

Welcome

to Gardner Edgerton Elementary Schools!

Whether your first child is entering school or your last child is completing 4th grade, elementary school is the place you and your child will spend the most significant amount of time. The growth and development that occurs academically, socially, emotionally, and physically over five years is impressive.

We are committed to working with you and your child to nurture curiosity and eagerness to learn. Elementary school is a critical stage in a child's formal education because the foundations of reading, writing, and mathematics are built. We attend to the character development of each child through the implementation of programs that focus on caring, respectful relationships, problem-solving, decision making and conflict resolution. We are dedicated to meeting the individual learning needs, interests, and styles of each child to help them develop into successful, contributing adults.

We value having positive working relationships with our families. The information in this handbook should provide you with answers to questions regarding school policies and practices. Your knowledge of this information will help you be well prepared to assist your child through the elementary years.

We appreciate your time, insight, and input, and believe that through our combined efforts, we will make a difference. We are all dedicated to providing the highest quality education possible. It is our sincere hope that your experience will be one filled with happiness and success.

DISCLAIMER

School rules published in this handbook are subject to such changes as may be needed to ensure contained compliance with federal, state, or local regulations and are subject to such review and alteration as becomes necessary for the routine operation of the school. Not all rules of behavior can be written and inserted in a student handbook; however, we expect students to follow reasonable rules and not violate the rights of others.

Table of Contents

- to Gardner Edgerton Elementary Schools!.....1
 - DISCLAIMER1
 - Moonlight Elementary School.....5
 - Nike Elementary School5
 - Sunflower Elementary School – Blue Ribbon School5
- Eligibility to Attend6
 - Age Requirements/Eligibility6
 - K.S.A. 72-11076
 - Health Assessment6
 - K.S.A. 72-52146
 - Vaccinations Requirements6
 - K.S.A. 72-52096
 - Student Identification Requirements7
 - K.S.A. 72-531067
- Student Records.....8
 - Enrollment Fees.....8
- Food Service8
 - Food Service.....8
 - Free and Reduced School Meals.....8
 - Meal Account Management Guidelines8
 - Special Diet Accommodations9
- Transportation9
 - Transportation To and From School - Bus Service - First Student - 856-5650.....9
 - Bus Behavior Guidelines.....10
- Childcare Pay Program.....12
- Inclement Weather Guidelines.....12
- Student Support Programs13
 - Special Education13
 - Early Childhood Services13
 - English Learners (EL)14
 - Guidance and Counseling14
 - Student Insurance14
 - Health Care at School15

Medication Guidelines for Prescription and Non-Prescription Medications.....	15
Release Orders	16
Outside Recess	16
Safety Drills	16
Safe Schools.....	16
Controlled Entrance.....	18
Student Discipline	18
Unacceptable Behaviors.....	19
Elementary Educational Programs.....	21
Educational Programs	21
Elementary Assessments	21
Staff Development	22
Staff Professional Development	22
Student Attendance	22
Absences	22
Unexcused Absences	22
Board Approved Absences.....	22
Student Arrival/Departure	23
Tardy Policy.....	23
Truancy	23
Building Policies and Practices	24
Bullying - Board Policy JDDC	24
Civility Toward Employees	24
Dress Code	25
Activity Attire	25
Electronic Devices.....	26
Emergency School Closings	26
Emergency Safety Interventions	27
I. Preamble:.....	27
GAAF Emergency Safety Interventions (See GAO, JRB, JQ, and KN)	27
Definitions	27
Use of Emergency Safety Interventions	28
ESI Restrictions	29
Use of Seclusion	29
Notification and Documentation.....	29

Law Enforcement, School Resource, and Campus Security Officers	30
Reporting Data	30
Local Dispute Resolution Process	31
Field Trips	33
Grievance Procedures	33
Homework.....	33
Acceptable Technology Use Policy	33
Sexual Harassment	34
Student Data Privacy	34
Student Data Restrictions	34
Student Data Security Breach	35
Biometric Data	35
Select Student Surveys	36
Student Privacy Policy	36
Student Progress.....	36
Suspension and Expulsion	36
Suspension or Expulsion May Result From Any of the Following but May Not Necessarily be Limited To The Following:	36
Immediate Suspension with Recommendation for Expulsion Will Result from Any of the Following but May Not Necessary be Limited to the Following:	37
Visitor Policy	39
Within-District Transfer Policy	40
Parents As Teachers (PAT)	40
Parent - School Partnerships	40
PTO/PTA.....	40
Site Councils	41

Elementary Schools

Edgerton Elementary School

400 W. Nelson
Edgerton, Kansas 66021; 913-856-3500
Principal: Mrs. Jennie Adrian
Office Staff: Brenda Schmidtberger
Counselor: Alicia Prignitz

Gardner Elementary School - Blue Ribbon School

218 E. Shawnee Street
Gardner, Kansas 66030; 913-856-3300
Principal: Mr. Jason Watkins
Office Staff: Jennifer Walker &
Counselor: Jennifer Kindler

Grand Star Elementary School

401 E. Grand Street
Gardner, Kansas 66030; 913-856-3750
Principal: Mrs. Corina Ouellette
Office Staff: Amy Comstock & Amy Stevens
Counselor: Leah Scott

Madison Elementary School

800 W. Madison
Gardner, Kansas 66030; 913-856-0400
Principal: Dr. Matthew Wachel
Office Staff: Jenny Daniels & Melissa Billings
Counselor: Deb Clegg & Jackie Hodson

Moonlight Elementary School

17960 S. Moonlight Road
Gardner, Kansas 66030; 913-856-3100
Principal: Mrs. Katie Beach
Office Staff: Patty Huelsman & Lori Klaassen
Counselor: Tricia Phillips

Nike Elementary School

19500 S. Gardner Road
Gardner, Kansas 66030; 913-856-3000
Principal: Mr. Bruce Haber
Office Staff: Brenda Ahrens & Amy Hopkins
Counselor: Tami Maholland

Sunflower Elementary School – Blue Ribbon School

775 N. Center Street
Gardner, Kansas 66030; 913-856-3700
Principal: Dr. Jason Jones
Office Staff: Janet McConville & Christine Jacobs
Counselor: Marlene Gabriel

Phone Numbers

District Office	856-2000
Assessments	856-2060
Bus Services	856-5650
Business Office	856-2046
Community Relations	856-2054
District Nurse	856-2000
Early Childhood Services	856-2080
Educational Services	856-2007
ESOL Services	856-2080
Facility Rental	856-2006
Gifted Education	856-2080
Human Resources	856-2016
Information Services/Technology	856-2057
Johnson County Parks & Rec.	
Childcare Program	856-7925
Maintenance Center	856-3067
Nutrition Services	856-2066
Operations and Facilities	856-2006
Parents as Teachers	856-3035
Special Education Services	856-2080
Superintendent's Office	856-2004
Youth & Community Programs	856-2612

School Hours of Operation

Grades K-4 Schedule 8:25 a.m. – 3:25 p.m.

Early Dismissal Times with Lunch

On early dismissal days, elementary schools release at 1:00 p.m.

Early Dismissal Times w/ No Lunch - 11:25 am

Change of Address and Phone Number

The school needs to maintain updated information in case parents/guardians need to be contacted in the event of an emergency. Please notify the office as soon as possible with any change of address, e-mail, home or work phone number.

Eligibility to Attend

Age Requirements/Eligibility

K.S.A. 72-1107

Only students residing in the Gardner Edgerton School District are eligible for enrollment.

Kindergarten:

A child who is a resident of this district may attend kindergarten if:

1. The child has attained the age of five on or before the 31st day of August of the school year in question; or
2. The child, regardless of age, was a resident of another state and, while residing in that state, entered and was in attendance in an accredited kindergarten in such state.

Grades 1-5:

A child who is a resident of this district may attend the elementary grades 1-5 if:

1. The child has attained the age of six on or before the 31st day of August of the school year in question;
2. The child, regardless of age, attended kindergarten while residing in another state and completed kindergarten in this state after establishing residency in Kansas;
3. The child, regardless of age, was a resident of another state and, while residing in that state, completed a kindergarten course maintained by a public school district or by an accredited private, denominational or parochial school; or
4. The child, regardless of age, was a resident of another state and, while residing in that state, has entered and was in attendance in an elementary grade 1-5 in such state.

Health Assessment

K.S.A. 72-5214

Physical examinations are required for all pupils admitted to early childhood programs and kindergarten.

One physical examination is required up to age 9 for entry into Kansas schools for the first time. A physical may be obtained within 12 months prior to school entry.

Vaccinations Requirements

K.S.A. 72-5209

All students entering Kansas schools must follow Kansas laws for immunizations or meet a legal alternative to attend school. Written documentation of all necessary immunizations is required.

Students entering school for the first time must present certification from a physician or health department that the student has received a health assessment and immunizations required by the Kansas Department of Health and Environment. Students who have begun but who have not completed the required vaccinations may enroll and remain in school while getting the required immunizations if a physician or local health department certifies that the student has received the most recent appropriate vaccinations in all required series.

Failure to be current in immunizations or to provide the district with a state-approved alternative to vaccinations shall result in the student's exclusion from school until the information is furnished.

The parent shall receive notice of such exclusion from the district. This notice shall state (1) the reason for the exclusion from school; and (2) that the student shall be excluded until he or she has complied with the requirements of Kansas law.

Kansas law provides the following alternatives to immunizations: an annual written statement signed by a licensed physician stating that the physical condition of the child be such that the tests or inoculations would seriously endanger the life or health of the child, or a written statement signed by one parent or guardian that the child is an adherent of a religious denomination whose religious teachings are opposed to such tests or inoculations. A list of required immunizations are listed at www.usd231.com, under Parent Information.

Student Identification Requirements

K.S.A. 72-53106

Whenever a child enrolls or is enrolled in a school for the first time, the school in which the child is enrolling or being enrolled shall require, in accordance with policy, presentation of proof of identity of the child. If proof of identity of the child is not presented to the school within 30 days after enrollment, the school shall immediately give written notice thereof to a law enforcement agency having jurisdiction of the school.

Upon receipt of the written notice, the law enforcement agency shall promptly investigate to determine the identity of the child. No person or persons claiming custody of the child shall be informed of the investigation while it is being conducted.

“Proof of identity” means (a) in the case of a child enrolling in kindergarten or first grade, a certified copy of the birth certificate of the child or, as an alternative, for a child who is in the custody of the court order placing the child in the custody of the secretary and, in the case of a child enrolling in any of the grades 2-12, a certified transcript or other similar pupil records or data; or (b) any documentary evidence which a school board deems to be satisfactory proof of identity.

Schools and law enforcement agencies shall cooperate in the conducting of any investigation required by this section. School personnel shall provide law enforcement agencies with access to school premises to any child whose identity is being investigated. School personnel shall be present at all times when any law enforcement agency personnel are on school premises to conduct any such investigation unless the school personnel and the law enforcement agency personnel agree that their joint presence is not in the best interests of the child. School personnel who are present during the conducting by a law enforcement agency of an investigation on school premises to determine the identity of a child in accordance with the requirements of this section are subject to the confidentiality requirements of the Kansas code for care of children.

Upon receipt by a school of a notice from a law enforcement agency that a child who is or has been enrolled in the school and has been reported as a missing child, the school shall make note of the same in a conspicuous manner on the school records of the child and shall keep such school records separate from the school records of all other children enrolled in the school. Upon receipt by the school of a request for the school records of the child, the school shall notify the law enforcement agency of the request.

Information gathered in the course of the investigation to establish the identity of a child pursuant to this section shall be confidential and shall be used only to establish the identity of the child or in support of any criminal prosecution emanating from the investigation.

Student Records

A cumulative record concerning your child is kept in the school office. The record contains family information, test data, medical reports, educational records, conference records, etc. The material inside the record is treated confidentially and is accessible only to the school staff and the child's parents or legal guardians.

Enrollment Fees

Gardner Edgerton USD 231 charges an instructional materials fee for each child who enrolls in district schools. The textbook rental fee must be paid at the time of enrollment. Accepted forms of payment include cash, check, Discover, MasterCard, and VISA. The enrollment and instructional fee is \$70 per student.

Food Service

Food Service

USD 231 participates in the National School Lunch and Breakfast Program. Daily menus are planned to meet one-fourth of the recommended daily allowance (RDA) at breakfast and one-third of the RDA at lunch, based on age-appropriate standards.

The Nutrition Services Department utilizes a computerized system that allows parents to pay any amount into a child's account. Parents are notified when their student's account balance is running low. Schools accept cash or check for payment of student meals. Credit card payments (VISA, MasterCard, or Discover) can be made online at www.usd231.com through Family Access in the Food Service Section using your Family Access Login. If you choose to make a credit card payment through RevTrak, you will need to initially log-in with Skyward Family Access credentials to set up an online payment account. Account balances are carried over year to year and remain with students if they change school buildings.

Free and Reduced School Meals

Completed applications should be returned to the Nutrition Services office or your child's attendance center. Applications will be processed within ten days. Parents are responsible for either providing a meal from home or sending money during the processing period.

Meal Account Management Guidelines

USD 231 operates a meal program consisting of breakfast and lunch, where wholesome, balanced meals are served. Each student has an individual account. Students are verbally notified when their account balance is running low and daily emails are sent to parents.

Breakfast	
Full price elementary student	\$1.55
Full price middle school student	\$1.60
Full price high school student	\$1.60
Reduced price student	\$0.30
Full price adult / visitor meal	\$2.25
Lunch	
Full price elementary student	\$2.55
Full price middle school student	\$2.65
Full price high school student	\$2.85
Reduced price student	\$0.40
Full price adult/visitor meal	\$3.75
Milk A la carte / extra milk	\$0.55

Students with a negative balance no greater than the equivalent of three meals will be allowed to continue to purchase a reimbursable meal. No a la carte items - including extra milk or milk cartons to accompany a home lunch - may be purchased when a student's account holds a negative balance. When a student's account reaches a negative balance greater than the equivalent of three meals, food service will provide an alternate meal consisting of any cold menu option served that day. No alternate meals will be provided at breakfast. Parents are encouraged to utilize Skyward Family Access to monitor their student's food service account.

In the event that a student receives an alternate meal provided by food services for five consecutive days, the building principal and/or school counselor may be notified.

Special Diet Accommodations

USD 231 Nutrition Services is prepared to assist families and students by providing reasonable meal modifications prescribed by an authorized medical authority to accommodate a child's disability. In order to best support our families with these accommodations, documentation of the student's disability must be provided. The preferred method is through completion of the

Medical Statement to Request School Meal/Modification form available on the district website under Health Services. A medical authority's prescription may also be provided as long as the following information is included on official letterhead:

- prescribed diet order
- description of the child's physical or mental impairment related to the prescribed diet order
- major life activity affected
- explanation of what must be done to accommodate the disability
- prescribed omission and/or substitution of foods (if applicable)
- signature of medical authority (may be digital)

The purchase of any meal or item that would cause a student's account to become or remain negative will not be allowed during the final week of school at all locations.

Transportation

Transportation To and From School - Bus Service - First Student - 856-5650

Driving Your Child To and From School – Parents who drive their child(ren) to and from school are asked to utilize the designated drop-off and pick-up loop at all elementary schools. Please pull forward to the student drop-off and pick-up area, and remain in your vehicle. Maintain a slow speed when entering or exiting school parking areas, and be cautious of students who may be walking or riding bicycles.

Bus Riders – General information on pick-up/drop-off locations and times can be provided by calling the First Student office. You will be provided a specific bus schedule for your child once you have enrolled in the service.

Bicycle Riders and Walkers – Please utilize sidewalks and designated crosswalks, and cross roadways with the assistance of a Gardner Public Safety crossing guard, where available.

With the exception of Nike Elementary students, any student with a home address or daycare address less than 2.5 miles from their school is required to pay for busing. If you are not sure of the distance from the school, please call the First Student office or check the "Bus Routes" tab at www.usd231.com. Busing fees are due by September 1, 2017, for first semester and January 1, 2018, for second semester.

If a student qualifies for Free or Reduced Lunch, the student qualifies for free busing. However, you must mark Transportation on the "Waiver of Confidentiality" form that is part of the Free & Reduced Application to have your fees waived. Payments can be made by check (made out to First Student), money order or credit card (Master card or Visa). Credit card payments can be made over the phone at 913-856-5650, in person at the First Student office, or at the www.usd231.com "online payments" tab. No cash, please.

Bus Behavior Guidelines

Students are responsible for their behavior on the bus and its effect on the safe operation of the bus. Misbehavior could endanger the lives of all students being transported. Therefore, behavior infractions must be reported, and disciplinary action will be taken in accordance with the guidelines set forth by the school.

Parents are requested to explain the importance of proper behavior on the bus. They are also expected to support disciplinary actions that are necessary to help their child change his/her behavior.

The primary responsibility of the driver is to transport the students to and from school safely. While transporting students, the driver also has the responsibility of maintaining discipline on the bus. Therefore, the driver will report behavior infractions to the proper authority on the forms provided.

Students are not allowed to ride a bus for which they are not registered to ride.

Students may only board and exit the bus at their assigned stops. Boarding or exiting at an unapproved stop is a violation of state guidelines. If your child needs to change their stop, please call First Student at 913-856-5650 to discuss the change.

Students who board a bus on the elementary school grounds in the afternoon should enter the elementary school building when waiting upon their bus to arrive.

Bus Behavior Consequences

The following behaviors are examples of behaviors not permitted on the bus. The behaviors are grouped according to the seriousness of the offense. More serious and/or repeated inappropriate behaviors will result in increased consequences.

A. Minor Infractions

Minor infractions can include: being loud, blocking aisles, hitting, insubordination, profanity, spitting, standing, throwing objects, hanging out of windows.

Consequence continuum for minor infractions

1. **Warning:** Often times a student will change their behavior with a simple warning. Re-assignment of assigned seats is also suggested. Previous warnings should be noted on subsequent referral forms.
 - **First Offense:** Driver conferences with the student, identifies the infraction and writes the behavior referral with copies to the appropriate administrator. The administrator contacts the parent(s) and assigns appropriate discipline.
 - **Second Offense:** A Driver conference with the student, identifies the infraction, and writes the behavior referral with copies to the appropriate administrator. The administrator contacts the parent(s), gives them a copy of the referral, and assigns appropriate discipline. The parents are informed that a bus suspension will occur with the next violation.
 - **Third Offense:** Driver conferences with the student, identifies the infraction and writes the behavior referral with copies to the appropriate administrator. The appropriate administrator contacts the parent(s), reviews the child's behavior record, and suspends the riding privileges from one to five days. All succeeding offenses in the minor category will be treated as a Major Infraction-first offense, second offense, and then third offense.

The administrator determines at which level the offense occurs, (first, second, third) based on validation of previous referral forms and prior disciplinary action.

***If the infraction is a violation of the law, the proper authorities will be notified.** If the infraction results in property damage, restitution must be paid or a plan for restitution must be agreed upon before the riding privileges are reinstated.

B. Major Infractions

Major infractions can include: assault, fighting, insubordination, possession of weapons or item that can cause bodily harm, possession or use of alcohol, possession or use of tobacco, possession or use of drugs, vandalism.

Consequence continuum for major infractions

- **First Offense:** Driver conferences with the student, identifies the infraction, writes the behavior referral with copies to the appropriate administrator. The appropriate administrator contacts the parent(s), reviews the behavior incident, and suspends the student's riding privileges for three to five days. The parent(s) and student must attend a conference with the appropriate administrator before the riding privileges are reinstated.
- **Second Offense:** The same procedure will be followed as outlined in the first offense. However, the riding privileges will be suspended for five days.

- **Third Offense:** The same procedure will be followed as outlined in the first offense. However, the riding privileges will be suspended for five days. An administrative hearing to consider long term suspension will be requested by the administrator.

***First, Second, or Third Offense: Under the discretion of school administration school consequences may also be applied according to infraction applicable to school consequences.**

Childcare Pay Program

On-site before and after school childcare is available at the elementary level through the Johnson County Parks and Recreation Department. A minimum number of children must be enrolled at a school for a program to be offered. For complete information, contact Program Director Amber Sherwood at 913-856-2493.

For a list of area commercial and licensed in-home daycare providers, visit the following website: www.daycareconnection.org or www.thefamilyconservancy.org.

Inclement Weather Guidelines

USD 231 has policies and procedures in place to determine the closure of school due to inclement weather. The safety of all USD 231 children is our primary concern in making the decision to close school. The superintendent, student transportation services, and administrative staff carefully and continually monitor conditions that may produce inclement weather. All bus routes are given careful consideration when determining closure.

Although conditions may be minimal on some streets, dangerous conditions may exist in other parts of the district.

Other factors that play in to closing school include: time of night precipitation begins and amount fallen; weather predictions; parking lot conditions; temperature and wind-chill. The decision to close school is made after 5:30 a.m., except in the situations when inclement weather may force school closings during the school day.

Notices will only be posted if school is canceled. Notifications will be available on the district's website home page, www.usd231.com; the district's Facebook page, [Facebook.com/gardneredgerton](https://www.facebook.com/gardneredgerton); and/or the district's Twitter page, [twitter.com/@gardneredgerton](https://twitter.com/gardneredgerton).

In the event inclement weather would require schools to close during the course of a school day, students will be transported home according to the instructions provided by parents on enrollment forms completed at the beginning of the year.

Student Support Programs

Special Education

The goal of the USD 231 Special Services Department is to help all students reach their potential. Special education services are part of a full continuum of services available to every student. All staff work collaboratively to ensure students with exceptionalities achieve their academic, social and emotional goals. This work is guided by a philosophy which values partnering with parents, including students, to the maximum extent possible in the general education setting and the use of Individualized Education Plans to guide high expectations for students, as well as the provision of excellent services/supports.

The USD 231 Special Services Department has adopted procedures for screening and evaluating children, preschool through age 21, for potential exceptionalities. All procedures are intended to ensure early identification of exceptionalities, include parent input and comply with state and federal guidelines, including the use of high quality, reliable and educationally sound techniques. The process is fully integrated into the Multi-Tiered Systems of Supports (MTSS) model, or equivalent building problem solving team.

If you have a concern about your child's progress/development or suspect your child has an exceptionality, you may contact your child's classroom teacher, the building school psychologist/counselor or the building principal to discuss your concern. Building staff will work with you and determine if your concern should be presented to the building problem solving team or if your child should be referred for a special education evaluation.

Early Childhood Services

Early Childhood Screenings – The Gardner Edgerton School District offers preschool screening for children ages 3–5 in the areas of communication (speech and/or language), cognition, motor, social, vision and hearing. These services are offered at no charge to parents. For children 3 years of age up to kindergarten, call the Special Services office at 913-856-2080 to schedule an appointment.

Early Childhood Preschool Peer Model Program – The Gardner Edgerton School District offers a half day early childhood preschool program in conjunction with the Special Services preschool program. Children who are three or four years of age at the beginning of the school year and meet the eligibility criteria are considered for the program. Enrollment is limited. Fees are based on a sliding scale that uses the same criteria as the district's Free and Reduced Lunch program. Transportation to and from school may be provided. Currently, these preschools are located at each elementary school. For more information, or to schedule a screening appointment to see if your child qualifies, please call 913-856-2080.

Step Ahead Preschool – The Step Ahead Preschool offers special services to children ages 3–5 with special social, emotional, or behavioral needs. Additional services are offered to the family in the home and community. Fees are based on the families' ability to pay. Kansas Medicaid is accepted. Currently, the program is located at Edgerton Elementary School. Eligibility is determined by the Johnson County Mental Health Center. Referrals can be made through the district's Early Childhood Screening, Johnson County Infant Toddler Services, Parents As Teachers, local health department, teachers, parents and day care providers. Contact the Johnson County Mental Health Center at 913-715-7700 or Special Services at 913-856-2080 for more information.

Head Start - is a federally funded preschool program for children ages 3 – 5. The program is provided at no cost to the families. Eligibility requires that parents live within the boundaries of the

school district and meet income eligibility. Parents must provide the child's birth certificate, social security number, immunizations, and income verification. Currently the program is located in Olathe and administered by the Olathe District Head Start office. Contact the Head Start District office in Olathe, located at the Heartland Learning Center at 913-780-7416 or 913-780-7418.

English Learners (EL)

The Gardner Edgerton School District provides services to English Learners. English for Speakers of Other Languages (ESOL) highly, qualified teachers are dedicated to ensuring student success.

The Gardner Edgerton School District operates a center-based instructional model. These programs are located at the following schools:

- Grand Star Elementary School (serving all elementary schools)
- Trail Ridge Middle School (serving Pioneer, Trail Ridge, and Wheatridge Middle School students)
- Gardner Edgerton High School (serving Gardner Edgerton High School students).

Students who attend a center-based program are provided bus transportation to and from the student's home.

Guidance and Counseling

The district provides elementary guidance services to help all students improve academic achievement, personal and social development, and career planning.

A district approved curriculum is delivered through classroom guidance instruction. In addition, some students may receive support for specific concerns through group or individual counseling. Counselors also collaborate with school staff and parents to maximize support to students.

Student Insurance

USD 231 is pleased to offer student accident insurance coverage at no cost to all K-12 students. This group insurance covers both athletic related injuries and student related injuries for the following:

- a. attending regular school sessions,
- b. participating in or attending school-sponsored and supervised extracurricular activities,
- c. participating in school-sponsored and supervised KSHSAA interscholastic sports and activities, and traveling by way of biking or walking directly to and from school for regular school sessions; and while traveling in school provided transportation to or from any school sponsored and supervised activity. Excludes non-school provided motorized transportation of any kind.

Medical benefits under the student accident insurance policy helps cover out of pocket medical costs up to \$10,000 per injury (typically 80 percent of usual and customary charges). Please refer to the medical benefits summary for coverage explanation.

Medical Benefits Summary and Program Information:

To file a claim, visit www.usd231.com and choose Student Insurance under the Parent Information heading.

For a local USD 231 contact regarding general questions on how to file a claim, contact Janet Caudle at 913-856-2005. For specific questions regarding covered medical benefits or the status of a claim, contact Student Assurance Services (SAS) at 1-800-328-2739.

Student Wellness and Safety

Health Care at School

Each school building is staffed with a full-time Nurse or Health Assistant whose responsibility is to promote health and safety, which includes:

1. Partnering with other staff members to promote health education
2. Serving as a liaison between the home, school, and community
3. Conducting health screenings
4. Implementing communicable disease control
5. Caring for injured or ill

A student will be sent home from school when exhibiting any of the following symptoms:

1. Fever of 100 degrees or more
2. Red eyes with thick whitish drainage
3. Undiagnosed rash
4. Vomiting
5. Diarrhea
6. Severe cold symptoms (cough and congestion, low grade fever, slight body aches, etc.)

Parents should not allow their student to return to school until the child has been free of fever, vomiting, or diarrhea for a full 24 hours without medication.

Medication Guidelines for Prescription and Non-Prescription Medications

Preschool through 4th-grade students: all medications, with the exception of metered-dose inhalers, will be kept in the Student Health Services room and will be administered by a Nurse, building Health Assistant or trained/delegated staff member.

All students (preschool through 4th grade) with an asthma diagnosis must have a new asthma action card on file that has been completed and signed by their physician and parent. Students with asthma will have the option of carrying and self-administering a metered-dose inhaler. Students are also encouraged to have an extra inhaler in the student health services room for emergencies.

All students (preschool through 4th grade) with allergies, specifically those who may require the use of an epi-pen, may choose to keep an epi-pen in the Student Health Services room. Each school year a new allergy action plan must also be completed and signed by the student's physician and a parent.

All medications administered by a Nurse, Building Health Assistant or trained/delegated staff member will meet the following requirements:

1. A written order from the student's physician is required for all prescription medications and for any medications not included in number four below. These orders must be renewed at the beginning of each school year. In addition, a new order is required when any changes are made to the original order. The order must include: student name, date, name of the medication, dosage given at school, time of administration and route of administration.
2. All medications must be brought in by an adult in the original containers and/or packaging. Prescription medications must have a current pharmacy label.
3. The receipt of all prescription medications will be counted and documented by a member of the Health Services Team while the parent/guardian is present. In addition, a Medication Acknowledgement form will be sent home with the parent/guardian to verify the product and amount received (duplicate records will be maintained in the School Health Office).
4. An annual parental consent form is required for administration of the following non-prescription medications: acetaminophen, ibuprofen, antacids, cough drops, lotions, creams, ointments.

Release Orders

If the doctor orders restrictions, USD 231 requires a release from restrictions from the doctor. We can accept faxed orders if the parent calls the doctor and requests a fax.

Outside Recess

USD 231 provides playground activity areas at each elementary school site. It is important that safety and courtesy rules be followed. Rules will be regularly reviewed with your child by the staff. Students are not to remain on the playground before or after school. For safety reasons, the public is prohibited from the use of the playground activity areas during school hours.

All students are expected to participate in recess. Generally, if a child is too sick to go out to recess, he/she is too sick to be in school. There are exceptions to this rule, but it is a reasonable guideline.

The ability to hold recess outdoors is dependent upon the weather. The following factors are taken into consideration when deciding if recess will be held outdoors:

- Temperature (too hot or too cold), combined with cloud cover
- Wind chill
- Heat index
- Air quality
- Significant precipitation

Teachers may take their class out briefly for fresh air at their discretion. Students should be prepared for sudden changes in Kansas weather.

Safety Drills

Students and staff in Gardner Edgerton USD 231 practice safety drills throughout the year. Drills such as Lockdown, Severe Weather, Bus Evacuation, and Intruder are conducted on a set schedule. Giving students and staff the knowledge and confidence of knowing safe procedures in the event of emergency situations is the purpose of these drills.

Safe Schools

Safe School Environment – With an emphasis on a safe school environment for all students, Gardner Edgerton district officials report all crimes committed on school property to appropriate local enforcement agencies. Specific examples of reportable incidents include but shall not be limited to: possession of weapons, controlled substances (drugs/alcohol), destruction of property, theft, fighting, intimidation and other such matters involving criminal activity.

Gang Activity – The initiation, advocacy or promotion of gang activities which threaten the safety or well-being of persons or property on school grounds or which disrupts the school environment are prohibited. The use of hand signals, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or other attribute indicates or implies membership or affiliation with such a group is prohibited.

Incidents involving initiations, hazing, intimidation, and/or related activities of such group affiliations, which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students, are prohibited.

Items Not Permitted in School – The school district believes students and parents should assume the obligation of bringing only the items to school required by their instructors so that they are adequately prepared to engage in and contribute to the continuity of the instructional program.

Items brought by students such as but not limited to lighters, matches, radios, CD/tape players, skateboards, scanners, laser pointers, headsets, or any inappropriate equipment will be confiscated by a staff member and given to the office staff. If pagers, cell phones, or other electronic devices disrupt class they will be confiscated and turned in to office personnel. Items will only be returned to the parent/guardian of the student.

It is a Class E Felony for a student or patron to bring a firearm on any school campus. This law applies even if the firearm is in a vehicle driven onto school property. Any violations of this policy must be turned over to the police for additional action.

Controlled Entrance

In order to ensure the safety and security of students and wishes of parents, any person not enrolled at the elementary schools must check in with office staff when on campus. Office staff will greet visitors through the intercom and camera monitoring system and ask the visitor to provide their name, a photo id, and information regarding his/her visit. At this time, all visitors will be asked to provide a government-issued photo I.D. Office staff will determine if entry to the school will be granted. This includes family members/guardians bringing items to students. Anyone needing to be in areas of the building other than the office must sign in and secure a visitor badge.

Students will not be permitted to leave class to talk to anyone other than parents/guardians without parental/ guardian permission and approval of an administrator.

Exceptions to this policy must be approved by an administrator one week in advance of the requested date.

Student Discipline

We recognize discipline must be maintained to have an effective educational program, therefore, providing all students a safe, secure learning environment.

All disciplinary practices must:

- Create respect for self, others, and authority
- Develop a sense of responsibility and self-discipline
- Be consistent and fair
- Lead to positive change in behavior and attitude

- Be carried out in a safe and helpful manner
- Develop good citizenship
- Promote cooperation between the school, home, and community

In keeping with this philosophy, we expect appropriate behavior in hallways, classrooms, cafeteria, and playground. The building, classroom, and school ground rules are reviewed periodically with all students.

The discipline process, depending on the severity of the situation, may include these options:

- Modeling of appropriate behavior
- Problem-solving with the student(s) involved
- Verbal warning
- Detention
- Parent contact
- Removal of student from the situation with logical consequences, i.e., time out, loss of privileges
- Establishing a behavior plan for the student
- In-school suspension
- Out of school suspension

Some behavior, of a more severe nature, warrants immediate and severe action. Violence, harassment, behaviors that endanger self, others or the school – may lead to in-school or out-of-school suspension and law enforcement involvement.

Parents play a significant role in partnership with staff to maintain a safe environment for all students.

Unacceptable Behaviors

USD 231 ensures that every student has an opportunity to attend school and receive an education without fear of harm or injury to person or property. Acts of behavior which interfere with an effective learning environment or which are antagonistic to the welfare of other pupils will not be considered acceptable.

The following acts of unacceptable behavior (which may not be an all-inclusive list) in respect to school activities, or on school property may be deemed grounds for disciplinary actions:

- Fighting
- Profanity, obscenity, indecency, vulgarity (written, verbal, or displayed), hazing, bullying/harassment
- Gambling
- Throwing objects (rocks, snowballs, etc.)
- Stealing
- Failure to comply with a reasonable request, defiance, and/or insubordination
- Possession, transfer, consumption, sale or being under the influence of alcoholic beverages, tobacco, illegal drugs, narcotics, or drug paraphernalia
- Possession or use of fireworks
- Assault
- Lying
- Forgery
- Threats, intimidation, extortion, and/or verbal abuse
- Vandalism
- Dangerous horseplay or unruly conduct which disrupts school

- Disrespect toward staff member
- Possession or use of a weapon and/or look-alike toys
- Possession of laser pointers
- Arson
- Breaking school rules

KHP Hotline Number 1-877-626-8203

Students are encouraged to use this number to report impending violence and /or illegal activities.

Elementary Educational Programs

Educational Programs

The elementary education program of the district provides a solid foundation for later learning. Children are assigned to a grade level teacher for core subjects and, in addition, are instructed by physical education, music, and computer staff beginning in kindergarten. Students visit the library at least once a week for instruction and to check out books. Art is integrated throughout the curriculum. Elementary counselors provide class-room instruction on social skills and character education, in addition to providing guidance and individual counseling.

USD 231 uses a balanced approach to literacy and focus on the essential skills recommended by the National Reading Panel: phonological awareness, alphabetic principle, fluency, vocabulary, and comprehension. The reading series, ReadyGen, serves as the district-provided reading resource utilized in grades K-6. The district is one of the few to provide a Reading Specialist in each building. USD 231 concentrates on a clear set of math skills and concepts, as well as fact fluency and problem solving during the elementary years. Math Expressions, a textbook, is used to assist students in developing mathematical reasoning and the skills needed to be prepared for college, career, and life." For more information, please contact your child's school.

Elementary Assessments

Elementary students in USD 231, in compliance with state and federal mandates, take a variety of assessments throughout the school year. Additionally, there are some assessments administered which provide helpful information regarding skill levels and instructional planning for students.

Acadecance Reading (DIBELS – Dynamic Indicators of Basic Early Literacy Skills) and Acadecance Math – A formative assessment used to monitor student reading progress along with math skills and guide instruction. Administered to grades K-6 in the fall and spring, and bench-marked throughout the year.

NWEA MAP (Measures of Academic Progress) - A formative assessment used to assess students' skills and understanding in the areas of reading and math. Grades K-2 students are assessed in reading and math in the Fall, Winter and Spring with the availability to also monitor between testing sessions for various skill attainment. Grades 3-4 are assessed in reading, language and math in the Fall, Winter and Spring.

Kansas State Reading Assessment – Measures specific indicators within the Kansas Reading Curricular Standards. Administered to grades 3 and 4, February – April.

Kansas State Math Assessment – Measures specific indicators within the Kansas Math Curricular Standards. Administered to grades 3 and 4, February – April.

KELPA (Kansas English Language Proficiency Assessment) – Assesses all K-12 English Language Learners (ELLs) for their proficiency levels in four domains: listening, speaking, reading, and writing of English. Even though students might not be receiving ESOL services, they are required to take the test. Administered during spring semester to all ELL students.

Staff Development

Staff Professional Development

In order to provide students with world-class learning opportunities, USD 231 believes it is essential that our teachers are encouraged and supported in furthering their own professional learning. The Gardner Edgerton School District is committed to providing our teachers and support staff with on-going opportunities for professional growth.

Our district professional development plan supports a results-based approach to learning opportunities. By keeping the end result in mind, the improvement of learning opportunities for all students, we stay on track for continued academic achievement. Inservice days are provided during the school year to focus on specific instructional strategies to assist students. Professional Learning Communities meet weekly at the building and district level.

New teachers to USD 231 are welcomed by attending the New Teacher Academy where they meet personnel, review District policies and procedures, and learn about the culture of the District. In addition, USD 231 offers professional development programs for staff such as the new Aspiring Administrator Academy and New Teacher Induction/ Mentoring program. Many opportunities are available for staff to enhance professional skills and growth throughout the year.

Student Attendance

Regular attendance is imperative to ensure successful and positive growth in school. Students are expected to attend school from the scheduled starting time (8:25 a.m.) until dismissal (3:25 p.m.) every day that school is in session. It is a parental responsibility under Kansas statutes (72-1113) to require the regular attendance "of any child who has reached the age of seven (7) and is under the age of eighteen (18) years," and (72-111) states that if a child under seven is enrolled, that child is subject to the compulsory attendance laws unless the child is exempted by statute.

Absences

Parents or guardians should call the school office between 7:30 – 9:00 a.m. to report absences. If phone contact is not made, students who are absent or tardy must present a note signed by parent or guardian, or doctor stating the date and reason for the absence upon return to school. If a student misses school due to illness, the student will not participate in after school activities.

Unexcused Absences

The Kansas legislature has passed laws requiring children to be continuously in attendance at a public or private school. School administrators are required to report to the District Attorney any students who are inexcusably absent for the significant part of three (3) consecutive days or the significant part of five (5) or more days in any semester. An absence will be classified unexcused if it does not fit one of the Board of Education's stated reasons for excusable absences or if the building attendance procedure is not followed by the student and the parent/legal guardian.

Board Approved Absences

1. Personal illness (physician's note may be required for any accumulation of absences over 3 days).
2. Serious illness or death of a family member or close friend.
3. Obligatory religious observance of the student's own faith.
4. Participation in a school approved student activity.
5. Verified medical appointment (which can be verified by appointment card). Parents are

- encouraged to make all appointments outside the school day.
6. Legal matters (which can be verified through court services officer).
 7. Emergency situations requiring immediate action (which can be verified).
 8. An absence which has been requested in writing and approved in advance by the building administrator.

Student Arrival/Departure

The earliest students should arrive is 25 minutes prior to the start of school unless riding a bus. When students arrive at school they are to go to assigned areas for supervision.

No student is to leave during the day unless the student has checked out through the office with written parent permission or accompanied by the parent.

Students dismissed to go home are to clear the buildings and grounds as soon as possible. Students who miss their bus are to report to the office immediately.

Tardy Policy

Instruction is interrupted whenever a student enters a classroom late. Students are considered tardy to class when they enter the room after the bell has rung and they do not have a pass excusing the tardy. Missing the bus or oversleeping are unexcused tardies. Consequences for excessive tardies may be assigned by the building principal.

A tardy of more than two hours will be considered a half day absence. Three unexcused absences will be reported to the district attorney's office as truancy.

A student leaving the building in the afternoon more than an hour before the end of the day will be considered a half day absence in the after- noon. The absences are cumulative and three unexcused absences will be reported to the district attorney's office as truancy.

Truancy

Truancy is defined as a student who is not attending school as defined by law. Kansas law (K.S.A. 72-1113) states that students are truant when they have:

- 3 unexcused absences in a row
- 5 unexcused absences in a semester
- 7 unexcused absences in a school year

Building Policies and Practices

Bullying - Board Policy JDDC

The Board of Education prohibits bullying in any form as defined by K.S.A 72-8256 while on school property, in a school vehicle or at a school-sponsored activity or event. The Superintendent shall be responsible for ensuring that, at least annually, District employees and students are provided training on the definition, prevention and reporting of bullying on school property, in a school vehicle or at a school-sponsored activity or event.

Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

As used in this policy:

(1) "Bullying" means:

Any intentional gesture or any intentional written, verbal or physical act or threat that is sufficiently severe, persistent or pervasive that 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:

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

(B) Cyberbullying.

(2) "Cyberbullying" means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites.

(3) "School vehicle" means any school bus, school van, other school vehicle and private vehicle used to transport students or staff members to and from school or any school sponsored activity or event.

B.O.E. Adopted: 7-24-17

Legal Reference: K.S.A. 72-8256 - 2014

Civility Toward Employees

USD 231 believes interactions among individuals should be of a positive and productive nature. In accordance with this belief, it is the policy of USD 231 to treat everyone—fellow employees, students, parents, patrons, visitors, anyone having business with the district—with fairness and respect. The district also expects that anyone having interaction(s) with everyone associated with the district will treat them with professionalism, courtesy, dignity and respect.

It is our policy, in accordance with the law and accepted rules of a civil society, to maintain an environment which is legal, ethical, and non-abusive. The policy is not intended to deprive anyone of his/her right to freedom of expression; its intent is to maintain a reasonable and safe environment for all.

- Civil behavior is polite. Even when we disagree with each other, we can be polite. Remember: Civility is often verbal, but it can be nonverbal as well.
- Civil behavior is controlled. When we are civil, we allow reason and respect to control our behavior.

- Civil behavior is the best means of accomplishing one's goals through self-expression, persuasion, and acknowledgement of others.

These behaviors are uncivil. It can occur in person, on the phone, on voicemail, in writing or in e-mail.

- Physical or verbal threats, overt or implicit.
- Behaviors which are coercive, intimidating, violent or harassing.

Uncivil behavior includes, but is not limited to:

- Use of profanity.
- Personally insulting remarks.
- Attacks on a person's race, gender, nationality, or religion.
- Behavior that is "out of control."

After a report is filed, the following can occur:

- The incident will be investigated. While confidentiality will be respected, it cannot be guaranteed.
- The complaint will be discussed with the individual about whom it has been made.
- If the incident is found to violate the District policy, the offending party can be subject to disciplinary action (student, employee) and/or restricted from access to school building or school personnel.

Dress Code

Parents are responsible for selecting the appropriate clothing elementary school students wear to school. The following guidelines are established so that a student's attire does not interfere with others education at school:

- Cleanliness, neatness and good taste should be the guide to a student's personal appearance.
- Clothing, jewelry, or hairstyles that are disruptive to the educational process, or a danger to health, welfare, and safety of the student will not be permitted.
- Short shorts, tight fitting shorts, cut-off shirts, loose-net type shirts, bare midriffs and halter tops are not acceptable in the school setting.
- Hats or caps will not be worn in the building by either boys or girls.
- Any display of alcoholic beverages, tobacco products, weapons, drugs or obscene or derogatory comments is prohibited.
- Anything that is distracting to learning.

Coats, sweaters, caps, gloves and boots should be clearly marked with the child's name so as to help prevent loss of the items. The above list has been compiled to notify students and parents of what attire is considered appropriate. By no means is this list complete and may be added to as the need arises to maintain safety, discipline, and order.

Activity Attire

Tennis shoes should be worn in all physical education activities. Appropriate cold weather attire and accessories should be available for outdoor activities and recess during winter months.

Electronic Devices

For purposes of this policy, "Personal Electronic Devices" are defined as any electronic device capable of transmitting data or images that is not owned by the school district. Examples of personal electronic devices include cellular phones, digital cameras (still or video), eReaders, tablet computers, laptops, iPods, and MP3 players.

The use of Personal Electronic Devices that are capable of recording audio, video or still images is prohibited at all times in bathrooms and locker rooms. In addition to disciplinary action that may be taken, violators of this provision may be referred to law enforcement authorities. Students are expected to use devices responsibly as outlined in Board of Education Technology Use Policy (IIBF) and the respective school's code of conduct. Building administrators shall determine whether and to what extent Personal Electronic Devices may be used during school hours, or may delegate to individual teachers any decision on whether and to what extent Personal Electronic Devices may be used in an individual class.

The instructional day includes, but is not limited to, lunch breaks, class changes, study halls, fire drills, assemblies, school evacuations, and any other structured or non-structured activity that occurs during the normal school day. During all times when electronic devices are allowed to be on and in use, students are encouraged to keep their phone on "silent" mode.

Due to the potential for invasions of privacy, the use of Personal Electronics Devices that are capable of recording audio, video or still images is prohibited at all times in the bathrooms or locker rooms. In addition to disciplinary action that may be taken by the administration, violators of this provision may be referred to law enforcement authorities.

Students, parents, and guardians are advised that the Board of Education assumes no responsibility in any circumstances whatsoever for the loss, destruction or theft of any Personal Electronics Devices that are brought to school or to any extra-curricular or after-school activity.

Building administrators shall have the discretion to determine the appropriate punishment for violations of this policy. Building administrations shall also have the discretion to allow exceptions to this policy on a case-by-case basis; e.g., in situations where a student's 504 plan or IEP requires the use of a Personal Electronic Device, or in cases of medical necessity or emergency.

Emergency School Closings

In the event inclement weather necessitates closing schools, the Superintendent (in consultation with neighboring school districts) will make the determination and notify local media outlets. Notice of school closing will be available on local television news channels/radio stations, District website home page, www.usd231.com, and social media; www.facebook.com/gardneredgerton.

In the event that inclement weather or an emergency would require one or more schools to close during the course of a school day, students would be transported home according to the instructions provided by parents on enrollment forms.

Emergency Safety Interventions

I. Preamble:

The Board of Education acknowledges safety for students and staff is always the number one priority. It is important to remember behavior is learned and every behavior serves a purpose. There may be times when a student's behavior escalates to the point where the student's actions present an immediate potential for causing harm to persons or property. Every effort should be made to prevent the need for the use of restraints or seclusion. However, recognizing that there may be times when those techniques are required, the Board adopts the following policy governing their use.

GAAF Emergency Safety Interventions (See GAO, JRB, JQ, and KN)

The board of education is committed to limiting the use of Emergency Safety Intervention ("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" is 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 or 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 K.S.A. 72-3122(d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; (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 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.

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

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 treatments 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; or
 - Any device used by a certified law enforcement officer to carry out law enforcement duties; or
 - Seatbelts and other safety equipment when 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.

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 provider, 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 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, 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 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 written or electronic documentation regarding the training that was provided and a list of participants, which shall be made available for inspection by the state board of education upon request.

Notification and Documentation

The principal or designee shall notify the 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 sub-paragraphs (A), (B) and (C) if the triggering issue necessitating 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 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 with a full and direct 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. Such documentation must include all of 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 safe-ty 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 plan 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 shall be invited to attend the meeting at the discretion of the parent. 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 if such 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 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 and shall be mailed to the parents and the state department within 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.

Approved: 8/18

KASB Recommendation – 6/13; 12/13; 6/15; 6/16; 7/17; 6/18

Family Educational Rights and Privacy Act (FERPA)

Under the provisions of the Family Educational Rights and Privacy Act (FERPA), parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records which are kept and maintained by USD 231. In accordance with FERPA, you are required to be notified of those rights, which include:

1. The right to review and inspect all of your educational records except those which are specifically exempt. Records will be available within 45 days of the day the district receives a request for access.
2. The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if:
 - We have your prior written consent for disclosure
 - The information is considered "directory information" and you have not objected to current school year. If a refusal is not filed, USD 231 assumes you have no objection to the release of the designated directory information.
 - the release of such information (see Directory Information below); or
 - Disclosure without your prior consent is permitted by law, including:
 - a. The district may disclose, without your consent, personally identifiable information to school officials with a legitimate educational interest.
 - b. The district shall disclose, without your consent, education records to officials of another school district in which a student seeks to enroll or intends to enroll.
 - c. The right to request that your educational records be amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
 - d. The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe that USD 231 has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Avenue SW, Room 4074, Washington, D.C. 20202-4605.
 - e. The right to obtain a copy of USD 231 policies for complying with FERPA. You may obtain a copy from the USD 231 District Offices at 231 East Madison, P.O. Box 97, Gardner, KS 66030.

Directory Information – For purposes of FERPA, USD 231 has designated certain information contained in educational records as directory information which may be disclosed for any purpose without your consent. The following information is considered directory information: name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school attended by the student, class designation, major field of study, and photographs.

You have the right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with USD 231 at the Board of Education Office on or before September 1st of the current school year. If a refusal is not filed, USD 231 assumes you have no objection to the release of the designated directory information.

Field Trips

Periodically, classroom teachers will elect to take students out of the classroom for a field trip. All field trips have educational objectives and receive prior approval from the building administrator. Your child's teacher will notify you in advance. Parents may be invited to attend field trips to assist with supervision. Therefore, it is not appropriate for siblings to attend the field trip with the parent.

Grievance Procedures

Grievances of employees or students alleging any action, rule or practice prohibited by Section 504, Title IX or the Americans with Disabilities Act (ADA) shall be processed and resolved in a prompt and equitable manner.

- Grievances shall be in writing, describing the details of the alleged action that would be prohibited by Section 504, Title IX or the ADA shall be signed by the aggrieved and submitted to the Human Resources Director for Title IX and ADA. Complaints regarding Section 504, should be addressed to the Director of Special Services.
- The appropriate director will investigate the alleged grievance and issue a written report within twenty (20) calendar days after receiving the grievance; the report shall contain the essential facts or circumstances of the subject of the grievance and decision as to whether the school district is in compliance with Title IX, Section 504 of the Americans with Disabilities Act.
- If the matter is not resolved, written appeal may be made to the superintendent of schools within ten (10) calendar days after the decision of the appropriate director.
- The superintendent of schools shall review the grievance within twenty (20) calendar days after written appeal is received and shall render days after the review.
- If matter is not resolved, appeal may be made to the office of Civil Rights at the above address.

Homework

Homework appropriate to a student's age and maturity helps a student develop responsible patterns and retain what has been learned at school. A general guideline for homework is that daily homework will equal ten minutes for each year in school (example: the fourth graders can expect 40 minutes daily).

Acceptable Technology Use Policy

Each parent is asked to sign or select "agree" during the enrollment process, the district's Technology and Internet Acceptable Use Policy, which outlines the parameters for technology use in school. The policy is part of the enrollment process. If you have questions about the policy statement, please contact your child's school or review District Policy IIBF (Technology Use) under Board of Education/Board Policies at www.usd231.com for additional information.

Sexual Harassment

District employees shall not sexually harass, or permit sexual harassment of a student by another employee or student. Neither shall a student sexually harass another student(s) or staff member. Violation of this policy shall result in disciplinary action, including termination of the employee, or disciplinary action against the student(s) involved. Supervisors who fail to follow this policy or who fail to investigate complaints shall be in violation of this policy. If the principal is the object of a harassment complaint, the student may bypass the principal and report directly to the superintendent. Complaints against the superintendent shall be heard by the Board of Education.

Sexual harassment may include, but is not limited to:

- Sexually oriented communication, including sexually oriented verbal "kidding" or harassment or abuse.
- Subtle pressure or requests for sexual activity.
- Persistent unwelcome attempts to change a professional relationship into a personal, social-sexual relationship.
- Creating a hostile school environment including the use of innuendoes, overt or implied threats.
- Unnecessary touching of an individual; e.g., patting, pinching, hugging or repeated brushing against another person's body.
- Requesting or demanding sexual favors accompanied by an implied or overt promise of preferential treatment with regard to a student's grade or status in any activity.
- Sexual assault or battery as defined by current law.

Any student who believes he or she has been subjected to sexual harassment should discuss the problem with his/her administrator or another certified staff member. Initiation of a sexual harassment complaint will not cause any adverse reflection on the student. The initiation of a student's complaint shall not adversely affect the job security or status of any employee or student until a finding of fact determines that improper conduct occurred. Strict confidentiality shall be maintained throughout the complaint procedure.

Student Data Privacy

(See BCBK, ICA, ICAA, II, and JR et seq.)

The superintendent, the board and staff shall protect the right of privacy of students and their families in connection with any surveys or physical examinations conducted, assisted, or authorized by the board or administration. The district shall annually provide parents notice of their rights under the Protection of Pupil Rights Amendment and the Student Data Privacy Act, at the beginning of each school year, and at any other time the school district policies in the area are substantially changed.

Student Data Restrictions

Any student data submitted to or maintained in a statewide longitudinal student data system shall only be disclosed in accordance with the Student Data Privacy Act. Disclosure of all other student data or student record information maintained is governed by the Family Educational Rights and Privacy Act ("FERPA"). Annual written notice presented to parents and legal guardians of district students shall: 1) require parent or guardian's signature; and 2) shall state student data submitted to or maintained in a statewide longitudinal data system only be disclosed as follows.

Student data may be disclosed to:

- The authorized personnel of an educational agency or the state board of regents who require disclosures to perform assigned duties; and
- The student and the parent or legal guardian of the student, provided the data pertains solely to the student. Student data may be disclosed to authorized personnel of any state agency, or to a service provider of a state agency, educational agency, or school performing instruction, assessment, or longitudinal reporting, provided a data-sharing agreement between the

educational agency and other state agency or service provider provides the following:

- purpose, scope and duration of the data-sharing agreement;
- recipient of student data use such information solely for the purposes specified in agreement;
- recipient shall comply with data access, use, and security restrictions specifically described in agreement; and
- student data shall be destroyed when no longer necessary for purposes of the data-sharing agreement or upon expiration of the agreement, whichever occurs first.

**A service provider engaged to perform a function of instruction may be allowed to retain student transcripts as required by applicable laws and rules and regulations. Destruction shall comply with the NISTSP800-88 standards of data destruction.*

Unless an adult student or parent or guardian of a minor student provides written consent to disclose personally identifiable student data, student data may only be disclosed to a governmental entity not specified above or any public or private audit and evaluation or research organization if the data is aggregate data. "Aggregate data" means data collected or reported at the group, cohort, or institutional level and which contains no personally identifiable student data.

The district may disclose:

Student directory information when necessary and the student's parent or legal guardian has consented in writing

- directory information to an enhancement vendor providing photography services, class ring services, yearbook publishing services, memorabilia services, or similar services;
- any information requiring disclosure pursuant to state statutes;
- student data pursuant to any lawful subpoena or court order directing such disclosure; and
- student data to a public or private postsecondary educational institution for purposes of application or admission of a student to such postsecondary educational institution with the student's written consent.

Student Data Security Breach

If there is a security breach or unauthorized disclosure of student data or personally identifiable information of any student submitted to or maintained on a statewide student longitudinal data system, each affected student or the parent or legal guardian of the student, if a minor, shall be immediately notified, and an investigation into the causes and consequences of the breach or unauthorized disclosure will be conducted.

Biometric Data

The district shall not collect biometric data from a student or use any device or mechanism to assess a student's physiological or emotional state, unless the adult student or the parent or legal guardian of the minor student consents in writing. "Biometric data" includes measurable biological or behavioral characteristics that can be used for automated recognition of an individual, such as fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting. Nothing in this policy shall prohibit the collection of audio voice recordings, facial expression information, and student handwriting for:

- provision of counseling or psychological services,
- conducting student threat assessments,
- completing student disciplinary investigations or hearings, or
- conducting child abuse investigations.

Select Student Surveys

No test, questionnaire, survey, or examination containing any questions about a student's or the student's parents' or guardians' personal beliefs or practices on issues such as sex, family life, morality, or religion shall be administered to any student unless:

- the parent or guardian is notified in writing; and
- the parent or guardian of the student gives written permission for the student to participate.

Nothing shall prohibit school counselors from providing counseling services, including the administration of tests and forms as part of student counseling services. Any information obtained through such tests or counseling services shall not be stored on any personal mobile electronic device which is not owned by the school district. Storage of such information on personal: laptops; tablets; phones; flash drives; external hard drives; or virtual servers not owned by the district is prohibited.

Student Privacy Policy

Students may be questioned:

- in the provision of psychological services,
- conducting of student threat assessments,
- completing student disciplinary investigations or hearings, or
- conducting child abuse investigations. Collection of such information in these limited circumstances is permitted without prior written consent of the parent, guardian, or adult student.

Student Progress

Reports of student development and progress are sent home each grading period. Parents are invited to attend formal scheduled conferences with their child's teacher(s) twice a year. If you have any questions or concerns about your child's performance or educational experiences, contact your child's teacher at any point during the year. Parents may, of course, request a conference with a teacher anytime during the year.

Suspension and Expulsion

A student may be suspended or expelled for reasons set forth in Kansas law, by the following certified personnel: superintendent, principal, associate principal or other designated certified employees. Any student who is expelled shall receive a copy of the current suspension and expulsion laws and this policy and rule. Any suspension or expulsion shall be according to the procedures as set forth in Kansas law.

Suspension or Expulsion May Result From Any of the Following but May Not Necessarily be Limited To The Following:

- Insubordination – This is refusal to follow the instruction of a teacher, staff member, peace officer or to identify oneself upon request.
- Use of Language – Obscene, vulgar, profane, or disrespectful words audible or observable to any school staff member or other students.
- Incitement to Riot
- Possession or Use of Tobacco Products – In any school building, on the campus, or on any school sponsored activity. Including electronic smoking devices.
- Intoxication/Under the Influence – Students who give the appearance of being under the influence of alcohol or drugs on the school campus or at any school sponsored activity.
- Driving – Driving on the school campus in a reckless manner and failing to abide by driving regulations.
- Published Regulation – Willful violation of any published regulation for student conduct adopted or approved by the School Board.

- Disruption – Conduct which substantially disrupts, impedes, or interferes with the operation of any school in the district.
- Rights of Others – Conduct which substantially impedes or invades the rights of others.
- Repeated Violations- An accumulation of violations of school policy or regulations.
- Students Not in Class While Classes Are in Session – Students who are in the corridors or on campus while classes are in session without a valid pass
- Walkout or Boycott of Classes
- Presenting False Reasons for Absence – This includes lying to a teacher or administrator about the reason for being absent or presenting forged statements or false statements about the reason for being absent for yourself or others.
- False Statements Under Oath – This includes giving untrue statements or false evidence while under oath at a hearing for extended suspension or expulsion.
- Possession of a Knife or Sharp Object
- Threat by Word or Deed – A threat made to a student or staff member.
- Physical Confrontation – This may include fighting and/or aggression, as well as assault & battery.
- Harassment/Bullying – Any activity that initiates, advocates, promotes, or threatens the safety or well-being of persons or property on school grounds.

Immediate Suspension with Recommendation for Expulsion Will Result from Any of the Following but May Not Necessary be Limited to the Following:

- Playing With Fire Alarms – Any student setting off a fire alarm in any of the school district buildings as a prank.
- Bomb Threats – Any student turning in a bomb threat as a prank.
- Weapons –Any student having in his possession on any of the school campuses or school buses, any weapons, firearms, explosives, pellet guns, air rifles, or other articles or substances by the use of which injury or harm may be inflicted upon the person of another or upon school property.
- Alcoholic Beverages and Drugs – Students shall not sell, use, buy, transfer, possess, consume or give away any beverage, any controlled substance or any other substance, and/or chemical which may adversely affect behavior, mood, and/or health including paraphernalia associated with administering of drugs.
- Striking a Teacher – Any student striking a teacher or staff member.

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, including the reasons for the suspension shall be given to the student and the student's parents/guardians within 24 hours after the suspension has been imposed.

At the informal hearing, the student shall be afforded the following: the right to be present at the hearing, to be informed of the charges, to be informed of the basis for the accusation and to make statements in defense of or in mitigation of the charges or accusations.

Refusal or failure of the student and/or the student's parents/guardians to attend the hearing shall result in a waiver of the student's opportunity for the hearing.

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.

The principal may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation.

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) a hearing shall be conducted by a hearing officer who has authority to suspend or expel. The superintendent/principal shall designate a hearing officer who has authority to suspend or expel. The superintendent/principal shall designate a hearing officer from a list approved by the board.

The person conducting the hearing shall explain the purpose of the administrative hearing is to review the charges and incidents upon which the proposed long-term suspension or expulsion is based and to provide an opportunity for the student, the student's parents/guardians, counsel and witness to present information pertinent to the case.

Long-Term Suspension/Expulsion Hearings – Formal hearings shall be conducted according to procedures outlined in current Kansas law. The student and parents/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, the appropriate board policies, regulations and handbooks. The hearing may be conducted by a certified employee or committee of certified employees. At the conclusion of the hearing, a written report and the findings required by law shall be prepared by the person or committee conducting the hearing. Records of the hearing shall be available to students and parents/guardians according to Kansas law.

Any student suspended for more than 5 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.

Failure of the student and the student's parents/guardians to attend the hearing shall result in a waiver of the student's opportunity for the hearing.

Student Rights During the Hearing – The student shall have the right to:

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

Hearing Committee – When an administrator makes a recommendation for extended suspension or expulsion of a student, a board office administrator shall call a meeting of three administrators to serve as a hearing committee to hear the case. The board office administrator shall set the date, time and place for the hearing. The principal or his representative shall be present and present the information that led to the suspension and other relevant information. After hearing the testimony presented, the committee shall adjourn the hearing and make a determination upon the evidence presented as to whether or not the student committed the acts.

Written notice of the determination of the hearing shall be mailed or delivered to the following within 24 hours after determination is made: student, parent/guardian of the student, principal and school counselor. A written report of the hearing shall be filed with the clerk of the board to be filed and presented to the board of education. All hearings shall be recorded.

Administering Oaths – Any person, hearing officer or any member of a committee or the board of education holding a hearing under article 89 of chapter 72 of Kansas Statutes Annotated may administer oaths for the purpose of taking testimony therein.

Appeal of Decision to Expel or Long-Term Suspend

Written notice of the results of any hearing resulting in a long-term suspension or expulsion shall be given to the student suspended or expelled and to his parents/guardians within twenty-four (24) hours after determination thereof.

Any student who has been suspended for an extended term or expelled or one of his parents or guardians may appeal such suspension or expulsion to the board of education of the school district by filing a written notice of appeal with the clerk of the board of education not later than ten (10) calendar days after receiving the written notice specified in this section. Any such appeal shall be heard by the board of education, or by a hearing office appointed by such board, not later than twenty (20) calendar days after such notice of appeal is filed.

The pupil or student and his parents or guardians shall be notified in writing of the time and place of the appeal hearing at least five (5) days prior thereto. Such appeal shall be conducted under rules set forth in K.S.A. 72-8903.

Probation – Any punishment, suspension or expulsion may be deferred by the person having authority to do so, and the student involved may be placed on probation for a set period of time. Said punishment, suspension or expulsion shall remain deferred so long as the conditions of probation are met by the student. Any student placed on probation shall be given a written list of the terms and conditions of his/her probation. The student shall sign a statement to the effect that he/she has had said terms and conditions fully explained to him/her, that he/she understands them, that he/she is willing to abide by them and that, if he/she fails to do so, the punishment originally imposed may be reinstated at the discretion of the person granting such probation.

Weapons

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function or event. This policy shall include any weapon, any items being used as a weapon or destructive device, or any facsimile of a weapon. Possession of a firearm shall result in expulsion from school for a period of one-year (186 school days) except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis (probation). KSA 72-89a02.

Visitor Policy

The Board of Education welcomes patrons and parents to visit district facilities. Any person who intends to visit a school, including meeting with a teacher or other staff, shall schedule that visit with the teacher and/or a building administrator. Any visitor to a school shall check in at the school office and obtain a visitor's badge prior to accessing any part of the building (beyond the main office) and/or before contacting any person in the building or on school grounds. Notices requiring visitors to check in at the school office shall be posted in all school buildings. A school administrator (or designee) has authority to deny access and/or limit the length or time of visits. A school administrator (or designee) also has the authority to exclude a visitor from the premises if the visitor is disrupting the educational environment or otherwise creating a disturbance. The school administrator (or designee) shall have authority to prohibit a particular parent or visitor from a school altogether if the parent or visitor persists in disruptive, unwelcome or intimidating conduct. A school administrator (or designee) may also request aid from any law enforcement agency if a visitor to the school or school grounds fails to comply with school/district policy or instructions from

the school administrator (or designee). If a teacher reasonably believes a parent or other visitor will engage in disruptive, unwelcome or intimidating conduct, the teacher may refuse to meet with that parent or visitor unless a principal or district administrator is present.

Within-District Transfer Policy

The Gardner Edgerton USD 231 Transfer Policy applies to families who demonstrate an exceptional circumstance as defined in the district Transfer Policy. The full policy is available online at www.usd231.com, at any district school, or at the district offices building. An application is required.

Parents As Teachers (PAT)

As a child's first teacher, a parent can make a difference. The years between birth and three are important times for children to acquire language, social, emotional, and motor skills. PAT, a parent education and family support organization, can help you capture those windows of opportunity so your child starts school ready to succeed. Parents of children younger than 36 months can apply for this free, personalized program targeted to meet the needs of individual families. The program is a part of the National Parents As Teachers Program and follow its curriculum.

Developmental screenings help parents identify any potential concern before it becomes a challenge to the child's development. Children's hearing, vision, language, motor, intellectual and social skills are screened. The free developmental screening can be completed during home visits or upon parent request. If the child is in need of additional early intervention services, the PAT staff provides referrals to other agencies as appropriate. PAT also provides an e-newsletter to help families stay informed of upcoming events and includes ideas and articles for encouraging a child's development. To schedule a developmental screening, contact 913-856-3035.

Personalized home visits are made by a certified parent educator trained in child development and educated in the latest brain research on early learning. During these informal 60-minute visits, the parent educator shares age-appropriate growth and development information and gives the parents practical and concrete suggestions to manage challenging behaviors. Each visit includes a parent-child activity to enhance the parent-child relationship and encourage the child's learning.

Parent - School Partnerships

PTO/PTA

Parent Teacher Organizations and Parent Teacher Associations are separate entities not affiliated with school district operations. Each elementary school has an active Parent Teacher Organization/Association (PTO/PTA). PTO/PTA sponsor many school events, including book fairs, carnivals, dinners, sell school spirit wear, and conduct fund-raising activities for the purpose of providing additional dollars for various student/teacher activities and events. Contact your school office to find out the PTO/PTA contact person(s) for your school if you are interested. You may also sign up for PTO/PTA membership at enrollment.

Site Councils

Site Councils established in January of 1993 under Kansas Law provide support, advice, assistance, and counsel to individual buildings regarding their established School Improvement Plan. An overview of the activities that a site council may be involved in could include:

1. learning about the school improvement process;
2. reflecting about the needs of a particular building;
3. requesting input from staff and community; and
4. communicating needs and successes of the building, their staff, and students.

Membership in a site council is determined at the building level and may often include business members, parents, school staff, building administrators, and community members.

Equal Educational Opportunity

USD 231 does not discriminate on the basis of sex, race, color, national origin, disability, or age in admission or access to, or treatment or employment in, its programs or activities. Any questions or complaints regarding the district's compliance with Title VI, Title IX, or Section 504 may be directed to: Director of Special Services: Section 504 (students) 913- 856-2063 or U.S. Department of Education, Region VII Office for Civil Rights
One Petticoat Lane, 1010 Walnut, Suite 320, Kansas City, Missouri 64106.