To: USD 261 Board of Education

From: Gina Keirns, Administrator, Tri-City Day School

Re: Updates to student handbook for 2013-2014

Date: January 28, 2013

In addition to demographic/calendar changes to the Tri-City Day School student handbook, the following items will also be updated for the 2013-2014 school year.

Deletions are highlighted in yellow and changes in green.

We are adding the district vision statement and district goals as outlined by the strategic plan.

Arrival and Departure
Students arriving to school by means other than district transportation should not arrive prior to [~~7:25 a.m.~~] 7:30 a.m.

Earning School Credits
While Tri-City Day School high school students will be expected to meet the credit requirement of their local high school to receive their diploma, [~~beginning the 2008-09 school year],~~ credits will be [~~submitted~~] awarded quarterly, rather than only bi-annually to each high school.

Graduation Requirement
** Graduation requirements for each district are expected to change and will be updated at a later date after each district has completed updating for 2013-14 academic year.

Procedures for Placement at Tri-City Day School

1. The special education student must be currently placed in an inter-related (IR); Self –contained (SC); Emotional Disturbed (ED); Behavior Disordered (BD) or Positive Behavior Supports (PBS) Program at a school in USD 260, USD 261 or USD 263.

Transportation Rules and Regulations

The bus is considered an extension of the classroom and all the [~~rules~~] expectations and consequences of the classroom apply during the time a student is being transported. It is the belief of Tri-City Day School staff that the student's day begins the moment they step foot on the bus and ends when they exit the bus in the evening. The student's level and privileges will be monitored and reflected accordingly during all transportation times.

Bus/Van Rules

3. Always obey the driver and bus aide. [~~The~~] They are [~~driver is~~] in charge of the bus.

Breakfast & Lunch Program

- Tri-City is a satellite kitchen and is not equipped to hold and service lunches beyond our designated lunch time. If students arrive after 11:30 a.m. parents or guardians must provide lunch for their student.

Emergency Drills

In the event of an actual emergency, parents or guardian may pick up their student at the school or the designated evacuation site ([~~Nelson Elementary or~~] Haysville United Methodist Church or Haysville Police/City Building). We will not release students to other adults or by phone calls from parents. Students will only be released to those identified as emergency contacts.

Grade Cards

Students in grades K-12 will receive grade reports from his/her base/home school [~~Tri-City Day School. Student's quarterly grades will also be forwarded to his/her home school.~~] High school students will have all grades recorded on their transcript at the local district of enrollment.

Illness at Home

We recommend that children with symptoms such as: fever (100 degrees F), diarrhea, vomiting, sore throat, rashes, red draining eyes, thick green nasal drainage, etc., need to stay home for 24 hours after these symptoms are resolved or a note from the family physician is sent to the school stating that the child can attend school.

Having sick children come to school only to be sent home shortly after arrival makes the child uncomfortable, inconveniences the parent, and exposes other children who then become sick also. Take some time to observe your child to make sure they are free from these viruses and bacterial germs that are going around.

Illness During the School Day

a. A temperature of 100 degrees or higher.

or

b. Is vomiting and continues to be nauseated.

or

c. Questions of communicable disease

Prohibited Clothing/Appearance

- Dangerous footwear that includes but is not limited to: [~~cowboy boots,~~]steel-toed boots, skate shoes or other non-typical types of shoes that may cause injury or security issues. [~~Some~~] Students may be asked to wear alternative footwear [~~due to safety and security reasons.~~] These determinations will be made by the administrator or designee.

Attendance Policy

- **The student's parent/guardian should contact the school by [~~8:15 a.m.~~] 7:45 a.m. each day the student is absent for any reason**. [**~~Notes, faxes and e-mails will not be accepted.~~**] Any absence will be regarded as unexcused if the school is not notified by phone call or personal visit from the parent/guardian within one school day (24 hours) when a student is absent for any reason. An attempt will be made to notify parent/guardian who has failed to call the school on the day of the absence.

Behavior Modification

~~Tri-City Day School utilizes the Boys' Town approach to behavioral modification. The Boys' Town Model is a positive, non-punitive program that consists of a specific classroom management design utilizing a modified point and level system. Students are taught appropriate pro-social skills in addition to ongoing monitoring and measurement of target behaviors.~~

Discipline and Corrective Procedures

Students have the responsibility to respect other students and the adults on the school staff, to comply with school and classroom [~~rules~~] expectations and policies, and to be ready to accept the negative consequences of their actions if they violate these rules and policies.

SRO - School Resource Officer

The SRO is a full-time law enforcement officer [~~(part time at Tri-City Day School and part time at the Alternative High School)~~] (full time at Haysville High School and as needed at Tri-City Day School) who is in the school to help create and maintain a safe educational environment for students, teachers, and staff. The SRO fulfills five roles:

Computer and Internet Use

Personally Owned Internet Devices at School

Personally owned internet devices such as smart phones, laptops and tablets may be used by staff and students during the school day as approved by administration and in accordance with the Haysville USD 261 Board of Education Internet and Computer Use policies.

Students who do not have access to a personal device to use as part of an instructional program or lesson will not be penalized and alternate modes of participation will be available.

Internet Safety

The USD 261 Haysville Public School district complies with federal and state Children's Internet Protection Act (CIPA) laws and promotes internet safety for all students through a curriculum that addresses cyber bullying and appropriate interaction with other individuals on social networking websites and chat rooms. It shall be responsibility of all member of the USD 261 Haysville Public school staff to educate, supervise and monitor appropriate usage of the online computer network and access to the internet in accordance with the CIPA laws.

Student Discipline Policies

Substance Use or Possession

If a staff member suspects a student is impaired

[~~Tri-City Day School staff has been trained by the Kansas Highway Patrol to recognize the physiological symptoms of persons impaired by alcohol or drugs. If a staff member suspects a student is impaired the following procedures will take place: The teacher will personally escort the suspected student to the Administrator's office.~~

1. ~~The Administrator or designee will perform an informal assessment of the student.~~
2. ~~If the assessment determines that the student is likely to be impaired,~~]

* Corrected Version*
The Drug Recognition Expert (DRE) from the Haysville Police Department may be contacted to evaluate the student further. Law enforcement will process the situation as they see fit. This may involve being arrested and detained. All relevant persons such as parents, probation officers, mental health treatment team members, court related personnel, will be notified.

[**~~Refusal to participate in or cooperate with the assessments or school officials will result in an automatic assumption of guilt.~~**]

~~Rowdy Behavior~~
[~~Rowdy behavior shall include but not be limited to shoving, playing tag, throwing balls, and running in the hallways.~~]