

USD 480 ELEMENTARY SCHOOL STUDENT HANDBOOK

2020-2021



USD 480 Mission Statement

USD 480 provides a safe, quality, and caring learning experience for every learner, every day.

USD480 District Office

7 Parkway
Liberal, KS 67901
Phone: 620-604-1000
Fax: 620-604-1001
www.usd480.net

Note: All school board policies can be reviewed in their entirety at www.usd480.net, District Office, or at each individual school building.

Bright Start Early Learning Center

Principal: Mrs. Cindy Jones
AM Start Time: 8:00 End Time: 11:00
PM Start Time: 12:00 End Time: 3:00
836 South Jordan
Liberal, KS 67901
Phone: 620-604-2000
Fax: 620-604-2001

Sunflower Elementary School

Principal: Mr. Jon Schneider
Asst. Principal: Mrs. Teresa Childress
Start Time: 8:15 End Time: 3:35
310 W. Pine St.
Liberal, KS 67901
Phone: 620-604-2800
Fax: 620-604-2801

Cottonwood Elementary School

Principal: Mrs. Traci Mettlen
Asst. Principal: Ms. Jessica Palacios
Start Time: 8:15 End Time: 3:35
1100 W. 11th St.
Liberal, KS 67901
Phone: 620-604-2700
Fax: 620-604-2701

MacArthur Elementary School

Principal: Mrs. Jennifer Workman
Asst. Principal: Mrs. Jamie Downs
Start Time: 8:15 End Time: 3:35
925 S. Holly
Liberal, KS 67901
Phone: 620-604-1700
Fax: 620-604-1701

Meadowlark Elementary School

Principal: Mrs. Shawna Evans
Asst. Principal: Mrs. Melinda Cline
Start Time: 8:15 End Time: 3:35
1200 N. Calvert
Liberal, KS 67901
Phone: 620-604-2100
Fax: 620-604-2101

Prairie View Elementary School

Principal: Mrs. Kendra Haskell
Asst. Principal: Larry Moore
Start Time: 8:15 End Time: 3:35
615 Warren Ave.
Liberal, KS 67901
Phone: 620-604-1800
Fax: 620-604-1801

This handbook is to provide students with the guidelines that are followed at Liberal's Elementary Schools.

Read this handbook carefully.

OFFICE HOURS

The elementary schools' office hours are 7:30 a.m. to 4:00 p.m. every school day. If you need to contact the school, please do so between those hours. Please check page two for phone and fax numbers.

TEACHER WORK HOURS

Teachers are at school thirty minutes before and ten minutes after school. If you need to talk to your child's teacher, please call or meet with the teacher during those times or during the teacher's plan time. You may leave a message for the teacher at any time. Conferences with a teacher may be scheduled by calling the office to set up an appointment.

VISITORS

For the safety and protection of your children, all doors will remain locked except for the main entrance. ALL visitors must enter at the front doors and sign in at the office to receive a visitors' identification badge before proceeding to other parts of the building. We encourage parents to visit their child's classroom. However, to reduce classroom disruptions, we ask that you make arrangements with the teacher before doing so. Any classroom visitation/observation must have prior approval from building principals.

FEES

Fees are due at the time of enrollment. If full payment cannot be made during enrollment, a payment arrangement must be made with the office. If fees are not paid in full after 30 days of enrollment, the matter may be turned over to a collection agency.

ATTENDANCE POLICY

Regular attendance is expected of all students. Parents or guardians should call the school between 7:30 a.m. and 9:30 a.m. every day a student is absent or tardy. If no phone is available, the parent should send a note to school upon the student's return. The school will make an attempt to contact the parents or guardian if the school does not know the student's whereabouts.

Students may not attend school activities on days that they are not in attendance unless prior permission has been secured.

Any student who misses 10 consecutive days from school will be dropped from the school roster and an EXIT record will be submitted to KIDS, the state database system for all students. These absences may be excused or unexcused. Students who return to school after missing 10 or more consecutive school days will be required to enroll, per board policy, at the Newcomer's Center. The student will be assigned to the school which the student attended prior to the student's absence; PROVIDED HOWEVER, if that school is full, the student will be assigned to another school in which there are classroom openings, with preference given to the school closest to the student's residence.

A. Excused Absences (Policy JBD)

All excused absences will fall within the following categories:

- Personal Illness.
- Death or serious illness in the immediate family.
- Professional Appointment
- Religious Observances
- School Activity
- Deployment/Active Duty Personnel
- Prearranged and approved by the Principal.

It is the student's responsibility to make arrangements with the teacher to make up any missed work the day he or she returns to school. Students will have one-day make-up time for each day of work missed.

In cases where absences due to illness are deemed excessive, a physician's verification may be required.

B. Unexcused Absences

Any absence for reasons not mentioned above or any absence without parental verification will be considered unexcused. Examples of unexcused absences include, but are not limited to:

- Truancy or skipping school.
- Missing the school bus or over-sleeping.
- Shopping, hair appointments, employment, translating, or babysitting.

The student is expected to make-up the work missed during the absence. Full credit may not be given.

C. Advanced-notice Absences

If a family knows in advance that a student will be absent, they must inform the office and the teacher of the reason and length of absence. These absences *may* be considered unexcused. Students are expected to make-up the missed work.

D. Appointments During the School Day

Occasionally, a student must leave during the school day to attend a medical, dental or legal appointment. The parent or guardian must come in to the office to sign the student out. The student must sign back in to the office upon their return.

E. Tardies

Students arriving at school after the tardy bell rings must obtain an Admit Slip from the office before going to class. In order to determine whether or not the tardy is excused, the parent should report the delay to the office. After three unexcused tardies, disciplinary action may occur.

F. Truancy

Any student who has three consecutive unexcused absences, a total of five unexcused absences during a school semester, or a total of seven unexcused absences in a year, will be reported to the Department of Children and Families (D.C.F.) or the truant officer.

****The principal will make the final determination of whether an absence or tardy is excused or unexcused.****

STUDENT BEHAVIOR

Parents, teachers, and administrators have a responsibility to protect the rights of students, while maintaining an educational atmosphere conducive to the teaching and learning process. We expect all students to behave appropriately at school. We will not tolerate a student preventing the teacher from teaching or other students from learning, or engaging in an activity that is not in his/her best interest. In order to guarantee all students the learning climate they deserve, we are utilizing the following discipline program.

A. Rules/Regulations

1. Respect the rights of other people and their property at all times.
2. Keep your hands, feet, and objects to yourself.
3. Report to class on time, with all materials necessary for class participation.
4. Walk quietly while in the halls.
5. Follow the instructions of all adults in the building.
6. Students are not allowed to show any public display of affection.
7. ****Use of foul, obscene or unacceptable language is not acceptable.**
8. ****Physical violence will not be tolerated.**
9. ****Stealing is prohibited.**
10. ****Disrespect, insubordination, or disobedience for teachers, school officials or other employees will not be tolerated.**
11. ****Vandalism and/or destruction of school property will not be tolerated. Students who willfully destroy school property will be required to pay for damages. The police will be called as necessary.**
12. ****Any gang or gang-like activity in school or on school grounds is not allowed. (Policy JHCAA)**
13. **** Bullying (harassing, threatening, intimidating) on US**
14. **D 480 property, in a USD 480 vehicle, or at any USD 480 sponsored activity or event is prohibited. (Policy JDDC)**

15. **Possession of tobacco, alcohol or a controlled substance, or being under the influence of the same on USD 480 property or at a USD 480 function is forbidden. (Policy JCDAD)
16. ** A student shall not possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property, or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon. (Policy JCDBB)

The actions that are starred (**) above, may result in automatic suspension (see section C).

Any student who has been a victim and/or witness to any violation of the above rules should notify the teacher or building principal immediately.

B. Consequences

The classroom teacher will address the consequences of not following the rules of the classroom. Repeated failure to follow the classroom rules will result in a referral to the office. Parents will be notified to discuss repeated or disruptive behaviors.

C. Suspension

School suspension (whether in-school or out-of-school) may run from a minimum of one day to a maximum of ninety days. The student may be suspended by the principal, assistant principal, superintendent or assistant superintendent for breaches of school policy.

D. Searches (Policy JCAB & JCABB)

Lockers, desks, and/or cubbies are the property of the school. There is no expectation to privacy. They may be searched by school officials at any time without prior notice.

Principals are authorized to search students if there is reasonable suspicion that district policies, rules, or directives are being violated. The search may include, but is not limited to: pockets, purses, and backpacks.

E. Dress Expectations

The purpose of a dress code is not to inhibit any person's taste in attire, but rather to better facilitate the process of education through reasonable guidelines of "dress." Students are asked to be responsible and use good judgment concerning appearance and should dress appropriately for the season and for indoor heating and air conditioning.

- Pants, jeans, shorts, etc. are to be worn at waist level. "Sagging" is not permitted. Overall straps are to be worn over the shoulder and buckled.
- Shirts that have vulgar, obscene, suggestive, gang-related, or racist meanings or advertise tobacco, alcohol, or drugs are not permitted.
- Immodest dress is not permitted. Tank tops, spaghetti straps, muscle shirts, bare mid-drift shirts, tube tops, and net shirts are not considered appropriate.
- Shorts or skirts must be a minimum of fingertip length.
- Shirts must be no longer than the wrist when arms are at ones' sides. If longer than this, shirts must be tucked in.
- Hats, scarves, hairnets, bandanas, etc. are not permitted.
- Facial jewelry, including: nose rings, eyebrow rings, tongue rings etc. are not permissible. (Earrings are permitted as long as they don't cause a disruption.)
- Make-up is considered inappropriate for K-5 students and is not allowed.
- At the discretion of the principal, **any** item that interferes with the educational process of the students will not be allowed.

MEDICAL PROCEDURES

A. Illness or Injuries

Parents should not send their child to school if he/she has an untreated condition or possible communicable disease. **Students who have a temperature of 100.0F or greater, whether identified at home or at school, may not attend school until they have been fever free (temps below 100.0F) for 24 hours without the use of fever reducing medications.** Parents will be notified if their child becomes ill or appears to have sustained a significant injury during the school day. The student will report to the office and must be signed out and receive a pass to go home. Parents should pick the student up from the office as soon as possible. **Please be sure the office has current home, work and emergency telephone numbers.**

B. Immunization

Every student entering school in the district for the first time shall be required prior to admission to and attendance in school, to present to the appropriate school authorities certification from a licensed physician or health department that he has received immunization against communicable disease as required by Kansas law KAR 28-1-20. (Policy JGCB). If the record of immunizations is incomplete, the needed immunizations must be obtained and a completed record presented to the school. The student, without completed records, will be excluded from school and all school activities. After five (5) days, truancy proceedings will be initiated.

The legal alternatives to immunization are:

1. Certification from a licensed physician stating the physical condition of the student to be such that immunization would seriously endanger his life, or health; (Kansas Certificate of Immunization Form B medical exemptions)
2. A written statement signed by one parent or guardian that the student is an adherent of a religious denomination whose religious teachings are opposed to immunization.

C. Medication/Self Medication

If medication is needed during school hours, the student's parent or guardian may come to school and administer, or school personnel may administer medications only after an approved Medication Permission Form has been completed by physician and parent. This applies to over the counter and prescription medications. If the parent or guardian requests that school personnel administer the medication, the medication policy (JGFGB) shall be followed. If your child is in need of medication at school, please speak with the school nurse.

Under certain very specific circumstances, a student may be allowed to self medicate in accordance with the procedure established on the medication policy (JGFGB).

D. Liability

"Students, parents and guardians of students are hereby notified that USD 480 and its officers, employees and agents are not liable for any damage, injury or death resulting, directly or indirectly, from the self administration of medication. The parent or guardian of each student shall be required to sign a statement acknowledging that USD 480 and its officers, employees and agents incur no liability for damage, injury or death resulting, directly or indirectly, from the self administration of medication and further agreeing to indemnify and hold USD 480 and its officers, employees and agents harmless from and against any claims relating to the self administration of such medication."

E. Exclusion

Failure to complete required immunizations or physical assessments will result in exclusion from school per K.A.R. 72-5111a.

F. Insurance

USD 480 does not provide insurance for accidents or injuries to students. (Policy JGA)

G. Physical Assessments

All students 8 years old and under, when entering a Kansas school for the first time must have a physical assessment completed. Families are allowed 90 days after admission to school to comply with this requirement in accordance with K.A.R 72-5214 and district policy JGC.

SAFETY CONCERNS

A. Crisis Procedure Manual

A crisis procedure manual has been developed for our school. Crisis drills are practiced throughout the school year to prepare students for what to do in case one should occur. Fire, tornado, and crisis drills will be practiced, so children are prepared for an emergency. The manual is available in the office for you to view.

B. Backpacks

Backpacks are required and the straps must be adjusted to fit the student. Backpacks should be emptied every evening at home and every morning at school.

C. Bicycle Safety

Only third-fifth grade students may ride their bicycles to school. Any kindergarten-second grade students must receive prior permission from building administration. Bicycles should be parked in the racks and locked until the student is ready to go home. Students are expected to obey all traffic laws and exercise courtesy and respect to all pedestrians. Bicycles **MUST** be walked on school grounds. Students who do not follow safety procedures will lose the privilege of riding their bicycles to school. Skateboards, scooters, hoverboards, etc. are not allowed on school grounds.

D. Entering and Leaving School Grounds

Students and parents are expected to cross the streets at the intersection using crosswalks. Please do not ask your child to run through the middle of the street to meet you or to walk through the parking lot. Use the school's designated procedures to drop off or pick up students.

E. Bus Safety

Only students who have filled out the proper forms are allowed to ride USD 480 buses. Students are to follow all bus rules, as stated in the rule packet handed out at enrollment. Failure to follow the directions of the bus driver or aide will be reported to the office. Multiple bus reports may result in suspension of bus riding privileges.

F. Fund Raising

Any class, school-sponsored organization or club desiring to run a fund-raising event must first clear the project through their sponsor and the principal. Class time may not be used to earn money.

****School policy strictly prohibits the door-to-door selling of merchandise by students.****

WEATHER WARNINGS or SCHOOL CLOSINGS

Parents are encouraged to utilize the USD 480 app to receive notifications. Any announcements concerning school closings or activity cancellations will also be posted on local radio and television stations. If the school is dismissed during the day, please be sure that children know where they are to go in the event that the parents are not at home. If children are to walk home, be sure that they are properly dressed for the weather.

SCHOOL RECORDS

A. Legal Name

All school records, by law, must be kept in the student's legal name.

B. Grade Cards/ Academic Growth Report

Grade cards/**Academic Growth Report** are issued at the earliest appropriate day as determined by the Superintendent. A non-custodial parent may receive a copy of the report card by providing the office with a written request.

C. Custodial Parent Concerns

The school must have the appropriate legal court documents to restrict non-custodial parent access to their child or school records. If no such paperwork is given to the school, the child or the records will be released to either parent.

D. Parent/Teacher Conferences

Parent/Teacher Conferences are held the first day of school, and twice during the school year. These conferences are an important time for parents and teachers to share information regarding a student's academic progress. Parents are expected to attend. If at any time you would like to have a conference, please call the school and make arrangements.

E. Retention

Students may be promoted when they have demonstrated mastery of the board approved learning objectives. The final decision to promote or retain a student shall rest with the principal after receiving information from parents, guardians, teachers, and other appropriate school personnel. (Policy JFB)

MISCELLANEOUS

A. Breakfast/Lunch

- Before your child comes to school each day, please make sure he/she knows what to do about breakfast and lunch.
- Breakfast will be served in the classroom during school hours.
- Please make sure your child has money or a sack lunch.
- Sack lunches may not require refrigeration or heating. Microwaves will not be available for student lunches.
- Carbonated beverages or candy items are not allowed in the cafeteria.
- Carry out food from restaurants is not allowed in the cafeteria.

B. Telephone

The telephones in the school are to be used for school business or emergencies only. Students will not be called from classes to the telephone unless it is an emergency call.

C. Student Communication Device (Cell Phone) Policy

A communication device is defined to include all portable devices that send or receive calls or text messages, allow the retrieval of e-mail or provide access to the Internet. Communication devices shall include, but are not to be limited to cell phones, smart phones, I-pads, tablets, smart watches, and any other device that can make a phone call or send a text message.

If a student must bring a cell phone to school for after school safety reasons, the cell phone must be turned into the office at the beginning of each day.

Violation Consequences:

At the time of violation of this policy, the communication device shall be taken from the student and the following consequences shall apply:

- First Offense: The student will be given a warning. The communication device will be returned at the end of the day.
- Second Offense: The communication device will be returned to the parent or guardian at the end of the day.
- Subsequent Offenses: There will be a meeting with the parent and the communication device will be returned to the parents at the meeting.

D. Personal Items and Jewelry

Unless specifically requested by the teacher, students should not bring personal items, jewelry, toys, games, radios, skates, skateboards, card collections, gum, candy or other such items to school. They have no legitimate purpose

in school and will be taken to the office. Upon the offense, the parent/guardian may pick the item up from the office. **The school is not responsible for lost, stolen, or damaged items.**

E. Library

The student is responsible for returning the materials before the due date. Students will be charged for lost or damaged books.

F. Use of Technology and Electronic Resources

The district's computer network is for educational use only. Students are expected to follow the guidelines and principles as outlined in board policy IFCC. Before any student can use the district's network, the student must have on file a copy of the acceptable use agreement signed by both the student and his/her parent or guardian. Users are required to report to the teacher or building administrator any abnormalities or inappropriate material. Any misuse of the network will result in the student's privileges being revoked and they will not be able to use the network. (Policy IFCC)

G. Physical Education

The physical education program is fitness-centered, therefore it requires non-marking gym shoes.

H. Gifts and Flowers for Students/Birthdays

Please do not have gifts, flowers, or other such non-school items delivered to school. They are a disruption to the educational process and will not be distributed.

If you would like to send birthday treats, please visit with your child's teacher in advance. We ask that birthday celebrations with friends be done outside of the school setting. This includes sending invitations.

I. Money

Students should not bring large amounts of personal money to school at any time. Money for breakfast or lunch, fundraising purposes, school parties or school pictures should be in a sealed envelope with the student's name and teacher's name clearly written on the outside. **The school is not responsible for lost or stolen money.**

J. Lost and Found

Lost articles will be turned in to the school office and held until the end of each month. At the end of the month, unclaimed articles may be disposed of.

K. Wellness

In order to promote a healthy lifestyle, USD 480 has developed a wellness policy. ALL snacks that are shared with other students must be pre-packaged and store bought. Homemade snacks may not be shared with other students.

STATE AND FEDERAL LAWS

Child Abuse

School employees are considered mandated reporters of child abuse. Any suspected physical or mental abuse or neglect will result in an immediate call to S.R.S.

Section 504 of the Rehabilitation Act

Section 504, which prohibits discrimination against persons with disabilities in any program receiving federal financial assistance, assures that disabled students have educational opportunities and benefits equal to those provided to non-disabled students. The Act defines a person with a disability as anyone who has a mental or physical impairment, which substantially limits one or more major life activities; has a record of such impairment; or is regarded as having such impairment.

FERPA

The Family Educational Rights and Privacy Act (FERPA) specifies rights related to educational records. This Act gives the parent or guardian the right to: inspect and review his/her child's educational records; make copies of these records; receive a list of all individuals having access to those records; ask for an explanation of any item in the records; ask for an amendment to any report on the grounds

that it is inaccurate, misleading, or violates the child's rights; and a hearing on the issue if the school refuses to make the amendment.

Notice of Nondiscrimination

Unified School District #480 does not discriminate on the basis of race, color, creed, national origin, sex, age, or handicap in the educational programs or activities, which it operates. Anyone who believes that he/she has been discriminated against should contact the district compliance officer at the Administrative Office.

USD 480 POLICIES

GAAF District Emergency Safety Intervention Policy Including dispute resolution process

GAAF Emergency Safety Interventions (See GAO, JRB, JQ, and KN) [Link to BOE Policy](#) 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: o 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; o Any device used by a certified law enforcement officer to carry out law enforcement duties; or o 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 subparagraphs (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. The documentation shall 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 safety interventions and to reduce incidents in the future. For a student with an IEP or a Section 504 plan, such student's IEP team or Section 504 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: 8/9/2013 Amended: 9/21/2015 **Amended: 12/10/2018**

JGEC Sexual Harassment (See GAAC, GAAD, GAF, JDDC and KN)

JGEC

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when: (1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of sexual harassment and take prompt corrective action to end the harassment.

JGEC Sexual Harassment

JGEC-2

Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of sexual harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal or district compliance coordinator shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable student conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct.

JGEC Sexual Harassment

JGEC-3

An employee who witnesses an act of sexual harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the building coordinator or district coordinator shall report such conduct to the appropriate law enforcement or SRS authorities.

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

Approved: June 23, 2007

**JGECA Racial Harassment
(See GAACA, GAAB, GAF, JDDC and KN)**

JGECA

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color or

national origin. Discrimination or harassment on the basis of race, color or national origin (“racial harassment”) shall not be tolerated in the school district. Racial harassment of employees or students of the district by board members, administrators, certificated and support personnel, student, vendors, and any others having business or other contact with the school district is strictly prohibited.

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to racially harass any student, employee or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

JGECA Racial Harassment

JGECA-2

Racial Harassment is racially motivated conduct which:

1. Affords a student different treatment, solely on the basis of race, color or national origin, in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities or programs of the school;
2. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment; or
3. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student’s academic performance or ability to participate in or benefit from the services, activities or programs of the school.

Racial harassment may result from verbal or physical conduct or written graphic material.

The district encourages all victims of racial harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of racial harassment and take prompt corrective action to end the harassment.

Any student, who believes he or she has been subject to racial harassment or has witnessed an act of alleged racial harassment, should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of racial harassment from a student shall inform the student of the employee’s obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the deputy superintendent or human resources director. The building principal shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district’s discrimination complaint procedure.

JGECA Racial Harassment

JGECA-3

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial harassment under the definition outlined above. Unacceptable student conduct may or may not constitute racial harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct. The discipline of a student for violation of any provision of the code of student conduct may be enhanced if the conduct is racially motivated.

An employee who witnesses an act of racial harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of racial harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate

and take appropriate corrective action in response to complaints of racial harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the deputy superintendent or human resources director shall report such conduct to the appropriate law enforcement or child protection authorities.

To the extent possible confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

JGECA Racial Harassment

JGECA-4

The filing of a complaint or otherwise reporting racial harassment shall not reflect upon the student's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a racial harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of racial harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

Approved: 10/7/2002

JDDC Bullying (See EBC, GAAB, GAAE, JCE, JDD, JGEC and JGECA)

Bullying on or while utilizing USD No. 480 property, in a USD No. 480 vehicle or at any USD No. 480-sponsored activity or event is prohibited.

The Superintendent of USD No. 480 shall develop a plan to address bullying or while utilizing on USD No. 480 property, in USD No. 480 vehicles and at USD No. 480-sponsored activities and events. The plan shall include provisions for training and education of staff and students. The plan shall be submitted to the Board of Education for its approval. When approved, the Superintendent shall assure that the plan is implemented.

As used in this Policy, the following definitions apply:

1. "Bullying" means:

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

- (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;
- (iv) placing a student or staff member in reasonable fear of damage to the student's or staff member's property;
- (v) damaging the reputation of a student or staff member; or

- B. Cyberbullying, or
- C. Any other form of intimidation or harassment prohibited by any policy of USD No. 480.

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. "USD No. 480 Vehicle" means USD No. 480 bus, USD No. 480 van, other USD No. 480 vehicle, private vehicle or other means of transportation used to transport students or staff members to and from school or any school-sponsored activity or event.

Approved: February 15, 2005

Amended: November 5, 2007

Amended: November 9, 2009

JCAB Searches of Property (See JCABB)

Principals are authorized to search property if there is reasonable suspicion that district policies, rules or directives are being violated. In addition all lockers shall be subject to random searches without prior notice or reasonable suspicion. All searches by the principal shall be carried out in the presence of another adult witness.

Search of Lockers

Lockers in the district schools shall be under supervision of the principal. Students shall have no expectation of privacy in any school locker.

The combinations and/or keys to all locker locks shall be in the possession of the principal and stored in a place designed to guard against unauthorized access or use. The principal may search any locker at any time without notice. Students shall not place locks, other than those approved by the school, on any locker.

Searches of Property

Any person other than the principal who wishes to search a student's locker or property shall report to the principal before proceeding. In no event shall any person be permitted to search a student's locker or property without the principal's consent unless the person has a valid search warrant authorizing a search.

Approved: 09/21/2015

If a law enforcement officer desiring to search a student's locker or property has a search warrant, the principal shall permit the search which shall be made in the presence of the principal.

Prohibited items found during the search shall remain in the custody of either the building principal or the law enforcement officer. If any items are turned over to law enforcement officials the principal shall receive a receipt for the items.

Use of Trained Dogs in Conducting Sweeps

At the request of the principal or on a schedule agreed upon by the service provider and the principal, law enforcement officers or licensed private agencies contracting with the school for such service, may use trained dogs on school premises to identify student property which may contain illegal or illicit materials and to determine whether materials, such as drugs, weapons, or other materials which may threaten the general health, welfare and safety of the students and/or staff are present in the district parking lot, hallways, lockers, classrooms and/or locker rooms.

Approved: September 21, 2015

