

Gerner Family Early
Education Center
2017-2018



Park Hill School District

Parent/Student Handbook

Building Successful Futures - Each Student - Every Day



The Handbook Summarizes District Policies and Rules

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

The student handbook summarizes district policy and contains general guidelines and information. Refer to [official policy and regulation documents](#) for specific information <http://206.155.75.58/>.

This handbook's content may be changed from time to time throughout the 2017-18 school year. An up-to-date version will be maintained online at www.parkhill.k12.mo.us. The Park Hill School District will provide notice of those changes through email or campus mail; these changes will have effect once that notification is given, regardless of whether a student or parent actually reads the particular notice received.

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

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Board of Education:

- Janice Bolin, President
- Bart Klein, Vice President
- Matt Pepper, Treasurer
- Todd Fane
- Kimberlee Ried
- Scott Monsees
- Susan Newburger
- Dr. Jeanette Cowherd, Superintendent, cowherdj@parkhill.k12.mo.us
- Opal Hibbs, Board Secretary, hibbso@parkhill.k12.mo.us

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

Park Hill School District Website

All Board of Education policies and administrative regulations for the Park Hill School District are available in the principal's office and posted on the district's website, which can be accessed at www.parkhill.k12.mo.us.

Communication in the District:

- District Office: (816) 359-4000
- Superintendent: Dr. Jeanette Cowherd
- Assistant Superintendent for Business and Technology: Dr. Paul Kelly
- Assistant Superintendent for Academic Services: Dr. Jeff Klein
- Assistant Superintendent for Human Resources: Dr. Bill Redinger
- Coordinator of Professional Studies: Stephanie Amaya
- Director of Communication Services: Nicole Kirby
- Director of Elementary Education: Dr. Jasmine Briedwell
- Director of Food Service: Ronda McCullick
- Director of Instructional Technology: Dr. Susan Rizzo
- Director of Operations: Jim Rich
- Director of Research, Evaluation and Assessment: Dr. Mike Kimbrel
- Director of Secondary Education: Dr. Jaime Dial
- Director of Special Services: Dr. Christopher Daniels
- Director of Student Services: Dr. Josh Colvin
- Director of Technology: Derrick Unruh

Park Hill School District PreK-12 Information

Cancellations and Emergency Closings

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

Change of Address/Telephone Number

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

Civility Policy

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

Consistent with the civility policy, the district will not tolerate any behavior (whether by students, parents, staff or members of the public), which is physically or verbally threatening, coercive, intimidating, violent or harassing, or other behavior which is otherwise out of control. Furthermore, the district will not tolerate the use of profanity, personally insulting remarks, attacks regarding a person’s race, gender, nationality, religion, disabling condition and other characteristics protected by law. Students who violate the civility policy may be disciplined. Parents who violate the civility policy may be restricted from being present on school district property, or have restrictions placed on their communications with district personnel.

Communication at Gerner

Communication between parents and teachers is extremely important. Check your child’s backpack daily and read all notices sent home from school. In turn, send your child’s teacher a note when you have questions or problems. Students’ backpacks will be checked each day for notes sent from home.

We welcome your phone calls. Teachers are not available for phone calls during class time, so please leave a message for your child’s teacher at her extension. The teacher will return your call as soon as possible.

Communication in the District

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

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

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

Deliveries to School

Delivery of flowers, balloons or other gift items is discouraged at school. All items will be held in the office until the end of the day.

Dismissal Procedures

Safe dismissal procedures will be established at the building site. Students should be picked up at dismissal time. If a student is not picked up and the parent cannot be contacted, the police department may be called.

Electronic Devices

The possession of laser pointers and other unsafe electronic items is prohibited in the school buildings. All other electronic devices, such as, but not limited to, cell phones, tablets, e-readers, head phones, iPods/MP3 players may be in the student's possession as long as they are not disruptive to the educational process or in violation of building site guidelines. The school district will not be responsible for lost or stolen items.

Emergency Drills

Students will be informed of the appropriate action to take in an emergency. Drills for fire, weather, and other emergencies shall be conducted each school year in accordance with the requirements of counties, municipalities, or fire protection districts in which school buildings are located. Each school will conduct at least one fire drill per month, one earthquake drill per year, two intruder drills per year (one per semester), and two tornado drills per year (one per semester). Students in grades K-6 will participate in two bus evacuation drills per year (one per semester).

Fliers and Informational Brochures

Fliers and informational brochures from agencies or individuals outside the school district must be approved by the Assistant Superintendent for Human Resources prior to distribution to students. Typically, approved brochures are not sent home with students, but rather are made available for student pick up in the office.

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

However, students cannot distribute materials which:

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

Field Trips

All field trips will be taken as extensions of classroom learning activities. Supervision is the responsibility of staff member(s) sponsoring the activity. The Park Hill School District will only endorse field trips that are directly related to the instructional program and designated as a segment of the division or grade level's ongoing curriculum

program. Considerations regarding participation will be given to students with disabilities. No students will be denied the privilege of participating due to limited financial circumstances. The disciplinary rules pertaining to students on the school campus also pertain to students during school field trips. Students who engage in inappropriate behavior on field trips may be required to be escorted by a parent/guardian for future field trips or may be subject to loss of field trip privileges. Visits to gift shops are not allowed during field trips.

Fundraising Activities

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

Gift Giving

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

Health Services

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

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

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

1. The Emergency Contact and Confidential Health Information form should be completed by parent/guardian at time of enrollment and updated annually.
2. Parent/guardian should notify the school nurse or Principal of any health concern that could require emergency services, interfere with the student's education process or require interventions throughout the school day.
3. Students requiring medical accommodations throughout the school day (including, but not limited to physical education, dietary conditions, physical limitations, and/or medical interventions) must submit a statement from their licensed medical provider stating the need for such accommodations each school year.
4. It is strongly encouraged that parents/guardians follow a pattern of having regular medical and dental screenings for their child.
5. The district maintains prefilled epinephrine auto syringes and asthma-related rescue medication to be used in the event of an emergency. **Parents/guardians must indicate in writing if their student cannot receive such medications.**

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

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

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

- Temperature 100 degrees or greater, or with incidents of vomiting and/or diarrhea. Student may return to school when free of above symptom(s) for 24 hours without any fever reducing medication or other medication to relieve symptom(s).
- Symptoms related to possible communicable diseases (skin rashes, redness of eyes, swollen glands, etc.)
- Excessive drainage from eyes, ears, persistent earache, constant cough; or painful sore throat accompanied by enlarged lymph nodes.
- Students with (or having the potential to transmit) an acute infectious disease or parasite (e.g. Head lice and/or nits).

Students excluded from school for health reasons may return once the reason for the exclusion is no longer present. Any questions regarding when to return to school should be discussed with the school nurse or health room aide. Students returning to school after injury or surgery, and who are thereby temporarily incapacitated (e.g. crutches, casts, or slings), should present a physician release to return to school along with a statement of any modifications or accommodations that need to be made.

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

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

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

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

- **Prescription Medication:** In addition to information provided in Board Policy, JHCD, the administration of prescription medication also requires:
 1. The student's authorized prescriber shall provide a written request that the student be given medication during school hours. The request shall state the name of student, name of medication, date prescribed, diagnosis, dosage, frequency of administration, route of administration, termination date for administering the medication and the authorized prescriber's name. When possible, the authorized prescriber should state any adverse effects, any contraindications for administration of the medication to the student, and applicable emergency instructions. The medication must be in the original container and must be the current prescription with proper label.
 2. In lieu of the authorized prescriber's written request, the district may accept a prescription label properly affixed to the medication in question. The label must contain the name of the student, name of medication, date and dosage.
 3. The parent/guardian will provide a written request that the district comply with the authorized prescriber's request to give medication. Unless absolutely necessary, district personnel will not administer the first dose of any medication.

4. High school students will be permitted to possess and self-administer prescription medications, provided that the medication is in the original bottle or container with the original prescription label, and the student possesses no more than one dose of the medication. Parents are required to notify health personnel when their student is carrying a prescription medication.
- **Self-Administration of Medication:** An authorized prescriber may recommend that an individual student with a chronic health condition assume responsibility for self-medication as part of learning self-care (i.e., inhalers used for asthma). Self-administration of medication may be allowed if, after assessment of the student's needs and understanding of medication, the school nurse determines that the safest procedure is for the student to take responsibility for self-medication and that the following requirements are met:
 1. The student, the school nurse or health room aide, and the parent agree to the conditions under which the medication is to be self-administered.
 2. The authorized prescriber request, parent/guardian request, and appropriate IHP and/or EAP are on file.
 3. The student's health status and abilities have been evaluated by the nurse who deems self-administration safe and appropriate. The school nurse shall observe the initial self-administration of the medication.
 4. The school nurse or health room aide is reasonably assured the student is able to identify the appropriate medication, knows the reason for administration, the frequency, method of administration and time of day for which the medication is ordered; and is able to follow appropriate safety guidelines. The decision to allow students to carry their own "rescue" medication and to self-medicate shall be at the discretion of the nurse's or the health room aide's professional judgment, based on student's developmental age, knowledge base of medication and ability to demonstrate proper use of the self-administered medication.
 5. The school nurse or health room aide establishes a procedure for storage of the medication in a safe location, providing accessibility for the student when needed. In the case of an inhaler, or other emergency medication, a back-up supply shall be kept in the health room if possible.
 6. The school nurse or health room aide will monitor the student's manner of taking medication. This may include observing the student taking medication, reviewing student documentation, reminding the student to take the medication, communicating with the authorized prescriber regarding any side effects, and notifying the parent/guardian of any problems including student's refusal or failure to take the medication in an appropriate or safe manner.

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

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

Screenings: Vision and hearing screenings are provided for students in Early Childhood Title 1, kindergarten, first, third, fifth, seventh, and ninth grade, all students new to the district, students receiving special services, and for any student referred by a teacher or parent. Scoliosis screenings are done annually by parental consent for sixth grade girls, eighth grade boys and others as requested by parent and medical provider. The following are screenings conducted by Park Hill School District health services staff:

- Vision screenings include a visual acuity test of both far and near vision, using a Titmus vision machine or a standard wall chart and near vision chart. If a student is unable to perform the test using the Titmus or wall chart, a functional eye exam will be performed. These screenings are usually held in the fall, prior to Fall break. For Title 1, ECSE, and kindergarten students, acuity is considered within normal limits at 20/40 or better. All other students, grades first – twelve, are considered within normal limits at 20/30 or better. All students who have results outside of normal limits will be rescreened. If a student fails the 2nd screening, a referral form will be sent home to the parent/guardian. If a parent does not want their student to participate in a vision exam, they may notify the health room nurse or aide at their student’s school at the beginning of the school year.
- Audio sweep hearing screenings are performed at 1000 Hz, 2000 Hz and 4000 Hz for each ear, at 20dB. If a student fails to respond to one or more frequencies in either ear, a registered nurse (RN) will conduct a rescreening and otoscopic exam after 2 weeks have passed. If the rescreening is failed, the RN will consult with the Deaf and Hard of Hearing Consultant within the district about the need for a referral to a hearing specialist. If a referral is needed, a referral form will be sent home to the parent/guardian. Hearing screenings are usually held in the fall, prior to Thanksgiving break. If a parent does not want their student to participate in a hearing exam, they may notify the health room nurse or aide at their student’s school at the beginning of the school year.
- Spinal screenings to detect scoliosis issues are done annually for sixth grade girls, eighth grade boys and others as requested by parent and medical provider. These screenings are generally performed in the fall, during PE class. The nurse will look at the student’s back and use a scoliometer as needed to measure any curvature noted. If the nurse finds a curvature of 10 degrees or more, the student will be rescreened. After the rescreening, if the findings still reveal a curvature of 10 degrees or more, a referral note will be sent home to the parent. If a curvature of 5 degrees or more is noted, the student will be placed on a recheck list. If a parent does not want their student to participate in the spinal screening, they may notify the health room nurse or aide at their student’s school at the beginning of the school year.
- Pediculosis (head lice) screenings are conducted on an as needed basis when a case is reported to the health room nurse or aide. When one case is reported, the student’s classroom is checked, as well as siblings and other students who have had recent, close contact with the student. If the health room nurse or aide identifies a student with an active case of lice (live lice, or nits present within a ¼ inch of the scalp), the parent/guardian will be notified so the student can be picked up from school. After proper treatment with a pediculicide (lice-killing) shampoo, the student may return to school after being rechecked in the health room, if it is determined the student no longer has an active case of head lice. If the student continues to have an active case, the student must return home for additional treatment. Health room staff can provide tips and educational materials to assist parents in dealing with head lice treatment and prevention.

If you have any questions, please contact the school nurse or health room aide.

Homebound Instruction (ECSE Only)

A program of homebound instruction will be made available to all Park Hill School District students, who because of medical/psychological problems, are unable to attend school. Inability to attend school must be verified by a physician’s report and such program will be made available in a manner consistent with the rules and regulations of the Missouri Department of Elementary and Secondary Education governing such a program. Applications for homebound instruction can be made with the Director of Special Services at 816-359-4000.

Human Rights Statement

The Park Hill School District is committed to maintaining an environment that promotes a positive school climate. Any behavior, verbal or physical, that stigmatizes or victimizes an individual on the basis of race, ethnicity, religion, sex, sexual orientation, gender identity, creed, national origin, ancestry, age, marital status, disability or genetic information is considered inappropriate. Behavior that involves an expressed or implied threat to an individual's academic efforts, employment, participation in school-sponsored extra-curricular activities or personal safety will not be tolerated. Any violation of human rights should be reported to an administrator.

Image and Contact Information Opt-Out Designation

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

A special event or program at a school might be covered by a newspaper or television station, resulting in student interviews and pictures.

Award-winning students might have their names and photos published in a local newspaper, a school newsletter, the districts "First Hand" e-newsletter, the districts "Park Hill Connection" newsletter or on Park Hill TV-Channel 18.

The district or school might post pictures of school activities on webpages and social media.

If you do not want your child's image or information used, see your school's office.

Notice of Nondiscrimination

The Park Hill School District does not discriminate on the basis of race, color, religion, national origin, sex, ancestry, disability, age, genetic information, or any other characteristic protected by law, in its programs and activities. Further, in accordance with federal law, the district provides equal access to its facilities to the Boy Scouts and other designated youth groups. The Assistant Superintendent for Human Resources has been designated to handle inquiries regarding the nondiscrimination policies.

In the event the Assistant Superintendent for Human Resources is unavailable or is the subject of the report, reports should be directed instead to the acting compliance officer which is the Assistant Superintendent for School Improvement.

Office Address:

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

Phone Number:

Voice/TDD: (816)359-4000
Text Telephone: 1-(800) 735-2966

This notice is available in large print or audiotape from the district's Assistant Superintendent for Human Resources or the Director of Special Services. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding Park Hill's compliance with nondiscrimination laws and regulations.

Open House

Each school in the district schedules an open house during the first quarter of the school year. Specific information regarding these open house events will be communicated by your child's school.

Parent-Teacher Conferences

Parent-teacher conferences are held in October for students in grades PreK-8. High school buildings have conferences in October and February. Parents are encouraged to attend a conference with their child's teacher(s) during parent-teacher conferences. Schools will facilitate the scheduling of conferences. Additional individual conferences may be held to communicate information about a child's progress and behavior. These conferences can be initiated by either the parent or the teacher. Parents who wish to schedule a conference with their child's teacher should contact the teacher to schedule an appointment.

Parent Organizations

All buildings have a parent organization(s) that provides an important link between home and school. These associations sponsor a number of activities to improve and support education and build school community. All parents are encouraged to join and support their school's parent organization(s). For more information, please contact your child's school.

Park Hill Parent Teacher Association (PTA) Clothing Center

The Park Hill Parent Teacher Association operates a clothing center for children (PreK-12) who are in need of free school clothing. The clothing center is open when school is in session, the first and third Tuesday of each month from 10:00 am to noon and from 5 pm to 7 pm. The clothing center is located at 8009 North Atkins, Kansas City, Missouri 64152.

Proof of Park Hill School District attendance during the current school year is required for all new and returning students and families.

Personal Property

The Park Hill School District is not responsible for recovery, reimbursement, or replacement of lost, stolen, or damaged personal property brought to school by students and strongly recommends that valuable personal property remain at home. Personal property should never be left unattended and where provided, should be secured in a locker at all times. Students should notify the Attendance Office of lockers needing repair. Examples of personal property include but are not limited to: purses, wallets, watches, jewelry, band instruments, electronic devices, credit cards, cash, checks, books, notebooks and book bags.

Public Notice: Public Education for Students with Disabilities (Special Education)

Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age 21 that reside in the district. This census must be compiled by December 1 of each year. This information is treated as confidential and must include: name of the child; parent or legal guardian's name and address; birthdate and age of the child; the child's disability; and the services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending public school, please contact this district at (816)359-4000.

Students with certain disabilities who are in need of special education and related services are entitled to a Free Appropriate Public Education (FAPE) as defined by federal and Missouri law and interpreted by courts and hearing officers. These rights are ensured under state law, federal law, and district policy and are further explained by the procedural safeguards, which are available through the district's Special Services Office or online at:

<http://dese.mo.gov/special-education/compliance>.

Parents or teachers may refer to the principal those students who demonstrate learning and other problems. The principal and a school support team will make recommendations to the regular classroom teacher for alternative intervention strategies prior to referral for a special education evaluation. Placement in special education programs is based on evaluation results, the development of an Individualized Education Program (IEP) and

parental consent. The student's parent or guardian has access to the results of the evaluation and may participate in the development of the IEP. Parents and guardians maintain the right to inspect education records and to appeal the accuracy of such information as allowed by law or policy.

The Park Hill School District has developed a Local Compliance Plan for the implementation of the Individuals with Disabilities Education Act (IDEA). This plan may be reviewed at the Park Hill School District Office on Monday through Friday during regular office hours. This notice will be provided in native languages as appropriate.

Parents and adult students have the right to an impartial due process hearing if disagreements relating to special education cannot otherwise be resolved. Questions concerning services for disabled students may be directed to the principal, counselors, or the district Special Services Office at (816)359-4000.

Public Notice: Public Education for Students with Disabilities (Section 504)

The Park Hill School District does not discriminate on the basis of disability, race, color, national origin, sex or age in providing educational services to its students. The Park Hill School District also does not discriminate on the basis of disability, race, color, national origin, sex or age in its hiring or employment practices. Under Section 504 of the Rehabilitation Act of 1973, the Park Hill School District, as a recipient of federal financial assistance from the United States Department of Education and as an operator of a public elementary or secondary education program and/or activity, is required to undertake to identify and locate every qualified person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parents or guardians of the district's duties under Section 504.

The Park Hill School District assures that it will, pursuant to Section 504 of the Rehabilitation Act of 1973, provide a free appropriate public education to each qualified disabled person in the district's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services that (i) are designed to meet individual educational needs of disabled persons as adequately as the needs of non-disabled persons are met and (ii) are based on adherence to procedures that satisfy the requirements of Section 504 and its implementing federal regulations.

This notice is provided as required by the Individuals with Disabilities Education Act, Bright Futures of the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information regarding the ADA and Section 504 may be forwarded to the designated ADA and Section 504 coordinator.

Recess

Students are expected to go out for recess each day. Appropriate clothing and shoes should be worn for outside activities. On days when the **temperature and/or wind chill is above 32 degrees Fahrenheit** and the playground is cleared of snow and ice, there will be outdoor recess.

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

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

Release of Student Information

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible

student. The district will designate the types of information included in directory information and release this information without first obtaining consent from a parent or eligible student unless a parent or eligible student notifies the district in writing as directed. Parents and eligible students will be notified annually of the information the district has designated as directory information and the process for notifying the district if they do not want the information released.

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

The school district designates the following items as directory information.

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

Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

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

The student's address, telephone number and e-mail address and the parents' addresses, telephone numbers and e-mail addresses.

Reporting Concerns Regarding School Safety

Students, parents and staff members are highly encouraged to report all dangerous and potentially dangerous situations and or events directly to an administrator or to the School Resource Officer (SRO). Such situations include, but are not limited to: threats, harassment, bullying, acts of violence, drug activity, or the possession of weapons on school property.

Response to Intervention (RtI)

Response to Intervention (RtI) is a process that provides early intervention and educational support to all students. The RtI framework uses assessment data to monitor student progress frequently in order to make decisions about how and what to teach children to ensure the highest level of academic progress is being made.

School Social Workers

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

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

Standards of Dress

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

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

For example:

Shoes must be worn in the building.

Hats, wave caps, fabric headbands, bandanas, non-prescription sunglasses and other headgear are not to be worn in the building at any time nor carried during school hours. These items should be kept in a locker or vehicle for the duration of the school day.

Clothing must be worn according to the original design of the garment.

Clothing and accessories that refer to sexual connotations or products dealing with alcohol, tobacco and drugs will not be permitted.

Clothing with printed slogans or designs that are disruptive or detrimental to the education process or working environment is not permitted.

Heavy or lengthy chains are not to be worn at any time.

Clothing which exposes a bare midriff or back is not permitted.

Halter-tops, tube tops, spaghetti strap tops or any clothing which exposes a bare midriff or back, or is otherwise revealing, are prohibited.

- Headgear relating to religious practices or medical treatment is not prohibited.

Students may not wear hoods over their head while inside the school building during school hours.

Students may not wear or display headphones, earphones, ear buds or any other listening devices unless the device is being used as a prescribed assistive listening device.

Students who wear inappropriate clothing or accessories, or wear clothing or accessories inappropriately to school, will be required to make modifications to that clothing or will be required to change into acceptable clothing. Failure to comply may result in disciplinary action.

Student Insurance Program

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

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

Tobacco-Free Policy

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

Use of School Cameras

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

Visitors to the Building

Parents are welcome to request a visit to the school. When planning to visit, please contact the office at least one day in advance so the building principal can set a schedule. The principal has the discretion to set reasonable parameters on school visits (length of stay, number of visitors, etc.). Visitors should limit their visit to the area(s) of the building they have indicated upon check-in with the office.

Please note that the exterior doors are locked during the school day. Visitors must enter the building using the front doors and report to the office for a name tag. Friends of students may not be brought to school as visitors. Unruly or disruptive conduct by visitors which interferes with the educational environment or with extracurricular activities may result in limited access or revocation of visitor privileges to school property or functions.

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

Due to allergies, asthma and other health related concerns, animals of any kind are not permitted on school property, except for approved service animals.

Volunteering in Park Hill

The Park Hill School District's volunteers make valuable contributions to our schools. In order to keep students safe, we screen all volunteers who might ever serve with students unsupervised by district staff.

If you would like information about volunteering in our schools, please see the volunteer page on the district website, www.parkhill.k12.mo.us, or contact the district's communication specialist at the district office for more information.

Gerner Center Information

After-School and Evening Events

Students and siblings must be accompanied by a parent or guardian at after-school/evening events (i.e., family nights, PTA events, Spring Fling, etc.). A student may not attend an after-school/evening event unless the student was in attendance for the full session on the day of the event. Exceptions may be made to this practice on a case-by-case basis with the approval of the building administrator.

Animals in the Classroom

Students and staff are not allowed to bring personal pets or other animals to the school. We encourage the study of life sciences through the observation of living organisms. Precautions must be taken to protect children with allergies or from animals which could bite or scratch. The office must approve all animals on a program's site. Pets or visiting animals must appear to be in good health. All pets or visiting animals must have documentation from a veterinarian or an animal shelter to show that the animals are fully immunized (if the animal should be so protected) and that the animal is suitable for contact with children.

Arrival / Dismissal

Early Childhood Special Education and Bright Futures Families

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

Tuition Preschool Families

All parents or guardians must use the door code assigned to your family for door entry and to electronically sign the student in and out on computers or Kiosks at the front office. The parent / guardian will escort the student to their classroom. When picking up students, the parent must use the door code to open the door and enter it again to electronically sign your child out. You may exit out of the building through the double doors at the main entrance of the building. Adults signing out students will be asked to produce picture identification if not recognized by school personnel, and must be on the authorized pick up list provided by the parent/guardian. Please notify the office ASAP if there are changes to the authorized pick up list to ensure the safety of our students.

Absenteeism

In the event your child must miss school due to illness or other circumstances, please notify the school. This policy is to ensure no child has encountered difficulty en route to school.

Classroom Treats

To protect the health and safety of our children, students may bring pre-packaged treats to school to share with classmates in recognition of birthdays and other celebrations. Homemade treats will not be distributed to students. Due to allergies and other food intolerances, please consult with your classroom teacher before the pre-packaged treats are brought to school. As a healthier alternative, Park Hill Food Service offers a variety of nutritious treats that may be purchased and delivered to your student's classroom. If you are interested in this service, please contact your school's food service manager.

Party invitations are only to be brought to school if they are distributed to the entire class.

Conferences

The primary purpose of parent/guardian conferences in the school district is to aid you and teachers in providing the best possible education for your child. This gives you an opportunity to visit with the teacher

concerning your child's progress. You are welcome to request additional conferences and may do so by contacting the teacher.

Conferences may include scheduled personal visits as well as telephone consultations and should be used not only to communicate problem areas, but also to report excellence and commendations for student achievement. Staff members have supervisory responsibilities during student arrival and dismissal; these are not appropriate times for conferences.

Emergency Drills

A minimum of one fire drill per month is conducted at each school. Tornado and intruder drills are conducted each fall and spring. Drills are also performed for earthquake awareness and crisis preparation.

Educational Records

Educational records are kept on all students to verify their educational progress. Parents may review these records upon request. Contact the school office to schedule an appointment.

Electronic Devices

The possession of laser pointers and other unsafe electronic items is prohibited in the school buildings. All other electronic devices, such as, but not limited to, cell phones, tablets, e-readers, head phones, iPods/MP3 players may be in the student's possession as long as they are not disruptive to the educational process or in violation of site use procedures. The school district will not be responsible for lost or stolen items.

Enrollment Requirements

Residents of the Park Hill School District who wish to enroll their children must bring the following items to the school:

Immunization records

Birth certificate (only for Bright Futures and ECSE)

Proof of residency* (only for ECSE, PAT, and Bright Futures)

Any specialized instruction information including IEP or Section 504 documentation

**Proof of residency includes a lease agreement, mortgage or mortgage statement and an original, current home utility bill (gas, water, or electric) on which the name and address are provided.*

Attendance maps to help parents identify their child's elementary school are available online at:

<http://www.parkhill.k12.mo.us/Pages/SchoolBoundaries.aspx>.

Entrance Age: Students must be 3 years of age and toilet trained (Tuition Preschool & Bright Futures only) upon entry.

Kindergarten Entrance Age: State law requires children to be five years old before August 1 of the year they enter kindergarten. Each elementary hosts Kindergarten Round-up in the spring. Notification of the date is provided through the Communications Department.

Items from Home

Students are not to bring toys, games, sports equipment or electronic devices to school unless special permission has been granted. In case of special permission, only "E" rated games will be allowed. Other electronic items, such as cell phones, should not be seen, heard or used in the school building during school hours without permission. If a student violates this rule, the student is subject to disciplinary action and the item will be held in the office until the parent/guardian can pick it up.

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

Lost and Found

A lost and found box is located in the school. It is your responsibility to check it periodically if an item has been lost. Students/parents should report missing items to their teacher in a timely manner. Student clothing and other items should be clearly labeled. The district is not responsible for items that are lost or stolen.

Recess

Students are expected to go out for recess each day. Appropriate clothing and shoes should be worn for outside activities. On days when the temperature and/or wind chill is above 32 degrees Fahrenheit and the playground is cleared of snow and ice, there will be outdoor recess.

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

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

School Social Workers

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

School Social Workers serve a critical role in providing the vital link between the home, school and community. School Social Workers facilitate referrals to community resources, support groups, crisis intervention and emergency transportation. They may participate in parent-teacher conferences and team meetings, and provide training and consultation for school staff. In addition, School Social Workers provide parent education and training and help parents use school/community resources more effectively. From time to time, the school social worker may also assist in coordinating carpools for student transportation. In coordinating the carpools, the social worker/Park Hill School District assume(s) no liability or responsibility for the transportation provided. For more information regarding School Social Workers, contact your child's school.

Staff Gift Giving

The Park Hill Board of Education does not encourage the exchange of **gifts** between students, parents, and teachers or other personnel. The term "**gifts**" does not include nominal items provided to all students. Class gifts given must be presented from the entire class, regardless of whether all students were able to contribute.

Standard of Dress

According to Board Policy JFCA, the dress and appearance of students should be neat, clean and in good taste, so that each student may share in promoting a positive, healthy and safe atmosphere within the school district. Students abusing this will be sent to the office, and their parents will be called to bring a change of clothing. A copy of Board Policy JFCA is available on the Park Hill School District website, www.parkhill.k12.mo.us.

The following suggestions are offered as guidelines for students and parents in interpreting appropriate dress:

1. Shorts and skirts in good condition and of appropriate length are acceptable.
2. Student clothing/accessories with printed slogans that are disruptive or detrimental to the educational process or refer to products dealing with alcohol, tobacco and/or drugs will not be permitted.
3. Students should not wear clothing that exposes their bare midriffs or backs.
4. All students must wear shoes. Flip-flops and other backless sandals are strongly discouraged since they can pose a danger on stairs and on the playground. In the interest of safety, children are urged to bring soft-soled athletic shoes on physical education days.

5. Hats, visors and bandanas (other than those relating to religious practices or medical treatment) are not appropriate.
6. Dress and grooming must not disrupt the teaching and learning process.

Transportation

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

The school bus is considered an extension of the school, and students will be under school authority from the time they get on the bus in the morning until they get off the bus at the end of the school day.

The bus driver is responsible for students and has a delegated responsibility for maintaining discipline on the bus. Students are subject to disciplinary action for misconduct on school buses, as set forth more fully in Board Policies JG, JFCB and JG-R.

Students who *have* disciplinary problems on the bus will be given conduct notices and referred to the school principal or designee for counseling and corrective action. Each bus is equipped with a video camera system.

Parents will be notified of disciplinary problems and may become responsible for transportation of children who lose their bus privileges.

Park Hill contracts bus services through First Student.

6207 NW Bell Road
Parkville, MO 64152
Phone: 741-4023

If you have a concern regarding your bus service, call First Student and request a Customer Call Report; a copy will be mailed to you by First Student.

Visitation

Parents are welcome to request a visit to the school. If you are planning to visit, please contact the office one day in advance so that your visit may be authorized and arrangements may be made. The building principal will set visitation schedules in advance, consulting with the teacher. The principal has the discretion to set reasonable parameters on school visits (length of stay, number of persons visiting, etc.). Visitor conduct which presents a disruption to the educational environment may result in the imposition of limited or no access to school functions or property.

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

Due to allergies, asthma and other health related concerns, please consult with your building principal or classroom teacher before bringing pets onto school grounds.

Weather/Emergency Information

The decision to call off school or release early is announced over major radio and television stations, School Messenger, Channel 18, Park Hill's electronic First Hand News and text messaging services. To sign up for Park Hill's electronic First Hand News or text messaging notification, please visit the Park Hill School District website, www.parkhill.k12.mo.us.

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

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

Park Hill Parent Teacher Association

Information about your school PTA or District Council can be found on the district website at www.parkhill.k12.mo.us or by contacting your school's office.

PTA Clothing Center

The Park Hill District Council of PTAs operates a Clothing Center for children (**PreK – 12**) who are in need of school clothing. It is open the first and third Tuesday of each month that school is in session from 10 a.m. to noon and from 5 p.m. to 7 p.m. The Center is located at 8009 N. Atkins, Kansas City, Missouri 64152.

The only requirement for use of the clothing center is proof of attendance in the Park Hill School District. Even if you have used the service in the past, you must have proof of attendance for the **current** school year.

Student Discipline

All rules relating to discipline are established by Park Hill School Board Policies and Regulations, and are based on the authority granted to the Park Hill District under Missouri Statutes and other applicable laws. Violations of these discipline rules may also constitute violations of the law and create legal liability for students, parents, or guardians. Park Hill Board policy JG, Student Discipline, and guidelines for consequences of policy JG are provided in this section. Associated discipline policies related to offenses involving drugs, weapons, acts of physical violence, and technology usage are provided in this section. All Park Hill Board Policy can be viewed online at <http://www.parkhill.k12.mo.us/Pages/DistrictPolicy.aspx>

Board of Education Policy JG (STUDENT DISCIPLINE)

It is essential that the Park Hill School District maintain a classroom environment that allows teachers to communicate effectively with all students in the class and allows all students in the class to learn. To assist district staff in maintaining the necessary classroom environment, the Park Hill Board of Education has created discipline policies and regulations that addresses the consequences, including suspension or expulsion, for students whose conduct is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of other students.

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

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

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

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

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

All employees of the district shall annually receive instruction related to the specific contents of the district's discipline policy and any interpretations necessary to implement the provisions of the policy in the course of their duties including, but not limited to, approved methods of dealing with acts of school violence, disciplining students with disabilities and instruction in the necessity and requirements for confidentiality.

Definitions of Disciplinary Actions

Loss of Privileges: There are many privileges for students who attend the Park Hill School District. These privileges are earned through appropriate behavior and attendance and these privileges may increase as a student matures. When a student is issued a loss of privilege, he/she will be unable to utilize some or all of the privileges that are available. These privileges may include, but are not limited to, student parking, optional eating areas at lunch, enrichment rewards, and attendance at, and/or participation in, extracurricular activities. Students who lose lunchroom privileges will eat in a designated location. Students who do not comply appropriately with a loss of privilege may be given additional consequences.

30-Minute Detentions: Detentions assigned may be served in the morning, during lunch, or after school. Failure to serve detentions may result in further consequences. *N/A for Gerner students*

4-Hour Detention-Saturday School/Evening School: An administrator may assign a student to attend a four (4) hour detention. Failure to serve this detention can result in suspension. The student will be expected to engage in academic work during this time. Four (4)-hour detentions are held on, Thursdays from 2:50 PM-6:50 PM and on Saturdays from 8:00 a.m.- Noon. *N/A for Gerner students*

In-School Suspension: A student is removed from the student's daily class schedule but his/her work will be provided to him/her in a school setting during school hours. An administrator may assign one (1) to ten (10) school days as an in-school suspension. Students will be supervised on campus in the in-school suspension classroom. For in-school suspensions, should school be cancelled for any reason, any un-served suspension days will automatically be assigned to the first day school is again in session.

Out-of-School Suspension: Students are not allowed to attend or participate in district events or to otherwise be on school property throughout the duration of an out-of-school suspension. A student found to be on school property during an out-of-school suspension will be considered trespassing and will face further disciplinary action, as well as possible criminal prosecution. The School Resource Officer will also be notified. For short-term out-of-school suspensions (defined as 10 or fewer school days), should school be cancelled for any reason, any un-served suspension days will automatically be assigned to the first day school is again in session.

Make-up work during an out-of-school suspension is allowed and expected, but it is the responsibility of the student and parent/guardian to secure the assignments. The work for suspended students is due immediately upon the student's return to school. Students should be prepared to take any missed or assigned test immediately upon returning to school. Students who have major assignments (i.e. final projects, research papers) due on the day when they are serving of an out-of-school suspension must make arrangements to turn in the assignments on or before their due date

Gerner Behavioral Strategies (supplemental to district policy)

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

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

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

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

Gerner Family Early Education Center's Tuition Preschool Program

Arrival and Departure Procedures

Tuition Preschool families must sign in/out at the front desk every day. This requirement increases student safety and failure to sign in/out may result in removal from the program. Authorized persons may be asked to show photo identification for verification.

It is important to adhere to the program hours in which your student is enrolled. If an emergency arises and a parent/guardian will be delayed, please call the center and inform staff. This will help your student understand that and will prevent staff from contacting the emergency numbers listed on your enrollment form.

Hours of operation are from 6:30 a.m. to 6:00 p.m. Children may receive a **maximum of 10 hours** of preschool care per day. Parents will be billed **\$15.00 for every 7 minutes they are over the maximum hours per day**. In addition, parents will be billed **\$15.00 for every 7 minutes late for up to 30 minutes and an additional \$25.00 for every 7 minutes past the initial half hour until a student is picked up.** **Continuous problems with early arrivals, late pick-ups or students over the maximum number of hours will result in termination of preschool services.**

Any student left in our care **beyond 7:00 p.m. OR students in the center more than 11 hours** without notification from parent, guardian, family, authorized persons, or authorities will be reported to the Child Abuse and Neglect Hotline (1-800-392-3738). The local Family Service Office may contact local law enforcement. The child may be placed in their care until the parent/guardian has been located. This procedure will occur only after our staff has tried to contact all emergency numbers listed on the enrollment form. **The staff is not allowed to transport students due to liability concerns. Therefore it is imperative that parent/guardian maintain current emergency contact information to provide necessary transportation.**

Curriculum

All programs at the Gerner Center provide instruction that follows the Missouri Early Learning Standards and guidelines. Classrooms may utilize a variety of resources to enhance teaching and learning of the standards. The Gerner Center follows the standards and guidelines for the National Association for the Education of Young Children (NAEYC).

Daily Activities

Each day is filled with different activities. Below is an example of some of the periods throughout the day and a brief explanation of them.

- Circle Time - This time is used to teach the students to express ideas, listen to others, work with the calendar, work on identifying their written names, and several other skills.

- Free Choice (Play Time) – During this time the child learns to develop originality and initiative, work and play well with others, develop skills in handling and choosing materials, and be responsible for putting materials in proper places after use. It is also a good time for teachers and assistants to observe students’ abilities and document their accomplishments.
- Music and Movement – During this time children enjoy singing songs with other children, listen to many types of music, develop a sense of rhythm, play musical instruments, and participate in different movement activities.
- Literacy Activities – This is a time for children to learn to develop an interest and respect for books, think of ideas in correct order, work on attention span, and become a part of new adventures.
- Physical Motor Activities – These activities are developed to assist the child in learning new physical skills and developing body awareness and control. It also teaches children to participate in games.
- Small Group/Large Group – These group times are used to help students work on skills using the present theme. Skills will be practiced, such as recognizing likenesses and differences, recalling experiences, working independently, following directions, rote counting, counting objects, and recognizing colors, shapes, letters, and numerals.
- Snack Time – This is a great time for students to learn how to use good manners, attain self-help skills, and work on language skills.

Classroom Changes

Consistency is crucial during these stages of development for your child. To allow for consistency in the classrooms and for your child, only one schedule change is permitted per school year unless this is due to employment change. The center does not provide services outside of your child’s assigned schedule throughout the year for occasional days parents need coverage. This allows for us to ensure our ratio of 1 staff member: 10 students in the PreK classrooms and 1 staff member: 9 students in the 3-4 age classroom is met in order to maintain our NAEYC Accreditation.

Clothing

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

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

Custodial Decrees

If there are issues regarding child custody which impact your child’s participation in our program, the parent has the responsibility to make sure the Administrator and Teacher are aware of those situations at the time of enrollment and immediately upon any changes.

Family Participation

You are your child’s first and most important teacher! Our program’s role is not only to teach your child but also to help you teach your child new skills. Family involvement is an important part of the program. We encourage you to make an appointment to visit the classroom, volunteer, attend parent events, and let us know when you have concerns or questions.

Meals

A nutritious breakfast, lunch, and snacks will be provided to students enrolled in the full-time tuition program.

Payment

The Gerner Center Preschool Program is completely self-supporting. Our programs rely on student tuition and registration fees to cover the cost of staff and program expenses.

Enrollment fees are collected per session per child and are non-refundable. The fee helps offset the cost of processing applications, the printing of the parent documents, and other materials and expenses incurred in the routine business of communication to parents. Enrollments are accepted throughout the year; however, we do require 3 business days to process paperwork. To ensure we maintain proper ratios, students may be put on a waiting list. Enrollment forms must be submitted for each session (summer and school year).

Monthly tuition is due on the 1st of each month and a late fee of \$20 is added to any accounts with an outstanding balance after the 15th of each month. **All accounts must be current by the last business day of the month for your child to be eligible to attend the following month.**

Fees may be paid:

- By mailing your payment to the Gerner Center, 8100 N Congress, Kansas City, Missouri 64152
- Dropped off at the Gerner Center Business Office during office hours
- On-line at <http://communityed.parkhill.k12.mo.us> (A 3% fee will be applied for online payments at the parents' expense).

Checks, money orders, MasterCard, Discover, or Visa may be used to pay tuition. Credit card payments may be made over the phone with the Office staff at 359-4601. **Parents paying via credit card or through the online payment system will be charged a 3% processing fee.** With authorization, the staff will automatically charge your fees on a pre-approved schedule. **No cash payments can be accepted. Please include child's name on all payments.**

Tax Annuity

The tax number to use for this form is 44-600-3842. Parents/guardians requesting receipts for tax annuity purposes will need to provide a set of self-addressed stamped envelopes. For receipts, please contact April McFerren at 359-6376 or stop by the office.

Withdrawal Procedures

Parents/guardians must submit a written request for withdrawal from the Tuition Preschool program 2 weeks in advance or tuition rates will continue to apply. An exit interview with the building Principal is recommended prior to withdrawing from the program.

Park Hill Early Childhood Special Education & Bright Futures

Enrollment Requirements

Residents of the Park Hill School District who qualify for special education or the Bright Futures program and wish to enroll their child must bring the following items to the school:

- Immunization records
- Birth certificate (Bright Futures only)
- Proof of residency*
- Any specialized instruction information including IEP or Section 504 documentation
- **Proof of residency includes a lease agreement, mortgage or mortgage statement and an original, current home utility bill (gas, water, or electric) on which the name and address are provided.*

Students are required to attend the school within the attendance area in which they reside, unless attendance at a different building is specified under the student's IEP or is approved by the Superintendent. Students who move during the fourth quarter may complete the school year at the same school. Transportation will be the responsibility of the parent/guardian.

Enrollment forms and additional information are available online at:

<http://www.parkhill.k12.mo.us/Registration%20and%20Enrollment%20Documents/Forms/AllItems.aspx>

Attendance maps to help parents identify their child's school are available online at:

<http://www.parkhill.k12.mo.us/Pages/SchoolBoundaries.aspx>.

Early Childhood Special Education

Program Descriptions

ECSE

Park Hill Early Childhood Special Education (ECSE) is a program which provides services to children with developmental delays who live in the Park Hill School District. While Early Childhood Special Education is a mandated program in the state of Missouri for school districts, children must meet specific criteria to qualify for services. To qualify, a child must be between the ages of three and five, but not yet age eligible for kindergarten, and demonstrate significant delays in at least one key developmental area. Children are assessed for delays in the areas of:

- cognitive (thinking skills)
- communication (articulation and language skills)
- adaptive (self-help)
- social/emotional (social/play skills and behavior)
- physical (fine and gross motor skills)

Once a child has been determined eligible for services, an IEP (Individual Education Program) is developed to plan the child's services. Most children who qualify for services are classified as a Young Child with a Developmental Delay (YCDD). All services are to be delivered in the Least Restrictive Environment (LRE), and this placement is reassessed at least once each year. Services range from once or twice a week for a specified amount a time to services in the early childhood special education preschool. Services are based on the needs of the student and their LRE.

Assessment is an on-going process from which individual growth is determined. We believe assessment should be tied directly to instruction and should be authentic. A range of authentic alternative assessments are used and can include the following:

- Data Notebooks
- Teacher observation
- Checklists
- Charting
- Anecdotal records
- Inventories
- Writing samples
- Art work
- Photographs of projects
- Other work samples

Parent/teacher communication is continuous, and progress reports will be issued each quarter.

Bright Futures Early Childhood Program

The Bright Future early childhood classroom is a half-day program that runs Monday, Tuesday, Thursday, and Friday. The Bright Futures program is a readiness program for three, four and five year olds who qualify through screenings and are in need of an educational experience to prepare them in the areas of cognitive, literacy and social development prior to entering kindergarten.

ECSE, Bright Futures, and Title 1 Classroom Information

Classroom Hours

AM SESSION	(3/4 years old)	8:40 am – 11:40 am	(Mon, Tues, Thurs, Fri)
PM SESSION	(Pre-K)	12:40 pm – 3:40 pm	(Mon, Tues, Thurs, Fri)

There is no school on Wednesdays. Wednesdays are set aside for evaluations, meetings, planning and collaboration. Park Hill ECSE follows the same school year calendar as the Park Hill elementary schools.

Arrival / Dismissal

If your child does not ride the school bus and you have chosen to transport your child to school, we ask that you allow staff to assist your child into the building. **Parents** will drop off and pick up their children in the **drive** at the back of the building in the designated parent drop off / pick up lane. The **buses** will drop off and pick up students in the **back of the building**. We believe this will provide a smoother transition for your child into our program each day. We ask that your child's car seat be placed on the passenger side or middle of the seat. This allows for staff to exit your child out of the passenger side of the vehicle ensuring the safety of your child.

Absences

When your child must be absent or late for any reason, we request that you call the center before 8:30 a.m. for the morning session or 12:15 p.m. for the afternoon session. Please contact the office at 359-4601. If you know your child will be out for several days, you need only call the first day. If you fail to notify the school, an attempt may be made to contact you.

For children that ride the school bus, please make sure to contact the bus company (741-4023) as early as possible, so they do not attempt to pick up your child, and they can alter the route for the day.

Snacks

Your child will be provided a snack each day. The costs of snacks are \$100 for the school year. This may be paid either prior to each semester starting or yearly to Gerner Center. Please contact the school social worker at 359-6929 if snack fees will be a financial hardship for your family.

Supplies

Your child's classroom teacher will provide you with a list of supplies. Due to the safety of our students, please do not send a backpack with wheels!

Transportation (ECSE, Bright Futures, and Title 1 Only)

Transportation is available for the children attending the Gerner Center ECSE and Bright Futures preschool classes. The children are transported to and from home or daycare provider's located within district boundaries in school buses that have harnesses and seatbelts. Each bus is staffed with a driver and a monitor. Upon arrival at school each child is escorted on and off the school bus. Many parents are initially concerned about sending their young child on a school bus. Usually this is more upsetting for the parents than it is for the child. Most of the children look forward to the bus ride.

The following are tips to follow which will assist in making your child's bus trip more successful:

- If your child is NOT to ride the bus home as usual, please send a note in his/her backpack **and** call the teacher to notify her. It is important that you do both since a note might be missed and messages might not be checked until it is too late.
- Students should be at the pickup point at least 5 minutes before the pickup time.
- If a bus is continually early (more than 5 minutes) or continually late picking up your child, please contact us. We will check with the bus company to see if the scheduled pickup time should be adjusted.
- All attempts are made to pick your child up in front of your house. There are certain places; however, the buses cannot go. (**Buses cannot back up** for safety reasons).
- Some places buses cannot go:
 - down dead-end roads or certain cul-de-sacs
 - into most apartment complexes or down some roads in apartment complexes because of safety issues due to congestion.
- A student may have only 1 pick-up and drop-off location. The school district provides transportation only within school district boundaries.
- Any changes in bus service (pickup or drop-off) should be made by calling us, not the bus company. All changes require at least a one week notice.

Buses are owned and operated by First Student. We appreciate everything the bus company does in transporting the students of Park Hill School District. We ask that you be courteous to the bus drivers and monitors. If you have a problem or concern, please call us, and we will work to resolve your problem or concern.

A parent, guardian or authorized adult (over the age of 18) charged with supervision of the child is expected to be home upon arrival of the child from school. No child will be dropped off without an authorized adult outside to meet the bus.

Students without an adult to meet them when the bus arrives for dropping off will be returned to us. **Please note:** Gerner Center does not offer before and after school preschool services unless enrolled in the early childhood tuition preschool program. If your child must return to us and a parent /authorized person cannot be reached, or if a pattern of parent tardiness develops, we will be obligated to report the problem to the Children's Division of Missouri.

Asbestos Issue Update

August 1, 2016

Dear Parents, Teachers and Employee Organizations:

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

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

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

At least once every three years after a management plan is in effect, each local education agency is to conduct a re-inspection of all friable and non-friable known or assumed asbestos-containing building material (ACBM) in each school building that is leased, owned or otherwise used as a school building. Our district had our buildings re-inspected in the summer, 2013. Copies of the asbestos management plan and the re-inspection report are available in our school administrative offices during regular office hours. The asbestos program manager for Park Hill is the Director of Operations. All inquiries regarding the plan should be directed to him.

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

Sincerely,

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

Paul V. Kelly
Assistant Superintendent for Business and Technology

Earthquake Safety for Missouri's Schools

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

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

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

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

A major earthquake in this area, the Great New Madrid Earthquake of 1811-12 was actually a series of over 2000 shocks in five months, with several quakes believed to be a 7.0 Magnitude or higher. Eighteen of these rang church bells on the Eastern seaboard. The very land itself was destroyed in the Missouri Bootheel, making it unfit even for farming for many years. It was the largest release of seismic energy east of the Rocky Mountains in the history of the U.S. and was several times larger than the San Francisco quake of 1906.

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

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

Prepare a Home Earthquake Plan:

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

Eliminate Hazards:

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

Prepare a Disaster Supplies Kit for Home and Car:

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

Know What to Do When the Shaking Begins:

- Drop, Cover and Hold On! Move only a few steps to a nearby safe place. Stay indoors until the shaking stops and you're sure it's safe to exit. Stay away from windows.
- In a high-rise building, expect the fire alarms and sprinklers to go off during a quake.
- If you are in bed, hold on and stay there, protecting your head with a pillow.
- If you are outdoors, find a clear spot away from buildings, trees, and power lines. Drop to the ground.
- If you are in a car, slow down and drive to a clear place (as described above). Stay in the car until the shaking stops.

Know What to Do After the Shaking Stops:

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

If you believe that the Park Hill School District is violating, misapplying or misinterpreting a federal or state law or regulation, you may file a formal written complaint with the building principal. If the matter is not resolved, you have additional rights which you may pursue, including filing a complaint with the Department of Elementary and Secondary Education. The complaint procedure is available in the principal's office, District Office and on the district's web site, www.parkhill.k12.mo.us.



Park Hill School District

Building Successful Futures • Each Student • Every Day

7703 NW Barry Road • Kansas City, MO 64153
www.parkhill.k12.mo.us