

**2018-2019
ELEMENTARY (PK-5)
STUDENT - PARENT
HANDBOOK**



**USD #217
ROLLA SCHOOL DISTRICT**

300 Third Street/PO Box 167
Rolla, KS 67954

Phone: (620) 593-4731

FAX (620) 593-4608

Revised 7/2018

General Suggestions to Parents

1. Read to your child daily.
2. Encourage your child to come home immediately after school is dismissed.
3. Your child is not to bring dangerous or distracting articles to school, such as guns, knives, water guns, toys, radios, jewelry, etc.
4. Place names on all articles of outer clothing—coats, gloves, hats, caps, sweaters, raincoats, etc.
5. The school maintains a lost and found department. Please feel free to check with the office if your child loses or misplaces something.
6. Instruct your child never to converse with a stranger, never accept a gift from a stranger, and never to get into a car with a stranger.
7. Your child must have plenty of sleep each night for him/her to do the best schoolwork.
8. To leave the school grounds during school hours, your child must have permission from the principal's office.
9. If there is something that you want to know about school, if something has happened at school that "worries" you or your child, if there is a misunderstanding, or if you need more information for any reason, see your child's principal.
10. You will also want to know your child's teacher. If you wish to confer with a teacher, please call the school and make an appointment.

Pride in Your School

Your parents and other USD 217 taxpayers have provided you with a beautiful, well-maintained school and playground. You are the most important person in keeping the building and playground neat and clean. Remember, this is your school.

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Introduction

Dear Parents and Students,

This handbook has been considered and discussed by the Board of Education and the Administration. It contains many regulations and policies. It has been authorized by the Superintendent of Schools and was approved by the Board of Education of USD 217 for distribution to parents and students. Rolla Elementary has an excellent staff and a fine student body. If each individual assumes the proper responsibilities with a sincere attitude, the results will be most rewarding.

Let's take pride and give strong support to our elementary school. Let's be proud that Rolla Elementary is our school and that it is the best!

Rolla Schools, USD 217 Vision
Rolla Pirates Quest

Relationships that encourage Opportunities for Learning and Lasting Achievements



Our Goals

- Every student will create relationships with caring adults at Rolla USD 217 that foster their desire and ability to succeed as they enter the working world.
- Every student will receive individualized learning opportunities.
- Every student graduating from Rolla Schools will have a personal plan for their immediate future and relationships with Rolla staff to extend into that future.
- Every student will increase their capacity to interact with others in a positive and fruitful manner.
- Every student and their family will have opportunities to participate in school events and build community relationships.

Our Values

We Are:

Grateful We seek opportunities to express thanks to our community

Humble We acknowledge our limitations and learn from those around us

Collaborative We work in concert with each other to find constructive solutions

We Believe In:

Ownership We believe we are essential to the success of our school

Optimism We believe that positivity fosters a joyful atmosphere

We Act With:

Welcome We actively greet each other

Positivity We speak more about strengths and options than weaknesses and obstacles



Notice of Nondiscrimination

USD 217 does not discriminate on the basis of sex, race, color, national origin, disability, or age in admission or access to, or treatment or employment in, its programs or activities. Any questions regarding the compliance with Title VI or Title IX may be directed to the Title IX Coordinator, Kimberly Mauk. Any questions regarding the compliance with Section 504 may be directed to the 504 Coordinator, school guidance counselor. These Coordinators may be reached by calling (620) 593-4344; 204 Van Buren, P. O. Box 167, Rolla, KS 67954.

Grievance Procedure

U.S.D. 217 does not discriminate against any individual or groups of individuals based upon Section 504 of the Rehabilitation Act of 1973.

Should any person believe that U.S.D. 217 has failed to apply any of the regulations set forth in the above named acts, he or she may register a complaint, which will begin the grievance process, with the district's 504/ADA Coordinator. Address complaints to:

School Guidance Counselor
U.S.D. 217, Rolla Schools
PO Box 167
Rolla, Kansas 67954

If any person believes that he/she has a valid reason for grievance, he/she shall informally discuss the grievance on a verbal basis with the coordinator. The district coordinator shall then investigate the complaint and provide a written reply to the complainant. If the complainant is unsatisfied with the written reply, formal procedures may be initiated through the following procedures:

Formal Procedures

1. A signed written complaint shall be submitted by the complainant to the 504/ADA coordinator within 10 business days following receipt of the answers to the informal process. The Coordinator shall further investigate the grievance and reply within 10 business days.
2. If the complainant wishes to appeal the decision of the Coordinator, he/she may submit a signed statement of appeal to the U.S.D. 217 Board of Education within 10 business days of receipt of the Coordinator's response. The Board of Education shall meet with all parties involved, reach a conclusion, and respond in writing to the complainant within 10 business days.
3. If the complainant remains unsatisfied, he/she may appeal the Board of Education's decision within 10 business days of receipt of the written decision in step 2 above. The Board of Education shall meet with the complainant within forty days of the receipt of the appeal. A copy of the board's disposition of the appeal shall be sent to each concerned party within 10 business days of the meeting.
4. Mediation is voluntary to both parties and offers another avenue to resolve the complainant's concern. Mediation may be utilized at any step of the grievance process. If the complainant and the Board of Education are unable to resolve a conflict concerning a student with a disability, then mediation is an available option. The mediator is a neutral third party and therefore has no power to make a decision regarding the dispute.

He/she will listen to the views of each party and will assist in developing an acceptable solution to the problem. The mediator has been trained to handle special education and Section 504/ADA disputes.

5. At any time, the complainant may file a complaint with the Office of Civil Rights:

Office of Civil Rights
Department of Education
10220 North Executive Hills Boulevard
Kansas City, MO 64153
(816) 891-8103 Voice
(816) 374-6461 TDD

6. Parents of the qualified student with disabilities, or the school may call for a due process hearing regarding differences involving the education of the 504/ADA qualified student.

Section 504 Due Process Hearing Procedure

The impartial due process hearing is to resolve differences involving the education of Section 504 qualified students with disabilities when such differences cannot be solved by means of a less formal procedure.

DUE PROCESS is defined here as an opportunity to present objections and reasons for the objections to the decisions and/or procedures used by the school under Section 504. A Section 504 due process hearing may be called at the request of the school, or a parent, guardian, or surrogate parent of the student.

The proceedings will be presided over and decided by an impartial hearing officer. An impartial hearing officer is a person selected to preside at a due process hearing to assure that *proper procedures are followed and to assure the protection of the rights of both parties.*

A copy of the hearing officer's decision shall be delivered to the school and the parent or guardian following completion of the hearing.

A written or verbatim recording of the due process hearing should be on file at the school office and should be available for review upon request by the parents or involved parties.

It is important the PARENTS OR GUARDIANS be notified of their right to request a hearing regarding the identification, evaluation, or educational placement of persons with disabilities.

Section 504/ADA Discrimination/Grievance

Date: _____

Name: _____ Title: _____

School: _____

Address: _____

Phone: _____

Summary of Grievance:

If others are affected by the possible violation, please give their names and/or positions:

Signature of Grievant

Date

Signature of Person Receiving Grievance

Date

Kansas School Safety Hotline

The 1999 Kansas Legislature has appropriated funds to assist the State Department of Education, in cooperation with the Kansas Highway Patrol, establishing a school safety hotline. This hotline is a toll free number available 24 hours a day, 365 days per year to give students, parents, and community members the opportunity to report any impending school violence. Students usually have knowledge of potential school violence before it occurs. **This hotline will give students the opportunity to anonymously report any potential violence.**

The Kansas School Safety Hotline Number is **1-877-626-8203**. **This is a toll free number.**

Hazing/Harassment/Intimidation/Bullying/Menacing

The board is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing or bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the district.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or board.

Individuals may also be referred to law enforcement officials.

Sexual Harassment

Sexual harassment shall not be tolerated in the school district.

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 or staff member.

It shall be a violation of district policy for any employee to sexually harass a student, for a student to sexually harass another student or staff member, or 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 district policy.

Any student who believes he or she has been subjected to sexual harassment should discuss the alleged harassment with the principal, guidance counselor, or another certified staff member. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a complaint under the district's discrimination complaint procedure.

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Confidentiality shall be maintained throughout the complaint procedure.

“Sexting”

Many parents are unfamiliar with ‘*sexting*.’ It is generally defined as sending, sharing, viewing, receiving or possessing *indecent visual depictions* of oneself or another person using a cell phone. A student will be disciplined for sexting at school.

Discussing sexting and its legal and social consequences with your children may prevent and reduce incidences of it at school and elsewhere. A recent survey revealed that about 20 percent of teen boys and girls have sent sexting messages. It can cause enormous emotional pain for the students involved, often with legal implications.

Admission Requirements

Pre-Kindergarten

All students entering pre-kindergarten must be four (4) years old before August 31.

Kindergarten

Students entering Kindergarten must be five years old on or before August 31.

Birth Certificate and Social Security Card

Every student entering Rolla Elementary school shall submit a birth certificate or its equivalent. A valid social security card is requested.

Immunizations

Any student enrolling in school must be current on all immunizations and provide the school with proof of immunizations, according to Kansas State Law (KSA 72-5209). If your child’s immunizations are not up to date or the school does not have a copy of the immunizations within ninety (90) days upon school entry, your child will be excluded from school until the requirements are met.

Stocking Epinephrine in Kansas schools

What are the rules for administering epinephrine at school, and can a district’s nursing staff maintain a supply of ‘epipen’ devices at school for emergencies?

K.S.A. 65-2872b authorizes any person to administer epinephrine in emergency situations to a student or a member of a school staff. This legislation became effective July 1, 2009, and exempts from liability for civil damages and from the practice of the healing arts any person who gratuitously and in good faith renders emergency care or treatment through the administration of epinephrine to a student or a member of a school staff at school, on school property or at a school sponsored event if the person acts as an ordinary and reasonably prudent person would have acted under the same or similar circumstances.

According to **K.S.A. 72-8258** and **K.S.A. 65-1680A** school may **not** maintain an epinephrine kit unless the school has consulted with a pharmacist licensed by the state board of pharmacy. The consultant pharmacist shall have supervisory responsibility for maintaining the epinephrine kit. The consultant pharmacist shall be responsible for developing procedures, proper control and accountability for the epinephrine kit. Periodic physical inventory of the epinephrine kit shall be required. This legislation authorizes any person to administer epinephrine in emergency

situations to a student or a member of a school staff when: (1) the person administering the epinephrine reasonably believes that the student or staff member is exhibiting the signs and symptoms of an anaphylactic reaction; (2) a physician has authorized, in writing, the school to maintain a stock supply of epinephrine; and (3) the epinephrine is administered at school, on school property or at a school sponsored event. Additional guidance can be found at www.kdheks.gov/c-f/downloads/2010_GUIDELINES_FOR_MEDICATION.pdf (added 8/2011)

Physical Examination Requirements

According to Kansas State Law (KSA 72-5414) all students eight (8) years old and under (up to the age of nine (9)), must submit evidence that they have had a physical examination. This law states that the physical examination must be done within ninety (90) days of school entry and be current within the year. If you do not obtain the physical within the ninety (90) day period, your child will be excluded from school until the requirement is met. You may obtain your child's physical from their primary care physician or at the Morton County Health Department.

Late New Student Enrollment

All new students enrolling after the first day of school will begin regular classes the day following their enrollment.

Withdrawals and Transfers

Parents who are withdrawing students and transferring to another school must come to the elementary office to clear the following accounts: music charges, lunch and breakfast charges, library charges, and textbooks. A withdrawal form will be completed in the office for parents to take to the new school for an official request for records. This form will go to the various teachers for current grades. Records will not be sent with parents. The new school must request the records. Advance notice is encouraged and will expedite the process of withdrawals.

Attendance

The greatest cause of failure is poor attendance. In order to do your best, it is absolutely necessary to be regular in attendance. Absenteeism, for whatever reason, deprives your child of the experience of participating in the classroom activities. It should be understood by both parent and student that a class period cannot be made up. Although assignments done in lieu of class attendance meet the legal requirements for makeup work, such assignments are only a substitute for the learning experience your child gains by attending class. There is no way to repeat a classroom experience. **Activities not related directly to school should be taken care of at such a time that they would not result in the student being absent.**

Absences

In case of absence from school, the parent/guardian should contact the Elementary Office by note, personal phone call, or e-mail.

Excessive Absences

The Principal will notify parents of students when they reach 7 absences in a semester and share concern about school attendance. Students receiving 10 absences in a semester will be required to meet with the Elementary Intervention Team to give support to parents in helping their child with school attendance. Students who do not improve school attendance may be required to attend Summer School and possible loss of class grade advancement upon recommendation of the Elementary Intervention Team.

School Schedule

Students may enter the building at 7:30 a.m. All students who arrive before 7:30 a.m. are unsupervised. The warning bell for school to begin rings at 7:50 a.m. and the tardy bell rings at 7:54 a.m. Students will be dismissed at 4:00 p.m. Bus students will exit out the north doors of the elementary building, and town students will exit out the south main entrance.

Elementary school office hours are from 7:00 a.m. to 4:15 p.m. each day school is in session.

Tardy Policy

Any student entering the classroom after the 7:54 a.m. bell rings will be considered tardy and will be required to report to the office to obtain a tardy slip. Students receiving three tardies in one semester will have a letter sent home to parents/guardians. A warning note after the 5th tardy will be sent home to the parents/guardians and the Principal will also contact the parents/guardians. Students with six tardies will be required to serve a 30 minute detention the following school day. Parents/guardians of bus students will be required to pick their children up at the school following detention. Six tardies constitute one absence.

Release of Students from School

A student will not be released from school at times other than at the end of the school day except with permission from the elementary office. Parents/guardians must come to the elementary office and sign the student out before leaving the school building. If returning before the end of the school day, the parent/guardian must sign the student in at the elementary office.

Make-up Work

Make-up work will be the responsibility of the student. Homework assignments will be due at the discretion of the homeroom teacher.

Student Discipline Policies Rolla Elementary School Grades Preschool-5th Grade

In order to guarantee your child, and all the students in our classrooms, the excellent learning climate they deserve, we are utilizing the following Discipline Plan.

Our Philosophy:

We believe all our students can behave appropriately in our classrooms. We will tolerate no student stopping us from teaching and/or any student from learning.

Our School Classroom Rules:

1. No talking when the teacher or others are talking.
2. Be in your assigned seat, ready to work when the morning tardy bell rings.
3. Keep your hands, feet, books, and other objects to yourself.
4. No swearing, teasing, rude gestures, or put downs (verbal or nonverbal).
5. Follow the teacher's directions.

Individual classroom teachers will communicate their classroom procedures and policies to their students. Classroom discipline plans will be sent home with the students and a signature from the parent/guardian is required.

Consequences of Severe Behavior Problems:

In-School Suspension (ISS): At the discretion of the principal the student will attend class with a parent or be placed in an isolation room with supervision.

If a student is in an isolation room:

- (1) The student will do assignments in silence and receive credit for his/her work.
- (2) The student does not participate in recess or lunch, will eat alone, and is escorted to the bathroom by the supervisor.

Failure to comply with the rules and procedures of ISS will result in additional consequences, which may include more days of ISS or out-of-school suspension. If out-of-school suspension is given because the child is unwilling to conform to ISS policy, a successful day of ISS must be served.

Parents will be notified if ISS is assigned.

Out-of-School Suspension: Students may be suspended from school for insubordination or behavior which is detrimental to the learning process and effective operations of an educational institution. Students who are suspended will receive no credit for work missed.

Suspension from school may be from 1-10 days by the principal or his/her designee without having a right to appeal other than to the superintendent.

Students who are suspended will not be permitted on any school campuses, to attend or participate in assemblies or any school sponsored activity.

The following items may result in the immediate suspension of a student:

1. Fighting
2. Inflicting harm on another student
3. Threats toward any student or staff member
4. Use of or being in possession of a weapon, real or toy
5. Use of or being in possession of and/or the dispensing of drugs, alcohol, or any tobacco product
6. Other serious offenses as deemed by the principal

The parent will be notified stating the reason for the suspension, and the number of days the student will be suspended. A parent must come for a conference with the child when the child returns to school.

Positive Consequences:

If a student chooses to follow the rules and presents no problems in the classroom, the teacher may give rewards as he/she sees fit.

Records:

Each teacher will keep a written record of each student’s violations and the date of each violation.

Other Classes:

Students in classes outside of their homeroom will abide by similar rules set up by their teachers.

Grading and Report Cards

Grading Scale

The following grading system has been adopted and will be used by all teachers in Rolla Elementary:

- 100-90.....A
- 89-80.....B
- 79-70.....C
- 69-60.....D
- 59-0.....F
- E-Excellent
- S-Satisfactory
- U-Unsatisfactory

Reporting of Grades

Grade cards will be issued each nine weeks on the Wednesday following the end of the nine-week period to inform parents of their child’s progress in school. Progress reports will be sent four weeks prior to the issuance of report cards. **It is the teacher’s responsibility to update grading information on a weekly basis to insure parents receive up to date information.**

Student Conduct Code

Good Manners Rules

1. Always wait your turn.
2. Always be polite.
3. Always share.
4. Always control your temper and your language.
5. Always be nice. Others are precious.
6. Never push, shove, or bite anyone.
7. Never throw rocks or sticks.

8. Never enter the building during recess without permission from a teacher.
9. Never play next to a classroom in session.
10. Never run in the lunchroom, unless attending recess or P.E.

Playground Rules

Swings

1. Do not stand or kneel on swing seats.
2. Never jump off while the swing is moving.
3. Do not swing too high.
4. Only one person should be on a swing.
5. Do not walk behind or in front of swings when in use.
6. Do not twist or swing sideways.

The Slide

1. Make sure the slide is clear at the bottom.
2. Only one person on the slide at a time.
3. Slide sitting down with feet first.
4. Never go up the slide the wrong way.

Games

1. Play ball-toss on the slab; avoid shoving or tripping others.
2. The following games may be allowed on the new elementary playground just west of the district garages: soccer, touch or tag football, and basketball.

Recreational Units

1. Do not stand or sit on top of the tunnels or bars.
2. Do not jump off any part of the unit.
3. Use the slide sitting down, feet first.
4. Do not climb up slides the wrong way.

Toys

Show and tell items should remain in the classroom. No personal toys or games are allowed on the playground or in the hallways.

Toy Weapons

Weapons are prohibited by law. Students should not bring toy weapons of any kind to school.

Bus Rules

Transportation to a Friend's Home

If your child is going to a friend's home and wants to use the school bus, send a note to the school informing us of your plans. We will require a note and a phone call from both parties regarding these plans. We will provide transportation as long as there is room on the bus. We will discourage last minute arrangements between students and home. The phones must be kept open for other regular school business and emergencies. Please make these arrangements prior to the start of school.

Loading

1. Be on time. Keep the bus schedule.
2. Wait until the bus comes to a complete stop before attempting to load or unload.
3. Get on the bus promptly after school.
4. Notify the driver if delayed necessarily a few minutes.
5. Notify the driver if for any reason your child will not be riding the bus home.
6. If you take your child out of school during the day, fill out a bus note in the office for the staff to give to the driver. This alerts the driver they need not be looking for your child before leaving school.

On the Bus

1. Keep hands and head inside the bus at all times.
2. Keep the bus safe and clean. Do not throw trash on the floor.
3. Do not get loud on the bus as it could divert the driver's attention and result in a serious accident.
4. Treat bus equipment as you would valuable furniture in your home. Damage to seats, etc., must be paid for by the offender.
5. Do not tamper with the bus or any of its equipment.
6. Leave no books, lunches, or other articles on the bus.
7. Do not throw anything out the bus window.
8. Stay seated at all times.
9. Be courteous to fellow students and the driver, obeying the driver promptly when necessary.
10. Horseplay is not permitted around or on the school bus.
11. In case of a road emergency, students are to remain on the bus.
12. Disciplinary problems on the bus shall be reported by the driver to the appropriate building principal. Students who refuse to abide by the rules may be denied transportation privileges.

Dress Code

Studies show that student dress often sets the pattern for classroom behavior; we do expect you to look neat. Guidelines have been developed to aid you and your parents to select the proper attire for school wear. We ask that you follow these guidelines if you are in grades PK-5. The dress and grooming of elementary students for school is expected to be in keeping with accepted community standards.

1. Closed toe shoes must be worn at all times.
2. Only appropriate length shorts will be allowed. NO short shorts are permitted. 4th and 5th grade shorts must be fingertip length. (With shoulders relaxed).
3. We recommend wearing shorts under dresses for playground purposes.
4. Tube tops, bare midriff or half shirts, halter-type blouses, spaghetti-strapped garments, tank tops or muscle shirts with low cut arm holes, see-through blouses or mesh shirts will not be permitted. (Sun dresses will be permitted if modestly cut.)
5. Items with provocative or drug or gang-related pictures or slogans will not be permitted. Items advertising alcoholic beverages or tobacco products will not be permitted.
6. All students are expected to meet community standards and school policies with regard to health, cleanliness and appearance. All safety rules must be obeyed.

7. Leggings/jeggings/tights/skinny spandex jeans/yoga pants, etc. may NOT be worn as slacks/pants unless dress code appropriate top/shorts are worn over top of pants.
8. Belts should be worn with loose fitting garments in order to stay in place around the waistline. Students' clothing will not be allowed to hang at the hip area of the body.
9. Students should not wear attire that interferes with the operation of the school or impinges upon the general health, safety, and welfare of students or employees.
10. Please dress your children appropriately for the weather.
11. No hats or caps may be worn in the classroom.
12. Students should wear shoes that are appropriate for PE class and recess. Otherwise PE and recess shoes should be left at school.

Breakfast Program

Each day students will be offered a complete breakfast which must include three components:

1. Milk
2. Two or more other food items
3. ½ cup fruit is required

A school breakfast provides approximately one-fourth of a student's nutritional needs. Students may select the full meal, or decline certain items. However, the fewer items students take and eat, the less nutrition benefit they receive. The price per meal remains the same whether students select the minimum number of items or the full meal.

Students must select at least two menu items when three are offered. If four or more items are offered, students may decline only one item. There is no requirement for which items must be selected at breakfast. Students must take different items in their selection.

Please note that breakfast **WILL NOT be served on late start school days.

Lunch Program

The Rolla Unified School District has an excellent hot lunch program and all students and teachers are urged to participate. While you are eating in the lunchroom, remember that this is a privilege and that you will be expected to be orderly and mannerly at all times. Students should put money on their account at either the elementary or high school office or by using the online ES school pay option.

No food is to be taken from the lunchroom. **Please do not send pop in your child's lunch, as pop is not allowed in the lunchroom.** A ½ cup of fruit or vegetable is required for students until the 6th grade. A doctor's order must be on file for milk allergies.

Lunch schedules for the elementary are as follows: Preschool & Kindergarten 11:05 a.m., 1st Grade 11:10 a.m., 2nd Grade 11:10 a.m., 3rd Grade 11:15 a.m., 4th Grade 11:15 a.m., 5th Grade 11:20 a.m.

Lunchroom Visitors

Students will be allowed to eat with parents or guardians visiting during lunchtime. Students and visitors will be seated at a specific table in the lunchroom, due to large class sizes. If you

are planning on eating, please make arrangements, as a courtesy to our kitchen staff, by 9:00 a.m. with the high school office at 593-4345 or the kitchen at 593-4167.

Cost of guest meals are the same price as a child and adult and are as follows:

Breakfast-\$3.00

Lunch-\$4.00

Special Activities

Parent/Teacher Conferences

A parent/teacher conference will be held at the end of the first nine weeks and half way through the third nine weeks. Your participation in your child's education is crucial; conferences provide you with the opportunity to meet with teachers concerning your child's progress. Notification will be sent prior to conferences.

Birthday Parties

Parents/guardians may provide treats for their child's class in celebration of birthdays with prior teacher notice. Birthday parties will be scheduled during the last 30 minutes of the school day.

It is recommended that if your child is not inviting everyone in the class to a home party, that you mail the invitations rather than delivering them at school.

Please refrain from sending special gifts (flowers, candy, etc.) to your child during the school day. We know your children are important to you but these deliveries can be a distraction to classroom instruction.

School Parties

It is requested that parents volunteer to assist with only one party during the year for each student. Classes generally celebrate Christmas, Valentine's Day, and Easter. Please see your child's teacher for details.

Play Day

The last day of school is considered a play day for elementary students. The students meet in the regular classroom, and then go as a group to the track for the elementary track meet. Typically, the meet will be over by 11:45 a.m. All community members are invited to a potluck dinner, either in the multi-purpose or in the Rolla park. Families and community members are asked to bring at least two (2) covered dishes to share. Drinks and tableware are provided.

Field Trips

In order to enrich the instructional program and provide first-hand experience for children, elementary teachers schedule field trips during the year. This is considered an integral part of the instructional programs. Transportation is always furnished by USD 217 for these excursions to insure safety. Parents will receive advance notice of trips. Classroom teachers may designate parent sponsors for these trips.

Spook Parade

The High School Student Council sponsors a Spook Parade every year. It is usually held as close to Halloween as possible. Any student who wishes to dress in costume may participate. Students who do not wish to participate will be dismissed from school prior to the parade.

Santa Day

The purpose of Santa Day is to provide every child in USD 217 School District a gift for Christmas. Local businesses and individuals donate money to the Rolla Christmas Fund. Santa Day is the last day before school dismisses for Christmas. Gifts are available for every age child from birth to 18. Coins are given to Senior Citizens and the high school music groups provide entertainment. The Rolla Recreation Commission furnishes donuts and pop. Hay scrambles for money are usually held, weather permitting. School is dismissed at 12:15 p.m. with festivities beginning at 12:30 p.m. Community members gather in the gym for the annual festivities. Best of all, a visit from Santa with pictures as memorabilia are available.

Lost and Found

A lost and found box will be located in the elementary office. Items turned in will be stored until the end of the semester, at which time they will be sent to a charity. Labeling your child's items will help insure they are returned to your child.

Student Records

In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive and sometimes personal information about them and their families. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parents or legal guardian or the student in accordance with the law, yet be guarded as confidential information. It will be the responsibility of the superintendent to provide for the proper administration of student records in keeping with state law and federal requirements, and to standardize procedures for the collection of necessary information about individual students throughout the district.

The Board wishes to make clear that all individual student records of the district are confidential (this extends to giving out individual addresses and telephone numbers). This exception is directory information. School officials will designate certain data relating to the students as "directory or public" information. The release of this data does not require the consent of students, parents or guardian. Directory information will include; the student's name, date and place of birth, participation in official activities, weight and height of members of athletics teams, and date of attendance.

In accordance with the Board's policy pertaining to student records, the following regulations have been established:

1. Permanent record cards are on file in the school office.
2. Those categories of information designated as "directory information" may be released by the school district without the written consent of the parents to any party except for use in a profit-making plan or activity.
3. Those categories of information that are not designated as "directory information" will not be released to any third party excluding administrative use for a legitimate

educational purpose, without the written consent of the parent or guardian. This written consent will specifically include which records are to be released; the reasons for such disclosure may be made.

4. The school district will comply with a request to inspect and review the educational records of a student within a reasonable time but in all cases within 45 days.
5. A parent or guardian has the right to obtain copies of the records when this is necessary to adequately review the records. The cost for reproduction of these records will be paid by the requesting party.
6. After inspection of the records, a parent or guardian who believes that information contained in the record is inaccurate, misleading or otherwise in violation of the privacy rights of the student, may request the school district to amend them.
7. If the school district refused to amend the record, it will inform the parent of the right to have a hearing. The hearing will be with the administration, and will allow the parent full and fair opportunities to be represented by counsel and to present evidence regarding the issue.
8. If, as a result of the hearing, the district again decides that the record does not contain inappropriate material and refuses to amend it, the district will inform the parent of the right to place a statement in the record commenting on the disputed information and the reasons for disagreeing with the decision of the school district. Such a statement will be maintained as a permanent part of the student's record and will be disclosed along with the rest of the record.
9. If any records are to be released to comply with a judicial order of subpoena, the parent or guardian will be given advance notice of such an order.
10. Any transfer of records to a third party will be on the express condition that he will not permit any other party to have access to the information without the written consent of the parents.
11. Whenever a student who has attained 18 years of age is enrolled in an institution of post-secondary education, the rights accorded to and the consent required of the parents shall only be accorded to and required the student.
12. Without a court order to the contrary, divorced parents of a student shall have equal access to their child's educational records.

Communications

Student Telephone Use

Elementary students will not be allowed to use the hallway telephone unless they have permission from the office. Emergencies will be handled through the office.

Messages will be delivered to students on an emergency basis only. Every effort is made to provide an optimum learning environment for every child and class interruptions must be kept to a minimum. Please communicate with your student before school concerning transportation plans or appointments for the day. Arrangements to go home with another student should be made outside school hours.

Due to an exceptional number of phone calls made and received in the school offices each day, students should use school telephones only for emergency purposes. Students are responsible for bringing homework, fees, and lunches without calling home.

Electronic Devices

Student beepers, CD or tape players, i-pods, laser lights, cellular phones and other electronic devices are not to be used in the building during school hours. Exceptions will only be made in cases in which individual teachers have asked for administrative approval in advance and the devices are being used for specific classroom purposes. If students are found to be using any electronic devices without approval the following steps will be enforced:

1st offense – Electronic device will be placed in the office and released to a parent.

2nd offense – Electronic device will be placed in the office and the student will serve a 30 minute detention. The electronic device will be released to a parent after detention has been served.

3rd offense – Electronic device will be placed in the office and one day of ISS will be given. The electronic device will be released to a parent after ISS has been served. One day of ISS will be given for each additional offense. Rolla Schools will not be responsible for lost or stolen personal items.

Visitors and Volunteers

You are always welcome to visit our school. Please check in at the office so we can welcome you. Volunteers must be cleared through the principal.

Medication at School

According to Kansas State Law, any child requiring medication while at school must have a doctor's written order and a parent's signature on file before the medication can be administered. A medication form can be obtained from the school nurse. A new form is required yearly, even if the medication and dosage do not change. Any over-the-counter medication that you wish for your child to have while at school (including cough drops, Tylenol, Motrin, allergy or cold preparations, etc.), also require a doctor's order and parent's signature to be on file before they will be administered. If your child has asthma and/or uses an inhaler, an inhaler release form will also need to be completed in order for your child to use and carry an inhaler.

Textbooks, Classroom Books, and Materials

All necessary textbooks, classroom books, and materials will be furnished by the district without a rental fee; however, a one-time \$35.00 supply fee is charged per student. In addition, damaged or lost books must be paid for by the student.

Library

Introduction

The library is an attractive, quiet place where students may, with teachers' permission, come to look up references on research projects or read for enjoyment. It is hoped that this aim can be achieved with a large measure of freedom for reasonable movement incidental to purposeful activity and with increasing self-direction on the part of each student in using the library. However, a student should never hesitate to ask the librarian for help in using any of the library tools or in locating materials that he or she requires whenever he or she needs such help. The librarian needs the cooperation of each student in making the library a quiet,

pleasant place in which to read and study and in keeping it orderly and attractive. Magazines and videos will be checked out for one (1) week. Books have a two (2) week check out period.

Check-Out Procedures

All material taken from the library, whether for one period or for a longer time, must be checked out by the librarian or the library assistant. All material must be returned to the circulating desk. Books may be rechecked, unless it has been reserved for another patron. Videos are checked out after school or during free time for bus students. Videos may only be renewed one (1) time. Material to be rechecked must be with you at the time of the recheck. Laptops are non-renewable. Reference books are not to leave the Library but may be checked out by the teacher.

Fines and Lost Material

If you lose a library book, you will have to pay the replacement cost. In the case of a lost magazine, you will have to pay the per copy price. Should you later find and return the lost book or magazine to the library, you will be refunded your money, provided it is in the same school year. There will be a fine of \$1.00 per day for overdue videos. Lost or damaged videos will be charged the replacement cost. There will be a fine of \$3.00 per day for overdue laptops.

Fire Drills

Every person within the school building must vacate the building at any time the fire bell rings (under penalty of state law). The building must be cleared by at least 30 feet.

Teachers are to close windows and the door to their room and must take the grade book with them (for taking roll to ensure everyone is out of the building). Move as quickly as possible to your assigned exit, but do not run. In the event the exits given are blocked, use the window exits in the classrooms. All regular elementary exits are handicapped accessible. Students are not to re-enter the building until the alarm quits ringing.

PreKindergarten & Kindergarten Rooms:

Use south exit in classrooms.

First & Second Grades:

Use the hall west exit. Continue to the south parking lot.

Third Grade & Resource Room:

Use the east hall north exit. Continue to the street area.

Fourth & Fifth Grades:

Use the east hall south exit. Continue to the south parking lot.

Elementary Computer Lab & Title I / Migrant Lab:

Use the front exit.

Weight Room:

Exit north, then west to sidewalk.
Library will exit to the south

Principal, Secretary, Conference Room, & Teachers' Workroom:

Use the front exit.

A fire drill will be held at least once every month. Teachers will be in charge of the students that are under their supervision when the alarm is sounded. *Fire drills must be taken seriously.* Fire exit rules for each room will be posted in every room. *Students, teachers, and staff are expected to read and become familiar with these rules.*

Tornado Warning and Drill Information

Weather Bureau Announcements

A tornado watch is an announcement that conditions are favorable for the development of a tornado. When a tornado watch is announced by the weather bureau, these preliminary actions will be taken:

1. School personnel will be notified that a *Tornado Watch* is in effect.
2. The school secretary will monitor the radio and will report weather conditions and announcements to the principal.
3. Two staff members will be appointed as spotters to observe and to report conditions.
4. The custodian will turn off gas lines to the school building.

A *Tornado Warning* is an announcement that a tornado has been sighted. The procedure to follow in case of a tornado warning is given below. The same procedure will be followed for a tornado drill. The tornado drill will be announced over the P.A. system. In case the electricity should fail, a series of loud horn blasts will be sounded in the hallway.

Normal Response: Elementary students will go to the JH girls' visitor locker room in the basement.

Quick Response: In the event of a tornado with little warning, teachers should instruct their students to get into proper position in the hallway outside their rooms. Use another area if you have an area with glass windows.

Teachers will go with their students to their assigned area. Normal school conduct will be observed. Students will kneel on the floor, face to knees, and clasp their hands over their neck and head. The Tornado Warning or drill will remain in effect until the all clear is given. This will be done by the principal.

Dismissal of School Because of Weather Conditions

School will not be dismissed because of storms that arise during the school day as long as it is feasible for students and teachers to remain at school in safety.

Parents are urged not to send their children to school when storm conditions exist or when road conditions are such as to create a definite hazard.

If adverse weather conditions exist before school begins, the superintendent in consultation with the building principal(s) will personally survey the roads by touring the district bus routes and assess the overall condition of the roads and the weather. The superintendent will also consult with the National Weather Bureau, the Kansas Highway Patrol, the Kansas Department of Transportation. The superintendent may also consult patrons living on the bus routes, and with other informed individuals who are at the time versed on the weather and road conditions. A decision will be made (as early as possible in the a.m.) concerning whether or not school shall be conducted. Options may include, operating “mud routes”, delaying the buses by 1 hour, delaying the opening of school, and/or canceling school.

There will be times when a delay of **two hours** for the start of school is necessary. This gives school officials time to determine if school will be closed or weather conditions will improve enough that we can have school.

In the event that a two hour delay is called the following will occur:

- **School will start at 10:00 a.m.**
- **There will be no breakfast served.**
- **Buses will pick up students approximately two hours later than the normal pickup time.**
- **Lunch will be served at the regular time.**

The two hour delay or dismissal will be broadcast on:

Radio stations KULY (1420 AM), KJIL (99.1 FM), KKBS (92.7 FM), KGYN (1210 AM), KSCB (107.5 FM), KSLs (101.5 FM), and Q97 FM (KBUF, KIUL)

TV stations Rolla Educational (Channel 12) KSNG (Channel 11), KUPK (Channel 13), and KBSD (Channel 6)

Internet www.ksn.com /School Website – www.usd217.org/ Rolla Schools Facebook page - www.facebook.com/rollaks or via the REMIND App

If the superintendent decides the weather to be of such a nature that the safety of students is threatened, he will implement the school-closing plan.

In the event that conditions do not improve, please continue monitoring radio or TV to see if school has been canceled for the day.

Students will be notified of these rules and regulations at the beginning of each school term during the review of the student handbook conducted during the opening of school each year.

Crisis Intervention Plan

The following procedures would be implemented in the case of:

- A. Death of Student
- B. Death of Staff Member

- C. Injury of Student or Staff
- D. Natural Disaster (i.e. fire, tornado)
- E. Terrorism

Plan:

1. The superintendent or his designee will implement this intervention plan.
2. An information black-out will be imposed at each building level.
3. All inquiries and all releases of information will be handled through the office of the superintendent.
4. A crisis intervention team of trained mental health workers will be called to work with staff, parents and students on a tiered level.
5. A general announcement will be prepared for students, staff, parents, and public.
6. Staff meetings will be called immediately at each building level and support level.
7. Parents will be invited into the school, but schools will remain open and as normal as possible.

Technology Handbook

Internet Use Guidelines

Students and their parents will be required to read and sign a contract relating to the use of the Internet. These contracts will be handed out at enrollment and are available in the school offices.

Acceptable use of the internet:

The purpose of student use of the Internet is to enhance the student's educational experience and to increase the availability of resources necessary to complete specific research assignments.

Inappropriate use of the internet:

Hacking by definition means getting into computer areas for which you are an unauthorized user. Examples of unauthorized student areas include pornography, alternative lifestyles, chat lines, news groups, the district student management system, and the district server.

Consequences of Violation of Technology Policies

All of the policies and handbook procedures for acceptable use of computers and networks are intended to make the computers and networks more useful to students and teachers. They are also intended to minimize the burden of administering the networks, so more time can be spent enhancing services.

Use of the computers for programs, software, e-mail, and to access telecommunications resources is a privilege, not a right. Violations of the policies and procedures of Rolla School concerning use of computers and networks will result in disciplinary action.

Three levels of punishment may be enforced by the administration. While the levels may be implemented in order, nothing prevents the administration from selecting any step depending on the facts and the severity of the violation.

Level 1: Warning:

Student would lose computer privilege/Internet access until a parent conference is held. Any additional loss of privileges as determined by the administration will be discussed in this conference.

Level 2: Pattern of abuse, repeated abuse or flagrant violations:

Student who, after a Level 1 warning, continues to engage in serious or persistent misbehavior by violating the district's previously communicated written standards of conduct may be removed from any computer/Internet privileges for the remainder of the school year or remaining school years and recommended for suspension.

Level 3: Expellable offense:

Student could be expelled from school if he/she engages in conduct on the Internet that contains the elements of the offense of criminal mischief, as defined by state and federal law. Any student expelled for misuses of technology will also lose computer privileges for the remainder of the school year or school years.

(Note: The above policy has been adopted by the USD 217 Board of Education and the Morton County Library Board.)

'Netiquette' on the Internet

All users of the Rolla public school's computers and networks are expected to abide by the generally accepted rules of network etiquette (netiquette). Informal rules of behavior have evolved for the use of communications on the Internet and other on-line services. These rules of behavior include, but are not limited to, the following:

1. Be polite. Do not write or send abusive messages to others.
2. Use appropriate language. Do not swear, use vulgarities or any inappropriate language.
3. Do not reveal your personal address or phone numbers or that of other students or colleagues.
4. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities.
5. All communications and information accessible *via* the network should be assumed to be private property that is subject to copyright laws.
6. Do not place unlawful information on any network system.
7. Keep paragraphs and messages short and to the point. Focus on one subject per message.

Do not use the network in such a way that would disrupt the use of the network by other users (e.g., downloading very large files during prime time; sending mass e-mail messages).

K.S.A. 21-3755 Computer crime; criminal computer.

- A) As used in this section, the following words and phrases shall have the meanings respectively ascribed thereto:
- (1) **Access** means to approach, instruct, communicate with, store data in, retrieve data from, or otherwise make use of any resources of a computer, computer system or computer network.
 - (2) **Computer** means an electronic device which performs work using programmed instruction and which has one or more of the capabilities of storage, logic, arithmetic or communication and includes all input, output, processing, storage, connected or related to such a device in a system or network.
 - (3) **Computer Network** means the interconnection of communication lines, including microwave or other means of electronic communication, with a computer through remote terminals, or a complex consisting of two or more interconnected computers.
 - (4) **Computer program** means a series of instructions or statements in a form acceptable to a computer which permits the functioning of a computer system in a manner designed to provide appropriate products from such computer system.

- (5) **Computer software** means computer programs, procedures, and associated documentation concerned with the operation of a computer system.
- (6) **Computer system** means a set of related computer equipment or devices and computer software which may be connected or unconnected.
- (7) **Financial instrument** means any check, draft, money order, certificate of deposit, letter of credit, bill of exchange, credit card, debit card, or marketable security.
- (8) **Property** includes, but is not limited to, financial instruments, information, electronically produced or stored data, supporting documentation, and computer software in either machine or human readable form.
- (9) "Services" includes, but is not limited to, computer time, data processing, and storage functions and other uses of a computer, computer system, or computer network to perform useful work.
- (10) **Supporting documentation** includes, but is not limited to, all documentation used in the construction, classification, implementation, use, or modification of computer software, computer programs, or data.

B) Computer crime is:

- (1) Intentionally and without authorization gaining or attempting to gain access to and damaging, modifying, altering, destroying, copying, disclosing or taking possession of a computer, computer system, computer network or any other property;
- (2) using a computer, computer system, computer network, or any other property for the purpose of devising or executing a scheme or artifice with the intent to defraud or for the purpose of obtaining money, property, services or any other thing of value by means of false or fraudulent pretense or representation; or
- (3) intentionally exceeding the limits of authorization and damaging, modifying, altering, destroying, copying, disclosing or taking possession of a computer, computer system, computer network, or any other property.

C) Consequences of Violations

- (1) Computer crime which causes a loss of the value of less than \$500 is a class A nonperson misdemeanor.
- (2) Computer crime which causes a loss of the value of at least \$500 but less than \$25,000 is a severity level 9, nonperson felony.
- (3) Computer crime which causes a loss of the value of \$25,000 or more is a severity level 7, nonperson felony.

D) In any prosecution for computer crime, it is a defense that the property or services were appropriated openly and avowedly under a claim of title made in good faith.

E) Criminal computer access is intentionally, fraudulently and without authorization gaining or attempting to gain access to any computer, computer system, computer network or to any computer software, program documentation, data or property contained in any computer, computer system or computer network. Criminal computer access is a class A nonperson misdemeanor.

F) This section shall be part of and supplemental to the Kansas criminal code.

Emergency Safety Interventions

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

Approved: July 9, 2018

Superintendent:_____

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