

2018-2019



ELEMENTARY HANDBOOK



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Welcome to USD 230 Elementary Schools! Over the next several years you will see your student grow academically, socially, emotionally, and physically. We are honored to be part of your child's development. We look forward to our partnership and many years of learning, creating, adapting and succeeding!

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.

Attendance

If your child is going to be absent or tardy, parents or guardians need to call the school no later than 8:30 a.m. each day the student is absent or tardy. If you are calling before office hours, please follow the phone prompts. It is important that children develop good habits and establish good routines for attending school regularly. However, we understand that some absences from school cannot be avoided by the students. The purpose of this attendance section in the handbook is to provide parents with information regarding excused and unexcused absences, and to provide a procedure for beginning discussions when a student's academic progress suffers as a result of excessive absences. Most absences are for sickness and emergencies. The building principal shall determine if an absence is considered excused or unexcused. **Administration can ask for a doctor's note for any student deemed to have excessive absences. Failure to provide a doctor's statement within 3 school days will result in absences being listed as unexcused.**

School hours:

- 7:30 Office opens
- 7:45 Earliest doors are open for students, breakfast begins
- 8:05 Tardy bell - school begins
- 3:10 Dismissal of students

Truancy

School attendance is required by state law. Under the laws of the State of Kansas, all students between the ages of seven and eighteen years (twenty-one for special education students) must be in regular and continuous attendance at school unless lawfully excused therefrom. The law in Kansas (K.S.A. 72-113) states that students are truant when they are inexcusably absent for three (3) consecutive school days, five (5) or more school days in one semester, or seven (7) days in a school year. Any child who is under the age of seven years, but who is enrolled in school, is subject to the compulsory attendance requirements of this section.

Tardy

Maximizing student-learning time is very important to us. A student arriving late to school loses valuable instruction and the morning routine in the classroom. Students who arrive after 8:05 a.m. will be counted tardy and should check in with the office. Parents will be contacted in the case of excessive tardiness. Five unexcused tardies of 30 minutes or more or ten unexcused tardies of 10 minutes or more may result in an unexcused absence. Excused tardies include illness, doctor's appointments, emergencies, and other extraordinary circumstances. 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).

Perfect Attendance

Student attendance is very important in order to help students reach their full potential. Students who have perfect attendance will be recognized quarterly for their efforts. To qualify for the quarterly award, a student must have no tardies, no absences and no early departures. **Students who have perfect attendance for the entire year (no absences, no early departures or no late arrivals) will receive special recognition at the end-of-the-year award ceremony.**

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. 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.

Withdrawal Procedure/Enrollment Fees

If a student is moving please notify his/her teacher and the school office at least three days prior to withdrawal. A formal checkout must occur before any records will be forwarded. 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 15th.

Emergency Closings / Inclement Weather

In the event the Spring Hill School District needs to close the school system or specific schools for any emergency reason, including bad weather, the announcements will be made via an Emergency Information Network organized by the area school districts, area radio, television stations and area police departments.

In the case of early dismissal after school is in session, we will work with parents as much as possible to assist in the safety of all students. Parents are advised to make prior plans with their children in case such situations arise.

There are several ways to check to see if school is closed for inclement weather. You can sign up to receive messages from the district by way of Skyward Messaging (phone call, email and text). Postings will also be made to the District's website, Facebook, Twitter and mobile app. Local radio/television stations carry this information as well. Please do not call the schools or Board of Education office main phone for closing information.

Bus

Any student with a home address less than 2.5 miles from their school is required to pay for busing. For more information please contact Apple Bus at 592-5121.

Students who come to school on the bus should return home on the bus unless they have a note from the parents. Riding the school bus is a privilege. Improper conduct on the bus will result in that privilege being denied. U.S.D. #230 leases services from Apple Bus Company. Specific bus information (including Pay-To-Ride fee schedule) is on the bus rider application form.

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 at 592-5121 as well to inform them of changes.

Transportation Policy — Apple Bus Company

Undeliverable Students, where do they go -

- Early Childhood, Special Education, kindergarten and 1st grade students with door stops must be met at their P.M. bus stop by a responsible party. If no one meets the student, he/she is undeliverable. Parents may opt-out of this procedure for 1st grade students. A form (available on the district website) must be on file with the school and Apple Bus.
- If the student has an emergency contact person on file (within the immediate vicinity of the student's home) that person will be asked to accept the student.
- If the person declines to accept the student, the student will be taken back to school. Drivers will notify dispatch and contact will be made with parents or school administration.

School Bus Discipline

All district students are required to follow the bus rules that have been established, to ensure safe transportation to and from school. Failure of a student to obey these rules puts the driver, other students, the motoring public, at risk and will not be tolerated. Statistically, the vast majority of school bus accidents occur when drivers are distracted from their driving duties by unruly students. If repeated verbal and written warnings, suspensions, and other remedies by the driver and school officials have no effect, the student may be denied transportation.

Student Conduct

- Students will follow the driver's instructions.
- Students will not eat, drink (except water in clear container) or smoke on the bus.
- Students will keep noise level down and remain seated facing forward.
- Students will keep the aisle clear and not litter, write on, or damage the bus or any property located on the bus.
- The bus driver is responsible for all passengers while they are riding, loading or unloading from the bus.
- The bus driver has the authority to assign seating to each passenger.
- Students will not stand in the traveled portion of a roadway while waiting for a bus.
- 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.
- Animals will not be transported on a bus.
- No weapons of any type shall be transported on a bus.
- All students using school bus transportation will abide by the school district approved code of conduct posted in each bus.

Student Misconduct Notice, processing -

- 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 student 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.

Management of student behavior on school buses is important to Apple Bus Transportation and USD 230. Appropriate behavior and diligent observation promotes safe bus travel for students and adults. Video surveillance cameras are used on all buses. Since student images and conversations are recorded, videos are considered confidential student records.

Student Behavior

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. Appropriate behavior will be praised and rewarded. However, we will not tolerate a student preventing the teacher from teaching or other students from learning, or engaging in an activity that is not in his/her best interest. In order to guarantee all students, the learning climate they deserve, buildings implement programs to encourage appropriate school behavior which reflect Board of Education Policy JCDA.

Bullying Prevention

According to Kansas Anti-Bullying, Cyberbullying and Character Development Legislation (HB2758) and Board of Education Policy JDDC Bullying, each elementary school has developed a plan to create an environment that prevents or reduces bullying behaviors. The basis of the bullying prevention program is our focus on Character Education and supporting and developing those key character traits in each student. **Bullying is defined when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself.**

Anti-Bullying Rules

We will not bully others. We will help students who are bullied. We will make it a point to include students who are left out. When we know somebody is being bullied, we will tell an adult at school and an adult at home.

If your child notifies you of bullying incidents, the first step is to notify the classroom teacher. Please inform the teacher of all of the students (bully, victim, bystanders, etc.) involved in the incident. You can also do your part by visiting with your child about following the character keys of compassion, perseverance, courage, self-discipline, responsibility, and honesty. Together, we can make our school a safe and positive learning environment for our children!

Positive Behavior Supports

Schoolwide Positive Behavior Supports (SW-PBS) is a process for creating safer and more effective schools by structuring the learning environment to support the academic and social success of all students. The process supports the adoption and long-term implementation of efficient and effective discipline throughout the school environment. SW-PBS methods are research-based, proven to significantly reduce the occurrence of problem behaviors in schools and supported by a three-tiered model.

Consequences

Elementary schools will be using Positive Behavior Supports. The consequences have been set up so that each class and/or grade level can continue to have an incentive plan for behavior. For all rule violations, administrators reserve the right to exercise professional judgment in dealing with individual disciplinary situations. The administrator reserves the right to speak with the students, without parent consent, about rule violations. Parents will be contacted if their student needs to speak with the School Resource Officer.

Dress Code

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. The wearing of caps, hats and other headgear inside the school during school hours is not courteous and is not allowed.

Guidance

The purpose of the guidance program is to help each individual student achieve his highest growth mentally, emotionally, and socially. We try to do this in several ways:

1. Helping the new student feel at home in our school with new teachers and friends in a different setting.
2. The guidance counselor welcomes the opportunity to talk with any student, parent, or teacher.

In-School Suspension

In-school suspension placement has been designed to minimize the loss of academic learning opportunities during out-of-school suspension. In-school suspension is not used for students who pose a threat to the mental or physical well-being of other students. Absences resulting from assigned in-school suspension will be considered excused. During in-school suspension, students are provided assigned material to complete which relates to their normal classroom activities. Students are responsible for obtaining missed assignments and completing that work per the excused absence policy. Students will be expected to abide by the in-school suspension contract.

Out-of-School Suspension

Students who are assigned out-of-school suspension will be allowed to make up the work missed and

will receive credit for that work. During the period of suspension, students are ineligible to attend or participate in extracurricular activities or be on district property.

Academics

Grading System for Grades K-5:

Grading System for Reporting Standards Grades K-2

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 for Reporting Standards Grades 3-5

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

Homework

Homework is an integral part of a student's total learning experience. To derive the greatest benefit from school learning experiences, students must at times finish related study and follow-up at home.

Elementary students need time to participate in varied activities outside of school or to simply play with friends. Homework should be in harmony with the student's needs and abilities. General daily guidelines for out of class study are ten minutes for first graders to fifty minutes for fifth graders. These recommendations assume that the student has made proper use of his/her school time.

Students should complete assigned work on time, assume responsibility of making up work when absent, and talk with teacher regarding difficulties. Parents should provide an appropriate time and place to complete homework. Parents should help monitor, but not complete, the student's homework.

If the homework is not turned in on time, students may lose some recess time or students may be required to stay after school in order to complete the work. Parents will be notified if the student has to remain after school to complete late assignments.

Make-Up Work

Each student is responsible for getting all make-up assignments following an absence. The student will have two days per excused absence to make up work, up to one week's absence. After one week's absence, the student will have the amount of time plus one week in which to complete all make-up work.

Examples:

If I miss 5 days I have 10 days for make-up work.

If I miss 7 days I have 12 days for make-up work.
If I miss 10 days I have 15 days for make-up work.

When homework assignments are requested for absent students, teachers will send assignments to the office by 3:45 p.m.

Homebound Instruction

Homebound instruction is appropriate for those students whose health problems are such that school attendance is impossible due to illness, operation, or accident. In some cases, students may need homebound instruction on a short-term basis (2-8 weeks). More severe cases may require instruction on a long-term basis (more than 8 weeks). Students receiving homebound instruction require frequent monitoring while involved in homebound instruction.

Requests for homebound instruction are submitted to the building principal. Parents/guardians, educators, students, or any interested person or agency may request homebound instruction. Students must be absent from school at least two weeks due to accident, illness or emotional problems to qualify for service. A physician's statement must be obtained for verification of service. **Students on Homebound will not be eligible for extracurricular activities.**

Physical Education

Attendance is required for all grades in physical education class. The only exceptions to this will be cases of physical disability or when such activity is detrimental to a student's health. A written request for exception in such cases must be submitted yearly to the school by the family physician. When a student's physical condition prevents participation for up to one week a parent's note should be submitted to the office. For longer periods of temporary nonparticipation, a physician's note should be sent to the office. It is suggested that appropriate clothing be worn on physical education class days. Appropriate clothes and tennis shoes are required on gym days.

Vocal/Instrumental Music

Team Spirit - Music groups are not like other classes, nor are they exactly like a sports team. Instead, they possess characteristics of both:

- (a) Music classes are similar to other classes in that there are concepts and skills that must be learned through a definite curriculum, and
- (b) Music classes are similar to sports teams in that team success depends on ALL individuals performing their parts and relating with other teammates in a cooperative and supportive spirit.

All music students are expected to try their very best at all times, including keeping their comments constructive, positive, helpful, and considerate.

Behavior and Attendance at Performances - All students are required to attend ALL performances. Students are expected to remain for the entire performance. Part of being in a music class and on a music team involves performances at times other than school time. It is very important that all team members be present for these events, as an absence of even one performer can make a big difference in the success experienced by the whole group. Because performances are very important parts of music class (1 evening), missing a performance without following the established excuse procedures may diminish the team and may result in a lower grade.

There are three excusable absences from a performance:

- (a) unavoidable conflict
- (b) student illness, and

(c) emergency

A written note from a parent/guardian **MUST** verify this absence.

Health and Safety

Health Services

One goal of the district nurses is to decrease absenteeism and keep students in the classroom learning and growing. Therefore, teachers will encourage students to problem-solve minor ailments on their own prior to sending them to the nurse.

Chronic Health Conditions

Please inform the school nurse if your child has a chronic health condition and all emergency medications prescribed for your child. Annual forms are to be completed for chronic health conditions such as asthma, food allergies, insect sting allergies, and seizure disorders.

Illness

Students with health conditions listed on the Johnson County Disease and Symptom Exclusion Recommendations will be excluded from school. As with all health conditions, research and recommendations are ever-changing therefore, we will follow the most up-to-date recommendations which can be found under the Nurse's Corner on the school website. If you have any questions please contact your school nurse.

Immunizations

As per Kansas Statute 72-5209, all children upon entry to school must be appropriately vaccinated as per the ACIP recommended schedule. Medical and religious exemptions are the only exceptions. Medical exemptions signed by a physician must be provided on an annual basis. Per Kansas Statute, exempt students will be excluded anywhere from 21 to 26 days until after the onset of the last reported case, if not vaccinated within 24 hours after being notified. ***Failure to provide the written documentation required by law will prohibit school entrance until such proof is presented.***

Injury

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 will require a doctor's note with activity restriction guidelines.

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 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.

Medication Policy

In compliance with current policies recommended by the Kansas State Department of Education, USD 230 will not administer any prescription medications without the annual physician's written permission. Over-the-counter medications may be administered with a parent's annual written permission. All student medications must be kept in the health room and given by the school nurse or staff delegated by the school nurse.

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.

Controlled medications such as those used to treat Attention Deficit Disorder (ADD) and behavioral or emotional conditions should be hand-delivered to the school nurse or trained staff member by the parent or guardian if the physician instructs the student to have the medication during the school day. The parent or guardian together with the school nurse or trained staff member will count in these medications and document. At the end of the school year, the parent or guardian together with the school nurse or trained staff member will count out the unused medications and document.

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 due to the risk inherent to student safety in administering a product that lacks published data about its safety, efficacy, and dosages for children.

Student Allergy Notification Protocol

The health and well-being of students is the responsibility of all staff in the Spring Hill School District. All teachers and staff working with students with known food allergies and other life-threatening allergies will be notified prior to starting class by the school nurse. Every reasonable attempt will be made to reduce the risk of exposure to the allergen. Any allergy that needs to be noted on a student's health file must be accompanied by a written doctor's order. Questions regarding this procedure should be discussed with the school nurse AND the building principal.

Protocol

1. 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 reported allergies have an alert on Skyward.
2. Prior to the start of school, each teacher will receive an electronic notification from the nurse, that reported allergies or health concerns are up-to-date. The teacher will then print a class roster, which includes health conditions/allergies.
3. Prior to the start of school, the school nurse will meet with each grade level team and the electives

team to review procedures for keeping students with reported allergies safe including Epi-Pen training.

- a. Teachers will print a class roster, to include health conditions/allergies. They will also have access to electronic health care plans, as indicated.
 - b. If a student has a reported allergy, the staff shall take reasonable steps to eliminate exposure to the allergen during the school day.
 - c. If a student is inadvertently exposed to an allergen, the teacher and/or staff member shall contact the nurse immediately and follow protocol for allergen exposure.
4. Following the meeting, each teacher will sign an acknowledgement form stating that they received training regarding our allergy protocols and had an opportunity to ask questions.
 5. Each teacher will place this roster with health conditions in with their sub lesson plans, and a copy will be placed in the emergency sub folder which is kept in the office.

School Entry Physicals

Any kindergarten student and new students under the age of 9 years who are attending a Kansas school for the first time will need a school entry physical completed within 12 months prior to the first day of school. ***Documentation of the physical must be provided to the school prior to attending.***

Screenings

Basic hearing, vision and dental screenings are performed to identify needs that may affect learning potential. Annual basic dental screenings are performed on all students. Annual basic hearing and vision screenings will be performed on the following students:

- Students new to the district
- Students with an Individualized Education Plan (IEP)
- Parent or teacher request

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

- Kindergarten, first, third, sixth, ninth, and eleventh grades
- Students with a known hearing loss (unless annual hearing screening provided by parent)

Annual basic vision screenings will be performed using the Spot Vision Screener on the following students:

- Kindergarten, second, fourth, sixth, eighth, seventh, ninth and eleventh grades
- Students new to the district
- Students with an Individualized Education Plan (IEP)
- Parent or teacher request

Lunch

Every student is expected to buy or bring lunch. While eating meals in the cafeteria, all students are expected to follow these guidelines:

- Use manners: please, thank you, excuse me
- Stand nicely in line
- Stay seated throughout lunch
- Follow the Character Keys
- Sit in the appropriate seating area
- Listen to directions
- Use an inside voice
- Follow directions
- Clean up after oneself

- Raise hand for assistance
- Bring lunch card
- Wash hands and use restroom before coming to lunch

Lunch System

Teachers collect lunch money each morning. Each student enters his/her student ID into a keypad after going through the meal line.

Parents receive email notification on a daily basis when their child's account balance is \$10 or less.

As a 5th grader, students may purchase a second entrée. A student must have a signed permission slip and enough money in his/her account to receive a second.

Breakfast and Lunch Prices

Breakfast (Student)	\$1.80
Lunch (Student)	\$2.65
Extra Milk	\$0.50
Extra Entrée	\$2.00

Breakfast (Adult)	\$2.35
Lunch (Adult)	\$3.70

- Student will receive email notification when the account balance is \$10.00 or below.
- The charge limit for each account is a negative \$16.50. If a student goes over the negative \$16.50 charge limit, he/she will be required to bring a sack lunch from home. Please see BOE Policy EE for additional information.
- Parents may view their student/s meal account balance at any time on Skyward Family Access.
- Lunch account balances will be transferred to the current school year from the previous one.
- Teachers will take orders for extra entrees in the morning.
- Parents may use Skyward Family Access to see account balances, daily food transactions, and add online credits to the account.

Teachers will collect the lunch money. Questions about lunches should be referred to the school kitchen. If you need financial assistance, please contact the building secretary for necessary forms or visit the District website.

Sack Lunch – We encourage families to pack nutritious food and drink when sending a sack lunch. Milk, fruit drinks and water are acceptable beverages. **Soft drinks should only be sent on field trip days.**

Free and Reduced School Meals

Parents/guardians should return the completed Nutrition Benefit form to their school of attendance or mail to Nutrition Services, 19701 S. Ridgeview Road, Spring Hill, KS 66083. Forms are available at each school, the Board of Education office or on our website.

Lunch Guests Policy

We welcome and encourage parents to come and eat lunch with their child. Upon checking in at the front office, please proceed to the cafeteria to wait for your child to arrive for lunch. We request that

you are seated in the designated guest seating area. Soft drinks are not allowed in the cafeteria. 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. Additionally, a doctor's note will be required for children with milk allergies.

Visitors

For the safety and protection of your children, all doors will remain locked except for the main entrance. All visitors must enter through the main entrance and sign in at the office to receive a visitor's identification badge before proceeding to other parts of the building. We encourage parents to visit their child's classroom and patrons to visit the district facilities. However, to reduce classroom disruptions, we ask that you make arrangements with the teacher or building principal before doing so. Students will not be allowed to invite other children to spend the day with them. Examples of this might be out-of-town family members or friends.

The administration reserves the right to limit visits that are frequent enough or long enough to interfere with instruction. Additionally, cell phone use is disruptive to the learning process of our children. Visitors are asked to silence cell phones and to refrain from using them in areas used by students. It is important to follow the same dress code required for students including refraining from wearing hats indoors, attire that contains obscene, suggestive or inappropriate wording/graphics or any other dress/hair choices that distract from the learning environment. Any person who visits a building and/or grounds of the district will be under the jurisdiction of the building principal who shall be responsible for developing rules and regulations governing the presence of visitors in the buildings. The principal has the authority to request aid 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 and its rules may be subject to the state trespass law (Board of Education Policy KM).

Building Plan for Crisis Management

The Spring Hill School District will provide a safe environment for students and employees in crisis. The Board of Education and administration acknowledge the necessity to implement a Crisis Management Plan in the event that a crisis should occur. Our students have a basic need for security and safety. Any event that threatens the feeling of safety and security shall be considered a crisis. There are unlimited possibilities of crises that could affect the district and school. These include, but are not be limited to: death, suicide, bomb threat, act of violence, natural disaster, accident, intruder, etc. In the event of a crisis, the district will work to maintain a safe and secure environment for all students and employees. Crisis response activities will encourage normalcy of activities. Questions about the building crisis plan are to be directed to the building principal.

Child Abuse

By state law, school personnel are required to report any suspicion of child abuse, which includes any kind of physical or mental abuse or neglect, including medical neglect. All abuses, reported to the school, will result in an immediate call to the Kansas Department for Children and Families.

Custodial Parent Concerns

The school must have the appropriated legal court documents to restrict non-custodial parent's access to their child or school records. If no such paperwork is given to the office, the child or the records will be released to either parent.

Directory Information

Please contact the office in writing if you do not wish for directory information to be released. Photographs of students and of class projects may be available to television channels, newspapers, social media, and the school website. Parents who do not want photographs of their child to appear should contact the school in writing.

Emergency Drills

We hold a minimum of nine fire drills and three tornado drills along with four A.L.I.C.E. (intruder) drills each school year. It is the teacher's responsibility to be certain that there is, posted in the classroom, a diagram showing the evacuation route for the drills. In addition, the poster should explain the procedures to be followed in case of a tornado. Other emergency drills/procedures are in place in the event of a report of a bomb threat or other emergency. The teacher will discuss this information with each class early in the school year.

It is the teacher's responsibility to ensure that all students follow emergency procedures, such as exiting the room and building, in any such drill or emergency. The teacher will take the emergency bag/bucket, copy of student roster from the room, emergency vest and should account for all students once they have cleared the building or reached the designated shelter area. Students are expected to follow teacher directions in the event of any emergency drill or actual event. If the class includes students with disabilities, it is required that the teacher ensures the safe evacuation of those students. A plan will be in place in each room for such an emergency.

The Family Educational Rights and Privacy Act (FERPA)

FERPA specifies rights related to educational records. This Act gives the parent or guardian the right to: inspect and review his/her child's educational records; make copies of those records; receive a list of all individuals having access to those records; ask for an explanation of any item in the records; ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and a hearing on the issue if the school refuses to make the amendment.

Section 504 of the Rehabilitation Act

Section 504, which prohibits discrimination against persons with disabilities in any program receiving federal financial assistance, assures that disabled students have educational opportunities and benefits equal to those provided to non-disabled students. The Act defines a person with a disability as anyone who has a mental or physical impairment, which substantially limits one or more major life activities; has a record of such impairment; or is regarded as having such impairment.

Special Services

USD 230 offers a wide range of special services to students who qualify for various programs. Please contact your student's teacher or building administrators for additional information about special services.

General Information

Field Trips

Field trips are an educational extension of the classroom curriculum. Parents will be given notice well

in advance of upcoming field trips. 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 helper 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.

Because elementary schools are responsible for students on field trips, we require students to ride the bus to the field trip. The only exception to this requirement would be rare instances when the student has alternative means of transportation written into his/her 504 Plan or IEP. On occasion, parents request to have their child return home with them from the field trip in their personal automobile. A note must be on file with the office by 3:00 p.m. on the day prior to the field trip. Lists are provided to the classroom teacher, bus driver and the school office prior to departure. Phone calls to gain permission will not be accepted during the field trip.

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 bike racks. Skateboards are not allowed at school.
- For the safety of the children, wearing a helmet is strongly advised.

Classroom Parties

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

Flowers/Balloons/Gifts

We ask that no flowers, balloons or gifts be delivered to the school to avoid disruption to the educational process. The school will not be responsible for delivering items to individuals.

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.

Lost and Found

Labeling coats, sweatshirts and lunchboxes will ensure they are returned to the owner. However, unlabeled lost items found will be put in the Lost and Found area at each school. Students will have the opportunity before school and during lunch to retrieve lost items. Unclaimed items will be donated to charity at the end of each quarter.

Nuisance Items

The school will not assume responsibility for nuisance items (toys, games, cameras, cell phones, etc.) brought from home. It is not uncommon for students to use items such as hand-held games, MP3 players, iPods, etc. on the bus to help pass time. These items should remain inside backpacks during school time. In some cases, teachers may approve the use of e-Readers (Kindles, Nooks, iPads, etc.)

Parent Contact Information

If there is a change of the work or home address, telephone number, email or the person to notify in an emergency, the office should be informed immediately.

Parent Teacher Organizations

Each elementary has an active Parent Teacher Organization. These organizations are separate entities and are not affiliated with school district operations. Contact your school office to get contact information or visit the school website (Parents & Students > PTO).

Pets

We discourage animals being brought in the building. Prior approval must be obtained from the principal.

Therapy Dogs

A therapy dog is a certified canine assistant chosen by its temperament. The dog is placed with a professional for motivational and interaction purpose. These dogs work in schools, skill care facilities, hospitals and similar settings. By providing unconditional love and acceptance, these dogs can improve and increase therapeutic results.

Progress Reports

Progress reports for each nine weeks will be issued the fifth week each quarter. It is our school policy that all parents with students in grades K – 5 be notified.

Property Damage

Everyone is held accountable for damaged school property. Accidental or intentional damage must be paid for by the person(s) responsible. Damage that is intentional or results from inappropriate behavior will also require disciplinary action, which may include suspension.

Returned Checks

Please check with someone in the school office to see what arrangements can be made for payment at a later date before you write an insufficient funds check.

School Site Council

A site council shall be established in each building in the district. Each council shall be 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 shall include, at a minimum, the building principal, and representatives of: teachers and other school personnel, parents of pupils attending the school, the business community, and community leaders.

Student Council

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.

Telephone

Students will not be called from their classes to talk on the phone except in cases of an emergency. A message will be delivered to the student at instructional break time. Students will not be allowed to use the telephone without permission from an adult in the office.

Student Recognition

Student recognition programs will vary by school.

Board of Education Policies

Computer Usage Policy

Computer systems are for educational and professional use only. No software, including freeware or shareware, may be installed on any district computer until cleared by the network administrator. Employees and/or students shall have no expectation of privacy when using district e-mail or other official communications systems. Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the administration (Board of Education Policy IIBG).

Discrimination

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion is prohibited (Board of Education policy GAEA).

Emergency Safety Interventions

The Board of Education is committed to limiting the use of Emergency Safety Interventions (“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 (See K.A.R. 91-42-1)

“Campus police officer” means a school security officer designated by the board of education of any school district pursuant to K.S.A. 72-8222, and amendments thereto.

“Chemical Restraint” means the use of medication to control a student’s violent physical behavior or restrict a student’s freedom of movement.

“Emergency Safety Intervention” is the use of seclusion or physical restraint 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. 72-1046(d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; (6) a foster parent, unless the student is a child with an exceptionality; or (7) a student who has reached the age of majority or is an emancipated minor.

“Physical Escort” means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.

“Physical Restraint” means bodily force used to substantially limit a student’s movement.

“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” requires all three of the following conditions to be met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that the student will be prevented from leaving, the enclosed area.

“Time-out” means a behavioral intervention in which a student is temporarily removed from a learning activity without being 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 person appropriately 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 must be indicated in a written statement from the student's licensed health care provider, a copy of which has been provided to the school and placed in the student's file.

Such written statement shall include an explanation of the student's diagnosis, a list of any reasons why ESI would put the student in mental or physical danger, and any suggested alternatives to ESI. Notwithstanding the provisions of this subsection, a student may be subjected to ESI, if not subjecting the student to ESI would result in significant physical harm to the student or others.

Use of Seclusion

When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times.

All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of emergency, such as fire or severe weather.

A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent. Such rooms 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 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 is not limited to, the use of handcuffs.

Documentation of ESI Incidents

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

Date and time of the ESI,

Type of ESI,

Length of time the ESI was used,

School personnel who participated in or supervised the ESI,

Whether the student had an individualized education 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.

Harassment

The Board of Education is committed to providing a positive and productive working and learning environment that is free from discrimination, including gender, sexual or racial harassment. Harassment will not be tolerated by the school district (Board of Education Policies JGEC, JGECA).

Hazing/Harassment/Intimidation/Bullying/Menacing

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

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the Superintendent or board. Individuals may also be referred to law enforcement officials.

Bullying

Bullying is defined as **“aggressive behavior that involves unwanted, negative actions. Bullying involves a pattern of behavior repeated over time. Bullying is intentional and involves an imbalance of power.”**

There are four types of bullying: verbal bullying, physical bullying, relational bullying, and cyber bullying. Our student rules for bullying prevention are:

1. We will not bully others;
2. We will try to help student who are being bullied;
3. We will try to include students who are left out; and
4. If we know somebody is being bullied, we will immediately tell an adult at school **and** an adult at home.

Truancy

The building principal shall report students who are inexcusably absent from school to the appropriate authority. Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in the semester or seven unexcused absences in a school year, whichever comes first. Students who are absent for a significant part of any school day shall be considered truant. Prior to reporting to either Kansas Department for Children and Families (if student is under 13), a letter shall be sent to the student's parent(s) or guardian notifying them that the student's failure to attend without a valid excuse shall result in the student being reported truant (See Board of Education Policy JBE).

School Resource Officer

The Johnson County Sheriff's Department and the USD 230 Board of Education have formed a partnership to provide a school resource officer (SRO) in the Spring Hill School District. This program is provided in response to the frequency of violent incidents in our nation's schools and a

recommendation by the 1998 -1999 district safety and discipline committee. The primary job of the SRO is preventative in nature and to provide a positive law enforcement presence in the school community. The school resource officer has an office located at Spring Hill High School. Parents and students are encouraged to meet the SRO.

Controlled Substances

A student shall not knowingly possess, sell, use, transmit, or be under the influence of any narcotic drug, amphetamine, barbiturate, marijuana, simulated drugs, and controlled substances or alcoholic beverage of any kind:

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

The administration will consider any infraction of this policy to be grounds for discipline as set forth by the BOE. Use of a drug authorized by a medical prescription from a registered physician, when dispensed by the school nurse, shall not be considered a violation of this rule.

Searches

Principals are authorized to search property and/or students if there is reasonable suspicion that district policies, rules, or directives are being violated. All searches by the administrator shall be carried out in the presence of another adult witness (Board of Education Policies JCAB, JCAB-R, JCABB, JCABB-R).

Security and Safety

Kansas School Safety Hotline [effective July 1, 1999]: a statewide hotline (available 24 hours a day, 365 days a year) has been established to report impending school violence to the Kansas Highway Patrol. Information received on this hotline will immediately be shared with local law enforcement and school officials. Kansas School Safety Hotline: 1-877-626-8203 You may report any information that might threaten the safety of school or students.

Security devices may be installed at district attendance centers. Other measures may be taken to prevent intrusion disturbances from occurring in school buildings or trespassing on school grounds (See Board of Education Policy EBC).

Threats of Violence

A student has the responsibility to report **threats of violence** by another student, or group of students, 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. The building policy, related to threats, is as follows: When a threat is reported, administrators will investigate. If the student did not make a threatening statement, the student will return to class.

If the student did make a threatening statement, building administrator(s) will analyze the threat for severity. Administrators may consult with the School Resource Officer (SRO). Parents will be called, and a conference will be held. The building counselor may be available to talk with the student. The

SRO may create an incident report. If the threat is determined not to include actual intent/plans to harm, the student may return to class following the conference; however, some school disciplinary action may be taken.

If the threat is determined to include actual intent/plans to harm, parents will be called and a conference will be held. The SRO will file an incident report with the possibility of a police report, and the student will receive out-of-school suspension. When students continue to make threats, administrators will determine the appropriate level of consequences.

Your support, as parents, is very important to us. We ask that you talk with your students about safety. Specifically, we ask that you remind your students that they must not threaten to harm anyone at school. As always, our first consideration is to provide a safe learning environment for all of our students. *K.S.A. 21-3419—Criminal Threat is any threat to: commit violence communicated with intent to terrorize another; or to cause the evacuation of any building, place of assembly or facilitation of transportation, or in reckless disregard of the risk of causing such terror or evacuation; or adulterate or contaminate any food, beverage, drug or public water supply.

Weapons and Dangerous Instruments

No student or visitor shall 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.

Penalties for Possession

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 (Board of Education Policy JDC). Possession of a facsimile of a weapon may result in suspension or expulsion. Expulsion hearings for possession of a weapon shall be conducted by the Superintendent or the Superintendent's designee. Students violating this policy shall be reported to the appropriated law enforcement agency(ies) and if a juvenile, to Kansas Department for Children and Families or the Commissioner of Juvenile Justice.

Student Privacy Rights

District employees may have ongoing opportunities to access confidential information or records that are required to be kept confidential. Much of the student information processed by district employees is confidential, and state and federal law limits its release; for example, driver record and vehicle registration information, confidential student records, criminal history background check information, information obtained pursuant to KS Dept. for Children and Families interventions, social security number information, and professional misconduct background checks.

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.

If an employee is approached to provide information inappropriately, the employee must refuse to release the requested information unless authorized by his/her supervisor or otherwise be required to release the information under law or court order. In all cases, the employee's immediate supervisor shall immediately be informed, of any requests.

Any employee who inappropriately releases information, or uses confidential information obtained in

the course of his/her employment with the district will be disciplined in accordance with board policies, the negotiated agreement, and district procedures. Disciplinary action may include penalties, up to, and including, termination (Board of Education Policy JCDBB).

Student Conduct

An appropriate atmosphere for learning requires 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 (Board of Education Policy JCD).

Confidentiality of Special Education Records

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.

A significant Federal education law addressing confidentiality is the Family Educational Rights and Privacy Act (FERPA). Under 34 C.F.R., Part 99, the school district must annually make notification that the parent or eligible student has a right to:

1. Inspect and review the student's education records;
2. Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
3. Refuse to consent to disclosure of personally identifiable information, except to the extent that Federal laws authorize disclosure without consent;
4. File a complaint with the Kansas State Board of Education (KSBE) or the U.S. Department of Education concerning alleged failures by the school district to comply with State and Federal confidentiality requirements; and
5. Obtain a copy of the school district's confidentiality policies and procedures.

The school district maintains a list of names and positions of personnel who may have access to personally identifiable data as well as specific procedures regarding the review/inspection of records, disclosure of records, amendments to records/hearing to contest records, storing records, destruction of records, and photographing/videotaping of students.

When a student reaches the age of eighteen (18) years of age, permission and consent shall be accorded to the student provided the student has not been legally adjudicated to be an incapacitated person or under the jurisdiction of a court as a Child in Need of Care. Please contact the Spring Hill District Director of Special Services, at 913-592-7293 if additional information is needed about the school district's position and procedures regarding confidentiality of special education student records.