



Student Handbook

2023-2024

LEAVENWORTH SCHOOL DISTRICT USD 453



COMBINED ALL SCHOOLS STUDENT HANDBOOK - TABLE OF CONTENTS

Message from the Superintendent	2
Leavenworth Schools	3
Leavenworth Board of Education	4
Important Details	5
Requirements for Entry	9
Attendance	11
Disciplinary Code	16
Plagiarism Policy	24
Health Policies	25
Child Nutrition	33
Safety for All	34
Emergency Management	35
Communication Methods	36
Parents and the Community	38
Required Notifications	43
Complaints	45
Miscellaneous	49
ESI Parent Notification Packet	55



MESSAGE FROM THE SUPERINTENDENT

Leavenworth School Families,

Welcome to the 23-24 school year! The purpose of this handbook is to provide information that will support a successful academic year in the Leavenworth School District. The handbook is an extension of district policy and provides guidance for many of the situations that our students and school families encounter throughout the year. Please take the time to review the information herein and help us by reinforcing expectations for student behavior that will result in a positive and productive learning environment.

There are great things happening in Leavenworth classrooms on a daily basis, and we are so excited that you have chosen to send your child/children to Leavenworth USD 453 to receive their educational services. Our dedicated staff welcomes your active participation and meaningful involvement to help prepare your student(s) for success in every classroom, every day.

If you have any questions about any district policies or school-related issues, please visit first with your child's teacher or building principal for additional clarification. Thank you in advance for your ongoing support, and willingness to work collaboratively with our schools, in a shared effort to achieve successful outcomes for Leavenworth students.

It's a Great Day to be a Pioneer,

Kellen J. Adams

Superintendent of Schools

Note: Dr. Kellen Adams began service to Leavenworth Public Schools on July 1, 2023. He succeeds Dr. Mike Roth, who is scheduled to retire January 1, 2024.



LEAVENWORTH SCHOOLS

Our Mission

Preparing every student for success in every classroom, every day.

Our Vision

Leavenworth Public Schools is a community dedicated to partnerships in support of student well-being and success.

Our Statements of Belief

- **Students:** We believe all students can learn and are entitled to an equitable education which ensures quality, nurtures self-esteem, and allows students to reach their greatest potential.
- **Staff:** We believe that effective schools have employees who embody the vision and mission of the school district and are committed to providing an equitable and quality education for all children.
- **Board:** We believe that effective schools have a school board which provides an equitable and quality education for all children through its leadership and commitment to the staff and community.
- **School Families:** We believe that effective schools have parents and family members whose active involvement in the educational process supports their children and the school community.
- **Community:** We believe the quality of life in a community depends on the education of its citizens. We believe the quality of schools depends on the partnerships and support provided by its community.



LEAVENWORTH BOARD OF EDUCATION

The Leavenworth School District, as all Districts in Kansas, is governed by a seven member Board of Education. In Leavenworth, school board members are elected at large by the entire community. The only legal qualification for a citizen to be eligible for the Board of Education is that they be a registered voter in the school District. School board members serve four-year staggered terms, so there is a stream of consistency and history and not all board members are new at the same time. School board elections are held on the Tuesday following the first Monday in November during odd- numbered years.

There are four main goals of a Board of Education: establish clear policy for a school system; set short- and long-term goals for the system; select and evaluate the superintendent; and hold the superintendent accountable for accomplishing the goals of the district. You may contact members of the Board of Education regarding issues of concern, but it is important to know that decisions are made with a quorum of the Board when it is in session. Board members commit time, energy, and vision in making Leavenworth the best school District in the state of Kansas. The Board of Education changes every two years, and we have been fortunate to have determined and committed members to provide advocacy and support for students, parents, community, and teachers/staff.

Please check the district website (www.usd453.org) for the meeting schedule for the upcoming year. Parents and community members are encouraged to attend the meetings and to learn about your school District.

Members of the Leavenworth School Board

- Mr. Mike Carney
- Mr. John Goodman
- Mrs. Alisa Murphy
- Mr. Michael Powell
- Mrs. Judi Price
- Mrs. Vanessa Reid
- Mrs. Dannielle Wells



IMPORTANT DETAILS

Administrative Discretion/Disclaimer

The building administrator may deviate from the policy guidelines when warranted by extenuating circumstances. This student handbook has been prepared for your information to help you understand our rules and regulations, as well as the philosophy of our building and school district. It is virtually impossible to have everything included in this manual, but we have tried to list those things of greatest concern. Any other items that you would have questions about should be covered in the Board of Education Policies and Regulations, with any questions regarding these being brought to the attention of the building administrator. Thank you for your interest and please do not hesitate to contact us to clarify any of your concerns.

Student Rights

Leavenworth students have the right to:

- Know specific behavioral expectations for personal success; equal opportunities to learn and practice those expectations;
- An environment which consistently upholds appropriately high standards for students to achieve social competence;
- A school climate which affirms the worth and diversity of all students.

School Hours

Earl Lawson Early Education Center (Pre-K/K): 8:20 a.m. to 3:30 p.m. (Pre-K Hours: Morning Session - 8:20 to 11:10 a.m.; Afternoon Session - 12:40 to 3:25 p.m.)

Elementary Schools (Anthony, David Brewer, and Henry Leavenworth): 8:20 a.m. to 3:30 p.m.

Leavenworth High School, Richard Warren Middle School and Leavenworth Intermediate School: 7:50 a.m. to 3:00 p.m.

School Fees

Kansas Statute 73-5390 allows for Kansas school districts to collect fees for the rental of textbooks and purchase of workbooks and other consumable materials. Accordingly, a textbook and materials fee is set annually by the Board of Education and payable at enrollment. The fees collected are used by the district to purchase textbooks issued to students and to cover the cost of materials and workbooks used in classrooms. Parents who are unable to pay this fee may submit an application for the waiver of fees.



The schedule used to determine eligibility for the School Lunch Program will be used to determine waiver of fees.

2023-24 School Year Fees

Grades Pre-K – 6th: No Fees

Grade 7 – 12 student fees for 2023-24 school year are as follows:

-Technology Usage Fee = \$35.00 per student. A discount for families with multiple students at the high school and/or middle school will be applied as outlined below.

-JROTC Fee = \$10.00 per student, if enrolled in this class.

High School student fees for the 23-24 school year are as follows:

Technology Usage Fee - \$35.00

Learning Resource Fee - \$65.00

Total Fees for school year = \$100.00

Plus any fees/charges owed from previous school years

-Technology Usage Fee = \$35.00 per student. A discount for families with multiple students at the high school and/or middle school will be applied as outlined below.

-Learning Resource Fee = \$65.00 per student. Students who qualify for reduced meals this school year will pay a reduced Learning Resource Fee of \$32.50 per student. Students who qualify for free meals this school year will not pay the Learning Resource Fee.

Learning Resource Fee is primarily used to purchase materials and supplies that support educational initiatives in the classrooms at the high school. Some of those classrooms include: Art, Business, Computer, Foreign Language, Family & Consumer Science, JROTC, Science, and Career & Technical .

-Learning Resource Fee for Part-Time students = \$30.00 per student. Part-Time students are those taking 1-4 classes at the High School. This includes High School JROTC only students.

*7th - 12th Technology Usage Fee:

Households with multiple students enrolled at the high school, middle school or both, qualify for the Technology Usage Fee discount.



- Families with 1 student = \$35.00 per student
- Families with 2 students = \$52.50 total, \$26.25 per student
- Families with 3+ students = \$65.00, \$21.67 per student

Students are responsible for the books which have been assigned to them.

Any damaged or lost textbooks or books borrowed from the library must be paid for by the student.

Transportation

Leavenworth USD 453 does not provide bus service to families within 2.5 miles from their home to their designated attendance area, with the exception of special education students. If you are interested in paying for bus services, contact Easton Bus Service at (913) 682-2244 to inquire of the availability of routes and the associated cost.



Nondiscrimination Statement

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with USD 453 are hereby notified that this institution does not discriminate on the basis of race, color, national origin, gender, age, religion, marital status, gender orientation, veteran status, handicap or any other legally protected status in admission or access to, or treatment or employment in, its programs and activities. As required by law, the district will provide equal access to district facilities and related benefits and services and will not discriminate against any group officially affiliated with the Scouts, BSA; the Girl Scouts of the United States of America; or any other youth group designated in applicable federal law. Any person having inquiries concerning USD 453 compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact USD 453, 200 N 4th Street, (913) 684-1400. The Superintendent of Schools, Dr. Kellen Adams, has been designated to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504. Any person may also contact the Asst. Secretary for Civil rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Title V), Title IX, or Section 504.

Title II of the Americans with Disabilities Act of 1990, 42 U.S.C. Section 12131 states:

1. Public entity

The term "public entity" means

- a) any State or local government;
- b) any department, agency, special purpose district, or other instrumentality of a State or States or local government; and
- c) the National Railroad Passenger Corporation, and any commuter authority (as defined in section 24102(4) of title 49).
- d) Qualified individual with a disability.

The term "qualified individual with a disability" means an individual with a disability who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by a public entity.



REQUIREMENTS FOR ENTRY

Age Requirements - Elementary

The requirement for a child's first enrollment in a Kansas school is set forth by state law. Local school districts cannot deviate from the law. The law states:

- A child must be five years of age on or before August 31 of the current year in order to enter Kindergarten.
- A child must be six years of age on or before August 31 of the current school year in order to enter the first grade.
- A certified copy of a child's birth certificate must be presented to the school upon entrance to school.

Health Physicals

A healthful environment is essential for teaching and learning to occur. As required by current law, all students up to age 9 (at the beginning of the school year or at the time of first enrollment) must submit documentation that they have undergone an appropriate health physical prior to entering Kindergarten or before enrolling in the district for the first time. While a physical is not required for students over age 9 to attend school, it is recommended that a school physical be provided for those students with existing medical conditions.

Immunizations

All students enrolling in any district school shall provide the school nurse with proof of immunization of certain diseases or furnish documents to satisfy state statutory requirements. Please see the Health Policies section for more detailed information.



Immunization Requirements for the 2023 - 2024 School Year

K.A.R. 28-1-20 defines immunizations required for any individual who attends school or a childcare program operated by a school. Below are the requirements for the indicated school year. Please carefully review the requirements. The usual number of doses required are listed; however there are exceptional circumstances that could alter the number of doses a child needs. If you have questions about your child's immunization status, contact your child's primary care provider or local health department.

Proof of receiving the required immunizations must be provided to the school prior to the student attending the first day of school.



Early Childhood Program Operated by a School Ages 4 Years and Under

Vaccine	Requirement
DTaP/DT (diphtheria, tetanus, pertussis)	4 doses
IPV (polio)	3 doses
MMR (measles, mumps, rubella)	1 dose
Varicella (chickenpox)	1 dose*
Hepatitis A	2 doses
Hepatitis B	3 doses
Hib (haemophilus influenza type B)	4 doses**
Prevnar (pneumococcal conjugate)	4 doses**

KDG - Grade 6

Vaccine	Requirement
DTaP/DT (diphtheria, tetanus, pertussis)	5 doses
IPV (polio)	4 doses***
MMR (measles, mumps, rubella)	2 doses
Varicella (chickenpox)	2 doses*
Hepatitis A	2 doses
Hepatitis B	3 doses

Grade 7

Vaccine	Requirement
Tdap (tetanus, diphtheria, pertussis)	1 dose~
IPV (polio)	4 doses***
MMR (measles, mumps, rubella)	2 doses
Varicella (chickenpox)	2 doses*
Hepatitis A	2 doses
Hepatitis B	3 doses
Meningococcal (MenACWY)	1 dose

Grades 8-9

Vaccine	Requirement
Tdap (tetanus, diphtheria, pertussis)	1 dose~
IPV (polio)	4 doses***
MMR (measles, mumps, rubella)	2 doses
Varicella (chickenpox)	2 doses*
Hepatitis A NEW FOR GRADES 8 & 9	2 doses
Hepatitis B	3 doses
Meningococcal (MenACWY)	1 dose

Grade 10

Vaccine	Requirement
Tdap (tetanus, diphtheria, pertussis)	1 dose~
IPV (polio)	4 doses***
MMR (measles, mumps, rubella)	2 doses
Varicella (chickenpox)	2 doses*
Hepatitis B	3 doses
Meningococcal (MenACWY)	1 dose

Grades 11-12

Vaccine	Requirement
Tdap (tetanus, diphtheria, pertussis)	1 dose~
IPV (polio)	4 doses***
MMR (measles, mumps, rubella)	2 doses
Varicella (chickenpox)	2 doses*
Hepatitis B	3 doses
Meningococcal (MenACWY)	1-2 doses <i>See below.</i>

*Students entering 11th and 12th grade having received no previous dose of MenACWY: **One dose is required for school entry and this completes the series.** Those having received one previous dose of MenACWY, **and** it has been at least 8 weeks since the first dose: **A second dose is required and this completes the series.***

Notes

- * Varicella (chickenpox) vaccine is not required if child has had disease **and** disease is documented by physician signature. Without a physician signature, vaccine is still required even if you believe your child has had chickenpox disease.
- ** Total doses needed depend on vaccine type and child's age when doses were administered.
- *** Three doses are acceptable if the 3rd dose was given after 4 years of age and there are at least 6 months between the second and third doses.
- ~ All students in grades 7-12 must have one dose of Tdap regardless of the interval since the last dose of DTaP or Td.

Additional ACIP RECOMMENDED Vaccines

Not Required for School Entry

- Influenza (Flu): Annual vaccine recommended for everyone 6 months of age and older.
- HPV (Human Papillomavirus) Vaccine:
 - 2 doses recommended at age 11 years *See below:*
 - 2 doses needed if series started at 11-14 years
 - 3 doses needed if series started at 15 years or older

Provided by the Jefferson County Health Department



Birth Certificates - Proof of Identity

A copy of each student's birth certificate must be kept on file in the school office. Students enrolling for the first time shall provide required proof of identity. Students enrolling in Kindergarten or first grade shall provide a certified copy of their birth certificate or other documentation which the Board determines to be satisfactory. Students enrolling in grades 2-12 shall provide a certified transcript or similar pupil records. Guardians, other than parents listed on birth certificates, must provide legal documentation of custody to be enrolled.

Students will not be allowed to enroll or attend school without the above stated documents.

ATTENDANCE

Attendance Policy

For students to be successful in school, consistent daily attendance is vitally important. Whenever a student is absent from class, a valuable part of the student's education is missed. Attendance in school is the legal responsibility of the student and the student's parents/guardians. The school's responsibility is to provide instruction and to inform parents/guardians of absences from class.

For Elementary & Intermediate: Students who arrive at school after 10:00 a.m. will be considered absent for the morning.

For Middle & High School: Any student that misses half, or more of the school day, shall be considered an absence.

Attendance is taken in the morning and in the afternoon at the elementary and intermediate level, and every class period at the middle school and high school level. For the purposes of this policy, an absence means that the student is absent from school either for a half-day or a full-day.

An attendance letter will be sent to the parents of students with 3 days of unexcused absences in a row, 5 days of unexcused absences in a semester, or 7 days of unexcused absences in a year (absences for reasons other than absences substantiated by a doctor's statement or caused by emergency family situations or other extenuating circumstances known to the principal). Additionally, a report will be made to the County Attorney Office.



Note: Leavenworth High School and Richard Warren Middle School define tardies within 15 minutes late of arrival (7:50 - 8:05 a.m.); students absent for school, other than for administratively-approved reasons, may not participate or attend same day after-school activities.

Absences – Excused

Absences which are approved by both the parents and the principal will be considered excused. Parents should contact the school any time a student must be absent. Whenever possible, arrangements should be made to complete the work prior to an absence.

All excused absences will fall within the following categories:

- Activities
- Illness of the student
- Professional appointments for medical or legal reasons
- Deployment of parent/guardian
- Serious personal or family problems
- Death of a family member
- Family emergencies
- Special religious reasons specifically approved by the building principal
- Students whose parents are active duty personnel may have additional excused absences or
- Other special or unusual circumstances specifically approved by the building principal.

Please Note: **A letter will be sent after 10 excused absences indicating that a doctor's note must accompany any further absences.** Family vacations may be excused by the principal provided the request is made before the trip is taken, the student has good attendance history, and the student is in good standing academically.

Absences – Unexcused

All absences not approved by both the principal and the parent will be considered unexcused. When students are absent from school and the reason for the absence is unknown, the absence shall be deemed unexcused. Students are not allowed to attend school functions on days of suspensions or expulsion. Excessive unexcused absences may be subject to disciplinary action up to or including detentions, in-school suspension, and out-of-school suspension.



How to Excuse an Absence that Was Recorded As Unexcused

The process for requesting that an unexcused absence be changed to excused includes submitting a written request to the principal specifying the dates missed and the reason for the absences. The principal may request that additional verification be provided. The principal will consider the request based on the categories for excused absences listed above.

Repeated Absence Due To Illness

Students who are frequently absent due to illness may require medical attention. Parents are encouraged to maintain close communication with the child's teacher, principal, and attendance liaison if repeated absences are necessary for health reasons. After six absences, the principal may require a note from a physician before further absences are considered excused. In the event that a child is ill for more than three consecutive days, a physician's note may be required to consider the absences excused. Factors, which may be considered in deciding whether or not to require a physician's note include:

- Past attendance history of a child;
- Past attendance history of siblings;
- The reasons for past absences;
- The degree to which parents have communicated with school personnel regarding absences; or
- The point in the school year when six absences accumulate (for example, six absences in the first quarter is much more significant than six absences spaced out over an entire school year).

Excessive Excused Absences

After 10 excused absences, all additional absences will be considered unexcused unless it involves a medical condition verified by a note from the doctor, legal proceedings verified by court documents, or other extenuating circumstances excused by the building principal.

Tardies

Prompt arrival at school is expected of all students. Late arrival disrupts a class and causes loss of instructional time. Elementary and intermediate students that arrive to school late but before 10:00 a.m., are considered tardy. Students who leave before the end of the school day, after 2:00 p.m., will be considered tardy for the purpose of the attendance policy.



Students who are consistently late may be required to stay after school to make up lost time.

Note: High School and Middle School tardy policy is defined as within 15 minutes of start time (7:50 - 8:05 a.m.) for the first two periods of the day: 1st and 2nd hour. Students who are excessively tardy for 1st and 2nd hour are subject to disciplinary action; all other class periods - students who arrive to class up to 5 minutes late from the bell are defined as tardy, late arrival of 5 minutes or more are considered unexcused without an approved pass from a staff member. Students who are excessively tardy are subject to disciplinary action.

Truancy

In accordance with state regulations and district policy, students who have excessive unexcused absences; three consecutive days; five days in a semester; or seven or more school days in any school year, will be considered truant. It is the responsibility of the building administrator to notify parents of the pupil's absences, and to report cases of truancy to the Department for Children and Families or the County Attorney Office.

Absences due to suspension or expulsion from school do not contribute to truancy as defined by Kansas State statutes.

Early Dismissal for an Individual from School

When a parent or guardian wishes to have a child or children leave school before the regular dismissal time, the parent or guardian must come into the building to sign out the students; students will be called down to leave at that time. A parent or guardian must be in the building before a child is called from class, phone calls will not be accepted. The parent or guardian may wish to send a note in the morning with the student so the teacher will have advance notice that the child is leaving.

A student who becomes ill at school will be dismissed through the office after parents or emergency people have been contacted and someone has come to pick him/her up. They too will need to sign the student out in the office.

Leavenworth High School parents/guardians are not required to enter the building to check a student out of school, however, a parent/guardian must phone the front office to excuse the student from school prior to signing-out at the security desk.



Under no circumstances is a student to leave the building during school hours without a parent or other authorized adult signing them out in the main office. All persons checking out a student during school hours will be required to present valid identification to the appropriate school personnel. No child shall be released to any person except when released as follows:

For the safety of our children the following checkout procedures will be followed:

- An authorized adult must sign the child out on the clipboard in the office
- School personnel will verify that the adult is listed on the student enrollment sheet
- School personnel will use the intercom to call the child to the office. All students must check out through the office.
- In the event that a parent is legally restricted from removing their child from school, copies of court orders must be on file in the school office. All court orders must be provided on a yearly basis.
- If the adult is not on the list, the following steps will be taken:
 - School personnel will call a parent to gain approval.
 - School personnel will ask for identification, if appropriate.
 - If the principal or an assistant principal is not available, the counselor may be called for assistance.
 - The school must have parent/guardian authorization from before a child is released to someone not listed on the enrollment sheet. If the situation can't be resolved, it might be necessary to call for police assistance to clarify custodial issues.

To school/law enforcement/court authorities/government child service agencies –

Students may be released during school hours to an authorized school employee, police officer, court officer, or other appropriate agency staff who has a legally recognized reason related to their position for taking the student from school during school hours. In most instances, the involved entity must provide the parents and the school with 24 hour advance notice of the intent to check out the child when notice is determined appropriate and feasible by the entity, unless notice is otherwise specified by law.



Leaving School Without Permission

Leaving school grounds during the designated school day without teacher, principal, or parent permission is not allowed. In the event that a student leaves school grounds without permission, their parents will be contacted. They will be given the choice of coming to school themselves to assist the child, or the police will be called. In the event that parents cannot be reached, the police will be called.

Note: Due to the age of the students and ability to transport, Leavenworth High School has specific exemptions and rules related to school attendance policies and procedures. These will be shared directly with students and school families at the beginning of the year.

DISCIPLINARY CODE

The Leavenworth School District views effective schools as a nurturing environment where all students must experience both academic and social success. We recognize the critical role responsible behavior plays in the life-long success of our students. To be successful, our students must understand their role and responsibilities as learners and possess a full repertoire of social skills that will empower them to interact responsibly with adults and peers at home, in the community, and eventually at their workplace.

We believe discipline is the deliberate process of teaching students to behave responsibly. This requires all educators, regardless of the level, to establish high expectations for students' behavior, thoroughly teach those expectations to our students, and thoughtfully provide ongoing encouragement for their use and corrections when mistakes occur. Social and academic success can only occur within a positive school climate that upholds student's dignity at all times and promotes respect for others and learning. The Leavenworth Board of Education supports a positive and instructional approach to student discipline.

District facilities are monitored by security cameras, and daily recordings are reviewable by building principals and district representatives to investigate and address disciplinary issues or concerns. Additionally, security camera recordings will be made available to appropriate law enforcement agencies to assist in the event of a threat assessment or criminal investigation.

Bullying, Hazing, Harassment, Intimidation, and Menacing

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



Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Staff whose behavior is found to be in violation with 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 the board.

Individuals may also be referred to law enforcement officials.

Bullying is defined as a "specific type of aggression in which (1) the behavior is intended to harm or disturb, (2) the behavior occurs repeatedly over time, and (3) there is an imbalance of power, with a more powerful person or group attacking the less powerful one."

There are different types of bullying including physical bullying and relational or emotional bullying. Physical bullying includes repeated instances of pushing, tripping, and/or hitting. Relational or emotional bullying is the repeated use of peer pressure or manipulation to isolate or hurt a person's feelings. A bully can get a whole group to exclude or ignore a particular student. Verbal bullying includes repeated teasing, mocking, threatening, taunting, and spreading rumors or lies.

Possible Consequences for Misbehavior Up to and Including Any or All of the Following

- Make up work missed as a result of misbehavior
- Loss of recess or dining room time (note: Lunch is never withheld for disciplinary purposes. In some instances, however, the student may not be permitted to eat with other children.)
- Loss of privileges and/or participation in activities
- Removal from class for a short period of time
- In-School Suspension
- Out-of-School Suspension: short-term, extended or long-term, or expulsion
- Restitution for damage to property
- Assigned time after school to make up for time missed from the classroom, time-out detention(s), etc.
- Referrals to school counselor
- Parent/guardian conference
- Behavior Contracts (signed by student & parent/guardian)
- Parent escort



Detention

Detention involves keeping the student after school for a definite period of time as a consequence for inappropriate behavior. Detention is an option for teachers. Parents will be called if students are being kept for longer than ten minutes after school.

Suspension

In-School-Suspension (ISS) and Out-of-School Suspension (OSS) may be logical consequences for a student's inappropriate behavior, especially for violent behavior. In-School Suspension (ISS) and Out-of-School Suspension (OSS) will be a consequence left to the discretion of the administrator.

Long-term suspension and expulsion are consequences reserved for the most serious infractions of school rules (e.g., bringing a weapon to school) and repeated violations of school rules. Long-term suspension would include any suspension lasting more than 10 days and less than 90 days. An expulsion would be any suspension from school lasting more than 90 days and up to 186 school days. Recommendations for long-term suspension and expulsion are made by the principal to a hearing officer appointed by the Board of Education. The hearing officer is given the discretion of determining the length of suspension warranted, following a hearing.

Expulsion of Students

The Leavenworth Public Schools will expel pupils from its schools for possession of weapons at school as required by the Legislature of the State of Kansas. Expulsion can also result from repeated offenses or serious offenses such as violence or harassment.

Corporal Punishment

Corporal punishment in any form is not approved in the Leavenworth Public Schools.

Issues That Might Cause Disciplinary Action

Controlled Substances

Alcohol and drugs are not permitted at school. Responsible students take learning seriously and do not jeopardize their health and learning potential. Students will not possess, handle, use, sell, trade, distribute, or be under the influence of alcohol, drugs, narcotics, prescription drugs, or intoxicants of any kind on school grounds, en route to and from school, or while attending any school sponsored activity. Students in possession of such items at school will be subject to disciplinary sanctions and will be reported to the police.



Tobacco and Electronic Delivery Devices

The staff of Leavenworth Public Schools is concerned about student health. Use and/or possession of tobacco product or electronic delivery device (e.g. electronic cigarette, cigar, cigarillo, pipe, or personal vaporizer “vape”) is prohibited in any district facility; in school vehicles; at school-sponsored activities, programs or events; and on school owned or operated property. Student violations may result in parent/guardian notification, participating in tobacco education program, suspension and/or expulsion from school and/or extracurricular activities, community service, and/or notification of law enforcement. Students selling, using, or in possession of such items at school will be subject to disciplinary sanctions and will be reported to the police.

Disrespectful Behavior

All students and staff are to be treated with respect. Acts of disrespect, including profanity, insulting remarks or gestures, threats (through words or actions) are not tolerated. The parent or guardian will be notified and law enforcement officials may be summoned. A comprehensive plan that seeks to correct or eliminate the seriously irresponsible behaviors (e.g. medical, counseling, or rehabilitation programs) should be developed before a student can successfully re-enter the school program.

Firecrackers

Firecrackers and other combustible or explosive items or devices are not permitted. Students in possession of such items at school will be subject to disciplinary sanctions.

Disruption of School

The focus of Leavenworth Public Schools is on learning, respect, cooperation, and effort. Therefore, it is not fair to students or staff when an individual is allowed to disrupt learning. Leavenworth students will not behave in such a way as to disrupt the learning function of school (e.g., coercion, theft, vandalism, and harassment) or interfere with the teacher's ability to conduct class, their own learning, or the learning of others.

Illegal or Prohibited Activities

While any activity or behavior that does not reflect respect, responsibility, cooperation, and learning will be discouraged in the Leavenworth Schools, safety is an unconditional concern. The laws are very clear when it comes to controlled substances, weapons, threats, and violence or assault.



Vandalism

We are proud of our school. Any person damaging Leavenworth School District property will be assessed the total cost for all replacement or repair. In the case of a minor child, the parent or guardian will be responsible. Students responsible for vandalism will be subject to disciplinary action.

Verbal or Physical Assault

Students of Leavenworth Public Schools are treated with respect and directly taught appropriate means to deal with anger and frustration. Students will not cause or attempt to cause physical injury to school staff or students. Students will not engage in verbally abusive behavior (e.g. racial slurs, sexual harassment, threats, degradation, etc.) towards school staff or other students.

Violence

Violent acts may result in In-School Suspension, short-term suspension, long-term suspension, or expulsion as per Leavenworth Public Schools' discipline policy. Violence of any kind will not be tolerated.

Weapons

In order to maintain a safe and inviting environment, all students and staff must be free of fear for safety. Students will not possess any known weapons or articles for use as a weapon, any item being used as a weapon or destructive device, or facsimile of a weapon, while on school grounds, en route to and from school, or attending any school sponsored activity. Any student found in violation of this weapons policy will be subject to an immediate short-term suspension, long-term suspension, and/or expulsion. Any use of a weapon will result in a long-term suspension and recommendation for expulsion.

For further information, refer to Board of Education policy JCDBB.

It shall be illegal for any person, other than a law enforcement officer, to possess a firearm in or on any school property, school grounds, or any district building or structure used for student instruction, attendance or extracurricular activities of pupils, or at any regularly scheduled school sponsored activity or event. This prohibition includes concealed weapons even if the person has a legal permit. Appropriate signs shall be posted as directed by the board. For further information, refer to Board of Education policy KGD.



Personal Appearance of Students

The Board of Education and Administration believe certain standards of dress and grooming habits are necessary to maintain a wholesome, safe, non-disruptive, and inspiring learning atmosphere for students. USD 453 will endeavor to work with parents to ensure students come to school each day in clean, neat, and appropriate attire, and school attire shall be based on COMMON SENSE and GOOD TASTE by both students and parents.

The district reserves the right at all times to regulate the dress and/or grooming of any student deemed to be a distraction to the learning process, indecent or offensive to the normal decorum of the school community, and/or creates a health, discipline, or safety hazard.

The administration shall have full responsibility and authority for enforcing the dress code regulations and shall take necessary steps, including disciplinary action as appropriate, as may be required to maintain appropriate standards of student dress and appearance. Students' attitudes toward school and behavior at school are affected by their dress. To foster a pleasant school environment conducive to teaching and learning, students are expected to dress appropriately for school and for the weather.

The body must be sufficiently covered to ensure modesty (some examples of inappropriate clothing include: pajama pants, tube tops, halter tops, muscle shirts, bare midriffs or displaying navel, bare chests, extremely short shorts, overly short skirts, plunging necklines, baggy or sagging jeans showing the posterior, and other articles of clothing as determined by staff and administration). Dressing appropriately for school includes the following guidelines:

- Students are expected to be neat and clean at all times.
- Students may not wear T-shirts, jackets, and other articles of clothing which have slogans, lettering, pictures, or graphics which advertise or promote the use of tobacco, alcohol, sex, violence, illegal substances or contain profanity.
- Students may not wear clothing, emblems, badges, symbols, or colors that promote gang affiliation or activity.
- All shirts must have sleeves.
- No sagging pants.
- No hats, hoods, or bandanas in the school without permission from the principal.
- Shoes must be worn at all times. For the safety of students, students without appropriate shoes will be excluded from P.E. and recess activities. Heelys are not appropriate for school. House slippers are not acceptable.



- No mesh tee shirts or boxer shorts exposed under other garments.
- Shirts of excessive length are to be tucked in.
- No sunglasses worn in the building.
- No gloves, picks, combs, sweat bands, chains, or do-rags may be worn in the building.
- Face painting is not permitted during school hours without permission of the principal.
- Students will have the option to wear face masks/coverings in accordance with public health concerns.

Inappropriately dressed students will be given the choice of changing to appropriate clothing or calling parents to bring appropriate clothing to school. A final decision of appropriate dress will be made by the administration. Chronic dress code infractions may result in disciplinary action.

Gang Activity or Association

The Board of Education of USD 453 has an established policy on gangs. Policy JHCAA on gang activity or association reads:

Gang activities which threaten the safety or well-being of persons or property on school grounds or at school activities, or which disrupt the school environment, are prohibited. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a group, presents a clear and present danger. This is contrary to the school environment and educational objectives and creates an atmosphere where unlawful acts or violations of school regulations may occur.

The principal will establish procedures and regulations to ensure any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership or causing and/or participating in activities which intimidate or affect the attendance of another student shall be subject to disciplinary action.

The types of dress, apparel, activities, acts, behaviors or manner of grooming displayed, reflected, or participated in by the student shall not:

- Lead school officials to reasonably believe such behavior, apparel, activities, acts, or other attributes are gang related and would disrupt or interfere with the school environment or activity and/or educational objectives;



- Present a physical safety hazard to self, student, staff, and other employees;
- Create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence;
- Imply gang membership or affiliation by written communication, marks, drawing, painting, design, or emblem upon school or personal property or on one's person; or

Disciplinary action may include suspension and expulsion.

Searches of Property

Principals are authorized to search property if there is a reasonable suspicion district policy, rules, or directives are being violated. In addition, all lockers shall be subject to random searches without prior notice or reasonable suspicion. All searches by the principal shall be carried out in the presence of another adult witness. This is in accordance with board adopted policy JCAB.

Prohibited items found during the search shall remain in the custody of either the building principal or the law enforcement officer. If any items are turned over to law enforcement officials, the student must request a receipt for the items. Whenever the principal is mentioned in this rule, it shall be construed so as to include the Superintendent or designated representative. Student vehicles on school property are also subject to a search of property as described above.

Searches of Students

Principals are authorized to search students if there is a reasonable suspicion district policy, rules, or directives are being violated. Strip searches shall not be conducted by school authorities. All searches by the principal shall be carried out in the presence of another adult witness. This is in accordance with board adopted policy JCABB.

The student shall be told why the search is being conducted. The student shall be requested to empty items such as, but not limited to pockets, purses, shoulder bags, book bags, and briefcases. The principal shall attempt to call the student's parent(s) and may call law enforcement if warranted. Items which the principal believes may be connected with illegal activity shall remain in the custody of the principal unless the items are turned over to law enforcement officials. If the student refuses to cooperate, the principal may take disciplinary action and/or seek assistance from law enforcement.



If law enforcement assistance is present, further search of the student shall be with the cooperation and assistance of law enforcement officials. The principal shall remain with the student and be present during any search of the student made by law enforcement officials on school property. The principal shall receive and file a receipt for items turned over to law enforcement officials.

Public Displays of Affection

Public displays of affection are not appropriate behavior for school. Students will be warned against such actions, and if further displays continue, appropriate discipline, up to and including suspension and expulsion, will be imposed.

PLAGIARISM POLICY

Plagiarism is legally and ethically wrong. Plagiarism is the "taking and using as one's own the writings or ideas of another" without citation of the source. (American Heritage Dictionary. 1996 ed.) For example:

A student commits plagiarism when they submit without proper citation:

- A copy of part or all of another student's assignment.
- Part or all of an assignment copied or paraphrased from a source such as a book, magazine, pamphlet, newspaper, speech, graphic, or Internet site.

A student also commits plagiarism when they:

- Allows his or her assignment to be copied and submitted as the work of another.
- Prepares a written assignment for another student and allows it to be submitted as his or her work.

Students caught plagiarizing can be subject to the following discipline or penalties depending on the severity or repetition of the offense:

- Re-do the assignment.
- Partial credit.
- Failure of the assignment.
- Failure of the course.
- Suspension or expulsion from school (consistent with and according to the school policy and procedure for student discipline).



HEALTH POLICIES

(See USD453 Board of Education policies JGC, JGCB, JGCC, JGFG, JGFGB)

All students enrolling in any school within the district shall provide the school nurse with proof of immunizations of certain communicable diseases or shall furnish required documentation to satisfy state requirements. See page 9 for a full list of immunization requirements by grade level.

Immunizations

All students enrolling in any school within the district are required to provide the school nurse with proof of immunizations documenting that the following vaccinations have been administered by a licensed physician and/or local health department:

- DTaP (Diphtheria, Tetanus, Pertussis-whooping cough) – 5 doses; 4 doses acceptable if dose 4 given on or after 4 years of age and 6 months from dose 3; 4 doses acceptable for students in Early Childhood program ages 4 and under.
- Hepatitis B – 3 doses.
- MMR (Measles, Mumps, Rubella) – 2 doses; 1 dose acceptable for students in Early Childhood program ages 4 and under.
- IPV (Polio) – 4 doses; 3 doses acceptable if dose 3 given on or after 4 years of age and 6 months from dose 2; 3 doses acceptable for students in Early Childhood program ages 4 and under; for combination (IPV/OPV) or OPV only series – 4 doses must be given.
- Varicella (Chickenpox) – 2 doses; 1 dose acceptable for students in Early Childhood program ages 4 years and under. Vaccine is not required if a child has had chickenpox disease and the disease is documented by a physician signature.
- PCV (Pneumococcal Conjugate) - for students in Early Childhood program ages 4 and under. Total doses needed are based on vaccine type and child's age when doses were administered.
- Hib (Haemophilus influenza type B) –for students in Early Childhood program ages 4 and under. Total doses needed are based on vaccine type and child's age when doses were administered.
- Hepatitis A – 2 doses.
- Tdap/TD (Tetanus, Diphtheria, Pertussis/Tetanus, Diphtheria) – 1 dose required for entry into 7th grade; 1 dose required for an incomplete primary DTaP series; all students in grades 7-12 must have 1 dose regardless of interval since last dose of DTaP or Td.
- Meningococcal (MenACWY) – 2 doses; dose 1 required for entry into 7th grade; dose 2 required for entry into 11th grade; if no previous dose given prior to 16 years of age then only 1 dose required.

Students must have proof of having received all required vaccinations before entering school. Students entering school while completing a catch-up schedule for immunizations must be current in catch-up schedule. All minimum intervals for receiving vaccines must be met. Students will be given 30 days from the minimum interval date to receive vaccine(s) and provide proof before being excluded from school.



Students who fail to comply with timeliness for immunizations may be excluded until such time as they comply with the policy.

The school board of every school affected by this act may exclude from school attendance any student who has not complied with the requirements of K.S.A. 72-5209. A student shall be subject to exclusion from school attendance until such time as the student has complied with the requirements of K.S.A. 72-5209.

Notice of exclusion shall be given to the parents/guardians as prescribed by law. Students who are not immunized against a particular disease(s) will be excluded from school during any outbreak.

Kansas School Immunization Law does not permit exemptions to vaccination solely on the grounds of personal or philosophical beliefs. The legal alternatives to this requirement are: an annual written statement signed by a licensed physician stating the physical condition of the child to be such that tests or inoculations would seriously endanger the life or health of the child, or a written statement signed by one parent or guardian that the child is an adherent of a religious denomination whose religious teachings are opposed to such tests or inoculations

The following constitutes proof of immunization:

- Kansas Certificate of Immunization
- Kansas Immunization Record
- Passport or similar official governmental document that clearly denotes the number and kind of immunizations received and the dates thereof.
- Signed statement by a physician, nurse, or public health official that indicates the kind, number, and dates of immunization received.

Each school nurse shall forward evidence of compliance with the immunization statutes to other schools or school districts when requested by the school or by the student's parents/guardian.



SchoolCare

SchoolCare forms must be completed (and/or updated) by a parent/guardian each school year upon enrollment. A secure electronic link will be sent to the primary guardian's email address provided as part of the enrollment process. Please be sure to include all information that your school nurse needs to care for your child, as this is the primary source of health information containing permissions to provide emergency care and administer OTC medications.

Communicable Diseases

Any student diagnosed by a physician or nurse practitioner as having a communicable disease may be required to stay home from school for the duration of the illness. The student will be readmitted to regular classes upon termination of the illness, as determined by the student's physician or the school nurse. This provision applies to the full range of communicable diseases from colds and flu, where the student is running a temperature or vomiting, to measles and chicken pox, to blood-borne pathogens, including Hepatitis.

The Board of Education reserves the right to require a written statement from the physician indicating the student is free from all symptoms of the disease or illness (e.g. a student should not return to school until free of temperature or vomiting for a full 24 hours without the use of medication).

To avoid the spread of illness, students may not attend school with the following:

- Colds, severe coughing, sore throat.
- A temperature of 100 degrees or higher. Students should not return to school until the temperature has been normal for 24 hours without the use of fever-reducing medication.
- Elevated (or possible normal) temperature combined with any of the following: a severe cold with yellow-green nasal discharge, excessive coughing, swollen glands or skin rash.
- Vomiting and/or Diarrhea – student should remain home and must be vomit and diarrhea free for 24 hours without the use of medication.
- Undiagnosed rashes, skin lesions, earaches, swollen glands, eyes that exhibit redness accompanied with drainage and/or crusting.
- Communicable disease (see below)

The Kansas State Health Department has ruled children must be excluded from school if they have certain communicable diseases. The following is a partial list of those diseases for which children must be excluded. For any communicable diseases not listed here please reach out to the school nurse and/or physician:



- Ringworm: Affected area must be covered while at school and be treated with an antifungal.
- Chickenpox/Shingles: Exclude until vesicles become dry and crusted and/or 5 to 10 days, whichever is longer.
- Impetigo: Exclude until under treatment by a physician and has been treated for at least 24 hours.
- Measles: Exclude until 4 days after the rash appears.
- Mumps: Exclude for 10 days after onset of illness and 5 days following the onset of facial swelling, whichever is longer. Initial day of swelling is counted as day 0.
- Pertussis (Whooping Cough): Exclude for 3 weeks if untreated or until completion of an appropriate antibiotic is administered.
- Strep Throat: Exclude until 24 hours after appropriate antibiotic treatment has begun, or 10 days, if antibiotics are not given.
- Pinkeye (Bacterial Conjunctivitis): Exclude until there is no drainage or crusting from the eye and/or until 24 hours after appropriate antibiotic treatment has begun, whichever is longer.
- Rubella (German Measles): Exclude for seven days after rash appears.
- Scabies: Exclude until 24 hours after starting appropriate treatment with a scabicide.
- Hepatitis A: Exclude 14 days following onset of symptoms or seven days following the onset of jaundice.

Head Lice

Routine screenings for head lice are not conducted at school. If head lice is identified at school, the nurse will notify the parent/guardian of the need for treatment. The student will be checked by the nurse upon return to school for the presence of live lice. Students will not be allowed to return to school if live lice are present. Students will be checked at regular intervals for up to two weeks until nits are not present or nits are at least 1/2 inch removed from the scalp.

Contact your school nurse if you need information regarding head lice treatment. It is acknowledged that head lice infestation can create serious family issues. However, all action needed to deal with the situation and to prevent re-infestation simply must be done. Absences due to head lice will be considered excused only on the day the student is sent home and the following day. Further absences are considered to be unexcused. A parent must accompany the child back to school to be cleared by the nurse, so the child can return to class.



Accidents and Emergency Information

When a student is ill or hurt at school and is sent to the office, normal first aid procedures will be followed. If the injury warrants, parents may be called to inform them about the injury and to allow the parents to decide whether to take the child to the doctor.

In the event of an illness, accident or emergency, it is important that we be able to contact the parents. The only way we can do this is if we have accurate and up-to-date home addresses and phone numbers. Please help keep this information up-to-date by contacting the school office any time an address or phone number changes. After multiple unsuccessful attempts of contacting parents and/or emergency contacts, a decision may be made by the school administration to contact local agencies to provide child in need of care or medical support.

Dismissal for Illness

When the school nurse feels it is in the child's best interest to be dismissed from the school for illness, parents/guardians will be called to make arrangements for the child's transportation home in a timely manner. (Walking/bussing will be at the discretion of the school nurse/building administration and with parental permission) The usual criteria for dismissal are presence of fever, and/or vomiting/diarrhea, or a communicable disease.

Chronic Health Conditions

Please inform school nurse of any chronic health conditions and all emergency medications prescribed for your child. Use of an Epi-pen requires an immediate call to 911 and to parent/guardian. Parents of students with a known history of potential for a serious allergic reaction are advised to visit with their physician regarding the need for student-specific medication. Refer to the **Medication Policy** section for procedures to follow in order to allow a student to self-carry emergency allergy or asthma medication.



Medication Policy

Each school in the Leavenworth School District has a full-time nurse on duty. School nurses provide valuable services, including emergency care, medication dispensing, and health screenings. School nurses solicit cooperation with parents to uphold the following policies and procedures, which are for the protection of each and every student in the schools.

- All student medications, including over-the-counter medications, must be administered under the supervision of the school nurse and are to be sent to school in the original container labeled with the student's name. Two containers, one for school and one for home, should be requested from the pharmacist.
- All prescription medications require a **Permission for Dispensing of Medication** form.
- Any changes in type of drugs, dosage, and/or time of administration should be accompanied by updated physician and parent permission signatures and newly labeled container.
- Some over-the-counter medications are available as stock items in each school nurse's office. These medications are not guaranteed to be available to your student. These medications may be administered to your student with permission granted by parent/guardian via CareDox.
- Students may carry and self-administer emergency medications (Example – albuterol inhaler or Epi-pens). In order to do this, the self-administration policy requires that a **Self-Administration** permission form be completed by parent and physician.
- All medication is to be carried in its' original container. Prescription medication must have prescription label on bottle.
- At no time should a student give medication to another student.
- The principal may revoke the self-medication privilege of any student found to be in violation of the policy.



Diabetes Guidelines

Leavenworth Public Schools recognizes the growing number of students enrolling in our schools with diabetes and the need for a set of consistent practices for addressing the needs of students with diabetes. We recognize our responsibility to develop individualized healthcare plans for such students that include steps to follow in the event of an emergency. Collaboration between the parent, supervising physician and the school is essential in the development and success of these plans.

These guidelines are intended to serve as a best practice model to utilize with applicable students. The school nurse will serve as the lead school employee implementing these guidelines.

Most students with diabetes need to be considered for eligibility under Section 504 of the Rehabilitation Act as a student with a disability as defined in these regulations requiring accommodations at school. The school nurse will coordinate with the building 504 coordinator to facilitate the Section 504 as indicated.

Self-care of diabetes may be allowed for students in grades K-12. Parents/guardians must submit a written diabetes management and treatment plan from the student's health care provider.

All Students with Diabetes:

Upon parent report of the condition, the school nurse will obtain a history regarding the student's current health status and management. The parent will provide physician orders (usually multi-page document from the primary physician and/or nurse diabetes educator) and discuss the management procedures including administration of medication at school and an emergency care plan. The age of the student, length of time with the diagnosis, and individual self-management skills will be considered in individualizing care. Based upon typical developmental skills and recommendations from experts in the field, Leavenworth Public Schools recommends the following graduated independence in care continuum:

Early Childhood

The school nurse monitors all diabetic care.

Elementary

The school nurse is available to monitor all diabetic care, carb counting/insulin ratio with adult supervision (preferably school nurse), with allowance for increasing independence in blood glucose monitoring in upper elementary grades.



During the current School Year Leavenworth Public Schools conduct basic Hearing, Vision, and Dental Screenings in compliance with Kansas State Statutes K.S.A. 72-1205, K.S.A. 72-6241, K.S.A. 72-6242 and K.S.A. 72-6251. All screenings will take place in accordance with Kansas State Statutes and free of charge. At which time the school nurse will provide referral results to those parent's and/or guardians that need further examination by a professional Ophthalmologist, Optometrist, Primary Care Physician, Dentist, and/or Audiologist. To opt-out, or if you have any questions and/or concerns, please contact your school nurse.

Screenings

- Hearing Screenings – to identify hearing loss and to make appropriate audiological, medical, and/or educational referral to maximize hearing and learning potential.
- Vision Screenings – for early identification of students with potential vision problems.

Students being screened are:

- Pre-K, Kindergarten through 4th grade, then 6th, 8th, 10th, and 12th grade, as well as new students to the district.
- Elementary students with an Individualized Education Plan.
- Students with a known vision problem or hearing loss, and/or at-risk indicators.
- Per parent/guardian request, or upon request of teacher.

In School Dental Care

Smiles @ School Atchison Community Health Clinic Mobile Dentist

- The school district partners with Atchison Community Health Clinic through their Smiles @ School Dental Outreach Program each school year to provide in-school dental care for those students that have opted-in by calling 913-336-2070, or by scanning with their smartphone the QR link, or completing the form each year that is sent home with your student for a parent and/or guardian to complete and sign.
- Smiles @ School is a state licensed dentist that regularly checks your child's mouth and teeth, as well as provides cleanings, fluoride varnish treatments, sealants, x-rays, and exams as needed. Additional care such as fillings may also be provided. A dental report card will always be sent home with your child.
- Once every 6 months the dental outreach program coordinator will reach out to those that have signed-up prior to coming to the school to ensure their services are still wanted. You can always reach out to the at 913-336-2070
- **This is not the same as the free dental screenings that are required yearly by the school district and the State of Kansas.**

Smiles @ School Dental Outreach Program is different, and a parent and/or guardian **MUST** opt-in. A form will need to be completed.

Food Allergies and Disabilities

Food allergies and disabilities must be identified by the student's physician. USDA forms, to clarify communication regarding allergies and disabilities, are available from the school's nurse. Child Nutrition cannot honor any restrictions without the use of the USDA form (**Medical Statement to Request School Meal Modification**).



CHILD NUTRITION INFORMATION

Children learn better when they are nourished. Please be sure that your child eats at home and/or eats breakfast and lunch at school. Better grades and better behavior result with better nutrition. Breakfast and lunch are available every school day. The Child Nutrition Department is committed to providing both nutritious and child friendly meals. This meal program is operated within guidelines determined by the USDA for all schools across the nation. Parents or other guests are welcome at either meal. Please contact your school by 9:00 A.M. when you plan to eat lunch at school to be sure your meal is included in the total amount prepared. Menus are written to include student preferences, healthful choices, and variety. Sodium (salt), fiber, calories, and calcium are monitored and the meals average approximately 30% fat. This is accomplished by using low factor fat-free salad dressings, serving fat-free gravies and by omitting margarine as a seasoning in vegetables and on breads. The menu routinely includes whole grain breads and students are encouraged to try foods they have not tried previously, especially fruits and vegetables. Students have an option of declining menu items.

A full menu price is applied when the child selects at least three full size portions. Menus are posted in each building and sent home with students monthly. They are also available on the school district website and broadcasted on Leavenworth television cable channel two.

Financial support for meals is available to qualifying families by applying for reduced price or free meals. Applications are available in each building and can be submitted throughout the year. Regular meal prices apply until the application is approved; any unpaid balance is not forgiven.

Meal accounts are maintained for each student. Payment for meals can be made on-line using mealpayplus.com or sending funds to school with students. This money can be used for meals, milk, or additional menu items. Meal charges are allowed for equivalent of the value of two days of breakfast and lunch. If payment is not received at that time, the student is given an alternative meal and should bring nutritious sack lunches until payment is received. The alternative meal is only available for no more than three consecutive days.

One lunch card will be provided for students. The replacement of cards that are lost, stolen, defaced, or damaged will be addressed on an individual basis.

Food allergies and disabilities must be identified by the student's physician. USDA forms, to clarify communication regarding allergies and disabilities, are available from the school's nurse. Child Nutrition cannot honor any restrictions without use of the USDA forms.

The Child Nutrition staff welcomes your involvement. Department offices are located at 714 Lawrence Avenue, phone 684-1568.



SAFETY FOR ALL

Safety and Courtesy for All Students

The staff greatly appreciates your support in helping us create a safe and orderly environment when children are arriving and leaving school. When entering and exiting the front of the building:

- Use the sidewalk at all times
- Use the crosswalk to cross streets
- Designate a meeting place outside to meet brothers, sisters, and friends
- With safety of students as our top priority, all parents, guardians, and school patrons must comply with designated school arrival, dismissal, and check-out procedures.
- Leave school immediately when school is out. Do not play on playground equipment prior to school or before 3:45 p.m.

Surveillance Cameras

Surveillance cameras are located in most Leavenworth schools in the halls, in the cafeteria, and by the lockers. There are NO cameras in the restrooms or locker room. These cameras continually capture and record within their range. Viewing of this recorded footage is restricted to administration and staff.

Bicycles/Skateboard Safety

Bicycles and skateboards are not to be ridden on campus. Students who abuse this policy will have their bicycle or skateboard confiscated and a parent will be required to pick it up. Bike racks are available and bicycles should be locked up during the day.

The school is not responsible for theft or damage. The following safety measures should be followed:

- Riding bicycles to school is a privilege.
- Obey all traffic and safety rules when riding to and from school.
- Use crosswalks to cross street.
- Walk bicycles when crossing major streets.
- Ride with traffic, not against it.
- Walk bicycles on school grounds, including sidewalks on school grounds.
- Park and lock bicycles in bike racks upon arrival at school.
- Leave bicycles in bike rack until dismissed from school.

Child Abuse - Reporting

Any District employee who suspects that the welfare of a child is being compromised by neglect, physical abuse, sexual abuse, and/or psychological abuse is required by state statute to make an immediate report to the Social Rehabilitation Services Protection Reporting Center at 1-800-922-5330.



Trespassers

The school campus is for students, staff, and parents. Guests and visitors are welcome; however, they must be authorized through the principal's office. In order to ensure the safety of all students, trespassers will not be allowed on campus. The police will be called and charges will be filed. The school district reserves the right to deny access to any person who does not model the behavior code expected of all students.

EMERGENCY MANAGEMENT

Tornado Drills

The State Department of Education requires each public school to have tornado alerts during the school year. These drills can be accomplished with a minimum of problems if all students cooperate and follow instructions. The tornado drill procedures are as follows:

- Tornado drills will be given via the public address system.
- Students are to report to the designated area of the building assigned by your teacher.
- Do not leave the building without permission.
- All students are to face the interior of the building. Do not face any glass areas.
- The public address system will dismiss the alert.

Fire Drills

The State Department of Education requires each public school to have at least one fire drill per quarter. Each school has developed procedures designed to effectively and safely evacuate the building.

- Exit the building quietly and orderly according to the instructions of your teacher.
- Re-enter the building when signaled and report back to the appropriate classroom.

FIRE ALARMS: Pulling a false fire alarm is a crime and violates state law. Anyone caught pulling a fire alarm will be suspended. In addition, the fire department will be notified and charges may be filed.

Other Drills

For the safety of students, staff, and visitors, various other drills are conducted throughout the year (intruder, lock down, etc.). These drills reflect the main situations that schools may be faced with. If a parent, guardian, or patron is visiting the school while a drill is being conducted, you are obligated to participate in all safety procedures as directed by staff.

Visiting the School

For security reasons, all visitors must check in with the office for a visitor's pass before going to other locations in the building. Visits to a classroom must have prior approval of an administrator. Visits with a teacher must be scheduled with the teacher prior to the visit and the office must be notified.



COMMUNICATION METHODS

Changes of Student/Parent Information

It is very important that parents inform the school of any changes in telephone numbers, addresses, e-mails, or the identification of people who are to be contacted in the case of emergencies involving students. If we are unable to contact you, the police may be contacted to go to your home.

Please notify the school a week in advance of a planned move from the Leavenworth School District. Student's records will be forwarded by mail to the new district after we receive a Request for Records form from the new school.

PowerSchool

Leavenworth USD 453 uses a parent communication tool in all schools. This tool enables students, parents, guardians, teachers, and administrators to improve student achievement. Online access to grades, homework, and attendance information will allow parents and teachers to stay connected regarding student progress. The information is current and allows students to take more responsibility for their learning.

The school secretary can help you with any challenges you may have utilizing the program.

Academic Progress is reported via:

- Report cards are sent home quarterly (Grades 1-6);
- Parent-Teacher conferences twice a year;
- Kansas Assessment test (Grades 3-8);
- Various teacher-parent classroom communication tools; and
- Pre-K and Kindergarten reports given three times a year.

Please contact your child's teacher at any time to discuss your child's academic progress.

Conferences

Parent-Teacher Conferences are scheduled for all parents twice a year. Dates for the conferences are listed on the district calendar. Parents and teachers need not wait for formal conferences to be held. Anytime during the year, whenever there are concerns about a child's progress in school, parents or teachers may request a conference.



Emergency Communication

The Leavenworth School District utilizes an autodialer call system to notify parents in the case of an emergency, as well as simply to inform them of various school activities.

Emergency School Closings

All inclement weather decisions are based on concerns for student, parent, and staff safety.

In the event schools are closed for the day, USD 453 will:

- make the decision to close no later than 6:00 a.m.
- provide notice to the major television stations in the Kansas City area (FOX 4, KSHB 41, KCTV 5, KMBC 9); conduct the district autodialer, and post the closing on district social media channels of communication.

Parents/guardians need to:

- listen to news broadcasts on stormy mornings, or check the District website.
- decide whether or not to send their child(ren) to school. When the decision is made that schools will be open, some parents may choose to keep their child(ren) home because weather conditions may be considered marginal. Such absences will be excused, and work missed may be made up without penalty.

In the event a storm develops or the weather changes unexpectedly during the day USD 453 will:

- remain open; schools will not dismiss early.
- if parents feel their child(ren) should come home, they may pick them up from school; such absences will be excused and work missed may be made up without penalty.



PARENTS AND THE COMMUNITY

School Site Councils

Leavenworth Public Schools each have a School Improvement Program to plan and manage activities within the school in a way that promotes desirable staff and parent participation or involvement. This, in turn, helps provide desirable student learning and behavior. This process allows the school to review its goals and methods and to identify concerns and opportunities in a "no fault" atmosphere. The plan helps develop creative ways of dealing with concerns and to implement them using collective good judgment of the school staff and parents. Site Councils are one aspect of the School Improvement Program.

Site Councils are composed of the principal, parents, teachers, non-certified staff, and community members. This group operates in accordance with a decision making charter which defines membership, recruitment and a decision making process. The Site Council is a critical group, which determines school policy and assists with problem solving activities. All Site Council meetings are open to the public.

Parent/Teacher Organizations

Most schools have a parent group that provides programs and activities for the enjoyment and enrichment of the students in the school. If you would like to be part of the organization, please call the school office.

Parent/Guardian Volunteers

Parent/guardian volunteers are a valuable resource to our school. We welcome and encourage parents to help in classrooms and with extracurricular activities as often as possible. Background checks are required before a volunteer is allowed to work in the building or attend school-sponsored field trips. To volunteer or for more information, please contact your child's teacher or the building secretary.

Parent Right to Know

Parents may request information regarding the professional qualifications of their child's/children's classroom teachers and paraprofessionals including:

- Whether or not the teacher has met Kansas licensing criteria for the grade levels and subject areas being taught;
- The baccalaureate degree and any other graduate certification or degree and the field of discipline of both;
- If services are provided by paraprofessionals, their qualifications;
- If the teacher is teaching under an emergency or professional waiver.



Parent/guardian will be contacted by the school if their child(ren) is taught for four or more continuous weeks by a teacher that does not meet the appropriate state certification standards. All students/families served in schoolwide buildings and students/families served in targeted assistance programs must complete a parent school compact. All parents will be informed they have the right to request their child's/children's state assessment scores and they have a right to obtain the school and school district state report cards.

Additional information is available to parents, guardians, and school community, on the district website (see: www.usd453.org, Teaching & Learning section) specific to descriptions and titles of core instructional resources, family guides to Kansas State Standards, links to future curriculum considerations, instructional technology resources, and contact information for district representatives to direct questions specific to assigned work, lessons, or curriculum.

Leavenworth Public Schools Education Foundation

The Foundation was formed as a way of supporting educational efforts in the Leavenworth community that might not otherwise become a reality. It is a non-profit charitable foundation supported by individuals, organizations, and local business persons who seek to expand the learning opportunities within their community and is also supported administratively by the Greater Kansas City Community Foundation and Affiliated Trusts. The foundation is a 501 (c) 3 nonprofit organization.



REQUIRED NOTIFICATIONS

Safe and Drug Free Schools and Communities Policy

Maintaining drug free schools is important in establishing an appropriate learning environment for the district's students. The unlawful possession, use, sale, or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103St. 1928. As a condition of continued enrollment in the district, students shall abide by the terms of this policy. Students shall not unlawfully manufacture, distribute, dispense, possess, or use illicit drugs, controlled substances, or alcoholic beverages on school district property, or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials. Each school shall develop rules commensurate with the age of the students served regarding enforcement of this policy.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-8901, et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline.

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

A list of available programs along with names and addresses of contact persons for the program is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program. Compliance with this policy is mandatory.

Asbestos Plan

An asbestos management plan has been developed for the school district. A copy of the management plan is available in the school office.

Parents Connected with Federal Agencies

All parents who are in the Armed Forces are asked to make certain that this is indicated on the elementary enrollment form. This information must be available in the Central Office for purposes of audit by federal authorities. Our local district receives federal funds on the basis of these reports.



Directory Information

The Family Educational Rights and Privacy Act (FERPA) requires that USD 453, with certain expectations, obtain written consent from the parent or eligible student prior to disclosure of personally identifiable information from the student's educational records. However, USD 453 may disclose designated "directory information" without written consent, unless the district has been advised in writing by the parent or eligible student that such information is not to be disclosed.

Directory Information is information that is generally not considered harmful or an invasion of privacy if released. Directory Information is used in a number of school publications, including honor rolls, yearbooks, sports and activity programs, and graduation programs. Directory Information can also be shared with outside organizations, including, but not limited to, companies that sell high school rings or publish yearbooks. In addition, federal laws require schools to provide military recruiters names, addresses, and telephone numbers, unless parents or eligible students have advised the school or district in writing that the student's information is not to be disclosed without prior written consent.

Annual notice shall be given to parents and eligible students concerning the student's records. In addition, the custodian of the educational records shall give annual public notice of the class of records the institution has designated as directory information, and of the right of parent of eligible student to object to the release of directory information without prior written consent. The appropriate forms for providing notice shall be on file in the office of the custodian of the educational records.



If you do not want USD 453 to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by the first day of school. USD 453 has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors and awards received
- The most recent educational agency or institution added
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose).



Student Privacy Rights

District employees may have ongoing opportunities to access confidential information or records that are required to be kept confidential. Individual, identifiable student information is confidential, and state and federal law limits its release; for example, driver record and vehicle registration information, confidential student records, criminal history background check information, information obtained pursuant to Social and Rehabilitation Services (SRS) interventions, social security number information, and professional misconduct background checks, discipline, and education records.

Employees are prohibited from divulging information contained in the student records and files of the district, except to other authorized employees who may need such information for an educational purpose in connection with their duties and to authorized persons or agencies only in accordance with law, district policies, and administrative rules.

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

Any employee who inappropriately releases information, or uses confidential information obtained in the course of their employment with the district, will be disciplined in accordance with board policies, the negotiated agreement, and district procedures. Disciplinary action may include suspension and penalties up to and including termination.



Student Records/FERPA

All student records shall be treated as confidential and primarily for local school use unless otherwise stipulated.

Under the provisions of Family Educational Rights and Privacy Act (FERPA) parents of students and eligible students (those who are 18 or older) are afforded certain rights with regard to educational records which are kept and maintained by the school.

These rights includes the:

- Right to review and inspect the student's educational records except those which are specifically exempted;
- Right to request amendment of the student's educational records that the parent or eligible student believes are misleading or inaccurate. Should a request for amendment to the educational records be denied, the parent or eligible student has the right to request a hearing at which evidence may be presented to show why the record should be changed;
- Right to prevent disclosure of personally identifiable information contained in the student's educational records to other persons with certain limited exceptions. Disclosure of information from your educational records to other person will occur only if:
 - Prior written consent for disclosure has been provided by the parent or eligible student;
 - The information is considered Directory Information and the parent or eligible student has not objected to the release of such information (see Directory Information); and
 - Disclosure without consent is permitted by law.
 - The primary exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member, including health staff, medical staff, or law enforcement personnel; a school board member, a person or company with whom the school has contracted to perform a specific task (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee or assisting another school official in performing his or her tasks. A school official has a legitimate education interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.
 - A second exception, which permits disclosure without consent, may occur when the school, upon request, provides educational records to officials of another school or school district in which the statement seeks or intends to enroll.



- Right to file a complaint with the U.S. Department of Education, if it is believed that USD 453 has failed to comply with FERPA requirements: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, Washington, D.C. 20202-4605

COMPLAINTS

Complaints About Discrimination

The district is committed to maintaining a working and learning environment free from discrimination, insult, intimidation, or harassment due to race, color, religion, sex, age, national origin, or disability.

Any incident of discrimination including acts of harassment shall promptly be reported for investigation and corrective action by the building principal or district compliance coordinator. Any student or employee who engages in discriminatory conduct shall be subject to disciplinary action, up to and including termination from employment or expulsion from school.

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment in the district's programs and activities is prohibited. The Superintendent, 200 N. 4th Street, Leavenworth, KS, 66048, 913-684-1400 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI 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.

Any student who believes that they have been discriminated against may file a complaint with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of discrimination or harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the report shall be made to the district compliance coordinator. Any student complaint of discrimination shall be resolved under the district's discrimination complaint procedures.



Complaints About School Rules

Any student may file a complaint with the principal concerning a school rule or regulation as it applies to the student. The complaint shall be in writing, filed within 20 days following the application of the rule or regulation, and must specify the basis for the complaint. The principal shall investigate the complaint and inform the student of the resolution within 10 days after the complaint is filed.

The Board encourages all complaints regarding the district to be resolved at the lowest possible administrative level. Whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it will be referred to the administration for study and possible resolution.

Complaints About Discrimination or Discriminatory Harassment

Complaints of discrimination or discriminatory harassment by an employee should be addressed to the employee's supervisor, the building principal, or the district compliance coordinator.

Complaints by a student should be addressed to the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of discrimination or harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. Complaints by any other person alleging discrimination should be addressed to the building principal or the district compliance coordinator. Complaints about discrimination, including complaints of harassment, will be resolved through the following complaint procedures:

Informal Procedures

The building principal shall attempt to resolve complaints of discrimination or harassment in an informal manner at the building level. Any school employee who receives a complaint of discrimination harassment from a student, another employee or any other individual shall inform the individual of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. The building principal shall discuss the complaint with the individual to determine if it can be resolved. If the matter is resolved to the satisfaction of the individual, the building principal shall document the nature of the complaint and the proposed resolution of the complaint, and forward this record to the district compliance coordinator. Within 20 days after the complaint is resolved in this manner, the principal shall contact the complainant to determine if the resolution of the matter remains acceptable. If the matter is not resolved to the satisfaction of the individual in the meeting with the principal, or if the individual does not believe the resolution remains acceptable, the individual may initiate a formal complaint.



Formal Complaint Procedures

- A formal complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation.
- If an individual does not wish to file a written complaint and the matter has not been adequately resolved, the building principal may initiate the complaint. Forms for filing written complaints are available in each building office and the central office.
- A complaint should be filed as soon as possible after the conduct occurs, but not later than 180 days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.
- If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the Superintendent, the Board shall appoint an investigating officer. In other instances, the investigation shall be conducted by the building principal, the compliance coordinator or another individual appointed by the Board. The investigation shall be informal but thorough. All interested persons, including the complainant and the person against whom the complaint is lodged, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.
- A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator, and a copy forwarded to the complainant no later than 30 days after the filing of the complaint.
- If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in Board policy and state law governing student suspension and expulsion will be followed.
- If the investigation results in a recommendation that an employee be suspended without pay or terminated, procedures outlined in Board policy, the negotiated agreement or state law will be followed.
- Records relating to complaints filed and their resolution shall be forwarded to and maintained in a confidential manner by the district compliance coordinator.
- The complainant may appeal the determination of the complaint. Appeals shall be heard by the district compliance coordinator, a hearing officer appointed by the Board, or by the Board itself as determined by the Board. The request to appeal the resolution shall be made within 20 days after the date of the written resolution of the complaint at the lower level. The appeal officer shall review the evidence gathered by the investigator and the investigator's report, and shall afford the complainant and the person against whom the complaint is filed an opportunity to submit further evidence, orally or in writing, within 10 days after the appeal is filed. The appeal officer will issue a written determination of the complaint's validity and a description of its resolution within 30 days after the appeal is filed.
- Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies including the right to file a complaint with the Office for Civil Rights of the U.S. Department of Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights Commission.

**Complaints About Policy**

The Superintendent shall report any unresolved complaint about policies to the Board at the next regularly scheduled Board meeting.

Complaints About Curriculum (See IF)

The Superintendent shall report a failure to resolve any complaint about curriculum to the Board at the next regularly scheduled Board meeting.

Complaints About Instructional Materials

The building principal shall report any unresolved complaint about instructional materials to the Superintendent immediately after receiving the complaint.

Complaints About Facilities and Services

The Superintendent shall report any unresolved complaint about facilities and services to the Board at the next regularly scheduled Board meeting.

Complaints About Personnel

The Superintendent or the building principal involved shall report any unresolved complaint about personnel to the Board at the next regularly scheduled Board meeting.

Complaints About Emergency Safety Intervention Use

Complaints concerning the use of emergency safety interventions by district staff shall be addressed in accordance with the local dispute resolution process outlined in Board policy GAAF.



MISCELLANEOUS

Bicycles, Skateboards, and Hoverboards

For safety reasons, bicycles, skateboards, and hoverboards are not to be ridden on campus. Students who are chronic violators of this policy will have their property confiscated and a parent will be required to pick it up. Bike racks are available and bicycles should be locked up during the day. The school is not responsible for theft or damage. The following safety measures should be followed:

- Riding bicycles to school is a privilege.
- Obey all traffic and safety rules when riding to and from school.
- Use crosswalks to cross street.
- Walk bicycles when crossing major streets.
- Ride with traffic, not against it.
- Walk bicycles on school grounds, including sidewalks.
- Park and lock bicycles in bike racks upon arrival at school.
- Leave bicycles in bike rack until dismissed from school.

Electronic Equipment

Radios, games, cell phones or electronic equipment of any kind, except calculators or other devices approved by the principal, are not to be used during school hours. All electronic equipment will be confiscated and the student may pick it up in the office at the end of the day. A second offense will require a parent/guardian to pick up the item. Should a student choose to bring this equipment anyway, the school is not responsible for theft, loss, or damage to them. Cell phones should be turned off and secured in the student's backpack or locker.

The Middle & High School permits use of personal technology only during passing periods and at lunch. Confiscated items may be picked up in the main office at the end of the school day. After the first offense, subsequent offenses are subject to disciplinary action.

Students who commit crimes at school, on school property, or at a school-sponsored event with electronic devices must be reported to law enforcement even if no disciplinary action is taken against them.

Distribution of Publications

The Board of Education of USD 453 has an established policy of the distribution of publications on campus. Any individual or group wishing to distribute printed material on campus must secure prior permission from the administration using the procedures outlined in this policy. Failure to follow this procedure will result in disciplinary action.



Field Trips

Field trips can provide additional education experiences which complement and reinforce the learning that is going on in the classroom. For most field trips, permission slips may need to be signed by parents and returned to the teacher before students will be allowed to participate in the activity. For some field trips, a minimal cost to parents may be necessary to cover transportation and/or admission costs.

Permission slips and fees will be due on a day designated by the teacher. Students who do not turn in permission slips and/or fees will be required to make contact with parents to go on the field trip. If the classroom teacher or principal determine that a student's behavior may be dangerous to himself and/or others, the parent will be called and given the option of accompanying the student on the field trip or having the student remain at school with appropriate work.

Gifts, Flowers, Balloons

Elementary, Intermediate, Middle: Delivery of gifts, flowers, and balloons to the school is discouraged. Inevitably some children will feel left out when they see their peers receiving gifts, flowers, or balloons at school. All gifts, flowers, and balloons delivered to the school will be held in the office until the end of the school day.

High School: No food is to be delivered to Leavenworth High School other than by an approved parent/guardian listed in student contacts. Additionally, delivery of food may only be consumed during the student's designated lunch period.

Gum, Candy, Food, and Drinks

Gum, candy, food, and drinks are not allowed in the classroom without permission of the teacher. No open food or drink containers are to be brought into the building. Food and drink should not be consumed in the hallways.



High School Graduation

For graduating seniors participating in traditional commencement ceremonies, the only cords/stoles that are allowed are those earned and received directly through participation with Leavenworth High School athletics and activities and/or academic recognition. Below is the list of approved cords/stoles that are authorized to be worn during commencement ceremonies at Leavenworth High School:

White National Honor Society Stole
Thespian Cords
White AVID Stole Leadership
Cords
Student Council Cords (members and officers) Top
10% Cords
TSA Honor Society Cord or Stole
Kansas Honor Scholar Medal
Quill and Scroll Cord
DECA Honor Society or Cord

Insurance

A voluntary insurance plan for students is available through State Assurance Services, Inc. Information about the plan will be distributed at enrollment. For those who do not wish to participate in this plan, a waiver should be signed and returned to school. The waiver, if returned, will be placed in the child's file.

Money

It is recommended students not bring money to school except for lunch money, book orders, or field trips. When it is necessary to send money with students, please place the money in an envelope and clearly write the child's name, amount enclosed, and the purpose for which the money is being sent. The district is not responsible for lost, stolen, or misplaced money.

Pest Control

The district periodically applies pesticides inside buildings. Information regarding the application of pesticides is available at the Service Center (684-1560).

Pets

Pets are generally not allowed at school. If you or your child wants to bring the family pet to school for a brief classroom visit, permission needs to be given and arrangements need to be made with your child's teacher and administrator. Leavenworth Animal Control Unit may be called to remove all stray animals on school grounds. Seeing-eye dogs and other service animals are not considered pets and are allowed in the school as needed.



School Pictures/Yearbook

School pictures are taken twice a year. Parents are given an opportunity to purchase any or all of the prints. Individual photographs are generally taken in the early fall and in the spring. Group photographs are taken in the spring. Yearbooks, if available, are available in the spring. Please check the newsletter for the dates.

Student Placement

Many factors are carefully considered as class lists are developed. It is important each class be made up of students representing a range of abilities and levels of social skill development. The ratio of girls to boys is kept as even as possible and each class needs to have approximately the same number of children. In addition, teacher strengths and student relationship are taken into account. Final lists are made after enrollment.

Guidelines for considering student placement requests--

- Requests must be in writing and signed by a parent or legal guardian;
- Parent/guardian requests must be based on actual learning concerns;
- All requests will be considered and when possible, will be honored with decisions made by the building principal with input from teachers;
- Make-up of the classes and balance of class sizes may be taken into consideration whenever changes are contemplated;
- If your child needs a certain class make-up, please write a letter to the principal describing your child's best learning environment. Give the letter to the principal in a sealed envelope; and
- When students arrive during the year, they are placed in the class with the least number of students or in the class that has not most recently received a new student. The most important consideration is to maintain a positive learning environment, small class size, and an environment that will help students to focus on academics.

Supplies

School supplies are the responsibility of the parent/guardian. For parents who are unable to provide the supplies necessary for school, the office may make referrals to community agencies for assistance. The school supply list is posted on the district website (www.usd453.org) and will be available at local stores where these supplies are available for purchase.



Telephone Use

Please feel free to call the school at any time concerning any matter dealing with your child and the school. To lessen disruptions to the teaching and learning process, students typically will not be called out of class to accept telephone calls. However, messages will be taken and delivered to the student in a timely manner. If you want to contact your child's teacher, the best approach is to call the office and leave a message. The teacher will return your call at a time that will not disrupt classroom instruction. School telephones are for school business. Student use of telephones will be restricted.

Tobacco Use by Parents

Smoking or use of any tobacco product or electronic cigarette is not allowed on school premises. The district physical education and health curriculum promotes students to maintain a tobacco-free lifestyle and we ask your cooperation in not smoking or using other tobacco products in the presence of students whenever at school or on school grounds.

Visiting Students

We do not encourage or allow students not enrolled in our school to visit without prior approval of both the teacher involved and the administrator.

LEAVENWORTH UNIFIED SCHOOL DISTRICT 453 AGREEMENT FOR APPROPRIATE USE OF TECHNOLOGY

Internet

The district will provide controlled access to approved internet sites. In addition, the district will filter Internet content to provide additional safeguards for students. The district assumes no responsibility or liability for information or content of material received or disseminated by users.

Use of Technology

Unified School District 453 (USD 453) has adopted a school district policy (IIBG) intended to allow for the appropriate use of all USD 453 technology resources, effective protection of individual (student, teacher and administrator) user's equitable access, and proper management of those resources. Access to USD technology resources imposes certain responsibilities and obligations, and is granted subject to USD 453 policies and local, state, and federal laws. Appropriate use should always be legal, be ethical, reflect academic honesty, reflect community standards, and show restraint in the consumption of shared resources. Individual users agree to the following guidelines:



DO

Use common courtesy and respect for others Honor the intellectual property rights of others Use resources responsibly
Provide for security and integrity of information on desktop systems
Employ high standards of academic honesty and integrity Exercise responsibility for all activities under their password

DO NOT

Use, copy, or otherwise access anyone else's files
Use computers without explicit permission from the teacher Use computers or networks to libel, slander, or harass anyone
Circumvent security or limitations mechanisms
Deliberately degrade performance or deny service Create or propagate computer viruses
Disrupt services
Damage files, equipment, software, or data belonging to others Use or attempt to use unauthorized access methods or abilities Install unauthorized devices or software on any computer Connect to inappropriate websites

ENFORCEMENT

Any violations of the policies included in this document may result in penalties as provided in USD 453 Policy IIBG or local, state, or federal law. Such penalties may include the loss of access to USD 453 technology resources, suspension, expulsion, and/or prosecution under the law.

As the parent or legal guardian of the minor student signing below, I grant permission for my son or daughter to use school computers. I have read the above Agreement and discussed this agreement with my child. I accept responsibility for setting and conveying standards for my child to use the Internet. Please sign and return to your child's teacher.



Emergency Safety Intervention (ESI) Parent Information

Dear parent or guardian of _____,

We are writing to inform you that an emergency safety intervention has been used with your child due to behavior that presented a reasonable and immediate danger of physical harm to your child or others. An emergency safety intervention (ESI) is the use of seclusion or physical restraint. Details of the incident regarding your child are included below.

This is the first time an ESI has been used on your child this school year. Accordingly, we are providing you with website links and printed copies of the standards for when ESI may be used, a flyer on your rights under ESI law, information on your right to file a complaint with the local board of education through the local dispute resolution process, information on your right to request administrative review from the Kansas State Board of Education, and information to assist you in navigating these processes. If future incidents occur, we will provide you with the website link so that you may access this information electronically. We recommend keeping this packet of information in case you have future questions or concerns. Once you have had time to review the information, please call us with any remaining questions.

Local ESI Resources:

Visit www.usd453.org. Click on Families and select Emergency Safety Interventions Parent Handbook.

State ESI Resources: www.ksdetasn.org

Sincerely,



ESI REPORT

Date of incident:

Time of incident:

Duration of incident:

Type of ESI used:

Seclusion

Physical Restraint

School Personnel who participated in or supervised the incident:

Description of the incident:



STANDARDS FOR THE USE OF EMERGENCY SAFETY INTERVENTIONS

The emergency safety interventions (ESI) law set forth standards for the use of restraint and seclusion to ensure that all Kansas students and staff have a safe learning environment. The standards found in the ESI statutes and regulations are required to be followed in all Kansas public school districts and accredited private schools.

An ESI is the use of seclusion or physical restraint. The use of ESIs shall cease as soon as the immediate danger of physical harm and violent action ceases to exist.

Before using an ESI, a school employee witnessing the student's behavior must have determined that less restrictive alternatives to ESI, such as positive behavior interventions support, were inappropriate or ineffective under the circumstances.

ESIs 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. Violent action that is destructive of property may necessitate the use of an ESI. ESIs may not be used for purposes of discipline, punishment, or for the convenience of a school employee.

Physical restraint means bodily force used to substantially limit a student's movement. Physical restraint is NOT:

- Consensual, solicited or unintentional contact and contact to provide comfort, assistance or instruction;
- physical escort;
- prescribed treatments for a student's medical or psychiatric condition by a person appropriately licensed to issue these treatments;
- protective or stabilizing devices either ordered by an appropriately licensed professional or required by law;
- any device used by a law enforcement officer in carrying out law enforcement duties; and
- seatbelts and any other safety equipment when used to secure students during transportation.

Prohibited types of restraints:

- Prone, or face-down, physical restraint;
- supine, or face-up, physical restraint;
- any physical restraint that obstructs the airway of a student;
- any physical restraint that impacts a student's primary mode of communication;
- chemical restraint ("chemical restraint" means the use of medication to control a student's violent physical behavior or restrict a student's freedom of movement); and
- mechanical restraint ("mechanical restraint" means any device or object used to limit a student's movement).

Seclusion means placement of a student in a location where:

- The student is placed in an enclosed area by school personnel;
- The student is purposefully isolated from adults and peers; and
- The student is prevented from leaving the enclosed area.

An emergency safety intervention may not be used with a student if the student is known to have a medical condition that could put the student in mental or physical danger as a result of seclusion. The medical



condition must be in a written statement from the student's licensed health care provider, and a copy given to the school and placed in the student's file. When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times.

If a seclusion room has a locking door it must be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in cases of emergency, such as fire or severe weather.

A seclusion room must be a safe place. The room must have good ventilation and lighting, and be free of any condition that could be a danger to the student. The room must also be similar to other rooms where students frequent.

Seclusion is not time-out, which is a behavioral intervention in which a student is temporarily removed from a learning activity without being confined.

PARENTS RIGHTS

What are Emergency Safety Interventions?

Emergency Safety Interventions (ESI) are seclusion and restraint that are used when the student presents a reasonable and immediate danger to self or others.

What is Seclusion?

Seclusion means placement of a student in a locations 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 other adults and peers; and,
3. The student is prevented from leaving, or the student reasonably believes that such student will be prevented from leaving the enclosed area.

Time out is not the same as seclusion. Time-out is when a student is temporarily removed from the learning activity, but is not confined.

What is Restraint?

Restraint can take form in different ways. **Mechanical Restraint** is defined as any device or object used to limit a person's movement. The use of mechanical restraint is prohibited in Kansas except those protective or stabilizing devices ordered by a person appropriately licensed to issue the order for the device. Mechanical restraint used by a law enforcement officer in carrying out law enforcement duties is allowed. Seatbelts and/or other safety equipment when used to secure students during transportation are also allowed.

The definition of **Physical Restraint** is bodily force used to substantially limit a student's movement. The use of prone physical restraint (face-down) and supine physical restraint (face-up) are prohibited. Physical restraint may not obstruct the airway of the student or impact the student's primary mode of communication.



Chemical Restraint is prohibited in Kansas. A student may take prescribed treatments for a medical or psychiatric condition when they are prescribed by a person who is properly licensed to prescribe medication.

Consensual, solicited, or unintentional contact and contact to provide comfort, assistance, or instruction is not physical restraint.

When may Emergency Safety Intervention be Used?

- May only be used when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to cause physical harm.
- Less restrictive alternatives, such as positive behavior interventions support, must be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student's behavior prior to the use of any ESIs.
- The use of ESI must stop as soon as the immediate danger of physical harm ends
- ESI cannot be used for purpose of discipline, punishment, or the convenience of a school employee
- A student may not be subjected to seclusion if the student is known to have a medical condition that could put the student in mental or physical danger as a result of seclusion. The existence of this medical condition must be indicated in a written statement from the student's licensed health care provider that is provided to the school and is placed in the student's file. Note that this exception does not apply to restraint.
- Violent destruction of property may also prompt the use of ESI.

What are the Requirements for Seclusion?

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

All seclusion rooms that have a locking door must be designed to make sure that the lock automatically disengages when the school employee watching the student walks away from the seclusion room, or in cases of emergency, such as fire or severe weather.

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

When Must a Parent be Notified an ESI has been Used?

- The school must notify the parent the same day the ESI was used. If the parent cannot be notified, then the school must notify an emergency contact person for the student.
- Documentation of the ESI used must be completed and provided to the parent by the school day following the day on which the ESI was used.
- The parent must be provided with the following information in writing after the first ESI incident in a school year and provided with this information after subsequent ESI incidents through a web address that contains this information:
 - A copy of the standards of when ESI can be used;
 - A flyer on the parent's rights under ESI law;



- Information on the parent's right to file a complaint through the local dispute resolution process and the complaint process of the Kansas State Board of Education; and
- Information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas.

What Can I Do if I Feel that ESI has been Used Inappropriately with My Child?

If a parent believes that ESIs have been used to violate the ESI statute, ESI regulations, or the district's ESI policy, then the parent may file a complaint through the local dispute resolution process within 30 days of the use of ESI.

A parent may file a complaint through the Kansas State Board of Education's complaint process within the 30 days from the date that a parent received a final decision through the local dispute resolution process or after 30 days have passed since the parent filed a complaint through the local dispute resolution process, if the parent has not received the local board's final decision.

Requirements if there is a Third ESI Incident with a Student within a School Year

If there is a third ESI incident within a school year on a student with an IEP or a Section 504 plan, then the student's IEP or Section 504 team must meet within 10 days after the incident and consider the need to conduct a functional behavioral analysis (FBA), develop a behavior intervention plan (BIP), or amend the student's BIP if the student already has one. These requirements must be followed unless the student's IEP or Section 504 team agrees on a different process.

If there is a third ESI incident within a school year on a student without an IEP or a Section 504 plan, then the student's parent and school employees must meet within 10 days after the incident to discuss the incident and consider the appropriateness of a referral for a special education evaluation or the need for a FBA or BIP. The school employees involved in the incident, and any other school employees designated by the school administrator as appropriate to attend the meeting.

The student must be invited to any of the meetings referred to previously in this section.

The meetings referred to in this section may be extended beyond the 10-day requirement if the parent of the student is unable to attend within that time period.

TIP- If your child has a history of seclusion and restraint or challenging behavior, he or she could be eligible for additional supports and interventions. Parents are welcome to contact Families Together, Inc. to discuss possible options.



Where can I find out more information about Emergency Safety Interventions (Seclusion and Restraint)?

Families Together, Inc.

Topeka Parent Center 1-8000-264-6343

topeka@famielstoegetherinc.org

Wichita Parent Center 1-888-815-6364

wichita@famielstoegetherinc.org

Garden City Parent Center 1-888-820-6364

gardencity@famielstoegetherinc.org

Kansas Parent Information Resource Center (KPIRC)

1-866-711-6711

www.kpirc.org

Kansas State Department of Education (KSDE)

1-800-203-9462

www.ksde.org

www.ksdetasn.org



LOCAL DISPUTE RESOLUTION PROCESS

BOARD POLICY GAAP

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

This policy shall be made available on the district website with a link 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.

Definitions (See K.A.R. 91-42-1)

"Emergency Safety Intervention" is use of seclusion or physical restraint

"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 they will be prevented from leaving the enclosed area.

"Chemical Restraint" means the use of medication to control a student's violent physical behavior or restrict a student's freedom of movement. "Mechanical Restraint" means any device or object used to limit a student's movement.

"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; or (6) a student who has reached the age of majority or is an emancipated minor.

"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.

"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.

"Time-out" means a behavioral intervention in which a student is temporarily removed from a learning activity without being confined.

Prohibited Types of Restraint

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

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student's airway;



- Using physical restraint that impacts a student's primary mode of communication;
- Using chemical restraint, except that is prescribed by a licensed healthcare professional for treatment of a medical or psychiatric condition; and
- Use of mechanical restraint, except:
 - Protective or stabilizing devices required by law or used in accordance with an order from a licensed healthcare professional;
 - Any device used by law enforcement officers to carry out law enforcement duties; or
 - Seatbelts and other safety equipment used to secure students during transportation.

Use of Emergency Safety 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.

Seclusion Restrictions

A student shall not be subjected to seclusion if the student is known to have a medical condition that could put the student in mental or physical danger as a result of seclusion. The existence of such a 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.

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 an 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 a room shall be free of any condition that could be a danger to the student and shall be well-ventilated and sufficiently lighted.

Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on the use of emergency safety interventions. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than 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 documentation regarding the training that was provided and a list of participants.

Notification and Documentation

The principal or designee shall notify the parent, or if a parent cannot be notified then shall notify an emergency contact person for such student, the same day the ESI was used.

Documentation of the ESI used shall be completed and provided to the student's parents no later than the



school day following the day on which the ESI was used.

The parent shall be provided the following information after the first and each subsequent incident in which an ESI is used during each school year: (1) a copy of this policy which indicated 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, once it has been developed, 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 involving the use of emergency safety interventions, the foregoing information shall be provided in printed form and upon the occurrence of a second or subsequent incident shall be provided through a full website address containing such information.

In addition, 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 intervention,
- Type of intervention,
- Length of time the intervention was used, and
- School personnel who participated in or supervised the intervention.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent 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.

Three (3) Incidents of ESI for Same Student

If a student with an IEP or a Section 504 plan has three incidents of ESI in a school year, then such student's IEP team or Section 504 team shall meet within ten (10) days following the third incident to 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, unless the IEP team or Section 504 team has agreed on a different process.

If a student without an IEP or Section 504 plan has three incidents of ESI in a school year, then the school staff and the parent shall meet within ten (10) days following the third incident to 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, or 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 after a third ESI incident shall be invited to attend the meeting. 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 who has not had three ESI incidents in a school year.



Local Dispute Resolution Process

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. 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 ESI.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings and recommended action 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. Once such a procedure has been developed, a parent may file a complaint under the state board of education complaint process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

Approved: 8/21/13; 7/16/14; 9/17/14; 8/19/15



LOCAL DISPUTE RESOLUTION GUIDE FOR PARENTS





STATE BOARD ADMINISTRATIVE REVIEW PROCESS

Refer to K.S.A. 2015 Supp. 72-89d04(b) and K.A.R. 91-42-5 for complete information. The following provides a summary of the regulations regarding an administrative review initiated with the Kansas State Board of Education (KSBE).

- o If a parent believes an emergency safety intervention was used in violation of K.S.A. 2015 Supp. 72-89d01 through -89d09 or K.A.R. 91-42-1 through -7 and the parent filed a written complaint with their local board of education, then this parent may request an administrative review of the local board's decision from KSBE.
 - o The request for administrative review must include the following information:
 - Name of the student and contact information;
 - Names and contact information for all involved parties (teachers, aides, administrators, and district staff), to the extent known;
 - A detailed statement of the reason for requesting an administrative review;
 - Any supporting facts and documentation; and
 - A copy of the complaint filed with the local board, the local board's final decision (if issued).
 - The written request for administrative review must be typed or legibly written and signed by the parent.
 - Relevant documents must be attached or, if unavailable, the documents must be referenced in the request for administrative review.
 - Written consent to disclose any personally identifiable information from the student's education records necessary to conduct an investigation
 - o The request for administrative review must be filed with the Commissioner of Education within 30 days of the local board issuing its final decision OR within 60 days from the date the parent filed a complaint with the local board, if the local board did not issue a final decision. You may mail this request to the Kansas State Department of Education, Landon State Office Building, 900 SW Jackson Street, Suite 600, Topeka, Kansas 66612.
 - o A Hearing Officer will be designated by KSBE. The Hearing Officer must send a copy of the request for administrative review to the local board.
 - o The Hearing Officer will consider the local board's final decision and may initiate an investigation that could include:
 - o A discussion with the parent, during which additional information may be gathered;
 - o Contact with the local board or other district staff to allow the local board to respond to the request with information supporting its final decision; and
 - o An on-site investigation by Kansas Department of Education staff.
- If new information is discovered that was not made available to both the parent and the local board during the dispute resolution process, the Hearing Officer may send the issue back to the local board.



- o If sent back to the local board, the Hearing Officer's case will be closed and the local board has 30 days to issue a written amended final decision.
- o If the parent feels the local board's amended final decision does not adequately address the issue, the parent may file a new request for administrative review with the commissioner by following the above process for requesting administrative review. This must be done within 30 days of the local board issuing its amended final decision. If the local board does not issue an amended final decision within 30 days, then the parent has 30 days from the date the Hearing Officer sends the issue back to the local board to file a request for administrative review with the commissioner.
- Within 60 days of receiving the request for administrative review, the Hearing Officer will, in writing, inform the parents, school administrator, district superintendent, local board clerk, and the state board of the results of the review. This time frame may be extended for good cause upon approval of the commissioner.
- The results of the administrative review will contain findings of fact, conclusions of law, and any suggested corrective actions. The Review Officer's determination will include one of the following:
 - o The local board appropriately resolved the complaint.
 - o The local board should re-evaluate the complaint with suggested findings of fact.
 - o The Hearing Officer's suggested corrective action is necessary to ensure that local board policies meet legal requirements.



STATE BOARD ADMINISTRATIVE REVIEW GUIDE FOR PARENTS

Written request must include:

- Name and contact information of student that emergency safety intervention was used with
- Name and contact information for all people involved
- Statement describing the basis for the review with all supporting facts and documentation
- The local board's final decision, if one was issued
- Type or legibly write the complaint and sign it
- Written consent to disclose any personally identifiable information

You filed a complaint with the local board and you are not satisfied with the final decision about the use of an emergency safety intervention (ESI)

File a request for administrative review with the Kansas State Board of Education. You must do this within 30 days of the local board's final decision or, if the local board failed to issue a final decision, within 60 days of the date you filed a complaint with the local board.

Mail this request to the Commissioner of Education, Kansas State Department of Education, Landon State Office Building, 900 SW Jackson Street, Suite 600, Topeka, Kansas 66612

The Kansas State Board of Education will designate a Hearing Officer to conduct a review of the local board's final decision.

The Hearing Officer may initiate a separate investigation that may include:

- A discussion with the parent;
- Contacting the local board or other staff involved; and
- An on-site investigation.

If the Hearing Officer finds new information, they may send the issue back to the local board. If you are not satisfied with the local board's amended decision the right to request administrative review begins again.

Investigation results will be provided to the parents, school administrator, district superintendent, local board, and state board within 60 days of the commissioner's receipt of the request for administrative review

A request for an administrative review may include, but is not limited to, the following allegations:

- An ESI was used with your child when your child did not present a reasonable and immediate danger of physical harm to themselves or others with the present ability to effect such physical harm.
- The district used a form of banned restraint including prone, supine, physical restraint that obstructs the airway of your child, physical restraint that impacts your child's primary mode of communication, chemical or mechanical restraint that does not meet an exception.
- Less restrictive alternatives to ESI were not deemed inappropriate or ineffective before ESI was used.
- The use of ESI with your child did not stop as soon as the immediate danger of physical harm stopped.
- ESI was used with your child for discipline, punishment, or convenience.
- Seclusion was used with your child and you have provided school staff with documentation from your child's licensed health care provider that seclusion could put your child in mental or physical danger.
- Seclusion was used with your child and school staff could not see and hear your child at all times.
- Your child was put in a seclusion room with a locking door that does not automatically disengage when school staff walk away or in an emergency.
- Your child was put in a seclusion room that was unsafe, not well-ventilated, or not sufficiently lighted.



ESI FACT SHEET

Key Requirements from the ESI Statute and ESI Regulations

Physical Restraint:

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. The term physical restraint does not include a physical escort. 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.

The use of prone (face-down) physical restraint, supine (face-up) physical restraint, physical restraint that obstructs the airway of a student, or any physical restraint that impacts a student's primary mode of communication is prohibited.

Seclusion:

Placement of a student in a location where all 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 the student reasonably believes that the student will be prevented from leaving the enclosed area.

It does not include a time-out, which is a behavioral intervention in which a student is temporarily removed from a learning activity without being confined. A student cannot be secluded if staff knows that a student has a medical condition that could put the student in mental or physical danger. When a student is placed in seclusion, a staff member must be able to see and hear the student at all times. All seclusion rooms that have a locking door must be designed to ensure that the lock automatically disengages when the staff member watching the student walks away or in cases of emergency such as fire or severe weather. If a school uses a seclusion room it must be a safe place, free of any dangerous conditions, well-ventilated, and sufficiently lighted.

When ESI May be Used

- ESI shall only be used when the student presents a reasonable and immediate danger of physical harm to self or others with the present ability to effect such physical harm
 - Less restrictive alternatives, such as positive behavior interventions support, must be deemed inappropriate or ineffective under the circumstances prior to ESI being used
 - The use of ESI must stop immediately when the danger of physical harm ends
 - Violent action that is destructive of property may necessitate the use of ESI
- ESI must not be used for discipline, punishment, or the convenience of a school employee

Parent Notification and Required Meetings

- Parents must be notified the same day that an ESI incident occurs
- Parents must be provided information about ESI, their rights, and the dispute resolution process the day following an ESI incident
- After the third ESI incident with a student in a school year, there must be a meeting within 10 days to discuss the incident and support for the student



CONTACT INFORMATION

Local

District Administrator Contact for ESI Questions:

Cathy L. Redelberger, Ed.D

913-684-1400

Cathy.Redelberger@lvpioneers.org

School Administrator Contact for ESI Questions:

Anthony Elementary, Kristy Tsen, 913-684-1500,

kristy.tsen@lvpioneers.org

David Brewer Elementary, Anne-Marie Short, 913-684-1490,

anne-marie.short@lvpioneers.org

Earl Lawson Early Education Center, Stefanie Bourne, 913-684-1570,

stefanie.bourne@lvpioneers.org

Henry Leavenworth Elementary, Jeanette Clampitt, 913-684-1470,

jeanette.clampitt@lvpioneers.org

Richard Warren Middle School and Leavenworth Intermediate School, Scott Kessler, 913-684-1530,

scott.kessler@lvpioneers.org

Leavenworth High School, James Vanek, 913-684-1550,

james.vanek@lvpioneers.org

District ESI policy document available at

<https://www.usd453.org/domain/90>

State

General ESI Information:

<http://ksdetasn.org/>

ESI Questions:

Laura Jurgensen, Kansas State Department of Education

ljurgensen@ksde.org 785-296-5522

Parent Training and Information Center: Families Together

<http://families-together-inc.org/> 888-815-6364

Protection and Advocacy System: Disability Rights Center of Kansas

<http://www.drckansas.org/> 877-776-1541 or 785-273-9661