



2023-2024 Westside Handbook for Students, Families and Shared Schools

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#EveryStudentEveryDay
#TogetherWeChampion

TABLE OF CONTENTS:

Program Description	3
Admission Process	4
Intake Procedure	5
Progress Monitoring	5
Extracurriculars	5
School Culture	6
Curriculum	6
Confidentiality	7
Family Night	7
Collaborative Partners	7
Arrival & Dismissal	8
Meals & Snacks	8
Medication Procedures	8
Attendance Procedures	9
Calendar	9
Phone Policies	10
Personal Item Policy	10
School Supplies	10
Student Devices	11
Dress Code	11
Outdoor Policy	11
Visitor Policy	11
Transportation	12
Student Discipline	13
Bully Policies	14
Property Damage	14
Crisis Plan	14
Substance/Vape Policy	15
Weapon Policy	15
Interrogation & Investigation	16
Emergency Safety Intervention	16
Staff & Student Responsibility	17
Home & School Communication	18
Appendix A and B- Device and ESI Policies	

The Westside Program is an extension of all USD 489 schools and districts within the West Central Kansas Special Education Cooperative (USD 388 Ellis, USD 395 LaCrosse, and USD 432 Victoria). Together we champion to stabilize behavior and build capacity in students so they can thrive within their base schools and communities.

The policies as listed in this handbook are designed to serve as a guide and may not be all-inclusive. All policies align with the student handbooks of USD 489 base schools. This handbook as well as the student handbooks of each individual school are subject to revisions at any time that the administration deem necessary. We will make every effort to ensure that students and parents are notified of any changes. Any rule which when broken violates laws must be reported to proper authorities.

The Unified School District 489, Ellis County, Kansas, does not discriminate based on race, color, national origin, sex, age, disability, or handicap in admission or access to or treatment or employment in its programs and activities. If you have questions regarding the above, please contact the Title IX Coordinator or the Section 504 Coordinator: Ron Wilson, 323 West 12th Street, Hays, Kansas 67601, (785) 623-2400.



To provide a valuable learning opportunity for every student in every classroom every day.



PROGRAM DESCRIPTION

Westside is an alternative school program operated by USD 489 Hays and West Central Kansas Special Education Cooperative, including its' member districts (Ellis, LaCrosse, and Victoria). The purpose of the school is to meet the unique and diverse academic, emotional, mental health, and behavioral needs of K-12 students, who are currently unable to appropriately participate in 'traditional' school settings. Westside serves as a temporary placement for students, who are at risk for out of school and/or out of home placement.

Students who attend Westside remain enrolled in their base school and district. It is the ultimate goal for all Westside students to transition back to their base school when they have gained the skills necessary to do so. Upon entry into Westside, the base school identifies the goals and objectives that each student must meet to return to the 'traditional' school setting. Every student's goals and objectives are individualized and the progress and timeframe for meeting these are unique.

The mission of Westside School is to champion for ALL students by working with families and base schools to stabilize behavior, gain skills and build the student's capacity to thrive within their schools and communities. Westside staff will share behavior progress, problem solving techniques, and celebrations with student's families and base school teams. ~~at the end of each week via email.~~ Collaborative meetings will be help between base schools, families, and Westside staff as needed in each individual case.

Together we champion to promote possibilities and opportunities for every student every day!

ADMISSION PROCESS

Students are referred for potential Westside placement through their base school's Student Intervention Team (SIT) and/or Individual Education Plan (IEP) team or evaluation team. Students within the Hays district can qualify for Westside as general education or special education students. Students from member districts (Ellis, LaCrosse, and Victoria) must be on an IEP to access Westside School through the special education cooperative agreement.

Each student's situation is unique, but in accepted cases, all available school related services must be utilized, exhausted and found to not adequately meet the student's needs. Acceptance to Westside School is determined through the process described below.

STEP 1

- Student's school team meets with student's family to discuss needs and brainstorm possible solutions.
- Building level interventions are implemented with fidelity, data is collected for 2 weeks, and a meet back date is schedule for the team to access progress.

STEP 2

- Student's team, including the family meet (at the meet back date) to determine if the intervention is working.
 - If yes, continue implementing and determine a 2nd meet back date
 - If no, teams will work with their school psychologist to determine if an evaluation is needed and access additional district and cooperative resources (i.e., Behavior Interventionist, Social Worker, or Westside staff consultation observation) with implementation for a minimum of 2 weeks.

STEP 3

- If student continues to struggle, in their base building, after consultation with coop supports, complete Westside Referral Paperwork and have the school's assigned School Psychologist request a referral meeting.

NOTE: Referral meetings are held as needed on the first and third Thursday of every month. (They include representatives from Westside School, community mental health, juvenile services, and the Ellis County Department of Children and Families.)

STEP 4

- School team (including family), meet in the Master Teacher Room at the Rockwell Administration Center (323 W. 12th Hays, KS) to review the Referral Paperwork and determine next steps.
 - If the student is accepted to Westside school, a meeting between the family, base school, and Westside staff will be scheduled to determine steps for a successful transition to Westside's alternative programming.
 - If the student is NOT accepted, the school team will establish a date and time to meet to determine a plan for meeting the students needs within their base school.

INTAKE PROCEDURE

After being accepted as a Westside student, the family, student (if appropriate), base school and Westside Staff will participate in an initial meeting to build a plan for student success. The following items will be discussed:

	Westside start date (including any closure needed at the base school before the transition)
	Daily schedule and courses (including continued time at base school if applicable, and/or continue courses or assignments to complete current semester grades)
	IEP changes needed to reflect placement, minutes and services
	Target goal and objectives needed to build student success
	Orientation to shared digital data and student information (including goals and student snapshot)
	Establish student's team (exchange contact information, and create a group email)
	Agencies (i.e. Physicians, counselors, therapist) that the student currently goes to (releases of information will be signed if the family would like Westside Staff to collaborate with them)
	Organize details regarding busing, meals, PowerSchool (for attendance and grades), student device, curriculum and app needs
	Schedule meet back date(s)

PROGRESS MONITORING AND TRANSITION

In keeping with the short-term nature of placement at Westside School, the process of transitioning back to the base school starts at the time of the student's admission. It begins with the understanding that the goal is to stabilize behavior and support students in gaining the skills necessary to manage their emotions and behaviors within a 'traditional' school setting.

Westside staff will collect data daily on goals and objectives set by the team during the intake process. Staff will document frequency of behavior, level of support needed, and techniques used to increase success.

The data along with attendance records, office referrals and amount of time in class will be evaluated during collaborative meetings to determine transition readiness, times of day to transition and amount of transition time per school day.

EXTRACURRICULAR ACTIVITIES

At the time of Westside intake, student participation in extra-curricular activities at their base school (i.e., sports, school dances, after school care etc.) will be evaluated based on good standing with academics and behavior. The base school and Westside staff will develop a criteria and contract for individual student participation based on each student's needs, interests, and strengths.

SCHOOL CULTURE

Westside staff will work to build a school community through positive relationships. *“Human relationships are the heart of schooling. The interaction that takes place between students and teachers and among students are more central to success than any method of teaching literacy, science, or math,”* (Cummins, 1996). Staff will work to develop a strengths-based culture where everyone matters, and all staff and students contribute. *“A strength-based approach seeks to understand and develop the strengths and capabilities that can transform the lives of people in positive ways,”* (Alvord & Grados, 2005). Students will contribute through daily and weekly school jobs. *“Giving students jobs help them become invested. When students make contributions, it builds their sense of purpose and boosts their self-esteem,”* (Forbes, 2022).

CURRICULUM

The curriculum for Westside includes core curriculum areas with a very strong emphasis on teaching prosocial skills. Westside teaches social skills through extension of tier 1 social skills lesson from Second Step (for K-5 students) and 7 Mindsets (for 6-12 students). Staff utilize a variety of resources and techniques to increase students’ abilities to regulate and participate appropriately, including (but not limited to) Responsibility Centered Discipline, Trauma Informed Practices, Unstuck and On Target, Career and College Readiness Lessons, Classroom 180, Ninja Life Hacks and the principals of Structured Teaching. Daily living skills, PE, art, STEM, life skills and transition skills are incorporated into the regular schedule as determined by individual student learning plans. Students also have access to therapy services through individual and group counseling sessions overseen by our school mental health staff. Additional related services (i.e., speech therapy, physical therapy, and occupational therapy) may be included in a student’s school day as determined by the student’s Individualized Education Program (IEP) team.

It is the responsibility of the base school to provide academic lessons and activities when applicable. Shared teaching partners provide Westside teachers with access to Seesaw and Canvas pages. Assignments and project materials are sent to Westside School digitally or through inner school mail at the end of each week to support grade level work.

Westside students participate in all state and district assessments as required by federal law, state law, and district policies. Fifth and eighth grade students, who complete the coursework necessary (as stated in their base school’s handbook), will be offered the opportunity to participate in their base school’s promotion ceremony. **High School Westside Students need to complete 21 credits to graduate as defined by state requirements.** They may walk in their high school graduation if their team deems it appropriate. Westside Students who fully transition back to their base school on or before the end of their freshman year will be expected to complete the graduation requirements of the base school rather than the 21-credit expectation specific to Westside School.

CONFIDENTIALITY

Westside School respects the privacy of all the students and families we serve. We will do whatever it takes to treat our students and families with the respect and dignity they deserve. We recognize that being a part of Westside School can be hard at times however our goal is to make Westside a place where students obtain what they need to transition and become successful high school graduates and contributing members of society. Part of the process is providing students with opportunities to belong to something bigger than themselves, connect with their Westside School family and be proud of their school and district. Please indicate your privacy and collaboration preference(s) below:

- _____ I give permission for my child to be on the USD 489 website as long as it doesn't specifically identify them as a Westside student.

- _____ I give permission for my child to be on the Westside website as long as it celebrates their strengths and shows a positive representation of him/her.

- _____ I give permission for my child to be in photos with their peers on the classroom Seesaw page. Note this page is only accessible to Parents of elementary Westside students and their base school teachers. It is to celebrate and communicate the happenings K-5 WESTSIDE STUDENTS ONLY.

- _____ I do NOT give permission for any of the above.

Parent/Legal Guardian Signature

Date

** A copy of these signed preferences will be kept in your child's school file. To change your preferences at any time, please contact the Westside Program Liaison at 785-623-2416.

FAMILY NIGHTS

Westside School is committed to building a village around students and families. Once a semester, we will host a family night for students and families to grow, learn and play alongside Westside staff. Base school staff that share students with us will be invited to these events to continue to build relationships and connections. Specific information about these events will be shared through Thrillshare (the district's email and text communication system) prior to each event.

COLLABORATIVE PARTNERSHIPS

Westside School recognizes the value of collaborating with community agencies that support you and your child (i.e., physicians, counselors, therapist, etc.). We are happy to collaborate with any and all agencies you and your family work with. NOTE: Non-school collaborative partnerships will not begin or continue without your consent. If you would like to initiate any communication and collaboration between any outside agency and Westside School, please contact the Westside Program Liaison to complete a release of information form.

ARRIVAL AND DISMISSAL PROCEDURES

School is in session from **8:03 AM to 3:13 PM** and follows the USD 489-Hays School District calendar (see Appendix A). Doors open at 7:30 AM. Any student who arrives after 8:03 will be marked tardy.

Supervision will be provided for students from 7:30 to 3:15. For the healthy and safety of all students, please do not drop off prior to 7:30, as there will be no supervision. Students are expected to depart from the school grounds immediately upon dismissal. If students have not been picked up within 15 minutes of dismissal, the student will wait in the office and the family and/or emergency contacts will be called as applicable. **If you need busing to and/or from school for your child, please call the Westside office at 785-623-2416, to determine if your need qualifies for transportation services and to get on the transportation list.** If pick up arrangements change for any reason, the parent or legal guardian must call the office to notify staff of this change. Failure to do so may result in your child being kept late so Westside Staff can confirm the arrangements.

MEAL AND SNACK PROCEDURES

Grab and go breakfast will be available for students each morning from 7:30 to 8:00. This includes milk, grain, and fruit option. Elementary and Middle school students will eat in the cafeteria and High School students will eat in the library.

Family Style Lunch will be served from 11:30 to 12:00 each day to provide opportunities for modeling and practice of social skills. Families and base school team members are encouraged to join us for lunch as it serves as a time to build and repair relationships. **If you wish to join us for lunch, please call the office (785-623-2416) by 8:30 the morning you plan to join us, so we can plan accordingly.** Our lunch menu will follow the Hays High menu. USD 489 makes available free and/or reduced-rate breakfast and lunch. Applications for these are available in the office and will be approved at Rockwell Administration Center.

Snacks will be provided for the K-4 classroom through nutrition services. If you wish to bring a snack for your child's birthday or a special event, please coordinate with your child's classroom teacher. All snacks should be peanut and tree nut free as we are a peanut/tree nut aware school. Students are not allowed to bring individual snacks, food, or candy with the exception of students who bring lunches from home. Additional food items brought from home will be kept in the office for the student to pick up after school. Each student will be provided a sports water bottle to use and to be kept at school. Only clear, translucent water bottles containing water are allowed.

MEDICATION PROCEDURES

If it becomes necessary for a student to take any form of medication at school, these steps must be followed:

1. A parent or guardian must complete and sign a Medication Request Form available in the school office or on the school website.
2. The medication must be in the original, completely labeled container.
3. All medication will be kept in a locked cabinet in the main office, as students begin transitioning back to their base school, the team will consult with the base school nurse to determine where medication should be administered.

*For more health services information consult your base school's student handbook.

ATTENDANCE

Kansas State Law requires all students to attend school until they are 18 years of age. The school is required to notify the proper authorities if a student is absent (unexcused) for more than three consecutive school days or five school days in a semester or seven days in a year. Students are expected to be at school daily except in cases of emergency or for reasons outlined below:

- Personal illness.
- Illness in the family.
- Death of a relative.
- For other reasons contact the principal prior to the absence.

Truancy is defined by KSA 72-113 as lawful and inexcusable absence from school for three consecutive days, or five days or more within a single semester, or seven days in a school year. An unexcused absence is defined as absence from school for any significant part of the school day in which a student is not in attendance and neither the parent /guardian nor the school is aware and/or approves the absence. [Board of Education Policy 3.131] “Significant part of the school day” is defined by USD 489 as one period or more. The school will adhere to the requirements of KSA 72-113 in informing parents and the county attorney of nonattendance. Students not living with parents or guardians may be required to provide documentation to excuse their absences. Requested documentation may include but is not limited to a program of the event attended, or verification from doctors, lawyers, and/or court officers.

ATTENDANCE PROCEDURES

- All absences need to be phoned into the Westside office by a parent or legal guardian.
- Absences need to be called in (785-623-2416) no later than **8:30 a.m.** (Someone is answering phones as early as 7:30 or voicemail will be available prior to this). If we haven't heard from you by 9:00, we will call to check on you and your family. **You and your child matter to us!**
- If your student must leave during the school day, for the safety of your child, the parent/guardian will need to physically sign the student out, in the office. Upon return the student will be required to sign themselves in before returning to class.
- Students are expected to maintain at least a 90% attendance rate during the academic school year. An attendance warning letter from the student's base school will be sent home when a student's attendance rate reaches 95%. Failure to maintain a 90% attendance rate (whether the total absences are excused or unexcused) may result in the student being placed on an attendance plan. Once a student is put on an attendance plan he/she will only be excused from school by a doctor's note. If the plan followed truancy will be initiate.
- If a student chooses to leave the school grounds without permission, this will be considered truancy. Parents will be notified as well as the authorities. **Any time missed will be made up after school from 3:15 to 4:00.**

CALENDAR

Westside School follows the USD 489 school calendar, refer to the USD 489 website for specifics. The first and last day of school for Westside K-5 students will be a half day (like all other USD 489 elementary buildings). The first and last days for Westside Middle and High School students will be full days. (Middle School and High School students get out one day earlier than Elementary students since their first day is a full day.) Students will follow their base districts' school closings that are weather related. When USD 489 is closed due to weather, Westside School will be closed.

PHONE PROCEDURES AND CELLPHONE POLICY

Students must use the telephone in the office for school-related calls. No cell phones without permission, including calls home when sick. In the event, that a student receives a call, a message will be relayed to the student. Phone calls for students will be handled between classes, during lunch time, or after school. Students will be called out of class only in emergency situations.

K-8 students, who bring their phones to school, will be asked to turn them into the office upon arrival. 9-12 students will be expected to put their phones in their lockers after breakfast. They may check them between classes and at lunch. Locks will be provided for all 9-12 students. Cell phone usage in the restroom is prohibited. Violations of these policies will be as follows:

1st Violation: Student will pick up the phone at the end of the school day. **2nd Violation:** Cell phone will remain in the school office until a parent picks up the phone between the hours of 7:30am and 4:00pm—it will not be returned to the student. **3rd Violation:** Parent must pick up the phone and it will not be permitted on school property for the remainder of the school year. Use of any electronic device to record audio, take pictures or record video in areas where there is an expectation of privacy is strictly prohibited and subject to disciplinary action, up to suspension or expulsion. Use of any electronic device to record audio, take pictures or record video of any student misconduct, or to promote misconduct, is strictly prohibited.

PERSONAL ITEM POLICY

Toys, trading cards, personal electronic devices, smartwatches and other non-school related personal items are not permitted into the classroom unless requested as part of a school event, activity, or need requested by the classroom teacher (i.e., for sharing, hobby day, calming tool). If a student brings toys or other personal items without permission, they will be placed in a locked cabinet in the office and returned to the student at the end of the school day. If staff become aware of a student having personal items without permission that are not turned into the office, the items will be confiscated, placed in a locked cabinet and remain in the office until dismissal time.

Students are responsible for securing all academic and school related items in their locker or desk. Opening or disturbing another's locker or desk area is prohibited. Lockers and desks are the property of the school and items considered inappropriate for the school setting are not to be stored in them. **School administration reserve the right to search student lockers and any personal property brought onto USD 489 property. Students shall have no expectation of privacy.** Westside School is NOT responsible for any items lost or taken from a student's locker. Books bags, purses, coats and jackets should remain in lockers. Combination locks will be provided by the school as needed.

A lost and found area will be maintained in the office. Please label all apparel and school supplies. Unclaimed articles will be donated to a community organization at the end of each semester.

SCHOOL SUPPLIES

Students enrolled at Westside School should plan to purchase the school supply list for their grade level at their base school. Supply lists can be found on each base school's website. Our goal is to ensure that all students have the supplies necessary for a successful transition when each student is ready for transition time.

Westside School will provide needed supplies specific for Westside use. Students who will begin the year with transition time can take their base school supplies to their school on back-to-school night as applicable, or we will facilitate them getting to their school on their first day of transition. If your child does not yet have transition time, their supplies will be stored at Westside School until they are needed. If you are unable to purchase the supplies listed on your child's base school website, call the Westside School Office and we will help connect you to resources to access needed supplies.

STUDENT DEVICES

All Westside students will be issued school devices from their base schools. K-8 students will check out student iPads and 9-12 students will check out student laptops. Students and families are required to read, agree to, and sign the USD 489 Acceptable Use Agreement/Internet Safety Policy. The signed paperwork will be kept on file at both Westside School and their enrolled base school. Westside staff will enforce technology policies and procedures as aligned in each base school's handbook. Staff will monitor device history on a regular basis to ensure student safety. Violations may result in suspension of device usage, as device usage is a privilege not a right. For more information refer to appendix A and your child's base school's student handbook. The school district is not responsible for personally owned technology brought to school if lost, stolen or vandalized. No personally owned device will be allowed to access the USD489 network.

DRESS CODE

This dress code is intended to promote a safe and positive learning environment.

- For reasons of health and safety, shoes must be worn.
- Except in those situations were approved by a school activity in advance of an activity, head gear (examples: hats, caps, bandanas, sunglasses, stocking caps, head covering) should not be worn in the building until the dismissal bell rings. Hair color should be non disruptive to learning process.
- Students must dress in a manner that is not obscene; offensive; or substantially or materially disruptive to the learning environment. Apparel that is sexually suggestive, promotes violence, illegal activities, drugs, alcohol, and/or tobacco; or is determined to be gang related is prohibited.
- All tops and shirts should cover the beltline while standing and sitting and have small, fitted arm holes. Shirts and tops must have wide straps and sleeves. All shorts, dresses, and skirts must be an appropriate length. Undergarments must not be visible. Clothing must cover private parts in opaque fabric (not able to be seen through).
- No tools or pocket knives may be carried on campus.

Students dressed inappropriately may be asked to secure the proper attire before returning to class. Appropriateness of dress and appearance will be determined by and enforced by the administration on an individual basis.

OUTDOOR TIME

All K-5 students will go outdoors for recess when the weather permits. Outdoor recess will occur when the temperature and/or wind chill is at or above 20 degrees Fahrenheit and no precipitation is falling at the time of recess. **Please be sure your child has proper clothing and footwear for outdoor play.**

VISITOR POLICY

All visitors are asked to report to the office upon entering the building through the secure entrance. Parents are always welcome at Westside School; however, students must have the permission of the principal before bringing other relatives or friends. All visitors will be expected to conduct themselves in the same responsible manner as is expected of Westside students. Due to the nature of Westside school, parents and other visitors who help in the school or classroom, will be expected to sign a confidentiality waiver, to respect the privacy of all students and staff.

1. Visitor must go directly to the front office upon entering the building
2. Driver's license may be scanned (if not already in the system)
3. Issued Visitor tag from secretary
4. Wear Visitor tag while in the building
5. Return Visitor tag upon leaving. Everyone in the building must be identifiable with current sticker ID at all times for security purposes while school is in session.

TRANSPORTATION

Students should be transported to and from school via their parent/guardian or those listed as their emergency contact form during enrollment. Students **MAY NOT** leave the school with other students or friends. If your child is in need of transportation to and/or from school, **please call Westside office, to determine if the need qualifies for transportation services.** Transportation for students who live outside the Hays district will be transported by their enrolled district (Ellis, LaCrosse, or Victoria). Parents are responsible for all other transportation outside the regular school schedule to include late arrivals, leaving school early and appointments during the school day.

Each student's district transportation department will provide transportation for any and all mid-day transitions to student's base schools. **NOTE:** Changes in transition transportation will be organized by Westside School. All changes to transportation will take at least 2 school days to occur. Changes will be documented as log entries in PowerSchool, in the student's transition tracker and on the Westside busing document to be shared with base schools in case of emergencies. If a student's transition time needs to be adjusted to accommodate special events, field trips, or assemblies, Westside staff will notify the bus barn and transport the student for the day of the event as it is outside the student's normal transition schedule.

Students who ride the bus must abide by the following rules:

1. Observe same conduct as in the classroom.
2. Be courteous, use no profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not smoke or vape.
7. Do not be destructive.
8. Stay in your seat.
9. Keep head, hands, and feet inside the bus.
10. Bus driver is authorized to assign seats.



Per USD 489 Board Policy EDAA CONDUCT ON SCHOOL BUSES: Transportation privileges will be lost for a period extending to a maximum of the remainder of the school year for a pupil who either persistently violates the rules or commits a major violation.

Procedures for getting on and off the bus:

1. While waiting to get on the bus, stand away from the bus, where the driver can see you. Don't walk up to the bus until the driver opens the door for you.
2. After you get off the bus, turn toward the front of the bus and take ten giant steps. Look back at the driver be sure he or she sees you. Wait for the driver to give you a signal, then walk in front of the bus and cross the street.
3. If you have to cross the street, always walk in front of the bus, where the driver can see you. Never walk behind the bus. The driver can't see you and might back up and run over you.
4. Do not run and play on the sidewalk or in the street while waiting for the bus. Wait quietly on the sidewalk or, if there is no sidewalk, back away from the street.
5. If you drop something and it falls under the bus, tell the driver. **DO NOT REACH UNDER THE BUS.**
6. Get on and off the bus quietly. Never push or shove at the door, and always use the handrail.

STUDENT CONDUCT AND DISCIPLINE

At Westside School, students are expected to show respect to all persons and property at school. Policies and procedures regarding student conduct apply to school hours, to and from school, at all school-sponsored events, or when an action is initiated at school or at a school activity. **Discipline is a shared responsibility: shared by the student, the school staff, and the parent or legal guardian.**

In all areas of the school and on any school property or while attending district sponsored activities, **all Westside students are expected to champion together to Be Safe, Be Respectful, and Be Responsible.**

1. Whenever possible, “natural consequences” appropriate to the behavior will be applied.
2. When students are dysregulated and unable to manage their emotions in a school appropriate way, staff will encourage, and escort students as needed to a **re-focus room**. Student’s time in any re-focus space will be logged on a digital spreadsheet, then transferred to their Educlimber record. Staff, students, and their families will use the data at collaborative meetings to determine needs, transition time and ensure re-focus rooms are not being overused at the jeopardy of academics.
3. Student will be expected to attend the next available **zone meeting** for their grade level with the behavior intervention therapist, for the following offenses: significant aggression or violence that results in harm, excessive curse words and threats, property damage, room clears, and/or elopement from campus. **Zone meetings** are opportunities for students to reflect, take responsibility for their behavior, seek restitution and have a plan for future action.
4. When students are unable to comply with school rules in a manner that supports the learning of themselves and others, students may be asked to serve time in the **in-school solution room**. For older students, this room may be used to provide a safe place to problem solve and determine a plan for taking responsibility for their actions. For younger students, this space may be used for compliance training or to support students in gaining learning-to-learn skills in a controlled setting so they can get back to a state of learning.
5. Students whose behavior warrant temporary dismissal from regular classes may be assigned to **in-school suspension (ISS)**. Suspended students are required to report to the office at Westside upon arrival to school. The ISS school day runs from 8:03 a.m. to 3:13p.m. They should have with them all supplies, and materials needed to complete assignments, to follow guidelines set forth for the program, and to perform in a manner which displays that they will be ready to return to the classroom. All work completed while students are in in-school suspension will be counted toward their academic progress.
6. Students whose behavior warrants temporary dismissal from school attendance may be assigned to **out-of-school suspension (OSS)** for a period of 1–10 days.

Safety is our ultimate goal. If a student is too dysregulated to move to a re-focus room or the in-school solution room at the time of upset, staff will clear the classroom of other students to maintain their safety and the dignity of the student who is dysregulated. If the student presents an immediate danger to self or others, staff will utilize Emergency Safety Interventions until the safety threat is resolved. (See the Emergency Safety Intervention Section of this handbook for more information.)

The use of in-school suspension, out-of-school suspension, and long-term suspension or expulsion will not be used lightly. As a staff we recognize that all behavior is an opportunity to learn and in order to learn we must have opportunities to work through problems and stay in school. We will document all ISS, OSS, and in school solution stays in PowerSchool with the amount of time spent away from instruction so Westside Staff and their partner schools can collect data on the use and effectiveness of these supports per student. Students will not be permitted to attend any school activities on the day(s) they are assigned ISS, OSS or long-term suspension or expulsion.

If **long-term suspension or expulsion** need to be considered, arrangements for a formal hearing will be made within ten days of the suspension to determine the most appropriate option for the individual case. This action will be reserved for such situations as continued violation(s) of any published code whereby alternative interventions are deemed ineffective; possession of any item intended for use as a weapon; false fire alarm, bomb threat, or distribution of an illegal substance.

BULLYING/PEER ABUSE POLICY

Our policy states that Westside students will remain aware of bullying/peer abuse behaviors and will refrain from such behaviors. Students are expected to be committed to healthy, respectful relationships with others. According to Kansas statute 72-8256 bullying is defined as: 1) Intentional, negative actions intended to harm another person and 2) severe or persistent acts. Bullying/peer abuse behaviors would include but are not limited to:

- Physical Abuse: touching, pinching, shoving, pushing, hitting, fighting, disrespect.
- Verbal Abuse: taunting, jeers, name calling, bullying, intimidation, threats, disrespect.
- Social Abuse: ostracizing or social isolation, scapegoating, or blaming others, gestures, disrespect.
- Sexual Abuse: written or verbal communication of a sexual nature, unnecessary and unwanted touching that is not consensual, disrespect.
- Cyber Abuse: any communication by electronic devices that consist of threatening, name calling, intimidation, and/or disrespect.

BULLYING/PEER ABUSE REPORTING/CONSEQUENCES

Our administrators, teachers, and staff are committed to assuring that all students feel safe, and are not the target of bullying, abusive, and teasing behaviors during their school day. As a result, it is the policy of Westside School that bullying, abusive, and teasing behaviors will not be tolerated. If a student demonstrates any of the above behaviors, consequences will be imposed. Below is a list of consequences. All students should understand, however, that the imposed consequence(s) may not follow the order listed below.

All consequences will be assigned according to the seriousness of the behavior. Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of bullying may range from positive behavioral interventions up to and including suspension or expulsion.

If you feel your child maybe being bullied, please report your concerns to Westside Administration as soon as possible.

PROPERTY DAMAGE

Students who destroy or vandalize school property and/or other students' or staff's property will be required to pay for losses or damages through financial and/or community service means. Willful destruction may result in disciplinary action. Accidental damage should be reported to the office immediately.

CRISIS PLAN AND EMERGENCY PROCEDURES

The Westside Crisis Plan includes the use of the Raptor Crisis Management System, which is a guide to students and staff for effective prevention or response to emergency situations that might arise. These include natural disasters, accidents, and acts of violence, death/suicide, and trauma. Copies of the Crisis Plan are available at Westside School. School wide drills are held periodically to maintain familiarity with emergency procedures and readiness for response to a crisis.

SUBSTANCE-FREE SCHOOLS

All students have a right to attend school in an environment conducive to learning. Since alcohol, tobacco, and other drug use is illegal and interferes with both effective learning and the healthy development of children and adolescents, the school has a fundamental and ethical obligation to prevent substance abuse in any form and to maintain an educational environment free of substance abuse. USD 489 is strongly committed to the goal of “Healthy, Responsible, Academically, Successful Youth Capable of Resisting Substance Abuse.” To foster that ideal, USD 489 provides its students (and their parents) a caring faculty and staff; innovative prevention programs; confidentiality; access to reliable information; and a responsible intervention program. USD 489 offers its school personnel in-service opportunities to keep them abreast of the latest information in the areas of prevention, intervention, and student assistance. Compiled by USD 489 personnel, this policy guide meets those - standards set forth in PL 102-226 and the drug-free schools program of the state of Kansas. The Substance Abuse Policy may be viewed in its entirety in the Hays High Handbook, Appendix D (p.40).

VAPE DETECTORS

Students deserve the right to have a healthy environment to learn, grow and develop, and should not have those chances be barred due to student vaping interfering with their health and safety. When vaping detectors are placed in restrooms, there is a better chance of keeping students vape-free and healthy. Vape detectors are installed in all Westside bathrooms. Vape detectors pinpoint abnormalities in air quality. If an individual vapes in an area where a vape detector is installed, faculty is alerted by the device whenever it picks up any traces of harmful chemicals within the range of the detector. The main purpose of a vape detector is to identify substances emitted from vaping devices. Individuals present during the detection of possible vape use are subject to a search of their person and/or property. Metal detection devices may be utilized in such a search.

WEAPON POLICY

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function, or event. This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon. Violation of policy with regard to possession/use of explosives, firearms, or other weapons as defined in current law shall result in expulsion from school for a period not to exceed one calendar year. For more information, refer to USD 489 Board of Education policy JCDBB.

SEARCHES OF PERSON AND PROPERTY

School administration reserves the right to search student lockers and any personal property brought onto USD 489 grounds, including vehicles. Students have no expectation of privacy – lockers, cars, computers, book bags, clothing, etc., may be subject to search. Parents/ Guardians will be contacted following a search involving their student.

INTERROGATION AND INVESTIGATION

Building administrators and others designated by the superintendent may conduct investigations and question students about infractions of school rules or the student conduct code. If there is reason to believe a violation of criminal law has been committed, the principal shall notify the appropriate law enforcement agency and may request further investigation of the alleged violation.

Westside School coordinates with local law enforcement in a way similar to all other school district buildings. (Refer to Base School Student Handbooks, for more information regarding student conduct and procedure code as it aligns to board of education policies.)

In the event a student becomes a threat to self and others to an extent that cannot be managed by Westside Staff, Westside administration will contact local law enforcement for support. Following any occasion in which law enforcement is involved, parents and/or legal guardians will be notified. The incident will be documented in PowerSchool entries and the student's team (including family) will meet to problem solve and determine next steps to decrease the likelihood of further incidents.

EMERGENCY SAFETY INTERVENTION (ESI)

An emergency safety intervention is the use of seclusion or physical restraint. The use of an emergency safety intervention shall cease as soon as the immediate danger of physical harm and violent action ceases to exist.

Before using an emergency safety intervention, a school employee witnessing the student's behavior must have determined that less restrictive alternatives to emergency safety interventions, such as positive behavior interventions support, were inappropriate or ineffective under the circumstances.

An emergency safety intervention shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to effect such physical harm. Violent action that is destructive of property may necessitate the use of an emergency safety intervention if there is a reasonable and immediate danger of physical harm. An emergency safety intervention may not be used for purposes of discipline, punishment, or for the convenience of a school employee.

All Westside staff will be trained to use positive behavioral intervention strategies, de-escalation techniques, and prevention techniques that emphasize physical intervention as a last resort and appropriate to the level of risk. Such training are consistent with nationally recognized training programs on ESI.

All Emergency Safety Interventions will follow Kansas state statute and USD 489 board policy. Safety is our number one priority, in the event that an ESI is needed, parents and/or legal guardians will be notified as soon as possible, and documentation will be completed. The incident will be documented in PowerSchool entries and the student's team (including family) will meet to problem solve and determine next steps to decrease the likelihood of further incidents. The ESI policy can be viewed in its entirety in Appendix B of this document.

IT TAKES A VILLAGE- TOGETHER WE CHAMPION

STUDENT RESPONSIBILITIES:

- Be prepared for class
- Be safe, responsible, and respectful
- Engage and participate in lessons and activities
- Show empathy and respect to all peers and staff
- Be willing to learn new things

FAMILY RESPONSIBILITIES:

- Show a sincere interest in your child's progress and education
- Encourage punctual attendance
- Establish and maintain open communication with school staff
- Take responsibility for the student's health, personal cleanliness, and suitable clothing.
- Assume responsibility in working with school personnel and community agencies in addressing academic and behavioral concerns
- Develop and maintain your student's respect for law, other people, and the property of others
- Help students develop a responsibility for their own actions
- Praise and celebrate student's efforts and progress

STAFF RESPONSIBILITIES:

- Plan and teach lessons that align with state standards
- Provide a safe and inviting learning opportunity for all students
- Communicate in a timely manner with student's families and shared teaching staff
- Celebrate student progress and support student needs using data driven decisions
- Treat all behavior as an opportunity to grow and learn
- Model empathy and grace and provide consistent and timely feedback using fair consequences

It takes a village, to raise a child. -African Proverb



HOME-SCHOOL COMMUNICATION

Westside School believes in the power of frequent and open communication.

Please indicate below your communication preferences:

IN CASE OF EMERGENCY, please call:

1st : _____
Name Relationship to the Student Number

2nd : _____
Name Relationship to the Student Number

FOR COMMUNICATION THAT IS NOT URGENT, number in order of preference:

_____ Email at _____

_____ Text at _____

_____ Call at _____

Best Times and Days of the Week To Call Are:

We would like weekly progress note data to: (Check all that apply.)

_____ Be sent to the following email(s) _____

_____ Be sent home in our child's bookbag.

Parent/Legal Guardian Signature

Date

** A copy of these signed preferences will be kept in your child's school file. To change your preferences at any time, please contact the Westside Program Liaison at 785-623-2416.

#TogetherWeChampion



HANDBOOK ACKNOWLEDGEMENT

As noted on page two, this handbook aligns with USD 489’s base school handbooks. We follow the guidance of USD 489 base schools for the following information: truancy, directory information, student records, enrollment fees, insufficient payment, fire/tornado/crisis drills, health services, insurance coverage, bike and skateboard policies, student devices, Title 1, special education, notification of teacher’s credentials, grading scale, honor roll, and PowerSchool. Please refer to the base school handbooks on USD 489’s district’s website for details.

My signature below indicates that I have received and read a copy of the 2023-2024 Student Family and Shared School Handbook.

Student Signature _____ Date _____

Guardian Signature _____ Date _____

APPENDIX

A. USD 489 Technology Device Policies

Acceptable Use Policy Agreement USD 489 Hays, Kansas

USD 489 offers a comprehensive system of technological equipment. Users may have access to internal and external resources to retrieve and process information designed to facilitate learning and enhance educational information exchange.

USD 489 assumes responsibility for the management of the structure, hardware, and software that allow users access to information technologies for educational purposes. District equipment includes (but is not limited to) computers, drives, printers, scanners, networks, video and audio recorders, cameras, photocopiers, telephones, modems, and other related technological resources. Software includes (but is not limited to) computer software, print and non-print resources. Networks include (but are not limited to) all voice, video and data systems, including the district's internal network and the Internet.

The purpose of these technology systems is to facilitate communications in support of education and research that is consistent with educational objectives and the outcomes for USD 489. The school district reserves the right to monitor all use of technology systems. The district may, at its discretion, review all technology systems accessed by users. Such monitoring may be conducted without notice. Acting as agent of USD 489, the administration will determine if specific use of the technology systems is appropriate and/or consistent with acceptable use. This decision is final. The use of district technology systems is a privilege and may be revoked at any time. USD 489 is not responsible for any action taken by the users that do not support the purposes and outcomes of USD 489.

Internet Safety Policy USD 489 Hays, Kansas

USD 489 utilizes a wide variety of devices and computer systems with Internet capable access. The purpose of these systems is to facilitate information and resources in support of education and research that is consistent with educational objectives and the outcomes for USD 489. The district's Internet Safety Policy will follow the guidelines set forth by the Children's Internet Protection Act ("CIPA") and Neighborhood Children's Internet Protection Act ("NCIPA"). The Internet Safety Policy will apply to students, staff, and anyone else that accesses the USD 489 network or computer systems.

The school district will employ an Internet filtering mechanism as a technology prevention measure to block access to material deemed as pornographic, child pornography, obscene, or otherwise harmful to minors. The organization does not warrant the effectiveness of Internet filtering. Acting as an agent of USD 489, the district systems administrator and technology coordinator are responsible for management of Internet filtering mechanism.

It shall be the responsibility of all members of the USD 489 staff to educate, supervise, and monitor appropriate usage of the computer network and access to the Internet in accordance with this policy. It is also their responsibility in educating minors on appropriate online behavior, including interactions with other individuals on social networking sites/chat rooms, cyber bullying awareness and response, safe usage of electronic mail, instant messaging, and other forms of direct electronic communications.

The privacy of users is limited, and the school district reserves the right to monitor all use of technology systems. The district may, at its discretion, review all technology systems accessed by users. Such monitoring may be conducted without notice.

The use of district technology systems is a privilege and may be revoked at any time. Failure to adhere to network policies and rules may subject users to warnings, usage restrictions, disciplinary actions, or legal proceedings. USD 489 is not responsible for any actions taken by the users or any loss of information by the user. Acting as an agent of USD 489, the administration will determine if specific use of the technology systems is appropriate and/or consistent with acceptable use. This decision is final.

Prohibited User Activity may include but is not limited to:

- Accessing material deemed as pornographic, child pornography, obscene, or otherwise harmful to minors.
- The act of circumventing, tampering, disabling, or relaxing the Internet filter is strictly prohibited except by authorized technology personnel for bona fide research or other lawful purposes.
- Using the technology systems to disrupt the activity of others, to harass or discriminate against others. (e.g., “cyberbullying”).
- To gain unauthorized access to computer systems or programs, or to initiate any type of malware or virus in any computer system or program. (e.g. “hacking”).
- Using profanity, obscenity, discriminatory language, vulgarities and other inappropriate language, graphics or sound on the computer system or in any electronic communication.
- Student should not reveal any personal, confidential, or private information about themselves or another individual such as home address, phone number, etc. Staff should not reveal any personal, confidential, or private information about students as to comply with the “Family Educational Rights and Privacy Act” (FERPA)
- Access to social networking websites or chat room web sites is prohibited except for sites that have been approved by administration as educationally appropriate.
- Representing oneself as someone other than who you are, including using someone else’s account number or password. (e.g., “fraud”, “identify theft”)
- Allowing someone else to use your account number or password except for authorized technology personnel.
- Vandalism, damaging equipment, or intentionally wasting resources. This includes physical damage as well as digital damage, such as deleting data or defacing district websites and computer systems.
- Removing hardware and/or software from the premises without prior authorization.
- Violating any federal or state copyright or unfair trade law. This includes the unauthorized downloading or storing of copyrighted music and movies.
- Violating any federal, state, local, common law, or criminal law.
- Conducting any activity that exposes the district to litigation or expenses.
- Violating any laws that might suggest libels or slander.
- Personally benefiting from the sale of "User-Developed Subject Matter" created while under the supervision or employment of USD 489.

Additional Prohibited Practices:

- Using, possessing, or distributing media containing applications or data inconsistent with educational objective is prohibited.
- Using “proxy servers” to access sites and/or programs.
- Using the technology systems for personal or private business, for advertisement, political lobbying, or for incurring financial commitments over the USD 489 network.
- Using the technology systems to disrupt the activity of others, to harass or discriminate against others, to gain unauthorized access to computer systems or programs, or to initiate any type of virus in any system or program.
- Using profanity, obscenity, discriminatory language, vulgarities and other inappropriate language, graphics or sound.
- Removing or altering the USD 489 identifying labels or barcodes in any way.
- Using the system to obtain, originate, or disseminate pornographic and/or sexual content.
- Representing oneself as someone other than who you are.
- Using someone else’s account number or password or allowing someone else to use another’s account & password.
- Failing to notify school officials and file a police report immediately if the Device is stolen. Failing to provide a copy of the police report to HHS. (Failure to file a report will result in full payment for the cost of the Device.)
- Loaning the Device to others or leaving it unattended.
- Defacing Device or charger in any way (i.e.: stickers, markers, whiteout, scratching, etc.)
- Attempting to repair the Device if it is not working properly is prohibited.
- Trespassing in digital folders not authorized to the user.
- Damaging equipment or intentionally wasting resources.
- Removing hardware and/or software from the premises without prior authorization.
- Violating copyright law. Violating any federal, state, local, common law, or criminal law.
- Violating any laws that might suggest libel or slander.
- Devices, any cell phone, any camera, and any other device that contains a camera may NOT be accessed in locker rooms or restrooms.

Disciplinary Action

Failure to follow use of Device rules will result in disciplinary action that can include:

- Confiscation of the Device: Depending on the severity, the user may lose access for a period of the entire school year.
- Suspension: Depending on the severity, the user may be short-term suspended or suspended for a period of the remainder of the school year.

Disciplinary Action, continued

- Students who purposely damage the Device or fail to take appropriate care of the Device will be suspended for vandalism and pay for damages. After payment, an older, prior-lease Device will be loaned to the student for use at school for a period to have the student demonstrate the willingness to take appropriate care.
- Students who do not submit a Help-Desk ticket for repair when needed may lose access to the device for an extended period. Repeated violations may result in loss of access for the year.

Damaging Device or attempting to do so:

1. Vandalism: ISS, Payment for repair parts and labor, loss of current Device. Contact law enforcement if necessary.
2. Vandalism: OSS, may include long-term suspension, and computer loss for year. Contact law enforcement if necessary.

Damaging network or attempting to do so:

1. May result in long-term suspension/expulsion and computer loss for year.

Computer Violation (Student refuses to follow directive regarding classroom use):

- 1-2. Detention
1. Continued violation, ISS + 2 weeks without computer.
2. ISS + Hearing to include student, teacher, parent, and administration, loss of computer.

Internet Violation: (Use of “proxy servers” to bypass USD489 filters settings):

1. Administrative warning, Review AUA, Detention(s)
2. 2 days ISS, Review AUA
3. 2 days OSS, loss of technology for the year (student may be removed from class where violation occurs)

Internet Violation: (Pornography/Inappropriate content access):

1. 2 days ISS, contact parents, 2 weeks of computer loss, loss of wireless connectivity for 9 weeks. Contact law enforcement if necessary.
2. 4 days ISS, contact parents, computer loss for year. Contact law enforcement if necessary.
 - * Possession of child pornography and/or felony content will result in legal report being filed and due process hearing.
 - **If computer or its hard drive is seized by legal authorities, the student will pay for the cost of replacement plus labor.

Intimidation / Harassment of Others using Technology:

1. Administrative detention & notification of parents. Contact law enforcement if necessary.
2. 2 days ISS & loss of device for 10 school days. Contact law enforcement if necessary.
3. OSS until parent conference, loss of device for semester, may result in due process. Contact law enforcement if necessary.

APPENDIX

B. District Emergency Safety Intervention Policy Including Dispute Resolution Process

GAAF Emergency safety interventions (See GAO, JRB, JQ, and KN)

The Board of Education is committed to limiting the use of Emergency Safety Interventions (“ESI”), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student’s conduct necessitates the use of an emergency safety intervention as defined below. The Board of Education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school’s code of conduct, school safety plan, or student handbook. Notice of the online availability of this policy shall be provided to parents during enrollment each year.

Definitions

“Campus police officer” means a school security officer designated by the Board of Education of any school district pursuant to K.S.A. 72-6146, and amendments thereto. “Chemical Restraint” means the use of medication to control a student’s violent physical behavior or restrict a student’s freedom of movement.

“Emergency Safety Intervention” the use of seclusion or physical restraint but does not include physical escort or the use of time-out.

“Incident” means each occurrence of the use of an emergency safety intervention.

“Law enforcement officer” and “police officer” mean a full-time or part-time salaried officer or employee of the state, a county, or a city, whose duties include the prevention or detection of crime and the enforcement of criminal or traffic law of this state or any Kansas municipality. This term includes a campus police officer.

“Legitimate law enforcement purpose” means a goal within the lawful authority of an officer that is to be achieved through methods of conduct condoned by the officer’s appointing authority.

“Mechanical Restraint” means any device or object used to limit a student’s movement.

“Parent” means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in 72-3122(d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; or (6) a foster parent, unless the student is a child with an exceptionality; or (7) a student who has reached the age of majority or is an emancipated minor.

“Physical Escort” means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.

“Physical” Restraint means bodily force used to substantially limit a student’s movement, except that consensual, solicited or unintentional contact and contact to provide comfort, assistance or instruction shall not be deemed to be physical restraint.

“School resource officer means a law enforcement officer or police officer employed by a local law enforcement agency who is assigned to a district through an agreement between the local law enforcement agency and the district “school security officer” means a person who is employed by a Board of Education of any school district for the purpose of aiding and supplementing state and local law enforcement agencies in which the school district is located but is not a law enforcement officer or police officer.

“Seclusion” means placement of a student in a location where all the following conditions are met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that he or she will be prevented from leaving the enclosed area.

“Time-out” means a behavioral intervention in which a student is temporarily removed from a learning activity without being confined.

Prohibited Types of Restraint

All staff members are prohibited from engaging in the following actions with all students:

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student’s airway;
- Using physical restraint that impacts a student’s primary mode of communication;
- Using chemical restraint, except as prescribed for a student’s medical or psychiatric condition by a person appropriately licensed to issue such treatments; and
- Use of mechanical restraint, except:
 - Protective or stabilizing devices required by law or used in accordance with an order from a person appropriately licensed to issue the order for the device;
 - Any device used by law enforcement officers to carry out law enforcement duties; or
 - Seatbelts and other safety equipment used to secure students during transportation.

Use of Emergency Safety Interventions

ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to affect such physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student’s behavior prior to the use of ESI. The use of ESI shall cease as soon as the immediate danger or physical harm ceases to exist.

Violent action that is destructive of property may necessitate the use of ESI. Use of an ESI for purpose of discipline, punishment, or for the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

ESI Restrictions

A student shall not be subjected to ESI if the student is known to have a medical condition that could put the student in mental or physical danger as a result of ESI. The existence of such medical condition must be indicated in a written statement from the student’s licensed health care provide, a copy of which has been provided to the school and placed in the student’s file. Such written statement shall include an explanation of the student’s diagnosis, a list of any reasons why ESI would put the student in mental or physical danger, and any suggested alternatives to ESI. Notwithstanding the provisions of this subsection, a student may be subjected to ESI, if not subjecting the student to ESI would result in significant physical harm to the student or others.

Use of Seclusion

When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times.

All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of emergency, such a fire or severe weather.

A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent. Such room shall be free of any condition that could be a danger to the student and shall be well-ventilated and sufficiently lighted.

Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on ESI. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than classified staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain documentation regarding the training that was provided and a list of participants.

Notification and Documentation

The principal or designee shall notify the parent, or if a parent the same day as an incident. The same-day notification requirement of this subsection shall be deemed satisfied if the school attempts at least two methods of contacting the parent. A parent may designate a preferred method of contact to receive the same-day notification. Also, a parent may agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day.

Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day of the incident. Such written documentation shall include: (A) The events leading up to the incident; (B) student behaviors that necessitated the ESI; (C) steps taken to transition the student back into the educational setting; (D) the date and time the incident occurred, the type of ESI used, the duration of the ESI, and the school personnel who used or supervised the ESI; (E) space or an additional form for parents to provide feedback or comments to the school regarding the incident; (F) a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and (G) email and phone information for the parent to contact the school to schedule the ESI Meeting. Schools may group incidents together when documenting the items in subparagraphs (A), (B), and (C) if the triggering issue necessitates the ESIs is the same.

The parent shall be provided the following information after the first and each subsequent incident during each school year: (1) a copy of this policy which indicates when ESI can be used; (2) a flyer on the parent's rights; (3) information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and, the complaint process of the state Board of Education; and (4) information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas. Upon the first occurrence of an incident involving the use of ESI, the foregoing information shall be provided in printed form or, upon the parent's written request, by email. Upon the occurrence of a second or subsequent incident, the parent shall be provided through a full website address containing such information.

Law Enforcement, School Resource, and Campus Security Officers

Campus police officers and school resource officers shall be exempt from the requirements of this policy when engaged in an activity that has a legitimate law enforcement purpose. School security officers shall not be exempt from the requirements of this policy. If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the parent the same day using the parent's preferred method of contact.

A school shall not be required to provide written documentation to a parent, as set forth above, regarding law enforcement use of an emergency safety intervention, or report to the state department of education any law enforcement use of an emergency safety intervention. For purposes of this subsection, mechanical restraint includes, but is not limited to, the use of handcuffs.

Documentation of ESI Incidents

Except as specified above with regard to law enforcement or school resource officer use of emergency safety interventions, each building shall maintain documentation any time ESI is used with a student. The documentation shall include all the following:

- Date and time of the ESI
- Type of ESI,
- Length of time the ESI was used,
- School personnel who participated in or supervised the ESI,
- Whether the student had an individualized education program at the time of the incident,
- Whether the student had a section 504 plan at the time of the incident, and
- Whether the student had a behavior intervention plan at the time of the incident.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the Superintendent or the Superintendent's designee on at least a biannual basis. At least once per school year, each building principal or designee shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

Reporting Data

District administration shall report ESI data to the state department of education as required.

Parent Right to Meeting on ESI Use

After each incident, a parent may request a meeting with the school to discuss and debrief the incident. A parent may request such meeting verbally, in writing, or by electronic means. A school shall hold a meeting requested under this subsection within 10 school-days of the parent's request. The focus of any such meeting shall be to discuss proactive ways to prevent the need for emergency safety interventions and to reduce incidents in the future.

For a student with an IEP or a Section 504 plan, such student's IEP team or Section 504 team shall discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan or amend the behavior intervention plan if already in existence. For a student with a section 504 plan, such student's section 504 plan team shall discuss and consider the need for a special education evaluation. For students who have an individualized education program and are placed in a private school by a parent, a meeting called under this subsection shall include the parent and the private school, who shall consider whether the parent should request an individualized education program team meeting. If the parent requests an individualized education program team meeting, the private school shall help facilitate such meeting.

For a student without an IEP or section 504 plan, the school staff and the parent shall discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan.

Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting.

The student who is the subject of such meetings after a third ESI incident shall be invited to attend the meeting. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student would benefit from such measures.

Local Dispute Resolution Process

If a parent believes that an emergency safety intervention has been used on the parent's child in violation of state law or board policy, the parent may file a complaint as specified below.

The Board of Education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the Superintendent before filing a formal complaint with the board. Once an informal complaint is received, the administrator handling such complaint shall investigate such matter, as deemed appropriate by the administrator. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the Superintendent and the parents and retain a copy of the report at the school. The Superintendent will share the informal resolution with the Board of Education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the Superintendent, the parents may submit a formal written complaint to the Board of Education by providing a copy of the complaint to the clerk of the board and the Superintendent within thirty (30) days after the parent is informed of the incident.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings of fact and recommended corrective action, if any, to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and Superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt a written finding of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education. Once such a procedure has been developed, a parent may file a complaint under the state Board of Education and shall be mailed to the parents and the state department within thirty (30) days of the board's receipt of the formal complaint.

If desired, a parent may file a complaint under the state board of education administrative review process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.