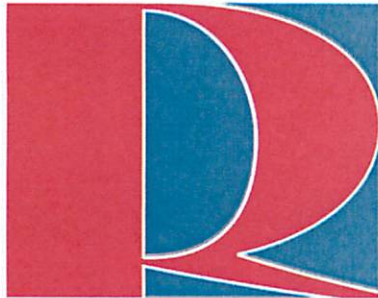


# ELEMENTARY SCHOOLS PARENT HANDBOOK 2023-2024



RAYTOWN  
QUALITY  
SCHOOLS  
Expect the Exceptional

## District Mission Statement

**A unified learning community leading individuals  
to achieve the exceptional**

Office of Instructional Leadership  
Elementary Education  
RSECC Building  
10750 E. 350 Hwy.  
Raytown, Mo. 64138  
816-268-7000  
[www.raytownschools.org](http://www.raytownschools.org)

Dr. Anthony L. Moore  
Assistant Superintendent  
Instructional Leadership

Dr. Penelope Martin-Knox  
Superintendent of Schools



Dr. Anthony Moore  
Assistant Superintendent  
anthony.moore@raytownschools.org  
816-268-7000

Dear Parents and Guardians,

Welcome to the Raytown Quality Schools for the 2023-2024 school year! We hope this letter finds you and your family in good health and doing well. As the new school year commences, we are thrilled to reunite with our returning students and extend a warm welcome to our new families joining the Raytown community! Our theme for 2023-2024 is **Ray of H.O.P.E.** (*H = Happiness, O = Opportunity, P = Purpose, E = Excellence*). All of us including staff, parents and community members want to be a *Ray of H.O.P.E.* for our students! Our dedicated team of educators, staff and administrators is committed to nurturing each child's uniqueness and preparing them for a successful future.

We have prepared this comprehensive Parent Handbook that outlines important information you'll need. This handbook serves as a valuable resource to help you understand our expectations and the shared responsibilities between the school and families. Please take time to familiarize your student and yourself with this resource. We highly value parental involvement in our school community and recognize this is a vital partnership.

Please carefully review the Parent Handbook, as it contains crucial information to ensure a smooth and successful academic journey for your child this school year. We encourage you to join us at your school's upcoming **Back-to-School Night on September 7, 6:00-7:30pm!** You will have the opportunity to meet your child's teachers, receive information about your child's curriculum and schedule, interact with other parents and hear about activities at your school. This event will be an excellent opportunity to build connections with your school staff and hear about volunteer opportunities.

At Raytown Quality Schools, we firmly believe that education is a collaborative effort between parents, teachers, and students. Together, we can create an enriching and supportive learning environment that fosters growth and achievement. Thank you for entrusting your child's education to us and we look forward to a wonderful and rewarding school year ahead! Should you have any questions or need further clarification, don't hesitate to contact your school's office.

Warm regards,



Dr. Anthony L. Moore  
Assistant Superintendent for Instructional Leadership of Elementary Schools

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### NON-DISCRIMINATION STATEMENT

Raytown Consolidated School District No. 2 does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to programs, activities, or employment. Any person having inquiries concerning Consolidated School District No. 2's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Ms. Shirley Earley, 6608 Raytown Road, Raytown, Missouri 64133, (816) 268-7000.



### CHANGE OF ADDRESS, TELEPHONE, EMPLOYMENT, & BABYSITTER

In case of an emergency, the school authorities need to be able to contact you or someone responsible for your child. You should notify the School District Residency Office at 816-268-7035 of changes in address, telephone, or place of employment regarding yourself and your emergency contact person.



### ATTENDANCE, ABSENCES, and TARDINESS

When students must be absent, it is their responsibility to complete missed assignments. Parents are to call the school by 9:30 a.m. if their child will not be in attendance on any given day. **A written note explaining the reason for absence must accompany the child when returning to school.** For the sake of a child's health and the health of others, children should not come to school when they are ill. Reasonable efforts will be made to send home those students who come to school showing visible signs of illness. Be sure that the school has the telephone number of the person who should be contacted, assuming you are not available, in the event of an accident or the illness of your child.

In most instances, student not in their classroom when the last bell rings are considered tardy, unless previously excused by the teacher or principal. Tardy students

should report to the office to sign-in.

### MAKE-UP WORK

Students are responsible for contacting the teacher after each absence concerning work missed. When a student is absent more than one day due to illness, parents may request assignments if the request is made early in the morning and materials are picked up later in the day.

### DISMISSAL PROCEDURES

If a parent wants school personnel to verify the identity of a parent or other authorized person before releasing the student, a written request must be presented to both the teacher and the principal. Following submission of the written request, parents must follow-up with the teacher and principal to confirm the request is clear. District staff may refuse to release a student if they have concerns regarding the student's safety or whether a person is authorized to transport the student.

### PICKING UP STUDENTS

The district will release a student to either parent unless the district has a valid court order directing otherwise or unless the parent requesting release is only entitled to supervised visitation. If district staff have concerns about releasing the student to a parent, the student may be held while additional precautions are taken, including, but not limited to, verifying custody orders and/or contacting the other parent or contacting appropriate authorities.

### STUDENT PICK-UP AT DISMISSAL

Students who are not walkers, bus riders or who do not attend Before/After School Care are expected to be picked up from school no later than 15 minutes after dismissal. Administrators will consider the circumstances when handling a situation in which a student is not picked up within 15 minutes of dismissal. Generally, when students are not picked up on time, the school will attempt (if possible, and when



appropriate) to contact the parent/guardian and emergency contacts. If the school doesn't hear from the parent/guardian within 30 minutes after dismissal, the Missouri Children's Division of the Department of Social Services and the police may be called to pick up the student. Please ensure the school has your student's updated parent/guardian and emergency contact information.

### **ENROLLMENT/RESIDENCY**

Residency requirements must be met before enrollment can be approved. Questions regarding enrollment and residency should be directed to the Residency Office, 816-268-7035.

### **TEMPORARY LIVING ARRANGEMENTS**

Every child has the right to full and equal education, regardless of whether the child has a permanent living arrangement. This includes access to transportation services for the child to ensure the child is provided the opportunity to remain in their school of origin. Students may continue attending their school of origin the entire time they lack permanent housing. If a student, parent, or guardian is aware of any child without a permanent living arrangement they should contact the school to ensure the child is provided with the appropriate opportunities to continue their education.

### **STUDENT INSURANCE**

The school assumes no liability for injuries at school. Therefore, the school merely acts as a medium in supplying *insurance* information. *Insurance* is made available to parents at a nominal cost and is optional. Coverage details are outlined in a brochure sent home the first few days of school.

### **ELECTRONIC DEVICES**

Students are not allowed to use electronic devices at school. Students with electronic devices in their possession, without permission, will be required to turn the device in to the office, and it must be picked

up by a parent. Student cell phones needed for emergency purposes are to be turned in to the appropriate school staff during the school day. School is not responsible for lost or stolen personal devices.

### **PHYSICAL ACTIVITIES AND THE PLAYGROUND**

It is expected that all students will participate in regular school activities such as physical education classes and recess. Students are expected to come to school dressed appropriately for the weather.



If your child has any limitations, parents are required to furnish a written statement from a physician explaining the limitations. Follow-up with your child's classroom teacher after submitting the written statement to ensure that the limitations are understood.

### **INCLEMENT WEATHER**

Due to safety and wellness being a top priority in the Raytown School District, there may be times when outside weather conditions prevent students from going outside for recess and other activities. We will consult guidelines, as appropriate, from the Missouri State High Schools Activities Association (MSHSAA) and the Jackson County Health Department when determining when the weather may be unsafe for students to be outside. Several considerations may be evaluated when determining whether to permit students to go outside, including lightning, tornadoes, storms, temperature, and wind-chill factor.

### **VISITORS AND VOLUNTEERS**

For specific information regarding ways to volunteer, contact your child's school office. Although parents are welcome to visit their child's classroom, due to testing, passing periods, and other academic issues, it is best that you contact the classroom teacher or principal 24 hours in advance to determine a time you may observe your child in an appropriate learning situation.

If parents want to eat lunch with their child and wish to order a school lunch, please notify the office by 9:30am the day of your visit in order to be included in the lunch count. Food from restaurants i.e., *McDonald's, Taco Bell*, etc. may be brought in but must be eaten in an area designated by principal.

#### **BIRTHDAY TREATS**

If parents wish to recognize their child's birthday at school, edible treats such as cookies, candy, and/or cakes are prohibited due to dietary restrictions and allergies. Party invitations may be distributed but must include every child in the classroom. Delivery of flowers or balloons to school are not permitted because they cannot go home on the bus and cause a distraction. Thank you for your cooperation.

#### **PARENT - TEACHER CONFERENCES**

Parent-teacher conferences are scheduled at specific times during the school year. Parents are urged to schedule their conference as soon as possible. Thank you in advance for attending parent-teacher conferences. If you have any concerns about your student's educational experience, don't wait for a conference – contact your student's teacher ASAP to address any concerns. If you are not satisfied with your response, reach out to your student's principal or Assistant Superintendent of Elementary Education.

#### **DRESS AND GROOMING**

Students should come to school in clothing that is clean, comfortable, and appropriate for school activities. Clothing with cut-outs or that displays words or inappropriate slogans are distracting to the learning environment and **may not be worn**. The administration reserves the right to determine the appropriateness of clothes to be worn at school. Parents will be asked to bring a change of clothing if their child comes to school inappropriately dressed.

Any type of appearance that distracts others, poses a safety hazard, or disrupts the

learning environment should be avoided. Examples include clothing with obscene, satanic or profane messages, apparel or style known/associated with "street gangs", clothing advertising tobacco, alcohol, or drug related items, clothing that inappropriately exposes private areas of the body, including the midriff and stomach, and sagging pants.

#### **GUIDANCE AND COUNSELING**

The guidance and counseling program is both comprehensive and developmental in nature. The guidance and counseling program is available to assist students. If you want additional information regarding available guidance or counseling services, please contact your student's teacher or principal.

#### **EMERGENCY PROCEDURES**

In any emergency situation, your child will be released only to you or to a person designated (in writing) by you.

Occasionally schools may need to dismiss early (or start late) because of conditions beyond our control - such as icy streets, loss of electricity, water line breaks, etc. Please be prepared for this by telling your children where they are to go in such situations.

In the event of school cancellation or early dismissal, evening activities will also be cancelled. If you have reason to think school might be cancelled or dismissed early because of weather, please listen to the radio and check the district website. **DO NOT CALL THE SCHOOL**. The announcement will be made on local radio and TV stations along with other school closings. A message will also be sent out using the district automated School Reach system. Our district is called "*Consolidated School District No. 2, Raytown.*" You may also call the District Information Line at 816-268-7001.

### FIELD TRIPS

As part of the school program, children are taken on educational field trips requiring bus transportation. Any questions regarding your child's field trips should be directed to your child's teacher.

### REDUCED/FREE BREAKFAST AND LUNCH PROGRAM

The School Breakfast Program provides funding that makes it possible for schools to offer a nutritious breakfast to students each day. Similarly, the goal of the National School Lunch Program (NSLP) is to protect the health and well-being of the nation's children by providing nutritious school meals every day. NSLP provides funding that makes it possible for schools to offer a nutritious school lunch. Schools receive Federal funds for each breakfast and lunch served, provided that the meal meets established nutrition standards.



Children may be eligible for reduced or free lunch based on household income. The school should be contacted by any person wanting to submit an application for free or reduced lunches. Free or reduced lunch applications are available in the school office.

### HEALTH STANDARDS

#### FIRST AID

The school attempts to provide an environment in which the child will be safe from accidents. If an accident does occur, and is brought to the attention of the school, reasonable first aid will be administered.



If a child has a temperature of 100° or higher, the child will be sent home and must stay out until they are fever-free for 24 hours, without medication, before returning to school. Children who vomit while at school will also be sent home and must stay out for 24 hours before returning to school. If there is question of communicable disease or an injury that requires medical attention, a

doctor's note will be required in order for the child to return to school.

### MEDICATION GUIDELINES

If you want the school to administer an over-the-counter or prescription medication to your child during the school day, the medication must be transported to the school by the parent. The medication CANNOT be transported by the student.



Once transported by the parent, the building will provide an appropriate permission form and notify the parent of all applicable guidelines. Approved over-the-counter or prescription medications will NOT be administered without a completed permission form or note signed by the parent/guardian. Additionally, failure of the parent and/or child to comply with the applicable guidelines may result in the medication NOT being administered to your child. It is the parent's responsibility to ensure compliance with all applicable guidelines.

### ASBESTOS HAZARD EMERGENCY RESPONSE ACT

Parents have the right to inspect the school's asbestos management plan. Schools will notify parent-teacher organizations (a year about the availability of the school's asbestos management plan and asbestos-related activity taking place within the school. The school must make the plan available for inspection within five (5) working days of it being requested.

### CHECKING OUT LIBRARY BOOKS

It is a privilege for students to check out library books (free) and be able to read these books at home. Students are required to return books at their due date, or parents will be responsible for lost or damaged books. Students' checkout privileges may be suspended until his/her book(s) are returned paid for. Students who have not returned



books or paid for them may not be allowed to participate in Fun/Field Day at the end of the year. Thank you for your cooperation!

### **BEFORE AND AFTER SCHOOL CARE**

For a nominal fee, the Raytown Quality Schools offer the *Great Expectations Program* Before and After School Day-Care in all of the elementary buildings. Students must be enrolled and fee paid before they can attend the program, including the free Wednesday after school care. Please call the school office Great Expectations office for further information at 816-268-7086.

### **HARRASSMENT**

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



It shall be a violation of District policy for any student, teacher, administrator, or other school personnel of this District to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding race, color, national origin, ethnicity, disability, or other legally protected characteristic.

The District will act to promptly investigate all complaints and take appropriate action to protect individuals from further harassment or discrimination. If the District determines that unlawful harassment or discrimination occurred, steps will be taken to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this Policy, and/or to take other appropriate action reasonably calculated to end the harassment/discrimination.

### **REPORTING PROCEDURES**

Any student who believes he or she has been the victim of harassment or discrimination is encouraged to immediately report the alleged acts to his/her teacher, the principal, Dr. Anthony Moore, or the District's compliance officer, Ms. Shirley Earley (816-268-7000). Parents who are aware of any suspected harassment or discrimination are also encouraged to report the conduct.

It is highly recommended that all reports are in writing and, if applicable, reference "discrimination" or "harassment" so that the report is appropriately channeled for investigation.

If you or your child is not satisfied with the District's response to any complaints of discrimination or harassment, you are highly encouraged to follow-up (in writing if possible) with another teacher, principal, Dr. Moore, or Ms. Shirley Earley.

### **INVESTIGATION**

Upon receipt of a report or complaint alleging unlawful discrimination or harassment, the Compliance Officer will undertake or authorize an investigation as outlined under Board Policy AC. Board Policy AC is available on the District's website. If you have any questions about Board Policy AC, please contact Ms. Shirley Earley.



### **RETALIATION**

Submission of a good faith complaint or report of unlawful discrimination or harassment will not affect the complainant or reporter's future employment, grades, learning, or working environment, or work assignments.

The School District will discipline or take appropriate action against any student, teacher, administrator, or other school personnel who retaliates against any person for reporting a complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

If you believe that you, or your child,



is being retaliated against, please reports your concerns to the appropriate party: teacher, principal, Dr. Moore or Ms. Shirley Earley, the District's compliance officer. It is recommended that you submit your concerns in writing and specifically note "retaliation" in your written report.

### **THREATS, INTIMIDATION, AND BULLYING BEHAVIOR**

Conduct which has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, hostile, or offensive educational environment may constitute bullying.

Students who believe they have been victims of, or have witnessed an act of intimidation or bullying, should report the incident(s) to a teacher, counselor, principal or school administrator. Parents are also encouraged to contact the school if they are concerned about threats, intimidation or bullying of any student. Putting complaints in writing, with "bullying concern" clearly indicated, is encouraged to ensure that the complaint is properly investigated. If a parent is not satisfied with the response, continued reporting (in writing when at all possible) is highly encouraged. The appropriate administrator shall conduct an investigation of the incident and will take disciplinary action where appropriate.

### **FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law designed to protect the privacy of a student's education records. FERPA gives parents certain rights with respect to their children's education records. These rights include the right to inspect and review all of the student's education records maintained by the school and the right to request that a school correct records believed to be inaccurate or misleading.

The Family Educational Rights and Privacy Act (FERPA), 9150, requires that the



Raytown School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Raytown School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Raytown School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the Raytown School District to disclose directory information from your child's education records without your prior written consent, you must notify the school principal in writing by **September 1**.

The Raytown School District has designated the following information as directory information:

- Student's names
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

For more information on FERPA or related issues, or for copies of the Board policy, please contact the community relations office at 816-268-7000.

#### **REQUIRED FEDERAL "RIGHT TO KNOW" INFORMATION FOR TITLE I**

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

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

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

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

In addition, Complaint Procedures are posted on the district website at [www.raytownschools.org](http://www.raytownschools.org) under District Info>Legal Notices. This guide explains how to file a complaint about any of the programs that are administered by the Missouri Department of Elementary and Secondary Education under the Every Student Succeeds Act of 2015 (ESSA)2. It defines the term complaint, discusses the process for filing a complaint, and explains the investigation, appeals, and complaint resolution process. For additional information, please contact the district's Federal Programs office.

#### **PHOTOGRAPHIC AND VIDEO IMAGES**

In honor of students' activities and accomplishments, the Raytown C-2 School District is proud to publish and display student photographs, video images and artwork in different ways including newsletters, promotional items, web sites and special events.



In order to ensure the safety of our students, all of the district's buses are equipped with video cameras that may be reviewed by administration sometimes.

**Any parent who does not wish to have their student's image or artwork published or displayed should notify the school's principal via written request at the start of each school year. A sample form for this purpose is available at each school.** Special note: For safety concerns, any image of a student published on the district web site will not include any directory information outside of the child's name.

## Elementary Schools Directory

### Early Start/Dismissal Schools

**Start:** 8:30am – **Dismissal:** 3:35pm

Wed. Dismissal: 2:05pm

½ Day Dismissal: 11:50am

### Blue Ridge Elementary

6410 Blue Ridge Blvd.

Raytown, MO 64133

816-268-7200

Mrs. Krista Phillips, Principal

### Eastwood Hills Elementary

5290 Sycamore

Kansas City, MO 64129

816-268-7210

Dr. Amanda Coleman, Principal

### Fleetridge Elementary

13001 East 55th St.

Kansas City, MO 64133

816-268-7220

Mrs. Melissa Glasco, Principal

### Norfleet Elementary

6140 Norfleet Rd.

Kansas City, MO 64133

816-268-7240

Mrs. Lori Kang, Principal

### Spring Valley Elementary

8838 East 83rd St.

Raytown, MO 64138

816-268-7270

Mrs. Melissa Gabbert, Principal

### Late Start/Dismissal Schools

**Start:** 9:05am – **Dismissal:** 4:10pm

Wed. Dismissal: 2:40pm

½ Day Dismissal: 12:25pm

### Laurel Hills Elementary

5401 Lane

Raytown, MO 64133

816-268-7230

Dr. Rebecca Bien-Stevenson, Principal

### Little Blue Elementary

13900 E. 61<sup>st</sup> St.

Kansas City, MO 64133

816-268-7740

Dr. Julie Schmidli, Principal

### Robinson Elementary

6707 Woodson Rd.

Kansas City, MO 64133

816-268-7260

Mrs. Jamie Washington, Principal

### Southwood Elementary

8015 Raytown Rd.

Raytown, MO 64138

816-268-7280

Ms. Claire Quinn, Principal

### Westridge Elementary

8500 East 77th St.

Kansas City, MO 64138

816-268-7290

Ms. Clarica Tulli, Principal

# Raytown Quality Schools

## 2023-2024 Parent-Teacher Conferences

### Fall 2023

Schools	Mon 10/23	Tues 10/24	Wed 10/25	Thur 10/26	Fri 10/27
(Early) Elementary Three Trails & New Trails			4:00-8:00	8:00-8:00	SCHOOL CLOSED for Students and Staff
(Late) Elementary Northwood			4:20-8:20	8:00-8:00	
Middle Schools			3:00-7:00	8:00-8:00	
High Schools, RSA & Herndon			2:40-6:40	8:00-8:00	

### Spring 2024

Schools	Mon 3/18	Tues 3/19	Wed 3/20	Thur 3/21	Fri 3/22
(Early) Elementary Three Trails & New Trails			4:00-8:00	8:00-8:00	SCHOOL CLOSED for Students and Staff
(Late) Elementary Northwood			4:20-8:20	8:00-8:00	
Middle Schools			3:00-7:00	8:00-8:00	
High Schools, RSA & Herndon			2:40-6:40	8:00-8:00	

Revised 5-16-23