

2025-2026 Handbook

**Kinsley-Offerle Elementary School
PK – Grade 5**

USD #347

**325 S. Elm
Offerle, KS 67563
620-659-2866**

KOES Motto:

**Together...
Believe, Achieve, Succeed!**

Principal – Kiley Myers

KOES Mission Statement:

**“At KOES we work together to provide a safe place that will prepare students for
higher levels of learning.”**

Welcome KOES students and parents to the beginning of a new and exciting school year!

During the course of the year, it is my hope that we can partner in education to provide the best opportunities for your child and ensure their success. Parents can become involved by simply taking an active role in their student's education. This may mean helping with homework, listening to your child read, talking with your child about the school day, volunteering with classroom activities, getting involved in the Coyote Pup Booster Club, or contacting teachers if there is a problem.

This handbook is provided for you to become familiar with the general procedures at our school. It contains information that should be known by all those connected with Kinsley Offerle Elementary School. Even though this handbook cannot answer all the questions that might arise this year, it addresses many issues. If you have any questions during the year, please call the school office for more information.

Principal

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Daily Schedule

8:00 - Students arrive at school, eat breakfast and/or report to their classrooms.

8:20 - Classes Begin

3:30 - End of School Day

Arrival and Dismissal

All students arriving before 7:45 am will be unsupervised; therefore, we discourage arrival at the KOES building before 7:45 am. Any student leaving school during the day (before the dismissal time of 3:30 pm) must notify the classroom teacher with parent permission through a note or call and **check out through the office**.

Students who become ill during the day should report to the office. The school nurse, office personnel, and/or principal will determine if the student should go home. **In ALL CASES, the student is not to leave without parent permission.**

Children are not allowed to play on the playground before or after school. If a student desires to play on the school playground after school, he/she must first go home and receive parental permission to come back and play. At this time the playground supervision is the responsibility of the parent.

Visitors and Guests

Parents and other visitors are invited to make arrangements to visit school. Upon arrival at the school, visitors must make their presence known by signing in at the office and obtaining a nametag.

Attendance

School attendance rationale is governed in principle by state law on compulsory attendance. Each student should make every effort possible to attend school daily. Attendance is necessary for success in school.

The administration will make the decision if a student may participate in an activity if the student goes home during any part of the school day or arrives late to school. Steps to follow when a student is absent:

1. Parents are required to contact the school office the morning of a student's absence by 9:00 a.m. If office personnel are unable to make contact with the parent/guardian, the student's absence will be unexcused.
2. Students will have one day for each excused day missed, plus one more day, to do the make-up work. It is the student's responsibility to contact their teacher for assignments missed.

Please do not send your child to school ill. But, on the other hand, do not allow your child to miss school simply because he/she does not "feel well". A child with a fever or other observable signs of illness should be kept at home.

If student(s) arrive by 10:20 am, they will only be considered Tardy. If they arrive after 10:20 it is counted as ½ day absent. If student(s) leave before 2:30 pm, it is considered ½ absent as well. If they leave after 2:30, they will be counted as being here for the full day.

Excused Absences

Parents or guardians must take responsibility for notifying the school in order for an absence to be considered excused.

In order for any absence to be considered “excused,” parents **must notify the school on or before the date of the absence**. *A phone call or written notice must occur, but it does not automatically make the absence excused.* The notification from parents is required to aid the principal in a determination.

According to Kinsley-Offerle Board of Education policy (JBD-~~R~~), the following reasons for absence may be excused:

- *Personal illness – a medical statement may be required and will be required after the third consecutive day of illness per semester.*
- **Medical appointments-a Dr.’s note will be required after each appointment.**
- Health-related treatment, examinations, or recuperation;
- Serious illness or death of a member of the family;
- Obligatory religious observances
- Participation in a district-approved or school sponsored activity or course;
- Absences pre-arranged by parents and approved by the principal; and
- Students of active duty military personnel may have additional excused absences at the discretion of the principal for visitations relative to leave or deployment;

The principal is the designated employee in each building to determine the authenticity of each absence from the information provided.

Unexcused Absences

For unexcused absences of students 13 years of age and younger, truancy, as defined by KS law, *will be reported to the local Department of Children and Family Services (DCF) on the third consecutive day of unexcused absence or on the fifth day of total unexcused absences.* (USD 347 Policy JBE) When any student has accumulated a total of **15 days absent, excused or unexcused** (not counting school-sponsored activities), a letter will be sent to the parents advising them of excessive absences. On the **18th day of absence**, parents will receive a phone call from administration to discuss the absences. Student absences will then be reviewed and discussed with parents with each **additional five absences**.

Tardiness

Students at KOES will be counted tardy if they are not in their classrooms at the designated start time for the school day. **If your student is tardy, a parent MUST come to the office and sign them in or they will be marked unexcused.** The office or the teacher will determine if the tardy is “excused” or “unexcused.” Tardiness will be closely monitored and the following steps will be followed:

The first two times a student has an **unexcused** tardy that is within the control of the student, the student will be given a verbal warning. The third unexcused tardy in a semester will result in owing one recess in the office. If tardies continue, the principal will handle the matter.

Illness and Injury

Parents will be contacted in the event that a child has a fever (99.0 or above-99.7 or above) and/or is vomiting at school. The parents will be asked to take the student home. In ALL CASES the student is not allowed to leave without parent permission. Do not allow your child to return to school until all risk for transmission of an illness is past. **Students need to be free from fever and vomiting for 24 hours before coming back to school.**

In the event of any injury, the student's parents shall be notified. If medical attention is required, it will be the responsibility of the parents or at the parent's request. **If your child has a medical condition such as asthma or epilepsy, or is taking prescribed medication on a regular basis, please let the school office know in writing.** (Information on Health Wave and Student Accident Insurance is also available, non-refundable.)

Head Lice: On occasion, the school will conduct a head lice check. If head lice are found, the child's parents will be notified and education materials will be sent home. A precautionary note will be sent home with all children in the classroom(s) where head lice were found.

Inclement Weather

If poor weather conditions make it necessary to curtail bus routes or cancel school, the Superintendent of Schools makes the decision. **The EZ Messenger / Go Edustar communication system will be used to notify families of changes in school scheduling. Phone information for this purpose will be gathered from student enrollment forms.** Notification of school closing or a change of bus routes will also be sent to local radio and television stations.

Library Use

1. The student is expected to observe the habits of courtesy for others.
2. Materials must be checked out in the student's name before they can be removed from the library.
3. If material is misplaced or lost, report the loss to the librarian immediately so that an effort can be made to locate it.
4. The student is responsible for anything checked out in their name. They will be expected to reimburse the school for lost or damaged materials at replacement cost.
5. If a student has overdue material, no other material may be checked out until the overdue material is returned.
6. Treat library materials as if they were a treasure. Hold them carefully and treat them with respect.

Dress Code

Students generally conduct themselves in a manner similar to the way in which they dress and groom. It is recommended that students dress in clothing appropriate for learning and for the weather conditions. Any type of dress or grooming which is disruptive will not be permitted. This includes, but is not limited to: clothing containing printed or visual messages which are inappropriate in a school setting, "bagging and sagging" pants, bare midriffs, spaghetti straps or camisoles without a cover shirt, halter tops, and clothing inappropriate to the weather. Muscle shirts and tank tops with gaping armholes are not acceptable. Hats and sunglasses are not to be worn in the building unless we are having a theme day that allows it.

Tank tops that have over the shoulder straps the width of 3 adult fingers are acceptable. Racerback tank tops or men's undershirts worn by themselves are not acceptable.

Shorts, skorts, skirts, and dresses must be mid-thigh in length and not covered by the shirt. Mid-thigh is defined as the length of the short or skirt being no shorter than fingertip length of the child's arms hanging at their

sides. This includes the bottom of the slit on racing shorts.

Students wearing inappropriate garments will be asked to call a parent for an appropriate change of clothing or will be loaned suitable clothing. He or she may be asked to remove an accessory that is inappropriate. If there is a question, please contact your child's teacher or the school principal. Final discretion will be left to the building administrator.

**** Open-toed shoes will be allowed during the first quarter of the school year and again after Spring Break. Shorts may be worn all year round however students will go outside for recess as long as the wind chill is not below 32 degrees, students who are not dressed accordingly will not get to go outside for recess.**

Proof of Identity

Kansas Law provides that whenever a child enrolls in a public school for the first time, the school is required to secure proof of identity of the child. Proof of identity is either:

- a. copy of the birth certificate or Social Security number
- b. copy of the court order placing the child in the custody of DCF or the State
- c. certified transcript or other pupil record if enrolling in grades 1-12
- d. other documentation which the board determines to be satisfactory may be provided

Medication

Any medication to be given at school (over the counter or Doctor's prescription) must be accompanied by a **Permission for Medication Sheet and must be supplied by the parent.** This form must be signed by the parent for an over-the-counter medication, and signed also by a doctor if it is a prescription medication. **ALL medication is to be brought to school in the original container.** Prescriptions must be appropriately labeled by the pharmacy stating the name of the medication, the dosage and times to be administered. This container will be kept in the office at school until the prescription is taken in full and/or the container is empty. Teachers should be **notified** if your child needs to use cough drops.

KOES Grading Policy

1. Grades will be based on homework, class work, projects, group work, quizzes, tests, and participation.
2. The following grading scale will apply to students in Gr. 2 – 5

90-100% A
80- 89% B
70- 79% C
60- 69% D
59% and below F

Kindergarten and First grade report cards will be marked:

S – Satisfactory
N – Needs Improvement
U – Unsatisfactory

Homework / Late Work Policy

Homework is left up to the discretion of the teacher. In assigning homework, the teacher is to use his/her own professional judgment overseen by the building principal. Generally speaking, most homework consists of practicing concepts and skills, studying for tests and completing work from the school day. Policies regarding late

work and / or incomplete work will be determined by the teachers at each grade level. These policies will be communicated with the parents and students at the start of the school year. If at any time you have a question or concern with homework/late work please contact your child's teacher prior to contacting the principal.

After School Program

If a student in grades 3 - 5 is struggling academically, they may get extra help in our after school program. This program employs at least one teacher. Students in this program meet each Tuesday & Thursday from 3:30 to 5:00 p.m. Snacks are provided. A shuttle bus transports students back to KJSHS in Kinsley for drop-off. The After School Program is **mandatory** for students who are referred for low test scores, poor classroom achievement, or lack of study skills. **Regular attendance is mandatory based on teacher/parent schedule agreement. If you have 3 absences from the program you forfeit your right to attend.**

Reporting Student Progress

Parent-Teacher Conferences are scheduled twice throughout the year. Conference dates are listed on the district school calendar.

Progress notes will be sent home at the mid-point of each nine-week period.

Report cards will be sent out after each grading period. Progress for students in grades 2-5 can also be tracked by accessing the district student information system, "Parents On Line (Go Edustar)", via internet.

Honor Roll

Certificates will be given at the end of each quarter as well as the end of the 9 weeks for those students in Grades 2-5 who have earned the following:

- Principal's Honor Roll: Grade point average of 4.0
- Coyote Pup Honor Roll: Grade point average of 3.5-3.9
- Red & White Honor Roll: Grade point average of 3.0-3.49

Telephone/Smart Watch Use

The use of the phone will be limited to necessary calls. Transportation needs should be arranged before the student comes to school. Students will not be called from class for a phone call. A message will be passed on to the student when necessary. Students are not allowed to use the phone without the permission of the classroom teacher or the office staff. **Cell phones and smart watches need to be turned off and in backpacks for the entire school day.** Cell phones **or smart watches** being displayed or used inappropriately will be confiscated and must be picked up by a parent.

Required Notes

Parents are required to send a note or make a phone call to the classroom teacher or to the school office when it becomes necessary **to change the usual after school destination of their child. We ask that you let the office know by 3:00 with any changes to your child's after school plans.** Parents are required to **send a note or make a phone call when their child is not to participate in Physical Education class or go out to recess.** If an extended period (3 days or more) is required, it will be necessary to have a signed note from a doctor to be on file in the office.

Jurisdiction of School

Students are responsible to the school for their behavior while on school grounds, before, during and after school

sponsored events (at home or out of town), and at other times “if engaged in conduct detrimental to the operation of the school or detrimental to the morale of the school.”

Students are expected to comply with the directions of faculty (teachers, paraprofessionals, and substitute teachers) student teachers, administrators, adult volunteers and school staff members during any period of time when properly under the authority of the school.

******The school will not be responsible for students who, at the end of the day, continue to wait on transportation.

Student Safety

The safety of the elementary school students is the joint responsibility of the school and home. While at school, every effort will be made by the school staff to provide a safe place for our children to learn.

To help ensure student safety and security, KOES will provide staff training and student instruction regarding bullying according to the KOES Anti-Bullying Plan. *A Bullying Report form is also included as Appendix A to provide a means to report incidents of bullying or other inappropriate behavior.*

Bullying will be handled as an inappropriate behavior/discipline.

Kinsley-Offerle Elementary Anti-Bullying Plan

In support of the USD 347 Bullying Policy (JDDC), the following anti-bullying action plan will be implemented at Kinsley-Offerle Elementary School.

Definition of Bullying: Bullying is when one child, or a group of children, keeps hurting another child with words or actions repeatedly over a period of time. Bullying may be hitting, shoving, kicking, and name-calling. Bullying includes playing dirty tricks, leaving out a child, spreading rumors or doing other mean things.

Bullying can be: physical, emotional and social (verbal and non-verbal)

Our Aim:

- To prevent bullying so we can create a safe, peaceful and respectful atmosphere in and around school.
- To encourage everyone at our school to take responsibility for stopping and preventing ALL bullying
- We want our school to be bully free, where people cooperate with one another.
- We want our school to be a welcoming and happy place, where no student dreads coming into school.
- Bullying will not be tolerated at KOES.

In order to create this positive, safe environment, the following things must happen:

1. Educate and train both staff and students about bullying and how to handle it.

~~a. Second Step~~

~~Recognize, Report, Refuse~~

Character Strong Bullying Prevention lessons: Stop, Support, Report

2. Assess the awareness and scope of bullying in our school.

a. Use of student and staff surveys.

b. Identifying areas and locations with high bullying potential

- i. bathrooms
- ii. buses gym area before and after breakfast
- iii. halls/lockers
- iv. lunch line / cafeteria
- v. playground / recess

- vi. music
- vii. STEAM

KOES Anti-Bullying Plan (continued)

3. Put strategies in place to reduce incidents of bullying
 - a. Increasing monitors / adult supervision – each recess is monitored by 2 adults
 - b. Video Cameras in halls, gym and lunchroom.
4. Establish a confidential reporting system.
 - a. Develop good student – adult relationships building-wide. This is done through our school wide “Families”
 - b. Bullying Report Form (see Appendix A)
5. Discipline procedures for bullying will follow the procedures outlined in the Behavior Expectations section of the Student Handbook according to severity and recurrences of the problem.

***False reports or retaliation for harassment, intimidation or bullying also constitutes a violation of this policy.

Second Step Character Strong: PurposeFull People

~~We want your child to be as successful as possible at school. Success in school is not just about reading and math. It is also about knowing how to learn and how to get along with others.~~

~~We will be using the *Second Step* program in your child’s classroom to teach these critical skills. The *Second Step* program teaches skills in the following four areas:~~

- ~~1. Skills for Learning: Students gain skills to help themselves learn, including how to focus their attention, listen carefully, use self-talk to stay on task, and be assertive when asking for help with schoolwork.~~
- ~~2. Empathy: Students learn to identify and understand their own and others’ feelings. Students also learn how to take another’s perspective and how to show compassion.~~
- ~~3. Emotion Management: Students learn specific skills for calming down when experiencing strong feelings, such as anxiety or anger.~~
- ~~4. Problem Solving: Students learn a process for solving problems with others in a positive way.~~

Second Step Bullying Prevention Unit

~~We are using the *Second Step* program in your child’s classroom. The *Second Step* program teaches children important skills for getting along with others and doing well in school. It also helps our school to be a safe, respectful place where everyone can learn.~~

~~To further help our school be a safe and respectful place, we are also going to use the *Second Step Bullying Prevention Unit*. In this unit, your child will learn specific skills to help stop bullying. Students will learn how to:~~

- ~~● Recognize when bullying is happening, report bullying to a caring adult, and refuse to let bullying happen~~
- ~~● Be a bystander who helps stop bullying~~
- ~~● Support someone being bullied by standing up for that person and being kind and inclusive~~
- ~~● Recognize, report, and refuse cyber bullying when they see or know about it happening~~

Dear Families,

We are thankful for you being part of our school community! The world is changing quickly and we want to do everything we can to help students be successful in school and life.

We are excited to tell you that we will be using a program called PurposeFull People this year. This program teaches skills that will help students be successful in school and in life.

We believe that students should have safe, predictable places to learn where they feel included. Students should have healthy and helpful connections with teachers and classmates. They should also experience learning that will help them tackle challenges inside and outside of school. PurposeFullPeople is more than a set of lessons - it is a partnership between schools and families to create a place where students feel like they belong and learn skills that will help them be the best they can be!

PurposeFull People has three main goals for students: Be Kind, Be Strong, and Be Well.

- **Be Kind:** Social skills like listening, friendship, solving conflicts, and leadership.
 - These skills are taught alongside **Empathy, Respect, & Cooperation**
- **Be Strong:** Skills that help students focus, stay organized, and set goals.
 - These skills are taught alongside **Responsibility, Courage, & Perseverance**
- **Be Well:** Skills that help students handle their emotions and deal with stress.
 - These skills are taught alongside **Gratitude, Honesty, & Creativity**

This year, you'll be invited to join the fun! We will send letters home about the skills and strengths being taught each month. Each letter will include some ways to build these skills at home, discussion starters, and fun challenges you can try with your family.

The path forward is full of growth! We cannot wait to partner with you in this work...

- To teach students how to build strong friendships
- To work together to solve problems, big and small
- To grow skills for life
- To become PurposeFull People

With Gratitude,

Mrs. Bright

Character Strong: PurposeFull People: Bullying Prevention

To help students achieve their best and make schools safe and welcoming, we need more than just anti-bullying policies. CharacterStrong uses strategies that are proven to work and focus on key social and emotional skills. In the curriculum, students will experience a blend of anti-bullying methods with other important skills like empathy, communication, and resilience. This helps schools deal with bullying better while also teaching students to understand and care for each other. This approach makes it easier for schools to embrace bullying prevention strategies and build an environment of kindness and respect.

Behavior Expectations

PHILOSOPHY: The staff at Kinsley-Offerle Elementary School believes that all students will behave in a responsible manner. Students who do not meet these expectations will be subject to faculty and administrative disciplinary procedures. Parents will be notified in writing or by phone of referrals to the Principal's office. The school will follow the district's adopted Student Behavior Plan, which addresses the areas of Transportation, School and Activities. KOES has a School-Wide Behavior plan and students are expected to follow the 3 B's. **Be Respectful, Be In Control, and Be Ready to Learn.**

KOES School- Wide Behavior Plan

Purpose: To have clear and concise behavioral expectations throughout the entire building. This will allow for all students to be held to high expectations and teachers and staff will be able to teach and reinforce these expectations.

Rules to follow:

Be Respectful

Be in Control

Be Ready to Learn

Voice Levels:

- 0- Voices Off
- 1- Whisper
- 2- Partner talk
- 3- Presentation/Teacher Voice
- 4- Outside/sporting event

Hallway

Be Respectful	Be in Control	Be Ready to Learn
<ul style="list-style-type: none"> ● Be aware of others in the hallway ● Be quiet ● Be courteous ● Quiet waves or smiles 	<ul style="list-style-type: none"> ● Walk on the right side of the hallway ● Keep your hands and feet to yourself ● Voices are a level 1 (whisper) 	<ul style="list-style-type: none"> ● Listen for instructions ● Eyes are up and forward

Classroom

Be Respectful	Be in Control	Be Ready to Learn
<ul style="list-style-type: none"> ● Follow the expectations of the activity ● Use kind words ● Treat people, property and ideas with respect 	<ul style="list-style-type: none"> ● Listen before you speak ● Be in your area ● Follow the given voice level 	<ul style="list-style-type: none"> ● Have materials ready ● Ask questions ● Be helpful ● Remember you may not know it YET but if you keep trying you will

Students are allowed to bring a water bottle to fill and keep in the classroom. Water bottles must **not** exceed 24 oz.

They must be spill proof with no straw and ONLY contain regular water. (NO flavored water, Gatorade, lemonade, etc.)

Bus

Be Respectful	Be in Control	Be Ready to Learn
<ul style="list-style-type: none"> ● Sitting with back against the seat ● Feet on the Floor ● Voices: <ul style="list-style-type: none"> ○ 0 Railroad ○ 1 Town ○ 2 Highway ● Be respectful towards others 	<ul style="list-style-type: none"> ● Stay in a straight line when loading and unloading the bus. ● Keep hands and feet to yourself ● Keep your backpack in your area ● Calmly enter the school with a voice level at a 2, 1 when you enter the hallway 	<ul style="list-style-type: none"> ● Listen to the directions of the bus driver and the aids ● Help keep everyone safe ● Always do your best

All students will obey the bus driver/adult monitor and rules of USD #347 or may be denied the privilege of riding the bus. The requirements of this regulation shall apply to all passengers when transported in a school bus or school activity bus.

Lunchroom

Be Respectful	Be in Control	Be Ready to Learn
<ul style="list-style-type: none"> ● Use good table manners ● Voices at 1 when in line and a 2 when seated. ● Raise your hand for help ● Clean up your area 	<ul style="list-style-type: none"> ● Carry tray with 2 hands ● Walk carefully ● Stay in line ● Eat your own food without sharing 	<ul style="list-style-type: none"> ● Listen for adult instructions ● Eat and then voice at a 2 while seated and voice at a 1 when lining up ● Follow directions

1. **POP/SODA is NOT** allowed in the lunchroom during the lunch period.
2. If students bring a lunch from home, all items must be pre-cooked. We will warm things up in the microwave, but will not be preparing items (such as ramen noodles, macaroni and cheese bowls, or frozen pizzas).
3. On occasion, parents are welcome to join their child(ren) for lunch at school. In consideration of other children, it is requested that outside meals (such as McDonald's or Pizza Hut) are not brought in. **Please call ahead to be on the lunch count for what is being served on the daily school menu or bring a sack lunch.**

Bathroom

Be Respectful	Be in Control	Be Ready to Learn
<ul style="list-style-type: none"> ● Be clean-wash hands ● Wait your turn ● Be quick ● Report problems to 	<ul style="list-style-type: none"> ● Use the toilet correctly ● One squirt of soap ● Make sure you flush ● Voices are off 	<ul style="list-style-type: none"> ● Return promptly ● Take pride in your bathroom

the teacher		
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Playground

Be Respectful	Be in Control	Be Ready to learn
<ul style="list-style-type: none"> • Take turns • Follow adult directions • Line up when the whistle blows • Do your best to include others 	<ul style="list-style-type: none"> • Follow playground and established game rules • Rocks remain on the ground • Use equipment appropriately <ul style="list-style-type: none"> • Use your walking feet when lining up 	<ul style="list-style-type: none"> • When the whistle blows, look at the adults. • Handle recess issues using conflict resolution <ul style="list-style-type: none"> • Do unto others as you would have them do unto you.

****Whenever possible, K-5 students will go outdoors for recess so students should dress according to the forecasted temperatures.** If the temperature or wind-chill factor falls below freezing (32 degrees F), then recess monitors will use the gym or classroom for alternate recess activities. Your student will not be allowed to go to recess without the proper attire.

Student Rewards

Students earn Coyote Cash when they are caught being exceptional in any of the areas. Myers Money will be given when whole classes are caught being exceptional by any staff member.

Students spend their Coyote Cash monthly at the Coyote store and classes select different prizes when they earn a certain amount of Myers Money.

Rewards will be given by the classroom teachers for meeting monthly Reading goals. Larger, end of the semester rewards will be chosen by the principal.

Behavior Point System

Students will be assigned discipline points for violations reported to the office with proper documentation and referral put into Go Edustar. An accumulation of points will be made for each **9 weeks** and will start at zero beginning each new 9 weeks. After students reach **10 points**, the parents, student, teacher, and administration will have a meeting to discuss the behaviors. Once certain point totals are reached, more severe consequences are incurred.

Students may have the opportunity to earn points back-one discipline point for each **five** school days without receiving a discipline point. Administration will have the final authority and can assign points or modify severity of consequences. Consequences for point accumulation are at the discretion of the classroom teacher or building principal, but these are the guidelines set in place:

1 point: loss of recess time

2-5 points: loss of recess time, call home

6-10 points: loss of recess time, call home, meeting with parents, short term ISS (1-3 days) Behavior plan will be implemented.

10-15 points: call home, meeting with parents, short term ISS (1-5 days), short term

OSS 15+ points: ISS (3-10 days), OSS (Up to 10 days)

1 point referral: teacher or administrator assigned loss of recess time

- dress code violation (1st offense)
- disturbing classroom learning environment
- chronic tardiness (5x or more per semester)
- bus referral (1st offense)

2 point referral: teacher or administrator assigned loss of recess time, call home, or ISS

- dress code violation (2nd offense)
- forging or passing of notes
- inappropriate language/use of profanity
- dishonesty to teacher or staff member
- bullying/intimidation/harassment (1st offense)

3 point referral: teacher or administrator assigned loss of recess time, call home, or ISS

- defiance of authority
- lunchroom disturbance
- Ipad violation
- disrespect to teacher or staff member
- leaving class without permission
- cheating or academic dishonesty
- refusing a reasonable request

5 point referral: call home, meeting with parents, or ISS

- bus referral (2nd offense)
- destruction of school property
- theft
- fighting
- pulling the fire alarm
- act of violence towards another student
- bullying/intimidation/harassment (2nd offense)

10 point referral: ISS, OSS

- fighting (2nd offense)
- making a threat about another student or self
- any threat disrupting the safety and security of the school
- bringing a weapon to school
- tobacco/alcohol use or possession

While in **Modified ISS**, the student remains in the regular classroom during times of instruction. The student

reports to the office during any activities that take place outside of the regular classroom (Music, PE, Technology, Recess and Lunch). If assigned **ISS**, the student spends the regular amount of time in school in isolation from other members of the student body. During **OSS** assignments, students are not allowed to attend regular school sessions and may not participate in after-school activities.

Short Term Suspension

A student may be suspended by administrative staff for up to ten (10) days in accordance with Kansas Statute 72-8902. No suspension for a short term shall be imposed upon a pupil without giving the pupil and parent notice of the charges and affording the pupil an opportunity for a hearing thereon. The notice may be oral or written and the hearing may be held immediately after the notice is given. The hearing may be conducted informally but shall include the following procedural due process requirements: (A) The right of the pupil to be present at the hearing; (B) the right of the pupil to be informed of the charges; (C) the right of the pupil to be informed of the basis for the accusation; and (D) the right of the pupil to make statements in defense or mitigation of the charges or accusations. Refusal of a pupil to be present at the hearing will constitute a waiver of the pupil's opportunity for a hearing.

Extended Suspension or Expulsion

Building principals are authorized by the board of education to suspend students for willful and/or persistent disobedience to the authority of any teacher, or for violations of the regulations of the school. This suspension shall not extend beyond a period of ten (10) days. An extended suspension or expulsion for a period of more than ten (10) days shall be subject to the limitations and procedures as defined by the board of education policy.

Smoking and Drinking

Smoking and drinking are not allowed in any building or on any property of USD #347. Any student participating in these activities will be subject to disciplinary action.

Weapons Policy

Board of Education policy prohibits possession or use of lethal weapons and defines the offense as "possessing, using, or transmitting any object or substance that in fact, or under the circumstances, can reasonably be considered sufficient to cause serious harm."

Should any weapon or "look-alike" be found on a child or in his/her possession at school or at a school function, the weapon will be confiscated and the parent notified. Lethal weapons will be turned over to the local authorities.

KS Policy JCDBB: "A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity function or event."

This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon. **Change to "as defined by law"**.

Possession of a firearm shall result in expulsion from school for a period of not less than one year (186 school days), except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis under the provisions of JDC (Probation). Students violating this policy shall be referred to the appropriate law enforcement agency and if a juvenile to SRS.

As used in this policy, the term "firearm" means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such

weapon, or any firearm muffler or silencer, or any destructive device.

As used in this policy, the term “destructive device” means any explosive, incendiary or poison gas, bomb, grenade, or rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other device similar to any of these devices.

Sexual Harassment

See Board Policy JGEC. Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

It shall be a violation of this policy for any employee to sexually harass a student, for a student to sexually harass another student, or for any employee to discourage a student from filing a complaint or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when:

1. submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education;
2. submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or
3. Such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

When acts of sexual harassment or other violations of this policy are substantiated, appropriate action will be taken against the individual.

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

The filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect grades, future employment or assignments. Confidentiality will be maintained throughout the complaint procedure.

Racial Harassment

See Board Policy JGECA. Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

Unacceptable student conduct may or may not constitute racial harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct. The discipline of a student for

violation of any provision of the code of student conduct may be enhanced if the conduct is racially motivated.

Searches of Locker and Student

To protect the health, safety and welfare of students under school jurisdiction, building principals or designated representatives are authorized to search students and lockers. School officials may conduct periodic inspections of all, or a randomly selected number of school lockers, desks, and other facilities or spaces owned by the school and provided as a courtesy to a student. The furnishing of a school locker, desk, or other facility or space owned by the school and provided as a courtesy to a student shall not create a protected student area, and shall not give rise to an expectation of privacy on a student's part with respect to that locker, desk, facility, or space. The building principal or designated representative is prohibited from touching the person of a student for the purpose of conducting a search of the person. All personal searches will be carried out in the presence of an adult witness.

Searches of lockers and students shall be conducted according to the rules adopted by the Board of Education. No law enforcement officer may search any locker without a search warrant unless consent of the building principal has been given and is accompanied by the principal or designated representative.

Complaints and Grievances

Students who have concerns about the application of any school rule or regulation may file a complaint through procedures established in the board's rules and regulations. The board encourages all complaints regarding the district to be resolved at the lowest possible administrative level. Whenever a complaint is made directly to the board as a whole or to a board member as an individual, it will be referred to the administration for study and possible solution.

Any student may file a complaint with the principal against the application of any school rule or regulation to the student. The complaint must be in writing, filed within 20 days following the application of the rule or regulation to the student, and must specify the basis for the complaint. **(Complaint forms for this purpose are available in the school office.)** The principal shall investigate the complaint and inform the student of the resolution of the complaint within 10 days after the complaint is filed. A copy of the complaint will also be forwarded to the District Office.

School Property

Any student that breaks, defaces, or destroys school property will be responsible to pay for the damage or replacement. No student will be allowed to attempt repair of any school-owned equipment.

Toys, Phones, Electronics, and Personal Items / Lost and Found

Toys, phones, electronic games, and personal items should not be brought to school unless prior permission is secured from the teacher or administrator. **These items may be confiscated by school personnel** and returned only to a parent. The school is not responsible for broken, lost, or stolen items. **If cell phones or smart watches are brought to school they are OFF and in their backpack for the entire school day.**

All lost and found articles are to be turned into the office. Items will be stored until claimed. Articles not claimed by the end of each semester will be disposed of.

Gang Activity

Gang activities which initiate, promote or threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are prohibited. The use of hand signals, graffiti, or the presence

of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute, which indicates or implies membership or affiliation with such a group, is prohibited. Any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership or affiliation, or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action.

Band Policy

As students enter the 5th grade they are given the opportunity to take band as an elective class. If students choose to enroll in band, it will be for a one-year commitment. Students may purchase their own instruments. School rental instruments are also available. Instruments that are rented from the school must be paid in full before the instrument can be taken home. Care of the rented instrument and damages beyond the normal wear and usage will be the responsibility of the student and parents.

Tri-County Educational Services Cooperative

Special education services for KOES are provided by Tri-County Educational Services. This cooperative was formed in 1973 for the purpose of improving and expanding special education services to school districts within a three-county area including Edwards, Pawnee, and Hodgeman counties. The Coop offers services that the individual school districts could not effectively implement on an individual basis.

These services are offered to KOES by the Coop: psychological services; speech and language services; classrooms for the hearing impaired, the physically handicapped, the educable mentally handicapped, the trainable mentally handicapped; work-study programs for TMH and EMH; hearing conservation services; programs for the gifted; behavioral disorder programs; classes for students with specific learning disabilities.

To receive services offered by the Coop, the student is first referred to the principal by a teacher or teachers. This referral, once verified and approved, is then sent to the director of the Tri-County Coop who then assigns the appropriate staff members of the Coop to assist the local school and the local teachers to meet the needs of the student.

Iroquois Center for Human Development

The Iroquois Center for Human Development, Inc. of Greensburg, KS offers mental health services to the students at KOES. These services include psychological counseling and any emotional counseling which may be needed. Students or parents who wish to make an appointment should contact the center.

Safety Drills

Fire, tornado, and crisis drills are required by law and are held regularly to develop practices that will help students to react quickly and safely in a real emergency. Rules of safety and evacuation routes are posted in each classroom.

We will be using the Standard Response Protocol (SRP) below for all drills. It is an all-hazards approach as opposed to individual scenarios. There are 5 specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive". Execution of the action is performed by active participants, including students, staff, teachers, and first responders. The SRP is based on the following actions:

HOLD!	In your room or area. Clear the halls.
SECURE!	Get inside. Lock outside doors.

LOCKDOWN!	Locks, light, out of sight.
EVACUATE!	Go to designated location.
SHELTER!	Use appropriate safety strategy for the hazard.

Circumstances may occur at the school that require parents to pick up their students in a formalized, controlled release. This process is called a Reunification and may be necessary due to weather, a power outage, hazmat, or if a crisis occurs at the school. The Standard Reunification Method (SRM) is a protocol that makes this process more predictable and less chaotic for all involved.

KOES Shuttle Bus Rules

All students will obey the bus driver/adult monitor and rules of USD #347 or may be denied the privilege of riding the bus. The requirements of this regulation shall apply to all passengers when transported in a school bus or school activity bus.

1. The bus driver/adult monitor shall have the authority to assign a seat to each student passenger, if needed.
2. The bus driver/ adult monitor shall be in charge of all students while they are riding, loading or unloading from the bus.
3. Follow the directions of the bus driver/adult monitor.
4. Students shall not talk or make noises in the "quiet zones". (quiet zones are the moment the bus doors have closed and until you are out of city limits, when you are on the highway you are allowed to talk without shouting or yelling, once you enter city limits again and the bus has downshifted you are asked to be quiet and remain quiet until the bus has stopped, parked and the doors have opened to unload)
5. Keep all personal belongings, coats, books, instruments etc. in your lap and seat area. **Keep the aisle clear at ALL times.**
6. Keep your hands and head inside the bus at all times. NO item is to be thrown in the bus or out of the bus windows. Help to keep the bus clean and safe.
7. **Face the Front.** You can get hurt more easily during a sudden stop if you are facing the rear.
8. Students shall not stand in a traveled portion of a roadway while waiting for a bus.
9. Animals shall not be transported on a bus.
10. **Glass containers** will not be allowed on the buses.
11. Students shall remain seated in a bus seat while the bus is moving. Moving around on the bus can be dangerous to you and others. You do NOT need to get up and move when students are getting on or off the bus-causing congestion in the aisle.
12. Remember that loud talking, excessive noise, scuffling, other forms of horseplay or unnecessary confusion diverts the driver's attention and may result in an accident and will not be tolerated while students are on the bus.
13. Bullying/intimidation/harassment of any kind to students, monitors and drivers will not be tolerated.
14. Eating, drinking and gum chewing will not be allowed on any bus.
15. **Do not spray substances of any type** which include perfumes, colognes and hand sanitizers due to allergies and asthma reactions.
16. Be courteous and respectful of other persons and their property.
17. Use appropriate language and tone when speaking.
18. **Students are required to have a note from parents granting permission to ride on a route that they normally do not ride. This note must be shown to the classroom teacher and then given to the bus driver.**
19. Smoking inside a school bus shall not be permitted.
20. Weapons or other dangerous objects shall not be transported on a school bus.
21. Alcohol, liquor, and drugs shall not be consumed or transported on a school bus.
22. **No electronic games, i-pods or cell phones shall be used while on the bus. They must be turned off and in their backpack until they get off the bus in Kinsley**

Consequences for Violation of Bus Rules in the Kinsley/Offerle transition:

Please Refer to the Bus Behavior Referral sheet for consequences

Consequences for Violation of Rules while on City Bus Route:

Transportation within the town of Kinsley is an extra, additional privilege provided for families and students.
Consequences for misconduct on the city bus will be:

- 1st Written Referral – 5 days off City Bus
 2nd Written Referral – 10 days off City Bus
 3rd Written Referral – NO City Bus Services for the remainder of the Semester

If a student has suspended bus privileges, at the principal's discretion, that student will not participate in activities that require bus transportation.

USD 347 Kinsley Offerle Elementary

325 S. Elm St
 Offerle, KS 67563
 620-659-2866

Bus Behavior Referral Form

Misconduct on a School Bus Jeopardizes Everyone's Safety!

ALL STUDENTS MUST FOLLOW THE DIRECTIVES OF THE BUS DRIVER AND MONITOR

Date: _____ A.M. P.M. (circle one) Student: _____ Grade: _____

Behaviors:	Sequential Control Measures:
Level 1: _____ A. Out of seat while bus is in motion _____ B. Sassing/back talking _____ C. Simple bad language _____ D. Eating, Drinking, Gum use _____ E. Horseplay, yelling, excessive noise _____ F. Defiance (not following directions or doing what is asked and expected of you on the bus)	_____ 1. Student will be moved to the front of the bus for 5 days (parent will be contacted) _____ 2. 1 day bus suspension _____ 3. 3 day bus suspension _____ 4. 5 day bus suspension _____ 5. 10 day bus suspension _____ 6. Suspended from the bus for the rest of the semester or rest of the year
Level 2: _____ A. Objects thrown ON bus _____ B. Bullying/Intimidation _____ C. Spraying (Cologne, perfume, etc) _____ D. Obscene gestures/extremely offensive language _____ E. Electronics/phones out on bus	_____ 1. 1 day bus suspension _____ 2. 3 day bus suspension _____ 3. 5 day bus suspension _____ 4. 10 day bus suspension _____ 5. Suspended from the bus for the rest of the semester or rest of year.
Level 3: _____ A. Throwing objects OFF the bus _____ B. Tobacco Use _____ C. Vandalism (must pay damages) _____ D. Fighting	_____ 1. 5 day bus suspension _____ 2. 10 day bus suspension _____ 3. Off the bus for the rest of the year.
Level 4: _____ A. Weapons _____ B. Drug/Alcohol	School Officials will refer to Board Policy

Written documentation required at each step; all measures are subject to applicable laws, regulations and policies.

Monitor: (Please give details and sign)

Monitor's Signature: _____

Administration: (Please check action taken, comment if needed and sign)

Administration's Signature: _____

Parent's Signature: _____

JGHAA Kinsley-Offerle USD #347 JGHAA

Charging Meals in School

Purpose/Goals: To establish consistent meal charging and collection procedures districtwide.

The goals of this procedure are: • To maintain a positive experience for students during meal service. • To treat all students with dignity and respect. • To establish practices which are age-appropriate. • To minimize meal charges and encourage parents to pre-pay for all meals. • To promote parents' responsibility for meal payments and self-responsibility of the student. Payment in advance for meals enables the District to achieve these goals.

Emergency Meal Service-Grades Pre-K through 4th Only: The Board of Education acknowledges that on occasion, students may forget or lose meal money. In such cases, the child's statement of need shall be accepted and food will be made available based upon on a site administrative decision. Annually, the principal, or designee, in cooperation with a Food and Nutrition representative, shall develop procedures to provide meals to students without lunch money.

Evaluate Individual Circumstances: When a student repeatedly comes to school without a meal from home or money to participate in the school meal program, school administrators should consider if circumstances in the home warrant contacting social workers or Child Protective Services. Frequent requests may indicate the family's need for free or reduced-price meals.

Pre-paid Meal System: All students, family, and employee's food service accounts may charge no more than \$20.00 before not being allowed to eat a hot meal. **If parents or guardians are presently at the \$20.00 limit and have been sent their third request for payment or have not spoken to an administrator to set up payments, their student(s) will be cut off from all meals after the above given date. For the remainder of the year, they will not be allowed to charge any meals.** They may purchase meals each day individually if necessary but no credit will be allowed. Students may bring sack lunches. Federal guidelines prohibit the Food and Nutrition operation from writing off bad debts as a result of charged meals.

Every effort will be made to collect for unpaid meals. Unpaid meal charges will result in the following:

- Daily emails sent to parents, provided an email is available, of negative balance.
- Weekly text messages sent to parents.
- When account is at -\$20.00, students will not be able to charge meals, and a letter will be sent home from the Food and Nutrition Department. Charges will no longer be accepted for the remainder of the school year.

Staff – Staff will be required to pay in advance or pay cash at the time of service.

Nutrition Service - Returned Check Policy In the event that a check has been dishonored and returned to the district, said check will be subject to service charges and collection.

Program Limitations: Students with negative account balances can only purchase regular breakfast and lunch meals. If a student has a negative balance, they will not be allowed to participate in the Sandwich Bar, Potato Bar, Taco Bar, and Salad Bar. Monies received from students and parents, such as yearbook payments or uniform fees, with a negative account balances must first be used to satisfy the negative balance. No change will be given back to students with negative account balances and any extra monies will be deposited into the student's account. At the end of the school year, the amount of uncollected meal charges must be paid to the Food and Nutrition

fund/account. Uncollected meal charges at the end of the year will be turned over to a collection agency.

Things to think about

- 1) All negative lunch balances must be paid before being allowed to go to prom or on the senior trip.
- 2) Employees should always have a balance, should not be allowed to charge.

Non-Discrimination Clause

The Kinsley-Offerle Elementary School does not discriminate on the basis of race, color, national origin, sex, age or disability in administration or access to, or treatment, or employment in its programs and activities. If you have any questions regarding the above, please contact: Brenna Dooley, Principal (620-659-2866).

Notice to Parents and Students of Rights under the Family Education Rights and Privacy Act (FERPA)

Under the provisions of the Family Educational Rights and Privacy Act (FERPA) parents of students and eligible students (those who are 18 and older) are afforded various rights with regard to education records which are kept and maintained by USD #347. In accordance with FERPA, you are required to be notified of those rights, which include:

1. The right to review and inspect all of your educational records except those which are specifically exempted. 2. The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if:
 - a. we have your prior written consent for disclosure;
 - b. the information is considered "director information" and you have not objected to the release of such information; or
 - c. disclosure without consent is permitted by law.
3. The right to request that your educational records be amended if you believe that the records are misleading, inaccurate, or otherwise in violation of your rights. This includes the right to request a hearing at which you may present evidence to show why the records should be changed if your request for an amendment to your records is denied in the first instance.
4. The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe that USD #347 has failed to comply with FERPA's requirements. The address of this office is: 400 Maryland Ave. SW, MES, Room 4074, Washington, DC 20202.
5. The right to obtain a copy of USD #347's policies for complying with FERPA. (A copy may be obtained from Mrs. Becky Burcher, Superintendent of Schools, at the Unified School District #347 Office in Kinsley.) For purposes of FERPA, USD #347 has designated certain information contained in educational records as directory information, which may be disclosed for any purpose without your consent. The following information is considered directory information: Name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school attended by the student, class designation, major field of study and photographs.

You have the right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with USD #347 at Unified School District #347 Office, Kinsley, Ks. 67547, on or before September 1st, 2017. If a refusal is not filed, USD #347 assumes that there is no objection to the release of the directory information designated.

Notice of Parents and Students of rights under the Health Insurance Portability

and Accountability Act (HIPAA)

The district shall comply with all applicable Health Insurance Portability and Accountability Act (HIPAA) provisions ensuring the confidentiality of protected health information.

USD 347-KOES REPORT OF BULLYING FORM

At USD 347 we strive to provide a positive, safe learning environment for all students. According to USD 347 Bullying Policy (JDDC), bullying is prohibited in any form on school property, in a school vehicle or at a school-sponsored activity or event.

Definition of Bullying: Bullying is when one child, or a group of children, keeps hurting another child with words or actions repeatedly over a period of time. Bullying may be hitting, shoving, kicking, and name-calling. Bullying includes playing dirty tricks, leaving out a child, spreading rumors or doing other mean things. Bullying can be: physical, emotional, and social (verbal and non-verbal).

Students who have been subjected to bullying should immediately report the incident to the appropriate authority which may include any USD 347 staff member including certified or non-certified personnel, building administration or district administration. Students or parents (on behalf of students) may also complete this form to report bullying behavior and turn it in to any USD 347 staff member for investigation.

Nature of Complaint: I believe that I or someone I know has been bullied in one or more of the following forms: *(Please check the related bullying)*.

____ Physical Bullying (repeated pushing/shoving, making threats, defacing property, stealing, etc)

____ Emotional Bullying (repeated name calling, teasing, insulting, harassing phone calls, e-mails and text messages, etc)

____ Social Bullying (repeated gossiping, teasing about looks, excluding from groups, arranging public humiliation, etc)

Who was the person(s) engaging in bullying?

Who was the person(s) being bullied?

When did the incident occur?

Where did the incident occur?

Please describe to the best of your ability the bullying incident or act:

What effect did the incident have on you?

Were there any witnesses to this incident? If so, who?

What is your name? (OPTIONAL) Contact information?

If this matter proceeds to a formal hearing, will you appear to testify as to your knowledge of the matter?

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

The board of education is committed to limiting the use of Emergency Safety Intervention (“ESI”), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student’s conduct necessitates the use of an emergency safety intervention as defined below. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

This policy shall be made available on the district website with links to the policy available on any individual school pages.

In addition, this policy shall be included in at least one of the following: each school’s code of conduct, school safety plan, or student handbook. Notice of the online availability of this policy shall be provided to parents during enrollment each year.

Definitions

“Campus police officer” means a school security officer designated by the board of education of any school district pursuant to K.S.A. 72-6146, and amendments thereto.

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

“Emergency Safety Intervention” is the use of seclusion or physical restraint, but does not include physical escort or the use of time-out.

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

“Law enforcement officer” and “police officer” mean a full-time or part-time salaried officer or employee of the state, a county, or a city, whose duties include the prevention or detection of crime and the enforcement of criminal or traffic law of this state or any Kansas municipality. This term includes a campus police officer.

GAAF Emergency Safety Interventions GAAF-2

“Legitimate law enforcement purpose” means a goal within the lawful authority of an officer that is to be achieved through methods or conduct condoned by the officer’s appointing authority.

“Mechanical Restraint” means any device or object used to limit a student’s movement. “Parent” means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72- 3122(d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; (6) a foster parent, unless the student is a child with an exceptionality; or (7) a student who has reached the age of majority or is an emancipated minor.

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

“Physical Restraint” means bodily force used to substantially limit a student’s movement, except that consensual, solicited, or unintentional contact and contact to provide comfort, assistance, or instruction shall not be deemed to be physical restraint.

“School resource officer” means a law enforcement officer or police officer employed by a local law enforcement agency who is assigned to a district through an agreement between the local law enforcement agency and the district. “School security officer” means a person who is employed by a board of education of any school district for the purpose of aiding and supplementing state and local law enforcement agencies in which the school district is located, but is not a law enforcement officer or police officer.

“Seclusion” means placement of a student in a location where all of the following conditions are met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; **GAAF Emergency**

Safety Interventions GAAF-3

and (3) the student is prevented from leaving, or reasonably believes that he or she will be prevented from leaving the enclosed area.

“Time-out” means a behavioral intervention in which a student is temporarily removed from a learning activity without being secluded.

Prohibited Types of Restraint

All staff members are prohibited from engaging in the following actions with all students: · Using

face-down (prone) physical restraint;

- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student’s airway;
 - Using physical restraint that impacts a student’s primary mode of communication;
- Using chemical restraint, except as prescribed treatments for a student’s medical or psychiatric condition by a person appropriately licensed to issue such treatments; and
- Use of mechanical restraint, **except**:
 - o Protective or stabilizing devices required by law or used in accordance with an order from a person appropriately licensed to issue the order for the device;
 - o Any device used by a certified law enforcement officer to carry out law enforcement duties; or
 - o Seatbelts and other safety equipment when used to secure students during transportation.

Use of Emergency Safety Interventions

ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to effect

GAAF Emergency Safety Interventions GAAF-4

such physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student's behavior prior to the use of any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of an ESI. Use of an ESI for purposes of discipline, punishment, or for the convenience of a school employee shall not meet the standard of immediate danger of physical harm. ESI Restrictions

A student shall not be subjected to ESI if the student is known to have a medical condition that could put the student in mental or physical danger as a result of ESI. The existence of such medical condition must be indicated in a written statement from the student's licensed health care provider, a copy of which has been provided to the school and placed in the student's file.

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

Use of Seclusion

When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times. All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of emergency, such as fire or severe weather.

GAAF Emergency Safety Interventions GAAF-5

A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent. Such room shall be free of any condition that could be a danger to the student, well-ventilated, and sufficiently lighted.

Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on ESI. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain written or electronic documentation regarding the training that was provided and a list of participants, which shall be made available for inspection by the state board of education upon request. Notification and Documentation

The principal or designee shall notify the parent the same day as an incident. The same-day notification requirement of this subsection shall be deemed satisfied if the school attempts at least two methods of contacting the parent. A parent may designate a preferred method of contact to receive the same-day notification. Also, a parent may agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day. Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day of the incident. Such written documentation shall include: (A) The events leading up to the incident; (B) student behaviors that necessitated the ESI; (C) steps taken to transition the student back into the educational setting; (D) the date and time the incident occurred, the type of ESI used, the duration of the ESI, and the school

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personnel who used or supervised the ESI; (E) space or an additional form for parents to provide feedback or comments to the school regarding the incident; (F) a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and (G) email and phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together when documenting the items in subparagraphs (A), (B) and (C) if the triggering issue necessitating the ESIs is the same.

The parent shall be provided the following information after the first and each subsequent incident during each school year: (1) a copy of this policy which indicates when ESI can be used; (2) a flyer on the parent's rights; (3) information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and the complaint process of the state board of education; and (4) information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas. Upon the first occurrence of an incident of ESI, the foregoing information shall be provided in printed form or, upon the parent's written request, by email. Upon the occurrence of a second or subsequent incident, the parent shall be provided with a full and direct website address containing such information.

Law Enforcement, School Resource, and Campus Security Officers

Campus police officers and school resource officers shall be exempt from the requirements of this policy when engaged in an activity that has a legitimate law enforcement purpose. School security officers shall not be exempt from the requirements of this policy.

If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the parent the same day using the parent's preferred method of contact. A school shall not be required to provide written documentation to a parent, as set forth above, regarding law enforcement use of an emergency safety intervention, or report to the state department of

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education any law enforcement use of an emergency safety intervention. For purposes of this subsection, mechanical restraint

includes, but is not limited to, the use of handcuffs.

Documentation of ESI Incidents

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

- Date and time of the ESI,
- Type of ESI,
- Length of time the ESI was used,
- School personnel who participated in or supervised the ESI,
- Whether the student had an individualized education program at the time of the incident,
- Whether the student had a section 504 plan at the time of the incident, and
- Whether the student had a behavior intervention plan at the time of the incident.

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

Reporting Data

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

Right to Meeting on ESI Use

After each incident, a parent may request a meeting with the school to discuss and debrief the incident. A parent may request such meeting verbally, in writing, or by electronic means. A school shall hold a meeting requested under this subsection within 10 school days of

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the parent's request. The focus of any such meeting shall be to discuss proactive ways to prevent the need for emergency safety interventions and to reduce incidents in the future.

For a student with an IEP or a Section 504 plan, such student's IEP team or Section 504 plan team shall discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan, or amend the behavior intervention plan if already in existence.

For a student with a section 504 plan, such student's section 504 plan team shall discuss and consider the need for a special education evaluation. For students who have an individualized education program and are placed in a private school by a

parent, a meeting called under this subsection shall include the parent and the private school, who shall consider whether the parent should request an individualized education program team meeting. If the parent requests an individualized education program team meeting, the private school shall help facilitate such meeting.

For a student without an IEP or Section 504 plan, the school staff and the parent shall discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting.

The student who is the subject of such meetings shall be invited to attend the meeting at the discretion of the parent. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student if such student would benefit from such measures.

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Local Dispute Resolution Process

If a parent believes that an emergency safety intervention has been used on the parent's child in violation of state law or board policy, the parent may file a complaint as specified below.

The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. Once an informal complaint is received, the administrator handling such complaint shall investigate such matter, as deemed appropriate by the administrator. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent within thirty (30) days after the parent is informed of the incident.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings of fact and recommended corrective action, if any, to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by

the board shall only be provided to the parents, the school, and the state department of education

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and shall be mailed to the parents and the state department within 30 days of the board's receipt of the formal complaint. If desired, a parent may file a complaint under the state board of education administrative review process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process. Approved:

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

Kinsley-Offerle BOE approved 1/14/19