

**Shawnee Mission School District**

**Elementary Student Handbook**

**2018-2019**



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## **PHILOSOPHY OF EDUCATION**

The Shawnee Mission School District will provide comprehensive education in a secure environment of cooperation and mutual respect among students, faculty, families, and the community.

Our curriculum will provide a rigorous academic challenge and reflect current knowledge of students and how they learn. Students will be offered an educational program appropriate for their needs, interests, and abilities. They will be taught the skills needed for successful living in a changing world.

The school, family, and community will work together to enable students to develop self-confidence, self-discipline, the ability to work cooperatively with others, aesthetic awareness, recognition of the inevitability of change, and a commitment to learning throughout life.

All students need to understand their individual rights, that responsibilities accompany those rights, and the heritage that assures those rights and responsibilities.

First approved by the Board of Education January 12, 1976

Revised May 10, 1999

## **NOTICE OF NON-DISCRIMINATION POLICY**

The Shawnee Mission Unified School District No. 512 believes in the principle and practice of equal opportunity under the law. Neither the board of education nor any employee of this school district shall illegally discriminate on the basis of race, creed, religion, color, national origin, ancestry, age, sex, disability, or any other statutorily prohibited basis. All policies and regulations of the board of education shall be enforced in compliance with this policy.

As a means of assuring equal employment opportunity in this school district, the board of education has adopted an Affirmative Action Plan. The board fully supports the provisions and requirements of Title IX of the Education Amendments of 1972, 20 U.S.C. Section 1681 et seq., prohibiting discrimination on the basis of sex in education programs and activities. The board further supports the provision of S 504 of the Rehabilitation Act of 1973, 20 U.S.C. Section 706 (P.L. 93-112), concerning treatment of disabled persons; and the provisions of the Education of the Handicapped Act, 20 U.S.C. Section 1401 et seq. (P.L. 94-142), concerning education of disabled children.

The board fully supports the provisions and requirements of the Title II Subtitle A of the Americans with Disabilities Act of 1990 (P.L. 101-336) which protects qualified individuals with disabilities from discrimination in the services, programs, or activities, including employment practices of Shawnee Mission Unified School District No. 512. This section of Title II also requires that qualified individuals with disabilities not be excluded from participating in or receiving the benefits of programs or activities provided by the school district. The district also fully supports and complies with the Boy Scouts of America Equal Access Act of 2001, 20 U.S.C. Section 7905, 34 C.F.R. Part 108.

The district does not discriminate in the admission or access to, or treatment of employment in its programs and activities. Any person believing that they have been discriminated against on the basis of disability should contact the district for a copy of their rights. Additionally, such

persons may immediately contact the deputy superintendent, Dr. Kenny Southwick, at 8200 W. 71<sup>st</sup> St., Shawnee Mission, KS 66204; telephone number 913-993-6200. The district is also committed to providing an environment free from harassment based on gender, race, creed, religion, color, national origin, ancestry, and age. Concerned persons may also contact the Office for Civil Rights, 1010 Walnut St., Ste. 320, Kansas City, MO 64106; Phone: 816-268-0550 or 877-521-2172 (TTY); and email; [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov).

## **504 INFORMATION**

[Click here to read the 504 Handbook.](#)

## **CODE OF CONDUCT**

The Shawnee Mission School District has the expectation that all interactions by staff, students, parents, and community members be conducted with professionalism, courtesy, dignity, and respect. This includes personal and private interactions as well as behaviors at any school-sponsored activity, both on and off school grounds.

Behaviors that are prohibited include those that are coercive, intimidating, violent, or harassing. Examples of prohibited behavior include, but are not limited to, use of profanity, personally insulting remarks, attacks on a person's race, gender, nationality, religion, or behavior that disrupts learning or the safety of anyone in the environment. Such interactions could occur in telephone conversations, voice mail messages, face-to-face conversations, written letters, e-mail messages, or at public events.

The goal of these expectations is to maintain an environment that is ethical, legal, and non-abusive towards all parties.

## **ATTENDANCE (REVISED 2016-2017)** **Shawnee Mission K-12 Attendance Guidelines**

All students enrolled in the Shawnee Mission School District shall be required to attend school on a regular basis to provide students the opportunity to be successful. Daily attendance records shall be maintained for each student. Absences are at times unavoidable due to illness or family concerns. The Shawnee Mission K-12 guidelines represent an effort to be fair in dealing with absences and to encourage good attendance. Building principals are responsible for enforcing Kansas State Statutes and district attendance guidelines.

The Shawnee Mission School Board has approved six (6) reasons for students to be excused from school. The reasons are as follows:

- Personal illness. (Doctor/Dental/Medical appointments) The school may, with notice to the parent, require verification from a physician of absences due to reasons of health.
- Serious illness or death of a member of the family.
- Obligatory religious observances of the student's own faith.
- Emergency situation requiring immediate action.

- Participation in a Kansas State High School Activities Association activity, a district-approved function, or a school-sponsored activity.
- An absence that has been requested in writing and approved in advance by the building administration. **Elementary attendance will be monitored from 8:10 until 3:10.** Students are expected to attend school daily and arrive on time.
- Students will be counted tardy AM if they arrive between 8:10 and 8:45.
- Students will be counted tardy PM if they leave between 2:15 and 3:10.
- **At the elementary school level, ten tardies will be counted as 1 unexcused absence.** Excessive tardies will be combined with other unexcused absences for truancy purposes.
- If a student arrives late or leaves early for up to three hours, or is gone for three hours during the day for an appointment described above it will be counted as a half-day excused absence. We encourage students to return to school as soon as possible from appointments during the school day. **Middle school is in session for 7 hours daily, from 8:45 to 3:45. High school is in attendance for 7 hours daily, from 7:40-2:40.** Students are expected to attend school daily and arrive on time.
- At the secondary level any student arriving within the first ten minutes of a class period will be considered tardy. Arrival after that time will be recorded as an absence.

### **K-12 Reporting and Recording of Absences**

- An **unexcused absence** is one that has been classified as such by the building administration. An absence will be classified unexcused if it does not fit one of the board's six stated reasons for excusable absence or if the parent or legal guardian does not follow the building attendance procedure.
- Parents or legal guardians are expected to call the building's attendance line to report daily absences, late arrivals, or early dismissals. If a call is not received, school personnel will attempt to contact the parent. If no contact is made within 48 hours, the absence will be counted as unexcused.
- Absences by parent request for family and personal reasons are acceptable provided arrangements are made through the building principal in advance of the absence. These absences will count toward total absences. Students are responsible to complete all make-up work. Students are encouraged to complete work prior to absences when possible.
- Students with excessive absences are at risk of losing credit and/or not mastering grade level standards.
- When a student has reached **7 absences** during the school year, the parents will be sent a

reminder letter. After **10 absences**, documentation will be required for all future absences. It is required for each subsequent absence/tardy for illness and appointments the student bring a doctor's note documenting the reason for the absence.

- Per state truancy laws and the Shawnee Mission School District truancy policy, if a student has three (3) unexcused absences in a row, five (5) in a semester, or seven (7) in a year, a truancy report will be filed with the Johnson County District Attorney's office and the parents will be notified. If the student is under the age of seven (7), a report will also be made with the Department of Children and Families (DCF).
- At any time a student's school attendance is a concern, the building administration may require a meeting with the parent or legal guardian to address the issue.

### **BUS SERVICE**

The school district will pay for bus service to and from school for those students who attend the school serving the area of the student's residence and reside **more than two and one-half miles** from the school. Contact the school office for information about bus service. In some cases bus transportation may be provided for students who reside less than two and one-half miles from the school. Contact the bus company directly for more information. To help ensure compliance with necessary safety rules, video cameras may be used on school buses. Violations of bus regulations may result in the student receiving appropriate disciplinary actions, which may include being removed from the bus, and/or suspended from school.

### **COMMUNICATION**

Report cards are issued four (4) times a year and are posted in Skyward for review. Children in grades K-3 are evaluated in relationship to current skill placement. Grading symbols are defined on report cards. In certain academic disciplines, fourth through sixth graders receive "letter" grades reflecting performance according to grade-level expectations. Teachers will be in communication with parents of students who are failing or doing unsatisfactory work. All parents are requested to confer with the classroom teacher at conference time in the fall. The spring conferences are arranged at the request of the parent or the teacher. Additional conferences are scheduled whenever the parent or the teacher perceives the need. Parents are urged to participate in PTA and to attend school activities.

### **DISCIPLINE**

Book	SMSD Policies
Section	J: Students
Title	Student Discipline
Number	JCD
Status	Active
Adopted	November 24, 2014
Last Revised	June 22, 2015

Responsibility for Maintaining Discipline

It is the combined responsibility of administrators, teachers and students to foster attitudes of respect, good will and concern for the welfare of all persons in the school community. Good order will result if all persons accept and exercise that responsibility.

In light of the fact that they have primary contact with students, teachers are initially responsible for maintaining student control and discipline. It is the teacher's responsibility to follow a reasonable approach in administering student control and discipline.

Insofar as may be reasonable, all administrators shall support and assist teachers and students in their efforts to maintain good order and discipline. A school principal has complete authority to deal with disciplinary problems in his or her school, and the district administration shall be called into a disciplinary action only when the problem exceeds the control of the individual school. In furtherance of such authority, a school principal may adopt guidelines and rules for the governance of his or her school. The district administration will support all reasonable decisions of the school principals.

#### The Separation of Disciplinary Actions and Academic Accomplishments

It is our goal to provide appropriate discipline without affecting academic accomplishments. Disciplinary actions will not involve the reduction of the student's grade which has been earned prior to the point of the infraction. Student discipline may result in the student not earning participation points for the day's activity. It is also possible that a student's actions and the resulting disciplinary action will prevent the student from earning daily class credit during a period of suspension.

#### Special Education Students

The progressive discipline philosophy will also apply to special education students wherever appropriate. However, individual special education services may not be denied, unless authorized by law. During in-school suspension, it is imperative special education students must be provided study materials according to their Individualized Education Program. It is desirable that the student's individual education plan will address the student's individualized needs on discipline, including which techniques can appropriately be used with the student.

### **CHILD ABUSE**

Kansas law requires school personnel suspecting child abuse to report the concern to the Division of Children and Family Services (800-922-5330). A log of the call should be maintained and the building administrator informed.

### **DANGEROUS WEAPONS GUIDELINES**

No student or visitor to any Shawnee Mission School District property, or school-sponsored function regardless where held, may possess, transport, display, offer for sale, barter, use, threaten to use, or exchange any gun, bomb, other dangerous weapon, or any object that might have a reasonable "look-alike" resemblance to a dangerous weapon. A dangerous weapon may be defined as: "Any object which may cause a serious injury or fatal wound."

In the event a student of the district or a visitor is found to be in violation of this guideline, the school administration shall notify the police department. The school administration shall also suspend the student(s) involved and recommend expulsion in accordance with the board of education policies and laws of the state of Kansas.



In addition, any student using any object that could result in a fatal wound or serious injury to persons or property will be subject to this policy.

## **DRUG USE**

The Shawnee Mission Board of Education, recognizing its responsibility to promote the health, welfare, and safety of the students of Shawnee Mission schools, adopts the following policy to assist in the protection of students from dangers, which result from the abuse of restricted substances:

The possession, use, transfer, or sale of a restricted substance (drugs) as defined by state statutes on public school property at public school activities is expressly prohibited. Any student violating this policy will be suspended or expelled from school.

## **SAFE SCHOOLS**

It is our goal to provide an emotionally and physically safe environment for each child. Safety expectations will be taught at the beginning of the school year by the principal and the teachers. This information will be reinforced continually. As part of the safety orientation, students will regularly practice fire, tornado, and lockdown drills. We will provide an emotionally safe environment for each student. We will assist our students in understanding that bullying and any kind of harassment will not be tolerated. If your child has a problem, please let the school know immediately and an appropriate action will be taken. Students may also use the district-wide bullying app to report incidents or issues.

Please join us in teaching your child about safety in all areas. Review the district policy on student weapons and emergency safety interventions.

Book	SMSD Policies
Section	J: Students
Title	Weapons
Number	JCDBB
Status	Active
Adopted	November 24, 2014
Last Revised	October 26, 2015

Possession of, handling, and/or transmitting a weapon at school, on school property, on the bus or in any vehicle used to transport students for district purposes at a school sponsored activity 7 days a week, 24 hours a day as defined under the Kansas Gun-free Schools Act, K.S.A. 72-89a01(h) or amendments thereto shall result in expulsion from school for a period of not less than one year. The superintendent may modify the expulsion in any manner consistent with federal law. Possession of a weapon means knowingly having direct physical control over a weapon or destructive device or knowingly having the power and the intention at a given time to exercise dominion or control over a weapon.

Under that act, weapon is defined as: "Weapon" means (1) any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (2) the frame or receiver of any weapon described in the preceding example; (3) any firearm muffler or firearm silencer; (4) any explosive, incendiary or poison gas (a) bomb, (b) grenade, (c) rocket

having a propellant charge of more than four ounces, (d) missile having an explosive or incendiary charge or more than 1/4 ounce (e) mine or (f) similar device; (5) any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter; (6) any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled; (7) any bludgeon, sand club, metal knuckles, or throwing star; (8) any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement; (9) any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun. The term 'weapon' does not include within its meaning (1) an antique firearm; (2) any device which is neither designed nor redesigned for use as a weapon; (3) any device, although originally designed for use as a weapon, which is redesigned for use as a signaling, pyrotechnic, line throwing, safety or similar device; (4) surplus ordinances sold, loaned or given by the secretary of the army pursuant to the provisions of section 4684(2), 4685, or 4686 of title 10 of the United States Code; (5) class C common fireworks."

Students shall not knowingly possess, transport, display, or offer for sale, barter, use, threaten to use or exchange any object that can be reasonably considered a weapon, at school, on school property, on the bus or in any vehicle used to transport students for district purposes at a school sponsored activity, 7 days a week, 24 hours a day, 365 days a year. Violation of this provision shall result in expulsion from school for up to 186 days. This provision covers all weapons or facsimiles of weapons which are not covered by paragraph A and K.S.A. 72-89a01(h).

Any student who brings a firearm or weapon to a school, district facility, district grounds, or on the bus or in any vehicle used to transport students for district purposes at any time 7 days a week, 24 hours a day must be referred to law enforcement as required by Kansas law.

In accordance with K.S.A. 72-89c02, whenever a pupil who has attained the age of 13 years and has been found in possession of a weapon, controlled substance or illegal drug at school, upon school property, on the bus, or in any vehicle used to transport students for district purposes or at a school sponsored activity 7 days a week, 24 hours a day, 365 days per year or has engaged in behavior at school, upon school property, on the bus, or in any vehicle used to transport students for district purposes or at a school sponsored activity 7 days a week, 24 hours a day, 365 days per year, which resulted in, or was substantially likely to have resulted in, serious bodily injury to others, the principal or administrative designee of the school shall make an immediate report of the pupil's act to the appropriate law enforcement agency.

This policy is supplemental to any other administrative guidelines and procedures affecting students.

Students violating this policy shall be reported to the appropriate law enforcement agency(ies), and, if a juvenile, to the Secretary for DCF or the Secretary of KDOC as appropriate.

Notwithstanding any other language to the contrary, it shall not be a violation of this policy for a student enrolled in Navy Junior Reserve Officers Training Corps (NJROTC) to possess NJROTC equipment for the purposes of participating in adult-supervised NJROTC activities.

## **EMERGENCY SAFETY INTERVENTIONS**

Book	SMSD Policies
Section	G: Personnel (Licensed and Non-Licensed)
Title	Emergency Safety Interventions
Number	GAAF
Status	Active
Adopted	February 23, 2015
Last Revised	August 15, 2016

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

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

### Definitions

"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 traffic law of this state of 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 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-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 person appropriately licensed to issue the order for the device;

- Any device used by a certified law enforcement officers to carry out law enforcement duties; or
- 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 contact 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 to 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 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 schools 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 30th day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education and



shall be mailed to the parents and the state department within 30 days of the board's receipt of the formal complaint.

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

### **DRESS CODE**

If a student's appearance attracts undue attention to the extent that it may become a disruptive factor in the education process, a building administrator will ask the student to make the necessary changes. In the event that the change does not take place in the time allowed, the administrator will prescribe the consequences. Clothing with vulgar, profane, ethnically derogatory messages, pictures, symbols, or depictions of gangs, illegal substances, or alcoholic beverages may not be worn. Hats will be worn outside only.

### **FOOD SERVICES**

Breakfast and lunch are available at all schools every day school is in session. Menus for breakfast and lunch are available online in the Food Services section at [www.smsd.org](http://www.smsd.org). All menus meet the USDA guidelines and are age appropriate. New products and menu items are evaluated with student input. Menus include all whole grain rich items, fruit (fresh, frozen or packed in light syrup), and 0 trans-fat. We're working to reduce the sodium and food dyes in food items and toward clean food labels.

At breakfast a student must choose a full portion of at least three items to receive a complete school breakfast and one item must be ½ cup of fruit or juice. Items include: entrée, grain, fruit/juice & milk.

At lunch a student must choose a full portion of at least three of the five components to receive a complete school lunch and at least one component must be a ½ cup fruit or vegetables. Components include: entrée, grain, fruit, vegetable & milk. Student have unlimited (single trip) fruits & vegetables available except for juice and potatoes.

Numerous a la carte options are available for purchase.

Meal prices are available online in the Food Services section at [www.smsd.org](http://www.smsd.org). Payments can be made by check or cash at the school or by credit or debit card online. Parents can monitor student purchases online. Reminder phone calls for negative balances are made to elementary and middle school students. All students will receive calls for low account balances.

Three lunch charges are allowed at elementary and one lunch charge is allowed at middle school. No charges are allowed at high school. A la carte items cannot be charged. Students who have charged the maximum allowance to their account and cannot pay out of pocket for their meal will be provided a toasted cheese sandwiched and milk at no cost to the student. Account balances (positive or negative) will follow the student each year with the district. Students who

withdraw from the district with a positive account balance will be refunded the money. Negative account balances need to be repaid or the debt will be sent to collections.

Any parent or guardian can apply for free or reduced meals for their children. Applications are available online or paper applications are available at each school and at the food service office. A new application (per family) must be submitted each year. If you are approved for free or reduced meals this includes breakfast and lunch. All breakfast and lunch choices are available for all students regardless of their eligibility status.

Any questions about food service should be directed to the cafeteria manager of your child's school or to the district food service office at 913-993-9710. This institution is an equal opportunity provider.

## **HEALTH SERVICES**

1. Each school is served by a full time nurse. If a student is injured or becomes ill at school, parents are notified.
2. Kansas law requires that a Certificate of Immunization form be completed for all students. As a substitute for the required Certificate of Immunization, a student may present proof of compliance with one of the alternatives specified by Kansas law. A completed Health History and Emergency Permit form is required at the time of initial enrollment and again at the beginning of grades four, seven, and nine. Physical examinations and dental checkups are recommended. A physical examination will be required of all students eight years old or younger who are entering a Kansas school for the first time.
3. All medication is to be kept in the nurse's office. School personnel, including school nurses, are not authorized to dispense any medication, including over-the-counter medication, without written permission from a parent or guardian. Many medications can be given at home before and after school. When this is not possible, medication to be administered at school should be brought directly to the nurse's office and must be accompanied by the following information:
  - (1) **PRESCRIPTION MEDICATION**

Prescription medications must be sent to school in the original prescription container. The prescription label will serve as the written permission from the doctor. If the doctor has given samples of medicine, then a written note from the doctor is necessary and should include the name of the student, the name of the medication, and the dosage prescribed.
  - (2) **NON-PRESCRIPTION MEDICATION**

These medications must be accompanied by a written note from the parent and should state the student's name, the reason for taking the medicine, the time the medication is to be given, the dosage prescribed and the number of days to be administered at school. These medications include over-the-counter allergy medicine, decongestants, cough syrup, ibuprofen (Advil), acetaminophen (Tylenol), cough drops, or other.
4. Any student who has a cast, crutches, sutures, or an incapacitating injury must bring a doctor's note detailing the amount of participation in school activities allowed.
5. All students are given individual hearing and vision tests at regular intervals during their elementary and secondary years. Parents are notified if the child is in need of additional examinations.

6. Parents are encouraged to make appointments for medical and dental services after school hours or on Saturdays.
7. Parents are encouraged to contact the school nurse for specific information regarding periods of quarantine for various illnesses.

## **INSTRUCTIONAL PROGRAM**

### **Information About Your School:**

Each school has a parent handbook. It will provide you with additional information that is specific to your school. During the early part of each year your school will host a Back-To-School night. At this meeting you will learn about the curriculum and requirements of each grade level. Please plan to attend this meeting. If you cannot attend, contact your school in order to receive the information.

**Field Trips:** Field trips help students expand their educational experiences. Such trips are usually made by school bus within the Greater Kansas City area. Parents will receive written information as to the nature, time, cost, and location of the trip. **Written parent permission is required before a student may participate.**

**Promotion, Retention, and Acceleration:** The rate of a child's progress through the school program is based upon his/her unique needs. The decision to promote, to retain, or to accelerate students is based on consideration of all facets of child development. Specific procedures will be followed when retaining or accelerating students. Parents will be involved in this process.

**Special Education:** Special education offers a range of services designed to meet the individual needs of exceptional students. Special programs throughout the district serve the students through written individual education programs (IEP's) that include specific goals and objectives. Each school in the district has a multi-tiered system of supports by which the school and parent problem solves to meet the needs of students. Students who qualify for a special education program through this process will receive services as needed. Parents are involved in the process and the writing of the individual educational plan. Parents must give consent before placement in special education programs can be made.

**Textbook Fees:** Textbook fees are assessed per board decision each year. Students are responsible for the care of books and are assessed for lost or damaged books.

## **INSURANCE**

The district does not carry health or accident insurance for students. An optional accident insurance plan is available through a private company at a nominal fee. Information about this plan is sent home in the fall and is made available to new students at the time of their enrollment.

## **MOVING**

For a student moving from one school to another within the district, the child's records will be sent to the receiving school. Parents who plan to move are requested to contact the school secretary at least one week before an anticipated move to facilitate transfer procedures. Parents may request a copy of school records for the receiving school, but the cumulative records must be mailed to the receiving school rather than sent with parents. Your student's new school should send their request for records to the most recent Shawnee Mission School your child attended.

Please encourage the receiving school to call the secretary if they need information before records arrive. The parent must sign a release form before records will be sent.

## **RECESS**

All students are expected to participate in outdoor play activities and should be sent to school properly clothed for the prevailing weather. Students will not be sent outdoors in severe weather. Generally, students well enough to be in school are well enough to be included in outdoor activities. If a student should remain inside at recess periods for a temporary health reason, a note from the parent/guardian explaining the condition is required.

## **STUDENT RECORDS**

Student records are kept for each child in the district. Student records include all information directly related to a student. It is incorporated into each student's cumulative record folder and is intended for school use. It specifically includes, but is not necessarily limited to, demographic data, academic work completed, level of achievement (grades, standardized achievement test scores), attendance status and health data.

Student records maintained in this school district are of a confidential nature. Only the student's parents or guardians and designated school officials shall have access to them. School records are maintained in the Skyward Management System.

## **SCHOOL VISITS AND INTERRUPTIONS**

Parents are encouraged to visit school. The school will communicate activities via the school newsletter, email and calendar. Parents are welcome to join their child for lunch. Detailed guidelines for classroom visits must be discussed and arranged with the building principal. When visiting a school, please check in at the school office at which point your driver's license will be scanned to ensure the safety of our students. Parents and other visitors will be given an identification badge or sticker to wear while they are in the building. **The principal is responsible for approving programs and visitors to the school.**

Since instruction time has a direct effect on the student learning, we do not want to disrupt instruction unless it is absolutely necessary. In an effort to reduce interruptions, we are asking parents to: 1) Bring all items to the office which have been forgotten or are needed by the student, and 2) Call the office and request to be connected to the teacher's voice mail or send an email to communicate needs and questions with the teacher. The teacher will then be able to contact you at an appropriate time.

## **TRANSFER POLICY**

Unless otherwise specified in school board policy JBCA, it is the policy of this school district that a student shall be required to attend the school designated for the attendance area in which the student resides. A student may be permitted to transfer to a school outside of the student's attendance area. Transfer guideline procedures will be followed when determining approval and denial of transfer requests.

**All In-District and Out-of-District transfers shall be submitted electronically by the parent to the Office of Instructional Leadership.**

**Transfers considerations:**

- Siblings of current In-District Transfer students receive priority consideration.
- In-District Transfers are reviewed first.
- Remaining transfer requests are considered in the order they are received.

**Transfer Timeline:**

**Application**

All applications are submitted electronically to the Office of Instructional Leadership. **The online application opens March 1 @ 8:00 a.m. and closes April 30 @ 5:00 pm.** Beginning March 2016, **SMSD will no longer accept “new” Out-of-District Transfer students** unless the requesting students are:

1. a sibling of an existing transfer student (currently in good standing).
2. a dependent of a current and continuing SMSD employee

New students enrolling in the district or current students moving within the district boundaries after June 1, are eligible to submit a transfer application.

An employee hired after July 1, may submit a transfer request for their child directly to the Office of Instructional Leadership.

**Approval/Denial Process**

Approval/denial of transfers will be based on the date and time the application was received, current enrollment numbers and good standing requirements at the time of review.

Barring unforeseen circumstances, transfer decisions will be communicated by the Office of Instructional Leadership no later than June 15. Additional approvals, if enrollment permits, will be notified by August 1.

All students on transfer shall be considered to be eligible for transfer based on good standing and space available.

**Out-of-District and In-District Transfer Students**

For purposes of this policy, “parent” means the natural parents, adoptive parents, step-parents or foster parents. For purposes of this policy, “person acting as a parent” means a guardians or conservators, a person liable by law to care for and support the child, a person who has actual care and control of the child and provides a major portion of support or a person who has actual care and control of the child with written consent of a person who has legal custody of the child.

## **Out-of-District Student Enrollment**

Out-of-District students are those who do not meet the qualification of a resident student. As of March 2016, Shawnee Mission USD 512 shall not accept new Out-of-District students with the exception of children whose parents are employees of the district (parent as defined above in this policy) or as otherwise specified herein. An employee is defined as KPERS eligible.

Siblings of currently enrolled Out-of-District students, who are students in good standing, will be allowed to apply for admittance. New Out-of-District students (employee children and siblings of previously enrolled students only) will be eligible based upon existing staff, class size, facility space/capacity/enrollment, and the availability of equipment and supplies. No allowance is made for transportation as this must be provided by the student or the family.

Students in grades Pre-kindergarten through Grade 12 inclusive who are not legal residents of the school attendance area on the opening day of the school year, but whose parents present evidence of having signed a contract to buy, build, lease or rent a dwelling that is to be occupied by them sometime during the first semester, will be granted permission to begin the school year in the school attendance area in which they will reside.

When students move outside the district after the beginning of the school year and are in the fourth consecutive semester of enrollment as a resident, they may be allowed to finish the school year without tuition if the student is in good standing and if an application is completed and approved.

If a student's district residency is determined to be fraudulent, said student does not qualify for continuing non-resident enrollment and will be immediately withdrawn from the Shawnee Mission School District.

## **Continuing Out-of-District Enrollment**

All transfer students in the Shawnee Mission School District are expected to remain in good standing. Students determined not to be in "good standing" (academically, behaviorally, or with regard to acceptable attendance levels), may be withdrawn from the Shawnee Mission School District at any major grading period (1st Quarter, 1st Semester, 3rd Quarter, and 2nd Semester). Transfer students will not be required to apply for re-admittance annually unless they are changing levels/buildings (from elementary to middle or middle to high); however, continuing transfer students will only continue to be accepted at the transferring school to the extent that staff, class size, facilities, equipment and supplies are available.

## **In-District Transfer Student Enrollment**

In-District transfer students are resident students who want to attend a school outside of their attendance boundary (home-school). In-District students will be eligible based upon existing staff, class size, facility space/capacity/enrollment, and the availability of equipment and supplies. No allowance is made for transportation as it must be provided by the student or the family. In addition, students determined not to be in "good standing" (academically, behaviorally, or with regard to acceptable attendance levels) may be returned to their "home school" at any major grading period (1st Quarter, 1st Semester, 3rd Quarter, and 2nd Semester).

## **Continuing In-District Transfer Enrollment**

All transfer students in the Shawnee Mission Schools are expected to remain in good standing. Students determined not to be in “good standing” (academically, behaviorally, or with regard to acceptable attendance levels), may be revoked at any major grading period (1st Quarter, 1st Semester, 3rd Quarter, and 2nd Semester) and the student will be required to re-enroll in their home-school. Transfer students will not be required to apply for re-admittance annually unless they are changing levels/buildings (from elementary to middle or middle to high); however, continuing transfer students will only continue to be accepted at the transferring school to the extent that staff, class size, facilities, equipment and supplies are available.

## **Criteria for Out-of-District and In-District Transfer Continuing Enrollment (“Good Standing”)**

All Out-of-District and In-District Transfer students must meet the following criteria: 17

- the student must be in good standing academically at the school he/she currently attends; “Good standing”, academically, is defined as maintaining no less than a “C-” in every course on every quarterly grade report. Academic standing must be verified by official school documents;
- the student must be a citizen in good standing at the school he/she currently attends; a citizen in “good standing” is defined as having no suspensions or expulsions during the student's school career; no office referrals during the previous two school years in the Shawnee Mission School District. The student must submit as part of his/her initial non-resident/transfer application, official school documents verifying he/she is a citizen in “good standing”;
- the student must demonstrate regular attendance habits; regular attendance habits is defined as no more than ten (10) days of absences during the previous school year (tardies to school or class may accumulate as absences); student attendance must be verified by official school attendance records.

## **WEATHER**

Whenever Shawnee Mission schools must be closed because of bad weather during the winter months these procedures will be used:

### **Prior to the School Day:**

- (1) If the decision is made prior to the day of closing, the news media will be informed before 10:00 p.m.
- (2) If the decision is made after 10:00 p.m. of the night prior to the day of closing, the information will be provided to radio and television stations for the 6:00 a.m. and 6:30 a.m. newscasts.

### **During the School Day:**

When it is necessary to close schools during the school day, the district will contact parents via Skylert messaging and communicate with local media sources. As much advance notice as possible will be provided. Parents should make prior plans for their children in the event the school is closed.

During a community emergency warning, students may be released only to their parents or to an authorized adult. In the event of a warning that extends beyond the school day, children will be kept at school until the "all clear" sounds or their parents pick them up.

**REGULAR SCHOOL HOURS**

Office hours: 7:30 a.m. - 4:00 p.m.  
K-6th grade hours: 8:10 a.m. - 3:10 p.m.  
Kindergarten hours ½ day 8:10 a.m. - 11:05 a.m.

**EARLY DISMISSAL HOURS**

Kdgn.-6<sup>th</sup> grade hours: 8:10 a.m. - 12:30 p.m.  
½ day kindergarten hours: Regular schedule