District Early Childhood and Elementary Handbook 2026-2027

McDanield Preschool
USD204 Preschool at Delaware Ridge
Bonner Springs Elementary
Delaware Ridge Elementary
Edwardsville Elementary

Board of Education Approved on: 06/15/2026

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Academics

Kindergarten students

Kansas Statute 72-3118(c) states that any child is eligible to attend kindergarten in his or her home district if "the child will attain the age of five years on or before August 31 of the school year." Any child born September 1 or later must wait until the following year. The only exception to this rule pertains to students who enrolled in and attended kindergarten in another state. In that case, the student would be permitted to enroll as a kindergarten student in Kansas, even if he or she did not meet the strict age cutoff for those starting school in Kansas. Apart from this one narrow exception, the rule requiring students to turn five on or before August 31 is absolute.

Skyward

This is our Student Information System. By using Skyward you can:

- Check your child's grades
- Monitor your child's attendance
- Pay fees
- Make lunch payments

You can obtain your username and password by contacting the school office. We strongly recommend all parents use Skyward.

Grading Scale for Grades K-2

EE = Exceeding Expectation	90-100%
ME = Meeting Expectation	80-89.99%
AE = Approaching Expectation	70-79.99%
BE = Below Expectation	60-69.99%
AW = Academic Warning	0-59.99%

Grading Scale for Grades 3-5

A+	100.00% - 96.50%	C	76.49% - 72.50%
A	96.49% - 92.50%	C-	72.49% - 69.50%
A-	92.49% - 89.50%	D+	69.49% - 66.50%

B+	89.49% - 86.50%	D	66.49% - 62.50%
B	86.49% - 82.50%	D-	62.49% - 60.00%
B-	82.49% - 79.50%	F	59.99% - 0.00%
C+	79.49% - 76.50%		

Make Up Work

Students absent from school may be expected to make up missed work. Makeup work will be given once the students return to school. Work will not be given prior to absences. Students will have two days to make up work for each day of their absence. Teachers may make adjustments to missed school work depending upon the student's needs, abilities, and circumstances relating to the student's health.

Promotion and Retention

The policy of the district is to encourage and assist each student to progress in a continuous growth of academic achievement. In arriving at a decision for either promotion or retention of a student, the principal will consider the viewpoints of the special services personnel, the teacher, and parents/guardians. The final decision in any case pertaining to promotion or retention shall rest with the building principal.

Field Trips

Throughout the school year students will participate in field trips. A signed permission slip will be required for students to participate. Students who are absent for illness or serving an in-school or out-of-school suspension cannot participate in the field trip. Transportation is provided by a district school bus. Parent chaperones may be invited on field trips, but will be required to provide their own transportation unless noted for specific field trips. Siblings are not allowed to attend field trips.

Conferences

Conferences are scheduled in October. Students are a part of the conference, and parents are encouraged to bring their students with them to the conference. Appointment times and additional information will be sent home prior to the conference dates.

Attendance

Attendance

Attendance is very important for success in school. Almost without exception, students whose attendance is poor show less achievement in the classroom. For an absence to be classified as excused, the parent or guardian should contact their respective elementary school via phone or email between 8:00 AM and 3:00 PM the day of or prior to the absence. If not notified by phone, a note explaining the reason for the absence must be presented to the attendance clerk no later than one day after returning to school.

If a student is 30 minutes late or leaves 30 minutes prior to school ending, it will be considered a tardy. An absence of 31 minutes to two or more hours in any school day shall be considered an absence for a half day.

Tardy

A tardy is neither excused nor unexcused. Students arriving between 8:30-9:00 AM and leaving between 3:15-3:45 PM will be marked tardy. Five tardies equal 1 unexcused absence.

Excused Absences

Students are allowed up to 14 excused absences per school year. Once a student exceeds 14 absences, a doctor's note will be required to excuse any additional absences for the remainder of the school year.

The following are approved reasons for excused absences:

- Personal illness
- Family emergency or funeral
- Medical or dental appointments
- Religious holiday of the student's faith
- Mandated court appearances
- Family activities with prior notification of school administration (please provide three days advance notice)

- Educationally beneficial activities as pre-approved by school administration (please provide three days advance notice)

Students who miss 14 days or more per year will not be excused nor will makeup credit be allowed unless the absences are substantiated by a doctor's statement or are caused by emergency family situations.

A student shall be considered truant if:

- a student misses a significant part of three (3) consecutive unexcused days of school
- a student has five (5) unexcused absences in a semester
- a student has seven (7) unexcused absences in a year

It is the responsibility of the building administrator or their designee to notify parent/guardian of the pupil's absence and to report cases of truancy.

Student Early Release

Students will not be released during school hours without permission from the parent/guardian and verification of the identity of the person seeking release of the student by the principal or their designee. If the principal is not satisfied with the identification provided by the person seeking release of a student, the student's release may be refused.

The USD 204 procedure for a parent/guardian who needs to get their child (ren) out of school early requires the parent/legal guardian to go to the office for the child. For their personal safety, students are not allowed to wait at exits or outside to be picked up early. Students need to sign in and out at the office when leaving or entering the building during the school day.

Transportation Changes for Students

Please notify the school office by 2:30 PM for any transportation changes.

Bus

Bus transportation is a privilege for students. We ask that students comply with bus expectations so that this privilege is not interrupted or taken away.

Bus Consequences

Bus drivers will issue a bus ticket for an infraction of the rules. Parents must sign the ticket and return it to the office. Bus tickets accumulate during each semester.

- 1st bus ticket - Warning
- 2nd bus ticket - 3 days suspension from riding the bus
- 3rd bus ticket - 5 days suspension from riding the bus
- 4th bus ticket - off bus for the semester

If the administration at any time determines that the infraction of the rules of conduct is sufficiently serious, they can impose any discipline permitted by the rules of conduct.

Fighting, vandalism, possession of drugs, alcohol, or weapons, smoking, vaping cursing, or abusing drivers will result in suspension from bus riding privilege immediately.

Transportation personnel will determine transportation eligibility for each student. Students and parents/guardians should be knowledgeable about this information. The school bus is an extension of the classroom and therefore requires appropriate conduct at all times. All code of conduct policies are to be followed on school buses and are subject to the same consequences for misbehavior.

Students are subject to disciplinary action for misconduct on school buses. The riding privilege of a student may be revoked for violation of the rules or for conduct that is detrimental to the safe operation of the school bus. Students may also be subject to long-term or short-term suspension or expulsion. Proper conduct includes, but is not limited to the following:

- Students are deemed to be under the jurisdiction of the school from the time they step on the bus until they return home from school at the close of the regular school day.
- Be prompt in reporting to bus pickup points.
- Wait for the bus at a designated pickup point on the right side of the road.
- Take a seat quickly after entering the bus.
- Except for ordinary conversation, students shall observe quiet conduct on the bus.
- Students shall stay in their seats while the bus is in motion.

- Students shall not have food or drinks on the bus.
- No part of the body shall be extended through the bus window (s).
- Students shall not leave the bus from the emergency door unless an emergency exists.
- Written parental permission is required for a student to ride home with another student.
- Report to the driver any offensive or destructive behavior that you experience or observe on the bus.

Help make the ride safe and enjoyable for everyone. Assume your share of responsibility for eliminating the kind of behavior on the bus that may make your ride dangerous. Fighting, throwing objects, excessive noise, etc. make it impossible for the driver to concentrate on making your ride the safest possible.

Information of routes, times, etc. may be obtained by calling the transportation office at (913) 441-2493.

Food Service

No Charge Food Policy

Meal Payment Information

All students in USD 204 can eat a free breakfast in their classroom each morning. School lunch prices will be determined at a later date prior to the start of school. Families will receive electronic notification on lunch account balances. If your student prefers, they are welcome to bring lunch from home. We request that soda not be sent in their lunch. The Federal Lunch Program is for qualifying families and offers lunch at a reduced rate (.40) or for free. Families must complete the appropriate paperwork and return it to their child's school of attendance or to the District Office.

Food Service Department Meal Account Management Guidelines

Families are expected to provide money for each student's meal account on a regular and consistent basis. In the event this does not occur, the following stipulations apply: Students and parents will be informed of account balances through reminders sent to the parent when the account balance reaches $15.00. Parents will be contacted directly by the Kitchen Manager or Cashier via

telephone and / or letter when the account falls below $0.00. Students with a negative balance no greater than -$15.00 will be allowed to continue to purchase a reimbursable meal (no doubles, seconds or extra milk), unless the purchase would cause the account to exceed -$15.00 (the school's negative limit). In the event a student's account reaches -$15.00, the school principal or assistant principal will contact the family. Students with a negative balance will not be allowed to purchase any ala-carte items, including extra milk or milk to go with a sack lunch from home.

When a student's account balance reaches the school's negative limit, students will be provided with an Alternative Grab & Go Meal selected by the student consisting of a peanut butter & jelly sandwich (or sunbutter & jelly sandwich or cheese sandwich) along with a serving of fruit and vegetables, a serving of yogurt or cheese stick and milk. After three alternate sandwich meals, every effort will be made to contact the parent(s) and inform them of the situation.

Should a child attempt to charge a meal without an adequate balance in their meal account, they will be provided with an alternative meal.

Health and Wellness

Student Birthdays

We are excited to help our students celebrate their special day! A healthy snack and juice meet the guidelines of our health and wellness policy. Snack ideas are listed below. We are not allowed to serve homemade items. Birthday celebrations need to be scheduled with your child's teacher in advance. Students are not to bring invitations for home parties to school unless all students in the class are invited.

Healthy Snack/Party Treats Ideas

- Trail Mix Bars
- 100% Fruit Juice
- Fresh fruit with dip
- Veggies with dip
- Chips and salsa
- Graham crackers with dip
- Cheese and crackers

- Snack Pack Jello or pudding cups
- Pretzels and popcorn
- Cheese sticks
- Whole grain cookies and crackers
- Granola bars
- Snack mixes are individually packaged (popcorn, crackers, raisins, etc.)
- Fruit snacks

Medication Policy

The initial dose of a new medication should not be given at school. All medications must be accompanied by the original container. Parents are encouraged to obtain two containers from the pharmacist, one for home and one for school use. Any change in medication type, dosage, or administration time must be accompanied by written authorization from a licensed prescriber, parent/guardian permission, and a newly labeled container. Students with chronic health conditions should report medications taken to the school nurse

Pre K-5 Medication Policy (Grades Pre-K-5)

Class II (Controlled Medications)

Controlled medications must be kept locked in the health room and administered by the nurse or the nurse's designee. A licensed healthcare provider order and written parent/guardian permission are required.

Prescription Medications

A licensed healthcare provider must provide written instructions for all prescription medications administered at school. The order must include:

- Date
- Medication name
- Dosage
- Time/frequency of administration

Parent/guardian permission is also required.

Students may carry and self-administer a metered dose inhaler (MDI) for asthma or rescue medication for anaphylaxis only if the healthcare provider completes the required self-administration authorization form. All other prescription medications must be stored in a locked cabinet in the nurse's office.

Over-the-Counter (OTC) Medications

Common over-the-counter or non-prescription medications may be administered in the nurse's office with written parent/guardian permission only. Medications from home must remain in the original container with labeled instructions unless accompanied by a healthcare provider's written directions. All OTC medications will be stored in a locked health room cabinet.

All controlled substances (Schedule II medications) must be delivered to the school nurse by a parent/guardian unless alternative arrangements have been approved by the school nurse. Parents/guardians will be asked to pick up unused controlled medications. A new physician order must be submitted each school year. Any medication not picked up by the end of the school year will be properly destroyed.

First Aid and Student Illness

In the event of a minor accident or illness, the school nurse will administer first aid and contact parents/guardians as needed. In the event of a serious accident or illness, parents/guardians will be notified and emergency services (911) may be called if necessary. Please ensure enrollment information includes current emergency contacts and your family physician information. Students who become ill at school will be sent home if:

- Their temperature is 100° or higher, and/or
- They are unable to comfortably participate in classroom activities.

Students must remain home until they have been fever-free for 24 hours without the use of fever-reducing medication. If a student becomes ill enough to require temporary isolation while awaiting pickup, the student will remain in a supervised quiet area away from other children or be taken to the nurse's office. A parent/guardian/emergency contact should pick up the student within one hour of notification.

Illness and Exclusion

According to K.S.A. 65-122, no person with an infectious or contagious disease dangerous to public health shall be admitted into any public school. Parents/guardians, principals, assistant principals, and school nurses are responsible for excluding any child suspected of having a contagious illness until the appropriate exclusion period has ended. If a healthcare provider determines the student is not contagious, written documentation may be submitted to the school office or nurse, and the student may return to school.

Signs and Symptoms That May Require Exclusion From School
The following signs/symptoms may be used to determine whether a child should be excluded from class:

- An oral temperature of over 100°
- Severe congestion
- Difficulty breathing or untreated wheezing
- An unexplained rash
- Vomiting
- Diarrhea (three times within 24 hours)

Any clothing borrowed from the school should be laundered and returned to school as soon as possible.

USD 204 Wellness Policy

Part 1. Preamble

- Children need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive.
- Good health fosters student attendance and education.
- Obesity rates have doubled in children and tripled in adolescents over the last two decades, and physical inactivity and excessive calorie intake are the predominant causes of obesity.
- Heart disease, cancer, stroke, and diabetes are responsible for two-thirds of deaths in the United States, and major risk factors for those diseases, including unhealthy eating habits, physical inactivity, and obesity, often are established in childhood.
- One-third of high school students do not participate in sufficient vigorous physical activity, and 72% of high school students do not attend daily physical education classes.

- Nationally, the items most commonly sold from school vending machines, school stores, and snack bars include low-nutrition foods and beverages, such as soda, sports drinks, imitation fruit juices, chips, candy, cookies, and snack cakes.
- School districts around the country are facing significant fiscal and scheduling constraints.
- Community participation is essential to the development and implementation of successful school wellness policies.

Part 2: Board Policy

USD 204 (D0204) Bonner Springs/Edwardsville is committed to providing school environments that promote and protect children's health, well-being and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of USD 204 (D0204) Bonner Springs/Edwardsville that:

- Wellness guidelines will be implemented as specified in the Kansas State Department of Education's Wellness Policy Report for each school level.
- Students, parents, teachers, food service professionals, health professionals and other interested community members will be engaged in developing, implementing, monitoring and reviewing district-wide nutrition and physical activity policies.
- All students in grades K-12 will have opportunities, support and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at school will meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans.
- Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students.
- Students will be provided with adequate time to eat in settings that are clean, safe, and pleasant.
- To the maximum extent practicable, all schools in our district will participate in available federal school nutrition programs.
- Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education, school nutrition programs and related community services.

Personal Property

Messaging between students and employees

Safety of our students and staff is our top priority. This includes the use of digital communication tools that are approved, used, monitored, and archived with district oversight. In USD 204, messaging between our students and teachers, coaches, sponsors, or other employees will use the district's email systems as well as Apptegy. Please find instructions for downloading the USD 204 app on our website to receive school alerts and messaging from your child's teacher(s).

Please allow an employee up to 24 hours to respond during a school week. School staff members are not requested nor required to monitor messages over the weekend or other times when the school is closed for breaks or holidays, unless they are working in an official capacity during that time.

If you have an urgent need, please contact the school office for assistance. Use of other digital communication tools for direct communication between a student and employee is not permitted and may be subject to disciplinary action. For assistance accessing Apptegy, contact the school office. If you ever have concerns about communication between a student and employee, please contact the principal without delay to request assistance or make a report.

Student use of cell phones and other personal electronic communication devices

Kansas law prohibits students from using or having access to their cell phones and other personal electronic communication devices, including, but not limited to: smartwatches, earbuds, tablets, and wireless headphones upon entry into their school building until the dismissal bell, except as otherwise provided in board policy JCDC. For elementary and PreK students, personal electronic communication devices can be stored in backpacks and backpacks will be inaccessible during the school day.

If you need to contact your child during the school day for any reason, please call or email the school office so that we may assist. If your child needs to reach a family member or caregiver during the school day, they should let a teacher know for prompt assistance from the team.

We acknowledge the complexity of this issue. We ask that students leave personal electronic communication devices at home or in a locked vehicle during the school day. Please note that students failing to comply with this process will be subject to disciplinary action.

In USD 204, we value the partnership of parents and guardians. When families and schools work together, we can create a positive, healthy, and focused learning experience for each student.

If a device is being used during school hours or is visible, it will be collected, secured, and delivered to the office, where administration will assign consequences.
First offense: Device is turned in to the office. The student may pick up the device at the end of the school day. Building administration will contact the parent/guardian.

Second offense: Device is turned in to the office. A parent/guardian must pick up the device. Building administration will contact the parent/guardian.

Third offense: Device is turned in to the office. In-school suspension (ISS) is assigned, and a parent/guardian must pick up the device. Building administration will contact the parent/guardian.

Fourth offense and beyond: A behavior plan will be implemented. The student will check in daily with a building administrator, ISS will be assigned, and a re-entry meeting with the student and parent/guardian will be required. Continued violations may result in escalated consequences, up to and including out-of-school suspension.

Personal Property

All items of personal property brought to school should be marked or labeled with the student's name. School is not responsible for lost or stolen personal property.

Lost and Found

This service is available to students at the school. Items not claimed will be turned over to a service organization at the end of each quarter.

Student Safety

Visitors/Guests to the Building

All visitors must sign in using the Visitor Management System at the office and wear a visitor badge. All visitors must sign out when they leave the building.

All volunteers who work in a classroom consistently throughout the school year will need to complete a background screening before being a volunteer. Once approved, approval is valid for three years. Contact the building administrative assistant for information.

Animals and Plants

People bringing animals and plants into the school must receive prior permission from the supervising teacher and the building principal. Animals, including vertebrates and invertebrates, and non toxic plants, may be brought into the classroom for education purposes. Animals and plants in the school under no circumstances are to be transported on a school bus. Teachers assume the primary responsibility for the humane, proper treatment of any animal in the classroom.

Service Animals in the Schools

Service animals are permitted in the schools and on school property in accordance with federal law. In order for the district to accommodate the health and safety of our students and staff while maintaining our educational services, programs, and activities, employees and students are encouraged to notify their building administrator prior to bringing a service animal to school for the first time. Patrons or individuals attending functions or having short term business on school property are not required to provide advance notice to school staff in order to be accompanied by a service animal on school property.

Access to school buildings will not be denied to a service animal as long as the animal is individually trained and required to do work or perform tasks for the benefit of an individual with a disability. Such work or tasks must be directly related to the individual's disability. District staff shall not be responsible to

provide care or control of a service animal, and any service animal which is out of control or is not housebroken may be excluded by district staff. For the purpose of this policy, "service animals" is not deemed to include animals provided by the school for instructional purposes or for therapy or comfort animals.

Approved:
KASB Recommendation – 1/13; 6/22

Bullying

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

1) Harming a student or staff member, whether physically or mentally;
2) Damaging a student's or staff member's property;
3) Placing a student or staff member in reasonable fear of harm to the student or staff member; or
4) Placing a student or staff member in reasonable fear of damage to the student's or staff member's property; or
5) Harming a student or staff member's social status or reputation.

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

The USD 204 Board of Education prohibits bullying in any form, including electronic means on or while using school property, in a school vehicle, or at a school sponsored activity or event. Students who have bullied others in violation of this policy may be subject to disciplinary action up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

Change of Address and Telephone Number

Whenever a change of address or a change in telephone number occurs, parents are asked to report their new address / telephone number to the school in writing or by personal phone call, or update this information in Skyward.

Emergency Drills

A written plan for emergency drills (fire drill, tornado drill, and crisis situations) is available in the office and every classroom. The drills will be explained to staff and students at the beginning of the school year. Practice drills will be conducted periodically in accordance with state statutes and USD 204 Board of Education policy.

Outdoor Play/Physical Education Exemptions

All students are expected to participate in the activities of the school day. If a health care provider has requested that students not participate in daily activities due to health reasons, parents must notify the school. Outdoor recess will be held if the outside air temperature and/or wind chill is 32 degrees (F) or greater, there is no falling precipitation and there is no heat index warning. Limited outdoor recess (5-10 minutes) will be held if the outside air temperature and/or wind chill is between 25 degrees and 31 degrees (F) and there is no falling precipitation. Indoor recess will be held if outside air temperature and/or wind chill is lower than 24 degrees (F) or there is falling precipitation.

Inclement Weather

School will be held each scheduled day if it is felt a majority of students can get to school safely. Closing school or a two hour delay is determined by the district superintendent and director of transportation. All major news stations, the USD 204 Facebook, district website, and Thrillshare announcement will be used if schools are closed. A call will also go out to all families. If bad weather develops during the school day, it is rare for students to be sent home early. However, parents are welcome to pick up their child early if this should be a situation. All school activities are canceled on days when school is not in session.

Investigation

Building administrators and others designated by the superintendent may conduct investigations and question students about infractions of school rules or the student conduct code.

Kansas School Safety Hotline To Report Threats of School Violence 1-877-626-8203

Personnel at the Salina Central Dispatch of the Kansas Highway Patrol will answer the hotline number. The dispatchers will get as much information about each situation reported as the caller wishes to relay. Upon receipt of a call, the dispatchers will notify appropriate law enforcement agencies and/or the office of the superintendent of schools, depending upon the severity of the situation.

Acts of Bullying 1-800-332-6378

Parent and Youth Resource Hotline is staffed by trained professionals and volunteers who listen to each caller's concerns and seek to provide the caller with resources that can assist them. We strive to provide connections, empower people and transform our culture to one of kindness. The Parent and Youth Resource Hotline has the capability to communicate with all non-English speaking callers. You can also text or email 1800children@kcsl.org.

National Suicide Prevention Lifeline 1-800-273-8255

The Lifeline provides 24/7, free and confidential support for people in distress, prevention and crisis resources for you or your loved ones, and best practices for professionals.

Notice of Non-Discrimination

Elementary and secondary students, parents of elementary and secondary school students, employees, applicants for admission and employment, and sources of referral of applicants for admission and employment are hereby notified that Unified School District 204 (USD 204) does not discriminate on the basis of race, color, national origin, sex, handicap/disability, age, or religion in admission or access to, or treatment or employment in, its programs and activities.

Any person having inquiries concerning USD 204's compliance with the regulation implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX

of the Education amendments of 1972 (Title IX), Section 504 of the Rehabilitation Act of 1973 (Section 504), or Title II of the Americans with Disabilities Act of 1990 (ADA) is directed to contact the District Compliance Officer Dr. Leticia Porter, Director of Finance, Compliance and Board Clerk, 913-422-5600, 2200 S. 138th St., Bonner Springs, KS 66012 porterL@usd204.net

Complaints about Discrimination

The USD 204 elementary schools, Bonner Springs Elementary, Delaware Ridge Elementary and Edwardsville Elementary, are committed to maintaining a working and learning environment free from discrimination, insult, intimidation, or harassment due to race, color, religion, sex, age, national origin, or disability. Any incident of discrimination including acts of harassment shall promptly be reported for investigation and corrective action by the building principal or district compliance coordinator. Any student or employee who engages in discriminatory conduct shall be subject to disciplinary action, up to and including termination from employment or expulsion from school. Discrimination against any student on the basis of race, color, national origin, sex, disability or religion in the admission or access to, or treatment in the district's programs and activities is prohibited in compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990.

Any student who believes that he or she has been discriminated against may file a complaint with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of discrimination or harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the report shall be made to the district compliance coordinator. Any student complaint of discrimination shall be resolved under the district's discrimination complaint procedures (Board of Education policy KN). Students or parents who have a complaint should come to the school and complete the *"USD 204 Complaint of Discrimination Form"* on file in the school office or on the USD204 website.

The Standard Response Protocol (SRP)

Student Safety

A critical component to a safe school is a uniform classroom response to an incident at school. Weather events, fires, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by school and district administration and staff.

SRP is Action Based

The Standard Response Protocol (SRP) is based not on individual scenarios but on the response to any given scenario. Like the Incident Command System (ICS), SRP demands a specific vocabulary but also allows for great flexibility. The premise is simple - there are four specific actions that can be performed during an incident. When communicating these actions, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders.

- **Secure Campus** is followed by the Directive: "Secure the Perimeter" and is the protocol used to safeguard students and staff within the building.
- **Lockdown** is followed by "Locks, Lights, Out of Sight" and is the protocol used to secure individual rooms and keep students quiet and in place.
- **Evacuate** is always followed by a location, and is used to move students and staff from one location to a different location in or out of the building.
- **Shelter** is always followed by a type and a method and is the protocol for group and self-protection.

Student Discipline

Students are subject to disciplinary action for misconduct at the administration's discretion.

Dress Code

Students should come to school dressed for the activities of the school day. During inclement weather, please send your child with the appropriate clothing (coat, hat, gloves). Students need to wear tennis shoes or rubber soled shoes on days that they have PE. As a guideline, the following are not allowed: hats/head coverings, unless worn for a religious purpose, clothing that contains vulgar, inappropriate or negative language/picture, images and writing that is inconsistent with the school district's Human Sexuality, Weapons, Drug and Alcohol Policy, and skate/roller/wheelie shoes. All clothing needs to cover undergarments.

Narcotics, Alcoholic Beverages, Drugs, Controlled Substances and Vaping

A student shall not knowingly possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, any controlled substance, alcoholic beverage, smoking and/or vaping, or intoxicants of any kind:

1. On the school grounds during, before or after school hours;
2. On school grounds at any other time when the school is being used by any school personnel or school group;
3. Off the school grounds at a school activity, function or event; or
4. On a school bus

Use of a drug authorized by a medical prescription (for prescribed person and prescribed quantity) from a registered physician shall not be considered a violation of this rule.

*Violation of any of this regulation may result in automatic ten- (10) day suspension with a hearing to determine long-term suspension or expulsion.

Repeated School Violations

A student shall not fail to comply with a reasonable request of school personnel during any period of time when he/she is properly under the authority of school personnel.

*Violation of any provision of this behavior code may result in suspension and/or expulsion.

School Behavior Code

A student shall not use any conduct intentionally to cause the substantial and material disruption or obstruction of any lawful function of the school. Neither shall he/she urge other students to engage in such conduct for the purpose of causing a disruption or obstruction of any lawful function of the school.

Unacceptable conduct shall include, but not be limited to:

1. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use;
2. Blocking the entrance or exit of any school building or corridor or room therein with intent to deprive others of lawful access to and from, or use of, the building corridor or room;
3. Setting fire to or damaging any school building or property;
4. Preventing or attempting to prevent by physical act the convening or continued functioning of any school, class, or activity or of any lawful meeting or assembly on the school campus;
5. Preventing students from attending a class or school activity;
6. Continuously and intentionally making noise or acting in any manner so as to interfere with the teacher's ability to conduct class.

A student shall not intentionally cause or attempt to cause damage to private or school property or attempt to steal private or school property either on the school grounds or during a school activity.

*Violation of any of this regulation may result in suspension or expulsion.

Student Substance Abuse

No student may use, possess, sell, or distribute alcohol, marijuana, or any illegal drug (those substances labeled as Class I, II, III, and IV by the federal government or labeled by applicable Kansas and local statutes) while at school or while under the jurisdiction of the school.

Each violation of this rule shall result in the following:

1. Notification of the student's parents/ guardians and a call to the local law enforcement agency.

2. Referral to an outside agency for intervention.
3. Any disciplinary actions as outlined by the written building discipline policy.

Repeated violations shall result in graduated consequences which include effects on the eligibility of the student in any school-related activity, as well as consideration of expulsion at any point.

*Violation of any of this regulation may result in suspension or expulsion.

Suspension or Expulsion

The following are grounds for suspension or expulsion:

1. Willful and/or continued violation of (a) any of the provisions of this handbook or (b) any other published regulation for student conduct adopted by the Board of Education, or (c) violation of written contracts or agreements, or
2. Conduct which substantially disrupts, impedes, or interferes with the operation of any public school, or
3. Conduct which endangers the safety of others or which substantially impinges upon or invades the rights of others at school, on school property, or at a school supervised activity, or
4. Conduct which, if the pupil is an adult, constitutes the commission of a felony, or if the pupil is a juvenile, would constitute the commission of a felony if committed by an adult, or
5. Conduct at school, on school property, or at a school supervised activity which, if the pupil is an adult, constitutes the commission of a misdemeanor, or if the pupil is a juvenile, would constitute the commission of a misdemeanor if committed by an adult, or
6. Disobedience of an order of a teacher, peace officer, school security officer, disruption or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others.

Use of Trained Dogs to Search

At the request of the administration, law enforcement officers or licensed private agencies may use trained dogs on school premises to identify student property

which may contain illegal or illicit materials and to determine whether materials are present which may threaten the general health, welfare, and safety of students and/or district employees. The dogs may be used for search purposes to check lockers, vehicles on school property, and other suspected locations.

Searches of Property (See JCABB) JCABB

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

Verbal Abuse or Physical Assault on School Employee, Student, or Visitor

A student shall not intentionally cause or attempt to cause physical injury or behave verbally in such a way that could reasonably injure a school employee, student, or visitor:

1. On the school grounds during, before, or after school hours;
2. On the school grounds at any other time when the school is being used by any school personnel or school group;
3. Off the school grounds at a school activity, function, or event; or
4. On a school bus

Neither self-defense nor action undertaken on the reasonable belief that it was necessary to protect some other person is to be considered an intentional act under this rule.

*Violation of any of this regulation may result in suspension or expulsion.

Weapons

It is a crime for any person to possess a weapon, destructive device, or facsimile of a weapon at school or on school property. Students may not possess, handle or transmit any object that can reasonably be considered a weapon on school property or while attending any school sponsored activity. Any object that can reasonably be considered a weapon shall be deemed as such. This includes, but is not limited to chains, studded collars or wristbands, guns, knives, explosive devices, throwing stars, bludgeons, metal knuckles, electrical devices which are

intended to shock, debilitate or impair, and poison gas. A gun shall be defined as any weapon, which will, or is designed to, or may be readily converted to expel a projectile by the action of any explosion, compressed gas, a spring, or other propellant. A knife shall be defined according to state statutes (K.S.A. 12-16,134) simply as "a cutting instrument and includes a sharpened or pointed blade". If a student violates this policy they will be subject to the following:

1. Possession of a weapon, destructive device or facsimile of a weapon by a student shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement be modified on a case by case basis. Violation of any of this regulation shall result in automatic ten- (10) day suspension with a hearing to determine long-term suspension or expulsion. Expulsion hearings shall be conducted by the superintendent or his or her designee.
2. Students violating this policy shall be referred to the proper law enforcement agency (ies) and if a juvenile, to DCF or the Commissioner of Juvenile Justice for criminal prosecution.

Level One Discipline Referrals

Note: *(the classroom teacher will assign appropriate classroom consequences and contact parents prior to referring a student to the office)*

- Academic Dishonesty
- Gang graffiti and symbols
- Disrespect of Authority
- Disruptive Behavior
- Profanity
- PDA (public display of affection)
- Failure to serve office detention
- Failure to comply with the instruction of staff member
- Use of distracting technology
- Violation of computer use policy

Offense Number Recommended Consequence

First Referral	Conference with administrator and/or office detention
Second Referral	1 Office Detention
Third Referral	1-2 Days of ISS
Fourth Referral	2-3 Days of ISS

Fifth Referral	1-2 Days of OSS
Sixth Referral	2-3 Days of OSS
Seventh Referral	3-5 Days of OSS
Eighth Referral	Recommendation for Long Term Suspension/Expulsion

Level Two Discipline Referrals

(Police may be notified for level two referrals)

- Insubordination
- Behavior that compromises an orderly environment
- Instigating or videotaping a fight
- Petty Theft
- Hazing/Harassment
- Bullying/Cyberbullying
- Non-Violent Sexual Activity
- Destruction/Defacing of School Property
- Profanity directed at another individual
- Disruptive behavior in an academic setting
- AWOL (Skipping Class)

Offense Number Recommended Consequence

First Referral	1-2 Days of ISS
Second Referral	2-3 Days of ISS
Third Referral	1-3 Days of OSS
Fourth Referral	3-5 Days of OSS
Fifth Referral	10 Day OSS
	Recommendation for Long Term Suspension or Expulsion

Level Three Discipline Referrals

(Police may be notified for level three referrals)

- Tobacco violations including electronic cigarettes
- Fighting/Violence directed at another individual
- Gang Activity
- Behavior that Compromises Safety
- Destruction of Property/Vandalism under $1,000.00
- Profanity Directed at a Staff Member

- ❖ Theft

Offense Number Consequence

First Referral 3-5 Days OSS

Second Referral 10 Day OSS

Recommendation for Long-Term Suspension/Expulsion

Level Four Discipline Referrals

(Police may be notified for level four referrals)

- ❖ Drugs/ Drug Paraphernalia Violation
- ❖ Assault or Battery
- ❖ Destruction of Property/Vandalism over $1,000.00
- ❖ Alcohol Violation
- ❖ High Level Threat to another person or persons
- ❖ Possession of Weapon
- ❖ Burglary

Offense Number Recommended Consequence

First Referral 10 Day OSS

Recommendation for Long-Term uspension/Expulsion

Technology

USD 204 Acceptable Use Policy

Purpose

USD 204 is committed to creating a digital environment to provide equitable access to technology that will aid our students in becoming self-directed learners, collaborative team players, and information producers as well as information consumers. Providing students and staff with a digital learning environment is part of the USD 204 core values.

Agreement for Acceptable Use of the Electronic Internet Communications System(AUP)

Students may be given access to the District's wireless internet. This educational opportunity comes with responsibility. Inappropriate system use will result in the loss of the privilege.

***The school district is not responsible for any devices (lost, stolen or damaged).**

RULES FOR APPROPRIATE USE: Personal or School-Owned Equipment

• Students will be assigned an individual account and are responsible for not sharing the password for that account with others.
• The account is to be used for identified educational purposes.
• Students will be held responsible at all times for the proper use of this account, and the District may suspend or revoke access if the student violates the rules.
• Students will be held responsible for any postings to a social networking site that would "materially disrupt classwork, involve substantial disorder, or interfere with the rights of others." [Tinker, 393 U.S. at 506.]

INAPPROPRIATE USE: Personal or School-Owned Equipment

• Using the system for any illegal purpose.
• Logging into someone else's account.
• Encrypting communications to avoid security review.
• Posting personal information about one's self or others (such as addresses and phone numbers).
• Disabling, bypassing, or attempting to disable any Internet filtering device.
• Downloading or utilizing copyrighted information without permission from the copyright holder, except for educational purposes.
• Intentionally introducing a virus to the computer system.
• Downloading public domain programs to the system without permission.
• Gaining unauthorized access to restricted information or resources.
• Posting messages, accessing, or possessing materials that are abusive, obscene, sexually oriented, or threatening. This prohibition applies to conduct off school property if it results in a substantial disruption to the educational environment.

• Purposefully taking, disseminating, transferring, or sharing abusive, obscene, lewd, sexually-oriented, threatening, harassing, or otherwise illegal images or photographs that may be damaging to another's reputation.

CONSEQUENCES FOR INAPPROPRIATE USE

• Suspension of access to the system; or
• Other disciplinary or legal action, in accordance with the USD 204 Student Code of Conduct and applicable laws; or
• Revocation of the computer system account.

These are the laws and policies that help to protect our students online:

Child Internet Protection Act (CIPA)

The School is required by CIPA to have technology measures and policies in place that protect students from harmful materials including those that are obscene and pornographic. This means that student e-mail is filtered. Mail containing harmful content from inappropriate sites will be blocked.
CIPA - https://www.fcc.gov/consumers/guides/childrens-internet-protection-act

Children's Online Privacy Protection Act (COPPA)

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, Google advertising is turned off for Apps for Education users. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.
COPPA - https://www.ftc.gov/legal-library/browse/rules/childrens-online-privacy-protection-rule-coppa

USD 204 Acceptable Use Parent/Guardian Contract

Any student who will use a school must work in accordance with this agreement on USD 204 property, and must read and sign this contract electronically.
1. Students in USD 204 will not be allowed to bring personally-owned electronic devices for use during the school day.

2. The student is responsible for the proper care of personal technology devices, including all maintenance and repair, replacement or modifications, and software updates necessary to effectively use the device.
3. Violations may result in the loss of privilege to use personal or school-owned technology, and/or disciplinary and legal action, as appropriate.
4. The student must comply with the teacher's request to refrain from using a device, verify/display the authentication login screen, or to power down (turn off) the device.
5. The student may **not** use any devices to record, transmit or post photos or videos of a person. Images, video, and audio files recorded at school or on any school property may not be transmitted or posted at any time without the expressed permission of a district staff member.
6. All users are required to utilize the District's secured wireless network to access the Internet.

Use of Artificial Intelligence

No approved AI application used shall collect, store, or transmit personally identifiable information without appropriate authorization and vendor safeguards. The entire policy can be found here in Policy I.

Emergency Safety Intervention

Definitions Emergency Safety Interventions GAAF

Emergency Safety Interventions GAAF (See GAO, JRB, JQ, and KN)
The board of education is committed to limiting the use of Emergency Safety Intervention ("ESI"), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student's conduct necessitates the use of an emergency safety intervention as defined below. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.
This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school's code of conduct, school safety plan, or student handbook. Notice of the online availability of this policy shall be provided to parents during enrollment each year.

Definitions

“Area of purposeful isolation” means any separate space, regardless of any other use of that space, other than an open hallway or similarly open environment.

“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:

- a natural parent;
- an adoptive parent;
- a person acting as a parent as defined in K.S.A. 72-3122(d)(2), and amendments thereto;
- a legal guardian;
- an education advocate for a student with an exceptionality;
- a foster parent, unless the student is a child with an exceptionality; or
- 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.

"Purposefully isolate" when used regarding a student, means that school personnel are not meaningfully engaging with the student to provide instruction and any one of the following occurs:

1. Removal of the student from the learning environment by school personnel;
2. Separation of the student from all or most peers and adults in the learning environment by school personnel; or
3. Placement of the student within an area of purposeful isolation by school personnel.

"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 for any reason other than for in-school suspension, detention, or any other appropriate disciplinary measure in a location where both of the following conditions are met:

· School personnel purposefully isolate the student; and
· The student is prevented from leaving or has reason to believe that the student will be prevented from leaving the area of purposeful isolation.

"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:

Emergency Safety Interventions GAAF-3

· Using face-down (prone) physical restraint;
· Using face-up (supine) physical restraint;
· Using physical restraint that obstructs the student's airway;
· Using physical restraint that impacts a student's primary mode of communication;

· Using chemical restraint, except as prescribed treatments for a student's medical or psychiatric condition by a person appropriately licensed to issue such treatments; and
· Use of mechanical restraint, except:
    o Protective or stabilizing devices required by law or used in accordance with an order from a person appropriately licensed to issue the order for the device;
    o Any device used by a certified law enforcement officer to carry out law enforcement duties; or
    o Seatbelts and other safety equipment when used to secure students during transportation.

Use of Emergency Safety Interventions

ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to students or others with the present ability to affect 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 shall 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. In spite of 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.

Emergency Safety Interventions GAAF-4

Use of Seclusion

When a student is placed in seclusion, a school employee shall see and hear the student at all times. The presence of another person in the area of purposeful isolation or observing the student from outside the area of purposeful isolation shall not create an exemption from otherwise reporting the incident as seclusion. When a student is placed in or otherwise directed to an area of purposeful isolation, the student shall have reason to believe that the student is prevented from leaving. If the area of purposeful isolation is equipped with a locking door designed to prevent a student from leaving the area of purposeful isolation, the door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the area of purposeful isolation, or in case of emergency, such as fire or severe weather.

An area of purposeful isolation shall be a safe place with proportional and similar characteristics as those of rooms where students frequent. Such area 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:

Emergency Safety Interventions GAAF-5

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:

· A copy of this policy which indicates when ESI can be used;
· a flyer on the parent's rights;
· 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

· 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.

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Documentation of ESI Incidents

Except as specified above with regard to law enforcement or school resource officer use of emergency safety interventions, each building shall maintain documentation any time ESI is used with a student. The documentation shall include all of the following:

· Date and time of the ESI,
· Type of ESI,
· Length of time the ESI was used,
· School personnel who participated in or supervised the ESI,

· Whether the student had an individualized education program at the time of the incident,

· Whether the student had a section 504 plan at the time of the incident, and

· Whether the student had a behavior intervention plan at the time of the incident.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent or the superintendent's designee on at least a biannual basis. At least once per school year, each building principal or designee shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

Reporting Data

District administration shall report ESI data to the state department of education as required.

Parent Right to Meeting on ESI Use

After each incident, a parent may request a meeting with the school to discuss and debrief the incident. A parent may request such meeting verbally, in writing, or by electronic means. A school shall hold a meeting requested under this subsection within 10 school days of the parent's request. The focus of any such meeting shall be to discuss proactive ways to prevent the need for emergency safety interventions and to reduce incidents in the future.

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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.

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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:
KASB Recommendation – 6/13; 12/13; 6/15; 6/16; 6/18; 12/18; 6/23