

# Broadmoor Elementary School



*Welcome to Broadmoor Elementary School, an elementary building serving third through fifth grades.*

Broadmoor Elementary  
105 South 5<sup>th</sup> Street East  
P.O. Box 367  
Louisburg, KS 66053  
Phone: (913) 837-1900  
FAX (913) 837-1919

## **Student Handbook**

**2020-2021**

## Message from the Principal

Dear Broadmoor Families,

On behalf of the incredible Broadmoor Elementary staff, I would like to welcome you to the 2020-2021 school year! We are so excited to get this year started and welcome each and every one of you *back* to school! We value the trust you place in us to care for and nurture your child's love of learning. Together, we can ensure that your child is not just ready to learn and grow – but leaves this school year Wildcat Ready. To be Wildcat Ready, it is important that teachers and families work together. If there is one thing the past year proved to all of us, it is that we are stronger together and that when it comes to adversity, BES Wildcats Can!

The staff at BES is committed to offering:

- \* consistent communication regarding student and school information
- \* highly qualified educators with the knowledge and skills necessary to offer an exceptional educational experience
- \* a safe learning environment that fosters social and emotional growth
- \* a lifetime of memories and a love of learning!

In return, we ask that you

- \* stay connected to your child's teachers and classroom through supportive communication
- \* check your child's backpack and agenda nightly for important information and homework
- \* help your child be responsible for their academic and social-emotional learning and growth
- \* help your child arrive to school on time and have consistent attendance

This handbook is a guide to our district and building's policies and procedures. I hope that this information will assist you in answering any questions you may have regarding our school. If you have additional questions, please feel free to contact me. I am always available to assist in any way necessary.

Thank you for your continued support of our teachers and staff. We are excited to welcome your children back into our building and watch them grow!

Cindy Apple, Principal

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## Broadmoor Elementary Faculty & Staff

Office Staff		Special Services	
<a href="#">Apple, Cindy</a>	Principal	<a href="#">Fleming, Cambria</a>	SPED Teacher
<a href="#">Stone, Dehonna</a>	Head Secretary	<a href="#">Wheeler, Melissa</a>	SPED Teacher
<a href="#">Ewbank, Angela</a>	Receptionist	<a href="#">Schwarzlander, Katey</a>	Physical Therapist
<a href="#">McIntire, Sara</a>	Social Worker	<a href="#">Ozier, John</a>	School Psychologist
<a href="#">Prothe, Candice</a>	School Nurse	George, Melissa	Gifted Teacher
		<a href="#">Sokol, Shari</a>	Speech Pathologist
<b>Classroom Teachers</b>		<a href="#">Easum, Beth</a>	Level II Speech Pathologist
		<b>Aides/Paraprofessionals</b>	
<a href="#">Boyer, Kassidy</a>	Third Grade		
<a href="#">Holloway, Megan</a>	Third Grade	Davis, Vicky	Teacher Aide
<a href="#">Lohse, Sarah</a>	Third Grade	Morland, Ellen	Teacher Aide
<a href="#">Reno, Mary</a>	Third Grade	Papst, Marsha	Teacher Aide
<a href="#">Rogan, Jan</a>	Third Grade	Chrane, Jill	Level 2 Para
		Langholtz, Tammy	Level 2 Para
<a href="#">Finley, Rebecca</a>	Fourth Grade	Meek, Jennifer	Level 2 Para
<a href="#">Heston, Jennifer</a>	Fourth Grade	Fortney, Deborah	Level 2 Para
<a href="#">Lewis, Christina</a>	Fourth Grade	Ratliff, Kelly	Para
<a href="#">Norberg, Kendal</a>	Fourth Grade	St. Peter, Brandy	Para
<a href="#">Stidham, Franki</a>	Fourth Grade	Tyson, Rhonda	Para
<a href="#">Vohs, Casey</a>	Fourth Grade	Vest, Melissa	Para
		Robertson, Jessie	Title One Aide
<a href="#">Carlson, Karleen</a>	Fifth Grade		Psych Para
<a href="#">Kreiser, Lindsay</a>	Fifth Grade		
<a href="#">Myers, Jerry</a>	Fifth Grade		
<a href="#">Richardson, MaryMargaret</a>	Fifth Grade		
<a href="#">Smith, Kalee</a>	Fifth Grade		
		<b>Food Service</b>	
<a href="#">O'Keefe, Kallie</a>	Level II	<a href="#">Cribas, Denise</a>	BES Food Service Payments
Chase, Jill	Art	Crowder, Wanda	Cook's Helper
<a href="#">Tiedeman, Zebulon</a>	Band	McCuiston, Leslie	Cook's Helper
Totta, Paige	Library		
<a href="#">Whiting, Wayne</a>	Physical Education	<b>Custodial</b>	
Balke, Megan	STEM		
Bentley, Rose	Vocal Music 3 <sup>rd</sup> & 4 <sup>th</sup> Gr	Ellifrits, Lester	Building Manager
<a href="#">Brummel, Jessica</a>	Vocal Music 5 <sup>th</sup> Gr	Kircher, Michael	Custodian

## School Communications

Parents have many options on how to stay current with Broadmoor school events.

- The BES office sends out weekly announcements via email.
- Parents can sign up for SKYWARD Family & Student Access for notices, attendance, grades, fees, and meal balances. Skyward may also be accessed via smartphone apps for Android or Apple devices.
- Check out our district website: [www.usd416.org](http://www.usd416.org)
- Call our office at (913) 837-1900
- Follow us on Facebook (Broadmoor Elementary School) or Twitter (@USD416\_BES)

SKYWARD All

Home
New Student Online Enrollment
Returning Student 2015-16 Registration
Calendar
Gradebook
Attendance
Student Info
Food Service
Schedule
Discipline
Test Scores
Fee Management
Graduation Requirements
Homeroom
Academic History
Portfolio
Skylert
Health Info
<b>School Directory</b>

### Directory Information

Although the school is not permitted to hand out classroom information, i.e. students, contact information, that information is available through SKYWARD if a parent has opted to share such public information. You can find it along the left hand side near the bottom.

### Inclement Weather

In the event of a school closing, due to ice or snow, all Kansas City TV Stations are notified of the school closing. Please watch these channels for that information. The district website, Facebook page, Twitter, and SKYWARD will indicate school closings.

### Cold Weather Policy

We consider it important for children to have an opportunity to play outdoors during the day. If a child is to remain inside for health reasons, we must have a note from a doctor. In case of unfavorable weather, please be assured we will use discretion as to whether the children will have outdoor recess. Please dress children appropriately – if cold, send to school in a warm coat that zips or buttons, a hat, gloves, and a scarf if they have one. We will go outside as much as possible to help us focus better in the classroom when we are working.

### Schedules

The front doors at Broadmoor are opened at 7:30 a.m. daily. The school day begins at 8:00 a.m. with dismissal at 3:05 p.m. Individual class schedules can be obtained from the classroom teacher.

### Enhanced Security

The front interior door at BES will be locked from 8:00 a.m. to 3:05 p.m. The door to the office area will be remotely unlocked after visible contact is made with front office personnel. This is one more step to provide a safe environment for our students and staff. We appreciate your support in this updated security measure.

#### 1. Visitor/Volunteer Policy

After 8:00 a.m., the front doors are the only doors unlocked at Broadmoor throughout the school day. To enter the building, visitors must ring the office bell to be allowed entrance, report to the office, sign in and get a visitors badge. All visitors are asked to keep the badge on and visible while in the building. When a visitor is ready to leave, they need to report back to the office, sign out, and return the visitors badge. Visitors without appointments will not be allowed to advance past the office during school hours. Students may not bring visitors to school without permission.

USD 416 has adopted a volunteer handbook that is designed to help volunteers understand the important role they play in helping students achieve success. It includes information on volunteer etiquette, important policies, practices, and procedures that volunteers must follow to ensure students and adults in our schools are safe. It also answers common questions that often come up during volunteer service. In addition, there is individualized school information about volunteer opportunities. If you are interested in being a regular volunteer at RES, please contact your administrator, child's teacher, or office and we will follow up!

### **Morning Drop Off**

At Broadmoor, we ask that students who do not ride a bus and are being brought to school use the valet drop off line in the morning between 7:30 and 8:00. School personnel will open the passenger's side door and help students out of the vehicle. Adults are stationed throughout the building to help direct students to the correct locations.

### **Tardy to School**

Students are expected to arrive at their respective classes on time. If students arrive at school after 8:00, a parent or guardian will need to bring the student to the office, sign them in, and they will be given a tardy pass to class. After 5 tardies during the school year, a phone call will be made home. For tardies 6 through 9, written notification of our policy and tardies will be sent home. After 10 tardies, the school will request a conference with the family.

### **Absenteeism**

Parents and/or guardians are requested to inform the school of their child's pending absence. **Call the office at (913) 837-1900 or email [Broadmoor@usd416.org](mailto:Broadmoor@usd416.org).** Without parent notification, the absence will be considered unexcused. Students with three or more consecutive absences will need to furnish a doctor's note upon returning to school.

### **Attendance Policy – Compulsory Attendance**

The Kansas Compulsory Attendance Law (K.S.A. 72-1111) makes it mandatory that any child who has reached the age of seven years and is under the age of eighteen years may be enrolled in school. 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. The law makes exceptions for children who are physically or mentally incapacitated. Any child not satisfying the requirements of the compulsory attendance law, the child is inexcusably absent on either three consecutive school days or five school days in any semester or seven school days in any school year, whichever of the foregoing occurs first, the child shall be considered to be not attending school as required by law and is "truant".

All students are expected to attend school regularly and to report to each class on time. Absences of students must be explained by parents or guardians when the student returns to school. Before a student is admitted to class after being tardy or absent, he/she must get an admit slip from the office. In known cases of truancy, the Principal will notify the DCF office. Again, truancy is defined as missing school on either three consecutive school days or five school days in any semester or seven school days in any school year, whichever occurs first. This may also be reported to the County Attorney's office.

## **Absences and Excuses**

The building principal or their designated representative shall be responsible for determining if an absence is excused or unexcused. The following criteria shall be used in making the determination:

Excused Absences:

- Illness with a parent's verification, verification by the school nurse, and medical or dental appointments
- Pre-arranged approved absences by parents for funerals, family business, "take your child to work", school sponsored events such as athletics, church activities, etc. *Contact should be made with the administration at least 24 hours prior to the event.*
- Educational experience approved by the principal.

According to school board policy, if a child leaves school for any of the previous reasons, it is still counted as an absence

## **Dismissal Procedures**

For the 2019-20 school year, students who do not ride the bus and will be picked up after school will meet parents outside the building. To help pull traffic off of the adjoining streets, and the number of students we are responsible for there – there will be two pick-up locations.

### ***If your child is in 3<sup>rd</sup> and 4<sup>th</sup> grade:***

- Students will be dismissed out the south doors with adult supervision.
- Parents should wait in their cars in the pick-up line and your child will be sent to meet your vehicle as you pull around.
- If you want to walk up, please park and meet your child at the south end of the school.
- We will not send any child unsupervised to the parking lot.
- All parents and students are expected to use the cross walks or crossing guards.

### ***If your child is in the 5<sup>th</sup> grade:***

- Students will be dismissed out the front doors.
- Parents should park in the parking lot between BES and Wildcat Stadium and wait for their student to be brought over to meet them.
- We will not send any child unsupervised to the parking lot.
- Students who walk or ride their bike to school will be supervised at various points and crossing guards as they leave the BES campus
- Your child needs to be picked up by 3:05 when staff is off duty. If you should be later than 3:10 p.m., please call 913.837.1900 so we can make special arrangements, including pickup with law enforcement if necessary.
- If there is a change in transportation, please make those requests by either emailing [Broadmoor@usd416.org](mailto:Broadmoor@usd416.org) or calling 913-837-1900 no later than 2:30 p.m. If there is a change in bus transportation, those requests need to be made with both the transportation department and the school.
- Pets are not to be brought to school unless the teacher and principal have given approval.

### **FERPA Information to Parents**

The Family Educational Rights and Privacy Act is the federal law which limits disclosure of student records to third parties and guarantees that parents of students under the age of 18, and students over the age of 18 have access to, the ability to challenge the accuracy of their educational records. The Family Educational Rights and Privacy Act is frequently referred to as its acronym, FERPA, and is also called the Buckley Amendment.

FERPA gives parents of students the right to:

1. receive notice of rights under FERPA
2. inspect and review educational records
3. request amendment of and to challenge the accuracy of educational records
4. prevent disclosure of educational records; and
5. file a complaint with the FERPA office of the U.S. Department of Education

### **Student Rights and Responsibilities**

All students who attend Broadmoor Elementary School have the right:

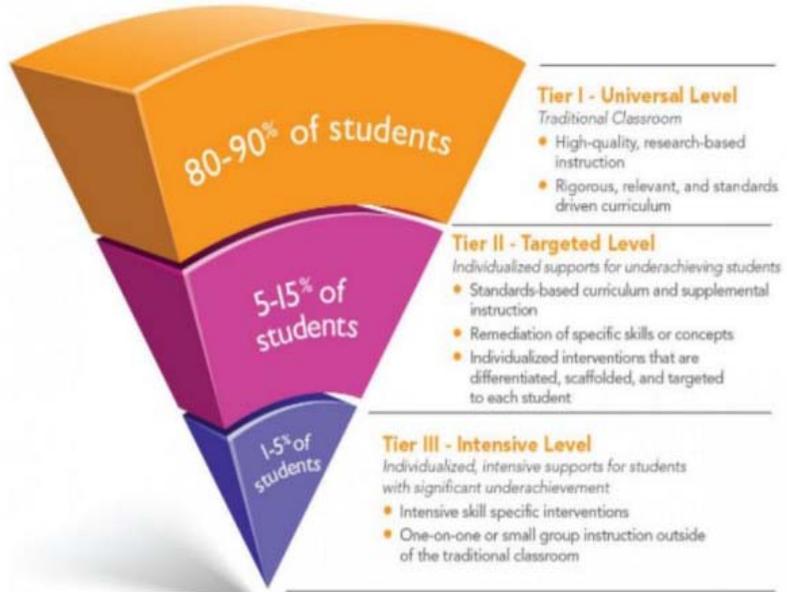
1. To attend school so long as they assume the responsibility not to infringe upon the rights of others.
2. To receive this handbook setting forth the major rules and regulations to which students are subject.
3. To have in the classroom an atmosphere conducive to a good learning climate and to participate in school curriculum.
4. To participate with teachers and administrators in recommending school policies and curriculum.
5. To safety and security to person and property.
6. To protection when being questioned on school property by a law enforcement officer.
7. To a conference in matters of discipline and behavior during a short-term suspension or to a fair hearing before final action is taken on extended suspension or expulsion.

### **Student Improvement Team (SIT)**

This team works together to find strategies and interventions to best fit the educational needs of an individual student where there are academic or social concerns. This team is made up of a principal, social worker, school psychologist, special education teacher, occupational therapist, school nurse, classroom teacher, and title teacher.

**MTSS (Multiple Tiers of Student Support)**

Through the MTSS process, all students are placed into a targeted tier group, specific to their needs. Children receiving Tier II (extra help ~ 30 minutes) and Tier III (extra help ~ 60 minutes) interventions will be monitored regularly. You will receive ongoing reports on how your child is progressing. If you have questions about reading or understanding the reports please feel free to contact your child’s teacher.



**School Discipline, Suspension, and Expulsion**

Students attending Broadmoor Elementary School are expected to obey school laws, and the rules and regulations of the Board of Education. Teachers are required to maintain discipline and comply with the laws and regulations relating to the operation of the school.

The Louisburg Elementary Schools have a Continuum of Consequences to address major behavior infractions. The principal has the authority to suspend from school any pupil who has become a serious detrimental influence on the conduct of other pupils and on the morale of the school. Suspension is usually administered as a last resort when the student’s problem has not been solved by the use of other means such as guidance and discipline. Cases of suspension will be reported immediately in writing to the parents and the Superintendent of Schools. Expulsion from school may be used as a means of pupil control if necessary and approved by the Superintendent of Schools.

**Louisburg Elementary Schools Continuum of Consequences**

The following is a continuum of consequences used by Rockville and Broadmoor Elementary Schools for repeated behavior infractions. Consequences may be adjusted at the discretion of the building principal. This contains a list of possible consequences and it is important to note that not all consequences may be given. Behaviors beyond the 3<sup>rd</sup> offense will be considered severe and may result in consequences up to and including extended out of school suspension or possible expulsion. Behaviors not listed in this continuum will be handled at the discretion of the building principal. ISS= in school suspension, OSS= out of school suspension

Behavior (Major offenses)	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense

Abusive language/ Inappropriate language	-Contact Parent -Write apology letter (with parent) -Office referral	-Contact Parent -Parent/child conference -Loss of privilege -Office referral -Detention	-Contact Parent -Office referral -Work detail -One day ISS
Fighting, physical aggression	-Contact Parent -Write apology letter (with parent) -Office referral -One day of ISS	-Parent/child conference -Loss of privilege -Individual Behavior Plan -Two days of ISS -One day of OSS	-Parent/Child Conference -Work detail -Individual Behavior Plan -Two days of OSS
Defiance/ disrespect/ non-compliance	-Contact Parent -Write apology letter -Loss of privilege -Office referral	-Parent/child conference -Loss of privilege -Detention -One day of ISS -Office referral	-Parent/child conference - Two days ISS -Office referral
Harassment/ teasing/ taunting	-Contact Parent -Write apology letter -Loss of privilege -Office referral	-Parent/child conference -Loss of privilege -Office referral -Detention	-Parent/child conference -Office referral -ISS
Gross disruption to the learning environment	-Contact parent -Write apology letter -Office referral	-Parent/child conference -Loss of privilege -Office referral -Detention	-Parent/child conference -Office referral -ISS
Technology violation	-Parent Contact -Loss of technology privilege short term -Detention	-Student/Parent Conference -Loss of technology long term -ISS	-Student/Parent Conference -Loss of technology permanent -OSS
Tardy	-Parent Contact after 5 tardies	-Written notification to parent after more than 5 tardies	-Student/Parent Conference after 10 tardies -Family and school contract -Referral to school social worker
Truancy	-Written notification to parent when compulsory attendance laws have been violated	-Truancy report sent to county attorney	-At discretion of county attorney
Forgery, theft	-Parent Contact -Restitution -Loss of Privilege -Detention	-Student/Parent Conference -Restitution -ISS	-Student/Parent Conference -Restitution -OSS
Dress code violation	-Parent Contact -Change of Clothes	-Student/Parent Conference -Office referral -Change of Clothes -Detention	-Student/Parent Conference -Office referral -Change of Clothes -ISS
Lying, cheating	-Parent Contact -Office referral -Write apology letter (with parent)	-Student/Parent Conference -Office referral -Loss of Privilege -Detention	-Student/Parent Conference -Office referral -ISS

Tobacco/ alcohol/ drugs	-Student/Parent Conference -OSS	-Student/Parent Conference -OSS	-Student/Parent Conference -OSS/Expulsion
Vandalism	-Parent Contact -Restitution -Work Detail -Loss of Privilege -Detention	-Student/Parent Conference -Restitution -Work Detail -ISS	-Student/Parent Conference -Restitution -Work Detail -OSS
Property damage	-Parent Contact -Restitution -Work Detail -Loss of Privilege -Detention	-Student/Parent Conference -Restitution -Work Detail -ISS	-Student/Parent Conference -Restitution -Work Detail -OSS
Bomb threat/ arson/ weapons	-Student/Parent Conference -OSS/Expulsion -Law Enforcement	-Student/Parent Conference -OSS/Expulsion -Law Enforcement	-Student/Parent Conference -OSS/Expulsion -Law Enforcement

**Bullying**

**Bullying** is when one person is engaged in any *ongoing* physical or verbal mistreatment of another person. This could be, but not limited to the following: name calling, spreading rumors, bad language, mean letters or notes, punching, pushing, tripping, spitting, kicking or stealing. RES will NOT tolerate bullying of any kind or anyone who becomes a bully.

RES has adopted clear behavior standards for all students and is firmly against any form of bullying. The school and district has worked at establishing district, building, classroom, and individual level interventions. Consequences will be made to anyone bullying including contacting the parent. We expect the part of the student body not affected by bullying, to help put a stop to it when they see it happen. Bullying should be reported to a RES adult. Students may be requested to complete a Bullying Report Form if the bullying continues after the first intervention.

**Dress Code**

GENERAL GUIDELINES:

1. Appearance must be neat and clean. Clothing must not be ripped, torn, sagging, or extremely soiled.
2. Clothing with profane, obscene or suggestive writing/markings or pictures will not be tolerated.
3. Advertising of tobacco, alcohol or drug-related items on any article of clothing is inappropriate.
4. Students must be clothed at all times from the shoulders to mid-thigh. (No bare midriffs)
5. No hats or caps are worn in the building during the school day. Feet must be covered by wearing shoes or sandals.
6. Any style of clothing that causes disruptions or distractions will not be allowed. Specific examples, but not limited to these, are such things as halter tops, see-through clothing or loose fitting/revealing tank tops.
7. Any student wearing clothing that presents a safety hazard-educational setting (i.e. tennis shoes proper PE footwear).

**CONSEQUENCES:**

If a student’s appearance does not meet the above guidelines or attracts undue attention to the extent that it becomes a disruptive factor in the educational environment, the principal or their designee will make the determination to correct the infraction which may include not to wear the garment/items again, send the student home to change, or take other appropriate disciplinary action such as suspension/expulsion.

**Activity/Field Trips**

Classes and/or teachers may request to take field trips. Regular rules of school discipline will apply for all students while on the trip. The teacher in charge of the students on the trip will be responsible for their proper conduct. Written permission will be required from parents or guardians for students going on any school-sponsored field trip.

**Student Expectation Matrix**

	EXPECTATIONS by Setting						
	Classroom	Hallway	Cafeteria	Bathroom	Recess	Bus	Arrival/ Dismissal
							
<b>SAFE</b>	- Keep hands to self - Be safe	-Keep hands to self -Eyes forward	-Keep hands to self -Stay in seat -Follow adult instructions	-Keep hands to self -Wash hands	-Keep hands to self -Exercise control -Follow safety instructions	-Keep hands to self -Follow bus safety rules	-Keep hands to self -Follow safety instructions
<b>RESPECTFUL</b>	-Use classroom voice level -Be kind -Cooperate and help others -Problem-solve peacefully	-Voice off -Cooperate and help others	-Use lunchroom voice level -Respect friends (empathy)	-Take care of your business -Leave the bathroom like you found it	-Be kind -Cooperate and help others -Problem-solve peacefully	-Voice level down -Cooperate and help others -Problem-solve peacefully	-Be kind -Follow adult directions -Cooperate and help others
<b>RESPONSIBLE</b>	-Arrive to class prepared -Complete quality work on time -Be an active learner	-Follow teacher directions -Pay attention to where going -Move with purpose	-Eat then talk -Follow teacher directions -Clean up trash -Wait quietly in hallway	-Use restroom quickly and return —Go —Flush —Leave —Wash & Walk	-Follow playground rules -Report bullying and unsafe behavior	-Keep bus clean -Report bullying and unsafe behavior	-Move with purpose -Arrive home prepared

**Bus Policy** – Louisburg Transportation (913) 837-1962

1. Routes will be established by the Board of Education.
2. Students who live less than 2.5 miles from school will be subject to a transportation fee.

3. The bus driver is responsible for the safety of the students on the bus.
  - a. Students shall be seated at all times when the bus is moving.
  - b. The driver is in charge of the students and the bus. Students must obey the driver promptly and cheerfully.
  - c. Pupils must be on time. The bus cannot wait beyond its regular schedule for tardy students.
  - d. Students should not stand in the roadway while waiting for the bus.
  - e. No smoking on the bus at any time.
  - f. Unnecessary conversation with the driver is prohibited.
  - g. Classroom conduct is to be observed by students while riding the bus, except for ordinary conversation. NO horseplay permitted!
  - h. Students must not extend arms or heads out of the bus window.
  - i. Students must not try to get on the bus or move within the bus while it is in motion.
  - j. Students must observe instructions from the driver when leaving the bus.
  - k. Any damage to a bus by a student must be paid for by the student responsible.
  - l. No food (candy, cake, etc.) or drink is permitted to be consumed on the school bus.
4. Students board and leave the bus only at their home and the school. Any exceptions to this must be requested in writing or telephone by the parent to the bus driver. Students do not ride a bus other than the one to which they have been assigned. Any exceptions to this must be requested in writing or telephone by the parent to the supervisor, driver, or principal involved.
5. All cases of unacceptable behavior are to be reported by the bus driver to the Transportation Supervisor. The supervisor will report such behavior to the principal involved and also report the same in writing to the Superintendent of Schools.
6. A student may be suspended from riding the bus for continued violation of the bus policy, by the building principal or Superintendent in case of emergency.
7. If a student rides the bus to school in the morning, he must be furnished transportation home, unless a written or telephone notice is received by the school from the parent.

### **Bus Evacuation Drills**

Bus evacuation drills will be conducted at least twice a year. Building administrative staff or appointed staff members will conduct the drill.

### **Bus Loading Regulations**

1. Students are to remain on the sidewalk until their bus comes to a complete stop.
2. Students are not to run in the bus loading area, as a student might be knocked into the path of an incoming bus.
3. Horseplay of any kind which could endanger the safety of a student will not be permitted.
4. Students are not to touch the bus while in the loading area except when loading.

### **Kansas School Safety and Security Act**

**72-89b01. Citation of act.** This act shall be known and may be cited as the Kansas school safety and security act.

**72-89b02. Definitions.** As used in this act:

- (a) "Board of education" means the board of education of a unified school district or the governing authority of

an accredited nonpublic school.

b) "School" means a public school or an accredited nonpublic school.

(c) "Public school" means a school operated by a unified school district organized under the laws of this state.

(d) "Accredited nonpublic school" means a nonpublic school participating in the quality performance accreditation system.

(e) "School employee" means any administrative, professional or paraprofessional employee of a school.

(f) "Superintendent of schools" means the superintendent of schools appointed by the board of education of a unified school district or the chief administrative officer of an accredited nonpublic school appointed by the board of education of the school.

**72-89b03. Information regarding identity of specified pupils, disclosure requirements; criminal acts, reports to law enforcement agencies and state board of education; school safety and security policies, availability; civil liability, immunity.**

(a) If a school employee has information that a pupil is a pupil to whom the provisions of this subsection apply, the school employee shall report such information and identify the pupil to the superintendent of schools. The superintendent of schools shall investigate the matter and, upon determining that the identified pupil is a pupil to whom the provisions of this subsection apply, shall provide the reported information and identify the pupil to all school employees who are directly involved or likely to be directly involved in teaching or providing other school related services to the pupil. The provisions of this subsection apply to:

(1) Any pupil who has been expelled for the reason provided by subsection (c) of K.S.A. 72- 8901, and amendments thereto, for conduct which endangers the safety of others;

(2) any pupil who has been expelled for the reason provided by subsection (d) of K.S.A. 72- 8901, and amendments thereto;

3) any pupil who has been expelled under a policy adopted pursuant to K.S.A. 72-89a02, and amendments thereto;

4) any pupil who has been adjudged to be a juvenile offender and whose offense, if committed by an adult, would constitute a felony under the laws of Kansas or the state where the offense was committed, except any pupil adjudicated as a juvenile offender for a felony theft offense involving no direct threat to human life; and

(5) any pupil who has been tried and convicted as an adult of any felony, except any pupil convicted of a felony theft crime involving no direct threat to human life.

A school employee and the superintendent of schools shall not be required to report information concerning a pupil specified in this subsection if the expulsion, adjudication as a juvenile offender or conviction of a felony occurred more than 365 days prior to the school employee's report to the superintendent of schools.

(b) Each board of education shall adopt a policy that includes:

(1) A requirement that an immediate report be made to the appropriate state or local law enforcement agency by or on behalf of any school employee who knows or has reason to believe that an act has been committed at school, on school property, or at a school supervised activity and that the act involved conduct which constitutes the commission of a felony or misdemeanor or which involves the possession, use or disposal of explosives, firearms or other weapons; and

(2) The procedures for making such a report.

(c) School employees shall not be subject to the provisions of subsection (b) of K.S.A. 72- 89b04 and amendments thereto if:

(1) They follow the procedures from a policy adopted pursuant to the provisions of subsection (b); or

(2) Their board of education fails to adopt such policy.

(d) Each board of education shall annually compile and report to the state board of education at least the following information relating to school safety and security: The types and frequency of criminal acts that are required to be reported pursuant to the provisions of subsection (b), disaggregated by occurrences at school, on school property and at school supervised activities. The report shall be incorporated into and become part of the current report required under the quality performance accreditation system.

(e) Each board of education shall make available to pupils and their parents, to school employees and, upon request, to others, district policies and reports concerning school safety and security, except that the provisions of this subsection shall not apply to reports made by a superintendent of schools and school employees pursuant to subsection (a).

(f) Nothing in this section shall be construed or operate in any manner so as to prevent any school employee from reporting criminal acts to school officials and to appropriate state and local law enforcement agencies.

(g) The state board of education shall extract the information relating to school safety and security from the quality performance accreditation report and transmit the information to the governor, the legislature, the attorney general, the secretary of health and environment, the secretary of social and rehabilitation services and the commissioner of juvenile justice.

(h) No board of education, member of any such board, superintendent of schools or school employee shall be liable for damages in a civil action resulting from a person's good faith acts or omissions in complying with the requirements or provisions of the Kansas school safety and security act.

**72-89b04. Penalties for failure to make reports, preventing or interfering with reports; sanctions for making reports prohibited; immunity from liability.**

a) Willful and knowing failure of a school employee to make a report required by subsection (b)(1) of K.S.A. 72-89b03, and amendments thereto, is a class B nonperson misdemeanor. Preventing or interfering with, with the intent to prevent, the making of a report required by subsection (b) (1) of K.S.A. 72-89b03, and amendments thereto, is a class B nonperson misdemeanor.

(b) Willful and knowing failure of any employee designated by a board of education to transmit reports made by school employees to the appropriate state or local law enforcement agency as required by subsection (b)(1) of K.S.A. 72-89b03, and amendments thereto, is a class B nonperson misdemeanor. Preventing or interfering with, with the intent to prevent, the transmission of reports required by subsection (b) (1) of K.S.A. 72-89b03, and amendments thereto, is a class B nonperson misdemeanor.

(c) No board of education shall terminate the employment of, or prevent or impair the profession of, or impose any other sanction on any school employee because the employee made an oral or written report to, or cooperated with an investigation by, a law enforcement agency relating to any criminal act that the employee knows has been committed or reasonably believes will be committed at school, on school property, or at a school supervised activity.

(d) Any board of education, and any member or employee thereof, participating without malice in the making of an oral or written report to a law enforcement agency relating to any criminal act that is known to have been committed or reasonably is believed will be committed at school, on school property, or at a school supervised activity shall have immunity from any civil liability that might otherwise be incurred or imposed. Any such participant shall have the same immunity with respect to participation in any judicial proceedings resulting from the report.

### **Crisis Management and Response**

Your child will be given information in what to do in a crisis situation. These crises include tornado, fire, building intruder, and bomb threats. Our first priority is to protect the safety and security of your children. As parents, we ask that you remain calm and be assured that the details of these plans have been planned with our first priority, your student, in mind.

### **Fire Drill Evacuation**

The teacher in each classroom is responsible for the proper building evacuation of every student in their classroom, including students with disabilities, regardless of the severity of the disability.

Teachers will be responsible for assisting with any evacuation to the area designated in the student handbook and posted in every classroom.

### **Tornado Procedure**

Please read the following procedure carefully and discuss it with your child. When the signal occurs, students are to move quickly and orderly to their respective shelter area. All teachers are to assist in maintaining order to the area and also in arranging them in the shelter. Students should sit on the floor and complete silence must be maintained in order for them to hear directions.

In the event a tornado should strike our school, and students and staff are unable to get to the shelter area, seek an area such as restrooms or storage rooms. Do not seek shelter in the gym or commons area. Avoid areas that have glass and stay away from doors. Sit with your back to a wall or under furniture if possible. Cover your face and head with your arms.

As soon as students are in their shelter area, teachers must account for each student assigned to them. Teachers should take a class list with them to the shelter.

Students and teachers who are outside and unable to reach the shelter of the building should take cover in a ditch or low lying area. Lie face down covering your head with your arms.

Students are not to be released from the shelter area unless parents come to the shelter area to pick them up, and sign the student out. Everyone must remain in the shelter area until the all clear is sounded. The will dismiss you from the shelter when it is safe.

### **Sexual Harassment**

It is the policy of USD #416 to maintain a learning and working environment that is free from sexual harassment. The school district prohibits any form of sexual harassment.

It shall be a violation of this policy for any student or employee of USD #416 to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy.

The school district will act to investigate all complaints, formal or informal, verbal or written, of sexual harassment and to discipline any student or employee who sexually harasses a student or employee of the school district.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when: (1) submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or obtaining an education; or (2) submission to or rejection of that conduct or communication by an

individual is used as a factor in decisions affecting that individual's employment or education; or (3) that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or education environment. Sexual harassment may include, but is not limited to, verbal harassment or abuse; subtle pressure for sexual activity; inappropriate patting or pinching; intentional brushing against a student's or an employee's body; demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status; demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or any unwelcome sexually motivated touching.

Students who believe they have been the victim of sexual harassment should report the alleged acts to the principal. 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.

#### NOTICE

#### Programs for Students with Disabilities under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990

Section 504 of the Rehabilitation act of 1973 and the Americans with Disabilities Act of 1990 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. Section 504/ADA defines a person with a disability as anyone who has mental or physical impairment which substantially limits one or more of a person's major life activities; has a record of a physical or mental impairment that substantially limits one or more major life activities; or is regarded as having a physical or mental impairment that substantially limits one or more major life activities.

The school has the responsibility to provide adjustments, modifications, and provide necessary services to eligible individuals with disabilities.

The Louisburg Unified School District #416 acknowledges its responsibility under Section 504/ADA to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability shall knowingly be permitted in any program or practice in the school.

#### Section 504 of the Rehabilitation Act and Americans with Disabilities Act Notice of Non-Discrimination

Applicants for admission and employment, students, parents, person with disabilities, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the Louisburg Unified School District #416 are hereby notified that this school does not discriminate on the basis of race, sex, color, national origin, age, or disability in admission or access to, or treatment or employment, its programs and activities. Any person having inquiries concerning the school's compliance with the regulations implementing Title VI, Title IX, The Americans with the Disabilities Act (ADA), or Section 504 is directed to contact: Dr. Brian Biermann for matters pertaining to: Title VI, Title IX or The Americans with Disabilities Act (ADA) or Section 504 - who has been designated by the school to coordinate efforts to comply with the regulations regarding nondiscrimination, or to the Assistant Secretary for Civil Rights, U.S. Department of Education.

#### Health Office and Nurse

Students who are ill should report to the nurse's office after receiving permission from the classroom teacher. A sick student should never leave the school building until the nurse and/or office personnel have contacted the parent or guardian, and have made provisions for the student's care.

- **Immunizations**  
All students entering Kansas schools for the first time, and all new out-of-state students to our district, must present an immunization form completed by the physician's office or the health department, as per Kansas statute 72-5209. Refer to PAGE 19 immunization schedule for details.
- **Health Assessment**  
All students entering Kansas schools for the first time, and all new out-of-state students to our district must present proof of a physical examination by a Licensed Physician, RPA, ARNP or RN certified by KDHE to perform health assessments as required by Kansas statute 72-5214(b).
- **Birth Certificates**  
All students new to USD 416 such as Pre-School, Kindergarten, or students transferring from another state are required to provide a certified state copy of your child's birth certificate as per Kansas statute 72-53,106(b). We cannot accept hospital certificates.
- **If Your Child is Ill**  
Please keep your ill child home from school. Sending a sick child to school exposes students and staff to illness and most importantly causes illness to spread throughout the school. PLEASE keep children home during the course of a fever, diarrhea, vomiting, or initial antibiotic treatment for strep. We ask that the student be temperature, diarrhea or vomit free for 24 hours without the use of medication, prior to returning to school. Please inform the school if your child is ill and staying home.
- **If Your Child Becomes Ill at School**  
We will notify you if there is an illness or injury that requires treatment, or if we feel your child should go home.
- **Students With Infectious Diseases**  
Students with infectious diseases which include head lice, pink eye, etc. will be sent home. Please see [Louisburg School Health Guidelines/Recommendations](#) for information on specific illnesses & guidelines on returning to school.

### **Medication Policy**

The school, parents and physician will work together to ensure that students receive the correct medication and dosage at the proper time. Medication should be given at home whenever possible. When medication needs to be given at school, the nurse will require a completed [Medication Consent Form](#).

- **Prescription medication** must be sent in a current labeled prescription bottle and accompanied by a Medication Consent Form. Physician's orders with signature may be sent by fax and will be attached to the Medication Consent Form. Physician's order for medication must be updated each year, dated after May 01st for the following school year.

All changes in dosage require a new written order, and correctly labeled medication bottle.

- **Controlled substances**, such as medication used to treat ADHD and behavioral disorders, should be delivered to the school nurse by the parent/guardian.
- **Over the counter medications (OTCs)** from home must be sent in the original, sealed packaging, with [Medication Consent Form](#) completed (physician's signature not needed for OTCs). **Do not send medication to school in a zip lock bag - we cannot give it.**

Over the counter medications which may be stocked in the nurse's office (Tylenol, Advil, Benadryl, etc. or the generic equivalent) will be given with parent permission, at the school nurse's discretion, by the nurse or by someone under the supervision of the school nurse.

- **Unused medication must be obtained from the nurse by the parent/guardian. They will not be sent home with students.** Any unclaimed medication will be destroyed per state regulations on the day following the last day of school.

## **MISCELLANEOUS**

### **Nutrition Policy**

Meals purchased at outside restaurants/eating establishments to be consumed at school must not be brought to school in their original containers and/packaging. Caffeinated beverages are not allowed in sack lunches to be consumed in the cafeteria. *(per Federal Guidelines and Kansas School Wellness Policy Guidelines-Nutrition 2018)*

### **Birthday Party Invitations**

Please note...The school is not allowed to give out other students' addresses or phone numbers for party invitations. Also, no party invitations can be given out at school unless one is going home with every student in the classroom (or ALL the boys, or ALL the girls).

### **Birthday Treats**

Birthdays are very special times for our children. Elementary students (K-5) will be celebrating birthdays without treats, whether edible or inedible. Teachers will instead offer the students other ways to celebrate their special day so they can be honored and feel special to their peers. *(KESA Responsiveness RUBRIC - as district moves toward Modeling; and Kansas School Wellness Policy Guidelines-Nutrition 2018)*

### **Books**

Students are to bring their books to class unless excused by the teacher. Students are responsible for their own textbooks and may be charged for their replacement if lost or defaced. In addition, library books will be checked out weekly. If these books are lost, you will be required to pay for the replacement of the book. No refunds will be given for books that are later found.

### **Lost and Found**

There is a lost and found area in the Commons Area where all lost and found items will be kept. At the end of each quarter, items that have not been claimed will be donated or disposed of.

### **School Deliveries**

School delivery of flowers, balloons, candy, etc. to students are not allowed.

### **Electronic Devices**

We recognize that cell phones and other electronic devices have become a common tool for communication. However, they also become a major distraction to the learning environment and are vulnerable to theft. We ask that you allow your child to carry an electron device only if absolutely necessary. Students are allowed to carry items such as cell phones and gizmo watches to school. However, they must be turn off and stored out of sight during school hours. They may not be used to talk, take pictures, play games, record, or text during school hours, including recesses. If a student violates this policy, they will have the following consequences:

- First infraction- Student will have the device take away and returned at the end of the day.
- Second infraction- Student will have their device taken and locked up in the office until a parent can come to school to retrieve it.
- Third infraction- Student will no longer be allowed to bring a device to school until a parent conference with the principal is held.

Broadmoor Elementary School and the Louisburg Unified School District are not responsible for lost, damaged or stolen electronic devices.

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

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

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school’s code of conduct, school safety plan, or student handbook. Notice of the online availability of this policy shall be provided to parents during enrollment each year.

Definitions

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

**GAAF      Emergency Safety Interventions**

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traffic law of this state or any Kansas municipality. This term includes a campus police officer.

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

“Mechanical Restraint” means any device or object used to limit a student’s movement.

“Parent” means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-1046(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, 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

**GAAF      Emergency Safety Interventions**

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state and local law enforcement agencies in which the school district is located, but is not a law enforcement officer or police officer.

“Seclusion” means placement of a student in a location where all of the following conditions are met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that he or she will be prevented from leaving the enclosed area.

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

**Prohibited Types of Restraint**

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

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student’s airway;
- Using physical restraint that impacts a student’s primary mode of communication;
- Using chemical restraint, except as prescribed treatments for a student’s medical or psychiatric condition by a person appropriately licensed to issue such treatments; and
- Use of mechanical restraint, *except*:
  - Protective or stabilizing devices required by law or used in accordance with an order from a person appropriately licensed to issue the order for the device;

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- 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 such physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or

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

#### **ESI Restrictions**

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

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

subjecting the student to ESI would result in significant physical harm to the student or others.

Use of Seclusion

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

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

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

Training

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

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

Notification and Documentation

The principal or designee shall notify the parent the same day as an incident. The same-day notification requirement of this subsection shall be deemed satisfied if the school attempts at least two methods of contacting the parent. A parent may designate a preferred method of contact to receive the same-day notification. Also, a parent may agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day.

Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day of the incident. Such written documentation shall include: (A) The events leading up to the incident; (B) student behaviors that necessitated the ESI; (C) steps taken to transition the student back into the educational setting; (D) the date and time the incident occurred, the type of ESI used, the duration of the ESI, and the school personnel who used or supervised the ESI; (E) space or an additional form for parents to provide feedback or comments to the school regarding the incident; (F) a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and (G) email and phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together when documenting the items in subparagraphs (A), (B) and (C) if the triggering issue necessitating the ESIs is the same.

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

Law Enforcement, School Resource, and Campus Security Officers

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

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

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law enforcement use of an emergency safety intervention. For purposes of this subsection, mechanical restraint includes, but is not limited to, the use of handcuffs.

Documentation of ESI Incidents

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

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

- Whether the student had a section 504 plan at the time of the incident, and whether the student had a behavior intervention plan at the time of the incident.

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

Reporting Data

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

Parent Right to Meeting on ESI Use

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

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

For a student with a section 504 plan, such student's section 504 plan team shall discuss and consider the need for a special education evaluation. For students who have an individualized education program and are placed in a private school by a parent, a meeting called under this subsection shall include the parent and the private school, who shall consider whether the parent should request an individualized education program team meeting. If the parent requests an individualized education program team meeting, the private school shall help facilitate such meeting.

For a student without an IEP or Section 504 plan, the school staff and the parent shall discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral

assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting.

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

#### Local Dispute Resolution Process

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

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

the informal resolution with the board of education and provide a copy to the state department of education.

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

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

the findings of fact and recommended corrective action, if any, to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30<sup>th</sup> day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education and shall be mailed to the parents and the state department within 30 days of the board's receipt of the formal complaint.

If desired, a parent may file a complaint under the state board of education administrative review process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

Approved: KASB Recommendation – 6/19; 12/13; 6/15; 6/16