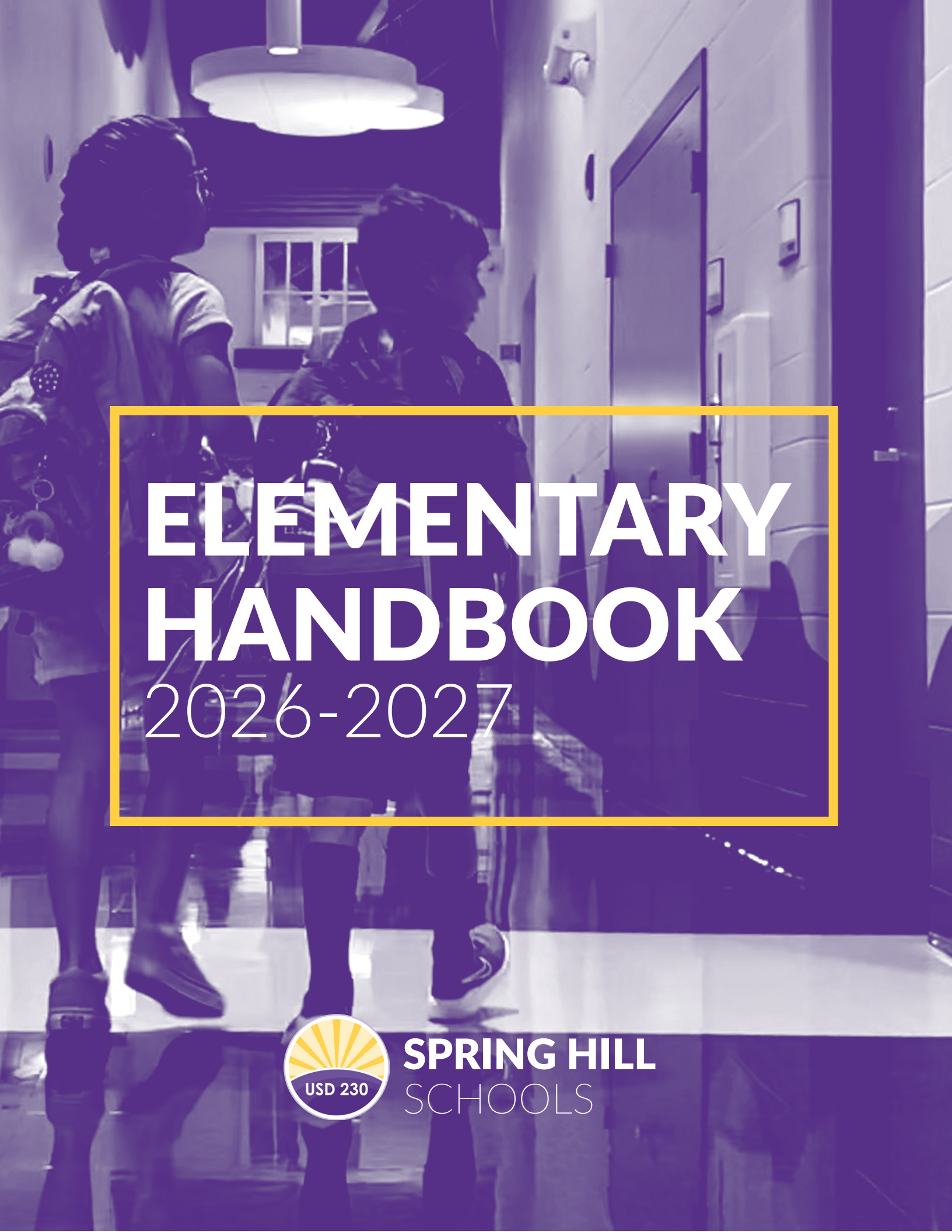

ELEMENTARY HANDBOOK

2026-2027

USD 230

SPRING HILL SCHOOLS

SPRING HILL SCHOOLS

VISION

Maintain small-town values and empower each student to achieve world-class success.

MISSION

To be a school district that engages students to learn, create, adapt and succeed in an ever-changing world.

HANDBOOK DISCLAIMER

While this handbook will cover a variety of topics, it is not meant to be an "all-encompassing document." Administrators are given the flexibility to work with situations that may not be specifically covered here. District policies and procedures are subject to change and we will work to provide timely notice of all changes.

DEVELOPING & ADOPTING POLICY

BOE POLICY BDA

The board shall adopt all new policies and delete or modify existing policies. Board policies, rules and regulations may be amended at any board meeting by a majority vote of the board. All handbooks shall be approved by the board and adopted, by reference, as a part of these policies and rules.

District Administrative Center
17640 W 199th Street
Spring Hill, KS 66083
(913) 592-7200

Dayton Creek Elementary
21120 W 188th Terrace
Spring Hill, KS 66083
(913) 592-7266

Prairie Creek Elementary
17077 W 165th Street
Olathe, KS 66062
(913) 592-7255

Spring Hill Elementary
300 S Webster Street
Spring Hill, KS 66083
(913) 592-7277

Timber Sage Elementary
15800 W 173rd Terrace
Olathe, KS 66062
(913) 592-7244

Wolf Creek Elementary
19250 Ridgeview Road
Spring Hill, KS 66083
(913) 592-7233

SCHOOL HOURS

7:30 AM	Office opens
7:40 AM	Earliest doors are open for students, breakfast begins
8:00 AM	Tardy bell - school begins
3:10 PM	Dismissal of students

PLC-TIME HOURS

7:40 AM - 9:00AM	PLC
7:40 AM - 8:00AM	YMCA drop-off
8:40 AM	Breakfast
8:40 AM - 9:00AM	Drop-off
9:00 AM	School start

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ACADEMICS

ACADEMIC HONESTY

Academic honesty refers to demonstrating and upholding the highest integrity and honesty in all the academic work that you do.

Cheating and plagiarism are common forms of academic dishonesty and subject to disciplinary action.

Cheating: Inappropriate means of completing, or helping another student complete, school work. This includes working on a shared digital document without teacher permission.

Plagiarism: Misrepresenting another's work as one's own, whether it is another person's ideas, words (including translators), lyrics, or images from a print source or the Internet.

GRADING SYSTEM, GRADES K-2

BOE Policy IHA

E (90 - 100%)	Consistently excels at or above grade level standard
S (80 - 89%)	Generally performs at grade level standard
W (70 - 79%)	Working toward grade level standard
N (60 - 69%)	Not making adequate progress toward grade level standard

GRADING SYSTEM, GRADES 3-5

BOE Policy IHA

A (90 - 100%)	Consistently excels at or above grade level standard
B (80 - 89%)	Generally performs at grade level standard
C (70 - 79%)	Working toward grade level standard
D (60 - 69%)	Not making adequate progress toward grade level standard
F (59% or below)	No progress noted

GUIDANCE AND COUNSELING

BOE Policy IDAB

The guidance program is designed to meet the needs, interests, and abilities of all students.

School counselors are available to assist students with their academic programs and needs.

School counselors are also available to assist students in understanding themselves, understanding their capabilities and limitations, identifying alternative courses of action, and making appropriate personal decisions.

HOMEWORK

BOE Policy IHB

Homework shall be assigned as needed to support lessons introduced in the classroom.

Students should complete assigned work on time and to the best of their ability, assume responsibility for making up work when absent, communicate with the teacher regarding difficulties, and manage school and out-of-school activities to allow for successful completion of homework.

Parents should establish an appropriate time and place to complete homework, provide an appropriate physical and psychological climate to complete homework, help monitor–but not complete–the student's homework, and initiate communication with the teacher when concerns arise.

LIBRARY MEDIA CENTER

Students are encouraged to make use of the library media center.

A student must have permission from his/her teacher to use the library during the school day. That may be communicated in the form of a pass or email.

Each student is to follow standards of behavior that will allow other students to pursue their academic or recreational reading free from distractions. A student may be suspended from the library for unacceptable behavior upon the recommendation of library personnel and approval of administration.

Guidelines for borrowing materials are established by the library media specialist. The student borrowing materials will be responsible

for returning it on time and in good condition. Students with overdue materials may have their borrowing privileges restricted or revoked.

For lost or damaged library materials, the replacement cost will be charged to the borrower. The loss/damage should be reported to library staff immediately.

MAKE-UP WORK
BOE Policies IHEA, JBD

It is the student's responsibility to obtain make-up assignments from teachers following an excused or unexcused absence.

The student will have two days for each day's excused absence to make up work, up to one week's absence.

The district reserves the right to determine whether or not credit will be granted for make-up work resulting from unexcused absences or absences due to suspension or expulsion.

In the case of absences exceeding one week, school administration will determine the amount of time allowed to make up all missed assignments.

PHYSICAL EDUCATION
Attendance is required for all grades in physical education class. Appropriate clothing and tennis shoes are required.

SPECIAL SERVICES
BOE Policy IDAA

In addition to the basic educational program, the district provides programs to meet special needs for students who meet the qualifications.

Please contact your student's teacher or building administrators for additional information about special services.

STUDENT RECOGNITION
Student recognition programs will vary by school.

ACTIVITIES & ATHLETICS

BIRTHDAY/INVITATIONS

Please do not distribute any social invitations at school. If you wish to send treats to everyone in the classroom, treats must be store bought and checked by the nurse before going to the classroom. Please notify the teacher on the date treats are being sent.

CLASSROOM PARTIES

Parents should check with the classroom teacher before sending treats to the classroom. All treats must first go to the office and be checked by the school nurse before being taken to the class. We appreciate parents who volunteer to assist with classroom parties, if you plan to attend parties please make other arrangements for younger siblings.

FIELD TRIPS

BOE Policy IFCB

Class field trips from school require parent permission. Field trip permission forms will be sent home with students in advance of the date of the trip. The form must include the nature of the trip, departure time, expected return time, name of sponsor(s), and mode of travel. All students are required to ride the bus to and from the field trip, unless a parent/legal guardian who is attending the field trip signs their student out with the designated teacher before leaving the field trip location. This helps us ensure that all students are accounted for before departing. Parents or legal guardians who plan to take their student home directly from the field trip should provide written communication to the school, preferably 24 hours in advance. A student may not accompany his/her class if the school does not receive a permission form.

Students must not be under suspension, expulsion restrictions, and/or have no outstanding detention time to serve in order to attend field trips.

FIELD TRIP PARENT VOLUNTEERS

Parent volunteers may be needed to help supervise trips. Please be advised that only parents or legal guardians will be allowed to attend field trips with the school. This policy was put in place in response to growing safety concerns and the increased number of non-parent attendees on field trips (family friends, neighbors, cousins, aunts, uncles, high school brothers and sisters, etc.).

It is not uncommon to have a limited amount of parent volunteer spots available for these field trips. In many cases, parents will need to provide their own transportation. Younger siblings may not accompany parents on these trips since it distracts from the supervision required to make the trip a success.

FLOWERS, GIFTS, RESTAURANT DELIVERIES AND MESSAGES

We ask that no flowers, gifts, restaurant deliveries (DoorDash, Grubhub, Uber Eats), etc. be delivered to the school to avoid disruption to the educational process. If such an item is delivered, the item will be held in the office until the end of the school day. The school will not be responsible for ensuring delivery/pickup of items to individuals.

Messages from parents will be delivered to students as soon as they are received in the office. Office staff will not take messages from individuals other than parents/guardians unless it is an emergency.

Students will not be called out of class to receive messages or items they have forgotten at home unless the office feels it's an emergency.

FUNDRAISERS

Fundraisers supported by the district must have a district school, club, or organization as the direct benefactor of the fundraiser. If a student organization or class is participating in a charitable fundraiser, it must align with the mission of the organization or class.

PARENT TEACHER ORGANIZATION

Each school has a Parent Teacher Organization (PTO). These organizations are separate entities and are not affiliated with school district operations. Contact your school office or visit the school website to get contact information for the school PTO.

SCHOOL SITE COUNCIL
BOE Policy IB

Each school has a School Site Council (SSC). Each council is responsible for providing advice and counsel for evaluating state, school district, and school site performance goals and objectives and in recommending methods, which may be employed at the school site, to meet these goals and objectives.

The membership of each council includes, at a minimum, the building principal, and representatives of: teachers and other school personnel, parents of students attending the school, the business community, and community leaders.

STUDENT COUNCIL
BOE Policy JHC

Your Student Council provides for student activities; serves as a training experience for both leaders and followers; promotes the common good; gives students a share in the management of the school; develops high ideals of personal conduct; acts as a clearing house for student activities; seeks to interest students in school affairs and helps solve problems that may arise. Members of the Council are your representatives and have direct access to the school administration.

ATTENDANCE & ENROLLMENT

ATTENDANCE
BOE Policies JB, JBD

Daily attendance records are maintained for each student in each school. A cumulative attendance record for each student is also maintained. The attendance record will indicate if the absence is excused or unexcused.

The following are considered to be excused absences:

- Personal illness verified by a parent and approved by the principal. When a student is absent three or more consecutive days, a doctor's note may be required to re-enter. Extended illness verified by a doctor can be considered excused at the discretion of the administration
- Medical appointments verified by a signed appointment card or a doctor's written statement and approved by the principal
- Trips with a student's own parents verified by a parent and approved in advance by the principal
- Unusual, unforeseen, or emergency circumstances as verified by a parent and approved by the administration
- Parent's prior formal written request for absence of a student and approved by the administration
- Family Bereavement
- Religious observance
- Administrative prerogative
- Participation in a district approved or school sponsored activity

Any absence that does not meet the above criteria will be considered unexcused.

Parents/guardians are expected to call the school at the beginning of any absence and inform school personnel of the reason for and anticipated length of the absence.

Parents are allowed to excuse five absences per semester. Any additional absences will require a doctor's note or approval of the building principal.

A student with an attendance rate below 95% may be at risk for not meeting grade level academic expectations for the year.

ENROLLMENT
BOE Policy JBC

All students enrolling in the district for the first time must provide parent/guardian identification, proof of residency, student birth certificate, immunization records, a current physical, and school records (transfer students only).

Resident students attend school buildings according to school boundaries as set by the Board of Education. A "resident student" is any child who has attained the age of eligibility for school attendance and (1) lives with a parent or a person acting as a parent who is a resident of the district; (2) lives in the district as a result of placement by a district court or the Kansas secretary for child and families; or (3) is "homeless" as defined by Kansas law

For purposes of this policy, "parent" means the natural parents, adoptive parents, step-parents and foster parents. For purposes of this policy, "person acting as a parent" means a guardian or conservator, a person liable by law to maintain, care for or support the child, a person who has actual care and control of the child and contributes the major portion of the cost of support of the child or a person who has actual care and control of the child with written consent of a person who has legal custody of the child or person who has been granted custody of a child by a court of competent jurisdiction.

A student may be enrolled in only one district school at a time. Accordingly, a student may not be simultaneously enrolled as a student at both a USD 230 elementary school (DCES, PCES, SHES, TSES, or WCES) and Kansas Virtual Academy and must select one school for enrollment.

ENROLLMENT FEES
BOE Policy JS

District enrollment fees are annually reviewed and approved by the Board of Education. Once approved, district enrollment fees are posted to the district website.

Enrollment fees will be reduced for students starting after the first day of school in August. No full refunds will be made. Refunds for students withdrawing from school will be made upon request for quarters the student will not be in attendance. No refunds will be made after April 1.

Students who owe fees or have not returned

school property due may not receive grade reports or diplomas until accounts are settled.

LEAVING THE BUILDING

Students will not be permitted to leave school grounds during the school day unless permission has been received from the school office. Anyone calling for a student should report to the office to sign them out.

When returning to school, students must be escorted to the main office by a parent/guardian.

Please make every effort to arrange appointments outside of school hours. We encourage all students to be present for every minute of the school day. Dismissal is at 3:10 p.m. daily.

TARDY

Admission to class following tardiness to school requires that students check in at the front office when they arrive any time after the start of the school day. Students who arrive after school begins must be escorted to the main office by a parent/guardian.

Tardies due to unusual, unforeseen, or emergency situations as verified by a parent and approved by the administration will be excused.

When a student arrives late to school after a medical appointment, he/she will not be counted tardy if he/she has a note on the doctor's letterhead (or prescription pad paper) verifying the date and time of the appointment. Please make every attempt to schedule appointments in such a way that students do not consistently miss the same class.

Five unexcused tardies of 30 minutes or more or ten unexcused tardies of 10 minutes or more may result in an unexcused absence.

If a student continues to accumulate excessive tardies, administration may require a doctor's note for each tardy (without a doctor's note each tardy will be considered unexcused).

TRUANCY

BOE Policy JBE

Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first.

School year means the period from July 1 to June 30. Students who are absent without a valid excuse for a significant part of any school day are considered truant.

The building principal or other district administrator will report students who are inexcusably absent from school to the appropriate authority. Prior to reporting to either Kansas Department of Children and Families (if the student is under 13) or the county or district attorney (if the student is 13 or more years of age but less than 18 years of age), a letter will be sent to the student's parent(s) or guardian notifying them that the student's failure to attend school without a valid excuse resulted in the student being reported truant.

WITHDRAWAL PROCEDURE

When a student is withdrawing from the school district, the school district requires a formal records request from the student's new school district. A formal checkout must occur before any records will be sent.

CODE OF CONDUCT

STUDENT CONDUCT
BOE Policy JCD

An appropriate atmosphere for learning requires that students act in a safe and responsible manner. Respect for the rights of others is central to the maintenance of such an atmosphere.

Any acts that interfere with the learning process or infringe upon the rights of fellow students and/or members of the staff will not be tolerated on school grounds or at any school activity.

Some student acts may be referred to law enforcement personnel.

ALCOHOL AND DRUG-FREE SCHOOLS
BOE Policy JDDA

Students shall not unlawfully manufacture, sell, distribute, dispense, possess or use illicit drugs, controlled substances or alcoholic beverages at school or on school district property, or at any school activity.

Any student who is reasonably suspected of consuming illicit drugs, controlled substances, and/or alcoholic beverages before entering any school grounds or attendance center, at any school-sponsored activity off school grounds or traveling to and from any school-sponsored activity, shall be refused entrance and admission and may be subject to discipline up to and including suspension or expulsion.

Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to detention, in-school suspension, out-of-school suspension, long-term suspension, and/or expulsion.

BULLYING
BOE Policy JDDC

The Board of Education prohibits bullying in any form, by any student, staff member, or parent, towards a student or a staff member, on or while using school property, in a school vehicle, or at a school-sponsored activity or event.

Kansas anti-bullying laws include the following definition of bullying:

"Bullying" means:

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

(i) Harming a student or staff member, whether physically or mentally;

(ii) damaging a student's or staff member's property;

(iii) placing a student or staff member in reasonable fear of harm to the student or staff member; or

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

(B) cyberbullying; or

(C) any other form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to this section or subsection (e) of K.S.A. 72-8205, and amendments thereto.

Kan. Stat. Ann. § 72-6147 (2013)

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

COMPLAINTS AND GRIEVANCES
BOE Policy KN

Any complaint received should be reduced to writing and reported to administration for study, investigation and possible resolution. Whenever possible, complaints should be resolved at the lowest possible administrative level. All other complaints will be investigated by the superintendent or his designee.

All students, parents, visitors, community members, contractors, and others should immediately report any conduct that could constitute discrimination, harassment, or retaliation to the Compliance Coordinator (Dr. Joshua Robinson, Assistant Superintendent of Schools), or to any District employee with whom they are comfortable discussing the conduct.

DISCIPLINE

Parents, teachers, and administrators have the responsibility to protect the rights of students, while maintaining an educational atmosphere conducive to the teaching and learning process. We expect all students to behave appropriately at school.

When students make choices that violate the code of conduct, disciplinary action may be necessary.

For all rule violations, administrators reserve the right to exercise professional judgment in dealing with individual disciplinary situations. Administrators reserve the right to speak with the students, without parent consent, about rule violations.

DISCRIMINATION

BOE Policy AC

The District is committed to maintaining an educational environment and workplace that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities, and facilities. The District will provide equal opportunity in all areas of education, recruiting, hiring, retention, promotion, and contracted service.

The District strictly prohibits discrimination and harassment against students, employees, or others on the basis of race, color, ethnicity, national origin, religion, sex/gender (to include orientation, identity or expression), age, disability, genetic information or any other basis prohibited by law.

Any form of discrimination or harassment toward any person associated with the District, regardless of where the conduct occurs, is a violation of this policy. The District also strictly prohibits retaliatory actions against those who engage in protected activities.

DRESS CODE

BOE Policy JCDB

The Spring Hill dress and grooming code is the responsibility of the parents, student and school system. Since all three are interested in the best quality education that can possibly be offered to our youth, it should be a joint effort.

The general atmosphere of the school must be conducive to learning. Students are expected to use good judgment in determining dress for school.

If a student's general appearance attracts undue attention to the extent that it becomes a disruptive factor in the school, a building administrator will ask the student to make the necessary changes. Failure to comply may be grounds for suspension.

Unacceptable clothing includes anything revealing and/or shirts or other clothing with advertising or slogans of questionable reference.

ELECTRONIC DEVICES

Students are prohibited from using personal electronic devices during the school day while on district-owned or operated property. All devices must be powered off and securely stored in an inaccessible location during the school day. Students who choose to leave devices in their vehicles do so at their own risk, as the school is not responsible for items that are lost, stolen, or damaged. Failure to comply with this policy will result in disciplinary consequences in accordance with the following procedures:

- **1st offense:** School Personnel will confiscate the electronic device and store said device until the end of the school day. A parent or guardian will be notified. Students will be able to retrieve their device at the end of the school day.
- **2nd offense:** School personnel will confiscate the electronic device and store said device until the end of the school day. A parent or guardian will be notified and will be required to retrieve the device from the school. The student will be issued a detention.
- **3rd offense:** School personnel will confiscate the electronic device and store said device until the end of the school day. A parent or guardian will be notified and will be required to retrieve the device from the school. The student will be issued an in-school suspension (ISS).
- **4th offense:** School personnel will confiscate the electronic device and store said device until the end of the school day. A parent or guardian will be notified and will be required to retrieve the device from the school. The student will be issued an out of school

suspension (OSS).

Examples of electronic devices include, but are not limited to, cell phones, smart watches, smart devices, e-readers, portable audio players, earbuds, etc. Parents/guardians may contact their student(s) during the school day by calling the main office phone number. Parents/guardians may request a storage option for their student's electronic devices by contacting school administration.

HAZING/INTIMIDATION/MENACING

The board is committed to providing a positive and productive learning and working environment. Hazing, intimidation, or menacing is strictly prohibited.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion.

Publishing/posting images or messages recorded at school or a school event to social media that causes a disruption of the school learning environment, as determined by the school administration, will fall under the school's progressive discipline policies. Such recordings may include, but not be limited to, still images, text messages, video recordings, and/or voice recordings.

NUISANCE ITEMS

No nuisance items are to be in the possession of students on the school premises. This includes fireworks, water guns, balloons, animals or parts of animals, noisemakers, pocket knives, puzzle cubes, or any other item not required in the course of the program.

Nuisance items taken from students will be kept in the office until the end of the school day.

After the second offense and every time thereafter, parents are required to come to school to pick up the nuisance item.

The school is not responsible for lost or stolen nuisance items.

PERSONAL ITEMS & LOST AND FOUND

Students are responsible for all personal belongings brought to school, including but not limited to clothing (hats, gloves, coats, jackets, sweaters), water bottles, toys, electronic devices, and other personal items. The school is not responsible for lost, stolen, or damaged personal items.

To help prevent loss, families are encouraged to label all clothing and personal belongings with the student's name. Any items of significant value should be kept at home.

Unclaimed clothing items and other personal belongings will be placed in the school's Lost and Found. Families are encouraged to check the Lost and Found regularly. Unclaimed items may be donated or discarded.

PROPERTY DAMAGE

Everyone is held accountable for the damage of school property. The person(s) responsible must pay for accidental or intentional damage. Damage which is intentional or results from inappropriate behavior will also require disciplinary action which may include suspension.

SEXUAL HARASSMENT

BOE Policies GAAC, JGEC

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

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of sexual harassment will be promptly investigated and resolved.

SUSPENSION, IN-SCHOOL

BOE Policy JDD

In-school suspension (ISS) placement has been designed to minimize the loss of academic learning opportunities during an out-of-school suspension. During in-school suspension, students are provided assigned material to complete that relates to their normal classroom activities. Students are responsible for obtaining

missed assignments and completing that work per the excused absence policy. All work supplied to a student in ISS will be completed by the end of the day. Students will be expected to abide by the in-school suspension guidelines and complete a reflective essay. Work completed during in-school suspension will be given to the appropriate teacher for class credit.

SUSPENSION, OUT-OF-SCHOOL
BOE Policy JDD

Procedures for suspending or expelling students are specified by the Board of Education. The policy prescribes requirements for notification of students and their parents or guardians, hearing procedures, protection of students' due process rights, and an appeal provision.

Students who receive a short-term suspension (one to ten days) are expected to complete all work missed during the term of the suspension.

During the period of suspension, students are ineligible to attend or participate in extracurricular activities or be on district property.

TECHNOLOGY USE
BOE Policy IIBG

Students are responsible for the proper use and care of district technology in their use or possession. This includes all classroom technology, computer lab technology, and district-owned personal computing devices loaned to the student.

Students must not use district-owned technology for illegal nor inappropriate uses at any time. The district network refers to the network provided on school grounds for educational use. The guidelines for district-owned computers cover use both at school and away from school.

Students who have been loaned a district computing device shall abide by the requirements of the Loan Agreement and the Damage/Loss Program.

Students are bound to the details of the Student Acceptable Use Policy provided at enrollment.

THREATS OF VIOLENCE

A student has the responsibility to report threats of violence, by another student or groups of students, promptly to any district employee.

A report based on "reason to suspect" does not require proof that threats of violence will occur or actually occurred or that the reporter witnessed the threat. The evaluation of threats of violence will be the responsibility of the building administrator and/or law enforcement officials.

WEAPONS AND DANGEROUS INSTRUMENTS
BOE Policy JCDBB

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

Possession of a firearm or other weapon 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 (see BOE Policy JDC). Possession of a facsimile of a weapon may result in suspension or expulsion.

The superintendent or the superintendent's designee shall conduct expulsion hearings for possession of a weapon. Students violating this policy shall be reported to the appropriate law enforcement agency(ies) and if said student is a juvenile, to the Department of Children and Families (DCF) or the Commissioner of Juvenile Justice.

ELEMENTARY PROGRESSIVE DISCIPLINE RUBRIC

Administrators may assign consequences beyond these minimum levels in cases warranting such actions. The following are guidelines. Administrators may adjust consequences as needed.

Tier 1 Behaviors: Behaviors that are handled by individual teachers

- Disrespectful or unkind comments to peers
- Disruptive behaviors that keep others from learning
- Profanity (not targeted at individuals)
- Horseplay- students are engaged in rough play
- Cheating
- Improper use of electronic devices
- Spreading rumors or lies to make others dislike another student
- Socially excluding (on purpose) other students to be hurtful.

Possible Consequences and Interventions (Not all are required to be used)

☐ Leader in Me-8 Habits ☐ Class mission statement posted ☐ Planned seating arrangement and line placements ☐ Teacher/Student proximity ☐ Provide choices ☐ Student leadership opportunities ☐ Non-verbal and verbal reminders/cues ☐ Increased specific praise	☐ Calming spaces ☐ Redirecting behaviors and reteaching expected behaviors ☐ De-escalation strategies ☐ Use of visuals ☐ Reflective activity: think sheet, success plan ☐ Apology (written, drawn, or stated) ☐ Explicit teaching of behavioral expectations	☐ Teacher conferences with student ☐ Parent notification ☐ Teacher conference with student and parent ☐ Office referral ☐ Counselor conference with student ☐ Administrator conference with student ☐ Modeling of expectations and desired behaviors

Tier 2 Behaviors: Behaviors that are typically handled by teachers and may require an office referral

- Profanity (directed at individuals)
- Defiance of authority (refusals)
- Stealing/theft
- Minor physical behavior (Intentional physical contact that does not result in major injury (pushing, shoving)
- May also include chronic Tier 1 behaviors.

Possible Consequences and Interventions (Not all are required to be used)

☐ Any Tier 1 Universal Behavior Interventions ☐ Social stories ☐ Alternative recess, lunch, activity ☐ Preferential line placement/seating ☐ Student completes a reflection sheet ☐ Student completes a W.I.G behavior goal ☐ Check in with the school counselor	☐ Teacher conferences with student ☐ Parent notification ☐ Teacher conference with student and parent ☐ Office referral ☐ Counselor conference with student ☐ Administrator or designee conference with student

Tier 3 Behaviors: Behaviors that require an office referral. Behaviors that are severe and create an unsafe environment for students and staff.	
• Disrespectful or unkind comments to staff member • Unsafe behaviors not directed at other students or staff members • Fighting • Intimidation • Bullying	• Harassment • Destruction of property • Possession of any incendiary device (toys that look like weapons, matches, lighters, fireworks) • Making inappropriate comments or gestures (Possible Title IX) • Exposing oneself to other by lifting clothing or depantsing (Possible Title IX)
Possible Consequences and Interventions (Not all are required to be used)	
☐ Any Tier 1 and/or Tier 2 Behavior Interventions ☐ Individual or small group counseling ☐ Behavior contracts	☐ Teacher conferences with student and create an office referral ☐ Administrator conference with student ☐ Administrator conference with student and parent ☐ Parent notified ☐ Possible ISS/OSS

Tier 4 Behaviors Behaviors that require an Immediate office referral. Behaviors that are severe and create an unsafe environment for students and staff.
• Alcohol/drugs • Weapons • Serious threats with intent of violence directed at staff or students. • Any behavior that puts student and staff safety at risk.
Possible Consequences and Interventions (Not all are required to be used)
☐ Office referral ☐ Parent Notified ☐ Parent meeting may be required ☐ ISS or OSS, possible recommendation for long-term suspension or expulsion

HEALTH

ALLERGIES

As a part of the enrollment process, the school nurse will make sure that all student health files are updated and that all students with medically documented allergies have an alert on Skyward.

Prior to the start of school, each teacher will receive a notification, from the nurse, that lists all students in their class who have reported allergies.

If a student has a reported allergy, the staff shall take reasonable steps to eliminate exposure to the allergen during the school day.

If a student is inadvertently exposed to an allergen, the teacher and/or staff member shall contact the nurse immediately and follow emergency protocol for allergen exposure.

HEALTH OFFICE (SCHOOL NURSE)

The health office is staffed by the school nurse to administer the school's health program. The nurse is on duty to provide care for students with chronic health conditions, acute illness and injury. The nurse will also conduct health screenings and health education programs.

ILLNESS

BOE Policy JGCC

Any student noted by a physician, the school nurse, or a local health officer as having a communicable disease will be excluded from school for the duration of the illness. Any student with a temperature of 100 degrees Fahrenheit or greater will be sent home from school.

A student may return to school when they have been free from fever (without medication), vomiting, or diarrhea for 24 hours. The student will be readmitted to regular classes upon termination of the illness, as authorized by the student's physician or local health officer, or after the expiration of any period of isolation or quarantine.

The school district adheres to the Johnson County Disease and Symptom Exclusion Recommendations posted to the Johnson County Department of Health and Environment website.

INOCULATION/IMMUNIZATION

BOE Policy JGCB

Unless provided otherwise herein, all students enrolling in any district school shall provide the building principal with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. Booster shots mandated by the Secretary of the Department of Health and Environment are also required.

Students who fail to provide the documentation required by law may be excluded from school by the superintendent until statutory requirements are satisfied. Notice of exclusion shall be given to the parents/guardians as prescribed by law. Students who are not immunized against a particular disease(es) may be excluded from school during any outbreak.

INJURY

BOE Policies JGFG, GAAG

First aid, CPR, and an automated external defibrillator may be administered to students and others only by those school employees qualified [as defined by K.S.A.65-6149 (c)] by training approved by the district and then only in case of emergency.

First aid shall be limited to the applying of simple bandages or infection preventatives and to any justifiable emergency aid such as stopping excessive bleeding to prevent further injury, disability or death.

When a staff member becomes aware that a student has been involved in an accident or is in need of emergency care at school, on school property or at a school-sponsored activity, the staff member shall provide for the care of an injured student and report the accident to the building principal. The student's parent(s) shall be notified of the injury as soon as possible to determine appropriate action. If the student needs medical attention and the parents cannot be reached, the administrator or superintendent designee shall seek emergency medical treatment.

An injury at home or school requiring restriction from activity and/or physical education class for more than two consecutive days will require a doctor's note. Any child wearing a cast or sling to school may require a doctor's note with activity restriction guidelines.

INSURANCE COVERAGE
BOE Policy JGA

Students have the opportunity to enroll in an accident insurance coverage program. The insurance is optional at each family's discretion. Information about the insurance is available to parents and students on the district website or in the school office. Student medical expenses not covered by this program are the responsibility of the family.

MEDICATION
BOE Policies JGFGB, JGFGBA

The supervision of medications shall be in strict compliance with the rules and regulations of the Board as carried out by district personnel.

In certain circumstances when medication is necessary in order that the student can remain in school, the school nurse will cooperate with parents or guardians in the supervision of medications that the student will use. The parents or guardians must submit a written request to the school nurse requesting the school's cooperation in administering medication and releasing the school district and personnel from liability.

Prescription medications must be brought to school in the original container/package dispensed by the pharmacist with the student's name and medication information printed on the label. The physician's authorization form must be dated and include:

Student name and birth date

Medication

Dosage

Route of administration

Reason the medication is prescribed

Time(s) to be administered

Duration of administration (i.e. entire year, 5 days, 1 month, etc.)

Over-the-counter medications provided by the health room stock may include acetaminophen (Tylenol), ibuprofen (Motrin), diphenhydramine (Benadryl), Tums, cough drops, antibiotic ointment and anti-itch ointment. Acetaminophen, ibuprofen, and diphenhydramine may be administered based on the age/weight-appropriate dosing information and with the parent's consent. Students are NOT permitted to carry any medications with them. All medication must be provided by the health office.

Herbal, natural and homeopathic remedies are unregulated and their potential for harm is great in a school setting where a student's complete medical history and medication history may be unknown. The school nurse will not administer such remedies, without written providers order, due to the risk inherent to student safety in administering a product that lacks published data about its safety, efficacy, and dosages for children.

In the administration of medication, the school employee shall not be deemed to have assumed any legal responsibility. The self-administration of medication for the treatment of anaphylaxis or asthma including, but not limited to, any medicine defined in current federal regulation as an inhaled bronchodilator or auto-injectable epinephrine is allowed for eligible students in all grades K-12. Self-administration is the student's discretionary use of an approved medication for which the student has a prescription or written direction from a health care provider. Parents who request for their student to self-administer medications are required to complete this form: **Student Self-Administration of Medication Acknowledgement and Waiver of Liability** as required by BOE policy JGFGBA. This is an annual requirement for families who need their students to carry and administer their own medication.

SCREENINGS
BOE Policy JGCD

Basic hearing, vision and dental screenings are performed to identify needs that may affect learning potential. Annual basic dental screenings are performed on all elementary students.

Annual basic hearing screenings will be performed on students on the following students:

- All students in grades K, 2, 5, 7, 10 as well as those new to the district and/or on an Individualized Education Plan (IEP).

Annual basic vision screenings will be performed on the following students:

- All students in grades K, 1, 2, 3, 5, 7, 10 as well as those new to the district and/or on an Individualized Education Plan (IEP).

THERAPY DOGS
BOE Policy INGA

The Americans with Disabilities Act (ADA) allows people with disabilities to bring their service animals onto premises in whatever areas patrons are generally allowed. The ADA defines a service animal as any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability. If they meet this definition, animals are considered service animals under the ADA regardless of whether they have been licensed or certified by a state or local government.

Any animal whether a pet or service/therapy dog is personal property and cannot be brought onto school property without prior approval by the principal. If the student arrives at school with a pet or service/therapy dog and previous approval has not been obtained, the parents/guardians will be immediately notified and requested to come to the school to retrieve the animal until it can be determined that the presence of the service/therapy dog in school is in compliance with the law. The animal will remain with the child until the parent/guardian removes the animal from school property.

NUTRITION

FREE AND REDUCED PRICE MEALS
BOE Policy EE

Parents or guardians of students attending schools participating in federal school meal programs must be informed of the availability of reimbursable school meals and provided with information about eligibility and the process for applying for free or reduced price meals on or before the start of school each year.

Free and Reduced Price Meals applications are available at each school, the district office, and on the district website. Parents or guardians should return the completed form to their school of attendance.

LUNCH
Every student is expected to buy or bring lunch. Breakfast and lunch meals are offered daily with prices adjusted for students and adults. All schools have a closed lunch period, which means students are not allowed to leave school grounds during this time.

LUNCH GUESTS
Parents/guardians are permitted to come and eat lunch with their student. Upon checking in at the front office, please proceed to the cafeteria to wait for your child to arrive for lunch. We require that you are seated in the designated guest seating area. As a special treat, parents sometimes bring lunch to share with their child. In such cases, non-school food items are not to be shared with classmates. This precaution ensures safety of children who might have food allergies.

MEAL CHARGES
BOE Policy EE

The district's meal charging requirements are as follows:

A charge account for students paying full or reduced price for meals may be established with the district. Students may charge no more than six meals to this account. Charging of a la carte or extra items to this account will not be permitted.

Any student failing to keep his/her account solvent as required by the district shall not be allowed to charge further meals until the negative account balance has been paid in full. However, such students will be allowed to purchase a meal if the student pays for the meal when it is received. Students who have charged the maximum allowance to this account and cannot pay out of pocket for a meal will not be provided a school meal.

At least one written warning shall be provided to a student and his/her parent or guardian prior to denying meals for exceeding the district's charge limit. If payment of the negative balance is not received before the balance reaches $-25.00, the debt will be turned over to building administration. At least one notification will be provided to the student's parent or guardian from building administration. If the debt is not paid within 10 days of mailing the final notice of the negative account balance under policy DP, it shall be considered bad debt for the purposes of federal law concerning unpaid meal charges.

Payments for school meals may be made at the school, district office, or online at www.usd230.org. Students, parents, and guardians of students are encouraged to prepay meal costs.

SAFETY & SECURITY

CHILD ABUSE
BOE Policy GAAD

Any employee of the district who has reasonable cause to know or suspect that a child has been subject to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect will immediately report this fact to the local Department of Children and Families (DCF) office or to the local law enforcement agency if the Department of Children and Families (DCF) office is not open.

School employees will not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of the school employees to prove that the child has been abused or neglected.

CRISIS MANAGEMENT
BOE Policy EBBF

Each school has developed a plan to deal with crises. Each plan is reviewed and approved annually by the Board of Education.

Building principals train staff to implement the building plan. As necessary, students and parents will be informed about details of the plan.

Any event that threatens the feeling of safety and security shall be considered a crisis. These include, but are not be limited to: death, suicide, bomb threat, act of violence, natural disaster, accident, intruder, etc.

CUSTODIAL AND NON-CUSTODIAL PARENT RIGHTS
BOE Policy KCB

The district recognizes that parents (as defined by the state law) often share caregiving and custody of their children and that parents, if not otherwise prohibited by court order, should have equal access to student information regarding their child's school records.

It is a parent's responsibility to provide a current valid court order to the school. Without a court order, one parent cannot replace information provided by the other parent.

Any parent may obtain copies of school information such as report cards and progress reports upon request to a child's principal, unless otherwise prohibited by law or court order.

EMERGENCY DRILLS
BOE Policy JGEAA

The four fire drills and three crisis drills required by law may be scheduled at any time during the school year. However, two tornado drills required shall be conducted in September and March. All these drills must be conducted by each school during school hours and cannot be made part of regular dismissal at the close of the school day.

The building principal may conduct a surprise drill(s). Other drills shall be held at times determined by the building principal.

EMERGENCY SAFETY INTERVENTIONS
BOE Policy GAAF

The Board of Education is committed to limiting 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 (See K.A.R. 91-42-1)

"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 when a student presents an immediate danger to self or others. Violent action that is destructive of property may necessitate the use of an emergency safety intervention.

"Incident" means each occurrence of the use of an emergency safety intervention.

"Law enforcement officer" and "police officer" means a full-time or part-time salaried officer or employee of the state, 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 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.

"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 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 confined.

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 by a licensed healthcare professional for treatment of a medical or psychiatric condition; and
- Use of mechanical restraint, except:

  -Protective or stabilizing devices required by law or used in accordance with an order from a personappropriately licensed to issue the order for the device;

  -Any device used by law enforcement officers to carry out law enforcement duties; or

  -Seatbelts and other safety equipment used to secure students during transportation.

Use of Emergency Safety Interactions

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 affect 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 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 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.

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.

Use of Seclusion

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 the use of emergency safety interventions. 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 classified 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; (E) space or an additional form for the 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 should 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 the 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 for 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 it 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 the 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 plan 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 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 a 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 in 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 and 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, of 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 a meeting.

The student who is 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 and recommended 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 finding of fact and corrective action adopted by the board shall only be provided to the parents, the school, and the state board of education and shall be mailed to the parent 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.

The Board of Education follows Emergency Safety Interventions statute/regulations established by the State of Kansas and State Department of Education. Board policy and practice shall follow and reflect any changes made in statutes/regulations governing use of Emergency Safety Interventions.

FAMILY COMMUNICATION MATRIX

Lockdowns, Police Activity, Threats & More

**Families will receive communication based on the school(s) their student(s) attends.*

SITUATION	Email	Automated Call	Text Message	Website Alert	Social Media	Printed Letter
HOLD *In your room or area. Clear the halls.* *Timing: Send following the all clear*	✓ *or* ⊙					
SECURE *Get inside. Lock outside doors.* *Timing: Send following the all clear*	✓ *or* ⊙					
ALICE *Lockdown, counter, or evacuate.* *Timing: When lockdown is initiated (if possible), ongoing (as needed), & when all clear*	✓	✓ *If needed for reunification or community-wide notification*	✓ *If needed for reunification or community-wide notification*		✓ *If needed for reunification or community-wide notification*	
EVACUATE *To the announced area.* *Timing: Situation dependent*	✓	✓ *If needed for reunification or community-wide notification*	✓ *If needed for reunification or community-wide notification*		✓ *If needed for reunification or community-wide notification*	
SHELTER *Using the announced hazard & strategy.* *Timing: Send following the all clear*	✓ *or* ⊙					

**Hold, Secure, ALICE, Evacuate, and Shelter are the five alert types for the CrisisAlert™ by CENTEGIX.*

SITUATION	Email	Automated Call	Text Message	Website Alert	Social Media	Printed Letter
WEAPONS/DANGEROUS INSTRUMENTS AT SCHOOL *No active threat to safety.* *Timing: Send 3:45 p.m. (if possible)*	✓ *or* ⊙					
RUMOR OF SAFETY THREAT/VIOLENCE *Students are aware / disruption to education.* *Timing: Situation dependent*	✓ *or* ⊙					
INCLEMENT WEATHER *School closed or late start.* *Timing: Send by 6:00 a.m. (if possible)*	✓	✓	✓	✓	✓	
HEALTH OUTBREAK *Measles, chicken pox, flu, etc.* *Timing: Send 3:45 p.m. (if possible)*	✓ *or* ⊙					✓ *or* ⊙ *If required, a template or guidance from the health department will be used*

**Transportation communication will come from First Student via email or text message.*

Questions: Contact the Communication & Engagement Department at (913) 592-7200 or info@usd230.org.

INCLEMENT WEATHER AND SCHOOL CLOSINGS

The district may need to make the decision to close the school system or specific schools for any emergency reason, including bad weather.

In the event of closure, information is available through district mass notification (email, text message, and automated phone call), the district website, district social media, and local news stations.

Specific details regarding the status of the closure will be available at the sources listed above.

MONEY

Because the school cannot assume liability for lost or stolen money or property, students should NOT bring money to school beyond that required for necessary school activities.

Selling items of any kind at school is prohibited unless pre-approved by the administration.

PUBLIC CONDUCT ON SCHOOL PROPERTY

BOE Policy KGDA

The superintendent or the superintendent's designee may deny access to the school buildings, facilities, and/or grounds of the district to persons who have no lawful business to pursue at the school, persons who are acting in a manner disruptive or disturbing to the normal educational functions of the school, or persons who are on school property in violation of Board and/or building policy. Administrative personnel may demand identification and evidence of qualification for access of anyone desiring to use or come upon the premises of the particular school or facility.

Anyone who refuses or fails to leave district buildings, facilities, and/or grounds after being requested to do so by an authorized district employee shall be considered to be trespassing in violation of Kansas law. In such case, the police will be contacted, and arrest and criminal charges may result.

SAFETY AND SECURITY

BOE Policy EBC

Security devices may be installed at district attendance centers. Other measures may be taken to prevent instructions or disturbances from occurring in school buildings or trespassing on school grounds. The district will cooperate with law enforcement in security matters and shall, as required by law and by this policy, report felonies and misdemeanors committed at school, on school property or at school-sponsored activities.

SALES AND SOLICITATIONS

There is to be no sale or solicitation for sales of products or services for non-school organizations or companies in the school or on the school grounds, either by students or others. The principal must approve all solicitations for charitable organizations in advance.

SCHOOL RESOURCE OFFICER (SRO)

The Johnson County Sheriff's Department and the Board of Education have formed a partnership to provide school resource officers in the school district. The primary job of the SRO is preventative in nature and to provide a positive law enforcement presence in the school community.

SEARCHES

BOE Policies JCAB, 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.

Upon reasonable suspicion and 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.

Principals are authorized to search students if there is reasonable suspicion that district policies, rules or directives are being violated. Strip searches shall not be conducted by school authorities. All searches by the principal shall be carried out in the presence of another adult witness.

The student shall be told why a search is being conducted. The student shall be requested to empty items such as, but not limited to, pockets, purses, shoulder bags, book bags and briefcases. The principal shall attempt to call the student's parent/s and may call law enforcement. Items which the principal believes may be connected with illegal activity shall remain in the custody of the principal unless the items are turned over to law enforcement officials. If the student refuses to cooperate, the principal may take disciplinary action and/or seek assistance from law enforcement.

STATEWIDE SCHOOL SAFETY HOTLINE

Students may anonymously report possible impending violent acts in schools by calling 1-877-626- 8203. This is a Kansas Highway Patrol toll-free number, and it is answered 24 hours per day.

STAYING IN AT RECESS

Unless the weather is too severe, all grades, Kindergarten-5th grade will go out regularly for recess during the school day. Please dress your child appropriately for the weather conditions. If the air or wind-chill temperature is 21 degrees or less or the air temperature is 100 degrees or more, we will not go out to recess. All children will be expected to go out with the class. Exceptions to this will be made only with a physician's note. In most instances, if a child is too sick to go outside, he/she may also be too ill to be in school.

STUDENT PRIVACY RIGHTS

BOE Policy IDAE

Any student data submitted to and maintained by the school district can only be disclosed in accordance with the Student Data Privacy Act. Disclosure of all other student data or student record information maintained is governed by the Family Educational Rights and Privacy Act ("FERPA").

Employees are prohibited from divulging information contained in the student records and files of the district, except to other, authorized employees who may need such information for an educational purpose in connection with their duties and to authorized persons or agencies only in accordance with law, district policies, and administrative rules.

The Spring Hill School District is required to protect the confidentiality of any personally identifiable data collected or maintained regarding the identification and evaluation of students for the purpose of placement in special education and in the provision of special education and related services for such students. The confidentiality of records shall be protected at the collection, storage, disclosure, and destruction stages.

SURVEILLANCE CAMERAS

BOE Policy JGGA

The district may use video cameras to monitor student activity. These cameras are monitored for the purpose of providing a safe and secure school environment for students, staff, and patrons. The local police municipalities have access to the cameras in emergency situations.

Video cameras may be used to monitor students riding in district vehicles and to monitor student behavior in or around any district facility.

Digital video surveillance shall be considered a student record and shall be subject to current law for the release of student record information.

Use of the surveillance cameras are subject to the administrative surveillance camera procedures.

VISITORS

BOE Policy KM

The board encourages its patrons and parents to visit district facilities.

Visits must be scheduled with the teacher and the building administrator.

Notices are posted in school buildings to require visitors to check in at the office. Visitor identification must be worn at all times before proceeding to contact any other person in the building or on the grounds. All visitors should check out with the office at the end of their visit.

Any person who visits a building and/or grounds of the district will be under the jurisdiction of the building administrator(s). The administration reserves the right to limit visits that are frequent enough or long enough to interfere with instruction. Visitors are asked to silence cell phones and to refrain from using them in areas used by students. Visitors must follow the same dress code required for students.

The principal or designee has the authority to request assistance from any law enforcement agency if any visitor to the district's buildings or grounds refuses to leave or creates a disturbance. Violation of this rule may lead to removal from the building or grounds and denial of further access to the building or grounds. Violators of this board policy may be subject to the state trespass law.

VOLUNTEERS

BOE Policy KFD

A volunteer for Spring Hill School District is any non-employee working in a school building and/or with children during the regular school hours or at a school-sanctioned event. To become a volunteer, individuals must, (1) read the Spring Hill School District Volunteer Ethics, Procedures, and Guidelines document, (2) submit the required registration form, and (3) complete a background check.

All school volunteers work under the direct supervision of the building administrator and school staff and provide supportive services to them.

School volunteers serving in the district without financial compensation are bound by the policies, rules and regulations of the district and shall not be covered by workers' compensation.

TRANSPORTATION

BICYCLES

Only students in 2nd grade and up are allowed to ride bicycles to school without a parent.

To ensure student safety, bike riders must follow these rules:

- Bikes must be walked on any of the sidewalks surrounding the school.
- Bikes must be parked in bike racks. Skateboards are not allowed at school.
- For the safety of the children, wearing a helmet is strongly advised.

SCHOOL BUS

BOE Policy JGG

The board may provide or furnish transportation to or from any school maintained by the school district for all of its pupils.

Any student with a home address less than 2.5 miles from their school is required to pay for busing.

When road conditions are dangerous, the bus company may request the rider to meet the bus at a safe area designated by the bus company.

Students who come to school on the bus should return home on the bus unless they have a note from the parents.

SCHOOL BUS DISCIPLINE

BOE Policy JGG

Students must adhere to all safety regulations and other rules and regulations as posted by the contract carrier First Student. (KSA 72-6486 et seq.)

- Students will follow the driver's instructions.
- Students will not eat, drink (except water in a clear container) or smoke on the bus.
- Students will keep noise level down and remain seated facing forward.
- The bus driver has the authority to assign seating to each passenger.
- Students will not extend any part of their body out of bus windows.
- Students will not get on or off the bus or move about while the bus is in motion.
- No tobacco, alcohol or illegal drugs shall be consumed or carried in a bus.
- No weapons of any type shall be transported on a bus.

Violations of the stated rules and regulations may result in school discipline and/or in forfeiture of the right to bus transportation.

First Incident – Written warning to student; copy emailed and/or mailed to parent(s) and school administrator.

Second Incident – Driver/student conference, student assigned seat; parents called; bus conduct form completed.

Third Incident – Conference with parent, building administrator, location manager, driver, and student. Bus riding privileges may be suspended.

Severe Misbehavior – In the case of severe misbehavior, these steps may be bypassed and students may lose bus privileges from three to five days or up to one school year.

For students with disabilities who have transportation as a related service, bus suspensions are subject to the same procedural safeguards applicable to disciplinary exclusions under the Individuals with Disabilities Education Act.

SCHOOL BUS, PAY-TO-RIDE

BOE Policy JGG

Transportation is provided on a pay basis for students living within 2.5 miles from school. Transportation is offered on a space available first come, first serve basis.

Eligibility for free busing is based on the students' home address, not from the location the student boards the bus.

Students must be registered with the transportation provider.

No additional routes will be added for pay-to-ride students. This includes transportation to and/or from daycare outside of the student's school boundary.

TRANSPORTATION CHANGES

Please contact the school office with transportation changes by 2:30 p.m. If your child is a bus rider, it is a good practice to contact the bus company to inform them of changes.

SPRING HILL
SCHOOLS

Spring Hill District
Administrative Center
17640 W. 199th Street
Spring Hill, KS 66083

www.usd230.org

(913) 592-7200

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