, the complaint 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 Departments' resolution of the complaint (or its failure to resolve the complaint).

#### **9. How will appeals to the Department be investigated?**

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. An independent on-site investigation may be conducted if the Department determines that it is necessary. The 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.