

## USD 381 MISSION STATEMENT

The mission of USD 381 is to ensure every child is proficient in all subject areas with the ability to use the knowledge, skills, and behaviors learned to meet the challenges of tomorrow.

## DEAR PARENTS & STUDENTS

Welcome! We are pleased that you are a part of the Spearville Elementary community. We anticipate your involvement and cooperation to make the school year a great success!!

This student/parent handbook is designed to help answer many of your questions concerning guidelines and policies used at Spearville Elementary. By following these guidelines, we hope to provide every student with the positive environment needed to encourage student success!

## SPEARVILLE GRADE SCHOOL DAILY GUIDELINES FOR STUDENTS & PARENTS

The following guidelines are not all-inclusive. The principal will make decisions concerning any situations that develop that are not specifically covered in the guidelines and handbooks.

**Morning supervision for students begins at 7:30.** The first classroom bell will ring at 7:40 A.M. for students to enter the classrooms. The second classroom bell will ring at 7:50 A.M. Classes will begin at this time. **On cold and inclement weather days, students arriving before 7:30 a.m. will be allowed in the main hall of the building. Students will not be supervised before 7:30 a.m.**

School is dismissed at 3:17 P.M. **Students should go home immediately after school.** Parents must make arrangements for their students after school. When plans change, please send a note or call the elementary office so that teachers can plan accordingly. Babysitters should also be notified of changes. **The playground will be closed after school.** After 5:00 p.m. students who use the playground should be supervised by parents.

**When arriving in the morning, kindergarten through 5<sup>th</sup>-grade parents should say goodbye to their students at the main north entrance of the building.** At the beginning of the school year parents may accompany smaller students to their classrooms, but after a few days the students should be encouraged and allowed to get to their rooms independently.

**Non-School Party Invitations:** The school is not responsible for handing out non-school party invitations or to ensure that all of the invitations are received by the students. However, we will try to accommodate parents/students when possible. **Classroom teacher approval must be obtained before non-school party invitations will be handed out at school.** The classroom teacher will review the invitations to make sure that all students in the following groups are receiving invitations:

- All students in the class, or
- All girls in the class, or
- All boys in the class, or
- All students at the grade level, or
- All girls at the grade level, or
- All boys at the grade level

Purses, pencils, pens, etc. should be kept in your desk. These are considered personal belongings and the school will not be responsible for them.

**Do not bring pets or other live animals to school for show-and-tell, or just to show to classmates.** Exceptions must be approved in advance by the teacher and principal.

Do not carry money in billfolds or purses except what you may need for supplies. Showing money around or bragging how much money you have, only makes it more tempting for someone to steal.

You are not to eat candy, sunflower seeds, or chew gum, during the school day.

Water guns are to be left at home.

MP3 players, electronic games, and other electronic devices are not allowed at school. Students should not bring these devices to school.

**CELL PHONES:** The school recommends that students do not bring cell phones to school. **If a student brings a cell phone to school, the phone must be kept in the student's school bag unless permission is granted by an adult to use the cell phone. Cell phones may not be used by students without PERMISSION of a supervising adult.** These cell phone guidelines must be followed before, during and after school.

If for some reason you need to leave a classroom during the day, you are to ask permission from the teacher.

The library is a place to go for research or to get reading material. It is not a place to go to visit with a friend. Students are to follow all library rules.

Students are not to use the Office telephone unless there is an emergency. Please, only one person to the Office at a time.

Books that are checked out to a student on the first day of classes are the responsibility of the student and parents. If lost or returned in poor condition, you will be asked to pay for the book.

**Dress for school is to be modest. Students are encouraged to dress in a neat and attractive manner that reflects pride in themselves and their school. We rely on parents' good judgment as to what students should wear. Students should not wear tank tops, midriff tops, oversized baggy pants, and T-shirts with advertising (such as Coors, etc.) or objectionable sayings on the front or back.**

**Students will be allowed to wear shorts during hot weather in the Fall and Spring. Shorts should be loose fitting. The shorts should be at least as long as the tips of the student's fingers when the student hangs his/her arms to his/her side. Shorts may be worn during the 1<sup>st</sup> and 4<sup>th</sup> quarter only. They should not be worn during the 2<sup>nd</sup> and 3<sup>rd</sup> quarter.**

**Students should not wear tight fitting leggings unless tops/skirts/shorts are also worn and are at least as long as the tips of the student's fingers when the student hangs his/her arms to his/her side.**

**Do not wear flip-flops to school. If sandals are worn they must have support for the foot.**

**If students come to school in violation of the school dress code, parents will be contacted to bring a change of clothes.**

When it is necessary for students to leave school during the day for doctor appointments, etc., the student/parent must check-out in the office. Leaving school without proper notification could result in an unexcused absence.

Students arriving at school late or returning from appointments during the day must check in at the office. An admit-to-class slip will be given to the student.

When you go to lunch, you are to cross the street at intersections and stay on the sidewalks. You are not to pick flowers, throw paper in yards, etc. along the way.

If you wish to go home for lunch, you must first come to the Office for a release form for your parents to sign. Until we have this form in the Office, you will go to lunch with the rest of the class.

Any teacher or other authorized person has the right to correct the misconduct of any student. Students must obey the commands of any teacher or other authorized persons before, during, or after the school day.

KSA 65-2872b authorizes any person to administer epinephrine in an emergency.

## GENERAL STUDENT REGULATIONS

The following rules are listed for your general information:

1. The use or possession of tobacco, alcohol, and drugs is forbidden.
2. Chewing gum in school is prohibited.
3. The following items are not permitted at school:
  - a. Fighting
  - b. Guns (real or toys), BB shot or other ammunition
  - c. Firecrackers, matches, cigarette lighters, etc.
  - d. Knives or other weapons
  - e. Glass containers of any kind
  - f. High heeled shoes, roller blades, skateboards, rip-sticks, hee-lies, etc.
  - g. Radios, iPods, MP3 players, and other hand-held electronic devices
  - h. Other items may be added to this list as determined by the administration

## DISCIPLINE PROCESS

**The building principal is in charge of the student discipline for the building. When circumstances arise that are not explicitly covered in the handbook, the building principal has the authority to take disciplinary action deemed to be necessary for the welfare and development of the students.**

In general, teachers are expected to first attempt to handle ordinary discipline problems and use the Principal as a willing resource.

Students who fail to measure up to proper standards of conduct will be subject to disciplinary action. Five, ten and twenty-minute detentions may be assigned to students who fail to follow the school-wide assertive discipline plan. Additional disciplinary action may be assigned as determined by the building principal.

Extra-curricular activities shall be considered a privilege to be enjoyed by those who act in accordance with the best interests of the school. Therefore, the Principal may end participation in any activity for any student he considers to be acting or to have acted improperly. Students who represent Spearville Schools should be on their best behavior at all times.

The Principal may suspend any student who acts contrary to the best interest of the school. If a temporary suspension cannot bring about corrective action, a student may be recommended for long-term suspension or expulsion to the Superintendent. The parent will then be notified directly in writing that the student will serve a long-term suspension or expulsion. The parent may appeal the long-term suspension or expulsion to the Board of Education. (FERPA)

Orderly conduct is becoming of every good citizen and is the goal toward which the school should strive. A well-planned and orderly school will make work for pupils, teachers, administration and the board pleasant and constructive. Students will not succeed nor develop correct attitudes if proper discipline is not maintained. Teachers should maintain control of the students in such a manner that purposeful activity is possible within the limits of the best interest of the group. Teachers are to exercise control and maintain discipline according to the best educational procedure. When the teacher has exercised these rights and privileges as a teacher in a judicial manner, the administrators and school board will support the teacher and help to carry out disciplinary action.

**SPEARVILLE ELEMENTARY SCHOOL**  
**Bullying Policy**

**Spearville Public Schools are committed to creating a safe, caring, respectful learning environment for all students. Bullying of students occurring in the schools is strictly prohibited and will not be tolerated. For the purposes of the policy, “school” includes school buildings, school grounds, and school-sponsored social events, trips, sporting events, buses, and bus stops. Reported incidents of bullying will be investigated promptly and thoroughly by the school administration.**

**Definition of Bullying:**

**Bullying is a pattern of aggressive, intentional or deliberately hostile behavior that occurs repeatedly and over time. Bullying behaviors normally fall into three categories, physical, emotional, and verbal, and may include, but are not limited to, intimidation, assault; extortion; oral or written threats; teasing; putdowns; name-calling; threatening looks; gestures, or actions; rumors; false accusations; hazing, social isolation, and cyber-bullying.**

**Preventative Measures**

**1.) Student Instruction/Awareness:** Bullying behaviors are unacceptable. Ongoing instruction is to be provided through the Character Education and other instruction programs in the pre-K through 12<sup>th</sup>-grade Spearville Public Schools curriculum.

**2.) Staff Awareness/Action:** School personnel shall receive in-service training on anti-bullying policy to ensure a consistent approach is adopted on a district-wide basis. The school administration requires all staff members who observe, suspect, or become aware of an act of bullying to immediately notify an administrator.

**3.) Student/Parent Action:** The school system encourages students and parents who become aware of an act of bullying to immediately report the incident(s) to a school

administrator for further investigation. Any student who retaliates against another for reporting bullying will also be subject to consequences.

**4.) Complaint/Investigative Procedure:** All students shall be informed of their right to protection against bullying behaviors and the right to file a complaint if they believe they have been the victim of bullying behavior. School administrators are responsible for investigating each complaint, determining if the complaint is legitimate in accordance with the above definition, and taking appropriate corrective action. Any student (be they the victim or the bystander) may initiate a complaint by talking to a teacher or completing a confidential reporting form and returning it to a building administrator. Any student or parent may also file a complaint by using the confidential email listed on the school website at [www.usd381.org](http://www.usd381.org). **The email address is:** stopbullying@usd381.org

#### **Intervention/Consequences:**

Reports of bullying are taken seriously and shall be dealt with quickly and effectively. If a student is found guilty of bullying behavior the consequences shall depend on both the results of the investigation and the severity of the incident. Consequences may include but are not limited to mediation, detention, a parent conference, counseling, suspension, expulsion, or referral to local law enforcement agency.

### SCHOOL COMMUNICATIONS

Many letters and notes are sent home with the students during the school year from the teachers and the office. Please take the time to read and respond to each communication. Some letters need to be signed and returned to the teacher or office. Please return these letters promptly.

### STUDENT MEDICATION

**Parents will complete a Medication Permission Form for those students who will be able to receive Tylenol as needed from the office. The student must also furnish the Tylenol for his/her use.** The medication will be kept in the office. Students taking prescription medication must bring a signed note at that time with him/her as to the dosage and how long he/she will be taking the medication. Please have the student bring the note to the Office so it can be put on file.

KSA 65-2872b authorizes any person to administer epinephrine in an emergency.

### TARDIES

Promptly at 7:50 a.m. the teachers begin class with attendance, daily routines, and assignments. Tardy students interrupt the process and cause unnecessary delays in the classroom. **Students who are tardy a second time during a calendar week will be**

**given a 10-minute detention after school for the second tardy and each additional tardy during that week.**

## ATTENDANCE

**Parents should contact the school early in the school day when their student(s) are absent from school.** If no parent contact is received, the school will attempt to contact parents.

**Sickness & School Attendance:** Parents should keep students at home when the child is running a fever or has vomited that morning. Since students are in close contact with each other, sickness can quickly spread throughout the classroom when sick students try to attend school.

**ADVANCE NOTICE OF ABSENCE:** **When parents know in advance that students will be absent,** the parents should phone the school to report the future absence and to arrange for homework to be organized and delivered. Advance written notice (at least two days) to teachers for planned absences gives the classroom teacher time to organize and prepare homework in advance. (Do not expect teachers to prepare homework in advance without adequate notice.)

All students will be required to bring a note from parents to get an admit slip from the office following an absence. Roll will be taken carefully each day in each class and reported to the office and recorded. The number of absences will be recorded on the student's report card and permanent and cumulative records. All make-up work should be obtained from the teacher at the beginning of the class period and turned in by the specified time.

When it is necessary for students to leave school during the day for doctor appointments, etc., the student/parent must check-out in the office. Leaving school without proper notification could result in an unexcused absence.

Students arriving at school late or returning from appointments during the day must check in at the office. An admit-to-class slip will be given to the student.

## USD 381 Policy

**JBD** **Absences and Excuses** (See AEB, IHEA, JBE and JDD)

**JBD**

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.

Procedures for notifying parents on the day of a student's absence shall be published in the student handbook.

### 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 prearranged 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 an unexcused absence. A student serving a period of suspension or expulsion from the district shall not be considered inexcusably absent.**

### **JBD Absences and Excuses**

**JBD-2**

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

#### Significant Part of a School Day

An absence of two or more hours in any school day shall be considered an absence for a significant part of the school day.

#### Make-Up Work

It is the student’s responsibility to obtain make-up assignments from teachers following an excused or unexcused absence.

Approved: KASB Recommendation-7/96; 9/97; 4/07; 12/14

## TRUANCY

If three or more unexcused absences occur consecutively or five days or more in any semester the child is truant. Students who are habitually tardy may also be considered truant.

## SEVERE WEATHER SCHOOL CLOSING

In the event that school is to be canceled, an announcement will be made on SchoolReach phone network, radio, and TV. The cancellation will be made as early as possible.

## PARTIES

We will have four short classroom parties this year. A Fall Party, Winter Party, Valentine's Day Party and a Spring Party will be scheduled.

**Birthday celebrations are not parties.** Treats may be sent by the parents as directed by the classroom teacher. These celebrations only last a few minutes. **Parents and students should not expect or plan a big birthday party at school. Parents should not plan to attend the birthday celebrations.** Handing out birthday treats should take no more than 5 to 10 minutes of class time as scheduled during the day by the teacher. **Birthday treats must be purchased products—no homemade items will be allowed.**

## FLORAL DELIVERIES

Balloons, floral arrangements, etc. to individual students are discouraged and will not be delivered to the classrooms.

## GRADE REPORTS

A nine-weeks skills based grade report will be developed each nine weeks for the Kindergarten through second-grade classes. The third through fifth-grade classes will develop a skills based report card which includes percentage grades for math, language arts, social studies, and science.

A short checklist/narrative student update will be sent to the parents in the middle of each nine-weeks grading period.

At the beginning of the school year, the dates for sending each 9 weeks' grade report to parents will be finalized. The final report cards will be mailed out at the end of the school year.

## SAFETY WHILE ARRIVING AT SCHOOL

**PLEASE APPROACH THE SCHOOL FROM THE WEST when students are being driven to school. The students should exit vehicles on the curb side of the street. All traffic should flow from west to east. Sometimes especially in bad weather, traffic jams do occur. Please be patient for the safety of our students!!**

## PICKING UP STUDENTS AFTER SCHOOL

Parents should greet students at the north end of the building when picking up students after school. When you need to visit with a teacher, please stop in the office so that the teacher can be notified and available for your assistance.

## SCHOOL OFFICE HOURS

The elementary office will open at 7:30 a.m. each day. The office will be closed from 10:45 a.m.-12:15 p.m. to help serve lunch each day. The office will close at 4:00 p.m. each day. Please do not call the office before 7:30 a.m., since no one will be available to answer the phone.

## SCHOOL VISITATION

Parents are encouraged to visit the school. Please notify the teacher in advance when you are going to visit. Please do not plan to visit a classroom for more than half a day per visit. Parents or grandparents may also eat at the school cafeteria with their student once or twice a year; however, the parent will have to pay the regular adult price for the meal. **Please check-in at the office when arriving at the school, and we will announce your arrival to the classroom teacher. This procedure is designed to help provide a safe school environment for our students. Thanks for your cooperation!!**

## LOST AND FOUND

A table for Lost-and-Found items will be maintained (ask in the office for directions). Clothing and personal belongings that are brought to school should be labeled with the student's name.

## SAFETY PATROL

A Student Safety Patrol is organized by the 5th-grade class. The patrol students are placed at the intersections east and west of the school.

## KANSAS STATE SCHOOL LAW

All students must have a physical, birth certificate, and up-to-date immunizations to attend school. Information concerning these records can be obtained at the school office.

## HEAD LICE INFESTATION

The State Health Department recommends an initial shampoo with A-200 Pyrinate Gel or Liquid, R & C Shampoo, or RID shampoo; and a follow-up shampoo a week later to make sure all the nits are destroyed.

## SCHOOL LUNCH

Lunches may be purchased from the Elementary Secretary. Lunch account balance reports for each student will be sent home with the youngest child in each family. **The school is not allowed to “charge” meals, so please watch your student lunch accounts closely.**

The elementary students will choose from a variety of food items to meet the minimum daily meal requirements. Additional items may also be selected by the students each day.

One carton of milk is included with each meal. Additional milk may be purchased. Students should not share their lunch food with other students due to sanitation reasons.

**Students may bring sack lunches to school. Parents are encouraged not to put candy or other foods with no nutritional value in a sack lunch. A granola bar is a recommended desert for a sack lunch.**

Parents or grandparents may also eat at the school cafeteria with their student once or twice a year; however, the parent will have to pay the regular adult price for the meal.

#### BREAKFAST AN IMPORTANT START

Research indicates students perform better with morning food intake. Students who eat breakfast work faster, make fewer errors, provide more original answers on open-ended tests, and have more energy and greater physical endurance. Educational deficits occur when students have short-term hunger. Spearville schools serve breakfast at the school cafeteria each morning from 7:20-7:40 a.m. Office staff at Spearville elementary school has access to food for any student in need of nourishment at the beginning of the school day.

#### SPECIAL DIETARY NEEDS

If a student has a special dietary need, the parent/guardian should obtain a medical statement from a recognized medical authority/physician providing a list of foods that the student must omit for his/her diet and provide a list of approved substitutions that may be used. The following is a list of forms parents may obtain from the Central Office upon request should their student have a special dietary need:

- Letter to Recognized Medical Authority/Physician
- Medical Statement for Student with Food Allergy or Intolerance
- Medical Statement for Student with (Food) Disability

#### EMERGENCY DRILLS

The safety of your child is one of our greatest concerns. The school holds regular drills to teach pupils to respond calmly in the event of an emergency. Fire drills are conducted once each month, and tornado drills are conducted in the Fall and Spring. Lock down

drills will be practiced throughout the school year. Detailed escape routes are posted in each room of the building.

#### FIELD TRIPS

When a field trip is taken, your child will bring home a permission form giving the destination and date. This form must be signed and returned to the teacher before your child will be allowed to go on the trip.

#### NO WEAPONS AT SCHOOL

It is against state law to bring any weapon to school. This would include knives and guns. Students could receive a one-year suspension for bringing a weapon to school. Additionally, please do not bring toy knives and guns to school.

#### KANSAS SCHOOL SAFETY HOTLINE

The Kansas School Safety Hotline has a toll free number available 24 hours per day, 365 days per year to give students, parents, and community members the opportunity to report any impending school violence. The hotline is in direct contact with the Kansas Highway Patrol. As you are aware, students usually have knowledge of potential school violence before it occurs. **This hotline would give students the opportunity to anonymously report any potential violence. The hotline telephone number is 877-626-8203.**

#### NON-DISCRIMINATION STATEMENT

Spearville-Windthorst Unified School District #381, Spearville, Kansas, shall not discriminate against any individual on the basis of race, color, national origin, sex, disability, age or religion in the admission or access to or treatment, or employment in the district's programs and activities which it operates.

Any incident of discrimination in any form shall promptly be reported to an employee's immediate supervisor, the building principal or the district compliance coordinator for investigation and corrective action by the building or district compliance officer. Any employee who engages in discriminatory conduct shall be subject to disciplinary action, up to and including termination. Any student who engages in discrimination may be reprimanded and counseled to refrain from such conduct. Any student who continues to engage in discriminatory conduct will be disciplined in a manner deemed appropriate by the administration, up to and including suspension or expulsion from school.

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age or religion in the admission or access to, or treatment, or employment in the

district's programs is prohibited. The USD 381 District Counselor has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) 1998.

### E-MAIL & COMPUTER APPLICATIONS

Students shall have no expectation of privacy when using district e-mail or computer systems. E-mail messages shall be used only for approved 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.

Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules, or any other classroom rules relating to computer use are subject to disciplinary action, up to and including suspension from school.

### Spearville Public Schools Notification of FERPA Rights

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's education records. These rights include:

1. The right to inspect and review the student's education records. Under the act, the school has 45 days to provide requested records.

Parents or students 18 years or older, should submit to the school principal or designated personnel a written request that identifies the records they wish to inspect. The school will make arrangements for access and notify the parent or student within 45 days of the request.

2. The right to request the amendment of the student's education record(s) that the parent or student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or students who wish to ask the school to amend a record should write the school principal or designated school personnel, clearly identifying the part of the record they wish to have changed. Should the school decide not to amend the record, the parent or student shall be notified of the decision and given the right to a hearing if they so wish. Additional information regarding the situation shall be provided by the school when a hearing is requested.

The right to consent to disclosures of personally identifiable information contained in the student's education record, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school district in an administrative capacity, supervisor, a support staff member, a school board member, an individual or company employed by the school to provide a service, or a parent or student serving on an official committee.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill a job responsibility.

3. Patrons have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Spearville Public Schools to comply with FERPA requirements. Complaints can be filed at the following address:

Family Policy Compliance Office (FPCO), U.S. Department Of Education  
400 Maryland Ave, SW, Washington, DC 20202-5920

UNIFIED SCHOOL DISTRICT 381  
Spearville, Kansas

Board Policy

#### MANAGEMENT OF STUDENTS AND EMPLOYEES WITH ACQUIRED IMMUNODEFICIENCY SYNDROME (AIDS) HTLV-III INFECTION

Medical research indicates that AIDS/HTLV-III cannot be transmitted through casual physical contact. The school-aged child infected with AIDS/HTLV-III presents a negligible risk of transmission to his/her or to other adult school personnel and thus does not affect their health and safety. For the same reason, adult school personnel infected with AIDS/HTLV-III, under ordinary circumstances, will not infect school children or co-workers. Therefore, both children and adult school personnel infected with AIDS/HTLV-III should, in most instances, continue to attend school and to participate fully in programs and activities offered by Unified School District 381.

Removal of a student or an adult employee infected with AIDS/HTLV-III from a school setting is normally not justified. However, guidelines will be established in Administrative Regulation for case-by-case review process for any student or school employee known to have AIDS/HTLV-III. The Board grants the superintendent authority to act on the recommendation of the Communicable Disease Evaluation Advisory Committee (CDEAC) as established in administrative regulation accompanying this policy statement.

UNIFIED SCHOOL DISTRICT 381  
Spearville, Kansas

Administration Regulation

MANAGEMENT OF STUDENTS AND EMPLOYEES WITH ACQUIRED  
IMMUNODEFICIENCY SYNDROME (AIDS)/HTLV-III INFECTION

1. ADVISORY COMMITTEE

The Superintendent of Schools will appoint a Communicable Disease Evaluation Advisory Committee (CDEAC). The CDEAC will meet as needed to determine the appropriate school placement of children or employees infected with AIDS/HTLV-III. The members of the CDEAC will consist of five members selected from the following:

- The Director of the SWKAC Special Education Coop
- The Ford County Health Nurse
- A local physician
- A local registered nurse
- The student/employee's physician
- The student/employee's parent, guardian or spouse

The Superintendent of Schools will not be a member of the CDEAC but will have approval powers over decisions made by the CDEAC.

2. PROCEDURES

- a. The CDEAC will review all student/employees known to have the AIDS/HTLV-III infection. The school system and county health department will immediately report known cases to each other, provided a written release to exchange information between the two agencies is obtained from the employee or the parents of the student.

- b. The student's parent(s) or guardian/employee must identify a physician who will be responsible for the care of the student/employee and who will monitor the student/employee's medical and psychological condition.
- c. Prior to the review, the CDEAC Chairperson will obtain appropriate data from the student's/employee's designated physician, the student's parents(s) or guardian(s), employee, and school, in a confidential manner. This will require permission from the student's parent(s) or guardian(s), or school employee.
- d. Included in CDEAC meetings, as needed, would be the parents(s)/guardian(s) of the student, the student (when appropriate), employee, principal, county health nurse, and teacher(s). Persons involved in the education or workplace of AIDS/HTLV-III infected students/employees, should respect the individuals right to privacy. The number of personnel who are aware of an individual's condition should be kept to the minimum needed to assure proper care of the person and to detect situations where the potential for transmission may increase, e.g. bleeding injuries.

It is not necessary or appropriate to notify parents of other students, or other school employees regarding the AIDS/HTLV-III status of any student or employee.

- e. The CDEAC will meet to determine if the student/employee presents an increased risk of transmitting the AIDS/HTLV-III infection. If so, they will also determine the appropriate restricted setting for the individual.
- f. The following items will be considered for all students:
  - 1. age
  - 2. behavior
  - 3. neurological and mental status
  - 4. physical condition

The CDEAC will recommend a restricted setting for the student he/she meets any of the following criteria:

- 1. Lacks control of body secretions
- 2. Exhibits behavior problems which would increase the possibility of transmission-such as biting.
- 3. Has uncoverable, oozing skin lesions.
- 4. Needs a restricted setting to protect them from the infectious diseases of others.

5. Needs a restricted setting to protect them from the risk of physical or psychological harm in an unrestricted setting.

If none of the above conditions exist, the CDEAC will recommend an unrestricted setting for the student.

- g. The CDEAC will determine whether or not any school employee with the AIDS/HTLV-III infection poses a potential risk of transmission to other employees or students. If so, the CDEAC will recommend a restricted setting for the employee. If a risk does not exist, the CDEAC will recommend continued work in the employee's regular workplace/position.
- h. Each member of the CDEAC has one vote. The CDEAC recommendation for each student/employee will be decided by a majority of votes. Three members of the CDEAC will constitute a quorum. In the case of a tie vote, the Superintendent of Schools will make the final decision.
- I. The CDEAC will keep written notes of its meetings. Recommendations will be made, in writing, to the Superintendent of Schools. The Superintendent must review and approve, in writing, the decision of CDEAC. It will be the responsibility of the Superintendent to see that a final decision is reached regarding a restricted or unrestricted setting for the student/employee.
- j. During the review process, an infected student/employee may be excluded from school/work. Exclusion will be done at the Superintendent's discretion, after consultation with the Chairperson of the CDEAC. If such exclusion is anticipated to be more than 10 school days, the CDEAC will recommend an interim educational placement.
- k. If the infected student/employee disagrees at any point in the review process with the CDEAC's recommendation(s) or the Superintendent's final decision, he/she may request a CDEAC meeting at which he/she is represented by legal counsel.

### 3. MONITORING

1. The student's/employee's principal or supervisor will be responsible for notifying the CDEAC Chairperson of any changes in the student/employee which would require a reassessment of the educational setting.

2. The CDEAC Chairperson will call the student's/employee's physician and principal/supervisor on a monthly basis to determine if there have been changes in the student's/employee's health status which have gone unreported. The Chairperson will also maintain monthly contracts with the student/employee. This will include the parent(s) or guardian(s) in the case of a student.
3. If any changes in the health status of a student/employee with the AIDS/HTLV-III infection occur which may increase the risk of transmission, the CDEAC person will immediately schedule a CDEAC meeting to discuss the situation. The student/employee may be excluded from school or workplace at this time (see section 2 j.)

#### 4. OUTBREAKS OF COMMUNICABLE DISEASES

If a communicable disease (e., g. measles, or chicken pox) occurs in a school or classroom which could be threatening to an infected student/employee, the infected student's parent(s) or guardian(s) or the employee, and the student's/employee's physician will be notified so the AIDS/HTLV-III infected individual can be excluded from the school during the outbreak.

USD #381  
SUBSTANCE ABUSE POLICY

Drug-Free Schools and Communities Act

The unlawful possession, use, or distribution of illicit drugs and alcohol by students or school employees on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug-Free Schools and Communities Act, P.L. 102-226. This policy, and any curriculum used in conjunction with it shall be evaluated at least every other year using criteria developed by the superintendent and approved by the board. The board shall receive a report after each of these reviews is conducted.

Approved:

CURRICULUM

All the district's students shall be made aware of the legal, social and health consequences of drug and alcohol use. Students shall also be informed that the use of illicit drugs and the unlawful possession and use of alcohol is both wrong and harmful.

The board directs the superintendent to confer with the staff in designing a comprehensive drug and alcohol abuse and prevention program to be integrated into the district's curriculum beginning with the 1990-91 school year. The board directs the superintendent to ensure that the program is age-appropriate and developmentally based to reach students at all ages and levels of education within the district.

### STUDENT CONDUCT

As a condition of continued enrollment in the districts, students shall abide by the terms of this policy.

Students shall not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, controlled substances or alcoholic beverages on school district property, or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to the following sanctions:

(1) First Offense. A first-time violator shall be subject to the following sanctions:

- (a) A punishment up to and including short-term suspension.
- (b) Suspension from all student activities for a period of not less than one month.

(2) Second Offense. A second-time violator shall be subject to the following sanctions:

- (a) A punishment up to and including long-term suspension;
- (b) Suspension from all student activities for a period of not less than one semester or four months.
- (c) A student placed on long-term suspension under this policy may be readmitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program. Name(s) of acceptable programs are on file with the board clerk.

If at any time the student fails to make satisfactory progress in the program, the suspension shall be re-imposed.

(3) Third and Subsequent Offenses. A student who violates the terms of this policy for the third time, and any subsequent violations; shall be subject to the following sanctions:

- (a) A punishment up to and including expulsion from school for the remainder of the school year.
- (b) Suspension from participation in and attendance at all school activities for the year.
- (c) A student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion only if the student has completed a drug and alcohol education and rehabilitation program at an acceptable program.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-8901, et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. In the event a student agrees to enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents. Drug and alcohol counseling and rehabilitation programs are available for students of the district. A list of available programs along with names and addresses of contact persons for the program is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program.

A copy of this policy and available counseling and rehabilitation programs will be provided to all students and the parents of all students. Parents of all students will be notified that compliance with this policy is mandatory.

#### SEXUAL HARASSMENT

Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited. Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term of condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

No district employee shall sexually harass, be sexually harassed, or fail to investigate or refer a complaint of sexual harassment for investigation. Complaints of sexual

harassment by employees will be promptly investigated and resolved. Initiation of a complaint of sexual harassment will not adversely affect the job security or status of an employee, or will it affect his or her compensation or work assignment. Violation of this policy shall result in disciplinary action, up to and including termination, against any employee.

**USD 381 Emergency Safety Interventions** (See JRB, JQ, JQA, and KN) **GAAF**

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: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that 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.

**US 381 Emergency Safety Interventions**

**GAAF-2**

**Prohibited Types of Restraint**

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

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

- Using physical restraint that impacts a student’s primary mode of communication;
- Using chemical restraint, except as prescribed 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
  - Seat belts 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.

**USD 381 Emergency Safety Interventions**

**GAAF-3**

Documentation

The principal or designee shall provide written notification to the student’s parents any time that ESI is used with a student. Such notification must be provided within two (2) 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 shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

Reporting Data

District administration shall report ESI data to the state department of education as required.

Local Dispute Resolution Process

The board of education encourages parents to attempt to resolve issues relating to the

use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

**USD 381 Emergency Safety Interventions**

**GAAF-4**

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

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30<sup>th</sup> 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.

Approved: KASB Recommendation – 6/13

**USD 381 SPEARVILLE  
ESI Acknowledgement Form**

Kansas regulations now require that we provide all parents with notice of our written

policies regarding Emergency Safety Interventions (“ESI”). Our district policy is available on our website at [www.usd381.org](http://www.usd381.org) and in the student handbook. In addition, we will provide a copy of the policy at any time upon request.

Please select one of the following options:

- I have been informed of the district’s policy, and I do not want a copy of the policy.
- I have been informed of the district’s policy, and I do want a copy of the policy. By my signature below, I acknowledge that I have received a copy of the policy.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARENT SIGNATURE

USD 381 SPEARVILLE  
EMERGENCY SAFETY INTERVENTION DOCUMENTATION

Date: \_\_\_\_\_

Dear: \_\_\_\_\_

The purpose of this letter is to inform you that on \_\_\_\_\_, at \_\_\_\_\_  
(a.m./p.m.)

(date)

(time)

the need for the use of an Emergency Safety Intervention was required for  
\_\_\_\_\_.

(name of student)

***K.A.R. 91-42-1(c) defines Emergency Safety Interventions (ESI) as “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 ESI.” Whenever an ESI is used, the parent(s)/guardian(s) must be informed within (2) school days.***

Type of Emergency Safety Intervention Used:  
Restraint \_\_\_\_\_

Seclusion \_\_\_\_\_

Duration of Seclusion/Restraint: \_\_\_\_\_ (minutes)

Location: \_\_\_\_\_

Name of Staff Member: \_\_\_\_\_ Witnesses: \_\_\_\_\_

Description of Incident: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please contact the building principal if you have any questions regarding this use of ESI.

\_\_\_\_\_  
(Signature of person completing report)

\_\_\_\_\_  
(Date)

\*Parent(s)/guardian(s) notified of this incident on \_\_\_\_\_ by \_\_\_\_\_  
\_\_\_\_\_  
(Date) (Name of staff member)

\*Original provided to Building Principal

\*Copy provided to (Parents/Guardians, Administrative Office)

**Protection of Pupil Rights Amendment: Regulation  
USD 381**

**Surveys: Parental Inspection Rights**

Parents shall have the right to inspect any survey created by a third party before it is administered or distributed to students in the school. Prior to distribution, parents shall have the right to inspect any survey that seeks information about: political affiliations or beliefs of the student or the student’s parent; mental or psychological problems of the student or the student’s family; sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; religious practices, affiliations, or beliefs of the student or student’s parent; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

**Written Permission Required**

If such survey is funded in whole or in part by federal funds or if the survey concerns the student’s or student’s parents’ or guardians’ beliefs or practices on sex, family life, morality, or religion, it shall not be administered without providing notice to and the express

written consent of a parent or guardian. If the survey is not federally funded and does not cover the aforementioned topics, parents must be given direct notification of the survey and be provided with an opportunity to opt their child out of the survey. If the survey is part of the curriculum, parents shall have the right to inspect any instructional materials used in conjunction with the survey.

#### **Physical Examinations**

Prior to the administration of any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school, scheduled by the school in advance and not necessary to protect the immediate health and safety of the student, the school shall provide parents with notice of the activity and provide parents with an opportunity to opt their child out of the activity. This requirement does not apply to routine dental, hearing and vision screenings required under Kansas law.

#### **Parental Rights: Marketing Information**

If the school collects, discloses or uses personal information from students for the purpose of marketing or selling that information, parents shall have a right to inspect any instrument used for the collection of such information before it is administered or distributed to students in school. Parents shall be provided with notice of such activities and provided with an opportunity to opt their child out of the activity. The requirements concerning activities involving the collection and disclosure of personal information from students for marketing purposes **do not apply** to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for or to students or educational institutions, such as the following:

1. College or other postsecondary education recruitment or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

#### **Release of Information – FERPA Rights**

Unless the information collected from students is designated as directory information and is maintained outside of a statewide longitudinal student data system, no information gathered about students shall be released to third parties without the express written consent of the parent or eligible student. (See JRB)

Approved: KASB Recommended Regulation – 7/03; 1/04; 12/14

### **PARENT/STUDENT AGREEMENT**

After reading and going over the student handbook with your child, this page must be signed, dated and returned to the Spearville Elementary School Office.

Thank you,

Christopher Korbe  
Principal

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I have read and discussed the material in this handbook with my child. I understand and agree that my child will abide by the rules and expectations set by Spearville USD 381 and Spearville Elementary School.

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Grade: \_\_\_\_\_