**Valley Park Elementary School  
Family Handbook  
2023-2024**

****

12301 Lamar, Overland Park, KS 66209

(913) 239-7600

<https://www.bluevalleyk12.org/VPE>

Dear Valley Park Elementary Families,

It brings me complete joy to welcome our students and their families back to Valley Park Elementary (VPE) for the 2023-2024 school year. Our staff has already been eagerly collaborating, planning, and preparing to welcome our students back with hearts full of love. Our team understands now, more than ever, the power of transition. Please take comfort in knowing that we are exercising our full potential to transition each student back with generous social-emotional support and overall grace. As your child walks into their new "class home" at VPE, we cannot wait to celebrate them!

Our goal at Valley Park is to ignite a love for learning and personal growth in our students, both socially and academically. To accomplish this, we must all work together to establish a safe and equitable learning environment that cultivates collaboration and creativity. There are policies, procedures, and schedules in place to support this goal. This handbookprovides an overview of general school information including important contact information.

As always, feel free to reach out to us with any questions or concerns. You may contact us by phone at (913) 239-7600, visit our website: [www.bluevalleyk12.org/vpe](https://www.bluevalleyk12.org/VPE), and follow us on Twitter: @BV\_ValleyPark. We are grateful to have you as a part of our growing VPE family--we look forward to another successful year at VPE!

Sincerely,

Mrs. Melissa Hansen

Principal, Valley Park Elementary

**CONTACT US**

| **School Office Phone** | 913-239-7600 |
| --- | --- |
| **Attendance Email** | [attendanceVPE@bluevalleyk12.org](mailto:attendanceVPE@bluevalleyk12.org) |
| **Attendance Phone** | 913-239-76​05 |
| **Fax** | 913-239-76​48 |
| **Office Staff** | [VPEOS@bluevalleyk12.org](mailto:VPE-ValleyPark-OfficeStaff@bluevalleyk12.org) |

**Office Staff**

| **Principal** | Mrs. Melissa Hansen | [MHansen01@bluevalleyk12.org](mailto:MHansen01@bluevalleyk12.org)  913-239-7615 |
| --- | --- | --- |
| **Assistant   Principal** | Dr. Emily Gill | [EAGill@bluevalleyk12.org](mailto:EAGill@bluevalleyk12.org)  913-239-7624 |
| **Administrative   Intern** | Dr. Michael Burton | [MZBurton@bluevalleyk12.org](mailto:MZBurton@bluevalleyk12.org)  913-239-7635 |
| **Secretary** | Mrs. Julie Bachert | [VPEOS@bluevalleyk12.org](mailto:VPE-ValleyPark-OfficeStaff@bluevalleyk12.org)  913-239-7612 |
| **Registrar** | Mrs. Samantha Bashara | [VPEOS@bluevalleyk12.org](mailto:VPE-ValleyPark-OfficeStaff@bluevalleyk12.org)  913-239-7609 |
| **Nurse** | Mrs. Rebekah Montgomery | [RJMontgomery@bluevalleyk12.org](mailto:RJMontgomery@bluevalleyk12.org)  913-239-7613 |
| **Counselor** | Mrs. Brittany Cloud | [BCloud@bluevalleyk12.org](mailto:bcloud@bluevalleyk12.org)  913-239-7617 |

**GENERAL INFORMATION**

[Daily Schedules](#_1fob9te)

Staff [and Visitor Badges](#_tyjcwt)

Arrival and Dismissal Procedures

Arrival and Dismissal Traffic Map

Early Check-Out (during school hours)

[Childcare Before and After School](#_3dy6vkm)

[Lunch at VPE](#_3znysh7)

[Pictures and Yearbook](#_2et92p0)

**STUDENT ACADEMICS and WELL-BEING**

[Attendance](#_4d34og8)

[Behavior](#_2s8eyo1)

[Technology and Phones](#_3rdcrjn)

[Bringing Toys/Items to School](#_26in1rg)

[Student Withdrawal Procedure](#_lnxbz9)

[Health Screening](#_35nkun2)

[Health Concerns and Medications](#_1ksv4uv)

[Make-Up Work and Vacations](#_44sinio)

Dress: [Student Personal Appearance and Shoes](#_2jxsxqh)

Religion and Prayer Guidelines

**PARENTS, GUARDIANS, and FAMILIES**

[Communication](#_3j2qqm3)

[Volunteers](#_4i7ojhp)

[Delivery of Items to Students](#_2xcytpi)

[Lost and Found](#_1ci93xb)

**SCHOOL SAFETY**

[Emergency School Closings](#_2bn6wsx)

[Building Safety Protocols](#_qsh70q)

Parent/Guardian Emergency Procedures

[Outdoor Recess and Activity Guidelines](#_1pxezwc)

Bikes, Roller Blades, Skateboards, and Scooters

[Animal Policy](#_2p2csry)

**PARTIES and EVENTS**

Classroom [Parties (Halloween/Fall, Winter, Valentine’s Day)](#_32hioqz)

[Birthdays](#_ihv636)

[Field Trips](#_41mghml)

**GENERAL INFORMATION**

**Building Schedule**

| **8:00 AM** | School office opens |
| --- | --- |
| **8:35 AM** | Bell rings: students enter |
| **8:50 AM** | Bell rings; class begins |
| **3:35 PM** | Student dismissal begins |
| **4:00 PM** | \*School office closes  \*Students must be picked up by this time. |

**Grade Level Schedules**

|  | **Lunch Time** | **Specials Time** |
| --- | --- | --- |
| **Kindergarten** | 11:30 - 12:10 | 2:35 - 3:30 |
| **First Grade** | 11:55 - 12:35 | 1:35 - 2;30 |
| **Second Grade** | 11:00 - 11:40 | 12:35 - 1:30 |
| **Third Grade** | 12:20 - 1:00 | 8:55 - 9:50 |
| **Fourth Grade** | 12:45 - 1:25 | 10:05 - 11:00 |
| **Fifth Grade** | 1:05 - 1:45 | 11:05 - 12:00 |

**Staff and Visitor Badges**

All exterior doors at VPE will be locked during the school day and all visitors, including families, will need to use the buzz-in entry system.

* Visitors will be asked to use the outside intercom and security camera to show their government-issued ID or Blue Valley Schools Photo Identification Badge and share the purpose of their visit before being "buzzed in."
* Visitors will sign-in at the office and wear a visitor badge while in the school. Main entrance doors will be unlocked for a short period of time during arrival and dismissal with staff on duty.
* Staff are asked to assist with building security by making sure all doors to the outside stay closed and locked throughout the day. All staff members are required to wear a Blue Valley Schools Photo Identification Badge along with their Centegix badge while onsite at any district facility.

**Arrival Procedures**

The first bell rings at 8:35 AM and that is when students will be allowed to enter the building. Children arriving before this time are not under the supervision of a staff member.

* School begins at 8:50 AM. After 8:50 AM, students are considered tardy. A parent or guardian must come to the school's front entrance with their photo ID to have their child signed in if they arrive at school later than 8:50 AM. The tardy will not be excused unless the student is signed in by a parent.
* Bus riders will be dropped off in the south loop and walk into the school.
* If your child is a car-rider in the morning:
  + You may pull into the school and stay in the right lane and drop your students off at the curb. They need to exit to the right and NOT get out of the car on the left side. Other cars are passing by and could hit your child.
  + Students should remain buckled in their seats until the vehicle stops in the traffic loop.
  + Students may not be dropped off in any parking lot.
  + Cell phones should not be used while in the traffic loop.
  + Students should not exit the vehicle until 8:35 AM
* **Playground before school:**  
  Students may not use the playground for play before school starts in the morning and until after 6 PM.

**Dismissal: PickUp Patrol**

PickUp Patrol (PUP) is an automated system that helps our school organize dismissal. Parents are invited to the system in August or at the time of enrollment for new students. It is free for all VPE families.

* Parents/guardians use the app to submit student plan changes & absences.
* Teachers automatically receive a daily list of every student’s dismissal plan.
* Parents/guardians submit dismissal changes from their smartphone or computer and no longer have to write notes or call in for dismissal changes.
* PickUp Patrol allows changes to be made days, weeks, or even months in advance.
* A confirmation email is sent after a change is made.
* **If you are making a change to your child’s normal plan, please have it entered by 3:00 PM.**

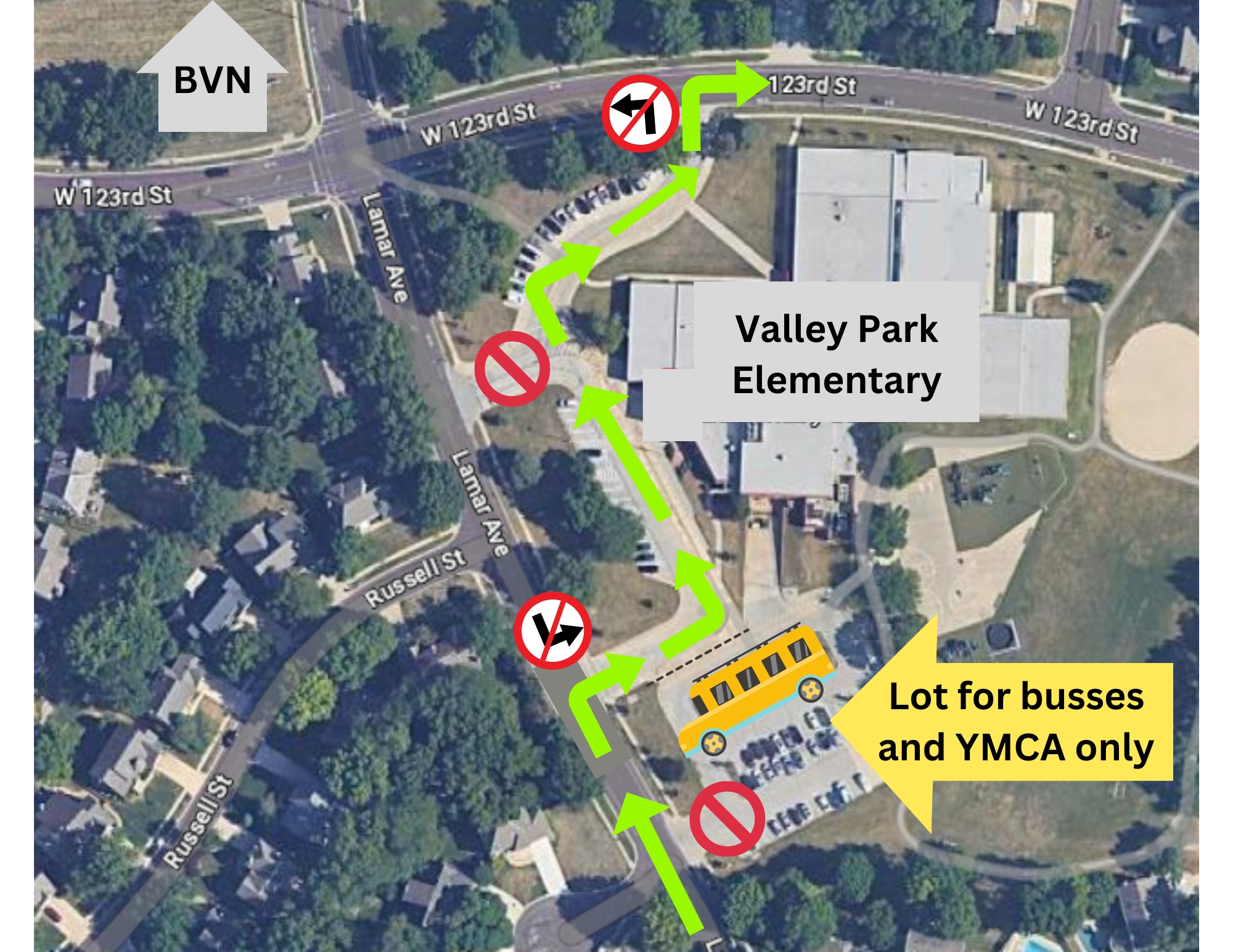
**Dismissal: Student Procedures**

Dismissal begins at 3:35 PM. Students cannot stay on the VPE campus after school. Y-Care utilizes the building and playground after school Mon-Fri.

* **Walkers:** Students who walk home will exit the building through the exit doors on the south onto the playground.
* **Car riders:** Students who are car riders will wait in their classrooms until their name appears from the Pick up Patrol app. Once their car arrives, they will exit out the north car loop doors.
* **Bus riders:** Students who are bus riders will wait in their classrooms until their bus arrives. They will exit through the gym and down the sidewalk to our South traffic loop. If a bus will be later than 4:00, bus riders will wait near the office with a staff member until it arrives.
  + Bus Information: Students must live at least 2.5 miles from school to receive free transportation. Contact Durham School Services at 913-681-2492 for route availability and rates.

*See Arrival and Dismissal Traffic Map on the following page.*

**Arrival and Dismissal Traffic Map**



**Early Check-Out (during school hours)**

To check your child out of school, you will need to come to the office. Please do not call in advance and ask to have your child waiting for you. We will call them from class after you arrive and have shown your photo ID at the front door.

* If someone other than a parent is sent to pick up a child, we must have advance notice from the parent, or we will not release the child. We will also ask for a photo ID.
* Parents may not go directly to the classroom to pick up students.

**Childcare Before and After School**

YMCA School-Age Child Care programs offer continuous care throughout the school year. The YMCA program is not a part of the school district, but leases space in our school for the convenience of our community. All Blue Valley elementary schools provide before and after-school care. Fees are based on the number of days school is in session. There are no prorated weekly fees for school holidays. YMCA Blue Valley office can be contacted at 913-345-9622 or visit [https://kansascityymca.org](https://kansascityymca.org/).

YMCA Childcare sessions are as follows:

* Before school: 7:00 AM – 8:35 AM
* After school: 3:35 PM – 6:00 PM
* Non-school days: 7:00 AM – 6:00 PM

**Lunch at VPE**

A menu is available online at the VPE or BV District website. Students may purchase meals at school. Elementary school pricing for the 2023-2024 school year is below.

| Student Breakfast $1.55 | Student Lunch $2.85 |
| --- | --- |
| Reduced Price $.30 | Reduced Price $.40 |
| Adult Breakfast $2.00 | Adult Lunch $3.90 |
| Milk/Juice $.60 | Milk/Juice $.60 |

* **Lunch guests:** Family members and guardians are welcome to eat lunch with their child at VPE any time after Labor Day through April 30. Beginning May 1, families will not be able to eat lunch with their children. Students will be learning lunchroom procedures and expectations for the first few weeks. If you would like to eat lunch with your child, please stop to sign in at the office before going to the cafeteria. **All lunch visitors must be listed on the child’s Synergy Account (as a parent or emergency contact) for safety reasons.**
* **Adding Money to your Child’s Account:** Deposits can be made at any time into lunch accounts. Payment can be made through your Titan meal account or by check made payable to BVFNS. Please write your student’s name on the memo line. E-mails can be set up to notify parents of their balances when getting low. If you have questions about your child’s account, please notify VPE Food Services Staff.
* **Free/Reduced Lunch Benefits:** Please complete the following online application to see if your child qualifies for free and reduced lunch benefits. This incredible program benefits not only your child but also the school. We encourage all to apply. Worst case, you receive a letter in the mail stating you do not qualify. The website to apply is [EZMealapp.com](http://www.bluevalleyk12.org/nutrition). Additional information can be found on the BV website, [www.bluevalleyk12.org,](http://www.bluevalleyk12.org/) under the *Department, Food & Nutrition* link.

**Pictures and Yearbook**

School pictures are taken of students each year in early fall and spring. Reminders are sent home with students in our weekly newsletter; email messages will also go out to parents. Information regarding ordering a yearbook will be in the PTO toolkit, and school picture information will be sent home.   
**The date for fall pictures is September 13, 2023.**

**STUDENT ACADEMICS AND WELLBEING**

**Attendance**

If your child is going to miss school, please call the Valley Park Elementary attendance line at 913-239-7605 or e-mail the attendance line at [attendanceVPE@bluevalleyk12.org.](mailto:attendancevpe@bluevalleyk12.org)

* Please include your child’s name (first/last), grade level, classroom teacher, and reason for the absence. If leaving a message, please make sure you speak slowly and clearly. It is always helpful to repeat the information as well.
* The Blue Valley School District has amended the district's attendance policy (Board Policy 3200). Students will be permitted a total of *seven* excused absences during the school year for the purpose of family emergencies, family vacations, and personal business. If your child is out on vacation, send a note to the teacher and the office. Separate notes should be written for each child.

**Behavior**  
At Valley Park Elementary, we focus on being SAFE, KIND, and RESPONSIBLE. We work with students and encourage them to demonstrate kindness, compassion, and respect towards themselves and others. There are, however, times when students make mistakes or poor choices. Our philosophy is to help students take responsibility for their actions and learn more effective strategies for the future. Teachers, parents, and administration will work together to help students develop the skills necessary to be successful at school. Additionally, all adults, including staff, are also expected to display kindness, compassion, and respect. Information on our school wide multi-tiered system of support (MTSS) and Conscious Discipline will be available to parents at Back to School Night and or per request.

**Technology and Phones**

* **Student Personal Electronics and Phones Policy:**While families may wish students to have cell phones available before and after school, VPE guidelines ask students to leave cell phones and electronic devices, including smartwatches in their backpack while on school property unless a teacher gives permission to have them out. Every attempt should be made to address personal affairs at home, such as arranging visits with other students or activities. If students need to use a phone, they may ask a staff member to use one of our many building phones. If students choose to use their cell phones or electronic devices while at school without permission, they will be asked to visit the principal, and parents will be contacted. Please keep in mind that the school is not responsible for lost or stolen personal electronic devices.
* **School Technology:**
  + Valley Park Elementary uses technology as an important part of our education program. The opportunity to approach learning in a variety of formats and to access information from a wide range of sources presents exciting learning opportunities.
  + All Elementary students will review the Elementary Technology Guidelines each year in class. Please use the link below to view the guidelines. Your reinforcement of these policies will help keep our students safe and productive at school.
  + Visit the Blue Valley website at [www.bluevalleyk12.org](http://www.bluevalleyk12.org/), *Department, Technology* link for the Elementary Technology Guidelines.Students violating these guidelines or other administrative guidelines or Board policies relating to the acceptable use of communications technologies will be subject to any and all applicable disciplinary measures.
  + Possible disciplinary measures may include, but are not limited to, temporary or permanent loss of use of technology.

**Bringing Items/Toys to School**The only time students should bring non-school items is when their teacher instructs them to do so (for a special event). The students will assume responsibility for any items brought to school, including lost, stolen, or broken items. Roller blades and skateboards are not allowed. Weapons, toys, or lookalike weapons are prohibited on school property per board policy and/or state law.

**Student Withdrawal Procedure**Please notify the school office *as soon as possible* if your child is or will be no longer attending Valley Park Elementary School.

* Check to see that your cafeteria account is paid in full.
* Be sure that all library books are returned.
* Return all textbooks to the classroom teacher.
* If you wish to take copies of school records with you, notify the building secretary at least three days before withdrawal. When we receive a records request, we will send records to the new school.
* We will not be able to officially drop the student from our roster until the new school submits a request for records. Please keep in mind that your child will be marked unexcused, and truancy procedures will be followed per state guidelines.

**Health Screenings**Vision screenings are completed for K, 1, 2, 4, and 5-grade students, and Hearing Screenings are completed for Kindergarten, 1st, 2nd, and 5th-grade students each year. Students that are new to Blue Valley and/or receive Special Education Services will have both vision and hearing screenings every year. Dental screenings are conducted for all students.

**Health Concerns and Medication**

* A doctor’s note is required for prescription medication to be taken at school, and that medication must be sent in the prescription bottle. You can ask your pharmacist to label an extra bottle when you have the prescription filled.
* Over-the-counter medication such as Tylenol, cough suppressants, or decongestants must be in the original container and accompanied by written permission from the parent for this medication to be given at school. This medication must also be in the original container and will be given according to the dosage on the label.
* Children must be fever-free and vomit-free for 24 hours before returning to school.
* Please contact the school nurse if you have any questions or if your child has an exceptional health problem upon entrance to the school (913-239-7613).

**Make-Up Work and Vacations**If your child has missed school due to illness, you can call the school and request assignments to be picked up in the office. Due to a variety of plan times, materials may not be available until the following day.

* We encourage you to plan vacations so your child and or children do not miss school. The daily instruction in each classroom cannot be replaced by make-up work and students may miss critical information that builds on future lessons. If it is necessary to miss school we encourage you to take books to read, math facts, journals, games, etc.
* Due to instructional adjustments that are made on a daily basis, it is difficult to send assignments with your child to complete before a vacation. Assignments can be made up upon your return. Students are responsible to make up assigned work within a reasonable amount of time upon their return to school.
* If your student will be gone for more than 10 days they will need to be unenrolled.

**Dress: Student Personal Appearance and Shoes**Valley Park Elementary is a place for learning; appearance and attire should be appropriate for this setting. Parents are encouraged to monitor student dress to support a learning environment.

We adhere to the following guidelines when faced with issues about dress per B.O.E. policy 3513.

* Clothing that advertise illegal activities or items students cannot legally buy will not be worn in school.
* Apparel items posing a threat to safety are not to be worn in schools. (e.g.sharp accessories)
* Shirts should cover the stomach and have straps.
* Students may be asked to change should a violation of the Board Of Education Policy occur.
* **Shoes:** 
  + Shoes other than tennis shoes are dangerous for recess and P.E. – even platform tennis shoes are dangerous for active play. Students should wear or bring tennis shoes for recess and P.E. We also encourage your child to avoid flip-flops and other non-tennis shoes while at school due to safety.
  + Shoes that have wheels on the sole of the shoe are not allowed at school.

**Religion and Prayer Guidelines**  
Valley Park Elementary holiday guidelines are based on a shared commitment to and respect for each individual student. It is our goal to integrate subject matter across disciplines and promote awareness, acknowledgment, sensitivity, and respect for the diversity of all cultures through the study of different countries. Holidays are recognized and studied at Valley Park through the social studies curriculum and spontaneous student-initiated discussions. Additionally, designated classroom party days (fall, winter, and Valentine’s Day) should be sensitive to these guidelines.

**SCHOOL COMMUNICATION WITH FAMILIES**

**Communication**

* **School-Wide Communication**  
  Our primary forms of communication with our school communities are our school website, newsletter, text alert, and email. Our parent newsletter is “The Panther Press” and is sent weekly by the principal.
* **Communication with Teachers**

The Valley Park Elementary principal and faculty will communicate openly and frequently with parents about students' welfare, academic progress, and special events happening at the school. Email is our most frequently used method of communication. Staff members, including the office, are expected to return messages within 48 hours if possible. Please keep in mind there are some exceptions (e.g. weekends, school breaks, out of town).

**Volunteers**VPE has many opportunities for family members to volunteer in the building and on field trips. Your assistance is welcome and appreciated. If interested, please contact your child’s teacher or a PTO officer or chairperson. As always please sign in at the office before proceeding to the classroom or designated area to volunteer. Thank you for supporting student learning and our school.

**Delivery of Items to Students**It is natural that students may occasionally forget items they need at school such as a lunch, lunch money, musical instruments, homework, textbooks, or articles of clothing. It is best to allow children as they progress into the upper grades to experience the natural consequences of forgetting things, as this helps them learn responsibility. We do respect your judgment in such matters, and should you feel it most appropriate to have an item delivered to your child, we ask that you bring the item to the office.

Our staff will determine the most appropriate time to deliver the item to the classroom in order to minimize classroom interruptions. Student lunches should be dropped off by a parent or guardian, not an outside delivery service (i.e. GrubHub, Jimmy John’s, etc.). Thank you for your assistance.

**Lost and Found**

Our Lost and Found rack is located in the cafeteria. Students or parents may check this area at any time. More valuable items, such as jewelry or glasses are kept in the office.

Marking your child’s clothes and personal items is encouraged. Unclaimed items in the lost and found will be donated to charity organizations at the end of each quarter. Students will be reminded by their teachers and lunchroom helpers to keep an eye out for items in the lost and found.

Please keep in mind that students are responsible for their items while at school. Please refrain from contacting your child’s teacher or office to locate missing items. Students may check the lost and found before and after school M-F or during their lunch period. Thank you in advance for your support.

**SCHOOL SAFETY**

Having a safe environment for our students, guests and staff is our number one priority. We have many procedures in place to help assure we accomplish this mission each day.

**Building Safety Protocols**  
Valley Park Elementary School has developed a Crisis Response Plan that is designed to minimize danger to anyone occupying the school should an emergency occur. Our main objective is to attend to the health and welfare of your child in the event of a crisis. The following emergency plans and drills are in place at Valley Park:

* Fire and Tornado Drills
* Lockdown
* Inclement Weather
* Medical Emergencies
* Other Emergency Plans as defined by the District Office

**Parent/Guardian Emergency Procedures**

* Monitor e-mail and text notifications from the school.
* Turn on your radio or television. We will keep the media informed of any emergency.
* Please **do not** call the school, we have limited phone lines that need to be used to respond to the emergency.
* Please **do not** come to the school unless requested to pick up your child at school. An emergency may require emergency vehicles and workers to be able to get into the building. We will notify the school community of any relocation of staff and students.
* VPE will collaborate with school district personnel and emergency responders to communicate necessary information with the whole community as soon as possible.

**Outdoor Recess and Activity Guidelines**Recess times are scheduled during the day for student’s enjoyment, physical activity, and is an integral part of the school day. We will limit or eliminate outdoor recess if:

* The heat index is 100 degrees F or higher (if the heat index is between 95-100 degrees, outdoor recess and outdoor physical education should be limited).
* The wind chill is 10 degrees F or lower (if the wind chill is between 10-20 degrees, outdoor recess and outdoor physical education should be limited).
* There is falling moisture.
* The ground conditions are not safe for play.
* Students are responsible for their outdoor weather wear belongings. It is encouraged that your child labels their coat, hat, and or gloves.
* The school may ask for medical documentation should the student need to modify activity during recess and/or PE.

**Bikes, Roller Blades, Skateboards, and Scooters**Students may ride bikes and scooters to school, however, we recommend they lock them on the bike rack as we have had several instances of theft with scooters and bikes. While we will work diligently to assist in finding lost/stolen items, we are not responsible for them.

Skateboards, roller blades and electric scooters may not be ridden to school for safety reasons.

**Animal Policy**

In the interest of providing the safest possible environment for our students while at school, we ask that *all* family pets be excluded from inside the school (including Y-Care hours). Some students are very allergic and others are afraid of animals. Even the friendliest pets can get anxious around a large number of students.

Thank you in advance for your support.

**PARTIES AND EVENTS**

**Classroom Parties**  
Students look forward to Fall, Winter, and Valentine’s Day parties, and we have specific guidelines for these parties.

* **Costumes**
  + Costumes should not take away from instructional time. If a costume becomes a distraction to self and or others, the student will be asked to go to the nurse to change.
  + No costume “weapons” or look-alike weapons may be brought to school, e.g., light sabers, swords, or toy guns.
  + Students should have costumes that do not require time-consuming assistance with makeup, dressing, etc.
  + Masks should not be worn at school. Please leave your costume mask at home.
  + Costumes need to be respectful of the Blue Valley dress code policy – BOE policy 3513.
* **Parent Volunteers**
  + To make room for the students to enjoy their parties, 2 room parents and 3 volunteers may attend each party inside the school. The 3 volunteers will be rotated, so many parents get a chance to help out. Please do not bring younger siblings to class parties.
  + *All* parents are welcome to attend our outdoor Halloween parade.

**Birthdays**

* **Birthday Books**:   
  Birthdays are very special times for our children. Students are invited to celebrate their birthdays by donating a book to the Valley Park Library Media Center. This is a chance to share, with schoolmates, a gift that will be enjoyed for years to come. Parents who would like their child to participate may pay $15 online through their ParentVue account. The librarian will arrange a time for your child to visit the Library Media Center and select a title from the birthday bookshelf. A bookplate will be placed inside the front cover of the book with the donor’s name and birthdate. Contributions will be used to purchase new materials for the Library Media Center.
* **Birthday and or Celebratory Treats:**Due to the growing number of food allergies and medical needs of students, any treats brought in for students must be on the [Nut-Safer List](https://www.bluevalleyk12.org/cms/lib/ks02212623/Centricity/Domain/4486/Nut%20Safer%20Guidelines%20updated%20for%202023-2024.pdf). If you wish, students may also bring non-edible birthday treats (e.g., pencils, stickers). Please keep in mind that a birthday celebration should not take away from instructional time. Plan to communicate with the classroom teacher prior to sending them to school.
* **Birthday Invitations:**We ask that students not distribute invitations to personal birthday parties at school unless every student in the class receives an invitation.

**Field Trips**Throughout the school year, classroom teachers may schedule up to 2 field trips per school year, with the principal’s approval. Field trip destinations will be within the KC Metropolitan Area and nearby points of interest.

* These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to resources in the community. Parents will receive notices for the field trips well in advance of the scheduled trip date and will be asked to sign a field trip information form.
* Parent volunteers are welcome to attend field trip outings when bus and trip capacity permits. Student siblings, unless in the same grade level, should not attend the field trip with a designated chaperone.