



2021-2022 HANDBOOK

MINNEAPOLIS GRADE SCHOOL

Mrs. Patrícia Anderson, Príncipeal

317 Argyle, PO Box 48
Minneapolis, Kansas 67467
(785) 392-2111

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A Guide for Parents, Guardians and Students



Note Minneapolis Grade School and/or USD 239 North Ottawa County, at its option, may change, delete, suspend, or discontinue parts or the policy in its entirety, at any time without prior notice.

USD 239 – BOARD OF EDUCATION

The Board of Education meets monthly on the second Monday at the District Office located at 716 E. Seventh Street, Minneapolis, Kansas. Meetings generally commence at 6:30 pm but may vary, so please check with your local newspaper or call (785) 392-2167.

Superintendent of Schools

Mr. Chris Vignery

Board of Education

Position #1	Rick Shupe
Position #2	Justin Abell
Position #3	Shari Abell
Position #4	Becki Travis
Position #5	Dr. Bruce Labes
Position #6	Tammy Shanks
Position #7	Brigitte Nelson

USD 239 – MISSION STATEMENT

The mission of USD 239 is to develop students with self-respect, respect for others, a lifelong love of learning, commitment to family and community, respect for work, and the ability to respond to change.

MISSION STATEMENT

The Minneapolis Grade School provides a safe and nurturing environment empowering all students to learn at their highest potential.

AGE OF ENTRY

A child must be five (5) years of age on or before August 31 to enter Kindergarten and six (6) years of age on or before August 31 to enter first grade. You must present a birth certificate or other legal proof of date of birth before entering school for the first time.

SCHOOL ZONE PARKING

Double parking and parking in crosswalks in school zones are prohibited **at all times**. Also, stopping in front of the school and leaving a vehicle unoccupied while picking up students at dismissal time is **NOT** allowed. The area between parking stalls is NOT a valid spot for dropping off or picking up. This not only blocks traffic from moving, but can create an unsafe environment for school children. Extra parking is available in the parking lot east of the school.

STUDENT ARRIVALS / DISMISSALS

Grades K – 6

7:30 am	Doors open
8:10 am	Classes start
3:20 pm	Bus dismissal
3:25 pm	Classes dismissed

*Supervision is not provided before the arrival times listed nor is it provided after class dismissal unless students are required to stay. An attempt will be made to notify you if your child has to stay longer than fifteen (15) minutes after school. **Students participating in breakfast programs should arrive between 7:30 and 8:00 am.***

OFFICE HOURS

Office hours are from 7:45 am to 4:00 pm.

STUDENT RECORDS / DIRECTORY INFORMATION

All student records are confidential and primarily for local school use. Certain information, called directory information, is not covered by privacy law and is made available to the public when requested. It includes the student's name, address, telephone number, picture, date of birth, dates of attendance, and other information. You may request that your child's information **not** be released by making the request to the building principal. *See FERPA document handed out for approval at enrollment for more information.*

SCHOOL HEALTH UPDATES

Medication In order for the school to dispense medications to your child, we must have the following:

Prescription Drugs:

1. An original prescription from the doctor;
2. Medication in the original container;
3. A note from you requesting the administration of the medication;
4. Initial dose of medication already given.

Non-Prescription Drugs:

1. A note from you requesting the administration of the medication;
2. Medication in the original container;
3. Initial dose of medication already given.

Note: Prescription and non-prescription medication should not be in the control of a student at any time. If you and/or your doctor feel medication is required or warranted, the medication should be brought to the school office by an adult.

Head Lice Kansas Law (K.A.R. 28-1-6) requires students who are infested with head lice be excluded from school until they have been treated with an anti-parasitic drug. Check your child's hair regularly for lice. If head lice or nits are discovered, please notify the building principal or district health nurse.

Accident / First Aid / Insurance In case of an accident, basic first aid will be administered for minor injuries. Parents will be notified in the event of a more serious injury. If, in case of an emergency parents cannot be reached, your primary care physician will be notified. The district has a student accident insurance policy. Please request the forms should your child have an accident at school.

Health Students who are ill should never be sent to school. If a student is running a temperature of 100°, they are to remain home until they are temperature and symptom free for 24 hours. If your child has a rash or infectious-looking skin disorder, the school nurse has the right to ask the parent to obtain a doctor's note indicating the child is not infectious and can remain in school.

Health Assessment / Physicals Child Health Assessments at School Entry Law (K.S.A. 72-5214):

1. Requires **ALL** children entering a Kansas school for the first time up to the age of nine to have a health history and physical examination including screenings.
2. The qualified persons who are authorized by law to perform the exam are the nurses who are certified through the Kansas Department of Health and Environment or physicians. Qualified persons do not include chiropractors.
3. A copy of the above assessment must be given to the school.

Immunizations Kansas Law (K.A.R 28-1-20) states that every pupil enrolling in any school shall present certification from a physician or local health department which reflects the pupil has received the following immunizations:

- (5) DTAP
- (1) TDAP (Grade 7)
- (4) Polio
- (2) MMR
- (3) Hepatitis B
- (2) Varicella - If your child has already had the Chickenpox Disease – A note is required verifying this from your physician.
- (2) Hepatitis A (Grade K-5)
- (1) Meningococcal Seragroup A, C, W, Y #1 Grade 7 and #2 Grade 11

Legal exemptions to the immunizations laws are found on the Kansas Certificate of Immunization. See the District Health Nurse for more information.

Hearing Screening Kansas Law (KSA 72-1205) states every pupil enrolled in school shall be provided basic hearing screening the first year of admission and not less than once every three years thereafter.

Vision Screening Kansas Law (KSA 72-5205) states every pupil enrolled in school shall be provided basic vision screening not less than once every two years.

Meal Substitution Form If your child has food allergies or intolerances, the school must have an order from the doctor stating what foods need to be omitted from the diet and what substitutions need to be made. The school has an appropriate form to be filled out and should be requested when a substitution is needed. This form must be completed each school year to be in compliance with the KSDE (Kansas State Department of Education) Nutrition Services Policy. Without this annual update on file, we will not receive government reimbursement.

Puberty Education Puberty education will be coordinated by the district health nurse. Annually, a lesson will be presented to the fifth and sixth grade students discussing the physical changes that will happen during this process of maturing. Proper nutrition, exercise, rest, hygiene and emotional changes will also be addressed. Boys and girls will be separated during this time.

For more details of USD 239 Board Policy, please contact the District Office (785-392-2167) and set an appointment to review the entire manual at your leisure.

BREAKFAST / LUNCH

Breakfast and lunch are offered to all students. Free and reduced-priced meals are available for families that meet the guidelines. The District Office will send out the meal application form before enrollment, or you can apply for this benefit through the grade school office. *All applications submitted and information contained therein will be kept confidential.*

VISITORS / GUESTS

Parents, guardians and other family members are encouraged to visit our building. All visitors are required to first check in at the office promptly.

Minors: Pre-school aged children, siblings, or relatives who wish to visit school must always be accompanied by an adult during the visitation.

ANIMALS AND PLANTS IN THE SCHOOL

Students who wish to bring pets into the school must receive prior permission from their teacher and the building principal. With permission, animals and non-toxic plants may be brought into the classroom for educational purposes and a parent / guardian must assist their child with the proper care and handling procedures.

Domesticated animals must be inoculated against rabies.

STUDENT CONDUCT POLICY

USD 239 schools have integrated the Girls and Boys Town Social Skills training into our discipline program. This involves teaching students sixteen different social skills that give the student a strategy to deal with situations as they arise throughout their school day.

The following skills are taught and reinforced throughout the year:

#1 Following Instructions

1. Look at the person.
2. Say "Okay".
3. Do what you've been asked right away.
4. Check back.

#2 Accepting Criticism or a Consequence

1. Look at the person.
2. Say "Okay".
3. Stay Calm.

#3 Accepting "No" for an Answer

1. Look at the person.
2. Say "Okay".
3. Stay calm.
4. If you disagree, ask later.

#4 Greeting Others

1. Look at the person.
2. Use a pleasant voice.
3. Say "Hi" or "Hello".

#5 getting the Teacher's Attention

1. Look at the teacher.
2. Raise your hand and stay calm.
3. Wait until the teacher says your name.
4. Ask your question.

#6 Disagreeing Appropriately

1. Look at the person.
2. Use a pleasant voice.
3. Tell why you feel differently.
4. Give a reason.
5. Listen to the other person.

#7 Making an Apology

1. Look at the person.
2. Use a serious, sincere voice.
3. Say "I'm sorry for..." or "I want to apologize for..."
4. Explain how you plan to do better in the future.
5. Say "Thanks for listening".

#8 Accepting Compliments

1. Look at the person.
2. Use a pleasant voice.
3. Say "Thank you."

#9 Having a Conversation

1. Look at the person.
2. Use a pleasant voice.
3. Listen to what the other person says.
4. When there is a break in the conversation, ask a question or share your thoughts.

#10 Asking for Help

1. Look at the person.
2. Ask the person if they have time to help you.
3. Clearly explain the kind of help that you need.
4. Thank the person for helping.

#11 Asking Permission

1. Look at the person.
2. Use a calm and pleasant voice.
3. Say "May I..."
4. Accept the answer calmly.

#12 Staying on Task

1. Look at your task or assignment.
2. Think about the steps needed to complete the task.
3. Focus all of your attention on the task.
4. Stop working only when instructed.
5. Ignore distractions and interruptions from others.

#13 Sharing Something

1. Let the other person use the item first.
2. Ask if you can use it later.
3. When you get to use it, offer it back to the other person after you have used it.

#14 Working with Others

1. Identify the task to be completed.
2. Assign tasks to each person.
3. Discuss ideas in a calm quiet voice and let everyone share their ideas.
4. Work on tasks until completed.

#15 Listening

1. Look at the person who is talking and remain quiet.
2. Wait until the person is through talking before you speak.
3. Show that you heard them by nodding your head, saying "Okay", "That's interesting" etc.

#16 Appropriate Voice Tone

1. Listen to the level of the voices around you.
2. Change your voice to match.
3. Watch and listen for visual or verbal cues and adjust your voice as needed.

ATTENDANCE / ABSENCES

Kansas Compulsory Attendance law requires elementary students to attend school on a regular basis. Please contact the school by 8:30 am on the day your student will be absent. If your student is NOT in attendance and the school has not received notification, an attempt will be made to contact you. This procedure is for your student's protection. *The student's absence will be marked unexcused if no contact is made between home and school.* When a student is NOT in school, he/she will be marked absent. All absences will be recorded as excused or unexcused.

When a student is absent from school, the parent or guardian is responsible for providing a written or oral explanation of why the child was absent. In accordance with the *Kansas Compulsory Attendance Law* (K.S.A. 72-111), all absences that are considered unexcused or truant, shall be reported to the office of the Department of Children and Family. If a parent or guardian does not provide a reasonable explanation for an absence, the absence is classified as unexcused. A child is considered truant if he or she has three (3) consecutive days or five (5) or more days in a semester that are not excused. If a child is truant, it is the responsibility of the building principal to file a written report to the Department of Children and Families office and/or the county attorney.

Once a student is "absent" ten days, without doctor's notes or confirmation from the school nurse or administration, we may have to begin a formal process with the county attorney's office or report absences to the Department of Children and Families. Parents/Guardians will be notified by mail if absences are exceeding requirements.

Copies of attendance notification letters are included in the Appendix.

ATTENDANCE POLICY

USD 239 North Ottawa County – Minneapolis Grade School

1. Students absent will be required to make up any work missed.
2. The teacher assigning work will determine a timeline for completion of work missed due to absences.
3. If a student needs to miss school, a parent should telephone the school by 8:30 am.
4. If the school is not notified, the office will contact parents.
5. Class-time lost due to an "unexcused" absence will be made up.
6. Absences from school for school-sponsored activities will not be exempt from making up missed class work. Make-up work should be completed prior to the absence.
7. Students who have excused tardiness will be admitted to class. Only recommendations from a teacher or the parent will be accepted as an excuse for tardiness. Examples of excused tardiness are as follows:
 - a) medical/dental appointments
 - b) missed bus/ride
 - c) icy/bad roads
 - d) road work
 - e) oversleeping (if school is notified by the parent)
8. Permanent records of daily attendance and tardiness will be filed in the school office. The building principal will be responsible for maintaining school records.
9. The following procedures will be followed in administering school attendance guidelines:
 - a) No student will be permitted to leave the school building without checking out through the school office and obtaining parental permission.

- b) Elementary students must be in class for 120 minutes during any half-day session to be counted present that half-day session.

If you have any questions, please contact the school.

TARDINESS

ALL tardy students shall report to the office for an admittance slip before entering class. Parents should send a note or call if the tardy is to be excused. Unexcused tardiness will result in time made up by the student after school. Parents will be notified when an unexcused tardy occurs.

REPORTING TO PARENTS

Parent-Teacher Conferences are scheduled in the middle of the first and third nine-week periods. All parents and/or guardians are expected to participate in these conferences. If you would like to schedule any additional conferences, call the school and arrangements will be made.

STUDENTS LEAVING SCHOOL

Any student leaving during school hours must check out through the office. The office must have a written or verbal request of the parent/guardian to release a student. The school office must be notified in writing if a student is not to leave school with a specified adult.

BAD WEATHER

USD 239 North Ottawa County utilizes Thrillshare as a contact resource in the event of bad weather. At enrollment you may submit your designated contact phone number for automated calls for changes in the school day due to bad weather or other circumstances. Students are expected to attend school unless an official announcement is made. You may also check the following stations before calling the school or check the website of: www.usd239.org :

KSAL	1150 AM Radio	Eagle	99.9 FM Radio	KY 94 FM Radio
KINA	910 AM Radio	KZBZ	104.9 FM Radio	KWCH TV (Channel 12)

CELL PHONES

Cell phones are not to be used by students during the school day. While students are at school, cell phones should be turned off and stored in book bags, lockers, or cubbies. After students are dismissed from school and have left the building, they are welcome to use their cell phones.

Should the student fail to follow the policy, the phone will be surrendered to the staff and kept in the office for one day for the first offense. The phone will be returned at the end of the day. On the second offense, the phone will be kept in the office each day for one week. The phone will be returned at the end of each school day. On the third offense, the phone will be kept in the office during each school day for one month. The phone will be returned at the end of each day.

Minneapolis Grade School is not responsible for damage or theft of cellular devices.

CAMERA USE

Cameras may be used at school, on school property or at school activities or functions only if they are not disruptive, as determined by the school staff. Cameras shall not be used in the classroom unless the photographs or videos taken are for an official or authorized school publication or broadcast. Cameras shall not be used in any restroom, dressing area, or locker room. Cameras shall not be used to record confidential material, such as classroom material, tests, or grade book entries.

For the purposes of this section, “camera” shall be defined to include film cameras, movie cameras, digital cameras, video cameras, cellular telephone cameras (capable of recording either still images and/or video), videophones, web cameras, and any other device capable of taking, storing, transmitting, or viewing pictures or video.

COMPUTER AND DEVICE ACCEPTABLE USE

Students shall have no expectation of privacy when using district e-mail, computer systems, or electronic devices. E-mail messages shall be used only for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration.

Any e-mail or computer application or information stored in district computers, computer systems, or electronic devices is subject to monitoring by the staff and/or administration. The district retains the right to duplicate any information created by students in a computer system, on any individual computer, or on any electronic device. Students who violate these rules or any other classroom rules relating to computer or electronic device use are subject to disciplinary action up to and including suspension or expulsion from school.

EMERGENCY DRILLS

All students will participate in monthly fire drills. Tornado and lockdown drills are conducted periodically throughout the school year. *The staff will assist any handicapped student(s) or guest(s) in any building emergency or drill evacuation.*

DRESS CODE

A student’s personal hygiene and appearance are the responsibility of the parents / guardians. Clothes should be clean, neat, and suitable for a classroom setting. No heeled shoes are allowed. Flip-flops should **NOT** be worn to school. Flip-flops have been the cause of falls that resulted in scrapes, skinned knees and hands, and even some serious injuries. School shoes should be comfortable and provide adequate protection for the feet during outdoor play.

TOYS, ETC.

Personal items belonging to students, i.e., toys, etc., are not to be brought to school. This includes trading cards of any type, i.e., Pokémon cards, sports cards, etc. Any such items brought to school will be confiscated by the teacher and will be held in the office until school is dismissed or is picked up by a parent.

PERSONAL BELONGINGS

Students sometimes misplace personal items. Therefore, all clothes and school supplies should be plainly marked with the student's name. Students are also cautioned about bringing valuables to school. Students are expected to check the *Lost and Found* for missing items.

Although the school is not responsible for items lost by the students, the principal or other school official may inspect desks and/or lockers at any time to help locate lost or misplaced items.

At MGS, personal locks are NOT allowed on lockers.

BIRTHDAY PARTIES / DELIVERY OF GIFTS

If you and your child wish to share simple treats with his/her classmates for birthday parties, please contact your child's teacher, in advance, to make arrangements. Please limit any party to 15 to 20 minutes. Personal gifts that have been delivered will be made available to the students at the end of the day. Invitations to private parties should not be distributed at school unless all girls and/or all boys in the class are invited.

PARENT ORGANIZATION – CUB BACKERS

Cub Backers, the parent organization for MGS, meets the first Tuesday of each month during the school year at 7 p.m., in the MGS Library. Babysitting is provided. Cub Backers are involved in activities which enhance and support the school environment. Contact the school for more information.

WITHDRAWAL FROM SCHOOL

When it is necessary for a student to withdraw from school, the school office should be informed of such intentions. All fees must be paid and all school-owned materials returned before withdrawal is completed.

PROGRESS / ACADEMIC REPORTS

Grade cards will be issued to all students in third through sixth grade. Kindergarten, first, and second grade students will not be issued grade cards, but will receive a progress report at the end of each grading period.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

This federal law guarantees the privacy and protection of student education rights. Our school must allow parents or eligible students (age 18 or over) to inspect and review all of the educational records maintained by the school. However, this does not include personal notes of teachers. Parents and eligible students may request that records be corrected if inaccuracies or misleading information are present.

Generally, the school must have signed parental releases permitting the school to release any information from student records. In an effort to conduct school business, the law allows the school to determine who among the following may have access to records without required consent. These include: school employees with a need to know; other schools to which the student is transferring; parents when the student is over 18 but still dependent; certain governmental officials who need to know to carry out lawful functions; sponsors of student financial aid; organizations who do certain studies for the school; individuals who have obtained court orders or subpoenas; and, persons who need to know in cases of health and safety emergencies.

TRANSPORTATION GUIDELINES

Bicycles: Students who ride bicycles are to park them in the bike racks located on the north side of the building. The school cannot be responsible for any lost or damaged bicycles.

Buses: USD 239, North Ottawa County, recognizes the contribution and assistance that can be provided to district patrons and students by the operation of a district transportation system.

The guidelines below describe *minimum* expectations of the behavior of students while being transported. Students not meeting these expectations will be dealt with in the following manner:

following the first misconduct report, parents and students will be warned either verbally or in writing. The second misconduct report will result in an automatic suspension of bus riding privileges (including athletic practice buses). The 2nd offense will result in a 5-school day suspension of bus riding privileges; 3rd offense a 10-day suspension; 4th offense a 15-day suspension; 5th and successive offenses a suspension for the remainder of the semester. Any steps of this disciplinary procedure may be deleted providing the misconduct is a serious matter. Principals will rely exclusively on the bus driver reports in implementing disciplinary procedures. Special needs students will be disciplined according to state and federal guidelines. Loss of bus riding privileges for activity and athletic trips will be handled on a case-by-case basis as determined by the administration.

Please read the following and discuss them thoroughly with your student:

1. Students are not to stand up or change seats while the vehicle is in motion.
2. The "emergency door" is not to be used for the unloading of passengers unless it is an emergency situation.
3. Students are expected to respond to the directions given by the driver of the bus.
4. Students are not to extend any part of their bodies outside the bus.
5. Students are expected to exhibit common courtesy on the bus to fellow students and the driver.
6. Students must be ready when the bus arrives to pick them up. The driver has been directed not to wait when students are not ready.
7. Students are to walk on the far left side of the road facing the traffic when walking to a bus stop.
8. District vehicles are not permitted to transport animals.
9. Students are to wait until the bus comes to a complete stop before moving from their seats.
10. Students are not to initiate "unnecessary" conversation with the driver of the bus while the bus is in motion.
11. The playing of radios is prohibited on the regular district routes unless it is standard equipment on the bus/vehicle. Sponsors may approve limited playing of radios on extended activity trips.
12. Books and bags will be stored in the luggage compartment of all buses that have such provisions.
13. Students are expected to assist in picking up loose articles on the bus/vehicle and provide other assistance in caring for the bus. Students are not to throw articles of any kind from the bus.
14. Students are to report any damage to the bus/vehicle to the driver.
15. Students crossing the road after getting off of the bus should pass in front of the bus. Students should not cross the road to get on the bus until directed to do so by the driver.
16. No food or drink will be allowed on regular bus routes including activity route buses which transport students to and from practice.
17. Glass containers or tobacco products are not allowed on or in district vehicles.
18. Students are expected to abide by additional guidelines developed by the building principal to cover unanticipated situations that occur.

The above guidelines will apply to field trips of any nature that may be scheduled throughout the year.

COMPLAINTS AND GRIEVANCES

Any student or patron may file a complaint with the principal against any school employee or any school rule and regulation. Said complaint must be in writing and it must be filed within twenty (20) days following the act or event about which the complaint arose. Said complaint must be specific and in reasonable detail as to the who, what, where, and when of the complaint. Any complaint not filed within said 20-day period shall be deemed to have been waived. Complaints or grievances concerning a particular principal's rule or regulation shall be filed with the principal. Any complaint fulfilling the

requirements of this rule shall be acted upon by the appropriate administrator whose decision shall be final. Complaints or grievances concerning a board policy, rule or regulation may be filed at any time and shall be filed with the Clerk of the Board.

Explanation of steps:

Step 1: The first phase is for the Patron to write out their complaint(s). In this, they must state their concern(s) and what they consider to be appropriate action to alleviate their concern(s).

Step 2: The second phase is for the Principal to deliver his/her opinion and what action he/she will take. The Patron will be informed of the Principal's action within three (3) school days.

Step 3: If the opinion delivered by the Principal is not considered satisfactory by the Patron, they may submit this form to the Superintendent of Schools. The Superintendent then has five (5) school days to render a decision.

Final Action: If these steps have been followed and accomplished and the Patron has not received what they consider a satisfactory response from the previous steps, they may approach the Unified School District #239 Board of Education with the complaint at a regularly scheduled board of education meeting. ***A copy of the Complaint and Grievance form is attached at the back of this handbook for your convenience.***

USD 239 POLICY & PROCEDURE (IN PART)

GAAF Emergency Safety Interventions

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.

Definitions (See K.A.R. 91-42-1)

"Emergency Safety Intervention" is the use of seclusion or physical restraint.

"Seclusion" means placement of a student in a location where all of 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.

"Chemical Restraint" means the use of medication to control a student's violent physical behavior or restrict a student's freedom of movement.

"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 K.S.A. 72-1046(d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a

student with an exceptionality; or (6) a student who has reached the age of majority or is an emancipated minor.

“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.

“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.

“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 by a licensed healthcare professional for treatment of a medical or psychiatric condition; and
- Use of mechanical restraint, **except**:
 - Protective or stabilizing devices required by law or used in accordance with an order from a licensed healthcare professional;
 - 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 effect 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 any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of an ESI. Use of an ESI for purposes of discipline, punishment or for the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

Seclusion Restrictions

A student shall not be subjected to seclusion if the student is known to have a medical condition that could put the student in mental or physical danger as a result of seclusion. The existence of such medical condition must be indicated in a written statement from the student’s licensed health care provider, a copy of which has been provided to the school and placed in the student’s file.

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 as 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 the use of emergency safety interventions. 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 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 cannot be notified then shall notify an emergency contact person for such student, the same day the ESI was used.

Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day on which the ESI was used. The parent shall be provided the following information after the first and each subsequent incident in which an ESI is used 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, once it has been developed, 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 emergency safety interventions, the foregoing information shall be provided in printed form and upon the occurrence of a second or subsequent incident shall be provided through a full website address containing such information.

In addition, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

- Date and time of the intervention,
- Type of intervention,
- Length of time the intervention was used, and
- School personnel who participated in or supervised the intervention.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent 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.

Three (3) Incidents of ESI for Same Student

If a student with an IEP or a Section 504 plan has three incidents of ESI in a school year, then such student's IEP team or Section 504 team shall meet within ten (10) days following the third incident to 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, unless the IEP team or Section 504 team has agreed on a different process.

If a student without an IEP or Section 504 plan has three incidents of ESI in a school year, then the school staff and the parent shall meet within ten (10) days following the third incident to 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 who has not had three ESI incidents in a school year.

Local Dispute Resolution Process

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. 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 ESI.

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 and recommended action 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 written findings 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 complaint process

within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process. (*Approved: August 10, 2015*)

JCDA Student Conduct:

Each principal shall develop rules and regulations to govern student conduct consistent with board policies. The rules shall be reviewed by the board and adopted as policy by reference. A copy of the current rules shall be filed with the State Board of Education. (*Approved: July 12, 2000*)

JCDA-R Student Conduct:

The rules of conduct shall be published in student handbooks. (See JA) Violation of any provision of the behavior code may result in disciplinary action up to and including suspension and/or expulsion. (See JDD). (*Approved: July 12, 2000*)

JCDBB Weapons:

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon at school, on school property, or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

Weapons and Destructive Devices

As used in this policy, the term “weapon” and/or destructive device shall include, but shall not be limited to:

- any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- the frame or receiver of any weapon described in the preceding example;
- any firearm muffler or firearm silencer;
- Any explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine, or similar device;
- any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant and which has any barrel with a bore of more than 1/2 inch in diameter;
- any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples and from which a destructive device may be readily assembled;
- any bludgeon, sand club, metal knuckles, or throwing star;
- any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife or any knife having a blade that opens, falls, or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;
- any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

Penalties for Weapon Violations

Possession of a firearm or other weapon listed under the “Weapons and Destructive Devices” heading above shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis.

Possession of, handling of, and/or transmitting a weapon of a type other than described under the “Weapons and Destructive Devices” heading above, an item being used as a weapon or destructive device, or a facsimile of a weapon may result in disciplinary action up to and including suspension and/or expulsion. Expulsion hearings for weapons violations shall be conducted by the superintendent or the superintendent’s designee.

Students violating this policy shall be reported to the appropriate law enforcement agency(ies) and, if a juvenile, to the Secretary for DCF or the Secretary of KDOC as appropriate. *(Approved: August 10, 2015)*

JDC Probation (See JCDBB and JDD)

Any punishment, suspension or expulsion, may be deferred by the superintendent, principal, or designee. The student involved may be placed on probation for a set period of time. The punishment, suspension, or expulsion, shall remain deferred so long as the student meets the conditions of the probation. If a student is placed on probation, written notification shall be sent to the student’s parent or guardian. Any decisions on probation for students found to be in violation shall be handled by the superintendent.

A student placed on probation shall be given a written list of the terms and conditions of the probation. The student shall sign a statement that: the terms and conditions have been explained, the student understands the conditions, the student agrees to abide by the conditions, and failure to abide by the conditions may be reason to reinstate the original punishment. *(Approved: August 10, 2015)*

JDD Suspension and Expulsion Procedures

Except as limited by Section 504 or IDEA, a student may be suspended or expelled, for reasons set forth in Kansas law. Any student who is suspended for a period of more than 10 days or expelled shall receive a copy of the current suspension and expulsion law and this policy. Suspension/expulsion hearings shall be conducted by the superintendent/designee or other certificated employee, or committee of certificated employees of the school in which the pupil is enrolled, or by any other hearing officer appointed by the board.

Reasons for Suspension or Expulsion

Students may be suspended or expelled for one or more of the following reasons:

- Willful violation of any published, adopted student conduct regulation;
- Conduct which substantially disrupts, impedes, or interferes with school operation;
- Conduct which endangers the safety or substantially impinges on or invades the rights of others;
- Conduct which constitutes the commission of a felony;
- Conduct at school, on school property, or at a school supervised activity which constitutes the commission of a misdemeanor;
- Disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operation; and
- Possession of a weapon at school, on school property or at a school- sponsored event.

Short-term Suspension

Except in an emergency, a short-term suspension (not exceeding ten school days) must be preceded by oral or written notice of the charges to the student and an informal hearing. If a hearing is not held prior to the suspension, an informal hearing shall be provided no later than 72 hours after imposition of a short-term suspension.

Written notice of any short-term suspension shall be delivered to the student's parent or guardian within 24 hours after the suspension has been imposed. Short-term suspension hearings may be conducted by any person designated in policy as having the authority to suspend.

At the informal suspension hearing, the student shall have the right to be present and to be notified of the charges and the basis for the accusation. The student shall have the right to make statements in his/her defense after receiving notice of the charges.

Long-Term Suspension or Expulsion

Before a student is subject to long-term suspension (not to exceed 90 school days) or expulsion (not to exceed 186 school days or one calendar year for certain weapon and/or destructive device violations), a hearing shall be conducted by a hearing officer who has been authorized by the board. Formal hearings shall be conducted according to procedures outlined in current Kansas law and:

- The student and parents or guardians shall be given written notice of the time, date and place of the hearing.
- The notice shall include copies of the suspension/expulsion law, and appropriate board policies, regulations and handbooks.
- The hearing may be conducted by either a certified employee or committee of certified employees authorized by the board, the chief administrative officer, or other certified employee of the district in which the student is enrolled, or by an officer appointed by board.
- Expulsion hearings for weapons violations shall be conducted in compliance with Kansas law by persons appointed by the board.
- Findings required by law shall be prepared by the person or committee conducting the hearing.
- A record of the hearing shall be available to students and parents or guardians according to Kansas law.

Written notice of the result of the hearing shall be given to the pupil and to parents and guardians within 24 hours after determination of such result.

Rules Which Apply in all Cases When a Student May be Suspended or Expelled

- Refusal or failure of the student and/or the student's parents to attend the hearing shall result in a waiver of the student's opportunity for the hearing.
- A student suspended for more than 10 school days or expelled from school shall be provided with information concerning services or programs offered by public and private agencies which provide services to improve the student's attitude and behavior.
- A student who has been suspended or expelled shall be notified of the day the student can return to school.

- If the suspension or expulsion is not related to a weapons violation, the principal may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation. (See JDC)
- If the expulsion is related to a weapons violation the superintendent may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation if the student is allowed to return. (See EBC, JCDBB and JDC)
- The days a student is suspended or expelled are not subject to the compulsory attendance law.
- During the time a student is suspended or expelled from school, the student may not:
 - Be on school property or in any school building without the permission of the principal.
 - Attend any school activity as a spectator, participant or observer.

A student over the age of 18 or the parents or guardian of a student who is suspended for more than 10 days or expelled from school may appeal to the board within 10 calendar days of receiving written notice of the hearing results.

When a suspension is imposed during the school day, the student shall not be removed from school until a parent has been notified. If a parent cannot be notified during regular school hours, the student shall remain at school until the regular dismissal time.

Student Rights During a Long-Term Suspension/Expulsion Hearing

The student shall have the right:

- to counsel of his/her own choice;
- to have a parent or guardian present;
- to hear or read a full report of testimony of witnesses;
- to confront and cross-examine witnesses who appear in person at the hearing; to present his or her own witnesses;
- to testify in his or her own behalf and to give reasons for his or her conduct;
- to an orderly hearing; and
- to a fair and impartial decision based on substantial evidence.

Appeal to the Board

The following conditions shall apply if a student who is age 18 or older or the student's parent or guardian files a written appeal of a suspension or expulsion:

- Written notice of the appeal shall be filed with the clerk within 10 calendar days of receiving the results of the hearing.
- The board shall schedule an appeal with the board or a hearing officer appointed by the board within 20 calendar days.
- The student and the student's parent shall be notified in writing of the time and place of the appeal at least 5 calendar days before the hearing.
- The hearing shall be conducted as a formal hearing using rules similar to those noted earlier for expulsion hearings.

- The board shall record the hearing.
- The board shall render a final decision no later than the next regularly scheduled board meeting after the conclusion of the appeal hearing.

(Approved: February 8, 2016)

JGG Transportation

Bus transportation shall be provided to and from school for those students who qualify. Transportation may be provided by the district for all school activities. Transportation may be denied to students who are detained after school for disciplinary reasons.

Students who use school-provided transportation shall be under the jurisdiction of the vehicle driver while in the vehicle. Students shall be subject to the district's student behavior code and other regulations developed by the superintendent and approved by the board.

Bus drivers shall report violations of the rules to the building principal who may discipline students. The principal may suspend or revoke the transportation privilege of a student who violates any rule or regulation.

When the district provides transportation to an activity, participating students are prohibited from driving personal automobiles to and from district-sponsored activities held during or after the school day unless authorized in writing by the student's parent or guardian.

All rules shall be published in the student handbook. *(Approved: February 8, 2016)*

JQL Hearing Procedures for Exceptional Students

A hearing procedure shall be available to parents or guardians of exceptional students according to state board of education regulations, the state special education plan, locally adopted procedures and applicable laws. *(Approved: February 8, 2016)*

Guidelines for the Use of Professional Therapy Dogs

I. Professional Therapy Dogs - definition

A. Professional therapy dogs are dogs trained and tested to provide specific physical or therapeutic functions under the direction and control of a qualified handler who works with the dog as a team, and as a part of the handler's occupation or profession.

1. A professional therapy dog has been temperament-tested by a trainer affiliated with an organization recognized as qualified to do temperament testing.

a. Such dogs, with their handlers, perform such functions in institutional settings, community-based group settings, or when providing services to specific persons who have disabilities.

B. Professional therapy dogs have passed a Public Access Test administered by a trainer/evaluator recognized by USD #239 for this purpose. (A list of approved trainers/evaluators is in the Educational Programs office.)

1. Handlers and their dogs will be administered the Public Access Test for re-evaluation during their first year of service and then every two years after.

a. The Public Access re-tests may be administered by a trainer/evaluator recognized by USD #239.

b. A certificate showing that the re-test has been taken should be kept in the handler's building and in the Educational Programs office.

2. Professional therapy dogs are owned by a professional educator in USD #239 who wishes to use a professional therapy dog to augment his/her educational program.

a. See attached Therapy Dog Handler Ethics

C. Professional Therapy Dogs may be used in the school setting on a regular basis when the following documentation is in place:

1. Administrative Approval

a. The use of the animal or animals must be approved by the administrator of the building or buildings that the Professional Therapy Dog's handler works in.

b. A letter stating this approval should be written and kept on file in the building. A copy should be sent to the Educational Programs office

2. Health Records

a. The owner/handler must provide a record of annual vaccinations received by the dog and signed by a veterinarian; these health records should be kept on file in the school building and the Educational Programs office.

1) The dog should receive rabies, a five-way parvo vaccination, and a bordatella vaccination annually.

2) The dog should be given a comprehensive wormer or a fecal check for worms annually.

3) The dog should be checked for external parasite control.

3. Temperament Test/Public Access Test Documentation

a. A copy of the Public Access Test certificate of completion should be kept on file in the school building and the Educational Programs office.

1) A certificate certifying that the handler and dog both passed the Public Access Test must be sent by the certifying institution directly to the Educational Programs office.

2) Records of advanced obedience, agility, or other training may be kept updated in the employee's file.

D. The privilege to bring the dog into the school setting may be terminated should the handler or dog behave in a way deemed unprofessional or unsafe.

E. When an educator uses a professional therapy dog according to the above guidelines, the educator will be covered by the Kansas Tort Claim Act and their private insurance policy.

Zero Tolerance Policy

Minneapolis Grade School has adopted a Zero Tolerance Policy with regard to any threats made by a student or students toward or against the school proper, fellow students, teachers or staff. If, after due investigation, it is determined that a threat has been made, the parent or guardian of the student will be immediately notified and the student will be suspended for a length of time to be determined by administration.

DISCRIMINATION

The North Ottawa County Unified School District #239, 716 E. Seventh Street, Minneapolis, Kansas, does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access

to, or treatment or employment in its programs or activities. If you have questions, please contact: Mr. Chris Vignery, Title IX Section 504 Coordinator, at the above address. The telephone number is: (785) 392-2167.

DISTRICT BULLYING PLAN

Bullying means: Any intentional gesture or any written, verbal, electronic, or physical act or threat either by a student, staff member, or parent towards a student or by any student, staff member, or parents toward a staff member that is sufficiently severe, persistent, or pervasive that it creates intimidating, threatening, or abusive educational environment that a reasonable person, under the circumstance, 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; or
- Placing a student or staff member in reasonable fear of damage to the student's or staff member's property.

Bullying also includes cyberbullying. "Cyberbullying" means bullying by use of any electronic communication device through means including but not limited to email, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites.

Additionally, bullying means any form of intimidation or harassment prohibited by the board of education of USD #239 in policies concerning bullying adopted pursuant to K.S.A. 72-8256 or subsection (e) of K.S.A. 72-8205, and the amendments thereto. USD #239 will not tolerate these actions by students, staff or parents.

For the purposes of this plan and its authorizing policies, "parent" includes biological, adoptive, or step-parent; guardian; custodian; or person with authority to act on behalf of a student.

Similarly, a "staff member" means any person employed by the district.

Any act of bullying by either an individual student or group of students towards a student or staff member of the district is prohibited on or while utilizing school property, in a school vehicle, or at school-sponsored activities, programs and events. This policy applies to students who directly engage in an act of bullying, to students who, by their behavior, support another student's act of bullying, and to all staff members and parents who engage in similar behaviors.

Training concerning identifying, reporting, investigating, and preventing bullying behaviors is outlined in district policy, and this plan shall be provided to students and staff members using district resources available for such purpose and shall be provided through school assemblies, staff development, or other appropriate forums at least annually.

The board or the district administration on behalf of the board may seek student, parent, and/or community input on the adoption, revision, and/or implementation of the board's bully policies or plan as directed or approved by the board.

No teacher, administrator, or school district employee shall engage in, permit, or tolerate bullying.

Retaliation against a victim, good faith reporter, or a witness to bullying is prohibited. A student or staff member who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying shall be subject to discipline in accordance with school district policy and procedures. The school administration and/or board may take into account the following factors when determining an appropriate disciplinary action for such prohibited conduct: the ages of the parties involved, the developmental and maturity levels, special education needs of the parties involved, and the severity of the behavior.

Discipline guidelines for the student bullying may be found in the students and employee handbooks. Offenses over time or single offenses which are severe in nature may result in discipline up to and including suspension and/or expulsion or termination from employment. Parents participating in prohibited bullying conduct aimed at district student and/or staff members may jeopardize their access to district facilities; district property; school sponsored activities, programs and events; and/or district students and/or staff members through the district's communication systems. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors. (See policies EBC, GAAC, GAACA, JGEC, JGECA, and KN)

MINNEAPOLIS GRADE SCHOOL BULLYING INTERVENTION PLAN

Bullying has become a major focus of media and schools. Because it is such a big social issue, the definition must be clear. At MGS, for a behavior to be considered bullying, it must be aggressive and meet the two following criteria:

1. Bullying is repetitive act that occurs over time. This differentiates bullying from aggressive acts that occur only once or twice.
2. Bullying involves an imbalance of power between the bully and the victim.

Interventions and disciplinary actions will be imposed for incidents of bullying. However, depending upon grade level and the situation, one set intervention may not fit every incident. Therefore, the response may differ from case to case. Repeated incidents will lead to more significant consequences. A progression of responses to repeated incidents may include the following example.

1st offense – contract written report of incident – verbal counseling

2nd offense – consequence of recess, detention, or time away from school schedule

3rd offense – in school suspension

Additional offenses – administration discretion and consideration of out of school options.

Parents are encouraged to discuss concerns with MGS staff and administration. Ongoing educational opportunities will be made available to students of MGS.

A copy of the Student Harassment/Bullying Complaint form is attached at the back of this handbook for your convenience.

America's future walks through the doors of our school each day.
~Mary Jean LeTendre



Appendix:

Patron Complaint Form

Patron Complaint Form

Minneapolis Grade School has adopted a Zero Tolerance Policy with regard to any threats made by a student or students toward or against the school proper, fellow students, teachers or staff. If, after due investigation, it is determined that a threat has been made, the parent or guardian of the student will be immediately notified and the student will be suspended for a length of time to be determined by administration.

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- Harming a student or staff member, whether physically or mentally;
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Training concerning identifying, reporting, investigating, and preventing bullying behaviors is outlined in district policy, and this plan shall be provided to students and staff members using district resources available for such purpose and shall be provided through school assemblies, staff development, or other appropriate forums at least annually.

The board or the district administration on behalf of the board may seek student, parent, and/or community input on the adoption, revision, and/or implementation of the board’s bully policies or plan as directed or approved by the board.

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Discipline guidelines for the student bullying may be found in the students and employee handbooks. Offenses over time or single offenses which are severe in nature may result in discipline up to and including suspension and/or expulsion or termination from employment. Parents participating in prohibited bullying conduct aimed at district student and/or staff members may jeopardize their access to district facilities; district property; school sponsored activities, programs and events; and/or district students and/or staff members through the district’s communication systems. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors. (See policies EBC, GAAC, GAACA, JGEC, JGECA, and KN)

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America's future walks through the doors of our school each day.
~Mary Jean LeTendre



Appendix:
Patron Complaint Form

Patron Complaint Form

Name:	Date:
Complaint: (Please use additional pages, if necessary):	
	Signature
Action Taken:	
Principal Signature:	Date:
Action Taken:	
Superintendent Signature:	Date:

APPENDIX:

Student Harassment/Bullying Complaint Form

USD #239
Student Harassment/Bullying Complaint Form

Student Name: _____ Initial Report Date: _____

Nature of concern (add additional page if necessary):

Action requested by student:

Next Steps:

_____ Resolved during initial meeting

Describe resolution and any follow-up required: _____

_____ Confirm note to student/parent

_____ Follow-up calendared

_____ Descriptive File

_____ Further action required

_____ Scheduled next meeting with student – Date/time: _____

_____ Any action to be taken pending investigation? Describe: _____

_____ Report created?

_____ Referred for investigation to: _____

_____ Log

APPENDIX:

Truancy Letter

Pat Anderson, Principal
Chris Vignery, Superintendent

Minneapolis Grade School
317 Argyle Ave, P.O. Box 48
Minneapolis, KS 67467

Phone – 785-392-2111
Fax – 785-392-2198

FROM THE ADMINISTRATIVE OFFICE OF MINNEAPOLIS GRADE SCHOOL

Date _____

RE: _____ - Absences and/or Tardies

Dear _____: parent/guardian of _____

Attached is a printout of absences and/or tardies for your child/children.

When a student is absent from school, the parent or guardian is responsible for providing written or oral explanation of why the child was absent. In accordance with the *Kansas Compulsory Attendance Law* (K.S.A. 72-111), all absences that are considered unexcused or truant, shall be reported to the office of the Department of Children and Family. If a parent or guardian does not provide a reasonable explanation for an absence, the absence is classified as unexcused. A child is considered truant if he or she has three (3) consecutive days or five (5) or more days in a semester that are not excused. If a child is truant, it is the responsibility of the building principal to file a written report to the Department of Children and Families office and/or the county attorney.

If you have any questions concerning this letter, please do not hesitate to call the office at (785) 392-2111.

Sincerely,

Mrs. Pat Anderson, Principal
Minneapolis Grade School

cc: file
Chris Vignery, Supt.

APPENDIX:

Attendance Notification Letter: Request for Doctor Confirmation

Pat Anderson, Principal
Chris Vignery, Superintendent

Minneapolis Grade School
317 Argyle Ave, P.O. Box 48
Minneapolis, KS 67467

Phone – 785-392-2111
Fax – 785-392-2198

FROM THE ADMINISTRATIVE OFFICE OF MINNEAPOLIS GRADE SCHOOL

Date: _____

Name of Student: _____

Name of parent/guardian: _____

As you are probably aware, your child has been absent _____ days this semester/year. We are sending you this note to request that you begin sending doctor's notes for further sickness. Our school nurse is also available for assessment.

Your child's absences are detailed on the next sheet. Once a student is absent ten days, without doctor's notes or confirmation from the school nurse or administration, we may have to begin a formal process with the county attorney's office or report absences to the Department of Children and Families.

If you have any questions concerning this letter, please do not hesitate to call the office at (785) 392-2111.

Sincerely,

Mrs. Pat Anderson, Principal
Minneapolis Grade Schools

cc: file
Chris Vignery, Supt.

APPENDIX:

Truancy Letter: Second Notification

Pat Anderson, Principal
Chris Vignery, Superintendent

Minneapolis Grade School
317 Argyle Ave, P.O. Box 48
Minneapolis, KS 67467

Phone – 785-392-2111
Fax – 785-392-2198

FROM THE ADMINISTRATIVE OFFICE OF MINNEAPOLIS GRADE SCHOOL

Date: _____

Name of Student: _____

Name of parent/guardian: _____

This is the second letter sent to you regarding the attendance of your child. As you are aware, your child has been absent ____ days this semester/year. He/She has missed ____ additional days since our first letter notification. We are sending you this note to formally notify you of USD #239's significant concern regarding the truancy of your child. A copy of this letter will be sent to the county attorney for review. The Department of Children and Family may also be contacted.

Your child's absences are detailed on the next sheet. School attendance is mandatory in the state of Kansas. We encourage you to avoid any additional missed school. If you have any questions concerning this letter, please do not hesitate to call the office at (785) 392-2111.

Sincerely,

Mrs. Pat Anderson, Principal
Minneapolis Grade Schools

cc: file
Chris Vignery, Supt. USD #239
Ottawa County Attorney

APPENDIX:

Professional Therapy Dog: Check List

Administrative Check List for Therapy Dogs in North Ottawa County Schools

(This information to be filed in the building or buildings that the professional therapy dog's handler works in and a duplicate of all documentation in the Educational Programs office)

___ **Administrative Approval**—A letter stating this approval should be written and kept on file in the building.

___ **Health Records**—Copy of annual vaccinations signed by the veterinarian.

___ Rabies, five-way parvo vaccination, and a bordatella vaccination.

___ Comprehension wormer or a fecal check for worms.

___ Check for external parasite control.

___ **Temperament Test/Public Access Test Documentation**—A certificate certifying that the handler and dog both passed the Public Access Test must be sent by the certifying institution directly to the Director of Business.

Building Principal's Signature

Date

APPENDIX:

Professional Therapy Dog: Administrative Approval & Health Records

***Professional Dogs
USD 239***

Please return completed information to the MGS or MJSHS office

Professional Dog Handler _____

Professional Dog _____

School(s) dog will be in during the normal school day _____

Dog and Handler's Certification Date: _____

Name of Organization Certifying _____

Date for Re-certification _____

Emergency Contact Person and Phone Number for the Dog

1. _____

2. _____

Therapy Dog's Veterinarian _____

Principal's Approval Signature _____ Date _____

Health Care Records for the Dog

Dog's Date of Birth _____

Rabies Vaccination Date _____

Parvo/Distemper Date _____

Last Health Check _____

Worm Check _____

Please attach a copy of the health records from your veterinarian including photocopy of rabies certificate.