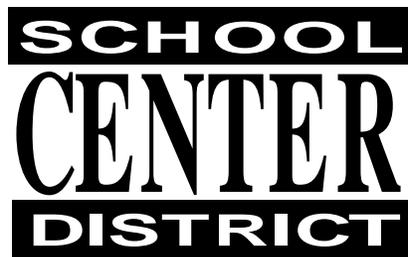


ELEMENTARY
STUDENT/PARENT HANDBOOK
2016-2017



CENTER SCHOOL DISTRICT #58

Accredited with Distinction

Center District Website: www.center.k12.mo.us

Boone Elementary
Mr. Anson Baker, Principal
8817 Wornall
Kansas City, MO 64114
349-3613

Indian Creek Elementary
Dr. Angela Price, Principal
9801 Grand
Kansas City, MO 64114
612-4250

Center Elementary
Mrs. Stacy King, Principal
8401 Euclid
Kansas City, MO 64132
349-3444

Red Bridge Elementary
Ms. Rachelle Hamrick, Principal
10781 Oak
Kansas City, MO 64114
612-4200

Center School District Mission Statement

All students will demonstrate high achievement, character and teamwork in a diverse community.
Together, we achieve!

CENTER SCHOOL DISTRICT #58
8701 HOLMES RD
KANSAS CITY, MO 64131

Dr. Sharon Nibbelink, Superintendent of Schools

Center Board of Education

Joe Nastasi-President

Beverly Cunningham-Vice-President

Dennis McCulloch

Steve Stricklin

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Marcie Calvin

Beth Heide, Director of Human Resources & Student Services

Sally Newell, Director of Curriculum & Instruction

Dr. Michael Weishaar, Director of Business Services

Kelly Wachel, Director of Public Relations

816-349-3300

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2016-2017 School Year

Dear Parents and Guardians,

Welcome to Center School District. We are pleased that you have chosen to send your child to one of the schools in our district. The school year promises to be exciting and rewarding, as our caring and professional staff is eager to work with you to provide the best education possible for your child.

To help us work together we have prepared the Elementary Student/Parent Handbook as a reference guide. Of course, when you have questions or concerns the handbook does not address, please feel free to call or stop by the office to arrange a meeting.

Your participation and support is vital to your child's education. Therefore, we hope to see and hear from you often. Working together, the school and family will provide your child with the necessary tools to succeed both in school and in life.

Sincerely,

Dr. Angela Price
Indian Creek Elementary Principal

Mrs. Stacy King
Center Elementary Principal

Mr. Anson Baker
Boone Elementary Principal

Ms. Rachelle Hamrick
Red Bridge Elementary Principal

Rules, Regulations, and Guidelines

Arrival Time

It is important that students arrive on time every day for maximum learning to take place. All students not eating breakfast may enter the building at 8:35 a.m. with the tardy bell ringing at 8:45 a.m. Contact your building for specific breakfast times.

Attendance Guidelines

Daily attendance is an important part of achieving academic success. Students should be in attendance if at all possible. If a student must be absent, the parent/guardian should call the school office prior to 8:45 a.m. If the school does not receive a call, efforts will be made to make a follow-up call to verify the absence. If a child is absent during the regular school day, participation in after-school activities (i.e. band program, music program, LINC activities, etc.) is not allowed.

An “excused absence” will provide the student the opportunity to “make-up” class work that is missed. Examples of an excused absence include:

- Illness, injury, or medical appointment
- Death in the family
- Family emergency/Other (must be pre-approved by building administrator)

Absences that do not meet the criteria above are considered unexcused.

According to Center Board of Education policy, out-of-school suspension (OSS) is not an authorized absence and make-up work may not be provided except in the cases of papers, projects, and major tests. In accordance to State guidelines, attendance of 90% or better is expected. School personnel will contact parents of students not meeting this expectation. (School Board policy JED, JEDA)

Perfect attendance means just that. Any excused or unexcused absence, tardy, late arrival, or early pickup will count against your child’s overall attendance. In order to have perfect attendance, students must be at school each minute of every day throughout the entire school year.

Bullying

Intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm. Students will not be disciplined for speech in situations where the speech is protected by law.

Administration will investigate all reports of bullying. If found true, the student(s) will be discipline in accordance with the Student Code of Conduct (Board Policy JFCF).

Conferences

Parent-teacher-student conferences are held throughout the school year. Each elementary building independently schedules conference dates and times. Please see individual building schedules for conference dates and times.

It is extremely important that all families attend the fall conferences. Dates are listed on the district calendar that every family receives. Additional conferences may be arranged with the classroom teacher as needed.

Directory Information

Center School District, in compliance with the Family Education Rights and Privacy Act of 1974, sets the third week in September as the deadline for parents or guardians to notify district officials of objections to the release of “directory information” about their child. Such information includes the student’s name, home address, telephone number, and grade in school. Objections must be noted in enrollment/residency paperwork submitted.

Dismissal Procedures

Staff members do not excuse students during the school day unless the building principal or his/her designee has given prior approval. Any student leaving school early must have a parent/legal guardian sign him/her out at the office. A designee that is at least 18 years of age can be appointed by the parent/legal guardian to sign the student out at the office. The office will verify that the designee has received permission prior to releasing the student. Designees may be asked to show photo ID upon arrival. To improve efficiency, it is asked that parents/guardians notify the office that a designee will be checking their child out early. All changes (temporary or permanent) in transportation should be communicated in writing and/or in person to office staff by the parent or legal guardian (communications through students cannot be accepted). When in doubt, the latest transportation form will be used to determine transport home. **Students are called to the office after the parent or designee arrives.** Student’s attendance record will be impacted when they are signed out before the end of the regular school day (3:45 p.m.)

All changes (temporary or permanent) in transportation should be communicated in writing and/or in person to office staff by the parent or legal guardian (communications through students cannot be accepted). A change in your child’s regular dismissal routine (different means of transportation or someone different coming to pick your child up) must be communicated to the office no later than 3:00 p.m. An email or voice message left with the classroom teacher does not guarantee the message will be received that day. All transportation changes should be communicated to the office. **Note, consistency with dismissal is crucial to the safe and efficient dismissal of students from school.**

School personnel will follow all legal documentation on file. Unless legally documented otherwise, students will be released to either parent identified on the child’s birth certificate. Should documentation change during the school year, please notify the office and provide them with updated papers.

In the event that the parent/guardian cannot be reached, students may be released to individuals listed as emergency contacts. An emergency contact is one that is contacted in the event that the parent/guardian cannot be reached. Because of confidentiality, information cannot be shared with the contact unless directly instructed by the parent.

Early Dismissal: (1:15 p.m. for all elementary buildings)

All schools are places for learning. In order for teachers, school staff and administrators to learn and grow together, the district has established student early dismissal days. During this time teachers and administrators are engaged in professional development to improve teaching and learning strategies to increase student achievement. Dates are noted on the district calendar.

Electronic Devices

Students' personal electronic devices, (i.e. cell phones) are discouraged. However, if brought into the school building, all devices must be kept off and stored in backpacks during school hours. If a device is turned on or left on during the school day and causes a disruption, it will be confiscated and returned only to a parent/guardian. The school is not responsible for any lost or stolen electronic devices. Cyber bullying will not be tolerated. Bullying of any type will be handled in accordance with the Student Code of Conduct (Board Policy JG-R).

Elementary Compact

An Elementary Compact will be sent home at the beginning of the school year. Please review the compact with your child, sign, date, and return to school.

Emergency Numbers

Please call the school office when a home address, email, phone number, cell number, or emergency number of contact changes. It is important for your child's welfare that the school is aware of all changes. Parents/guardians may also be notified via district calling system in the event of emergencies, early dismissals, etc. Additional emergency contacts for dismissal must be added in person or in writing. Phone call requests will not be honored.

Emergency Procedures

Schools regularly practice emergency drills, i.e., fire, tornado, intruder, disaster, etc. to establish and promote protocols during the event of a real emergency.

In the case of an emergency, tornado, fire alert, intruder, etc., all persons will adhere to the building evacuation/safety procedures. It is very important during these periods that telephone lines remain open so school staff can communicate with emergency services. Please do not call the school. Communication will be made with parents as quickly as possible. Building or district staff will follow district and school guidelines for safety purposes. Students will not be dismissed until an all clear has been given. Access to school property will be controlled.

Enrollment

To enter kindergarten a child must be five (5) years of age before August 1st. To enter first grade, a child must be six (6) years old before August 1st.

All students entering the Center School District must satisfactorily meet all residency, academic, age, immunization, health, disciplinary, and other eligibility prerequisites as established by the Center Board of Education policy, state law, and the Safe Schools Act. Students transferring in to Center District will be assessed to determine grade level placement.

Field Trips

Field trips are a valuable and fun learning experience for students. If students are scheduled for a field trip, parents/guardians will be notified. Permission for field trips is included in enrollment and granted or denied at this time. Parents can also deny permission prior to any field trip upon hearing of a field trip they do not approve of. This must be done in writing and the child is still expected to attend school. Parents may be asked to chaperone field trips. Siblings are not allowed to attend field trips due to insurance liabilities. If a parent chooses to transport their child to and from the field trip, the student must be signed in and out with school personnel. Anytime the student is not under school supervision he/she will be counted absent.

Due to behavior concerns, parents or adult designee assigned by the parent may be required to chaperone field trips in order for their child to attend. In some situations, a child may not be allowed to attend a field trip due to behavior or having attendance below 90%.

Field Trip Chaperone Guidelines

The safety and security of our students is the most important thing to consider when leaving school grounds. Not all trips will require a chaperone. With this in mind, the following expectations must be adhered to:

Who can go:

- Parents/Guardians of students
- Must be at least 18 years old
- Siblings cannot attend
- In the event of more chaperone applicants than spots, chaperones will be chosen based on a lottery system (depending on circumstances)

While on the trip:

- Parents may need to provide their own transportation when room is not available on the bus.
- Pictures should not be taken of any student that is not your own
- Be with/monitor your group the entire field trip
- Groups need to stay together at all times – this includes bathroom breaks
- Adhere to the schedule given/communicated with you
- Comply with all directions from teachers or facility/staff
- Typical school rules apply
- Follow the Civility Policy and all other Board Policies (found online)

Please refrain from:

- Use of tobacco, profanity or drugs/alcohol
- Giving food or snacks to students – this includes drinks, candy, gum, etc.
- Purchasing anything for your group

- Cell phone use unless it is an emergency or you are contacting the teacher
- Leaving early, if at all possible.

Please understand that these rules must be followed. These rules are intended to keep every student safe while we are on our field trips. If you have any questions, please contact your student's teacher.

Flowers/Balloons/Gifts

Deliveries of flowers/balloons/gifts are not to be made during the school day.

Fundraising

The parent organization may ask students to participate in fundraising activities. Student participation is voluntary. Parents must sign permission and take full responsibility for money and products sold.

Harassment/Sexual Harassment

Sexual harassment includes staff to student, student to student, or student to staff. Students or staff who believe they have been a victim of sexual harassment or have witnessed sexual harassment should report such immediately to the building principal or the next level administrator. If allegations are found to be true, disciplinary action will be taken in accordance to Board policy. There will be no adverse action taken against individuals who sincerely believe they are victims or witnesses of sexual harassment. An adverse action of up to and including expulsion or termination could be taken when an individual's actions are proven to be dishonest. Refer to Board Policy AC/AC-R.

Health Board Services

Nurses and/or trained health paraprofessionals are employed to staff our health rooms. Please feel free to call the school nurse if you have any questions regarding services, testing, or contagious diseases. All students must have a current health form on file.

- Head Lice

If a school nurse/designee should discover head lice/eggs on a student, the parent/guardian will be notified. If the presence of live nits is discovered, the student may be removed from school. All students living within the household will also be checked. The school nurse will recommend to parents/guardians concerning treatments used. To be readmitted to school, the school nurse or his/her designee must examine a student to confirm that no live nits are present.

- In keeping with the Center School District #58's policy of avoiding the unnecessary exclusion of students from school, the district will not exclude otherwise healthy students from school due to nit infestations. Students with head lice infestations will be excluded from school only to the minimum extent necessary for treatment. Refer to Administrative Procedure JHC-AP2.

- Immunizations

School nurses review all immunization records of every student in the building. If a child is in need of additional immunizations, you will be notified immediately. In order for students to attend school in the Center School District #58, all students must be in

compliance with state laws regulating immunizations. If you have any questions regarding immunizations, please call the school nurse/health professional.

- Medication
A medication form must be on file for any medication to be administered to students. All student medication must be in the original container from the pharmacist with the student's name on it. No exceptions are made to this policy.
- School health care professionals record medications administered and keep medications in a locked cabinet.

Medicaid School-Based Health Services Program

As a result of your child's Individualized Education Plan (IEP), Center School District will provide your child's needed direct school-based therapy service(s), i.e., speech/language, occupational and/or physical therapy. Federal funds under Medicaid are available to the district to help cover the rising cost of providing these services.

If your child is or becomes Medicaid or MC+ identified, the Center School District will follow federal and state Medicaid regulations to claim entitled reimbursement for the direct school-based therapy services provided to your child. Regulations include review and consideration of your child's Individual Education Plan (IEP) and possibly other pertinent records, e.g., evaluations and physicals by a physician. The physician will be one that is retained by the district to determine medically necessary as defined by Division of Social Services/Department of Medical Services. If the physician reviews your child's records, that review will be performed without charge to you.

Homework Requests

If your child is absent and you wish to obtain assignments, please call the school office prior to 10:00 a.m. Assignments may be picked up at the end of the day or sent home with siblings, designated friends, or family member. Homework assignment make-up is equivalent to the number of consecutive days absent. Homework is not required to be given before absences.

Instructional Hours - Elementary

Elementary Hours: 8:35am-3:45 p.m.

Early Dismissal: 8:35am-1:15 p.m.

Inclement Weather Bus Routes

First Student bus service may alter regular routes when school has been delayed one hour or when hazardous conditions exist causing a change in bus routes to ensure safety. A copy of the bus routes that will have altered stops during bad weather will be sent home separately.

Internet

The Internet is available in each of the buildings. Every student and parent must sign a User Acceptance Use Policy and have it on file to show agreement with the district policy. Inappropriate Internet use may result in disciplinary action. (Refer to District Policy EHB-AF1)

Lost and Found

Students are responsible for keeping track of their personal clothing items. The school is not responsible for replacing lost personal items. Boxes for lost and found are located in each building. Please ask the office about the location in each building. Parents are asked to label student personal items. Any items left in Lost and Found will be periodically donated to charity.

Lunchroom

The cafeteria serves breakfast and lunch each day school is in session. Meals may be paid for in advance as the parent or guardian wishes. A student may not charge over \$7.50. Parents or guardians are notified when students charge meals. At Boone and Red Bridge Elementary, federal funding is available for free or reduced meals for those who qualify. Applications are sent home at the beginning of the year. If the family situation changes and you need another application, please contact the school office for another form. School district officials review the validity of meal applications. Center Elementary and Indian Creek Elementary participate in the Community Eligibility Provision (CEP) program which provides every student with a breakfast and lunch meal at no charge.

In support of healthy eating habits, students are discouraged from bringing caffeinated drinks, candy, chips, etc. to school for lunch. Providing students with fast food lunches at school is also discouraged. Energy drinks, glass containers, and trading or sharing of food is not allowed. Microwaves will not be available to students. Parents/visitors who would like to eat lunch with their child will be seated in a designated area.

Each school has procedures in place to deal with food allergies. Please work with building administration if your child has a food allergy.

Materials and School Facilities

Textbooks are supplied free of charge to students. Students are responsible for the care of instructional materials and school property. Students will be charged for lost or damaged materials. When abuse or carelessness results in property damage or loss, students will be required to replace the damaged item, and could result in disciplinary action (see attached discipline handbook).

Parents Right to Know

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; and
- 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.

Assessment Policy

There is no opt-out policy in Center School District in regards to state assessments per state standards. We are accountable for each student taking the annual state assessment. If you have questions about this policy, please contact Dr. Sharon Nibbelink, Superintendent.

Parties

The parent group may arrange holiday parties. If you are interested in helping with any of the holiday parties, please notify your child’s teacher. Siblings are not allowed to attend holiday parties. When planning holiday parties, please ensure food is peanut free and made at a factory that is peanut free.

Home birthday party invitations should not be handed out at school. Parents may supply a birthday treat (no more than 2 items allowed) or trinket for the students that will be distributed at the teacher’s discretion. Treats must come from the District Approved Snack List (see below). Treats or snacks brought to school that are not on this list will be sent home with the student. Trinkets are welcome in place of food. **Birthday parties are not allowed at school.**

District Approved Peanut Free Snack List

In order to ensure the safety of every student in the Center School District, a peanut free snack list has been developed and reviewed by our health professionals. This list should be used when parents/guardians provide food items for celebrations or snacks. Treats or snacks brought to school that are not on this list will be refused, or sent home uneaten with the child at the end of the day. Thank you for helping to keep our classrooms safe and peanut free.

Fruits & Vegetables

- Fresh Fruits/Vegetables
- Fresh Fruit Trays/Vegetable trays
- Dried Fruits- such as raisins/craisins
- Fruit/applesauce cups

Chips

- Pringles- any flavor
- Frito Lay Brand items- such as Fritos, Doritos, Cheetos, Ruffles, Funyans
- Tostitos
- Sun Chips
- Utz/Rold Gold Pretzels

Cookies/Crackers

- Oreos- Original or Double Stuffed
- Kellogg's Rice Krispy Treats (**Original ONLY**)
- Nabisco Vanilla Wafers
- Ritz Crackers (**NOT Ritz Bitz**)
- Gold Fish Crackers
- Cheez-Its

Fruit Snacks/Gummies

- Fruit Roll-Ups
- Fruit by the Foot
- Sunkist/Welch's Fruit Snacks
- Gushers

Miscellaneous

- Juice Boxes/Juice Pouches
- String Cheese packets
- Jell-O Cups & Jell-O Pudding Cups
- Beef Jerky/Beef Sticks

Personal Property

During instructional hours, cell phones, or any other electronic device used for communication will be turned off and kept in backpacks or in a designated place determined by administration. Other personal property or nuisance items **are not permitted in school**. Students should not carry large sums of money on their person. We encourage all students to bring only items which have direct relationship to class work or school activities to school (may be assigned by the classroom teacher). If unnecessary items are brought to school, the teacher will take them to the office. The parents/guardians may contact the office to arrange a time to pick up the item(s). Only school fund raising projects that have been pre-approved by administration are allowed at school. The school is not liable for lost/stolen personal items, including money, should students choose to bring personal items to school. **Discipline occurrences connected with bringing an unapproved nuisance or personal item will be handled in accordance to board policy.**

Parent Organizations

The parent organization works with the school to provide an environment that is positive for learning. The parent organization provides special programs and field trips. In order to continue these programs, as well as others, the parent organization needs your support and membership. Membership information is sent at the beginning of the school year but can be obtained at any time. Parent organization meetings will be scheduled on the building calendar.

Recess

Elementary schools hold outside recess most of the year. Normally, if a student is well enough to be at school, he/she is well enough for recess. A physician's request for a student to be excused from recess will be honored. Unless given permission by the teacher, students' personal games/toys, including electronic games, balls, recess equipment, etc. may not be brought to school. Students will remain inside under extreme weather conditions, i.e., Red Alert heat days or when the wind-chill or temperature is 20 or below.

Report Cards

Report cards are sent home 4 times a year.

Residency

Parents who enroll their students in the Center School District must demonstrate residency at the time of enrollment. At any time the school feels the student may have moved from the boundaries of the district or assigned school, additional checks may be made. A definition of residency may be obtained from the district office, located at 8701 Holmes Road (816-349-3300).

School Closings

If the district closes due to weather or other conditions, announcements are made immediately on Kansas City area radio, television stations, and district calling system. Please listen for these announcements and do not call the school. The school lines need to be kept open for emergency purposes. Parents must make arrangements at the beginning of the school year for unplanned early dismissal situations. Students should be aware of and understand these arrangements.

School Dress

School dress should reflect respect for self, family, and school. Extremes in dress, which disrupt the learning environment or interfere with the intended function of the school, are unacceptable.

Following are some guidelines for appropriate student dress:

- In the school building, hats, head coverings, bandannas, gloves, chains, sunglasses, or revealing clothing are not to be worn.
- The wearing of clothing, coloring, insignias or other symbols indicating membership in, affiliations with, or support for prohibited organization, such as gangs, on school grounds or at school-sponsored activities is prohibited.
- Sagging, or words on the seat of the pants, is not permitted. Both pant legs must be worn down.
- Shirts and blouses must fully cover the waist. Straps must be at least one inch in width. Spaghetti straps are not allowed.
- Depicting drugs, alcohol, tobacco, sex, violence, or obscenities in clothing is prohibited.
- Dresses, skirts and shorts must be fingertip length to be considered appropriate.
- Standard uniformed dress requirements should be adhered to at Center Elementary and Indian Creek Elementary.
- Shoes with wheels may not be worn to school.

When in the judgment of the administration, a student's appearance or mode of dress is deemed inappropriate or a distraction to the learning environment, an attempt will be made to notify parents and the student will be required to make modifications.

Security Procedures

All schools have a security buzzer system for entering the building. The procedure is to identify yourself for entry and report to the office.

Telephones

Student use of the telephone is discouraged other than in emergency situations. Messages can be taken by the school office and will be given to students before they go home.

Transfer between Buildings

Transfers between buildings will be granted on an individual basis at the discretion of superintendent or designee. Decisions will be based on classroom size, attendance, tardies, discipline, and overall enrollment. Transfers may be revoked at any time due to excessive absences, tardies, early or late drop-offs or pick-ups, and student discipline. **Parents must assume all transportation responsibilities.**

Transportation

Bus transportation is a privilege offered free to students who live a mile or more from school. Students who live under a mile from school may pay in order to ride the bus. The transportation number is 816-765-3100.

Riding the bus is an extension of the classroom. The same discipline code the regular school uses is in force on the bus. Drivers send home slips with discipline information when a student misbehaves. Suspension may occur for misbehavior on the bus. (Refer to Bd. Policy JG/JG-R)

Students with parent permission are allowed to ride bikes to school. A bike rider must park and secure his/her bike in the designated area. The school is not responsible for stolen or damaged bikes. Students riding bikes must walk the bike while on school property. Scooters and skateboards are not allowed on school property.

Truancy

Students who are absent from school without the knowledge of their parents/guardians or students who leave school during the day without consent of the administration are considered truant. Consequences are included in the District Discipline Policy (JG) distributed to all students in September or upon enrollment.

Visitors at School

Parents and guardians are encouraged to visit the schools. Conferences with the teacher will not be permitted during instructional time. For safety reasons, please sign in at the building office upon arrival where you will be given a badge to wear. Loitering is not permitted on school property. High behavioral standards are expected by all visitors while on school property. Visitors are also expected to follow the school dress code. (Refer to District Policy KK).

If you would like to visit a classroom for an extended period of time during instruction (including music, art, physical education, etc.), please contact the classroom teacher 24 hours in advance to make an appointment. Parents should not bring other children or guests to visit the classroom.

Volunteers at School

Volunteers are asked to sign in at the building office upon arrival, where you will be given a badge to wear. Please have an arranged time with the teacher prior to beginning tasks at hand. Volunteers are expected to follow the direction of the classroom teacher. Parents are encouraged to volunteer. If you are able to volunteer on a regular basis, you will be required to complete the Center Friends Volunteer training. Children cannot accompany volunteers. Contact Kelly Wachel, Director of Public Relations, to become a Center Friend. Kelly can be reached at 816-349-3300.

Withdrawal Procedure

If it becomes necessary for your child to withdraw from school, please give the school office at least a three-day notice. A copy of records will be sent to the receiving school. If a student is absent for 10 consecutive days, they are withdrawn and must re-enroll, including proving residency.

The school may initiate a report to Children's Division if a student has missed more than 10 consecutive days.

Notice of Non-Discrimination:

The Center #58 School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Elizabeth Heide
Director of Human Resources/Student Services
8701 Holmes Road
Kansas City, MO 64131-2899
Telephone: 816-349-3300 bheide@center.k12.mo.us

Standard Complaint Resolution Procedure for Improving America's Schools Act Programs

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

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

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

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy. The Center District policy is: Concerns are best resolved by addressing them at the level where the concern originated through communication with the appropriate staff members. The administration has developed procedures for addressing those issues, copies of which are available at each building. If a complaint has been made and appealed in accordance with administrative procedures, the parent/guardian or member of the public may appeal the issue to the Board by submitting a written request to the superintendent or the secretary of the Board.

If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself.

Anyone wishing more information about this procedure or how complaints are resolved may contact local district or Department personnel.