

2026-2027 ELEMENTARY (PK-6) 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 06/2026

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Dear Parents and Students,

This handbook has been approved by the Board of Education and the Administration and contains important policies, procedures, and guidelines for students and parents. It has been authorized by the Superintendent of Schools and approved by the Board of Education of Rolla USD 217 for distribution to students and families.

We encourage all students, parents, staff, and community members to take pride in and support Rolla Elementary School. Through our shared commitment to academic excellence, positive character, and student success, we strive to provide a safe and supportive learning environment for every child. Together, we are proud to make Rolla Elementary a school of excellence and a source of pride for our community.

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. 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.
6. Your child must have plenty of sleep each night for him/her to do the best schoolwork.
7. 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 teacher or principal.
8. 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.

Kansas 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 **anonymously** report any impending school violence.

The Kansas School Safety Hotline Number is **1-877-626-8203**.

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, 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"

'Sexting' 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.

Admission Requirements

Pre-Kindergarten

All students entering pre-kindergarten must be at least three (3) years of age 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 of school entry, your child will be excluded from school until the requirements are met. If a written letter for religious reasons is chosen for exemption, it must be submitted to administration within 90 days of school entry.

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. An examination by a medical professional, completed within the previous 12 months can be accepted. 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 his/her 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 all fees. Parents will complete a withdrawal form and take to the new school for an official request of records. 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.

Rolla USD 217 Out-of-District Open Enrollment Policy

Rolla USD 217 will allow out-of-district K-12 students to enroll if the applicable grade level has the designated number, set and approved by the BOE each year, or fewer students. USD 217 will take enrollment applications from the Monday following the last day of each school year through May 30th. If the enrollment in a grade level is below the designated number, students will be selected from the grade level applicant pool.

Rolla USD #217 believes a collaborative partnership between the school, guardian, and student greatly enhance the likelihood a student will have academic, social, and emotional success. To continue our practice of developing and maintaining relations with all stake-holders and ensuring an individualized plan of study is uniquely designed for each student, all out-of-district applicants and their guardians must:

1. Interview with the principal, this will include a building tour and a meeting with the school counselor.
2. Provide an unofficial transcript from previous school.
3. Enroll with an understanding that you and your student will be strongly encouraged to participate in state testing and all school surveys to determine how we can best serve our students and their families.
4. Understand the student will follow the Rolla Out-of-District Policy Agreement (see below).
5. Provide behavior and attendance records from the previous school.

Out-of-District students must maintain the following district expectations to continue enrollment:

1. Out-of-District students will not be accepted if he/she is serving a long term expulsion.
2. Rolla USD 217, at the point of enrollment, will honor all short-term suspensions, from prior district.
3. To maintain enrollment/attendance at Rolla schools, out-of-district students must acquire at least a 2.0 GPA at the end of each semester. A student who falls below a 2.0 GPA will be placed on an academic probation contract for a 9-weeks probationary period to bring the GPA up. The administration will review the student's progress at

- that time to determine if he/she has met the terms of the contract and whether they may continue to attend Rolla USD 217.
4. To maintain enrollment/attendance at Rolla Schools, out-of-district students must conduct good behavior while attending.
 5. Continual minor disciplinary infractions may result in dismissal.
 6. Failure to maintain good attendance will result in dismissal.
 7. Good standing, including abiding by school policy and staying up-to-date on fees will be required by all out-of-district students. Failure to comply may result in dismissal from USD 217.

Attendance

Absences

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

Under Kansas Compulsory School Attendance Law (K.S.A. 72-3120), parents are required to ensure children between the ages of 7 and 18 continuously attend school. A student is legally truant if they miss the equivalent of a substantial part of a school day without a valid excuse on either:

- 3 consecutive school days
- 5 school days in any semester
- 7 school days in any school year (whichever comes first)

Upon Truancy:

The school office will notify parents of student absences when they reach the above limits. The truancy officer is the individual, approved by the USD 217 Board of Education, that makes the final decision of the reason for absence. If truancy is reached, the truancy officer will send corrective action seeking papers to parents first, and then proceed in contacting proper authorities (Department of Children and Families for students 12 and under, and the County District Attorney for students 13 and older) if the absenteeism is not corrected the very next school day.

School Schedule

Students may enter the building at 7:15 a.m. Students are not permitted to arrive any earlier than the designated time unless specifically asked to do so and supervised by a USD 217 employee. The tardy bell rings at 7:50 a.m. and students will be counted tardy arriving after 7:50 a.m. Students will be dismissed at 4:00 p.m.

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

Tardy Policy

Any student entering the classroom after the 7:50 a.m. bell rings will be considered tardy and will be required to report to the office to obtain a tardy slip. Parents of 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 20 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.

Remote Learning

USD 217 will utilize remote learning only in cases where the Morton County Health Department or other licensed medical doctor declares a student must be absent from school for a week or more. That student will be allowed to learn remotely for up to 40 hours without approval by the Board of Education (as prescribed by Kansas law). Remote learning will NOT be utilized as a long-term practice.

Make-up Work

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

Student Discipline Policies

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. The entire staff is trained in Love & Logic. We use the following core principles of L&L to guide our individual classroom procedures and guidelines.

Core Love & Logic Principles:

Principle #1: Model the Behavior You Desire

Children learn in many ways, including by making their own mistakes and observing how we handle ours. By acting responsibly when we make mistakes, dealing with the consequences, and learning from them, we set an excellent example for our children on how to behave when things go wrong.

Principle #2: Allow Affordable Mistakes When Kids Are Young

When children make mistakes at a young age and experience the consequences, the "cost" is small, but the experience is invaluable. They learn the relationship between their actions and the outcomes, ultimately understanding that making good decisions and behaving appropriately is a better approach to life's challenges.

Principle #3: Demonstrate Empathy—Not Anger, Lectures, Threats, or Sarcasm

It is crucial for parents to avoid anger, lectures, threats, or sarcasm when delivering consequences. Instead, they should remain calm and empathize with their child. Without empathy, the correct words might be spoken, but the message will be lost.

Principle #4: Let Your Child Have an Opportunity to Solve the Problem

Children learn best by directly engaging in problem-solving. When they face challenges and are involved in overcoming them, they develop resilience, boost their self-esteem, and cultivate a healthy sense of independence.

Principle #5: Choose Logical Consequences Connected to the Misbehavior

When consequences are necessary, they should have a logical connection to the child's misbehavior. For example, having a child pay for something they broke or losing a toy left out. It is important not to use the first consequence that comes to mind in the heat of the moment. If necessary, delay the consequences to allow time to calm down and choose a logical one.

Individual classroom teachers will communicate their classroom procedures and policies to their students and parents. 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.

Grading and Report Cards

Grading Scale

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

Second – Sixth Grade

100-90.....	A
89-80.....	B
79-70.....	C
69-60.....	D
59-0.....	F

Kindergarten – First Grade

100-90.....	E-Excellent
89-70.....	S-Satisfactory
69-0..	U-Unsatisfactory

Reporting of Grades

Grades can be viewed on GoEdustar. **Teachers are expected to update grades weekly. If there are any concerns, please contact the teacher.**

Playground Rules

Swings

1. Do not stand on swings.
2. Only one person should be on a swing.

The Big Slide

1. Only go up the ladder and down the slide feet first.

Toys

Any toys or items brought from home are not the responsibility of the school or school personnel.

Bus Rules

Transportation to a location other than Home:

If your child is going to a location other than home, and wants to use the school bus, send a note to the school informing us of the plans. We will require a note OR a phone call from a parent. All conversations will be documented in GoEdustar. 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.
5. Notify the driver if for any reason your child will not be riding the bus home.

On the Bus

1. Keep hands and head inside the bus at all times.
2. Keep the bus safe and clean. Throw trash in the trash can.
3. Use quiet voices.
4. Treat bus equipment with care. 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. Keep all items inside the bus.
8. Stay seated at all times.
9. Be courteous to fellow students and the driver.
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 unless directed by the bus driver or another school official.
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

Guidelines have been developed to aid you and your parents to select the proper attire for school wear.

1. All shorts must be at least fingertip length with relaxed shoulders.
2. Shorts are to be worn under dresses for playground purposes.
3. 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.
4. 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. Items containing inappropriate language will not be permitted.
5. 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.
6. 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.
7. Students must dress appropriately for weather conditions.
8. No hats, caps, or hoods may be worn in the classroom. (Exceptions will be made for special activities approved by the principal in advance.)
9. Students should wear shoes that are appropriate for PE class and recess. Otherwise PE and recess shoes can be left at school.
10. No pajama pants or house slippers should be worn to school. (Exceptions will be made for special activities approved by the principal in advance.)
11. No blankets should be used in school.
12. Final determination will be made by building principal or Dean of Students.

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

Students may select the full meal, or decline certain items. 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.

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 12th grade. A doctor's order must be on file for any allergies.

Lunchroom Visitors

Students will be allowed to eat with parents or guardians visiting during lunchtime. Students and visitors may be seated at a specific table in the lunchroom, if more space is needed. 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 can be found at either the high school or elementary office. Please contact office staff for the current year meal prices.

Special Activities

Parent/Teacher Conferences

A parent/teacher conference will be held one time each semester. 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.

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. They will be saved for end-of-day delivery.

School Parties

Parents may volunteer to assist with class parties during the year. Classes generally celebrate Christmas, Valentine's Day, and Easter. Please see your child's teacher for details.

Field 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.

Fall "Harvest" Festival

The High School Student Council sponsors a parade every year. It is usually held as close to October 31st as possible. Any student who wishes to dress in costume may participate. Costumes must be school appropriate, following dress code, and no bloody, gory costumes or

costumes with weapons will be permitted. Students who do not wish to participate may watch or USD 217 will supply an alternative activity.

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. Activities and entertainment take place in the gym with school dismissing at 12:00 p.m. and festivities beginning at 12:30 p.m. At dismissal time students can attend Santa Day or go home. Communication will need to happen between parents/bus drivers for this event. USD 217 is not responsible for students and/or transportation once Santa Day festivities are completed.

Lost and Found

A lost and found box will be located in the elementary commons area. Please label child's clothing items for safe return.

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.

Electronic Devices and Communication

1. Statewide Bell-to-Bell Phone Ban

- **The Rule:** All Kansas public school districts and accredited private schools must prohibit student use and access to personal electronic devices during the school day (from the first bell to the last bell, including lunch and passing periods).
- **Covered Devices:** Includes cell phones, tablets, smartwatches, computers, wireless headphones, and earbuds.
- **Storage:** Devices must be powered off and kept in an inaccessible location on school premises.
- **Exceptions:** Allowed for documented medical necessities, Individualized Education Programs (IEPs), or 504 plans.
- **Compliance Date:** The law requires school districts to fully adopt and implement these policies starting the 2026–2027 school year.

USD 217 recommends that all personal student electronic devices be left at home. In the event students choose to bring said devices on school property, the following procedures will take place.

- 1) Students will check in devices at the beginning of the school day in a designated location in the office.
- 2) Students will pick up devices at the end of the school day, or upon student dismissal.
- 3) Devices will need to be placed in the “off” setting.
- 4) Students with documented 504 and/or IEP’s stating the medical necessity to have device will be permitted to do so in a Velcro pouch provided by the student. The device should not come out of the pouch unless needed as a medical necessity. A school official (faculty or staff member) will monitor use. The device may remain on while in the pouch and be within range for medical necessity. Evidence of “within range” will need to be submitted by the student and/or parent.
- 5) Any rules set forth by a sponsor or coach for “out-of-bell” time will need to be followed and is at the discretion of the coach or sponsor.

Failure to comply with the above personal student electronic device policy will result in the following:

- 1) Upon first offense, device/s will be confiscated and kept in the office for a duration of one day. Parents will be required to come collect the device/s after the duration of consequence. Student will serve one day of ISS (In School Suspension).
- 2) Upon second offense, the student will not be permitted to bring the device/s on campus the remainder of the school year. Student will serve two days of ISS.
- 3) Upon subsequent offenses, students will be issued OSS (Out of School Suspension) to progressively lengthen with each offense.

Any time a personal electronic device is confiscated, the parent/guardian will be required to collect the devices.

USD 217 will not be responsible for lost, stolen, or damaged personal devices.

2. Employee and Student Communications

- **Social Media Ban:** The law prohibits school employees from using private or personal social media accounts to communicate with students for official school purposes.
- **Official Platforms:** School-sanctioned communication must go through designated platforms approved by the school board (typically for public, one-way announcements).

USD 217 permits only the use of GroupMe, Class DOJO, and the Google Suite platform for communication with students pertaining to official school purposes. The officially owned and operated school Facebook page and the school website, www.usd217.org, will be utilized for public, one-way announcements.

Student OFFICE 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. Please communicate with your student before school concerning transportation plans or appointments for the day.

Visitors and Volunteers

You are always welcome to visit our school. All visitors must sign in at the office. 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 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 a quiet place where students may, with teachers' permission, come to look up references on research projects or read for enjoyment. 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 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. 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.

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.

Faculty and staff will follow the crisis management plan as how to vacate the premises. Use the front exit.

There will be a total of nine crisis drills conducted each year, according to state statute. 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 are 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.

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 2 hours, 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:

School Website – www.usd217.org/; Rolla Schools Facebook page - www.facebook.com/rollaks or via EZ School Messaging System.

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

In the event that conditions do not improve, please continue monitoring the media avenue sources 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. Significant 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

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.

Acceptable Use of Computers and Networks:

Parents' Agreement

Please read the following carefully before signing. This is a legally binding document.

I agree my child will abide by the district guidelines and conditions for the use of the facilities of Rolla public schools, computers and access to the Internet. I further understand any violation of the district guidelines is unethical and may constitute a criminal offense. Should my child commit any violation, his/her access privileges will be revoked. School disciplinary action and/or appropriate legal action shall/may be taken.

In order to make sure that all members of the Rolla community understand and agree to these rules of conduct, USD 217 requires you as a parent/guardian to sign the following statement: I agree not to hold Rolla public schools, Morton County Library, or any of its employees, or any of the institutions or networks providing access to networks responsible for the performance of the system or the content or costs or any material accessed through it.

As a parent or guardian of this student, I have read the terms and conditions for Rolla public school and Morton County Library facilities, computers and Internet access use. I understand that this free access is designed for educational purposes. However, I also recognize that it is impossible to restrict access to all controversial materials and I will not hold Rolla public schools or Morton County Library responsible for materials acquired or sent via the network.

Student Name _____

Parent's Signature _____

Date Parent Email address _____

This form will be retained on file by authorized faculty designee for duration of applicable computer/network/Internet use.

Acceptable Use of Computers and Networks:

Student's Agreement

Please read the following carefully before signing. This is a legally binding document.

In order to make sure that all members of the Rolla community understand and agree to these rules of conduct, USD 217 requires you as a student to sign the following statement:

I understand and will abide by the district guidelines and conditions for the use of the facilities of Rolla public schools and access to the Internet. I further understand any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action shall/may* be taken.

I have received and read a copy of the district guidelines on computer use and the conditions of use for computer networks.

*The school may choose one or the other, but be conscious of the fact that shall means all students must be disciplined if they violate any of the rules.

Student Name _____

Parent Email _____

Parent's Signature _____

Date _____

This form will be retained on file by authorized faculty designee for duration of applicable computer/network/Internet use.

Acceptable Use of Technology and Electronic Resources - USD 217 Student/Guardian

I. Definitions: The term "Network" for purposes of this policy shall include (i) all hardware and software provided by the District to employees or students for their use; (ii) internet and internet access provided by the District; (iii) computer system provided by the District; (iv) all the Network provided by the District; (v) all electronic mail and communication access provided by the District (communications); and all electronic research access provided by the District. The district provides computer network and internet access for its students and employees. This service allows employees and students to share information, learn new concepts, research diverse subjects, and create and maintain school-based websites. The district has adopted the following Acceptable Use Guidelines to govern the conduct of those who elect to access the computer network or district Internet.

II. Electronic Communication Use

Users shall adhere to the following guidelines of acceptable use:

1. Use of the network/internet is in support of educational objectives of USD 217.
2. Users are not permitted to obtain, download, view or otherwise gain access to pornography, obscene depictions, or other materials harmful to minors. Use of the network for creation, dissemination, or viewing of defamatory, factually inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, or other material prohibited by law or district policy.

3. No personal email/messaging/instant messaging (electronic communication) accounts should be accessed through the district network, including but not limited to personal iCloud Accounts.
4. Users should assume all communications and information are public when transmitted via the network and may be viewed by others. System administrators may access and read email on a random basis without notice.
5. The network is not to be used for commercial or business activities, political lobbying, and/or personal promotion unless it meets the educational objectives of USD 217.
6. The use of obscene, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, harassing, offensive, or prejudicial language is prohibited. Restrictions against inappropriate language apply to all file or document names, electronic communication, and material posted on the Web.
7. Users will promptly disclose to the building principal or Director of Technology information received that is inappropriate or makes them feel uncomfortable.

III. Hardware/Software Use

1. Use only software that is approved by the Director of Technology. Users will abide by all software licensing agreements.
2. No personal device can be connected to the network unless it meets BYOD policy. All district Technology devices must be pre-approved by Director of Technology before purchase.
3. All hardware and software used in the district is considered property of the district. Users may not damage, alter, modify the equipment or software or access, delete, copy, modify, nor forge others users' e-mails, files or data.
4. Users will not remove, uninstall or logout of any district installed software.
5. Users may not claim personal copyright privileges over files, data, or materials developed in the scope of their educational coursework. Users shall not use copyrighted materials without the permission of the copyright holder (Ex: Downloading Youtube Videos).
6. Users shall not take home technology equipment without written permission from district administration.
7. Users shall not in any way attempt to introduce computer code designated to self-replicate, damage, or otherwise hinder the performance of the network. ex. bug, virus, worm, or similar name.
8. Users shall not attempt to gain unauthorized access to the network or to any other computer system through the network or go beyond authorized access. This activity may be considered "hacking."

IV. Network Security

1. Users will immediately notify the building administration or counselor if they have identified a possible security or operating problem.
2. Users shall not let other persons use their name, logon, password, or files for any reason (except for authorized staff members), and users shall not use or try to discover another user's password.
3. Users should not give their home address, personal phone number or any personal information about themselves or any student or school personnel to anyone.
4. It is all USD 217 students' responsibility to exhibit appropriate online behavior, including interactions with other individuals on social networking sites/chat rooms, and cyber bullying awareness and response.
5. USD 217 deploys an internet filtering system to monitor and restrict students' access to

harmful materials.

V. Violation of Agreement

1. The use of the network, district technology and district electronic resources is a privilege and not a right. The school district has the right to make the determination of what constitutes inappropriate use and use as an educational tool.

2. Inappropriate use of district technology, the network or district electronic resources, or a violation of this Agreement, may result in one or more of the following consequences but not limited to:

A. Removal of files by the district.

B. Limitation of the user's right of access and use.

C. Cancellation of the user's privileges.

D. Disciplinary action, including, but not limited to, SID, short-term suspension, extended-term suspension and expulsion.

E. Referral of the user and the user's activities to appropriate law enforcement agencies.

3. Staff/Students must properly care for and protect the district devices. My signature below indicates my acceptance of all financial responsibilities for the devices provided to me by the district as outlined below:

Devices assigned to Staff/Students:

☐ 1 st incident of damage to device: \$100

☐ All subsequent incidents of damage to device: full replacement cost

☐ Lost, stolen: full replacement cost

Student Name (Please Print): Date:

Signature indicates that the Student/Parent has read and agrees to the above-mentioned guidelines, as well as all guidelines included in Board of Education Policies, and understands their obligations concerning the use of the network.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature indicates that they approve of their child's use of the network as an educational tool, and approve of the use of district technology as outlined in district policy and agrees to pay any damages or costs assessed against the student pursuant to V.3 herein. The parent also recognizes that, although filtering systems are in place, it is impossible to completely restrict access to controversial materials and that the parent will not hold the district responsible for materials acquired through the network.

Social Media

I give permission for my student to fully participate in social media. Yes ____ No ____

Parent/Guardian Signature:

Date:

Revised 7-20-20

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 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 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 8, 2019

Superintendent: _____

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

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, Alicia Rodgers. Any questions regarding the compliance with Section 504 may be directed to the 504 Coordinator, or the 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 Superintendent; Randy Rockhold
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