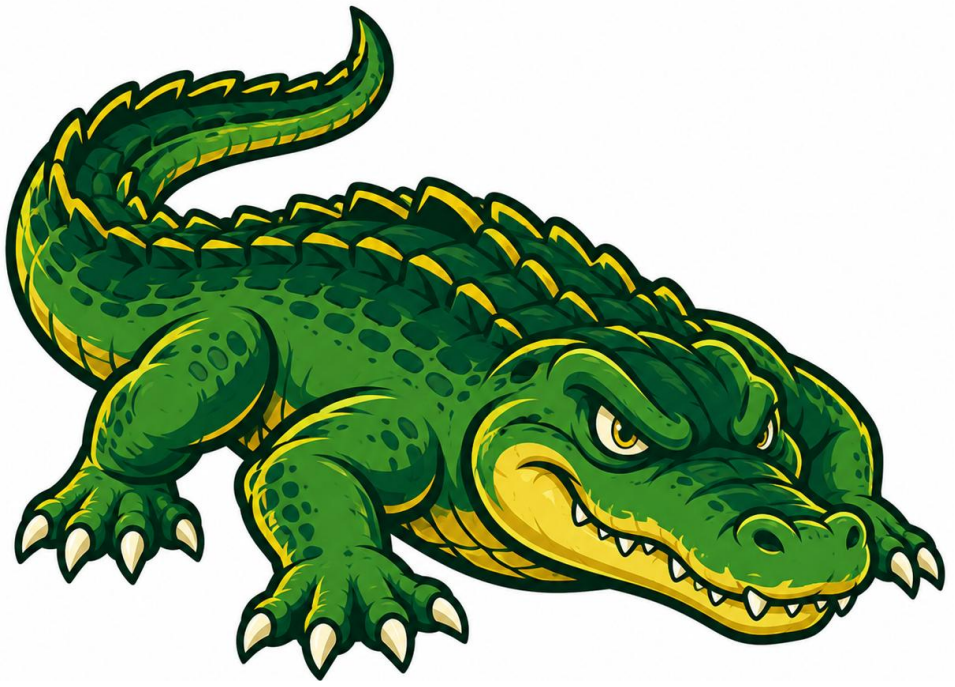
# TRI-CITY DAY SCHOOL

Derby-Haysville-Mulvane

# STUDENT/PARENT HANDBOOK
# 2026-2027



**1975 W. Grand**
**Haysville, KS 67060**
(316) 554-2324 phone
(316) 554-2323 fax

**"Every Child Matters."**

## TABLE OF CONTENTS


Academic Curriculum ..... 9
Address ..... 8
Coordinator's Welcome ..... 4
Arrival & Departure Time ..... 13
Attendance Policy ..... 23

Breakfast & Lunch ..... 15
Board of Education Members ..... 8
Bonjou (Intake) Procedure ..... 13
Bus & Van Regulations ..... 14

Capturing Kids' Hearts ..... 26
Care of School Property ..... 15
Computer & Internet Use ..... 32
Critical Incident Plan ..... 16
Crisis Prevention Intervention (CPI) ..... 31

Deliveries to School ..... 18
Discipline and Corrective Procedures ..... 27
Dress Code ..... 22
Drug Free Schools and Communities ..... 38

Early Release ..... 19
Earning School Credits ..... 10
Electronic Devices ..... 33
Eligibility for Sports ..... 17
Emergency Drills ..... 16
Emergency Safety Interventions (ESI) ..... 28
Enrollment Fees ..... 9
Excessive Tardies ..... 40
Exchange or Sale of Articles ..... 32
Excused Absences ..... 24

Family Educational Rights & Privacy ..... 5
Facility and Ground Usage ..... 41
Field Trips ..... 18
Fighting-Hazing-Bullying ..... 35
First Aid ..... 21

Gang Policy ..... 37
General Information ..... 13
Grade Cards ..... 19
Graduation Requirements ..... 10

Hours ..... 8

Inclement Weather ..... 16
Illness during the Day ..... 21
In-School Suspension (ISS) ..... 34

KS School Safety and Security Act ..... 27
Leaving the Building..... 25

Make-Up Work ..... 25
Medication and Health Services..... 20
Mission Statements ..... 7
Money ..... 32

Notice of Non-Discrimination..... 5
Out-Of-School Suspension (OSS) ..... 34

Parent Return Form, Acknowledgement of Handbook ….44
Party Invitations ..... 18
PBIS ..... 27
Personal Property ..... 31
Philosophy and Belief Statements..... 7
Philosophy on Parent Involvement ..... 8
Phone Use ..... 21
Point Sheets..... 26
Psychiatric Crisis..... 31

Racial Harassment..... 36
Room Numbers, Guide to ..... 43

School Map ..... 42
SchoolMessenger® ..... 17
Searches..... 32
Security Resource Officer - SRO..... 27
Sexual Harassment..... 37
Special & Seasonal Activities..... 19
Student Discipline Policies ..... 27
Students of Legal Age..... 25
Student Teachers..... 13
Suspensions or Expulsion ..... 34

Tardy Policy..... 26
Tobacco ..... 38
Transportation ..... 13
Truancy ..... 25

Unexcused Absences..... 23

Visitors..... 21
Volunteers……..21

**Welcome to Tri-City Day School!**
Tri-City Day School was established through the mutual cooperation of three school districts--Derby, Haysville, and Mulvane -- to meet the diverse and unique emotional and mental health needs of their students. Tri-City Day School is a special day school that combines therapeutic supports in addition to traditional educational programs. All students that attend Tri-City Day School have been identified according to the Individual with Disabilities Education Act (IDEA) criterion as needing special education services. Therefore, placement in the program is determined through a student's Individual Education Plan (IEP).

This handbook has been prepared to enable students and their parent(s) and/or guardian(s) to understand the procedures, policies, and regulations of Tri-City Day School. This handbook is not intended to be an all-inclusive listing of rules and regulations. Items that fall outside those listed in this handbook will be handled at the discretion of the administration or designee.

We are committed to providing our students with quality educational programs that meet behavioral, emotional, and mental health needs. We encourage all students and families to pursue and participate in needed services and programs. The IEP team will devise an individualized plan that will address the barriers that are impacting each student's learning. The staff at Tri-City Day School is dedicated to working with you and your child to experience success in school. Every effort will be made to recognize the human dignity and worth of each individual student attending Tri-City Day School. To the best of our ability, the rights of both students and personnel will be protected.

We welcome you and your child to Tri-City Day School.

Sincerely,

Craig L. McDaniel
Special Education Administrator at TCDS

**Notice of Nondiscrimination**

The School District does not discriminate on the basis of race, color, national origin, age, sex, disability, or military status, in admission or access to, or treatment or employment in its programs and activities. Any person having inquiries concerning Haysville Public School's compliance with the regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Section 504 of the Rehabilitation Act of 1973 (Section 504), or Title II of the Americans with Disabilities Act of 1990 (ADA), may contact the Assistant Superintendent for Personnel, Gillian Macias, 1745 W Grand, Haysville, KS 67060, 316-554-2200.

**Family Educational Rights and Privacy Act & KAS 91-12-44, 45, 4**

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

1. Right to inspect and review records; or to have their representative inspect and review records and possibly make copies of those records except those that are specifically exempted;
2. Right to be informed of all types and locations of records being collected, maintained, or used by the agency;
3. Right to a response to reasonable requests for an explanation on any item in the records;
4. Right to ask for an amendment of any record on the grounds it is inaccurate, misleading, or violates privacy rights;
5. Right to hearing if the agency refuses to make a requested amendment;
6. Right to enter into records your comments or reasons for disagreeing with the hearing decision;
7. The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exceptions;
8. Right to be informed before information in their child's file is to be destroyed;
9. Right to be told to whom information has been disclosed;
10. Student's Rights Policy. The rights accorded to the parent and the rights of permission and consent are accorded to only the student provided that s/he:
    A. is married or declared emancipated by the court, or
    B. has attained 18 years of age and has not been legally adjudicated to be an incapacitated person.
11. The rights to file a complaint with the Family Policy Compliance Office at the U.S Department of Education 400 Maryland Ave. SW, MES, Room 4074, Washington, D.C. 20202, if you believe Tri-City Day School has failed to comply with FERPA's requirements.
12. The right to obtain a copy of Tri-City Day School policies for complying with FERPA. A copy may be obtained from your school office or by contacting the Human Resources Office at 1745 W. Grand, Haysville, KS 67060.

***** Addendum *****

The Uninterrupted Scholars Act (Public Law 112-278) amends the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g; 3 CRF Part 99, to permit educational agencies and institutions to disclose a student's education records, without parental consent, to a caseworker or other representative of a state or local child welfare agency or tribal organization authorized to access a student's case plan "when such agency or organization is legally responsible, in accordance with state or tribal law, for the care and protection of the student."

**English Speakers for Other Languages (ESOL) Program**

The goal of ESOL services at Haysville USD 261 is to provide support for qualifying students to attain grade-level content standards while increasing their ability to listen, speak, read and write English.

**What is ESOL?**

- ESOL stands for English for Speakers of Other Languages. ESOL teaches academic language skills to support students' success in the classroom.
- ESOL curriculum is aligned with the grade-level reading/language arts curriculum.
- ESOL teachers meet regularly with grade-level teams and/or classroom teachers to ensure that ESOL services support and supplement content taught in the classroom.
- The ESOL program provides instruction in reading, writing, listening, and speaking academic English to build Cognitive Academic Language Proficiency (CALP.)

**Who is eligible for ESOL?**

- Federal law requires all parents to complete a home language survey. Anytime there is another language spoken in the student's life, the student will be assessed to determine eligibility for ESOL services. The language assessment will determine the language support needed for each ESOL student. Parents/Guardians are notified, and the student begins ESOL support. Haysville USD 261 wants to see all students succeed in their education with our help.

**ESOL services can be provided in the following way:**

- Students may be pulled out during school-wide scheduled intervention times to receive small group instruction.
- Classroom teachers who are ESOL certified provide modifications in the classroom.
- ESOL paraprofessional support may be provided to students in/out of the classroom.
- During core subjects, the ESOL teacher may work in the classroom to co-teach.
- High school students may enroll in ESL English and Survival Skills classes for course credits.

**Our Mission**
"The relentless pursuit of excellence."

**The Vision**
"To equip learners with 21st Century Skills to achieve excellence in a continually-changing world."

**We Believe**
- Student success comes first.
- Learning is enhanced in a safe and caring environment.
- Students need a rigorous, relevant, and world-class curriculum.
- Exploration, collaboration, and innovation are essential.

**Our Goals**

1. **Student Learning and Success**. To support staff through the systematic development and implementation of instructional tools, practices, and technologies to ensure student learning.
2. **Financial**. To pursue and develop the financial resources to support the goals of the district.
3. **Community Partnerships**. To strengthen community pride through strategic partnerships.
4. **High Quality Workforce**. To recruit, develop, and retain a high-quality workforce.
5. **Facilities and Infrastructure**. To create and enhance modern, safe learning facilities to achieve excellence.

**Tri-City Philosophy**

Tri-City Day School has a continuing commitment to promote the success of each student in the area of social skills, personal mental health, academics, peer relations, and family relations in spite of any and all barriers. Program staff will foster the development of a workable self-image, development of positive feelings, and mastery of social skills, behavioral skills, and academic tasks as well as a sense of independence and generosity. We encourage students to develop consistent skills within their abilities. Staff will work to help each child discover their unique gifts and to share those gifts with others. We encourage students to express themselves appropriately, effectively, and creatively. One component of the program is to develop consistent behaviors that are required to meet classroom expectations in the general/traditional school building so that reintegration can take place when the student is ready. The day school program encourages parents to be co-responsible for their child's education and well-being.

It is the desire of Tri-City Day School staff to establish a trusting relationship among students, families, and community agencies with which we work. Staff is aware of current research and will use evidenced based interventions and strategies for students as agreed upon as a part of the student's individualized education program. We will analyze and share academic and behavioral information with the student, parents, designated IEP team members, court ordered personnel, and home school teacher(s). This information will be used in program development to best serve the student. Instruction will be individualized so that chances for success are maximized. The students will be given opportunities to learn and use appropriate social skills, which could improve their chances for success at home, school, and in the community.

## Board of Education Members

Jennifer Bain, President
Courtney Williams, Vice President
Kelly Ramseyer
Jeremy Bennett
Barbara Walters
Tosha White
Jeff Hersh, Superintendent

## Tri-City Day School Directors

Melody Stuckey - Haysville
Trista Cuthbertson - Mulvane
Dr. Dawn Gresham – Derby

## General School Procedures

### School Address

Tri-City Day School is located at 1975 W. Grand Avenue in Haysville, KS 67060. The phone number is 554-2324. The fax number is 554-2323.

### School Hours and Calendar

Tri-City Day School will follow the USD 261 Haysville calendar. When USD 261 Haysville schools are in session, Tri-City Day School will be in session. Tri-City Day School's hours of operation are from 7:30 a.m. to 2:30 p.m. Students arriving to school by means other than district transportation should not arrive prior to 7:30 a.m.

### Philosophy on Parent Involvement

It is the belief of staff at Tri-City Day School that ***parent involvement*** will make their child's program more successful.

- Parents should be the single most important influence on the development of their children.
- Students/Parents that are involved in court-mandated programs would mutually share decision-making processes as designated by the agency and courts.
- When goals and values of parents and the program staff are not in agreement, there must be an active process of developing cooperation among the team. If we hope to do the best possible job of producing a well-educated student, we must do our best to ensure that both will eventually be in final agreement.
- Mutual agreement means that mutual development, enforcement, and support of the program will occur.
- Students, parents, and program staff will be responsible for successes and failures.

**Our philosophy is that:**

- Parents have a right and a responsibility to be part of their child's educational program.
- Parents must not be excluded. Additional paperwork may be required in temporary custody situations so that all parties may work on behalf of the student.
- Program staff has the expertise needed to develop the proper achievement for each student.
- The education system must be in line with the needs of the student and within compliance of legal policies and procedures of the State of Kansas and IDEA.

**Thus, we believe that:**

- When a parent understands the reasons for the actions of staff, the more likely the action is to have successful results.
- A student is more likely to progress when there is compliance with policies and procedures and written records and documents are maintained.
- When the purpose of a new program is applied to real life everyday situations, there is a significant increase in the learning of the material that has been presented.
- Goals that lead to improvement in self-image are more likely to be sustained.
- Support from parents, community and the program staff is necessary for change.
- Appropriate follow-through with community resources will provide increased support for student success.

## Enrollment Fees

Tri-City Day School is a temporary therapeutic day school, and all students are regarded as being a student at their local school. Therefore, parents are to enroll their child in their local home school district as they would if the child were attending that school. Fees required at the student's school are to be paid to the local school district. In addition to completing the necessary enrollment forms at the student's home school, there are additional enrollment forms to be signed at the Tri-City Day School. There are no additional fees for attending Tri-City Day School. Parents will be given a detailed list of supplies prior to the start of attendance at Tri-City Day School.

Since all students are considered a student in their home school, they are expected to adhere to the policies and procedures set forth by their home school district in addition to the policies and procedures at Tri-City Day School. This includes policies and procedures regarding the following:

- Textbook rental fees and any other local school fees
- Residency requirements
- Kansas certificate of immunization, health assessment, and proof of identity
- Storage of transcripts & records
- Graduation requirements
- Grade placement
- Class rank
- Participation in athletics and other extracurricular activities

## Academic Curriculum

The focus of instruction at Tri-City Day School is to assist students in acquiring academics, social/emotional, vocational, and independent living skills. Each student's program is designed to meet his or her individual educational needs.

Tri-City Day School's goal is to help the student make the necessary changes that will allow him or her to successfully return to their local school. Their educational program is individualized to accommodate their special needs based on their incoming Individualized Education Plan. Lessons are planned to assist students in meeting IEP goals and objectives.

**Earning School Credits**

Students attending Tri-City Day School are enrolled in their local high school. Students will have the opportunity to earn credits toward graduation by obtaining passing grades in traditionally taught classes at Tri-City or via Acellus. Excessive absences can impact whether a student will receive credit for work completed in class. Failure to complete assignments or other related assigned tasks will contribute to failing grades, thus no credit.

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.

**Graduation Requirements - Students will follow their local school graduation requirements.**

**DERBY HIGH SCHOOL**

*A total of 25 credits required:*

4 credits in **LANGUAGE ARTS –** 1/Freshman, 1/Sophomore, 1/Junior, 1/Senior
3 credits in **MATH –** 1/Algebra I - equivalent or higher.
3 credits in **SOCIAL STUDIES –** 1/US History, ½ /US Government, 1/World History or AP European History, ½ /SS Elective
3 credits in **LABORATORY SCIENCE –** 1/Biology and 2 credits any other science course(s).
1.5 credits in **PHYSICAL EDUCATION –** ½ /PE activity and 1/Health Science.
1 credit in **FINE ARTS**
10 **ELECTIVE** credits

Class of 2028

Communications (4 credits)

- 3.5 – ELA (reading, writing, literature, technical)
- 0.5 Communications (speech, debate, forensics, journalism, public speaking)

Society and Humanities (4 credits)

- 3 Credits in Social Studies, to include:
    - 1 credit World History or AP European History
    - 1 credit US History
    - 0.5 U.S. Government
    - 0.5 Social Studies Elective
    - 1 Fine Arts

Stem (7 credits)

- 3 credits Math: 1 must be Algebra 1/equivalent or higher, 2 credits any other math course(s)
- 3 credits Laboratory Science: 1credit Biology, 2 credits any other science course(s)
- 1 STEM elective (computer science, advanced math, advanced science, robotics, advanced (application level) CTE, advanced technology, agriculture, etc.)

Employability & Life Skills (6 credits)

- 0.5 Physical Education (any P.E. activity class)
- 0.5 Health (Intro to Healthcare)
- 0.5 Financial Literacy
- 4.5 IPS choices (emphasis on CTE/Pathway courses)

Elective Credits (4 Additional Credits)

- Elective credits are defined as any class selected in addition to the above required courses

**HAYSVILLE - CAMPUS HIGH SCHOOL**
*A total of 24 credits required (years 26 & 27):*

4 credits in **ENGLISH –** 1/Freshman, 1/Sophomore, 1/Junior, .5 English & .5 Speech/Senior
3 credits in **MATH –** Algebra I/Geometry/Algebra II
3 credits in **SOCIAL STUDIES –** .1/World History, 1.5/US Modern History, .5/American Government
3 credits in **SCIENCE –** 1/Physical Science, 1/Biology, 1/Science Elective
1 credit in **PHYSICAL EDUCATION**
1 credit in **FINE ARTS**
12 credits in **ELECTIVES**

**HAYSVILLE HIGH SCHOOL**
*A total of 21 credits required (years 2021, 2022, 2023, 2024):*

4 credits in **ENGLISH –** 1, 2, 3 & 4
3 credits in **MATH –** must include Algebra 1
3 credits in **SOCIAL STUDIES –** must include US History A & B and Government
3 credits in **SCIENCE –** must include Biology A & B
1 credit in **PHYSICAL EDUCATION/HEALTH**
1 credit in **FINE ARTS**
6 credits in **ELECTIVES**

**Class of 2028**

A total of 22 credits required
3.5 credits in **ENGLISH**
3 credits in **SOCIAL STUDIES**
3.5 credits in **SCIENCE**
1 credit in **P.E./HEALTH**
1 credit in **STEM Elective (Computer Science, Advanced Math, or science)**
1 credit in **FINE ARTS**
0.5 credit in **COMMUNICATIONS**
0.5 credit **FINANCIAL LITERACY**
5.5 credits in **ELECTIVES**

**MULVANE HIGH SCHOOL**
*A total of 24 credits required:*

4 credits in **ENGLISH** – 1/English 1, 1/English 2, 1/English 3, 1 English 4 or AP English or approved dual credit Comp 1 & 2
3 credits in **MATH**
3 credits in **SOCIAL STUDIES** – 1/World Studies, 1/American Studies, 1/US Civics-Topics
3 credits in **SCIENCE** – 1/Biology, 2/Science Electives
1 credit in **PHYSICAL EDUCATION -** .5/Health, .5/PE
1 credit in **FINE ARTS**
1 credit in **CAREER & TECHNICAL EDUCATION -** .5/Business Essentials, .5/CTE Elective Credit
8 credits in ELECTIVES (2025)
6 credits in **ELECTIVES (2026 & 2027)**

## Early Graduation

**Derby**
Students and parent or legal guardian of the student shall complete a form through the counseling office for permission to graduate early.

**Haysville**
Haysville students will be allowed to graduate early, upon completion their graduating class credits **and School Board approval.**

**Mulvane**
Mulvane students are not allowed to graduate early.

## Student Classifications

**Derby**
Eliminated the class distinction by credits; base by grade year and birthdate.
*(source: KJohnson/Derby Counseling Office, August 2020)*

**Haysville** (years 2021, 2022, 2023)
<6 credits = Freshman
5+ credits = Sophomore
11+ credits = Junior
18+ credits = Senior

**Mulvane**
5 credits & 2 Semesters Completed = Sophomore
11 credits & 4 Semesters Completed = Junior
17 credits & 6 Semesters Completed = Senior

**Bonjou Procedure**

Every morning each student will complete "Bonjou." This procedure includes an assessment of the student's current mental state, relevant issues from home or the day before, current behavior level status and a possible search of their personal items and person. At this time, all coats and other personal items are placed in an assigned locker. In the interest of school safety, the following items may NOT remain in the possession of a student while at school: cell phones, hats, coats, bags, caps, jackets, purses, gloves, bulky outer garments, and other head coverings. These items will be placed in the student's locker following intake. The school is not responsible for items lost or stolen from lockers. Students will not be allowed to keep personal items in the classroom or on their person without specific permission from the Tri-city Day School administrator or designee. Lockers are the property of the school and for health and safety reasons are subject to search by the administrator or the administrative designee.

**Student Teachers**

USD 261 participates with area universities and colleges to include the use of student teachers in classrooms. The personnel office and building principals work with area universities and colleges to assure quality.

## GENERAL INFORMATION

**Transportation**

All students will be provided with special education transportation to and from Tri-City Day School per their Individualized Education Plan. Students may use their own vehicle as transportation to and from Tri City Day School. This privilege may be revoked due to student conduct at the discretion of administrator. Student parking spots will be clearly marked on the west side of the parking lot (furthest south spots facing south). **No other form of transportation will be allowed unless prior arrangements have been made through the administration of Tri-City Day School and agreed upon through the IEP process.** All students are required to be transported to and from the school through special transportation as provided by the local sending school district. transportation by friends or significant others is highly discouraged and can result in possible disciplinary action due to non-compliance with program. Transportation by a parent, family member or friend is highly discouraged for therapeutic reasons.

**Exceptions:**

a. Students that are picked up by their parent or designee for the purpose of attending a legitimate appointment (see excused absences).
b. Parents must pick up students that are ill.

**Arrival and departure:**

Buses/vans are scheduled to arrive at approximately 7:30 a.m. and leave at approximately 2:30 p.m. If students or parents have any questions regarding specific pick-up times and places, they should contact the transportation division of their local school district Haysville – 554-2213, Derby – 788-8450, Mulvane – 777-0501. Students will be assigned bus routes at the beginning of the school year and be given a copy of bus regulations.

***Students arriving to school by means other than district transportation should not arrive prior to 7:30 a.m.***

**Rules and regulations:**

It is the right of every pupil being transported to receive this service in the safest possible manner. In order to ensure this, it is necessary for all transported pupils to know and to follow the rules and regulations set forth by the State of Kansas and the Haysville, Derby and Mulvane Boards of Education. Parents of transported pupils are urged to help their children understand the importance of these rules as they relate to their personal safety.

**The bus is considered an extension of the classroom and all the 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**

1. Be ready and be on time when the bus arrives. The driver will **NOT** wait if you are late and will not return after leaving.
2. Drivers may assign seats and students are required to comply when so assigned.
3. Always obey the driver and the bus aide. They are in charge of the bus.
4. When waiting for the bus, stand back from the edge of the street or road. **NEVER** play in the street.
5. Do not shout or be loud, act on the bus as you would in the classroom.
6. Do not litter on the bus.
7. Remain seated. Do not move about or try to get on or off the bus while it is in motion.
8. Students will not be allowed to get on or off the bus at an unauthorized stop.
9. Keep hands, head, and arms in the bus at all times.
10. Never throw objects out of the window.
11. When leaving the bus, cross far enough in front for the driver to see you pass safely.
12. Any damage to the bus is to be reported at once to the driver.
13. Profane language is not allowed.
14. Smoking, lighters, or striking matches on the bus is strictly forbidden.
15. Fighting and scuffling are not allowed on the bus.
16. No pets, eating or glass objects are allowed on the bus.
17. Weapons, real or fake, are not allowed.
18. Students must wear seat belts in all vehicles that are designated for seatbelt usage.
19. Students must remain seated and be facing forward at all times.
    **NO LYING DOWN IN THE SEATS AT ANY TIME.**

Transportation may be denied if Tri-City Day School staff determines that the student is not within an emotional state allow for safe transport. **Parents/guardians will be responsible for the provision of transportation in these situations.**

**Disciplinary Action for Violation of Bus Rules**

The following steps will be utilized in dealing with the violations of the established rules and regulations: (Haysville Board of Education Policy-B902.8e)

1. Conference held between the building staff, and the student. A letter will be sent to the home, which includes a copy of the bus discipline report.
2. Conference held between the building staff and the student. A letter will be sent to the home, which includes a copy of the bus discipline report. The transportation supervisor will contact the parent/custodian of the student. The parent/custodian and student will be warned that any further problem will result in a 3 to 5-day suspension from the bus.

3. Conference held between the building administrator and the student. The building administrator will contact the parent to inform them that the student is being removed from the bus for 3-5 days. A letter will be sent to the home, which includes a copy of the bus discipline report.
4. Conference held between the building administrator and the student. The building administrator will contact the parent to inform them that the student is being removed from the bus for the remainder of the semester/year. A letter will be sent to the home, which includes a copy of the bus discipline report.
5. Student actions on the bus may result in disciplinary action at the building level, including the loss of points, critical incident and loss of level may also be applied as the situation warrants.

One or more of these steps may be omitted in dealing with severe discipline problems. At any time during the process when there is a question about the incident, the administrator will refer the parent to the transportation supervisor so that he/she can meet with the parent.

**Breakfast & Lunch Program**

- ***Breakfast and lunch at Tri-City Day School are "closed periods" and students are not to leave the school grounds.***
- All parents are encouraged to fill out a free/reduced lunch application for Haysville Public Schools, as they are the provider for reduced/free lunches. If the parent does not desire to participate in the reduced/free lunch program, it is requested that the parent write on the application that they do not want to fill out the application and return it to Tri-City Day School. Failure to return completed paperwork or verifications will result in the student being charged the full amount for the meals until paperwork is completed satisfactorily. Students who pay for breakfast/lunch are required to pay in advance. Food cannot be charged. Meal fees are paid at Tri-City Day School, and checks are made payable to USD 261, or you can create an account through MySchoolBucks.com.
- Grab and Go lunches will be available for grades 6-12 if your child chooses not to have a hot lunch.
- Throwing food, containers, utensils, or other items is prohibited. Students engaged in such activity at any time during the school year will be subject to appropriate discipline.
- Food and drinks from outside sources are not to be brought in or delivered by parents or friends to students at Tri-City Day School.
- Students may bring a sack lunch from home. They may turn their sack lunch into their teacher, at bonjou,and will receive it during lunchtime.
- Lunch will be eaten in a designated eating area. Some students may be restricted from eating in the main designated eating area as determined by Tri-City Day School staff. Students are expected to keep the eating area and school clear of trash. Students are expected to follow directions of staff members concerning where food or drink may be eaten.
- ***Lunch for Tri-City Students will be served from 11:00a-11:30 a.m. If a student arrives after 11:30 a.m., parents/guardians should plan to make other arrangements for lunch, for their child, for that day.***

**Care of School Property**

Cooperation in keeping the building clean and in good condition is the responsibility of each student and staff member. Lack of appropriate care, acts of vandalism or destruction of school property, which causes damage to the building or property, may result in the student being suspended from school. The student will be expected to make restitution for damaged property or may be asked to do what can be done to correct the damage. Time spent correcting intentional

damage to Tri-City Day School property will not take the place of class time but will be given a higher priority than recreational or reward activities.

Students are responsible for **all** books and materials checked out to them. School equipment and supplies are provided for use in the education of students. Misuse, destruction, or loss of school equipment or supplies may result in the student being suspended from school. The student will be expected to make restitution for damaged property or may be asked to do what can be done to correct the damage.

## Tri-City Day School Critical Incident Plan

The district maintains a district-wide critical incident plan that is accompanied by a plan at each school location. Each plan outlines the procedures to be used in a wide variety of possible crises from emergency response for dangerous weather and natural disasters to bomb threats and intruders in the building. From time to time, children may participate in practice drills to better prepare themselves and staff members in the event of a true critical incident. Persons wishing to know more about the critical incident plan should contact the building administrator.

## Emergency Drills

Tornado and fire drills are held on a regular basis for students' safety. The school follows established procedures from the state fire marshal's office and the district's crisis plan for these drills. Fire drills are held regularly during the school year to practice prompt and orderly evacuation of the building in the event of an actual fire. When the alarm sounds, students should move as quickly as possible, (without pushing or running) to the designated exits. The last person out of the room is to close the door then proceed to the designated area with consideration given to location of the actual fire.

Tornado drills are held regularly during the school year to practice prompt and orderly movement to the shelter area of the building in the event of an actual tornado. When the alarm sounds, students should move as quickly as possible to the designated shelter area without pushing or running.

In the event of an actual emergency, parents or guardian may pick up their student at the school or the designated evacuation site, Freeman Elementary (alternate Haysville West Middle School). School staff will not release students to other adults or by phone calls from parents. Students will only be released to those identified as emergency contacts.

***Students who are non-compliant with emergency drills will face disciplinary action.***

## Inclement Weather

The students will follow inclement weather cancellations for the Haysville School District. **If Haysville schools are not in session, then Tri-City Day School is not in session.** If a parent feels that the conditions are too severe in their area to allow their child to travel, they should contact the program administrator immediately. The student may then be given an excused absence. If bad weather forces the closing of school, an announcement will be made around 6:30 a.m. on the radio and TV stations listed below.

Radio: KFDI – 101.3, KTHR – 107.3, KZCH – 96.3, KZSN – 102.1
TV: KAKE, KWCH, KSN
Facebook: Haysville Public Schools
Twitter: USD261

**SchoolMessenger®**

In the event of a school cancellation or other emergency, a computerized program - SchoolMessenger® - will make phone calls to the students at Tri-City Day School in a matter of minutes. In order for this program to be successful, it is critical that the office has current and working phone numbers at all times.

**Eligibility for Sports and Activities**

Tri-City Day School does not have extra-curricular activities on site. Students will have the option of returning to their local school to participate in extra-curricular activities.

All school districts represented through Tri-City Day School will abide by the eligibility requirements established by the Kansas State High School Activities Association (KSHSAA). Students will not be eligible to participate in any sanctioned extra-curricular activities or sports unless they have passed a minimum of five classes during the previous semester. All students must be in good standing. A student who is under penalty of suspension or whose character or conduct brings discredit to the school district is not in good standing. Students that are determined to be ineligible, by KSHSAA standards, may request a hearing through their home school district to challenge that decision.

**Physical Examinations**

Any student planning to participate in competitive athletics is required to have a physical examination recorded on the Kansas State High School Activities Association physical form and filed with the home school district athletic office.

**Sportsmanship Code**

Sportsmanship is a concept that must be taught, modeled, expected, and reinforced in all aspects of a student's life. Therefore, all Kansas State High School Activities Association members stand together in support of the following sportsmanship policy. This policy is to be adhered to by all middle and high school students that are participating in school activities.

**Philosophy**

Activities are an important aspect of the total educational process in American schools. They provide an arena for participants to grow, to excel, to understand and to value the concepts of sportsmanship and teamwork. They are an opportunity for coaches and school staff to teach and model sportsmanship, to build school pride, and to increase student and community involvement. This ultimately translates into improved academic performance. Activities are also an opportunity for the community to demonstrate its support for the participants and the school, and to model the concepts of sportsmanship for our youth as respected representatives of society. Sportsmanship is good citizenship in action.

The KSHSAA encourages all participants and spectators that "all actions are to be for, not against. "Positive, not negative or disrespectful!"

**Section 1 - General Regulations (These apply to all student's grades 7-12)**

**Article 1:** Sportsmanship is a general way of thinking and behaving. The following sportsmanship policy items are listed below for clarification:

a. Be courteous to all, (participants, coaches, officials, staff, and fans).
b. Know the rules, abide by, and respect the official's decisions.
c. Win with character and lose with dignity.
d. Display appreciation for good performance regardless of the team.
e. Exercise self-control and reflect positively upon yourself, team, and school.
f. Permit only positive sportsmanship behavior to reflect on your school or its activities.

**Deliveries to School**

In order to limit the distraction and additional difficulties created by the delivery or bringing of certain items to school, Tri-City Day School places the following restrictions on such items:

- Tri-City Day School will **not** accept or allow the delivery of flowers, balloons, or other gifts to students.
- The building administrator must approve the internal distribution of items by student or faculty groups in advance.
- Students will not be allowed to bring flowers, balloons, or other distracting items to school.
- The commercial delivery of food will not be allowed.
- **Party invitations** should be given to the teacher at Bonjou. Distributing party invitations at school is discouraged as it can contribute to hurt to those uninvited, conflict in the classroom and disruption in the school. If you are unwilling to invite all students within the child's classroom, we suggest all party invitations be distributed outside the building. Due to FERPA, the office will not be able to supply student information to other parents.

**Field Trips**

Positive Reinforcement Activity Trips are considered a **privilege** that may be scheduled throughout the school year. The parent/guardian must sign a permission slip before the student will be allowed to go on the field trip. Some field trips or reward activities may request an additional cost to students and parents. Teachers, para educators, mental health attendants and volunteers provide adequate supervision. A student's earned level or inappropriate behavior on the particular day of the scheduled activity can impact the level of participation on any field trip/activity. Tri-City Day School staff reserves the right to restrict or deny participation of a student on a field trip. In general, eligibility requirements for a field trip are, as follows:

- All work completed and turned in.
- All grades at a "C" or above.
- Student not involved in an in-school suspension (ISS), an out-of-school suspension (OSS) or other write-up.
- No unexcused absences during that week.

Final eligibility of whether a student has earned the privilege of going on the field trip will be determined on a case-by-case basis. ***Depending on the needs of the student, an alternate field trip or activity may be used.***

**Early Release on Fridays**
High school students may earn the privilege of an early release with parent/guardian permission. Students who get their work done in a timely manner and display appropriate behavior consistently are rewarded by being allowed to leave at 12:30 on designated Fridays under the following conditions:

- All work completed and turned in
- All grades at a "C" or above
- Student not involved in an ISS or other write-up.
- No unexcused absences during that week
- Transportation services will be the responsibility of parents.
- Final determination of whether a student has earned the privilege of leaving early will be at the discretion of the teacher and administrator.

**The school day on Friday lasts until 2:30. Leaving early is a privilege, not a right, and must be earned.**

**Special Activities**
Students may earn the privilege of "Special Activities." These may include field day, assemblies, parades, and art fair. Students will be allowed to participate in "Special Activities" under the following conditions:

- All work completed and turned in.
- All grades at a "C" or above.
- Student not involved in an ISS or other write-up.
- No unexcused absences during that week.

**Seasonal Activities**
All students will participate in seasonal activities and volunteer/community activities unless serving an ISS or chronic disruption write up in the Bayou.

**Grade Cards**
Students in grades K-12 will receive grade reports from his/her base/home school. High school students will have all grades recorded on their transcript at the local district of enrollment.

**School Hotlines** Available 24 hrs – 7 Days/Wk – 365 Days/Yr

**Safe School Hotline w/Kansas Highway Patrol**, 1-877-626-8203 (threat of school/student safety)
**National Suicide Prevention Lifeline** (& Veteran Lifeline), 1-800-273-8255
(Trevor Lifeline) **LGBTQ Crisis Helpline**, 1-866-488-7386

## Medication and Health Services

Tri-City Day School has an RN on-site to dispense medication and provide other basic first aid until parents decide appropriate action. The RN is unable to diagnose medical conditions.

Students, who are diagnosed by a physician or school nurse to be infected with a communicable disease, may be required to stay at home until the disease is no longer communicable. Returning to school may require a written statement from a physician concerning the health status of the youth. In case of illness or communicable disease, it is expected that parents will pick up their child as soon as possible to minimize the spread of illness to other students and staff.

## Administering Medicine

Over the counter (OTC) medications: An OTC medication form is completed and signed by the guardian. Medication is provided in the original container. Medication will be given per package instructions. Any dosing that is different from the package instructions will require a physician order. Medication will be stored in a locked cabinet in the health room. If you would like your child to self-carry medication a separate form and physician order will be required.

School personnel are not authorized to dispense any medication, not even aspirin, without a signed physician or dentist's order. ***Aspirin and oral homeopathic medications will require a physician order.*** If it is necessary for a student to take medication during school hours, the school will cooperate with the student's parent/guardian in its administration. Medication will only be dispensed as follows:

1. A written physician's or dentist's order (or copy of it) **and** written parent/guardian authorization to give the prescription. A separate form is required for each medication the student takes. The required form is available in Tri-City Day School nurse's office.
2. The student must have received at least one dose of the medication before it is given at school.
3. The medication must be sent to school in its original container with the student's name on it.
4. A new physician or dentist's order is required for each school year.
5. Special arrangements with Tri-City Day School nurse/administrator/designee will be made for students who may require "as needed" (PRN) prescription medication while at school.
6. Students carrying medication on their person may be subject to disciplinary action, which may include expulsion.

## 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.; 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**

The nurse/administrator or designee will determine if the student is too ill to be in school. Parents will only be contacted after it has been determined that the student is too ill to be in school. Students who are ill should not be in school and the parent will be expected to pick the student up as soon as possible.

The following procedures are to be followed when any youth indicates he or she is feeling ill:

1. The nurse/administrator or designee will be contacted to determine physical illness and need for medical attention. If it is determined that the youth is ill, staff will follow the recommendations of the nurse/Tri-City Day School staff. Traditionally, the nurse will not recommend an excuse for a student to leave unless the student has **either**:
2. 
    a. A temperature of 100.4 degrees or higher.
    **or**
    b. Is vomiting and continues to be nauseated.
    **or**
    c. Questions of communicable disease.

3. Once it is determined that the student needs to go home, the parent or the emergency contact person listed with the school will be called. Parents will be expected to pick the student up as soon as possible.
4. Students should remain home until all symptoms of the illness are gone. Health Department requires students to be fever free for 24 hours before returning to school. If you are in doubt about your child's ability to overcome a serious type of illness, please contact your family physician.

**First Aid**

Only those school employees qualified by district approved training and then, only in case of emergency, may administer First Aid to students. First Aid will be limited to the applying of simple bandages or infection preventives, except that justifiable emergency aid to prevent further injury, disability, or death, such as stopping excessive bleeding will be permitted.

**Visitors**

Students may **NOT** bring guests or visitors to school. Due to confidentiality, non-enrolled students or family members are restricted from entering the classroom. State law prohibits non-students from loitering in or around any public school. All visitors are required to check in at the office.

If a situation arises that necessitates an observation by a parent, this observation will take place using the video monitoring system. Prior arrangements for the observation must be made through the Tri-City Day School administrator or administrative designee.

**Volunteers**

All prospective volunteers need to complete a School Volunteer Application and will be subject to a background check. Applications are available in the school's main office.

**Phone Use**

***Students may not use the phone***. In emergencies, a staff member may call home for the student. Students will not be called from a class to accept phone calls except in case of emergency. When a parent/guardian needs to talk with a student, or an emergency arises; the office will assist with the communication.

**Personal Appearance/Dress Code**

Appropriate dress for the day school should be modest and not detract from academic learning. A student's pride in his/her school and his/her own maturity should create an atmosphere of dignity and self-respect without constant supervision and enforcement. Appropriate dress and grooming contribute to a good learning atmosphere. Students should develop acceptable standards that reflect appropriateness for the occasion, which do not create a disturbing/distracting influence in the educational setting, and which are not contrary to public good taste. Clothing displaying messages contrary to school-supported programs and ideals will not be considered appropriate. School authorities reserve the prerogative to counsel students in the matter of dress and grooming.

At Tri-City Day School, we feel that the philosophy of a dress code serves several useful functions. First, one's appearance is an outward display of self-worth and self-esteem. Appropriate dress and grooming can provide students at risk with enhanced sense of self-worth. Second, concern for safety and security necessitates that clothing that could be construed to be gang related or used to hide weapons (e.g., baggy pants, "sagging") be excluded from the Tri-City Day School environment.

**Prohibited Clothing/Appearance**

The staff at Tri-City Day School reserves the right to alter or require the removal of the prohibited item. Students may be asked to return home when their appearance is inappropriate.

Items prohibited are as follows:

- Dog collars, metal beaded chokers/necklaces,
- Jewelry that exaggerates its intended use; this includes clothing or jewelry that expresses crude or suggestive slogans or promotes drug/alcohol use.
- Any clothing that exposes an excessive amount of skin, including but not limited to; muscle shirts, tank tops, short-shorts, short dresses/skirts, biker shorts, transparent clothing, compression shorts, midriff shirts, spaghetti strap tops, "sagging" pants, low-cut pants, or revealing clothing. A guideline to be used to check clothing: If you can see your bellybutton with your arms fully extended upwards, your shirt is too short. If you can touch skin with your arms fully extended downward by your sides, your shorts, pants, dress, etc. is too short.
- Any type of underwear worn as outside attire.
- Underwear that can be seen by others due to sagging or any other reason including "low rise" jeans.
- Clothing that advertises the following or any other inappropriate advertising as determined by a Tri-City Day School staff member: occult; witchcraft; alchemy; sexually related themes; militias; hate groups; guns; tobacco; drugs; alcohol; Satanism or any other symbols deemed inappropriate by the staff.
- Clothing with suggestive, vulgar, or obscene writing pictures or symbols
- Any item/color that gives the impression of any gang affiliation. (See "gang" section)
- Chains including wallet chains or any other items that may be used as a weapon.
- Tattoos that give the impression of gang affiliation, or are suggestive, vulgar, or obscene.
- Body piercing that interferes with the learning environment.
- Dangerous footwear that includes, but is not limited to steel-toed boots, skate shoes or other non-typical types of shoes that may cause injury or security issues. Students may be asked to wear alternative footwear. The administrator or designee will make these determinations.

Staff may at any time request removal of any article that is felt to be inappropriate or distracting to the classroom. Students who are in violation of the dress code will receive consequences ranging from being asked to change, having the items confiscated, altering their clothing, or other disciplinary action. Each situation will be handled on an individual basis.

**Attendance Policy**

Tri-City Day School is committed to the philosophy that students should attend every day. We believe that the major responsibility for regular school attendance belongs to the parent and student. Consequently, the following regulations have been adopted:

- **The student's parent/guardian should contact the school by 7:45 a.m. each day the student is absent for any reason.** 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.
- Absences related to school approved activities, waived by an administrator, or resulting from homebound education will not be included in the attendance policy.

Attending school every day will help children as they progress through their academic careers. Helping your child get to school on time every day is an important way you can promote your child's academic success. KS Statute K.S.A. 72-3121 states that a child is required by law to attend school (see statute below).

K.S.A. 72-3121 (c) (1): Whenever a child is required by law to attend school and is enrolled in school, and the child is inexcusably absent therefrom on either three consecutive school days or five school days in any semester or seven school days in any school year, whichever of the foregoing occurs first, the child shall be considered to be not attending school as required by law. A child is inexcusably absent from school if the child is absent therefrom all or a significant part of a school day without a valid excuse acceptable to the school employee designated by the board of education to have responsibility for the school attendance of such child.

Chronic Absenteeism:

According to the Kansas State Department of Education (KSDE), "being chronically absent means a student is missing 10 percent or more of school, for both excused and unexcused reasons. This puts the student at a higher risk of not graduating high school and possibly becoming a high school dropout." Chronic absenteeism is not the same thing as truancy. Chronic absenteeism considers excused and unexcused absences, and truancy considers only unexcused absences.

When a student is absent from school, an attempt shall be made to contact the parent or guardian to determine the reason for the absence. The principal has been designated to determine the acceptability and validity of excuses presented by the parent(s) or the student.

Excused/Unexcused Absences:

The definition of "excused absence" includes the following:

- Personal illness;
- Health-related treatment, examination, or recuperation;
- Serious illness or death of a member of the family;
- Obligatory religious observances;
- Participation in a district-approved or school-sponsored activity or course;
- Absences pre-arranged by parents and approved by the principal; and

- Students of active-duty military personnel may have additional excused absences at the discretion of the principal for visitations relative to leave or deployment.

All absences which do not fit into one of the above categories would be considered unexcused absences. A student serving a period of suspension or expulsion from the district shall be considered inexcusably absent.

Unexcused Absences from School:
A student is unexcused when absent without a valid reason. Leaving without permission will be counted as unexcused when school is in session. Students who skip school or arrive late for unexcused reasons will be addressed in accordance with the building policy.

Excessive Absence:
Parents may excuse students up to ten (10) absences per year without the need for documentation of an appointment from a health care provider. Each absence after the ten (10) per year will automatically become an unexcused absence unless a note from the health care provider is given and accepted by the administration. Exceptions: Students who are hospitalized or suffering from a long-term or chronic illness while under the care of a licensed physician will be exempt from this provision. Long-term illness is defined as an illness that keeps a student out of school for at least four consecutive days.

K.S.A. 72-3121 (d) (1): Prior to making any report under this section that a child is not attending school as required by law, the designated employee of the board of education shall serve written notice thereof, by personal delivery or by first class mail, upon a parent or person acting as parent of the child. The notice shall inform the parent or person acting as parent that continued failure of the child to attend school without a valid excuse will result in a report being made to the secretary for children and families or to the county or district attorney. Upon failure, on the school day next succeeding personal delivery of the notice or within three school days after the notice was mailed, of attendance at school by the child or of an acceptable response, as determined by the designated employee, to the notice by a parent or person acting as parent of the child, the designated employee shall make a report thereof in accordance with the provisions of subsection (a). The designated employee shall submit with the report a certificate verifying the manner in which notice was provided to the parent or person acting as parent.

Vacations:
All vacations must be pre-arranged with the building administrator at least five days before the student leaves. The vacation will be excused only if it falls within the district absence limit. Any days, which exceed the limit, will be counted as unexcused. Students who miss classes for vacations need to make arrangements in advance with their teachers for make-up work and may be required to complete assignments before leaving.

Healthcare Provider Appointments:
To be excused, all appointments made with a healthcare provider after the district's absences limit must be verified by an appointment card. Every effort should be made to ensure that the student does not continue to miss the same class period for these appointments. In most cases, students will be excused for a maximum of one half-day for these appointments.

School-Sponsored Activities:
All absences which result from students participating in school-sponsored activities will be excused. These absences do not count toward the district absence limit or will be counted towards chronic absenteeism. Students who miss class for school-sponsored activities need to make arrangements in advance with their teachers for their make-up work.

Military Families in Attendance:
Students of active-duty personnel shall have additional excused absences at the principal's discretion for visitations relative to leave or deployment.

Significant Part of a School Day/Class:
An absence of two or more hours in any school day shall be considered a half-day absence at all elementary buildings (grades K-5). In secondary buildings (grades 6th-12th), students who miss more than 25% of a class period will be considered absent for that class period.

Make-Up Work:
It is the student's responsibility to obtain make-up assignments from teachers following an excused or unexcused absence. In general, two days are given to complete daily work missed due to each day of absence. Exceptions to this rule can be made through special arrangements with the teacher or administration. Tests, which have been scheduled in advance, and long-term assignments, must be completed on arrival back to school.

**Permission to leave the building:** Parents/guardians must arrange ahead of time with school staff for a student to leave the building during the school day. No student will be allowed to leave the building without parental permission except in cases of emergency, illness, or unless a designated parent/lawful custodian comes to get them.

***Leaving without permission will result in an UNEXCUSED ABSENCE.*** Students leaving first and having parent/guardian call later to excuse the absence will **not** be considered excused.

Students leaving the campus without permission are considered a runaway and the police will be notified. Students will be subject to immediate disciplinary action for leaving the campus without permission.

**Truancy Policy**
Truancy is the absence from assigned class without authorization. The student's teacher or an administrator must be notified of parent authorized absences before the fact and not afterwards. Only extreme emergencies should be taken care of on an after-the-fact basis.

***Students of Legal Age***

- Parents/guardians are responsible for excusing students unless a student is legally emancipated or residing in an independent living center and guardianship has been established. Students are responsible for following the attendance and check out procedures as stated in this handbook.

- Eighteen-year-old students who **do not live** with a parent or guardian or are residing in an independent living center may **excuse themselves** for days absent. All school correspondence will be sent to them directly. When a student of any age is not living with a parent or guardian, the administrator in charge of attendance will make student contact. At that time the student will be notified that for any future absences;
    1. A doctor's statement will be required within 48 hours of the absence.

    **or**

    2. The administrator will make the determination as to whether the absence is excused or unexcused.

- A student that misses more than three consecutive days, five days in a semester or seven total days in a school year is considered truant. Absences are considered unexcused. The exception to this policy is a student who presents a medical note from a doctor or the student participating in an attendance hearing. A conference will be held to determine what is appropriate to help the student attend school.

**Tardy Policy**

Students are expected to arrive at class on time and be prepared to participate. A tardy is defined as "not being in the classroom when the class is designated to start." Students are expected to make up any work missed due to a tardy. In order for students to receive the maximum benefits of a therapeutic program, it is important for them to be on time.

**Point Sheets**

All students at Tri-City Day School will have their behaviors monitored on a daily behavioral chart. The IEP team, based upon the student's needs, will determine the targeted behaviors selected for measurement. The information that is recorded on the daily behavioral charts will be utilized in determining what level of privileges a student will obtain for a designated period of time. Special events, positive rewards-behavioral trips, and treats are not a "right" but an earned "privilege." The use of daily behavioral charts is vital in obtaining baseline data, trending changes, and monitoring overall progress/regression in a student's IEP program. Parents are requested to sign and send back point sheets daily. (See Appendix B)

**Capturing Kids' Hearts (CKH)**

Tri City Day School staff have always cared about students and Capturing Kids Hearts (CKH) shows the students how much we truly care. Students will learn how to take responsibility for their actions and performance while in school. Teachers will build classroom rapport and encourage teamwork, while other staff will use this program to create a safe and trusting learning environment. This process increases students' willingness to learn, and it empowers them to take charge with their learning process. The following are some components of this program your students can expect to see in their classrooms.

The **EXCEL** Model™ show students that teachers and staff care.
**Engage**: Staff members personally greet each student at the beginning of class.
**X-plore**: Teachers and staff look for opportunities to listen and interact with students about thoughts and feelings. Students may share their Good News to honor their lives and experiences.
**Communicate**: Interactions with students become more of a dialog between teacher and students, with the teacher becoming a resource and a facilitator to help students learn. Lessons in the classroom will be tied directly to reality in order to show students the real-world importance of their education.
**Empower**: Teachers and staff will empower students to interact more with peers, self-manage and peer-manage with behaviors in school, and problem-solve on their own.
**Launch**: A conscious effort to end each class with a positive thought, teachers will provide closure for the day and hope for the future.

The **Social Contract** is built in class to establish the guidelines and expectations for how students and teachers will treat each other. Students will work together to develop this contract and the teacher will act as a facilitator to encourage discussion. This contract is designed to help students internalize and practice character traits and employability skills that they will use in their future. It also lets all participants in a classroom know what behavior is acceptable and what is not. The goal is to help each student develop "self-managing" skills.

**PBIS – Positive Behavioral Interventions and Support**

Tri-City Day School implements PBIS and the "PRIDE" expectations that are promoted in all USD 261 schools. Students are taught the following PRIDE expectations throughout their school day and both on and off campus:

P – Preparation
R – Respect
I – Integrity
D – Discipline
E – Excellence

**Discipline and Corrective Procedures**

The Tri-City Day School discipline policy is based on mutual respect among Tri-City Day School staff, students, and parents. The purpose of this discipline policy is to ensure a safe and orderly environment so that learning and teaching opportunities are maximized through well-defined policies and procedures that support a positive atmosphere. Students have the responsibility to respect other students and the adults on the school staff, to comply with school and classroom expectations and policies, and to be ready to accept the negative consequences of their actions if they violate these rules and policies. Adults, both at school and at home, should serve as positive role models. It is their duty to objectively determine accurate facts in discipline situations and to listen attentively to students before administering disciplinary measures.

All student conduct expectations noted in this section apply to students while they are on school district property, at all bus stops, and at all school-sponsored activities.

**Kansas School Safety and Security Act**

The Kansas School Safety and Security Act (K.S.A. 72-89b03) requires school personnel to report ***all felony and misdemeanor crimes*** committed on school property or at a school supervised activity to the appropriate law enforcement agency. If an administrator's preliminary investigation reveals information, which indicates a crime (felony or misdemeanor), ***may*** have been committed, the administrator is required to contact local law enforcement authorities. Whether or not the report is made in writing (for later follow-up by law enforcement) or by phone (for immediate follow-up by law enforcement) is dependent upon the seriousness and nature of the situation. ***When a student strikes another student, the police will be notified.***

When law enforcement officers conduct an investigation and/or question a student(s) during school hours, the building administration shall make reasonable attempts to contact parents, guardians, or representatives of the student(s) prior to questioning. Reasonable requests of parents, guardians or representatives shall be followed. The administrator/designee involved shall document notification or attempted notification of parents, guardians, or representatives. If a student's parents, guardian, or representative is not present during questioning of a student, the administrator or a certified school staff member shall be present. The decision to arrest a student and remove the student from the school jurisdiction is the prerogative of law enforcement and ***not*** under the authority of school personnel.

**SRO - School Resource Officer**

The SRO is a full-time law enforcement officer available on the Tri-City Day School/Haysville High School campus, is in the school to help create and maintain a safe educational environment for students, teachers, and staff. The SRO fulfills five roles:

- Positive Role Model – for children who are not exposed to many such role models in today's society.

- A Law-Related Teacher – who can provide class length presentations on various topics.
- A Resource - acting as a link to support services in and out of the school setting.
- An Advisor - providing guidance regarding law enforcement questions.
- A Law Enforcement Officer – whose primary purpose is to "keep the peace."

**Emergency Safety Interventions (ESI)**

The board of education is committed to limiting the use of Emergency Safety Interventions ("ESI"), such as seclusion and restraint, with all students. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school's code of conduct, school safety plan, or student handbook. Definitions (See K.A.R. 91-42-1)

**"Emergency Safety Intervention"** is the use of seclusion or physical restraint when a student presents an immediate danger to self or others. Violent action that is destructive of property may necessitate the use of an emergency safety intervention.

**"Seclusion"** requires all three of the following conditions to be met: (I) 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 the student 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.

**"Physical Restraint"** means bodily force used to substantially limit a student's movement.

**"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 facedown (prone) physical restraint;
Using face-up (supine) physical restraint;
Using physical restraint that obstructs the student's airway;
Using physical restraint that impacts a student's primary mode of communication;
Using chemical restraint, except as prescribed 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.

**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 classified 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.

**Documentation**

The principal or designee shall provide notification to the student's parents any time that ESI is used with a student. Such notification must be provided within one (1) school days.

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 Kansas State Department of Education as required.

**Local Dispute Resolution Process**

The Boards of Education for Haysville, Derby and Mulvane encourage parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent, of the student's home district, 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 Kansas 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.

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, shall report the findings, and recommended action to the board in executive session.

The board clerk and superintendent must complete any such investigation within thirty (30) days of receipt of the formal written complaint. On or before the 30th day after receipt of the written complaint, the board shall adopt a report containing written findings of fact and, if necessary, appropriate corrective action. A copy of the report adopted by the board shall be provided to the parents, the school, and the state Board of Education.

(BOE Reviewed and Approved: KASB Recommendation: August 19, 2013)

**Crisis Prevention Intervention (CPI)**

When a student's behavior threatens to injure themselves or others, staff may interrupt the behavior with the use of proper Crisis Prevention Intervention Techniques to manage the problem behavior. **If a student has failed to gain self-control after all other non-physical strategies have been used, physical management techniques may need to be used. Physical management may be used under the following conditions:**

- The student is physically and/or emotionally out of control and is a threat to his/her own safety.
- The student is physically and/or emotionally out of control and is a threat to the safety of others.

Only staff trained in CPI will employ physical management techniques to gain control of a dangerous or threatening situation. When a student's behavior continues to be disorderly, assaultive, or dangerous to self or others, local law enforcement may be notified. When law enforcement is involved, as specified by the Kansas Safe Schools Act, student may have consequences at school as well as with the courts.

School board policy requires that only trained staff participate in the physical management of students. For the safety and security of everyone, parents and other untrained persons are not allowed to participate in the physical management of students on Tri-City Day School premises.

**Psychiatric Crisis**

If a student's behavior is related to a psychiatric condition, and/or they become a danger to themselves or others, COMCARE crisis intervention services may be contacted. If a psychiatric crisis continues for 2 hours or longer, immediate intervention is required. If parents/guardians are unavailable or unable to intervene, crisis intervention procedures will be implemented.

**Out-of-Control Students at Day's End**

When problem behavior occurs at or near the end of the school day, students will be required to remain at Tri-City Day School until their behavior is under control. No student will be released to get on the bus or leave with parents until the Tri-City Day School staff has determined the student's behavior is safe and under control. Tri-City Day School staff will make the determination when the student has achieved the required degree of control to be released to parents.

If a student is kept after school, the parent will be notified. It will be the responsibility of the parent/guardian(s) to arrange for transportation. If the student is not under control when the parent arrives, the parents must wait in the office unless instructed to do otherwise by the Tri-City Day School staff.

**Personal Property and Electronic Devices**

Students should not bring personal property items (radios, telephones, IPods, MP3 players, laser pointers, CD players, skateboards, drink containers, etc.) to school unless a teacher has given their approval and the items are a useful part of the class work. Such items will be checked in at Bonjou and returned at the end of the day. The unapproved possession or use of electronic communication devices by students on school property during the school day is prohibited. This includes, but is not limited to cellular phones, other communication equipment and other electronic devices such as portable radios/CD players, portable video games or other devices that have the potential to be disruptive to the educational process. Items intended to look like or simulate such devices are also prohibited. These items will be confiscated by staff and may only

be picked up by a parent/guardian. Chronic violations can result in devices being kept until the end of the school year and disciplinary action. The district is not responsible for loss or damage to any personal property even if personal property is lost, stolen, or damaged on school grounds.

**Money**

Tri-City Day School students are strongly discouraged from bringing money to Tri-City Day School, except for a school purchase to be made that day. If any student is known to be carrying any amount of money or is known to have money in their storage area, he or she will be asked to turn it over to program staff. Money collected in this way will be placed in an envelope, which will be sealed and signed by the student and a staff member and placed in a secure location in the staff office until the end of the day. Students are not to buy, sell, or trade items at school. Students may not loan or give money to other students.

**Exchange or Sale of Articles**

No student will be permitted to exchange personal possessions such as pens, jewelry, articles of clothing, etc. Students will not be allowed to sell articles (candy, cookies, cards, etc.) on school property unless they are a member of a school-sponsored group, and the sale has been approved through the administrator.

**Searching a Student's Person, Property or Personal Storage Space**

The Supreme Court has ruled that students attending public schools do not have the expectation of privacy. This means that a person or locker can be searched at any time. Upon entering the building, each student will be expected to empty all pockets, display contents of bags/containers, remove shoes, and show their waistband. These policies are in place at Tri-City Day School for the safety and well-being of **ALL** individuals in this facility. Students suspected of bringing contraband, weapons, drugs, or other banned items, of for other security or safety reasons, ***may be searched at any time.***

**Computer and Internet Use**

Computer systems and networks are for educational and professional use only. Violation of this policy would include, but not limited to: sending or displaying offensive messages or pictures; using obscene language; damaging computers, computer systems or networks, including creating, uploading or downloading computer viruses; violating copyright laws, or loading personal software on district computers; harassing, insulting, or attacking others via computer networks; using others' usernames and passwords; trespassing in others' folders, work, files or networks; intentionally wasting limited resources; employing district computers and networks for commercial purposes; and giving out personal information over the Internet, such as full name and address. The district retains the right to discipline any student, up to and including expulsion, for violations of this policy.

Students shall have no expectation of privacy when using district e-mail, instant messaging, Internet access, or other official communication systems. The school district retains the right to duplicate any information on district computer systems or on any hard drive. Any e-mail, instant messaging, Internet access, computer application, or information in district computers or computer systems is subject to monitoring by the administration.

E-Mail, instant messaging, and Internet access shall be used primarily to conduct approved district business, educational research, and educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration. Students shall not install software on district computers or computer systems.

**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 USD261 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 USD261 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 the responsibility of all members 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**

The following disciplinary procedures are available when school policies have been violated but are not necessarily used entirely in the following sequence. Note that selected violation of the student conduct code means the student is choosing to have preset consequences enforced. Though there is a need for some administrative discretion, these and other disciplinary consequences are to be enforced uniformly and fairly for all. Other preset consequences could be added as necessary, and a policy of progressive consequences will be enforced for those with multiple violations. These procedures are based on a belief that students "can and must" control their behavior while allowing for some possible mistakes in the learning process. There may be times when a student will have consequences through the following avenues:

**Informal Talk (counseling)**

A school official (teacher, administrator, or counselor) will talk to the student and try to reach an agreement regarding how the student should behave. Parents may be notified if necessary.

**Points**

Inability to earn points in applicable category to behavior.

**Conference**

A formal conference is held between the student and one or more school officials.–This action will be recorded in the student's file. Parents may be contacted and/or a written notice will be mailed to the parent or guardian. Additional members may be present at this meeting as deemed appropriate.

**Chronic Classroom Disruption**

The student will be assigned to a study carrel in the classroom. Should the use of this intervention prove an ineffective consequence, administrator/designee may issue an in-school suspension (ISS).

**In-School Suspension (ISS)**
The student will be assigned for controlled study in the Bayou for up to five days or pending a parent conference. Should the use of ISS prove an ineffective consequence, administrators may deem it necessary to use out of school suspension (OSS).

**Out-Of-School Suspension (OSS)**
Only in the most extreme case will out-of-school suspension be used with students. In these cases, the student will be sent home from one to five days. There are certain offenses according to school policies that automatically mandate suspension. These board-approved policies can involve drugs, alcohol, or other types of offenses.

**Extended Suspension or Expulsion from School**
This suspension will be for a five-day period, with a formal hearing provided not later than the last day of the five-day suspension, to determine whether the suspension will be extended or an expulsion from school will be made.

Students who are suspended or expelled cannot be on school property or at school activities during the time of suspension or expulsion. Violation of this policy will be considered criminal trespassing and will be handled by the police department.

## DESCRIPTIONS OF VIOLATIONS

**CLASS A: Extended Suspension**
This suspension will be for a five-day period. The student may be instructed to leave campus immediately or may be escorted off campus if necessary. If a parent cannot be reached, the student will be placed in ISSR for the remainder of the day. Law Enforcement authorities may be contacted when action violates local, state, or federal law.

**Aggravated Battery and Assault**
Threatening or striking another individual with a weapon or part of their body.

**Action Causing Student, Teacher of Staff Physical Injury**
Any action that results in an injury requiring medical treatment.

**Aggressive Physical Contact Directed at Faculty or Staff**
Any action in which contact is made with a school employee in an intentional manner to cause harm or intimidate.

**Extortion**
To obtain services, property, or money by threatening someone.

**Fire Code Violations**
To include but are not limited to false alarms, handling and/or discharging the fire extinguishers, setting a fire, possession or detonation of explosive devices, possession or use of fire works, or any other violation of fire code.

**Grand Larceny**
Theft of property or money in excess of $250. The student will be expected to make restitution as part of the penalty for such action.

**Possession of Weapon**

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon on the school grounds. This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon. Any device that has the potential of delivering an electrical charge or any material such as mace will be considered a weapon.

The term "**weapon**" means:

- any instrument (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or silencer; or any destructive device as used in this policy
- any bludgeon, sand club, metal knuckles, throwing stars, switchblade, or blade that opens by gravity or thrust, or any instrument used as a weapon
- any device that has the potential of delivering an electrical charge such as a stun gun
- any irritant material such as mace or pepper spray

The term "**destructive device**" means discharging or possession of fireworks, explosive devices, poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, other incendiary devices, simulations thereof or other device similar to any of these devices.

**Rape or Attempted Rape**

Sexual intercourse or attempt of sexual intercourse

**Selling of Illegal Substances**

Selling of any controlled substance, i.e., drugs, intoxicants, etc.

**Terrorist Threats**

To make serious threats against a person, a person's family, or property

**Vandalism**

Willful destruction of property that causes in excess of $250 in damages. The student will be expected to make restitution as part of the penalty for such action.

**CLASS B: In-School Suspension from School**

This suspension will be a two to five day in-school suspension. The student must make at least an 80% on his/her point sheet for the day to be counted, unless otherwise specified by the teacher and/or administrator.

**Disorderly Conduct**

Conduct and/or behavior that is disruptive to the orderly education procedure of the school.

**Fighting**

To strike another person. Aggressive physical contact is considered fighting.

**Gambling**

To organize or participate in gaming where chance, consideration, and winning something of value occur.

**Petty Larceny**
Petty Larceny is the unlawful taking and carrying away the property of another individual (under $250). The student will be expected to make restitution as part of the penalty for such action.

**Racial Harassment**
Racial harassment shall include, but not be limited to:

- Treatment of a student differently on the basis of race, color, or national origin in the context of an educational program or activity without a legitimate, nondiscriminatory reason so as to interfere with or limit the ability of the student to participate in or benefit from the services, activities, or privileges by the recipient.
- Harassing conduct (e.g., physical, verbal, or graphic) that is sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the services, activities or privileges provided by a recipient. District employees and students shall not at school, on school property or at school activities wear or have in their possession any written material, either printed or in their own handwriting, which is racially divisive or creates ill will or hatred. (Examples: clothing, articles, material, publications, or any item that denotes Ku Klux Klan, Aryan Nation –White Supremacy, Black Power, Confederate flags or articles, Neo-Nazi, or any other "hate" group. This list is not intended to be all-inclusive.)
- Treatment that effectively causes, encourages, accepts, tolerates, or fails to correct a racially hostile environment.

In general, an incident of racial harassment shall result in:

1st offense warning, peer mediation
2nd offense 1-day in-school suspension (class C)
3rd offense 3-day out-of-school suspension (class B)
4th offense 5-day out-of-school suspension with a due process hearing scheduled with recommendation for long-term suspension/expulsion (class B)

Any student who believes he or she has been subjected to racial harassment should report the problem to his/her principal, or another certified staff member. Staff members shall refer all complaints of racial harassment or intimidation to the program administrator.

**Reckless Endangerment**
Conduct that might place an individual or group of individuals in danger of being injured. Violations include but are not limited to possession of an instrument of endangerment; making telephone or cellular calls or originating electronic pages or emails during a crisis situation or crisis drill; placing of false emergency calls.

**Inciting racial issues and/or gang rivalry through signs, language, or dress.**
Wearing or in possession of clothing or any item or using verbal or written statements or derogatory insults/slurs that create racial unrest, promotes bigotry and prejudice, or is a source of disruption or a disturbance.

**Fighting – Hazing – Bullying**
No student and/or employee shall conspire to commit any act that injures, degrades, or disgraces a fellow student and /or employee. Disciplinary procedures and/or consequences may be necessary and will be determined on an individual basis.

**Sexual Harassment**

District employees and students will not sexually harass or permit sexual harassment of a student by another employee, student, non-employee, or non-student. Neither shall a student sexually harass another student or school staff.

Sexual harassment is defined as "behavior expressed in words, pictures or actions that is offensive to a person, involving issues of sexuality that is not welcomed and may be embarrassing or uncomfortable for the victim to experience, which is one-sided, is about power, and a violation of board policy and federal law." Sexual harassment will include, but not be limited to:

- Sexually oriented communication, including sexually oriented verbal "kidding" or harassment or abuse;
- Subtle pressure or requests for sexual activity;
- Creating a hostile school environment, including the use of innuendoes or overt or implied threats;
- Unnecessary touching of an individual, e.g., patting, pinching, hugging, repeated brushing against another person's body;
- Requesting or demanding sexual favors accompanied by an implied or overt promise or preferential treatment with regard to a student's grade status in any activity, or
- Sexual assault or battery as defined by current law.

Two procedures have been developed to process sexual harassment complaints: (1) informal action that includes resolving the complaint through conferences with a counselor or administrator and (2) formal action that includes suspension from school.

**Show of Disrespect by Word/Act/Symbol**

Show of disrespect includes inappropriate use of language, hazing, or harassment directed toward any one person or group of individuals or any gesture that is deemed to be of an inappropriate nature directed towards any one person or group of individuals. Behavior includes, but is not limited to, poor sportsmanship, de-pantsing self or others, displaying bandanas or flags representing hate groups, gang affiliation, or symbols of other such groups.

**No-Tolerance Gang Policy**

Tri-City Day School takes the position that involvement in gang activity is an indicator of poor self-esteem and lack of self-confidence, and that it is counterproductive to achieving harmony at home and success in a school environment. References, comments, activities, displays, or manner of dress that indicate membership or "wanna-be" affiliation in a **gang** are not allowed at TRI-CITY DAY SCHOOL. These include but are not limited to:

- Any colors, labels, drawings, designs, jewelry, emblem, badge, symbol, sign, or other items (whether on clothing, accessories, art, hair, or skin) or manner of dress (e.g., sagging and sports apparel).
- Talking about or making references regarding gangs in any manner.
- Hand gestures or "throwing up" of gang signs.
- Wearing any apparel, (which in the opinion of administration), is associated with gangs and/or becomes disruptive to the educational process may be banned. The wearer of such apparel shall be subject to administrative disciplinary action.

**Substance Use or Possession**

Staff at Tri-City Day School is legally and ethically obligated to prevent or stop substance abuse in any form in order to maintain Tri-City Day School as a substance-abuse free environment. Please refer to the **Drug Free Schools and Communities Act** (P.L. 102-226, 103 St. 1928, Amended 1989) for details. Tri-City Day School has a zero-tolerance policy on use of illicit drugs in the school setting. Students are not to use, sell for money or other considerations, give, trade, dispense, consume, or have in their possession:

- Any beverage or other substance that contains alcohol;
- Any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, stimulant, depressant, marijuana, or intoxicant of any type;
- Any type of mood-altering chemical, prescription or nonprescription medication, or substance that can cause impairment, including item that can be inhaled.
- To be in possession of paraphernalia related to any of the above.
- Simulation of any of the above.

Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule, as long as the student has followed proper procedures by registering the medication with the health room.

**If a staff member suspects a student is impaired**

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.

1. Law enforcement will process the situation as they see fit. This may involve being arrested and detained.
2. All relevant persons such as parents, probation officers, mental health treatment team members, court related personnel, will be notified.

The violation of the above regulations will result in disciplinary action by school authorities.

**First offense**

There will be an automatic three to five day out-of-school suspension with a possible expulsion hearing.

**Second offense**

A second offense will result in a five-day out-of-school suspension with an expulsion hearing.

**Tobacco Use or Possession**

State Law forbids persons under age 21 from possessing or consuming tobacco products. Therefore, at no time are students permitted to possess or use tobacco products on Tri-City Day School property. Tobacco products include but are not limited to tobacco in all forms, such as cigars, cigarettes, e-cigarettes (metal tubes that are designed to look like real cigarettes) and/or vape pens which contain a cartridge filled with a nicotine-laced liquid that is vaporized by a battery-powered heating element), dip, sniff, and chew. Lighters, pipes, matches, or any type of tobacco storage container, including pouches and canisters, is prohibited. Students are responsible for all tobacco products in their possession regardless of the circumstances (e.g., wearing another person's coat that had cigarettes in the coat.)

Smoking or tobacco use by anyone is not permitted at any time inside Tri-City Day School buildings nor is it permitted on outside premises. **All violations will be reported to law enforcement authorities and will result in a ticket being issued. Students and parents are responsible for payment of all fines and court related costs.**

**Vandalism**
(Up to $250) A pupil who steals, willfully destroys, or defaces school property will be expected to make restitution as part of the penalty for such action.

**CLASS C: Out of class suspension, in-school suspension, and detentions**

**Defiance/Disrespect of Teacher**
Student behavior so exaggerated that its intent or result leads to disruption and disorder in the learning environment.

**Disruption of School or School Facilities**
Action that results in the disruption of the normal school day or the normal operation of school facilities. Violations include but are not limited to using electronic equipment that detracts from the learning environment; dispersing of chemicals with the intent to disrupt.

**Verbal Confrontation**
Verbal conflicts that are disruptive will not be permitted at school, on school grounds, on school buses, or at school sponsored activities. Drawing a crowd will be considered disruptive.

**CLASS D: Detention, out of class suspension or in-school suspension.**

**Academic Dishonesty**
Documented student behaviors involving plagiarism, cheating, passing off the work of others as their own. Students who are caught plagiarizing or cheating may be subject to grade reduction or loss of credit for the work. Teachers may require students to redo the work.

**Failure to comply with a Reasonable Request of a Faculty or Staff Person**
Failure to abide by a reasonable request made by any faculty or staff member in the classroom or school grounds, or at a school related activity.

**Inappropriate Language or behavior**
Any reference, gesture, comments, actions, jokes, drawings, nonverbal communication, or other representations that are:

- Sexually orientated,
- Involve flatulence, burping or other bodily noises;
- Involve cursing or words that mimic, suggest or sound like curse words. For an explanation of inappropriate words or behaviors, contact the Program Administrator;
- Disrespectful to authority figures such as school officials, law enforcement, or judges;
- A reference to any criminal activity in the past, present, or future.
- Any display of illegal or illicit substances or gestures representing their use.

**Theft** (under $25)
Theft is the unlawful taking and carrying away the property of another individual. The student will be expected to make restitution as part of the penalty for such action.

**Truancy**
The student is absent without authorization from scheduled classroom placement.

**Vandalism/Defacing of Property** (LESS THAN $25)
Destruction of school property or property of others with replacement or repair cost of $25 or less. The student will be expected to make restitution.

**Weather Related Offenses**
The student will refrain from throwing snowballs/ice, throwing other individuals into the snow/ice, shoving other individuals into water puddles/mud, or splashing others. Jumping in intentionally, followed by a request to go home, is in violation.

**Other Behavior Violations**
Warning, detention, ISS~~R~~, loss of points

**Excessive Tardies**
Five or more tardies.

**Food and Drink Violations**
Food and drink in the classroom is discouraged; however, it will be allowed at teacher's discretion. *Caffeine stimulants, energy drinks, and five-hour supplements are not allowed.*

**Inappropriate Display of Affection**
Embraces, standing very close together, kissing or any other type of romantic behavior is not appropriate or acceptable. This is inclusive of written notes, comments, or behaviors associated with personal displays of affection within the Tri-city Day School. Notes, comments, or physical gestures/touching can possibly be considered as sexual harassment or in violation of public laws. Tri-City Day School administrator will make an appropriate follow up on a situational basis. A disciplinary referral will be made on students who fail to adhere to this policy.

**Inappropriate Dress**
Please refer to the prior section on Dress Code for acceptable and unacceptable dress.

**Inappropriate Use of Computer & Internet**
Inappropriate use of these technologies will result in the cancellation of computer access or other disciplinary action by school officials.

**Possession or Use of Personal Radios, Tape Players, Electronic Games, Etc.**
Personal radios, tape players, cellular phones, pagers, laser lights, and electronic games etc. are not allowed on school property during the regular hour's school is in session without staff approval. A parent must pick up confiscated equipment. Second offense will result in a "failure to comply" referral.

## USE OF SCHOOL FACILITIES AND GROUNDS

The Board of Education has always been quite liberal in permitting organizations within our school district the use of school facilities so long as proper supervision is maintained. Proper respect of the building, equipment, and grounds is expected of all users.

Facility use forms must be completed and signed in advance of usage of any school facility. These forms are kept in the office of each building principal and must be approved by both the principal and superintendent of finance.

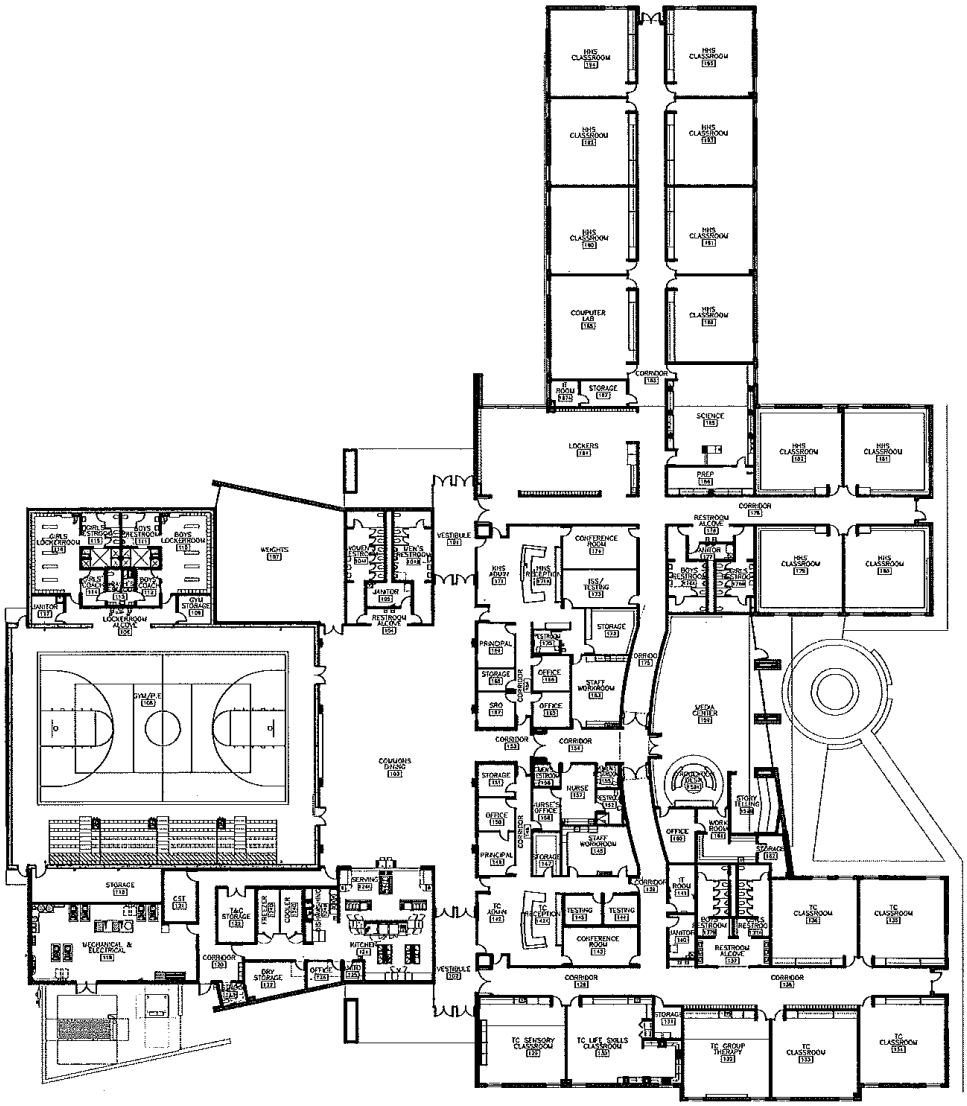
The use of tobacco products is prohibited on all school grounds. The individual making the arrangements for use of the building will be responsible for enforcement of the regulations.

The superintendent must approve use of school grounds, by community groups. A deposit may be required to ensure compliance with the city ordinance and to guarantee that the grounds will be left clean and in good condition.

Adequate adult supervision must be maintained at all times. Applicants when so directed shall provide an off-duty police officer. Guards, to prevent trespassing in portions of the building not authorized to be used, must be provided when so directed.

## HAYSVILLE HIGH SCHOOL

(ENTRANCE ON THE N.E. SIDE OF BUILDING – THIS SIDE OF MAP)



## TRI-CITY DAY SCHOOL

(ENTRANCE ON THE S.W. SIDE OF BUILDING – THIS SIDE OF MAP)

**New School Room Numbers**

**102 – Vestibule**
**103 – Cafeteria**
**108 - Gym**
**128 – West Corridor**
**129 – Affective Classroom**
**130 – Life Skills**
**131 – Life Skills storage**
**132 – Group**
**133 –Classroom**
**134 –Classroom**
**135 –Classroom**
**136 –Classroom**
**137 – Restroom Alcove – handwashing**
**137 A – Girl's Restroom**
**137 B – Boy's Restroom**
**138 – East Corridor**
**139 – North Corridor**
**140 – Custodial**
**141 – IT Room**
**142 – Office**
**142A – Reception**
**143 – Conference Room**
**144 – Testing Room**
**145 – Testing Room**
**146 – Staff Workroom**
**147 – Curriculum Storage**
**148 – NW Corridor**
**149 – Principal**
**150 – Social Worker**
**151 – Storage**
**152 – Health Room Restroom**
**153 – Corridor**
**154 – Corridor**
**155 – Women's Restroom (Staff)**
**156 – Men's Restroom (Staff)**
**157 – Health Room**
**158 – Health Room Office**
**159 – Library**
**160 – SRO**

**Parent/Student handbook acknowledge of receipt.**

**PARENT RETURN FORM**

**Student name:** _____ **Date:** _____

I have read and discussed the parent/student handbook with my child. I understand that any questions I have should be addressed to Tri-City Day School administrator or designee. I understand that the rules and procedures in this handbook are for the purpose of promoting a safe and orderly environment in which my child can learn and succeed.

_____ _____

**Parent Signature** **Date**