

**How to Use this Booklet:**

**This handbook has two sections:**

**Section A – Specific Elementary Information**

**Section B – USD 250 District Information**

**Section A – Specific Elementary Information**

This section provides procedures that are specific to all elementary schools.

**Section B – USD 250 District Information**

This section provides district-wide policies set by the Board of Education. Building and District level administration must comply with these policies when making administrative decisions.

**The Table of Contents is provided at the beginning of each of the two sections to assist you in finding information quickly.**

**Student Handbooks are also available on the district website: [www.usd250.org](http://www.usd250.org)**

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### Section A – Elementary Information

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## **USD 250 Elementary Schools Contact Information**

### **George Nettels Elementary**

2012 S. Homer  
Pittsburg, Kansas 66762  
Telephone: 235-3160 Fax: 235-3163  
Diane Jackson, Principal  
djackson@usd250.org

### **Lakeside Elementary**

709 S. College  
Pittsburg, Kansas 66762  
Telephone: 235-3140 Fax: 235-3145  
Ann Lee, Principal  
alee@usd250.org

### **Meadowlark Elementary**

1602 E. 20<sup>th</sup>  
Pittsburg, Kansas 66762  
Telephone: 235-3130 Fax: 235-3134  
Becky Bedene, Principal  
bbedene@usd250.org

### **Westside Elementary**

430 W. 5<sup>th</sup>  
Pittsburg, Kansas 66762  
Telephone: 235-3170 Fax: 235-3174  
Kelsey Boulware, Principal  
kboulware@usd250.org

Richard Proffitt, Superintendent  
Dr. Brad Hanson, Assistant Superintendent

### **Board Members:**

Rusty Akins, Jason Grotheer, Amber Madl,  
Ed McKechnie, Micky Painter, Laura Sullivan, Marlene Willis

## **AFTER SCHOOL CHILD CARE PROGRAM**

**Mission:** USD 250 values a safe and enriched environment for students during out of school time. After school care is offered by the district as a resource to help meet the diverse needs of USD 250 families. This programming further enhances the use of district staff and facility resources.

**Program Availability:** USD 250 will make available after school care at each USD 250 elementary school on days that school is in session during the school term. After school care will not be available during school vacations, teacher in-service, or early dismissal days. After school care will be available between the hours of 3:15 and 5:30 p.m., Monday through Friday on regular school days. Every effort will be made to accommodate and coordinate resources to meet the diverse needs of all district students.

**Daily Programming:** ASC programming will include supervision of outside play, optional homework assistance, and small and large group indoor play. Play will encourage individual development as well as skill building in communication and gross and fine motor skills.

**Program Fees:** A fee of \$4.00 per day will be assessed for each child.

## **A.L.I.C.E.**

A.L.I.C.E. is a set of proactive, research based, strategies that move beyond lockdown and increases the chance of survival during a violent intruder event. ALICE stands for: Alert, Lockdown, Inform, Counter, Evacuate. ALICE is supported by more than 700 law enforcement agencies around the country and complies with the new standard of care developed by the Federal Department of Education, the Federal Bureau of Investigation (FBI), Department of Homeland Security (DHS), and the Federal Emergency Management Agency (FEMA).

## **ANIMALS**

No animals (pets) are allowed on school grounds without prior permission from the principal.

## **ATTENDANCE POLICY**

Under the Kansas Compulsory Attendance Law, regular school attendance is required of all students enrolled in elementary and secondary schools. Parents or guardians must assume responsibility for ensuring that students comply with attendance policies. The Kansas Compulsory Attendance Law also requires that students must be reported truant to the district attorney for failure to attend school.

## **ABSENCES**

Without a note or phone call from the parent or guardian, the office will record the absence as non-verified. However the call or note does not automatically excuse the student. The following are reasons that may be considered excused absences: (1) personal illness, (2) illness of a family member, (3) funeral, (4) obligatory religious observances, (5) participation in a school approved student activity, and (6) family vacations and/or business trips with which the school administration has advance notification (assignments collected prior to absences will be due upon return). Such trips should be limited as much as possible.

Any absence for reasons other than those listed above, and/or without parent knowledge and arrangement with school officials, will be considered **non-verified**. After **three (3) consecutive** non-verified; or **five (5) non-verified in a semester**; or **seven (7) non-verified absences per school year**, the **student's name may be submitted to the county attorney which can result in charges of truancy against the parent/guardian**.

After **10 absences, for any reason**, the student's name may be submitted to the county attorney, which can result in charges of truancy against the parent/guardian. Any absence, verified or non-verified, becomes part of the student's attendance record.

## **TARDIES**

For attendance purposes **tardy** means 90 minutes or less of being absent from school during the school day. This may occur if a student checks in after 8:00 a.m. and before 9:30 a.m. or by leaving after 1:45 p.m. and before 3:15 p.m. Students may also be counted as tardy if they leave for 90 minutes or less any time during the day.

A full day of school is 435 minutes. Tardy is between 346 to 435 minutes; half day absent is 345 minutes or less. If a student is at school less than 90 minutes during the day, he or she is considered absent all day.

Tardy warning letters are mailed to parents after the student acquires **seven (7) tardy days**. When the limit of **fifteen (15) tardy days in the first semester** or **(21) tardy days per year** has been reached, the student and parent/guardians will be reported to the county attorney for truancy violation. A note from the doctor will be considered as medical and not recorded as tardy.

The following codes are used to record attendance:

N	Non-verified: parent/guardian did <b>not</b> notify the school of the absence.
PV	Parent-verified: parent/guardian did notify the school by phone call or note.
Med	Medical verification: Student turned in a doctor's note verifying illness or doctor appointment for entire day.
MP	Medical partial present: Student turned in doctor's note verifying appointment or illness for part of the day.
EO	Early out: Student was checked out between 1:45p.m. and 3:15p.m.
T	Tardy: Student arrived between 8:00a.m. - 9:30a.m. or was gone 90 minutes or less during the school day.
S	Suspended: Student was suspended for discipline purposes.
A/P	Absent/Present: Student was in school less than 345 minutes that day.

## **BEFORE AND AFTER SCHOOL**

Students are urged not to arrive at school prior to 7:30 a.m. as this is when direct supervision of students begins. If for some reason it is necessary for a student to come to school before 7:30a.m., please call the office and discuss it with the principal. Children are not allowed to play on the playground before or after school. The school is not responsible for the supervision and safety of students on the playground outside of school hours (7:30a.m.-3:30pm). Please pick your child up immediately after school. Please see **Dismissal Procedures**.

## **BEHAVIOR INTERVENTION SUPPORT TEAM (B.I.S.T.)**

What is B.I.S.T.? Pittsburg Community Elementary Schools utilize a school-wide discipline plan called B.I.S.T. (Behavior Intervention Support Team). The purpose of the B.I.S.T strategy is to help bring about lasting changes in student's attitudes towards themselves and others around them so that they can be productive students in the classroom, in control of their own behavior, and find acceptable solutions to their problems. BIST is designed to teach and protect students, via GRACE and ACCOUNTABILITY so that students can demonstrate the **Goals for Life** and make good choices.

### **Goals for My Life**

I CAN be productive and follow directions even if I am mad.

I CAN be productive and follow directions even if others are not okay.

I CAN be productive and follow directions even if I don't want to.

BIST Core Beliefs: Our goal is that the B.I.S.T. plan will continue to keep our schools well-organized where values, communication, and structure help promote a safe environment for all. The staff, in our elementary schools, believe that we can help children accept responsibility for their behavior by making them aware of what THEY can change:

- Attitude
- Sense of Responsibility
- Behavior
- Work Habits
- Empathy for others
- Beliefs
- Peer Groups
- Desire to Change

### BIST Concepts:

- **Safe Seat:**-A seat in the classroom away from other students
- **Buddy Room**-A seat in another teacher's classroom to help a student regroup so they may return to the safe seat.
- **Recovery/Focus Room**-A place where students can go to stop acting out, calm down, prepare an apology and create a plan to be successful.
- **Think Sheet**-A tool that the student completes to help him/her take ownership of the problem and create a plan to be successful.
- **Processing**-Questions that the adult asks the student so he/she may take ownership, practice skills and make a plan to be successful.
- **Target Behavior Sheet**-A daily visual of goals the student is working on to make life changes.
- **Triage**-Daily "check in" with an adult to assess emotions, establish focus about what it means to have a good day and formulate solutions if problems occur.

Parent Support for BIST: When a teacher calls to discuss a student's plan, it is simply to inform the parent. We ask that you encourage your child to be accountable and to follow the plan that he or she made to be more successful at school.

### BICYCLE RULES

Rules for all children and adults riding bicycles to school:

- Follow safety rules of the road including wearing a safety helmet.
- When on school sidewalks, bike riders are to walk their bikes.
- Bikes will be parked on the school grounds in the provided racks during the school day.
- Motorized bikes and/or scooters are prohibited on school grounds.
- The school is not responsible for bicycles; locks are encouraged.

### BULLYING

As a school community we do not tolerate bullying. We agree to recognize it, stop it, and stamp it out! Bullying is a conscious, willful, and deliberate hostile activity intended to harm, induce fear through the threat of further aggression, and create terror. Bullying can be any intentional gesture or any intentional written, verbal or physical act or threat that is sufficiently severe, persistent or pervasive. Bullying creates an intimidating, threatening, or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

- Harming a student or staff member, whether physical, non-verbal, verbal, social, or emotional;
- Threatening to or damaging a student's or staff member's property;
- Harming someone's group acceptance;
- Threatening or harming a student or staff member through cyber bullying.

### CELL PHONES and ELECTRONIC DEVICES

Students must keep cell phones and other electronic devices turned off during the school day including during free periods such as lunch, recess and passing periods. In the event of a family emergency that a student needs to be contacted, parents must arrange a plan for communication with the principal. This will allow the school to support the student and family appropriately. Each school has the option of developing more stringent guidelines.

### CHANGE OF ADDRESS, PHONE, EMPLOYMENT, ETC.

It is the parents/guardian's responsibility to keep the school office updated about any changes in address, home phone number, daytime phone number, e-mail address, parent employment status and emergency contacts. The school encourages parents/guardians to teach their children new addresses and phone numbers.

### COUNSELING SERVICES

Counseling services are provided at all district schools. Open communication between families and the school counselor is positive for students and their educational and social development. Parents are invited to visit with their child's counselor at any time.

Counseling services may be provided to students through classroom presentations, small group meetings, or individual sessions. Every attempt is made to provide counseling services at opportune times of the day which are the least intrusive to the student's school day.

The content of individual counseling sessions are, at the student's request, confidential, unless it is believed that the student may harm him/herself or others; or, the counselor deems it in the best interest to release the information. In this situation, disclosure is required to prevent clear and imminent danger to the student or others.

### **COVID RESPONSE**

As COVID-19 continues to change the collective landscape, our district will leverage resources, implement best practices, and maintain flexibility to provide for the safest environment possible while continuing to deliver the best possible education for all of our students. There is no one-size-fits-all solution. USD 250 has developed a policy manual based on the guidance and recommendations of local, state and national health officials. It is also the product of the work of community members, staff, administration, and the Board of Education. It aligns with reopening guidelines provided by our state and local leaders. It is designed to prioritize the health and safety of our students, staff, and community as we open school buildings and deliver instruction for the 2021-2022 school year.

Since our district must deal with realities and uncertainties due to the pandemic, this policy manual will supersede other policies that may be interpreted to be, or directly in conflict with the policies set forth in other documents approved by the Board of Education. Due to the nature of the climate that we all must now face, we must maintain the flexibility to adjust and change the normal policies that have guided the district in the past. We ask for and appreciate your flexibility and patience as we all cope with this situation.

### **CURRICULUM**

The USD 250 Elementary Curriculum is aligned with both state and national standards. For curriculum details on subject areas listed below, visit [www.usd250.org](http://www.usd250.org).

Art	Math	Science
Health/Wellness	Music	Social Studies
Language Arts	Physical Education	Technology

### **CUSTODY**

Parents are advised to notify the school office about court orders and legal separation agreements pertaining to the custody of their children. School personnel will not knowingly release a child to a non-custodial parent without the consent and knowledge of the custodial parent. The school requires that custodial parents furnish copies of court documents. In the absence of court documents joint custody will be assumed.

### **DISCIPLINE MATRIX**

The following discipline matrix forms the basis for determination of consequences for misbehavior at each elementary school. Students who are not safe or productive in the classroom setting will have the opportunity to go to a safe place until they can learn to work in the classroom. The continuum for B.I.S.T will be followed using safe places such as Safe Seat, Buddy Room, Focus Room or Principal's office. The Principal may administer alternative consequences appropriate to the behavior and/or student situation.



**Level 1: Behaviors/Consequences requiring TEACHER INTERVENTION**

\*\*Steps may be skipped depending on the severity of the behavior or for repeated behaviors.

1 <sup>st</sup> Occurrence	2 <sup>nd</sup> Occurrence	3 <sup>rd</sup> Occurrence	4 <sup>th</sup> Occurrence
<ul style="list-style-type: none"> <li>Teacher redirect</li> </ul>	<ul style="list-style-type: none"> <li>Safe Seat</li> <li>Teacher/Student processing</li> <li>Think Sheet (student)</li> </ul>	<ul style="list-style-type: none"> <li>Buddy Room</li> <li>Teacher/Student processing</li> <li>Think Sheet (student)</li> <li>Parent contact</li> </ul>	<ul style="list-style-type: none"> <li>Office intervention</li> <li>Focus Room (length of stay in the focus room depends on behavior and how many times prior a student has been there)</li> <li>Processing Student/Focus Room supervisor</li> <li>Think Sheet (student)</li> <li>Parent Contact by teacher</li> </ul>

**Description of Behaviors**

- Inappropriate classroom behavior - i.e. disrupting class, cheating, non-compliant
- Inappropriate hallway behavior - i.e. running, teasing, horseplay (horseplay touching without anger)
- Failure to complete work
- Profanity without anger
- Minor Theft - i.e. pencils, notebooks
- Verbal putdown without anger
- Disrespect - i.e. rude or impolite
- Minor vandalism
- Minor (physical) contact - i.e. triggered from loss of control/anger
- Instigating disruptive behavior in others
- Gathering in inappropriate places
- Inappropriate dress
- Physical Bullying - i.e. expressing physical superiority
- Emotional Bullying - i.e. to harm someone's self-esteem or feeling of safety
- Social Bullying - to harm someone's group acceptance

**Level 2: Behaviors/Consequences requiring PRINCIPAL INTERVENTION:**

\*\*Steps may be skipped depending on the severity of the behavior or for repeated behaviors.

1 <sup>st</sup> Occurrence	2 <sup>nd</sup> Occurrence	3 <sup>rd</sup> Occurrence	After the 3 <sup>rd</sup> Occurrence
<ul style="list-style-type: none"> <li>Focus room 1-2 days</li> <li>Counselor/student conference</li> <li>Student Improvement Team (SIT) interventions</li> <li>Note: any of all of these may be used as needed at any given time to support a student</li> </ul>	<ul style="list-style-type: none"> <li>Conference with parent and administration</li> <li>1-2 days of out of school suspension (OSS)</li> <li>Student Improvement Team (SIT) meeting with parents/family before student is returned to the classroom</li> </ul>	<ul style="list-style-type: none"> <li>Conference with parent and administration</li> <li>3-5 days of out of school suspension (OSS)</li> <li>Student Improvement Team (SIT) meeting with parents/family and other community agencies to develop behavior contract involving all parties before student is returned to the classroom</li> </ul>	<ul style="list-style-type: none"> <li>The student, parents/family, principal, teachers, and community agencies will meet to implement a new behavior plan. Possible out of school placement for student at another facility.</li> </ul>

**Description of Behaviors**

- Repeated minor theft
- Profanity with anger
- Verbal harassment - i.e. name calling, taunting, vulgar language/terms, offensive words
- Discrimination - i.e. anything that is offensive to one's religion, ethnicity, race, disability, or nationality
- Disrespect - i.e. with insubordination and/or non-compliance
- Injury to another
- Possession of items that can be a safety concern (for self or others) - i.e. lighter, matches

**Level 3: Behaviors/Consequences requiring PRINCIPAL INTERVENTION:**

**\*\*Steps may be skipped depending on the severity of the behavior or for repeated behaviors.  
 \*\*The principal may administer alternative consequences appropriate to behavior and student situation.**

Any of these behaviors listed below will result in immediate short-term out of school suspension (OSS) or in school suspension (ISS). The Student Improvement Team (SIT) may meet to determine next actions.

**Description of Behaviors**

Fighting - i.e. with intent to do physical harm	
Damaging property	
Physical, Emotional, or Social Bullying - i.e. any form of intimidation, threats, or actions that make a person feel insecure or unsafe	
Physical or Verbal acts of violence toward student or school personnel	Note: this behavior will result in immediate short-term out of school suspension (OSS) or in school suspension (ISS). The Student Improvement Team (SIT) may meet to determine next action.

**Level 4: Behaviors/Consequences requiring PRINCIPAL INTERVENTION:**

The principal may administer alternative consequences appropriate to behavior and student situation.

Any behaviors listed below will result in immediate short-term out of school suspension (OSS) which may lead to long-term suspension. District Policies for Student Rights and Privileges, Violence and Drug and Alcohol Abuse will be followed. State and Federal law will be implemented where required.

Tobacco, alcohol, and/or drug use and/or possession	Extortion
Repeated acts of physical, emotional, and social bullying	Major theft
Harassment based on bias against race, color, religion, ethnicity, gender, disabilities, or sexual orientation	Vandalism
Sexual Harassment (inappropriate touching, language or suggestions)	Noncompliance which endangers self or others
Physical Harassment (severed touching, tripping, slapping, pushing, hitting or punching, any violent physical act that results in an injury)	Weapons – threat of use, possession, use of weapon on or near school property

## **DISMISSAL PROCEDURES**

Students will be dismissed at 3:15p.m.

### **Procedures for students not picked up after school**

The Elementary Schools do not provide supervision of students after 3:30 p.m. Students not picked up by 3:30 p.m. will be placed under the supervision of the After School Program, and parents/guardian will be charged the daily fee. (This action can only occur when the student has a completed application on file.) Continual abuse of not picking up the child on time will result in the school filing a Child in Need of Care Report to DCF.

The After School Program is available to families that are not able to pick students up at dismissal time (3:15 p.m.) This program allows your child to be in a supervised location with supervised activities. If your time schedule is tight, it is recommended that you complete an application for the After School Program should this situation occur. Additional information about the After School Program is available in the school office.

## **DRESS CODE**

Appropriate clothing and good grooming are essential for a proper educational environment. Each of our students has the responsibility of coming to school dressed in an acceptable manner. This clothing need not be expensive or new, but neat, clean and safe. We do allow students to wear shorts to school but we ask that they be of appropriate length and fit. If possible, students should wear athletic shoes on PE days.

### **Students must not wear the following:**

- high heels
- halter tops
- see-through clothing
- shoes with cleats
- muscle shirts
- strapless tops
- tube tops
- shoes with roller skates

### **In addition:**

- No hats may be worn in the school building during the school day.
- All shirts must extend below the waistline.
- Clothing or jewelry that causes a disruption in the school scene is not acceptable.
- Clothing with advertising for alcohol, cigarettes, or other inappropriate messages is not acceptable.

Further questions about dress should be directed to the principal.

## **DRUG AND ALCOHOL ABUSE POLICY**

This policy is required by the 1989 amendment to the Drug Free Schools and Communities Act, P.L. 102-226, 102 St. 1928. As a condition of continued enrollment in the district, students shall abide by the terms of this policy.

The unlawful possession, use, or distribution of illicit drugs or alcohol by students on school premises or as a part of any school activity or event is prohibited.

Students shall not unlawfully manufacture, distribute, dispense, possess, conceal, ingest or be under the influence of any illicit drug, controlled substances or alcoholic beverage on school district property or at any school activity.

“Under the influence” is defined as having any amount of illicit drugs or alcohol in the person’s body.

Students shall not intentionally misuse legal prescriptions or over the counter medications or substances.

### **Regulations:**

Any student violating the terms of this policy shall be reported to the appropriate law enforcement officials, their parent or guardian, and shall be subject to the following sanctions:

### **AT A MINIMUM FOR A FIRST OFFENSE**

A first time violator shall be subject to:

1. Parents/guardian notification
2. Mandatory conference with parents, student, counselor, school administration representative and head/sponsor of any activities student is involved.
3. Evaluation and Counseling (*all grade levels*)
4. Short-term out-of-school suspension for 5 school days (*all grade levels*)
5. Suspension from all participation and attendance at school activities for 21 calendar days which excludes holidays, school and summer breaks, from the time the school takes official action. Students will be allowed to participate after the short-term suspension. (*all grade levels*)

### **AT A MINIMUM FOR A SECOND OFFENSE**

The student shall be subject to:

1. Parents/guardian notification
2. Mandatory conference with parents, student, counselor, school administration representative and head/sponsor of any activities student is involved.
3. Counseling and Re-evaluation (*all grade levels*)
4. Short-term out-of-school suspension for 10 school days (*all grade levels*).
5. Suspension from all participation and attendance at school activities for 42 calendar days which excludes holidays, school and summer breaks, from the time the school takes official action (*all grade levels*)

### **AT A MINIMUM FOR A THIRD OFFENSE or SUBSEQUENT OFFENSES, SITUATIONS CAUSING INJURY TO OTHERS, or REFUSAL OF First and Second Consequences--**

The student shall be subject to:

1. Parents/guardian notification
2. Mandatory due process hearing for long-term suspension.
3. Automatic 10 School Day Suspension pending review of long-term out-of-school suspension (*all grade levels*)
4. Suspension from participation and attendance at all student activities for one calendar year from the time when the school takes official action. (*all grade levels*)
5. In order to regain eligibility for activities in subsequent years, the student must show evidence that he or she has completed a chemical dependency treatment counseling program.

### **DRUG & ALCOHOL COUNSELING**

Drug and alcohol counseling and rehabilitation programs are available for district students. If a student agrees to enter and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents/guardian.

A list of available programs along with names and addresses of contact persons for the programs are on file in school counseling offices. Parents/guardians and their child should contact the programs to determine cost and duration.

### **DUE PROCESS**

The students who are suspended or expelled from school or any activity under the terms of this policy will be afforded a due process according to board policy.

### **ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)**

Our ESOL program is part of the district's ongoing desire to better serve our students that have limited or no English skills. Program emphasis is to have the student fluently speak, listen, read, and write the English language. The secondary function of the program is to encourage students to become more proficient in their primary home language. The overall goal is to have the student graduate from the program as a bilingual student who uses both the English language and their native language effectively.

## **FAMILY & CHILDREN TOGETHER (F.A.C.T.) SERVICES**

Students who are identified by the FACT personnel as qualifying for the challenger program will receive these services at their home school after school hours. These services are made possible from the collaborative efforts of the FACT and the school district.

## **FEES**

A payment plan form is available for anyone unable to pay the entire amount for fees. Contact the board of education office for details at (620) 235-3100.

## **FOOD SERVICE**

**Breakfast Program:** All students are served a free breakfast through a federal breakfast in the classroom program. Students make choices for their food items the day or week prior to the food being served.

**Lunch Program:** Lunch will be served each school day, and will contain the necessary foods for a well-balanced meal. Students may bring lunch from home and eat it in the lunchroom. Students need to bring their home lunch to school each morning. If a student forgets their home lunch, parents may bring it to the office prior to 9:00 AM. We operate a closed lunch period in USD 250. If you have questions about breakfast or lunch, please contact the kitchen manager at your school. Parents will be notified about the status of student lunch accounts. A sack lunch will be served when a lunch account has a negative balance. Fee information will be available at enrollment. Applications are available for free or reduced lunches.

**Lunchroom Behavior:** Only students who display mannerly behavior will be allowed to eat in the cafeteria. Others may be asked to eat in an alternate setting. Please visit with your child/children concerning the behavior that is expected of them in the school lunchroom.

### **Lunchroom Rules**

- Enter the lunch room in a quiet and calm manner.
- Use good manners at all times.
- Do not share food.
- Sit in assigned seats, if necessary.
- Report problems to the supervisor in charge.

## **HAND SANITIZERS**

Hand sanitizers will be made available to all elementary students. If you wish for your child to refrain from using the sanitizers due to skin irritations or allergic reactions, please inform your child's teacher.

## **HARASSMENT**

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment on the basis of race, color, sex, national origin or any type of harassment in general. Harassment, hazing, intimidation, menacing or bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the district.

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

The district encourages all victims of any form of harassment and other persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints and take prompt corrective action to end the harassment. Complete policies on harassment are available on the district website, from the building principals and from the Bevan Education Center located at 510 Deill in Pittsburg.

## **HEALTH ASSESSMENT REQUIREMENT**

All students under nine years old who are entering a Kansas school for the first time must provide results of the child's health assessment to the school. The Kansas law (KSA 72-5214) applies to preschool children as well as elementary school children.

The health assessment results must be presented to the school when the student enrolls. The only exceptions to this requirement are:

1. Presentation of a written statement signed by one parent or guardian that the student is adherent to a religious denomination whose religious teachings are opposed to such assessment; or
2. Presentation of a written statement signed by one parent or guardian that such assessment will be scheduled and completed within 90 days after admission to school.

The health assessment must have been conducted within 12-months prior to the student entering school.

The health assessment must have been conducted by a licensed physician, by a person acting under the direction of a physician, or by a nurse who has completed the Department of Health and Environment training and certification. Health assessments are also available from:

Crawford County Health Department  
410 East Atkinson  
Pittsburg, KS 66762  
(620) 231-5411

Community Health Center of Southeast Kansas  
3011 North Michigan  
Pittsburg, KS 66762  
620) 231-9873

The health assessment must include a health history, physical examination, and such screening tests as indicated to determine hearing ability, vision, nutritional adequacy, and appropriate growth and development.

At the conclusion of the 90-day period allowed for students to comply with the health assessment requirement, the school district shall exclude students failing to meet the requirement from school until the health assessment has been completed and the results have been presented to the school.

## **HOMEWORK – MAKE-UP WORK**

Class work and homework for students who are absent may be picked up after school in the school office. Parents may contact the school office during the school day to make a request for the student's homework assignments.

## **KIDCARE CONNECTION**

USD 250 and Community Health Center of Southeast Kansas (CHC/SEK) have partnered to ensure that all children in the Pittsburg Community School District have access to school-based medical, dental and mental health services. These are available regardless of a child's insurance status or income. The schedule for the KidCare Connection can be found at [www.usd250.org](http://www.usd250.org). Calls can be directed to the clinic at: [620.249.0281](tel:620.249.0281)

## **LIBRARY MEDIA CENTER**

Our school library media center is a vital part of our instructional program. Through regularly scheduled class times and open library time, students are encouraged to explore the many books, research materials, audio/visual materials, and computers/software that our library contains. In order to maintain an adequate collection, pupils, teachers, and parents must cooperate to see that materials are returned in good condition. If materials are not returned or returned damaged, a charge equal to the current replacement price is made.

## **LOST AND FOUND**

We will provide a lost and found service. If your child has lost an item, remind him/her to check in the lost and found area/box. At the end of the school year all remaining items will be given to a community service organization or recycled for student use at school.

### **MEDICAL SERVICES**

A school nurse is available in case of an emergency. If a student is seen in the clinic, becomes ill, or has an accident while at school, a parent will be notified by the school nurse or office. It is important to have an emergency telephone number on file in the school office (i.e., work, relatives or friends).

### **MEDICATIONS**

It is USD 250 district policy that no prescription medication will be administered without a current completed CONSENT FOR MEDICATION FORM on file for each medication to be administered. This form can be obtained in the school office.

All medication is to be brought to school in its original container. The medicine bottle must be clearly marked with the student's name, name of the doctor and the amount and time for the medication to be given.

All medications will be kept in the nurse's clinic and will be administered only by the school nurse or their designated substitute. **NO MEDICATION WILL BE KEPT IN THE CLASSROOM or WITH THE STUDENT.**

All over-the-counter medication (non-prescription) taken at school will require a written permission note by the parent or legal guardian.

If your child has any medical condition that requires special attention other than normal first aid, please contact the child's teacher and school office as soon as possible.

For more detailed information on administering medication at school, please refer to the following policies in the district policy manual:

JGFGB	Supervision of Medications
JGFGBA	Student Self-Administration of Medications

### **MEDICATIONS - UNUSED**

The school cannot send unused medication home with children. If you prefer, you may stop by the nurse's station and pick it up personally. We will plan to keep leftover medications for thirty (30) days. If it has not been picked up by this time, we will dispose of it.

For medication that is needed both at home and school, please send a portion to school and keep a portion at home. Please be reminded that medications at school need to be in the original container. In most cases, your pharmacy will provide two containers at your request. We will not send it home with children; however, parents may pick it up each day.

These actions are being taken to reduce the chance that prescription meds will be lost or get into hands of persons not authorized to take the medication. The administration of USD 250 believes that this procedure is in the best interest of our school children and hope you understand and support it. If you have specific questions about how to handle this at your child's school, please call the principal or the school nurse.

### **PARENT—TEACHER CONFERENCES**

Parents are welcome at any time to call and make an appointment for a parent-teacher conference. There will be scheduled parent-teacher conference days during the school year, in the fall and the spring semester. Please refer to the current school calendar. Appointment schedules and additional information will be sent home prior to these conference dates.

### **PLAYGROUND RULES**

**The Elementary School playgrounds are closed to public use during the hours between 7:30a.m. -5:30p.m., Monday-Friday when school is in session. The playground is closed at sundown daily.** Anyone who abuses the equipment, or, vandalizes the school grounds will be permanently banned from the premises.

Adult supervisors are responsible for ensuring each student's safety. Due to various conditions that can occur on the playground the supervisor may need to make a decision regarding student discipline/safety on a case-by-cases basis.

**Use of Equipment guidelines:**

1. Students who play with equipment—balls, ropes, hoops, etc., at the end of the recess are responsible for putting the equipment away.
2. No hanging from the rims and climbing up the basketball/tether ball poles are allowed.
3. Students are not allowed to leave the playground without the permission of the supervisor.
4. Balls, hoops, ropes, etc., are not to be taken on the permanent equipment.
5. Baseball bats, hardballs and baseballs are not allowed on the playground.
6. No tag games are allowed at any time.
7. Any student wearing flip flop/ or/ backless shoes cannot play on the playground equipment or participate in any team ball games.

**Refusing to abide by the rules may result in loss of privileges to use the equipment for a period of time to be determined by the supervisor.**

**PTO**

The Elementary Parent-Teacher Organizations (PTO) is open to all teachers, parents or guardians of the student at Elementary School. These will be meetings during the school year. Notification of these meetings will be made through the school newsletters. Please look for all PTO news items sent home with the students. The Organization assists the school both financially and with volunteers whenever the need arises.

**RECESS**

Students will obey the following rules on the playground:

1. Use the playground equipment in the proper manner for which it was designed.
2. Receive the teacher's permission to leave the playground before doing so.
3. Immediately report any problems they are having to the playground supervisor
4. on duty.
5. Pick up and put away any equipment that is on the playground at the end of their recess.
6. Follow all the rules and directives of the teachers or supervisors in a respectful and timely manner.
7. Students are expected to display good sportsmanship.
8. Students should not bring items from home for use during recess without teacher permission; students should play with school owned equipment. The school district is not responsible for lost, stolen, or damaged student owned equipment.
9. Students should not throw rocks, sticks, wood chips or any other objects which may inflict harm on others.
10. Stop playing and line up in a single file formation before reentering the building, when the teacher/supervisor gives a signal to do so.

Recess is an important part of the educational program. This allows the students sufficient amounts of unstructured time at strategic times during the day. During the winter months the students continue to go outside for recess, weather permitting. Parents/guardians should send their children to school with appropriate dress for the weather. Students must have a note, with explanation, from a parent/guardian to stay in for recess. The children will be given an alternate site for recess.

If the temperature or the wind chill is:





- Support, follow up and evaluation of each plan.

Parents/Guardians/Teachers/Staff can begin the process by completing a Request for Assistance form and submitting it to the school counselor. Requests for assistance are open to anyone.

### **TECHNOLOGY LAB**

Students attend class in the computer lab on a regular rotation. Students in K-2 work on a variety of educational programs in reading and math and learn proper usage and care of computers. Students in grades 3-5 learn a systematic program for keyboarding skills and begin word processing. Multimedia programs and Internet search skills are also taught at the appropriate level.

### **TELEPHONE USE**

The school telephone is for business purposes. Students must have permission from the office to use the telephone for school business only. **STUDENTS WILL NOT BE REMOVED FROM CLASS TO MAKE NOR RECEIVE PHONE CALLS UNLESS IT IS AN EMERGENCY.** We will deliver the message to the student.

### **THREATS**

Threats against the school, students or staff will be taken seriously. Students making threats will be subject to discipline up to and including suspension/expulsion depending on the nature and seriousness of the threat. Law enforcement authorities shall be contacted. In addition, counseling may be required for re-admission.

### **TOYS/NON-SCHOOL ITEMS**

Toys, electronic devices and other non-school items not used in the regular classroom for learning are not allowed. Please ensure students do not bring such items to school.

### **VISITORS**

For security reasons, all visitors are required to check in at the office to obtain a visitor's pass. Parents and guardians are welcome to visit our schools for special events or programs. The school requests that you notify the teacher or the office ahead of time to make arrangements for visiting especially if you have special needs or requests.

### **WEAPONS AND DANGEROUS INSTRUMENTS**

No person shall knowingly possess, handle or transmit any object that can reasonably be considered a weapon:

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

The administration will develop regulations to deal with incidents of weapons on school grounds or at school functions in an expedient, effective manner.

### **Regulations:**

1. When a person on a school campus is found to be in possession of a weapon or dangerous instrument, the following procedure for notification of proper authorities will be used:
  - a. The building administrator or his/her designee will immediately report any violation of the above policy to the police, and if a juvenile, to DCF or the Commissioner of Juvenile Justice.
  - b. The building administrator will notify the superintendent of schools of the violation.
  - c. The building administrator will request a copy of the police report and a copy will be sent to the superintendent.
  - d. The superintendent will notify the Board of Education immediately.
2. Each school will develop a school crisis plan which shall include security against intruders and a person in possession of a weapon on campus.

3. The following plan of action will be used when a student is in possession of a weapon at school or at a school function. The student:
  - a. will be given a short-term suspension;
  - b. will be provided a due process hearing; and
  - c. may be given a long-term expulsion if found guilty of possessing a weapon on campus.

**Exception:** if the weapon is a firearm, the long-term expulsion will be for no less than one calendar year as required by federal law. Only the superintendent has authority to waive this exception.

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## **TRANSPORTATION RULES AND DISCIPLINE MATRIX**

Pittsburg Community Schools is committed to creating a safe, positive learning environment for all our students. To ensure the safety of our students, the Transportation Department along with USD 250 has developed the following guidelines.

### **RULES AND REGULATIONS FOR STUDENTS RIDING SCHOOL BUSES:**

1. The driver is in full charge of the bus and students. The students must obey the driver promptly and willingly.
2. School and district rules/regulations apply to the school buses.
3. Students shall ride their regularly assigned bus at all times unless permission has been granted by the school.
4. Students must not stand or play in the roadway while waiting for the bus.
5. Students should leave home early enough to arrive at the bus stop before the bus is due.
6. Self-discipline should be exercised by students at the bus loading area. Students should refrain from pushing and shoving other students. Students in violation are subject to disciplinary action.
7. Students who have to walk some distance along the highway to the bus loading zone, where practicable, must walk on the left-hand side facing oncoming traffic. This will also apply to students leaving the bus loading zone in the evening.
8. Students shall not sit in the driver's seat, nor shall any student be to the immediate left or right of the driver.
9. Each student may be assigned to a seat if required by the bus driver.
10. Students shall:
  - a. Sit properly in their seats.
  - b. Refrain from throwing objects in/out of the bus.
  - c. Keep their hands to themselves.
  - d. Be courteous to their fellow passengers.
  - e. Use appropriate language.
  - f. Keep the bus clean of refuse.
  - g. Speak in a quiet tone of voice.
11. No student shall use tobacco, electronic cigarette device, or strike a flame on a school bus.
12. No student shall at any time extend their head, hands, or arms out of the window while on the bus.
13. Students must see that they have nothing in their possession that may cause injury to another, such as sticks, breakable containers, any type of firearms, straps, or pins extending from their clothing. Also, any type of animal, with the exception of a service animal, is not permitted on the bus without the permission of the bus driver.
14. Each student must see that their books and personal belongings are kept out of the aisle. Special permission must be granted by the building administration to transport any large items.
15. The school district will hold the student or parent/guardian responsible for intentional damage to school buses caused by the student. (Restitution)
16. Students may not use radios or stereo equipment while on the school bus unless the device is being used with headphones.
17. Students are to remain seated while the bus is in motion and are not to get on or off the bus

- until the bus has come to a full stop.
18. Students must leave the bus in an orderly manner. They must not cross the highway until given consent by the school bus driver. When boarding or leaving the bus, the students should be in view of the driver at all times.
  19. Students must cross the highway only in front of the school bus and never behind it.
  20. Students in grades K-12 may get off at a place other than their own regular stop only with written permission from the office. It is the responsibility of the parent/guardian to inform the school of a change in arrival/dismissal location.
  21. Students shall not perform any act which will obstruct the free passage of a school bus along its normal course.
  22. In the event of an actual emergency, emergency exit procedures, as established by the emergency exit drills, will be followed.
  23. Students' misconduct on a bus will be sufficient reason to discontinue providing bus transportation to those students involved.

To be consistent with all students riding the school bus, USD 250 has developed a discipline matrix. This matrix will be used to assist school administration in dealing with violations on the school bus. Students are expected to follow the guidelines to ensure a safe commute to and from school.

**Behavior considered extreme by administration or staff will be subject to the jurisdiction of the building administrator.**

		<b>Minimum Consequence</b>	<b>Maximum Consequence</b>
<b>Level 1 Behaviors</b>	<ul style="list-style-type: none"> <li>• Standing up while the bus is moving.</li> <li>• Moving around out of seat while the bus is moving.</li> <li>• Refusal to stay seated.</li> <li>• Throwing paper or non-threatening items.</li> <li>• Inappropriate yelling/noisy.</li> <li>• Hands or arms outside of the window.</li> <li>• Minor language/verbal hazing.</li> </ul>	Verbal warning by driver or monitor	Student moved to front of bus in an assigned seat.
<b>Level 2 Behaviors</b>	<ul style="list-style-type: none"> <li>• Horseplay-physically engaging another student without the intention of harm.</li> <li>• Minor defacement of school property (gum under seats, pencil marks).</li> <li>• Inappropriate language towards another student.</li> </ul>	<ul style="list-style-type: none"> <li>• Assigned seat designated by Bus Driver.</li> <li>• Bus driver completes a pink slip and gives it to student to have signed by parent/guardian. The</li> </ul>	1-10 days of suspension from transportation (building

	<ul style="list-style-type: none"> <li>• Aggressive verbal behavior.</li> <li>• Disrespect to bus driver or bus monitor; non-compliant.</li> <li>• Inappropriate displays of affection (kissing/making out, etc.).</li> <li>• Inappropriate use of transportation (not riding where supposed to go, etc.).</li> <li>• Minor Bullying or Harassment (name calling, etc.)</li> <li>• Multiple offenses from Level One.</li> </ul>	<ul style="list-style-type: none"> <li>• slip must be signed by the parent and/or guardian and building administrator to ride the bus.</li> <li>• Transportation staff will document the incident in PowerSchool.</li> <li>• Administration may contact home regarding Level 2 disciplinary actions.</li> </ul>	administrato r decision)
<b>Level 3 Behaviors</b>	<ul style="list-style-type: none"> <li>• Fighting on the bus or at bus stops.</li> <li>• Aggressive acts of intimidation with intent of using physical or verbal gestures toward another student, bus driver, or monitor (cussing, raising fists).</li> <li>• Bullying or harassment with intent to harm mentally or physically.</li> <li>• Major defacement of property (cutting, writing, altering).</li> <li>• Striking bus driver or bus monitor (any physical contact).</li> <li>• Tobacco, e-cigarette, drugs, or alcohol.</li> <li>• Sexual harassment.</li> <li>• Theft of property.</li> <li>• Arson.</li> <li>• Gang related activity and affiliation.</li> <li>• 3 pink slips of a Level 2 offense may lead to a Level 3 referral.</li> </ul>	1-10 days of suspension from transportation (building administrator decision)	Expulsion for 186 days from school and transportation.

## COMMUNICATION

The district strives to keep families and community members informed of school news and activities. Our goal is to have information at your fingertips and to ensure that parents and others feel welcome to contact us with questions and concerns.

## SWIFTREACH

Maintaining a safe and secure learning environment is a priority in the district. Parents/Guardians will receive alerts via the phone number(s) and email provided during Online Enrollment. If you need to change your contact information, please contact the school your child attends. SWIFTREACH is activated to notify families of cancellations, important information, and in the event there is an emergency.

## USD 250 WEBSITE: [www.usd250.org](http://www.usd250.org)

- Up-to-the-minute school news
- Board meeting information, briefs, and agendas
- Access to PowerSchool
- Calendars and events
- Contact Information
- Curriculum
- District Policies and Student Handbooks



- Employment information and vacancies
- Links to other education related sites

### **USD 250 District Vimeo Channel: [www.vimeo.com/USD250](http://www.vimeo.com/USD250)**

The USD 250 District Vimeo Channel houses important informational videos, board meetings, and stories shared from the District. This channel is one of the ways the district communicates with our community and parents.

### **POWERSCHOOL**

PowerSchool is a web-based program that allows parent/guardian access to vital information about their children quickly and accurately. They can see the results of tests and assignments as soon as they are recorded, enabling them to intervene quickly if necessary. Parents can check the latest homework assignments and offer their children help with their schoolwork. Day in and day out, PowerSchool helps parents help their children achieve their potential.

A few examples of information accessible to parents/guardians:

- Easy access to student assignments and grades
- Communication with teachers
- Track attendance in real time
- Check lunch balance

A few examples of information accessible to students:

- Access to assignments
- Information about their individual progress
- Track grades and credits

PowerSchool can be accessed from any location with an internet connection by visiting <http://powerschool.usd250.org>. Parents/Guardian can create an account and connect your student using the 'Access ID' and 'Access Password' that is provided by the school or can be obtained by contacting the school directly.

### **REMIND**

Remind is the district communication platform that helps educators reach students and parents where they are. Remind is available both online and as an app on both android and IOS devices. Parents and students over the age of 13 will be placed in Remind groups based on the student's class schedule. Students and parents may also join groups based on activities or interests using their class code.

### **EMAIL**

The district recognizes the use of e-mail as a vital option for contacting teachers that may not always be available due to teaching schedules. All administration, certified and clerical staff may be reached by e-mail. Typically district emails are formatted as first initial and last name, however, some staff members may be assigned a variant of this. It is best practice to use the staff directory on the USD 250 website to find a specific staff member's contact information.

E-mail example: first initial and last name: name@usd250.org

## **TELEPHONE**

<b>Building</b>	<b>Phone</b>
George Nettels Elementary	620-235-3160
Lakeside Elementary	620-235-3140
Meadowlark Elementary	620-235-3130
Westside Elementary	620-235-3170
Pittsburg Community Middle School	620-235-3240
Pittsburg High School	620-235-3200
Board of Education Office	620-235-3100
Transportation	620-235-3190

## **CONTINUOUS NOTICE OF NON-DISCRIMINATION AND HARRASSMENT**

It is the policy of the Pittsburg Community School District to provide a positive and productive learning and working environment, free from discrimination, including discrimination or harassment on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and hiring practices. Harassment, hazing, intimidation, menacing behavior, or bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the district. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district superintendent, Richard Proffitt, 510 Deill, Pittsburg, KS, (620) 235-3100, rproffitt@usd250.org.

The Superintendent has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990. The district is committed to maintaining a working and learning environment free from discrimination. Any incident of discrimination in any form shall promptly be reported to an employee's immediate supervisor, the building principal or the district compliance coordinator for investigation and corrective action by the building principal or district compliance officer. Any employee who engages in discriminatory conduct shall be subject to disciplinary action, up to and including termination. Complaints against the superintendent should be addressed to the board of education. Complaints of discrimination will be resolved using the district's discrimination complaint procedures.

## **EMERGENCY PROCEDURES**

Contingency plans are in place for crisis situations in all schools throughout the district. In case of an emergency USD 250 will use our SwiftReach system to share information with parent/guardians by phone and email. It is imperative that your contact information on file with the school district is

correct so that you will receive communications regarding your child. In emergency situations, it is difficult to remain calm; however, heavy traffic and a rush of people will only lead to chaos. As requested, please listen for advice on meeting places, briefings and updates.

### **EMERGENCY EVACUATIONS (Bomb threat, gas leak, etc)**

If there is an emergency situation, the principal shall see that students are escorted to a safe place. The principal shall notify law enforcement agencies of the threat and request a thorough inspection of the buildings and grounds. Other contingencies as noted in the crisis plan shall be followed.

If it is determined that no danger exists to the students' safety and if there is time remaining in the school day, school shall be resumed. Time missed for a threat to commit bodily harm will be made up.

### **FERPA – FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT**

Under the provision of the Family Educational Rights and Privacy Act (FERPA), parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records which are kept and maintained by Pittsburg USD 250. In accordance with FERPA, you are required to be notified of those rights which include:

1. The rights to review and inspect all of your educational records, except those which are specifically exempted.
2. The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if a. we have your prior written consent for disclosure; b. the information is considered "directory information" and you have not objected to the release of such information; or c. disclosure without consent is permitted by law.
3. The right to request that your educational records be amended if you believe that the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
4. The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe that USD 250 has failed to comply with FERPA's requirements.
5. The right to obtain a copy of USD 250's policies for complying with FERPA. A copy may be obtained from the office of the superintendent, 510 Deill, Pittsburg, Kansas.

For purposes of FERPA, USD 250 has designated certain information contained in educational records as directory information which may be disclosed for any purpose without your consent. The following information is considered directory information: student name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school attended by the student, class designation, major field of study and photographs.

You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with USD 250 at the office of the Superintendent, 510 Deill, Pittsburg on or before September 10 of each school year. If a refusal is not filed, USD 250 assumes that there is no obligation to the release of the designated directory information.

## **HEAD LICE POLICY**

Students who are found to have live head lice shall be excluded from school until adequate lice treatment is complete and no live lice are found. A parent/guardian must accompany the student when they return to school. The student must then be re-examined by school personnel upon returning to make sure there are no live lice. If no live lice are found, the student may return to classes. Other students that have been in close contact may also be examined.

Students are not required to be nit free before returning to school.

## **IMMUNIZATION POLICY**

Any individual who attends school is required to present certification from a licensed physician or health agency that they have received or are in the process of receiving immunizations against diphtheria, tetanus, pertussis, poliomyelitis, measles, mumps, rubella, hepatitis B, and varicella.

As an alternative to this requirement, a pupil may present:

1. Certification from a licensed physician stating the physical condition of the child to be such that the immunization would seriously endanger his/her life or health (this medical exemption must be signed annually), or
2. A written statement signed by one parent or guardian that he is an adherent of a religious denomination whose religion teachings are opposed to such test and immunizations.

Before the beginning of the school year, the school will notify parents or guardians of the following school year's immunization requirements. The required 90-day notification period will be in effect through the summer; therefore, each child must present current immunization records before entering school in the fall.

Students who fail to provide the documentation required by law may be excluded from school by the superintendent until statutory requirements are satisfied. Notice of exclusion shall be given to the parents/guardians as prescribed by law.

## **STUDENT ACCEPTABLE USE POLICY FOR TECHNOLOGY**

This policy was written and maintained by the technology office and the administration of Pittsburg Community Schools, USD 250, and has been approved by the Board of Education on 07/27/2020. If you have any comments regarding this policy, please contact the district technology office.

Unauthorized usage of the district's computing systems and devices may involve not only the transgression of district policy but also a violation of state and federal laws. Unauthorized use is a crime and may involve criminal and civil penalties.

For the purposes of these guidelines, communication technologies include the Internet (i.e. World Wide Web (WWW)), on-line services, e-mail, other internet-related services, district-provided computers, including tablets and Chromebooks, phones, district networks, and other applicable services or technologies either now in use or implemented in the future. Communication technologies include technologies (whether or not owned by the school district) in use on school grounds or at school activities.

The technology office reserves the right to disable any account, at any time, in the event of a real or perceived infraction of this policy until further notice.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

Student's use of communication technologies is a privilege intended for the educational benefit of the student. Students must comply with the terms of these guidelines, any applicable district board policies, administrative guidelines, and operating procedures relative to the use of communication technologies.

In using communication technologies, the student will follow these guidelines:

- A. Students are not to use school-owned devices or resources in any way as to impede the use of other devices or services by any other user, regardless of class or group membership.
- B. If any user finds another user of the system to be in violation or suspicion of violation of any rules or policies, the finding user is to notify the technology office, building administrator or classroom teacher immediately, and will not attempt to police this system on their own.
- C. The sharing of accounts with friends or relatives is strictly prohibited without prior permission from the technology office.
- D. The running of ANY software that was not installed by the technology office or its staff is prohibited without the prior consent of the technology office.
- E. Adult material is strictly prohibited.
- F. Users are responsible for all activities associated with their accounts and devices. If a user releases their password to a third party who violates system policy, the owner of the account will be held responsible.
- G. Use of this system is a privilege, not a right. Severe misuse or repeated infractions will result in a temporary or permanent loss of use and the user may be subject to other disciplinary actions.

## **UNACCEPTABLE AND INAPPROPRIATE USE**

The following forms of use of district technology devices and services are unacceptable and inappropriate and will be considered violations of board policy and administrative guidelines. Violators may be subject to disciplinary actions which may include the temporary or permanent loss of use of technology and even suspension. Examples of unacceptable\inappropriate use for a student include:

- A. Creating, copying, knowingly distributing, or posting of a computer virus or malware or other malicious software or applications.
- B. Sending messages using someone else's account.
- C. Sending messages that are inconsistent with district rules
- D. Sending a message that is sexist, racist, or otherwise prejudicial or inflammatory.
- E. Sending messages or downloading files that knowingly contain obscene language, graphics, pictures, or attached graphics files, either encoded/encrypted or un-encoded/decrypted.

- F. Sending chain letter-type messages, not related to education through email or chat.
- G. Engaging in online chat sessions that are not related to school functions.
- H. Using school provided technologies for personal gain.
- I. Sharing of account and/or password with others.
- J. On-line use of obscene, harassing, or abusive language.
- K. Attempting to gain access to inappropriate websites.
- L. Attempting to log-in to district computer networks as a network or system administrator.
- M. Accessing or attempting to access any part of the district computer networks or any part of a sub-system of the Internet without proper authorization
- N. Theft or intentional destruction of district equipment.
- O. Plugging in or unplugging Ethernet cables or moving computers or printers without approval from the technology office.
- P. Use district devices or systems in any way that violates school rules, administrative guidelines, Board policies or procedures, state statutes, local ordinances, or other laws.

### **CONSEQUENCES OF UNACCEPTABLE USE**

In the event that an infraction is discovered or reported, the offending user will be promptly notified and given a chance to discuss the action with the system administrator and district and/or building administration depending on the severity of the infraction.

The offending student may be temporarily barred from technology usage pending investigation. Emails provided through district email services are considered to be private information. Only under the most severe of circumstances will user email be read.

### **Use and Conduct on District Official Social Media Sites**

Official Pittsburg Community Schools - USD 250 social media sites have been developed to strengthen the community within our school district and distribute information about events, be it photos, video, website links, or other means of communication.

Pittsburg Community Schools - USD 250 asks that those making comments on the page show respect for their fellow users by ensuring the discussion remains civil, especially since some sites allow for people of any age to join. Comments are also subject to all social media sites' Terms of Use and Code of Conduct policies. Social Media users are encouraged to report the abuse of those policies to the page's "report abuse" button or by contacting Pittsburg Community Schools Communications Department at [communications@usd250.org](mailto:communications@usd250.org).

Pittsburg Community Schools - USD 250 reserves the right, but assumes no obligation, to remove comments that are racist, sexist, abusive, profane, violent, obscene, spam, contain falsehoods or are wildly off-topic, or that libel, incite, threaten or make ad hominem attacks on students, employees, guests or other individuals. We also do not permit messages selling products or promoting commercial or other ventures with the exception of fundraising opportunities of the district. Acts not in compliance can become grounds for bans from social media pages and/or other actions deemed necessary by the Pittsburg Community Schools - USD 250 Superintendent and/or USD 250 School Board. In turn,

Pittsburg Community Schools - USD 250 cannot be held responsible for the information posted or provided by third-party sources.

By visiting an official Pittsburg Community Schools - USD 250 social media site, you are agreeing that you are responsible for posts and information provided by your person.

Pittsburg Community Schools - USD 250 is relieved of all responsibility pertaining to offensive, inappropriate, and malicious content posted by third-party sources.

Official Social Media Pages include, but are not limited to:

- Facebook.com/USD250
- Twitter.com/PittsburgUSD250
- Instagram.com/PittsburgUSD250
- Vimeo.com/USD250

### **NETWORK STORAGE USAGE**

The school district provides server space for students to store files and data that are for school purposes only. Students should backup their data regularly in the event of server failure or loss of data. If a student is in need of more space, contact the technology office.

### **LOGS AND MONITORING**

The communication technologies provided in the district are owned and monitored by the technology office including, but not limited to files stored or transmitted, emails, and use of terminals. The district system creates logs of most user activity. These logs can be used as evidence of unauthorized usage. The technology office may also monitor the input from any terminal, at any time in the event of suspected unauthorized use, or use that is not consistent with district or system policy. The technology office is sworn to secrecy in the event that private information that is not in violation of policy is monitored.

### **PARTICIPATION IN ACTIVITIES**

Participation in any activity program in the Pittsburg Community Schools is a privilege. Thus, extra-curricular coaches and sponsors may enact such additional rules and regulations not related to drug and alcohol abuse having direct relationship to their programs.

Such proposed rules shall be submitted for review and approval by the board of education two months prior to the program/activity.

Parental support and involvement is vital to school success. The parent/guardian and student will be required, by their signature, to acknowledge they have read all policies, rules and regulations pertaining to drug and alcohol abuse. Participation by the student will be delayed until the acknowledgement is signed and returned to the appropriate school official.

## **NUTRITION SERVICES DEPARTMENT**

The Pittsburg Community School Nutrition Services Department is located in the Board of Education Office building at 510 Deill, Pittsburg, KS. We employ 35 people and serve an average of 950 breakfast and 1,925 lunch meals per day. Our program strives to serve – safe, nutritious and appealing meals to your child.

Meals are planned by the Director of Nutrition Services, with assistance from Kitchen Managers and input from students. All meals meet the criteria and regulations of the U.S.

Department of Agriculture and the Kansas State Department of Education. Menus are planned with the goal of providing students with a portion of their Recommended Daily Allowance (RDA) for key nutrients and calories. Extra effort is made to provide low fat alternatives and to keep the average of calories from fat below 30%. Give your children all the benefits of good nutrition, so they can achieve their highest possible potential.

If you are interested in learning more about your child's meal program, contact the Food Service Department, Pittsburg Community Schools, 510 Deill, P.O. Drawer 75, Pittsburg, KS. Phone number-(620) 235-3100, Fax number-(620) 235-3106. Summer Warren, Food Service Director.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S W, Washington, D.C. 20250-9410 or call (866) 632-9992 (voice) Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish) USDA is an equal opportunity provider and employer.

## **SECTION 504**

The Pittsburg Community School District does not discriminate against any student on the basis of his or her disability and allows equal access to and participation in its programs and activities. The district also does not discriminate against anyone because he or she is associated with someone who is disabled. In addition, it is the district's responsibility to identify and evaluate students who, within the intent of Section 504 of the Rehabilitation Act of 1973, need specially designed instruction or services so that those students may receive free appropriate public education. For additional information please contact a building principal or the district office.

For this policy, a student who may be eligible within the intent of Section 504 is one who: • Is eligible to attend the district's schools under federal and Kansas law; and • Has a physical or mental impairment that substantially limits one or more major life activities, including learning.

Students may be eligible for services under the provisions of Section 504 even though they do not require services pursuant to the Individuals with Disabilities Education Act, (IDEA). Students who are identified as individuals with exceptional needs under IDEA criteria will have their rights and obligations determined by that law.

Each qualified student within the district who is eligible to receive appropriate individual services, regardless of the nature or severity of the condition necessitating such programs or services, shall receive a free and appropriate public education from the district, as it is defined in Section 504 of the Rehabilitation Act.



## **SMOKE AND TOBACCO-FREE FACILITIES AND GROUNDS (applies to adults and students)**

All buildings and grounds in USD 250 are declared to be tobacco-free zones. Smoking or use of tobacco products is prohibited in all school buildings and on school grounds at all times.

Interpretation: It will not be the intent of the district to prohibit **non-student** adult members of the community from smoking or using tobacco products in their personal vehicles while on school grounds.

## **SMOKING AND TOBACCO**

Possession or use of tobacco products or paraphernalia or any vapor/electric cigarette of any form is prohibited on school property and at school sponsored activities. Possession of tobacco, tobacco products or paraphernalia related to the use of tobacco such as lighters, matches, pipes, etc. are also prohibited.

## **STUDENT PRIVACY RIGHTS**

Much of the student information processed by the district is confidential, and state and federal law limits its release. USD 250 has district policies in place to ensure the students' privacy rights are protected and that district employees abide by state and federal laws. For complete information, patrons may request a copy of district Policy IDEA – Student Privacy Policy by calling the district office at 235-3100.

## **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 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 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 ;
  - 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 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 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 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.

Approved:

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

## **USD 250 Homework School Board Policy**

Homework shall not be used as a means to discipline students. Home-work shall be assigned as needed to reinforce lessons introduced in the class-room and promote academic progress. (Policy IHB)

## **USD 250 Homework Philosophy**

Homework shall be assigned as needed to reinforce lessons introduced in the classroom and promote academic progress. Homework shall not be used as a means to discipline students.

## **USD 250 Core Beliefs about Homework**

We believe the assignment of homework is based on the following principles:

1. Homework shall be used as an extension and/or reinforcement of what was taught and learned in the classroom.
2. The act of doing homework is considered to be important for developing independent work skills.
3. Feedback from teachers to students about homework must be constructive and given in a timely manner.
4. Similar homework guidelines should be established, by the classroom teachers, at each grade level at the K-5 level and at the department level, 6-12.
5. Homework involves parents/guardians in their child's education and the school district appreciates their support and monitoring of homework.
6. Homework may be assignments that were not finished in class or assignments assigned to be completed at home

## **USD 250 Grading School Board Policy**

The district shall have methods for assessing and reporting the quality of student academic progress to parents as approved by the board. (Policy IHA)

## **USD 250 Grading Philosophy**

Grades serve as a vehicle to promote meaningful evaluation of student achievement, to inform students and parents of academic progress, and, as necessary, to improve student performance, habits, and practice.

## **USD 250 Core Beliefs about Grading**

We believe grading of student work is based on the following principles:

1. To communicate to parents what students know and are able to do in the classroom and on homework.
2. That grades are based upon documentation, participation, attitude, conduct and work habits of each individual student and are given on the basis of sound measurement.
3. Grades are an accurate reflection of student performance based upon a variety of formal and informal assessments.



4. To ensure that all students are given sufficient opportunities to demonstrate their comprehension of a subject or course.
5. Similar grading guidelines should be established at each grade level at the K-5 level and at the department level, 6-12.
6. Student grades reflect individual performance of a student's progress and teachers provide meaningful feedback.