

**Russell Jones Education Center
Parent Informational Guide
2015-2016**



7642 NW Green Hills Road

Kansas City, MO 64151

(816) 359-4510

russelljones.parkhill.k12.mo.us

Russell Jones Education Center

VISION

Learning • Strengthening • Empowering

MISSION

Through expertise and commitment, the Russell Jones Education Center provides a therapeutic learning environment to prepare each student with skills to enjoy success in life.

VALUES

Respect
High Expectations
Student Focus
Commitment

Getting to Know the Russell Jones Education Center Team

MEET THE PRINCIPAL



Dr. Lance Miller, Principal: I have lived in the Independence area for 44 years and attended Independence Mo. schools. I graduated from Northwest Missouri State University with a Bachelors of Science degree and received a Masters degree in Educational Leadership from the University of Central Missouri. I finished my Doctorate Degree in 2007 from St. Louis University. I began my educational career eighteen years ago as teacher at the Independence Alternative School and have taught Social Studies 9-12 in the Belton School District. Prior to coming to Russell Jones, I was the Principal at the Belton Ozanam Southland Cooperative Day School, and was a Class Principal from 2003-2011. My wife, Lona and I have three children. Samantha is fourteen, Myla is eleven, and August is nine.

MEET THE ELEMENTARY TEACHERS



Briana Evans: I am very excited to be returning home to the Park Hill School District. I am a Park Hill graduate, I served as a sub, I was Park Hill South's Assistant Debate and Forensics Coach, and I student taught in the district. I have my degree in Cross Categorical: Elementary and Special Education from Northwest Missouri State University. I am also in the process of earning my masters in Special Education from Northwest. I taught Special Education at Central High School, and enjoy coaching high school volleyball and Debate & Forensics.



Danielle Conklin: I am so excited to be at Russell Jones Educational Center for the 2015-2016 school year! I feel this has been the position I have been working toward since I began teaching. I am very eager to build a relationship with you and your child to support his or her goals for this school year. I received my Bachelor of Science degree with an emphasis in Therapeutic Recreation and Special Education from University of Central Missouri State in 2002. I hold a Career Continuous Professional Certification to teach Special Education in areas of Mild to Moderate Cross Categorical K-12. In addition, I earned my Master's Degree in Special Education from Grand Canyon University in 2014. My husband and I have recently moved to the Kansas City area from Richmond, Missouri and our three daughters are now thrilled to be Park Hill students.

MEET THE MIDDLE SCHOOL TEACHERS



Pam Hickman : I am excited to be teaching middle school as I begin my twelfth year at the Jones Center. I grew up in Moberly, MO and attended grades K-12 in Moberly Public Schools. My college experience began at Northeast Missouri State University (now Truman State) in Kirksville, MO. After one year there, I left college to get married. Fourteen years later, I returned to college to finish my degree in Elementary Education at Hannibal LaGrange College in Hannibal, MO. During my tenure at the Jones Center, I earned a Master's Degree in Special Reading from Park University. My husband and I have three sons, one granddaughter, and a cat who adopted us last winter.



Becky Bledsoe: I am so lucky and grateful to have the opportunity to spend each day doing what I love – working with students! I've been a teacher in this program since coming to Park Hill in 1999. I previously taught in the Lee's Summit School District. I received my Bachelor's Degree from Missouri Western State University; my Master's Degree from the University of Kansas. Mr. Bledsoe and I are blessed to have two wonderful sons and daughter-in-laws. We are also quite busy keeping track of our five fantastic grandchildren. I'm looking forward to another year of learning and growth!



Stacey Austin, Functional Classroom: As a former long-term substitute here at the Jones Center, I am so excited to be a member of the teaching staff! I grew up in the Park Hill School District and am a graduate of Park Hill High School. After high school I attended Central Missouri State University (now UCM) and received a Bachelor's degree with a double major in Education and Anthropology. After graduation I stayed home for several years raising my two children—Lucian, who attends the University of Nebraska Lincoln and Zoe, who is a senior at North Kansas City High school. In 2009 I returned to school to get my Master's in Education from Park University. I have a combined total of eight years teaching experience working for the Missouri Division of Youth Services and the Fort Osage School District.

MEET THE HIGH SCHOOL TEACHERS



Susan Henry: I grew up in Hot Springs National Park, Arkansas, the first park in the National Park system. I received my bachelor's degree from Pittsburg State University (Go Gorillas)! I received my master's degree from the University of Kansas (Rock Chalk, Jayhawks)! I completed a marathon in Dallas, 26.2 miles in 4 hours 12 minutes. My daughter lives in Colorado and my son lives in Blue Springs, MO. I have three granddaughters - Madison is 7 years old, Elle is 7 years old, and Kate is 4 years old.



Gretchen Crilley: I started my career in the Park Hill School District at the Jones Center (then the Park Hill Day School) after working three years as a Recreation Therapist at Rainbow Mental Health. I taught elementary students for 10 years before starting my adventure in high school, best decision yet! My husband, Barry, is a teacher and football coach at Park Hill South. Our family includes Stella, who is 7 years old, Anna, who is 1 year old and our two dogs, Henry and Angus. I have high expectations for my students and try to prepare them for the “real world”. You can ask me to help and care for my students and hope for nothing but the best for them!



Tanya Langhus: I live in Smithville, Missouri with my husband, Matt and our three kids, Malea who is 16 years old, Braden who is 13 years old and Ashlyn who is 10 years old. I received my Bachelor’s degree in education from Mizzou – Go Tigers! I received my Master’s from Graceland University in special education. This is my 8th year of teaching at the Jones Center. Since being at the Jones Center, I have taught at both the elementary and the secondary levels.

MEET THE THERAPY TEAM



Rachel Porter, School Based Therapist: Welcome back Russell Jones students! I am excited to be starting my 14th year at Park Hill. I received my Master's in Social Work from the University of Missouri-Columbia back in 2001 and then became a Licensed Clinical Social Worker in 2002. Before Park Hill I worked at the Children's Division investigating Child Abuse/Neglect. I am the School Based Therapist at Russell Jones. I enjoy working with and helping or students and families. I wish each of you a successful school year!



Makenzie Gillaspie, School Psychologist: I am excited to start my first year here in the Park Hill School District! I am currently the school psychologist for Park Hill South High School, Lakeview Middle School, and the group therapist here at Russell Jones. I'm also an assistant coach for the Park Hill South boys and girls soccer teams. I graduated from the University of Wisconsin-Milwaukee with a Bachelors of Arts degree and received a Masters degree in School Psychology and Education Specialist Degree from the University of Nebraska at Omaha. I recently moved from Omaha, NE and am excited to live in a new city!



Rosalind Cathy, Recreational Therapist: I have been a Certified Recreational Therapist for over 25 years. In my many years of experience, I have had the opportunity to work with youth in the areas of Adventure Based Programs, private residential facilities and for the past 17 years in the public school setting. I am looking forward to another exciting year here at the Jones Center.



Jamie Murray, Recovery Room Interventionist: After switching careers in 2013 from social work to education, I am excited to be starting my third year at the Jones Center, as the Recovery Room Interventionist. I earned my Bachelor's Degree in Social Psychology from Park University, and am currently working towards a Master's Degree in Special Education. I am married and have one son, who is a student at Park Hill High School. My husband also works for Park Hill School District, so we are a Park-Hill-proud family!

Support Staff



Debbie Smith
Media Asst.



Donna Barnes
Cafeteria Manager



Vicki Thurston
Administrative Asst.



Dave Bricker
Head Custodian



Rune Waldenstrom
Custodian

Teacher Assistants



Brett Hughes



Grant Moritz



Sean Hegyi



Jennifer Revers



Carol Ohnesorge



Sonia Guerra



Justin Leathers



Nick Tegtmeier



Marina Kay



Alexandra Smith

Key Procedures

Arrival and Dismissal Procedures

Buses arrive at 7:30 a.m. and dismiss at 2:00 p.m. Students are not permitted in the building prior to 7:30 a.m. or after 2:00 p.m. unless attending a school-sponsored activity. Neither the school nor the teacher will assume responsibility for the welfare and safety of students who come to school before the beginning of the day or after being dismissed to go home. Breakfast will be available in the cafeteria between 7:35 -7:50 a.m. and students will have the opportunity to purchase breakfast items if they so choose.

Upon arrival each day, a Russell Jones Education Center staff member may ask each student to cooperate in the use of a non-invasive search to determine whether the student is in possession of any non-allowed items. The student will be asked to voluntarily submit to an inspection of their person and possessions to ensure that the student is in compliance with school rules. The student will voluntarily empty all pockets, containers, etc., and will allow staffs visual inspection of the student's socks, pants pockets, and beltline for the staff's view. For the safety of staff and students, the Jones Center staff will confiscate any prohibited items in a student's possession for which the student has not received permission to bring to school. Confiscated items will not be returned to the student, but to the parent/guardian (or the police, if necessary). Students who refuse to voluntarily participate in this procedure will be supervised in a recovery area until the student's parent/guardian can be contacted.

If a student's behavior is a threat to the safety of the students, staff and/or other students, or if it is in violation of the law, the police will be contacted. The student's parent or guardian will also be contacted.

Book Bags and Backpacks

Book bags and backpacks are not allowed for secondary students (middle school and high school) attending the Russell Jones Education Center. Special considerations will be made for those students in transition to their home school or Northland Career Center for part of their school day. A list of needed supplies will be provided to parents prior to the school year. Students may bring all necessary supplies with them on the first day of school.

Items from Home (Student handbook pg. 18 and pg. 34)

Students are asked not to bring toys, games, sports equipment or electronic devices from home to school unless special permission has been granted by the classroom teacher or the student's behavior support plan allows for a device to use on the bus ride to and from school. In the case of special permission, only "E" rated games will be allowed.

All electronic devices, such as, but not limited to, cell phones, tablets, e-readers, head phones, iPods/MP3 players must be turned in at the start of the day to the child's teacher based on Russell Jones Education Center guidelines. The device will be returned to the student at the close of the school day. The Park Hill School District is not responsible for valuables students bring to school.

Safety of Students

The goal of the Russell Jones Education Center is to provide for the safe educational and social growth of students through the use of structured classrooms, consistent and effective behavior management techniques, and counseling. The following procedures are also used at the Russell Jones Education Center to ensure the safety of everyone.

Russell Jones Education Center may use physical restraint in dealing with students. Physical restraint is the use of person-to-person physical contact to restrict the free movement of a portion of a student's body. Physical restraint includes briefly holding a student without undue force for instructional or other purposes, briefly holding a student to calm the student, taking a student's hand to transport him or her for safety purposes, physical escort, or intervening in a fight. The Park Hill School District and the Jones Center have a policy prohibiting corporal punishment (hitting, spanking, kicking, etc). Corporal punishment will not be used as a means of discipline.

When a student is exhibiting significant behavior difficulties, the student may be placed in an unlocked recovery area of behavior management.

Students in transition to the high school may carry a cell phone with them as long as they adhere to the high school policy on use of cell phones. When they are at the Russell Jones Education Center, the cell phone will be turned off and handed to the teacher or administrator and locked away until the student leaves the school grounds.

Medication (Student handbook pg. 23)

The parent/guardian is responsible for providing the medication (prescription or over-the-counter), completing a Medication Guidelines and Authorization 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.

Attendance and Absences (Student Handbook pg. 15)

Since attendance represents a critical component in the overall success of each student, when a student's absenteeism is excessive, the school will send a letter to the student's parents which sets out the total number of student absences and the importance of school attendance. If the student's attendance does not improve, the school will take additional steps to ensure the parent is aware of the student's poor attendance. The school may also make a referral for educational neglect to the Missouri Children's Division or to the Platte County Prosecutor, in accordance with Missouri law.

Attendance Guidelines:

Daily Absence Reporting:

- a. It is the responsibility of parents/guardians to notify the school each day a student is absent. For your convenience, a phone answering machine is in operation 24 hours, 7 days a week. If the parent/guardian fails to notify the school, the school will attempt to contact the parent/guardian.
- b. The school encourages parents to schedule doctor and dental appointments after school hours.
- c. Parents/guardians may be required to submit supporting documentation in order to excuse the absence of their student if student absenteeism is excessive.
- d. Students who are absent from school without consent of their parent/guardians and the administration shall be considered truant. Truancy is a violation of state statutes as well as school regulations and may result in suspension or other disciplinary action.

e. Upon arrival at school, students must remain on school grounds and in the building until dismissal.

Breakfast/Lunch Program (Student Handbook pg. 16)

Students are encouraged to purchase meals in advance in lieu of carrying cash daily. We recommend all breakfast/lunch payments be made with a personal check. Payments may also be made online at www.MyPaymentsPlus.com. Students may also bring lunch from home. Please label lunch boxes with your child's name. Soda and fast food lunches are discouraged. Students may be eligible for free or reduced price breakfast and lunch based on federal income guidelines. Forms are available in the school office and on the district website at www.parkhill.k12.mo.us.

Therapy Services

It is the aim of the Russell Jones Education Center to assist all students in their adjustment to school. Group and individual therapy, as well as recreational therapy, is an integral part of the educational process and is designed to be sequential and developmental.

Students are scheduled for therapy sessions pursuant to individual student needs. Parents are encouraged to contact the school based therapist, the school psychologist, and/or the recreational therapist if they have questions regarding a student's progress.

Students with Disabilities (Special Education) (Student Handbook pg. 10)

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 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.

Visitors to the Building (Student Handbook pg. 14)

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.

Student Laptops (Student Handbook pg. 13)

Parents and students utilizing our one-to-one computers will be required to accept responsibility through a laptop agreement outlining use, care and handling, and expectations for student use of district laptops. Included in this agreement is an acknowledgement that students will be responsible for damages to the laptop and that an insurance option will be available. Incidents that occur at school involving multiple parties will be investigated by district administration.

Important Numbers/Resources:

Jones Center Main Number: (816) 359-4510

Jones Center School Based Therapist (Rachel Porter): (816) 359-6089

Jones Center Nurse (Kelley Sampson): (816) 359-4514

First Student Bus Transportation: (816) 741-4023

Russell Jones Education Center Building School Improvement Plan

FINANCIAL	Maintain a sound fiscal position with transparency, integrity and efficiency.
	We will participate in two external fundraisers annually through our PTA. We will submit Box tops for Education for revenue.
	The leadership team will provide revenue opportunities to staff.
	We will explore community partnerships.
ACADEMIC	Provide a relevant educational experience that prepares all students for college and career success.
	Teachers will continue to collect data and measure student progress on individual student's college and career index scores to provide support and intervention.
	We will use the workshop model in K-12 th grades and during staff professional development and use effective teaching strategies to engage our learners.
	We will continue to implement technology at all grade levels.
CLIMATE	Provide a safe, respectful, welcoming and caring environment.
	We will implement the Olweus Bully Prevention Program.
	Teachers will conduct home visits on all students.
	Students will be active participants in their IEP meetings.
EMPLOYEE	Promote a positive and supportive work and learning environment.
	The Therapy team will support students in crisis.
	All staff will be trained in crisis prevention and de-escalation techniques.
	We will celebrate our successes as a building community.

2013-2018



Park Hill School District

Building Successful Futures • Each Student • Every Day

VISION

Building successful futures - each student - every day

MISSION

Through the expertise of a motivated staff, the Park Hill School District provides a meaningful education in a safe, caring environment to prepare each student for success in life.

VALUES

- Student Focus
- Integrity
- High Expectations
- Continuous Improvement
- Visionary Leadership