



***Elementary
School
Handbook***



2023-2024

USD 489 Elementary Schools

Lincoln **623-2500**

1906 Ash Street
Principal: Kerri Lacy

O'Loughlin **623-2510**

1401 Hall Street
Principal: Rene Burns

Roosevelt **623-2520**

2000 MacArthur Street
Principal: Christina Sramek

Wilson **623-2550**

101 East 28th Street
Principal: Anita Scheve

MISSION STATEMENT:

*To provide a quality learning
experience for every child in every classroom every day.*



Ron Wilson, Superintendent

Rockwell Administration Center
323 West 12th Street
Hays, Kansas 67601
TEL (785) 623-2400
FAX (785) 623-2409
www.usd489.com

Unified School District 489, Ellis County, Kansas, does not discriminate on the basis of race, color, national origin, sex, age, disability, or religion in admission or access to or treatment or employment in its programs and activities. Neither will the district tolerate sexual harassment. If you have questions regarding the above, please contact the Title IX Coordinator or the Section 504 Coordinator, or Ron Wilson, Superintendent, 323 West 12th Street, Hays, Kansas 67601 or call (785)623-2400.

W E L C O M E

This handbook is designed to serve as a guide to the elementary schools in USD 489. It should be kept as a ready reference.

To accomplish the Mission Statement, all schools must function under certain guidelines and regulations. We expect everyone attending our schools or being a part of them as a parent or guardian to recognize these regulations, to understand them, to abide by them, and to instruct their children about their responsibilities as students. It is also important for students and their parents to become acquainted with the school routines, services, and activities outlined in this handbook.

The policies in this handbook have been reviewed by the USD 489 Board of Education and are part of the Board of Education policies.

Board of Education

Ken Brooks
Lori Hertel
Allen Park
Craig Pallister
Curt Vajnar
Tammy Wellbrock
Meagan Zampieri-Lillpopp

Central Office Administration

Ron Wilson, Superintendent
Shanna Dinkel, Assistant Superintendent for Curriculum
Chris Hipp, Asst. Superintendent/Finance Director
Kyle Carlin, Director of Special Education

All of the elementary schools in Hays USD 489 offer programs for kindergarten through grade five. In each of these schools, kindergarten is an all-day program. Ongoing research is conducted in USD 489 regarding how students learn best and teaching methods that best promote student learning. USD 489 teachers and administrators are well-versed in this current research and continual efforts are made to bring - improved, research-based instruction to the students in the district’s classrooms. Some of these important practices include:

- Providing a positive learning atmosphere in the school and classrooms, based on relationships and relevance.
- Promoting collaboration and engagement through practices such as cooperative learning
- Emphasizing algebra and geometry concepts in earlier grades.
- Increasing student writing in all content areas.
- Connecting what is taught to real-life experiences students have previously experienced/learned to promote understanding, meaning, and remembering what is taught.
- Teaching to the different ways that students learn (visual, auditory, kinesthetic, etc.).
- Increasing active student participation in the learning process and increasing teacher-student interaction.
- Using technology as a tool to transform learning, instruction and assessment
- Teaching social and emotional skills to promote students’ mental health and academic success
- Utilizing a multi-tiered system of support to intervene for struggling students both academically and behaviorally.

If you wish to know more about any of the above, please feel free to talk to your child’s teacher or principal. Active parent participation is encouraged in all district schools. Parents who are interested in becoming more involved in their children’s school should contact the principal. Parents are also invited to visit their children’s classrooms at any time.

Enrollment

District enrollment for USD 489 schools takes place prior to the start of each school year; check with your school for the schedule. We preserve the neighborhood school concept while offering choice; parents may send their child to any school within the district they wish, as long as there are openings in that school. After the school year has begun, new students may be assigned a school in order to balance class numbers and provide equity.

Insufficient Payment

If a check is returned because of insufficient funds, the writer of the check will be notified in writing that they have 10 days to make payment in the form of cash, cashier check, or money order. If payment is not received during this 10-day extension, the school district reserves the right to turn the claim over to the Ellis County Attorney.

School Hours

Lincoln	7:59 a.m.–3:09 p.m.	O’Loughlin	7:59 a.m.–3:07 p.m.
Roosevelt	8:02 a.m.–3:12 p.m.	Wilson	7:56 a.m.–3:06 p.m.

Arrival and Departure

Supervision will be provided for students 20 minutes prior to the beginning of the school day. Students are expected to depart from the school grounds immediately upon dismissal. If students have not been picked up within 15 minutes after dismissal, the students will be placed in the after- school program. The appropriate after-school care fee will be charged.

Attendance, Absences, and Tardies

Since school is your child's business, he/she should be at school every day and on time. Attending school regularly helps children feel better about school and themselves. Building this habit early is important, as students who miss even just 10 percent of school have a harder time learning to read and will fall behind academically, placing them at greater risk of not completing high school.

- A child is counted absent when he/she is not present at school for any reason.
- A child is unexcused when he/she is absent without the knowledge of his/her parents.
- It is the responsibility of the parent to inform the school of a child's absence prior to the beginning of the school day.
- A call will be made to the parent if there has been no parental contact.
- Tardy students may be expected to make up the lost time.
- Students who have missed more than 10 percent of school days in a semester may be placed on an attendance contract, requiring a doctor's note (or school nurse consultation) for any absences.

USD #489 BOE Policy JBD Excused/Unexcused Absences

The definition of "excused absence" includes the following:

- Personal illness;
- Health related treatment, examination, or recuperation;
- Serious illness or death of a member of the family;
- Obligatory religious observances;
- Participation in a district approved or school sponsored activity or course;
- Absences prearranged by parents and approved by the principal; and
- Students of active duty military personnel may have additional excused absences at the discretion of the principal for visitations relative to leave or deployment.

All absences which do not fit into one of the above categories would be considered an unexcused absence.

A student serving a period of suspension or expulsion from the district shall be considered inexcusably absent.

Truancy

Truancy is defined by KSA 72-1113 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. [USD #489 BOE Policy J B D]. The elementary school will adhere to the requirements of KSA 72-1113 in informing parents and the Department of Children and Families of nonattendance.

Student Consultation/Detention

When it becomes necessary to detain a pupil after school for an extended period of time, the parent will be notified. Parental notification will also occur should a student miss a significant portion of class time. Occasions such as these may result from the need of the pupil to complete an assignment or detention due to a discipline problem.

Student Records

The district collects and maintains only that data about individuals which is necessary for the schools to accomplish their primary goals. No information other than that used for personal identification and factual data of a cumulative nature will be collected, maintained, or disseminated without informed consent of the individual and/or the parent or guardian of students. (USD #489 BOE Policy JRA)

Directory Information

Certain information is routinely released at various times during the school year. This information is classified as directory information. The following categories are listed as directory information: student's name, address, telephone number, picture, parent or guardian, date and place of birth; weight, height, participation in and eligibility for officially recognized activities; dates of attendance or grade placement; honors and awards received; and the most recent educational agency or school attended by the student. If you choose not to have any of this information released, you will need to contact the school administration.

Parent Groups

Each elementary school has an organized parent group—in some schools it is a Home & School Association, in others a Parent-Teacher Association or Parent Advisory Council. All schools have site councils, which are comprised of staff members, parents, and community members. These groups-which provide guidance, volunteer assistance, financial aid, and student-teacher support-are vital to the success of our schools. These parent groups are also informally organized through a Parent Advisory Council Coalition that helps coordinate parent activities and programs throughout the district.

Dress Code

This dress code is intended to promote appearance that refrains from interference with the intended function of the school or school activity or creates potential health and safety hazards. Neatness and cleanliness of personal hygiene is always encouraged.

- For reasons of health and safety, shoes must be worn.
- Except in those situations where approved by a school-sponsored group or activity in advance of an activity, headgear (examples: hats, caps, bandanas, sunglasses, stocking caps, head covering) should not be worn in the building.
- 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. (USD 489 BOE Policy JCDB)
- No bare backs or shirts which expose stomachs are permitted.

Students dressed inappropriately may be asked to secure the proper attire before returning to class.

Coaches and sponsors of extracurricular activities may individually set additional guidelines to serve the best interests of their organizations.

Appropriateness of dress and appearance will be determined by and enforced by the administration on an individual basis.

Inclement Weather

Parents are advised to tune to local radio stations for details of possible school closings. Notice will also be delivered through our district's messaging system in the form of e-mail and/or text messages. In the event of a closing during school hours, please advise your children and their teachers as to exactly what they are to do. Students will remain at school until arrangements have been made for their transportation.

Outdoor Play

We encourage the students to go outside to play whenever the weather permits. **Please be sure your child has proper clothing for outdoor play.** Without precipitation, students will play outside as long as the actual temperature and/or wind chill is at or above 20 degrees Fahrenheit. Teachers will encourage the entire class to participate in the recess periods

Materials/Textbooks

Textbooks are provided by the schools. Parents are encouraged to teach their children to be responsible for good care of the books and other school property.

Withdrawals and Transfers

When your family is changing its place of residence, be sure to contact your principal **in advance** for proper withdrawal procedures. If you transfer within the district, your child's records will be transferred from his/her present school to the receiving school. When you leave the district, a signed request for transfer of records is required. No within-district transfers will be allowed during the school year without special permission from the superintendent for a unique circumstance.

Student Behavior

At USD 489, we will create a positive and safe learning environment for everyone every day. To achieve this goal, each building has identified its tenets of success. Students will be positively reinforced for demonstrating these traits, and teachers will regularly model and encourage them.

Elementary staff will teach students regularly how to label their emotions, as well as how to regulate them, to provide students with the tools needed to remain calm and in control.

If a child is observed not following our school rules, the adult will view this as an opportunity to learn. The student will be given an opportunity to fix the behavior and/or repair the relationship that may have been damaged if someone else was involved.

Our goal is to guide each child in the development of desirable character traits so that self-discipline may be exercised. We strive to see that every child is treated with fairness and respect and has an equal opportunity to learn. We will not permit any child to disrupt school in any manner to the degree that the educational opportunities of other children are hindered.

In-School Suspension and Out of School Suspension

In-school suspension and Out-of-School Suspension will be an option at the principal's discretion.

Long-Term Suspension or Expulsion from School

Arrangements for a formal hearing will be made within 10 days of the suspension to determine the most appropriate disposition of 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; or bomb threat.

Harassment

What is harassment? Harassment is verbal or physical conduct of an offensive nature. It could be student-to-student, staff-to-student, student-to-staff, or staff-to-staff. Harassment could be perceived as intimidating, hostile or offensive. It could also be directed toward someone because of his or her gender.

Examples of harassment include but are not limited to:

- ./ verbal “kidding”;
- ./ suggestive remarks, gestures, or jokes;
- ./ remarks about one’s appearance;
- ./ defaming the reputation of an individual through verbal rumors, written notes or graffiti;
- ./ displaying offensive illustrations;
- ./ intimidating behavior; and
- ./ pulling at clothing.

Harassment will not be tolerated in USD 489. Regardless of whether they are reported or not, harassment problems have negative consequences in the workplace and classroom and can seriously affect the safety, health, and self-esteem of the individual. The USD 489 Board of Education’s policies concerning harassment are on file in the offices of the principals and counselors.

Any student who believes he or she has been subjected to harassment should visit with the principal, guidance counselor, or another certified staff member. Every effort will be made to preserve confidentiality for both the accuser and the accused, to the extent the investigative process allows.

Weapons 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. Violation of policy regarding 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 BOE policy JCDBB.

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.

COORDINATION WITH LAW ENFORCEMENT

School administrators may meet periodically with local law enforcement officials to discuss the district's policies and rules regarding law enforcement contacts with the district.

INITIATED BY SCHOOL ADMINISTRATORS AND CONDUCTED BY LAW ENFORCEMENT

OFFICERS

When law enforcement officers conduct an investigation and/or question a student(s) during school hours, the building principal shall make reasonable attempts to contact parents, guardian or representative of the student(s) prior to questioning. To the extent possible, reasonable requests of the parents, guardian or representative shall be observed. Notification or attempted notification of parents, guardian or representative shall be documented by the administrator involved. If a student's parents, guardian, or representative is not present during questioning of a student, the principal shall be present.

INITIATED BY LAW ENFORCEMENT

The administration shall cooperate with law enforcement officers who are conducting investigations of suspected child abuse. Law enforcement officers shall not be permitted to conduct investigations during school hours except in demonstrated emergency situations. If a demonstrated emergency is found, the principal shall require identification of law enforcement officials and reasons for the interrogation or investigation of a student. If the principal is not satisfied with either the identification or the reason, the request shall not be granted. The principal shall attempt to notify the superintendent and the officer's superiors of the reasons for the refusal.

VIOLATIONS OF CRIMINAL LAW

Information on criminal conduct shall be turned over to law enforcement officials.

TAKING STUDENTS INTO CUSTODY

Students shall not be voluntarily released by school officials to law enforcement authorities unless the student has been placed under arrest or taken into custody by law enforcement or DCF. Reasonable effort shall be made to notify the student's parents, guardian or representative when students are removed from school for any reason by law enforcement authorities.

INTERROGATIONS AND INVESTIGATIONS

Notification efforts shall be documented. Parents shall not be notified by school officials when their child is taken into custody by DCF and/or law enforcement as a result of allegations of abuse or neglect.

When a student has been taken into custody or arrested on school premises without prior notification to the building principal, the school staff present shall ask the law enforcement officer to notify the principal of the circumstances as quickly as possible.

DISTURBANCE OF SCHOOL ENVIRONMENT

Law enforcement officers may be requested to assist in controlling disturbances at school and if necessary to take students or other persons into custody.

[USD 489 BOE policy JCAC)

Substance-Free Schools

A student shall not, regardless of the quantity:

- possess or consume a beverage containing alcohol;
- possess or use tobacco in any form;
- consume, have in possession, buy, sell, or give away any substance defined by law as a drug.

Drug Dog Policy

At the request of the Superintendent or Acting Superintendent of Schools, Law Enforcement Officers may use trained dogs on school premises to identify property which may contain illegal or illicit materials and to determine whether materials are present which may threaten the general health, welfare, and safety of students and/or district employees. Trained dogs may be used for general searches or for specific locations. (USD #489 BOE Policy JCAB)

Student Valuables

Each student should assume the responsibility of taking care of his or her own possessions. The school district does not carry insurance on students' personal property items and is not responsible for lost, stolen, or damaged property. **Please do not allow your child to bring personal toys, games, cell phones, other electronic devices, money, etc. to school.**

Property Damage

Students who destroy or vandalize school property will be required to pay for losses or damages. Willful destruction may result in disciplinary action. Accidental damage should be reported to the office immediately. **School personnel reserve the right to search student lockers and any personal property brought onto USD 489 property.**

Meal Programs



Lunch—A supervised lunch program will be maintained at each attendance center. Students who bring a sack lunch may purchase milk by the carton. Carbonated beverages are discouraged. Parents are welcome to eat at school with their child. Guest quantities are limited. We do request that parents notify the school secretary by 9:00 a.m. if they wish to eat that day. Check with your school for lunch fees. Free or reduced-price lunches are provided to children whose family meets income eligibility requirements. Applications are given to each enrolling family; - additional forms are available from each school office and the Board of Education office.

Breakfast—Breakfast programs are available at all schools. Students who qualify for free or reduced lunch will also qualify for free or reduced breakfast. Check with your school for breakfast prices and times of service.

School Visitation

Parents are encouraged to visit our schools. Children visiting school must be accompanied by an adult. **All visitors must check in to the main office upon arrival and receive a visitor's badge before going anywhere else in the building.** First time visitors should bring a state-issued picture ID, such as a driver's license.

Personal Safety

Some courses, by their nature, require special safety precautions. Students are expected to demonstrate knowledge of and follow safety regulations as required by the instructor.

Insurance Coverage

USD 489 does not provide insurance to cover injuries involving students. Student accident insurance is available, however. Contact the building principal for information about this program.

Lost and Found

A lost and found facility is maintained at each attendance center. Please label all apparel and school supplies. Unclaimed articles will be donated to a community organization.

Telephone

Parents should feel free to call the school concerning any matter dealing with their children. We request that teachers and students not be asked to come to the telephone during class. **Students' after-school - arrangements should be made prior to the school day.**

Cell Phones

In order to ensure the learning environment of all elementary students is not interrupted by student cell phones ringing, we are asking that students **leave their cell phones at home**. If for some reason a student must bring a cell phone to school, it needs to **remain in the backpack and turned off** until the student leaves the school building at the end of the day.

If a student brings a cell phone to school and it rings during class time, the teacher will take the cell phone, turn it off and keep it on his/her desk until the end of the school day. At that time, it will be returned to the student. If there are any additional occurrences, the cell phone will be brought to the office and parents will be asked to pick up the cell phone from the office. If you need to contact your student and give him/her a message, please call your child's school office. The office staff will get the message to your student before the end of the school day.

Health Services

USD 489 HEALTH SERVICES:

The district employs registered nurses to serve the schools for health-related needs and health education. Parents should report any special health condition involving their child to the school nurse. If necessary, the school nurse, with the input of the parents and the health care provider, will develop a special health care plan addressing the specific needs of the student.

Immunizations and Health Assessments: Kansas law and USD 489 policy requires all students to meet immunization requirements and to have these records on file at school. **Students not meeting these requirements will be excluded from school. Enrollment of kindergartners must include a record of current immunizations and a health assessment.**

Medication Procedure: It is recommended that every possible means be taken to give students medication at home. 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 web site.
2. The medication must be in the original, completely labeled container.
3. All medication will be kept in the Health Office. Any exceptions to this must have prior approval.***

Contagious Diseases: Students exhibiting symptoms of a contagious disease or illness will not be allowed in school. A student with fever, vomiting, severe sore throat, undiagnosed rash or skin eruptions, severe cough or cold symptoms, or red eyes with discharge should remain home. A student must be fever-free (oral temperature under 100 degrees), without the benefit of fever-reducing medication, for 24 hours before returning to school.

Illness/ Injury: When students become ill or injured at school, they will be evaluated by the school nurse or other designated personnel. Every effort will be made to contact a parent or guardian in case of serious illness or accident.

Screenings: Hearing and vision screenings will be conducted as required by Kansas state law and by parental request.

*** USD #489 has adopted a policy for "Student Self-Administration of Medications" under certain conditions. Please refer to Board Policy JGFGBA for more information.

Elementary Schools Snack Food Guidelines

USD 489 is committed to healthy snack choices in our elementary schools. Healthy snack choices are an important part of creating a healthy school environment. Snacks are important for providing children with nutrients to support growth and learning.

Snacks served during the school day or in after-school care should make a positive contribution to children's diets and health, with an emphasis on serving fruits, vegetables, low-fat and whole grains as the primary snacks. Schools will assess if and when to offer snacks based on the timing of school meals, children's nutritional needs, children's ages, and other considerations. The district will disseminate a list of healthful snack items to teachers, afterschool program personnel, and parents. A Healthy Snack List will be sent with each snack schedule sent home. Prepackaged healthy snack items are preferred.

Due to a variety of food allergies, the schools are considered to be peanut/tree nut aware, so please avoid sending food items that may contain these known food allergens. The school cannot be responsible for food brought to the school by other students and/or parents.

Healthy Snack Possibilities

- Any Fresh fruit or vegetable (apple slices, carrot and celery sticks)
- 100% Fruit or vegetable juice
- Canned or packaged fruit products packed in juice
- Raisins or Dried Fruit such as bananas, apples, peaches, apricots, plums
- Animal Crackers, plain popcorn
- Low or nonfat milk
- Low or nonfat yogurt
- Frozen yogurt tubes
- Low-fat pudding
- Low fat cheeses
- Whole grain crackers, cereal bars
- Whole grain tortilla chips with salsa or guacamole
- Fruit Kabobs
- Angel food cake topped with fresh fruit
- Applesauce or other fruit cups
- Raw veggies served with low-fat dip
- Berries with low-fat whipped topping
- Bananas or Strawberries with a low-fat yogurt dip
- Graham crackers

Emergency Safety Intervention (ESI)

K.A.R. 91-42-1(c) defines an emergency safety intervention (ESI) as "the use of seclusion or physical restraint when a student presents an immediate danger to self or others. Violent action that is destructive of property may necessitate the use of an emergency safety intervention."

K.A.R. 91-42-2(a)(3) requires that whenever an ESI is used, the parent(s)/guardian(s) must be informed in writing within two school days. Email meets the definition of notification by writing. The ESI policy can be viewed in its entirety at the end of this document.

Bullying

Bullying on USD 489 property, in a USD 490 vehicle or any USD 489-sponsored activity or event is prohibited. The Superintendent of USD 489 shall develop a plan to address bullying on USD 489 property, in USD 489 vehicles and at USD 489-sponsored activities and events. The plan shall include provisions for training and education of staff and students. The plan shall be submitted to the Board of Education for its approval. When approved, the Superintendent shall assure that the plan is implemented. *As used in this Policy, the following definitions apply:* "Bullying" means:

(A) Any intentional gesture or any intentional written verbal or physical act or threat that is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

- Harming a student or staff member, whether physically or mentally;
- Damaging a student's or staff member's property
- Placing a student or staff member in reasonable fear of harm to the student or staff member; or
- Placing a student or staff member in reasonable fear of damage to the student's or staff member's property; or

(B) any other form of intimidation or harassment prohibited by any policy of USD 489.

Elementary students will remain aware of bullying/peer abuse behaviors and will refrain from such behaviors. 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, inappropriate touching, disrespect.

Students are to report incidents of bullying behaviors to school staff who will then meet with the students involved to resolve the issue. Continued incidents of bullying behaviors will further include the involvement of parents and possible discipline actions as deemed appropriate by the administration.

Assembly Policy

Purpose: Assemblies are to have well- defined goals tied to district curriculum. They are to be within the emotional, intellectual, and social capacities of the students. Special care is to be taken to ensure assemblies are respectful of families and children with diverse beliefs, cultures, and values. Assemblies are not to endorse, advance, or promote any particular religion or religious practice. Assemblies are also not to express disapproval of, inhibit or disparage any particular religion or religious belief.

Responsibility: With administrative approval, outside speakers or performers may be invited to make special presentations at assemblies. Administrators have the authority to interrupt or suspend the presentation at their discretion.

Notification: Notification of scheduled assemblies, including speaker name and content, will be provided to parents or legal guardian through electronic and/or printed materials. Parents or legal guardians may request that their student be excused from an assembly. Excused students will be required to participate in an approved alternate academic activity.

After School Care

All elementary schools in Hays offer fee-based, after-school childcare in the school setting for their students. The program will operate from school dismissal time until 5:30 p.m. on days that school is in session. On Early Dismissal days, after-school care will be held from 1:00-5:30 p.m. Children have the opportunity to expand their learning day in a warm, caring, well-supervised, fun environment. Students can get help with their homework, play outside when weather permits, and learn life skills like cooking, arts, and crafts. The peace of mind quality childcare provides for our parents is priceless. For more information, please refer to your school's daycare handbook.

Pedestrian and Bicycle Safety

The safety of your child is one of our major concerns. Your cooperation is needed to build good safety habits. Please urge your child to:

- Walk on sidewalks.
- Cross only when the intersection is clear and at marked crossings.
- Never enter a strange automobile.
- Go directly to and from school along predetermined walkways.

We urge that bicycle riders:

- Obey all safety regulations.
- Park bikes in the racks provided.
- Be in grades three through five to ride bikes to school.
- Not ride bikes in the street near the school, on the sidewalks, or on school grounds.
- Secure their bike with a chain and lock.

Students will be asked to forfeit bicycle use for a specified period of time if they are found to make improper use of the bicycle.

Skateboards, rollerblades, and scooters are prohibited.

Fire, Tornado, and Crisis Drills

Fire, tornado, and crisis drills are held throughout the school year on a schedule as determined by current state statute. When the alarm is sounded, students should quickly and quietly accompany the teacher to designated areas. The teacher will take attendance. Emergency routes are posted in each classroom. A crisis backpack is stored in each classroom that contains emergency supplies, parent contact information, and important student medical information, and travels with the class during drills and any actual emergency situations.

School Bus Safety

Follow these rules on the bus:

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 be destructive.
7. Stay in your seat.
8. Keep head, hands, and feet inside the bus.
9. Sit in assigned seats, if assigned by the driver.

Students who fail to conform to School District policies may be subject to disciplinary action. (USD #489 BOE Policy JGG)



Parent–Teacher Conferences

Parents and schools have joint responsibility for children’s development. What happens to them both in school and at home affects their total behavior. In order to inform parents of their student’s progress, report cards will be issued each nine-weeks at most schools. Conferences will be scheduled at least once this year during the month of October, with an additional optional conference in the spring. Conferences may be scheduled upon request by either the parent or the school. Updates on academic progress will also be provided throughout the school year.

Special Education

A full range of special education services are available to meet specific student needs. If a student is having difficulty in school, general education implements an intervention plan first. If a student appears to require special education services, a multidisciplinary evaluation is completed to determine eligibility and need for services.

Title I District Parental Involvement Plan USD 489, Hays Public Schools

Parental interest, support and guidance are major contributing factors to any successful Title I instructional program. Toward this end, USD 489 public schools will provide opportunities for parents to participate in activities that include but are not limited to those listed below:

1. Staff and parents in Title I schools will plan and conduct at least one informational meeting each year to share information on programs and services and to encourage the involvement of parents in the educational process.
2. Parents will be provided information on programs, activities and opportunities for involvement through newsletters, invitations, personal notes, and telephone calls.
3. The school shall notify each child's parents in a timely manner that the child has been selected to participate in Title I, including information about why the child was selected.
4. Staff and parents in Title I schools will develop, implement and annually review school compacts as a method to regularly identify and address goals for student progress.
5. Staff and parents will participate in regularly scheduled parent teacher conferences to address student progress and needs.
6. The school parent involvement program will be coordinated with parent organizations, school volunteer programs, and school site councils.
7. Staff and parents at each school will develop and disseminate a school parent involvement policy to outline specific provisions for parent and community involvement. The policy will be reviewed annually and filed in the district Title I office.
8. Parents must be involved in an organized, ongoing and timely way in the planning review and improvement of Title I programs. This may be accomplished by creating a separate Title I advisory group or by ensuring that parents of participating Title I children have seats on existing school-wide committees such as parent advisory council.
9. The school must provide Title I parents with reports on school performance and their children's assessment results.
10. The school must explain and describe the school's curriculum, assessments used to measure student progress and standards that students are expected to meet.

The Hays Public Schools solicit and welcome suggestions for improving the effectiveness of our Title I programs. Suggestions may be made at any time by contacting Title I staff, building principals or the assistant superintendent in charge of Title I programs.

Notice to Parents Right to Request Information on Teacher Qualifications

Dear Elementary School Parents:

The teachers and staff are excited about providing your child an exciting learning experience. We welcome you to visit our schools any time to talk about your child and his or her progress during the year.

You are aware of the federal “No Child Left Behind” (NCLB) Act of 2001 that impacts all public schools in the United States. One of the key provisions of that federal plan is to make sure our schools have the most highly qualified teachers in the classroom that we can possibly have. In fact, should you wish to receive information about the qualifications of your child’s classroom teachers, NCLB allows you to ask and our schools to provide the following information:

- Whether the teacher has met state qualifications and licensing criteria for the grade levels and subjects he or she teaches.
- Whether the teacher is teaching under emergency or other provisional license or whether licensing criteria have been waived.
- The teacher’s degree major and any other graduate certification or degree held, and the field of discipline of the degree.
- Whether the child is provided services by a para educator and, if so, their qualifications.

If you would like to receive any of this information, please feel free to submit your request in writing or contact your school principal at school, and he or she will gladly follow up with you.

Thank you for all you do to support your child’s education!

Your Elementary School Principals
Hays USD #489

Internet Safety Policy

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 any and 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 whether or not 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., “cyber-bullying”).
- 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 with the exception of 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 libel or slander.
- Personally benefiting from the sale of "User-Developed Subject Matter" created while under the supervision or employment of USD 489.

I understand and will abide by the guidelines outlined in this Internet Safety Policy. I understand that any violation of this agreement will result in disciplinary action or legal proceedings.

USD 489 ELEMENTARY SCHOOL
iPad Policy, Procedures, and Information
2022-2023

1. RECEIVING YOUR iPad & iPad CHECK-IN

1.1 Receiving your iPad

iPads will be distributed at the beginning of each school year during “iPad Orientation.” Parents & Students must sign and return the Student Pledge documents before the iPad can be issued to the student.

1.2 iPad Check-in

iPads will be returned during the final week of school so they can be checked for serviceability.

1.3 Check-in Fines

1.3.3. Students will be responsible for any damage to the iPad, case, and chargers consistent with the District’s iPad Protection plan and must return the iPad and accessories in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad.

2. TAKING CARE OF YOUR IPAD

Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly must be taken to the Office for an evaluation of the equipment.

2.1 General Precautions

2.1.1. The iPad, case, and charger are school property and all users will follow this policy and the USD 489’s acceptable use policy for technology.

2.1.2. Only use a clean, soft cloth to clean the screen, no cleansers of any type.

2.1.3. Cords and cables must be inserted carefully into the iPad to prevent damage.

2.1.4. The iPad, and case must remain free of any writing, drawing, stickers, or labels that are not the property of USD489.

2.1.5. iPads must never be left in any unsupervised area.

2.1.6. Students are responsible for keeping their iPad battery charged for school each day.

2.2 Carrying iPads

2.2.1. A protective case has been purchased by the district to protect the iPad and provide a suitable means for carrying the device throughout the day. iPads should always be within the protective case when carried. Students must keep the iPad in this case at all times.

2.3 Screen Care

2.3.1. The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

2.3.2. Do not put unnecessary pressure on the top of the iPad.

2.3.3. Do not place anything near the iPad that could put pressure on the screen.

2.3.4. Do not place anything in the carrying case that will press against the cover.

2.3.5. Clean the screen with a soft, dry cloth or anti-static cloth.

2.3.6. Do not “bump” the iPad against lockers, walls, floors, etc. as it may crack or break the screen.

3. USING YOUR iPad AT SCHOOL

iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars, and schedules may be accessed using the iPad. Students should bring their iPad to all classes, unless specifically instructed not to do so by their teacher. USD 489 believes strongly in technology integration as part of every students education in our school system. Refusal to use the iPad as part of the educational process is not an option.

3.1. Charging Your iPad’s Battery

iPads should be charged to full capacity each day by plugging into the power source in the classroom.

3.2 Sound

Sound must be muted at all times unless permission is obtained from the teacher.

3.3. Printing

Limited printing services will be available with the iPad. Students should talk to their teachers about the need to print and printer availability.

3.4. Personal Apps

Students may not install personal apps on their iPad

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the iPad/Home Directory

Students should save work to the digital storage provided by the school. It is recommended students regularly back up data. Limited storage space will be available on the iPad – data will NOT be backed up in the event an iPad has to be re-imaged or restored to factory settings.

5. SOFTWARE ON iPads

5.1. Originally Installed Software

5.1.1. The apps and operating system originally installed by USD 489 must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add additional apps and OS upgrades.

5.1.2. Periodic check of iPads will be made to ensure that students have not removed required apps or installed inappropriate material.

5.2 Inspection

Students will be selected at random to provide their iPad for inspection. iPad use and contents will also be monitored remotely.

5.3. Procedure for re-loading software

If technical difficulties occur, the iPad will be restored from a will be re-set to factory settings
The school does not accept responsibility for the loss of documents deleted due to the necessity of a re-format and/or re-image.

6. ACCEPTABLE USE

The use of the USD 489 School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by USD 489 is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in USD 489. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and appropriate disciplinary action shall be applied. USD 489's Student Handbook shall be applied to student infractions. Violations may result in disciplinary action up to and including suspension and/or expulsion for students. When applicable, law enforcement agencies may be involved.

6.1 Parent/Guardian Responsibilities

6.1.1. Talk to your children concerning the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

6.1.2. The iPad, regardless of location, is filtered through the schools management system.

6.2. School Responsibilities are to:

6.2.1. Provide internet and email access to its students

6.2.2. Provide internet filtering.

6.2.3. Provide network data storage. (USD 489 reserves the right to review, monitor, and restrict information stored on or transmitted via USD 489 owned equipment and to Investigate inappropriate use of resources.)

6.2.4. Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

6.2.5. Provide user accounts for free information storage in cloud-based applications.

- 6.2.6. Monitor pictures, video, and audio recordings of any student or staff member and ensure they are being utilized in an appropriate manner.
- 6.3 Students responsible for:
 - 6.3.1. Using iPads in a responsible and ethical manner.
 - 6.3.2. Obeying general school rules concerning behavior and communication that applies to iPad/computer use.
 - 6.3.3. Using all technology resources in an appropriate manner so as to not damage schoolequipment.
 - 6.3.4. Helping USD 489 protect our computer system/device by contacting an administrator about any security problems they may encounter.
 - 6.3.5. Monitoring all activity on their account.
 - 6.3.6. Securing their iPad after they are done working to protect their work and information.
 - 6.3.7 Notifying a school employee in the event they receive correspondence containing inappropriate or abusive language or if the subject matter is questionable.
- 6.4 Student Activities Strictly Prohibited:
 - 6.4.1 Illegal installation or transmission of copyrighted materials.
 - 6.4.2 Any action that violates existing Board policy or public law.
 - 6.4.3 Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
 - 6.4.4 Inappropriately utilizing photos, video, and/or audio recordings of any person.
 - 6.4.5 Changing iPad settings in an effort to circumvent the filtering system.
 - 6.4.6 Downloading inappropriate apps.
 - 6.4.7 Spamming-Sending inappropriate emails.
 - 6.4.8 Gaining access to other student's accounts, files, and/or data
 - 6.4.9 Vandalism to your iPad or another student's iPad.
- 6.5 iPad Care:
 - 6.5.1 Students will be held responsible for maintaining their individual iPads, and keeping them in good working order.
 - 6.5.2 iPad batteries must be fully charged and ready for school each day.
 - 6.5.3 iPads that malfunction or are damaged must be reported to the building Technology Assistant and Administration. USD 489 will be responsible for repairing iPads that Malfunction and/or repairs covered under warranty, iPads that have been damaged from student misuse or neglect will be repaired, with the first \$50 of repair cost being borne by the parent.
 - 6.5.4 Students will be responsible for the entire cost of repairs to iPads that are damaged intentionally, stolen, or lost.
 - 6.5.5 iPads that are stolen must be reported immediately to the Office and the Hays Police Department.
- 6.6 Legal Propriety:
 - 6.6.1 Students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unaware, ask a teacher or parent.
 - 6.6.2 Plagiarism is a violation of the USD 489 handbooks. Give credit to all sources used, whether quoted or summarized.
 - 6.6.3 Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the District.
- 6.7 Student Discipline:

If a student violates any part of the above policy, board policy, or USD 489 Elementary School handbook policy, he/she may be subject to the following disciplinary steps:

 - 6.7.1 Required to attend an iPad refresher class.
 - 6.7.2 Loss of individual iPad for a designated timeframe to be determined by the Administration.

6.7.3 Loss of iPad while being required to complete coursework.

6.7.4 Disciplinary/Legal action as deemed appropriate.

7. PROTECTING & STORING YOUR IPAD

7.1 iPad Identification:

Student iPads will be labeled in the manner specified by the school. iPads can be identified based on serial number and USD 489 identification number.

7.2 Storing Your iPad:

When students are not using their iPads, they should be stored in the classroom storage unit. Nothing should be placed on top of the iPad.

7.3 iPads Left in Unsupervised Areas:

Under no circumstance should iPads be left in unsupervised areas. If an iPad is found in an unsupervised area, it will be taken to the office.

8. REPAIRING OR REPLACING YOUR iPad / COST OF REPAIRS

USD 489 recognizes that with the implementation of the iPad initiative there is a need to protect the investment by both the District and the Student/Parent. Therefore, we have set the following guidelines in place.

8.1 Warranty Repairs

Warranty repairs will be completed at no cost to the student.

8.2 Vandalism and Theft

In cases of theft, vandalism and other criminal acts, a police report MUST be filed by the school.

9. SCHOOL RIGHTS:

9.1 USD 489's network, facilities, and/or mobile devices are to be used in a responsible, efficient, and ethical manner in accordance with the philosophy of USD 489. Students must acknowledge their understanding of this policy as well as the following guidelines. Failure to adhere to these standards may result in disciplinary action and/or revocation of the offender's mobile device and/or network privileges.

9.2 The administration and/or their designee(s) have the right to inspect a mobile device, application, or peripheral device associated with any or all USD 489 technology. This includes but is not limited to email, documents, pictures, music, or other components associated with all USD 489 technology.

9.3 USD 489 reserves the right to define inappropriate use of technology.

Student Pledge for iPad Use

1. I will take good care of my iPad.
2. I will never leave the iPad unattended.
3. I will never loan out my iPad to other individuals.
4. I will know where my iPad is at all times.
5. I will charge my iPad battery as needed.
6. I will keep food and beverages away from my iPad since they may cause damage to the device.
7. I will not disassemble any part of my iPad or attempt any repairs.
8. I will not change the management profiles as set up by the district.
9. I will protect my iPad by keeping it in the protective case supplied by the district.
10. I will use my iPad in ways that are appropriate, meet USD 489 expectations, and are educational in nature.
11. I will not deface the serial number.
12. I understand that I will return the iPad, case, charger and cord in the condition it was given to me or I may be assessed a fee for damages and/or repairs.
13. I understand that my iPad is subject to inspection at any time without notice and remains the property of USD 489.
14. I will follow the policies outlined in the USD 489 Handbook while at school, as well as outside the school day.
15. I will file a police report in case of theft, vandalism, and other acts covered by insurance with assistance from the Administration.
16. I will be responsible for all damage or loss caused by neglect or abuse.
17. I agree to return the iPad and power cords in good working condition.
18. I will not utilize photos, video, and/or audio recordings of myself or any other person in an inappropriate manner.

I agree to the stipulations set forth in the above documents including the iPad Policy, Procedures, and Information; the Acceptable Use Policy; iPad Protection Plan and the Student Pledge for iPad Use.

Student Name (Please Print): _____ Grade: _____

Student Signature: _____ Date: _____

Parent/Guardian Name (Please Print): _____ Date: _____

Parent/Guardian Signature: _____ Date _____

District Emergency Safety Intervention Policy Including dispute resolution process

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

GAAF

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.