



## **2018-2019 Student/Parent Handbook**

I appreciate you giving us the opportunity to spend another exceptional year with your child! We truly value each and every day we have to educate children.

This year we are focusing much effort on developing an environment rich with character. It is our goal to instill character values in our children and award them for their efforts. Our motto is, "No one rises to low expectations." We set our expectations high for a reason.....our students will meet them!

One vital element in ensuring a child's success in school is to maintain open lines of communication. Research has shown that a child whose parents communicate with the school frequently are more likely to be successful in school. We, as school administrators, hold this to the utmost importance. It is imperative that we communicate with you regarding any issues and would ask that you do the same.

Our mission at Fort Larned Elementary Schools is to provide a safe, supportive environment for our young learners by expecting students to display good character qualities, develop problem solving skills, display an excitement for learning, and attain academic growth. We are committed to this mission and seek to fulfill it in everything we do.

Please take a moment to read and review this handbook with your child. It's contents are important and allow us to provide a more efficient and effective learning environment for your child. Together we can make Fort Larned Elementary Schools the best they can be. Thanks for your continued support.

*"Education is the most powerful weapon which you can use to change the world."  
~Nelson Mandela*

Yours in education,  
Mrs. Lea Harding, Principal

## **Family Educational Rights and Privacy Act (JR)**

The Family Educational Rights and Privacy Act of 1974, grants privacy rights to parents of students enrolled in any educational institution receiving federal funds. The law P. L. 93-380 states that the *parents have a right to inspect their child's records* within a reasonable length of time and receive an interpretation of those records if they so desire. They have a *right to challenge the validity of those records* in a due process hearing if they so desire. They have a *right to know who has had access to those records*. A *parental release* is required for any *third party request* for records or access to the records with certain exclusion such as school personnel working with the child.

A *parental notice* may be given for information to be released to another school in which the student intends to enroll. The rights of the parents pass to the students when they become 18 years of age or are attending a post-secondary institution.

If you have any questions concerning school records contact either the Building Principal.

## **Reading**

Your child will be exposed to many reading activities daily. Your support will be a necessary component to help model appropriate reading, as well as aide your child when he/she is ready to read.

The LindaMood-Bell program will be utilized to teach the sounds of our language with the appropriate mouth movements and airflow. All of these components will help your child succeed in reading.

Whole group instruction, along with a teaching strategy called "The Daily 5", is utilized for all students to enhance their grade level appropriate skills. The Daily 5 is a valuable strategy that provides structure to the daily reading routine and incorporates all 5 areas of reading: Phonemic Awareness, Phonics, Fluency, Vocabulary and Comprehension. This mixture creates an enriching literacy environment.

## **Science/Social Studies**

We teach the required standards for science and social studies. Your child will regularly be exposed to these areas with the focus on skills such as observation, data collection, analyzing information, drawing conclusions, comparing, and other essential skills.

## **Math**

Hands-on, real world math is the focus of our math program. We use real life experiences, as well as other various math resources to build our basic skills while we improve our problem solving and thinking abilities. In addition, our school utilizes Greg Tang's "6 Step Problem Solving Model." The steps outlined in this model will benefit students, as this process can be applied to any type of math problem.

## **Technology**

Your child will regularly be exposed to technology through a variety of activities from whole class activities to independent projects. As our society becomes more technologically advanced, we have the responsibility to teach our students the skills they will need in the future.

You signed an appropriate use contract at the beginning of school. This is to remind students and parents about the Internet, email, and other technological aspects that can assist in academics when utilized properly. Deliberate acts of negligence of technology will result in consequences and may even lead to loss of the privilege of using the computers at school.

## PE/Music and Band

Your child will have music 3 times per week and PE classes 3 times per week. These important experiences enhance the mind through exploration and practice for the mind and body. Please be sure your child is dressed appropriately for PE with gym shoes and comfortable clothing. If for any reason your child cannot participate in PE, please send a doctor's note as this is a required part of our day for good physical fitness and it is necessary to form healthy lifelong habits.

**\*\*Required activities, such as the endurance run/walk are necessary and also require a doctor's note if a student is medically unable to participate.**

Band is offered for students in 5th grade only, but it is not a requirement. If a child chooses not to participate in band, he or she will attend a class on appropriate use and instruction in technology.

## Arrival and Dismissal

Students are expected to arrive at school each day on time. **School begins at 8:05 and dismisses at 3:30 each day.** One of our school goals is to increase student performance by reducing absences and tardies. To assist parents in developing the importance of school attendance in students, the school will keep parents informed of their student's attendance.

Students should arrive at the schools **no earlier than 7:30 am**. There is no one at the buildings to supervise students until this time. Please make arrangements accordingly.

Students will not be allowed to deviate from their normal dismissal procedure without a note or a phone call from parents. It is important that you communicate with your student the plan he/she is to use to get home after school. Please make sure to communicate any changes in your student's plan with the school before 3:00 p.m. of that day.

## Attendance

Regular attendance is very important to your student's academic progress. Good school work and regular attendance are closely related. If it becomes necessary for your child to be absent, please notify the respective school by phone by **9:00 am** the day of the absence. If notification has not been received by 10:00 am the school office will make contact with the parent or guardian of the student. The principal is responsible for determining whether the absence is excused or unexcused. Notification of reason for absence after 10:00 am of the day of absence may result in an unexcused absence.

Prompt arrival of students at school is very important. When students arrive late, it disrupts their day and the day of the other students in his/her classroom. Students that are late are not the only ones who miss out.

All parents are required to read and electronically sign an attendance contract at enrollment. State Law requires school districts to report excessive absences. **6 tardies will be counted as 1 unexcused absence.** Accordingly, any student that receives any **3** consecutive unexcused absences, any **5** unexcused absences in a semester, or **7** unexcused absences in a school year (whichever comes first) will be reported to the proper authorities as truant.

## Bus Transportation

Safety is of the utmost importance. Students riding city buses, rural buses, or buses on a field trip must understand and sign a contract concerning conduct. Students not complying with the rules and regulations of the contract may be issued a "Bus Conduct Notice" and/or may be denied the privilege of riding the bus. If a student is denied bus privileges, it becomes the responsibility of the parents to get him/her to school. Absences due to loss of bus privileges will be recorded as unexcused. It is the responsibility of the parents to contact the Transportation Department if a child will not be riding the bus. The Transportation Department can be reached at (620) 285-8492.

## **Cancellation of School**

On rare occasions it may be necessary to dismiss school because of adverse weather conditions. We are aware of the hardship that can be caused by an abrupt cancellation; therefore, school will not be cancelled unless a significant safety risk has been created by unusual circumstances. Parents are advised to tune to the local radio, TV stations, or the website at [www.usd495.net](http://www.usd495.net), for details regarding possible school closing. You will also receive a message from SchoolMessenger in the event of school closing. Please have a prearranged plan with your child as to exactly what he/she is to do in the event of closing during school hours. As a parent, you have the right to keep your child home if you feel that the weather conditions make it unsafe for travel. An absence such as this will be an excused absence.



## **Change of Address/Telephone**

Please notify the school office of address or telephone number changes as soon as possible. You can do this through a note to the school, a phone call, or by accessing your child's Skyward account on the Internet. This will allow us to handle emergencies, maintain communication, and keep our records current. In an emergency situation, it is imperative that we are able to contact parents.

## **Conferences/Reports to Parents**

Students are issued grade cards at the end of each nine-week period. Parent conferences are scheduled in the fall for ALL parents and in the spring by parent and/or teacher request. These conferences are important to the success of your student. Communications between home and school can only strengthen your student's chance of becoming academically successful. Parents are welcome to make an appointment with the teacher any time the need arises.

Student grades and other information can be accessed over the Internet for third through 5th grades. Please contact your student's school for more information about Skyward.

## **Illness Policy**

Although some illnesses do not require exclusion, sometimes illnesses require a student to be excluded from school to prevent the spread of infection to other students and staff. Exclusion allows the student time to rest, recover and be treated for the illness. This policy outlines illnesses and situations that may or may not require exclusion.

### **Temporary Exclusion is recommended when:**

1. The illness prevents the student from participating comfortably in activities as determined by staff.
2. The ill student requires more care than the staff can give, which may result in compromising care for other students.

The student has any of the following conditions, unless a health professional determines the child's condition does not require exclusion:

- Appears to be ill with or without a fever: pale, fatigued, and unable to participate in usual activities.
- Abdominal pain (persistent): the pain continues for more than 2 hours or intermittent pain associated with fever or other signs or symptoms.
- Conjunctivitis (Pink Eye): exclude for bacterial conjunctivitis (red eyes, green or yellow discharge) may return 24 hours after treatment has started and are able to

participate in activities.

- Coughing: exclude for severe, uncontrolled coughing or wheezing, rapid or difficulty breathing.
- Diarrhea: defined by more watery stools - decreased form of stool that is not associated with changes in diet, and increased frequency of passing stool that is not contained in diaper or use of toilet. May return once the reason for change in bowel has been resolved for 24 hours and if the change is not due to Salmonella, Shigelloses or E. coli infections.
- Fever: (temperature of 100° Fahrenheit or higher) exclude until fever free without the aid of any medication (acetaminophen, ibuprofen, Tylenol, Advil, etc) for a minimum of 24 hours.
- Impetigo/ MRSA/ Staph: exclude until 24 hours after treatment has begun and wound can be covered on all four sides.
- Mouth sores: exclude if coupled with drooling.
- Rash: any rash that spreads quickly, has open weeping wounds or is not healing needs to be excluded until evaluated by a healthcare provider.
- Streptococcal pharyngitis (Strep Throat), excluded until 24 hours after treatment has been begun and no fever for 24 hours.
- Vaccine preventable diseases: (measles, mumps, whooping cough, varicella, hepatitis A, etc.) exclude until a healthcare provider has determined the illness is not infectious.
- Vomiting: exclude if has vomited two or more times in the previous 24 hours unless the vomiting is determined to be due to a non-infectious condition and the child is not in danger of dehydration.
- Any child determined by the local health department to be contributing to the transmission of illness during an outbreak.

Any student with the above signs and symptoms will be separated from the group and taken care of by school personnel. The parent/guardian or emergency contact will be notified by the school to pick up the student.

Following an illness or injury, the student will be allowed to return to school when they no longer have the above symptoms, have begun appropriate treatment and/or no longer have significant discomfort and feel well enough to participate. If a child has a suffered broken bone, a doctor's note is required to release him or her to return to regular activity.

**Conditions that do not require exclusion:**

When a student becomes ill but does not require immediate medical help, a determination must be made whether the child requires exclusion.

- Common Colds, runny noses, and mild coughs.
- Coxsackie virus (hand, foot and mouth disease) unless has mouth sores and is drooling.
- Ear pain unless cannot participate in usual activities or is accompanied by a fever of a temperature of 100° Fahrenheit or higher.
- Watery eye discharge without fever, eye pain, or eyelid redness.
- Yellow or white eye drainage that is not associated with bacterial conjunctivitis.
- Thrush (i.e., white spots or patches in the mouth).
- Fifth Disease (slapped cheek disease, parvovirus B19)
- Roseola unless has a fever or unable to participate in usual activities.
- Ringworm: only exclude if student keeps touching the area and it cannot be covered with a dressing.

## **Medication (JGCD & JGFGB)**

The supervision of medications shall be in strict compliance with the rules and regulations of the board as carried out by district personnel. Diagnosis and treatment of illness and the prescribing of drugs, and medicines are not the responsibility of the public schools and are not to be practiced by any school personnel, including school nurses, unless authorized.

In certain circumstances when medication is necessary in order that the student remain in school, the school may cooperate with the parents in the supervision of medication that the student will use. However, the medical person authorized to prescribe medication of the parent if it is a non-prescription medication must send a written order to the building administrator who may supervise the administration of the medication or treatment. The parents must submit a written request to the building administrator requesting the school's cooperation in such supervision and releasing the school district and personnel from liability.

School personnel shall not be required to be custodians of any medication except as required by a written order of a licensed medical person or in the case of nonprescription medication when requested in writing by the parents.

The medication shall be examined by the school employee administering the medication to determine that it appears to be in the original container, to be properly labeled and to be properly authorized by the written order of licensed medical person. Two containers, one for home and one for school, should be requested from the pharmacist.

When medication is necessary, the staff may cooperate with parents in the administration of the medication. Medication forms are available in office. The following guidelines and process must be observed:

1. Parents must submit a medication form to the office requesting the school's cooperation in the administration of medication.
2. A medication form for prescription medication must be signed by a licensed medical person and submitted to the school. The order must clearly describe the medication, when it is to be given, and the dosage to be given.
3. Parents must also submit a medication form for nonprescription medication which requires only parental signatures.
4. Medication must be turned in at the school office at the beginning of the day. It will be the student's responsibility to report to the office at the proper time to take the medication.
5. Medication brought to school must be in its original container, and must be properly labeled.
6. Documentation of the student's name, time etc. will be logged.

## **USD 495 Head Lice Procedures**

The KHDE's (Kansas Department of Health and Environment) Office of Surveillance and Epidemiology regulates the Kansas Administrative Regulations, including KAR-28-1-1, relating to lice treatment. The regulation states, "Each student infested with lice shall be excluded from school, child care facility or family day care home until treatment with an antiparasitic drug is initiated." (1)

Therefore, the USD 495 School Board approved the following procedures, which will be followed for all students in attendance in USD 495 schools:

\* A student infested with lice will be excluded from school until treated with an antiparasitic drug (i.e. an over-the-counter lice shampoo) AND shows a significant reduction in the number of nits present as determined by a school official.

\* After readmission to school, the student will continue to be reassessed daily until the student is determined to be nit-free. Subsequently, frequent follow-up assessments may be performed by a school official to ensure that a re-infestation does not occur due to inadequate treatment of personal items (i.e. hats, brushes, pillows, etc.)

(1) KDHE ZIPS article, "No Nit Policy Regulation Changed" vol. 5, no. 8, August 2007.

## **Pets**

Domesticated pets may be brought to school if the teacher and principal have given prior permission. All pets must be current on all shots including rabies. The pet must be kept under control at all times. Parents must bring the pet to school and take it home after showing it to the class. Skunks, raccoons, ferrets, opossums, bats, and other typically wild animals are not permitted.

## **Make-Up Work**

Students will be given two (2) days to complete make-up work for every day that he/she missed.

## **Lunch Program**

A supervised hot meal program is provided at Fort Larned Elementary School. We strive to provide a pleasant and relaxing atmosphere and encourage good manners that would be appropriate in any restaurant. ***Parents are invited and encouraged to eat with their child any day.*** Please call before **9:00 am** the day you wish to eat so the cooks can prepare enough food.

Our lunch program operates on a cash basis, so we ask that parents paying for regular or reduced price meals keep their student's account "paid-up". To help ensure that your student's lunch account is "paid-up", the school will send home notices when your student's account reaches three meals remaining, when your student's account reaches **\$0**, and a final notice with a note stating the last day your student will be fed a school lunch when the account reaches a negative balance. A message will also be delivered to your phone via SchoolMessenger. You may access your child's lunch account through Skyward.

## **Recess**

Recess is an important part of the educational process. Students will play outside, except in adverse weather so they need to dress appropriately. Caps and mittens are recommended in cold weather. A winter coat is required for students to participate in outdoor recess if the temperature outside is below 50 degrees Fahrenheit. A sweatshirt or hooded sweatshirt is not considered a heavy winter coat.

If a student is unable to go outside due to a health reason, he/she must have a note from his/her parent or guardian.

## **Telephone/Cell Phones**

Parents are encouraged to make arrangements with the students before coming to school. However, when the need arises, parents are encouraged to call the school. Teachers will be given messages so they may return a call during their planning period or at the end of the day. Students will be allowed to use the telephone in emergency situations only. Students will be given messages at the end of the day, unless the situation warrants an earlier notification.

While we understand cell phones can be utilized by very young children, we must insist that cell phones not be utilized during the school day by students of any age. Violations of this rule will result in confiscation of the cell phone with more severe consequences for further incidents.

## **Personal Appearance**

Appropriate clothing and good grooming is essential for a proper educational environment. While the primary responsibility of appearance does lie with the parents and student, it is important for the school to help promote this concept as well. Dress codes at school also help students understand the importance of their appearance as they grow and mature for self-confidence and success later in life. Unfortunately, personal appearance and hygiene can be a distraction in the classroom. For these reasons, the school dress code must be followed.

Student's attire should be appropriate for the classes and activities during the school day. Weather conditions, decency, health and safety also must be considered. The school dress code is as follows:

No hats, sunglasses, sweatband/bandana, gloves, or chains

No visible underwear

No visible midriffs or open backs - shirts must be long enough to cover the belly button

No saggy jeans or shorts

Shorts and skirts must reach at least to the tip of the fingers when the arm and hand are fully extended to the side of the body

Spaghetti straps are not allowed and other tank top style shirts must have straps that are at least three fingers wide (your child's fingers)

Undershirts are not allowed to be worn as a shirt

No coats worn in the classroom

No mesh clothing unless appropriate clothing is worn underneath the mesh clothing

No clothing that advertises tobacco, alcohol, drugs, or other inappropriate materials

No shoes with wheels (or the capability of having wheels) will be allowed

## **Visitors/Appointments**

All parents **MUST** report to the office and obtain a visitor's pass before going to other areas of the school building. This is for the safety of all students.

If you need to pick up your child prior to the end of the day, parents **MUST** stop at the office. The office staff will contact the classroom so that your students can report to the office. This will be strictly enforced.

## **Parent Classroom Visitation**

Parent visits should be scheduled with the teacher and principal at least 24 hours in advance of the visit. Classroom visits shall be no more than one hour in duration, and shall not normally occur more often than monthly.

Parents shall refrain from giving directions or making evaluations of personnel or operating procedure during their visits. If the school visit leaves the parent with concern, it should be discussed first with the teacher in private. If the concern is still unsolved, it should then be discussed with the principal.

**Parents are also responsible for following the school dress code when they visit.** Remember, when you visit, you act as a model for the students in the classroom. Disruptive behavior will not be tolerated.

## **Parties**

We encourage children to celebrate their birthday at school! Parents are more than welcome to attend the party and bring treats. However, if a party is planned outside of school hours, please make sure party arrangements are made outside of school. **NO PARTY INVITATIONS** will be distributed at school. This eliminates anyone's feelings from being hurt or feeling left out.

## **Discipline**

Good discipline is essential to promoting an atmosphere conducive to learning. All district staff are responsible for dealing with discipline concerns in a professional manner. Various consequences can be used by the staff and principal. These consequences will be determined by each unique situation. USD 495 has established a discipline plan that addresses major behavioral issues.

## **Possession of Dangerous Devices**

This includes: weapons, knives < 2 1/2 inches, explosive devices such as firecrackers, stink bombs, etc.

1<sup>st</sup> offense: 3 days out of school suspension

2<sup>nd</sup> offense: 4 days out of school suspension

3<sup>rd</sup> offense: 5 days out of school suspension

## **Tobacco, Alcohol, Drugs, and Paraphernalia (JCDA-R)**

Possession of such products are prohibited in any attendance center, on school grounds or at any school-sponsored activities. Clothing or other articles that promote such products are not in good taste and will not be allowed at school.

## **Bullying (JDDC)**

The board of education prohibits bullying in any form either by any student, staff member, or parent towards a student or by a student, staff member, or parent towards a staff member on or while using school property, in a school vehicle, or at a school-sponsored activity or event. For the purposes of this policy, the term "bullying" shall have the meaning ascribed to it in Kansas law.

The administration shall propose, and the board shall review and approve a plan to address bullying as prohibited herein. The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the board.

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

## **Sexual Harassment (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, 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.

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 in policy KN.

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.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence.

An employee who witnesses an act of sexual harassment shall report the incident to the building principal. Employees who fail to report complaints or incident 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 DCF authorities.

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with 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 or discrimination against any person who has filed a complaint or testified, assisted, or participated in any investigation, proceeding, or hearing involving 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 any 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.

## **Emergency Safety Intervention (GAAF)**

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 the 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 KSA 72-8222, 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 KSA 72-1046(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;
  - 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 or 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 the 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 the 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 form 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. 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 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.

## **Parent Request of Teacher**

If you choose to make a teacher request for your child, it is required that such requests be based on sound, educational factors specific to your child's academic needs. Parent requests are not guaranteed, but will certainly be considered as we make our final decisions.

Reasons for your request might include:

- \* traits and characteristics of your child that most affect his/her learning.
- \* traits and characteristics of a teacher that will facilitate your child's learning.
- \* the type of educational setting you feel will best meet your child's needs.

All teacher requests must be in writing addressed to the building principal postmarked no later than May 31 of the current school year to be considered.

## **Box Tops for Education**

These are collected and mailed in to the the company twice a year. Money from the company is used to purchase useful items for our student's benefit. Please keep your scissors handy and help our students.

USD 495 does not discriminate on the basis of sex, race, color, national origin, disability or age in admission or access to, or treatment of employment in its programs or activities. Any questions regarding the compliance with Title VI, Title IX, or Section 504 may be directed to:  
Title IX Coordinator, 120 E. 6th Street Larned, KS 67550 620-285-3185

