

## 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 our 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 the 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 7:35.** 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 drop their children off by entering the drop-off lane from Davis Street. Once parents drop their child off, they should exit the drop-off lane onto Stafford Street. Parents should not park in the drop-off lane while dropping their child off. If you must get out of the vehicle with your child, please park along Davis Street or in the parking lot across Davis from the school.** 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 nor 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.

Students should not carry money in billfolds or purses, except for amounts that may be needed to purchase supplies.

Students should not eat candy, sunflower seeds, or chew gum, during the school day.

Water guns should be left at home.

Students should not bring MP3 players, electronic games, and other electronic devices to school.

**CELL PHONES:** USD 381 recommends that students 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 the PERMISSION of a supervising adult.** These cell phone guidelines must be followed before, during and after school.

If for some reason a student needs to leave a classroom during the day, permission must first be granted by the teacher.

The library is a place to go for research or to obtain reading material. It is not a place to go to visit with a friend. Students must 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/guardians. If books are lost or returned in poor condition, the student 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 the parents'/guardians' 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 they place their arms to their sides. 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 their arms to their sides.**

**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/guardians will be contacted and asked 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/guardian 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 students go to lunch, they are to cross the street at intersections and stay on the sidewalks. Students should never pick flowers, throw paper in yards, etc. along the way.

Students who wish to go home for lunch must first come to the Office and obtain a release form for their parents to sign. Students must go to lunch with the rest of their class until the release form is returned to the Office

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

#### GENERAL STUDENT REGULATIONS

The following rules are listed for your general information:

1. The use or possession of any tobacco product or nicotine delivery device, alcohol, and drugs is prohibited.
2. Chewing gum in school is prohibited.
3. The following 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, heelies, 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 whatever disciplinary action is deemed to be necessary for the welfare and development of the students.**

Teachers are expected to handle ordinary discipline problems and use the Principal as their backup resource.

Students who fail to measure up to proper standards of conduct will be subject to disciplinary action. Five (5), ten (10) and twenty (20) 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.

Extracurricular activities are 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 considered to be acting or to have acted improperly. Students who represent Spearville Schools should always be on their best behavior.

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/guardian will then be notified 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**

**USD 381 is committed to creating a safe, caring, respectful learning environment for all of its students, staff and parents/guardians. The bullying of students, staff and parents/guardians in our schools is strictly prohibited and will not be tolerated. For the purposes of this policy, “schools” includes school buildings, school grounds, and school-sponsored social events, trips, sporting events, buses, and bus stops. Reported incidents of bullying shall be investigated promptly and thoroughly by the school administration.**

**Definition of Bullying:**

(1) "**Bullying**" means: (A) Any intentional gesture or any intentional written, verbal, electronic or physical act or threat either by any student, staff member or parent towards a student or by any student, staff member or parent towards a staff member that is sufficiently severe, persistent or pervasive that such gesture, act or threat creates an intimidating, threatening or abusive educational environment that a reasonable person, under the circumstances, knows or should know will have the effect of:

- (i) Harming a student or staff member, whether physically or mentally;
- (ii) damaging a student's or staff member's property;
- (iii) placing a student or staff member in reasonable fear of harm to the student or staff member; or
- (iv) placing a student or staff member in reasonable fear of damage to the student's or staff member's property;

(B) **cyberbullying**; or

(C) any other form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to this section or subsection (e) of K.S.A. 2018 Supp. [72-1138](#), and amendments thereto.

(2) "**Cyberbullying**" means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages,

blogs, mobile phones, pagers, online games and websites.

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

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

**Student/Parent/Guardian Action:** USD 381 encourages students and parents/guardians who become aware of an act of bullying to immediately report the incident to a school administrator for further investigation. Any student who retaliates against another person for reporting bullying shall also be subject to consequences.

**Complaint/Investigative Procedure:** All students shall be informed of their right to protection from bullying behaviors and the right to file a complaint if they believe they have been the victim of bullying behavior. School administrators shall investigate each complaint, determine if the complaint is legitimate in accordance with the above definition, and take 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

## 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 promptly return these letters.

## STUDENT MEDICATION

USD 381 cooperates with parents/guardians in the supervision of medication that their student will use. Parents/guardians are required to provide written permission before any medication can be administered to their student. Separate forms for OTC (over the counter), prescription, and self-administered medication are provided in the school Office.

Parents/guardians need to complete the forms as needed throughout the school year. A permission form for Tylenol, Ibuprofen, and other OTC medications that might be used

occasionally throughout the year may be completed once for the whole school year. A separate form for each prescription medication must be completed and updated as needed. A separate form is also required for those students who self-administer prescription medication (example: asthma inhaler).

Medication brought to school must be in the original container and appropriately labeled. All medications are kept in the Office. Prescription medication must be properly labeled by the pharmacy or the physician and state the name of the medication, the dosage and times to be administered. The school cannot supply the medication for students.

USD 381 and school employees who administer any drug, medication or nonprescription medication pursuant to parental written permission shall not be liable for damages as a result of an adverse medication reaction suffered by the student because of the administration of any medication.

These guidelines are designed to help protect all students and staff members.

K.S.A. 65-2872b authorizes any person to administer epinephrine in an emergency. A first aid kit is available in the Office for minor emergencies.

## TARDIES

Teachers begin their classes promptly at 7:50 a.m. with attendance, daily routines and assignments. Tardy students interrupt the process and cause unnecessary classroom delays. **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/guardians should contact the school early in the school day if their student(s) are going to be absent from school.** If no parent/guardian contact is received, the school will attempt to contact parents/guardians.

**Sickness & School Attendance:** Parents/guardians should keep students at home when their child is running a fever or has vomited. Since students are in close contact with each other, sickness can quickly spread throughout the classroom when sick students try to attend school. Students should not return to school until they have been fever free and/or have not vomited for at least twenty-four (24) hours.

**ADVANCE NOTICE OF ABSENCE:** When parents/guardians know in advance that their students will be absent, they should phone the school to report the future

absence and arrange for homework to be organized and delivered. Advance written notice of at least two (2) days for a planned absence will help give the classroom teacher time to organize and prepare homework. (Do not expect teachers to prepare homework in advance without adequate notice.)

All students are required to bring a note from parents/guardians in order to obtain an admit slip from the Office following their absence. Roll is taken every day in each class, reported to the office and recorded. The number of absences are recorded on each 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 first go to the office and check-out. 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.

### **ABSENCES AND EXCUSES**

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.



### 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.

### TRUANCY

Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester, or seven unexcused absences in a school year. Students who are absent without a valid excuse for a significant part of a school day shall be considered truant. Students who are habitually tardy may also be considered truant. A truant student under the age of 13 shall be reported to the Department for Children and Families. A truant student 13 years of age but less than 18 years of age shall be reported to the Ford County Attorney.

### SEVERE WEATHER SCHOOL CLOSING

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

### PARTIES

Our party schedule includes four short classroom parties this year: a Fall Party, a Winter Party, a Valentine's Day Party and a Spring Party.

**Birthday celebrations are not parties.** Treats may be sent by the parents/guardians as directed by the classroom teacher. These celebrations will only last a few minutes. **Parents and students should not expect or plan for 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. Items delivered will be kept in the office and can be picked up after school.

### 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/guardians 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 driven to school. Students should exit the vehicle on the curb side of the street. All traffic should flow from west to east. Sometimes, especially in bad weather, traffic jams 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 them up after school. If you need to visit with a teacher, please first stop at the Office so that the teacher can be notified and be made available to visit with you.

### SCHOOL OFFICE HOURS

The elementary Office opens at 7:30 a.m. each day. The Office is closed from 10:45 a.m. to 12:15 p.m. to help serve lunch. The Office closes at 4:00 p.m. each day. Please do not call the office before 7:30 a.m. as no one is available to answer the phone.

### SCHOOL VISITATION

Parents/guardians are always encouraged to visit our school. Please notify the teacher in advance when you plan to visit and also do not plan to visit a classroom for more than half a day per visit. Parents/guardians and grandparents may also eat at the school cafeteria with their student once or twice a year and they will be charged the regular adult

price for their meal. **Please check-in at the office when you arrive at the school. We will then 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 and on our website.

#### HEAD LICE INFESTATION

The Kansas Department of Health and Environment recommends an initial shampoo with A-200 Pyrinate Gel or Liquid, R & C Shampoo, or RID shampoo with a follow-up shampoo one 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 closely watch your student lunch accounts.**

Elementary students may choose from a variety of food items to meet their 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/guardians 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/guardians and grandparents may also eat at the school cafeteria with their student once or twice a year; however, they 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. Breakfast is served 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 that provides a list of foods that the student must omit from their diet together with a list of approved substitutions that may be used. The following is a list of the forms parents/guardians may request from the Central Office if their student has 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

Student safety is one of our greatest concerns. The school holds regular drills to teach students how 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 are practiced throughout the school year. Detailed escape routes are posted in each room of the building.

### FIELD TRIPS

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

### NO WEAPONS AT SCHOOL

Students shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon at school, on school property, or at any school sponsored event. Violators are subject to a one calendar year expulsion from school. Toy guns and knives are also prohibited.

### KANSAS SCHOOL SAFETY HOTLINE

The Kansas School Safety Hotline provides a toll free number to give students, parents/guardians, and community members the opportunity to report any impending school violence. The Hotline is in direct contact with the Kansas Highway Patrol. Students usually have knowledge of potential school violence before it occurs. **The Kansas School Safety Hotline also gives students and others the opportunity to anonymously report any potential threat. The toll free number is 877-626-8203.**

### NOTICE OF NON-DISCRIMINATION

USD 381 does not discriminate on the basis of race, color, national origin, sex, disability, age or religion in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

Any incident of discrimination in any form shall promptly be reported to a teacher, the Principal or other appropriate school official for investigation and corrective action. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Name and/ or Title  
Address  
Telephone No.

For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

### E-MAIL & COMPUTER APPLICATIONS

Students shall have no expectation of privacy when using district e-mail or computers. E-mail messages shall be used only for approved educational purposes. Students must use appropriate language in all messages. Students are expected to follow the guidelines approved by teachers and the administration in their use of the system.

Any e-mail or computer application or information in district computers is subject to monitoring by the staff and the 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.

## **Notification of Rights under FERPA for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day Spearville USD 381 receives a request for access.

Parents or eligible students should submit to the school Principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

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

Parents or eligible students who wish to ask Spearville USD 381 to amend a record should write the school Principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, 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 as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit

personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Spearville USD 381 to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

## SUBSTANCE ABUSE POLICY

### Drug-Free Schools

Maintaining drug-free schools is important in establishing an appropriate learning environment for our students. The possession, use, sale, distribution, or being under the influence of illicit drugs, controlled substances, or alcohol by students at school, on or in school property, or at school sponsored events is prohibited. The possession or use of any tobacco product or nicotine delivery device by students in any district facility, in school vehicles, at school sponsored events, and on school owned or operated property is prohibited. A “nicotine delivery device” means any device that can be used to deliver nicotine or nicotine salts to the person inhaling from the device and includes, without limitation: an electronic cigarette, cigar, cigarillo, pipe, or personal vaporizer.

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.

## CURRICULUM

USD 381 students shall be made aware of the legal, social and health consequences of drug, alcohol and tobacco use. Students shall also be informed that the use of illicit drugs and the unlawful possession and use of alcohol and tobacco products 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 district, students shall abide by the terms of this policy. Students shall not manufacture, distribute, dispense, possess or use and/or be under the influence of illicit drugs, controlled substances or alcoholic beverages at school, on or in 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 to be 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. 72-6114, 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 and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and their parents/guardians. A list of area drug and alcohol counseling and rehabilitation programs, along with names and addresses of contact persons for the programs, is on file with the board clerk. Parents/guardians 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 their parents/guardians. Parents/guardians of all students are further 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.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement

accompanied by implied or explicit threats concerning a student's educational status.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of sexual harassment and take prompt corrective action to end the harassment.

Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the Building Principal, another administrator, the guidance counselor, or another certified staff member. Any employee who receives a complaint of sexual harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the Building Principal.

### EMERGENCY SAFETY INTERVENTIONS

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

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school's code of conduct, school safety plan, or student handbook. Notice of the online availability of this policy shall be provided to parents during enrollment each year.

#### Definitions

"Campus police officer" means a school security officer designated by the board of education of any school district pursuant to K.S.A. 72-6146, and amendments thereto.

"Chemical Restraint" means the use of medication to control a student's violent physical behavior or restrict a student's freedom of movement.

"Emergency Safety Intervention" is the use of seclusion or physical restraint, but does not include physical escort or the use of time-out.

"Incident" means each occurrence of the use of an emergency safety intervention.

"Law enforcement officer" and "police officer" mean a full-time or part-time salaried officer or employee of the state, a county, or a city, whose duties include the prevention or detection of crime and the enforcement of criminal or traffic law of this state or any Kansas municipality. This term includes a campus police officer.

"Legitimate law enforcement purpose" means a goal within the lawful authority of an officer that is to be achieved through methods or conduct condoned by the officer's appointing authority.

“Mechanical Restraint” means any device or object used to limit a student’s movement.

“Parent” means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-3122(d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; (6) a foster parent, unless the student is a child with an exceptionality; or (7) a student who has reached the age of majority or is an emancipated minor.

“Physical Escort” means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.

“Physical Restraint” means bodily force used to substantially limit a student’s movement, except that consensual, solicited, or unintentional contact and contact to provide comfort, assistance, or instruction shall not be deemed to be physical restraint.

“School resource officer” means a law enforcement officer or police officer employed by a local law enforcement agency who is assigned to a district through an agreement between the local law enforcement agency and the district.

“School security officer” means a person who is employed by a board of education of any school district for the purpose of aiding and supplementing state and local law enforcement agencies in which the school district is located, but is not a law enforcement officer or police officer.

“Seclusion” means placement of a student in a location where all of the following conditions are met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that he or she will be prevented from leaving the enclosed area.

“Time-out” means a behavioral intervention in which a student is temporarily removed from a learning activity without being secluded.

#### Prohibited Types of Restraint

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

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student’s airway;
- Using physical restraint that impacts a student’s primary mode of communication;
- Using chemical restraint, except as prescribed treatments for a student’s medical or psychiatric condition by a person appropriately licensed to issue such treatments; and
- Use of mechanical restraint, *except*:
  - Protective or stabilizing devices required by law or used in accordance with an order from a person appropriately licensed to issue the order for the device;

- Any device used by a certified law enforcement officer to carry out law enforcement duties; or
- Seatbelts and other safety equipment when used to secure students during transportation.

#### Use of Emergency Safety Interventions

ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to effect such physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student's behavior prior to the use of any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of an ESI. Use of an ESI for purposes of discipline, punishment, or for the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

#### ESI Restrictions

A student shall not be subjected to ESI if the student is known to have a medical condition that could put the student in mental or physical danger as a result of ESI. The existence of such medical condition must be indicated in a written statement from the student's licensed health care provider, a copy of which has been provided to the school and placed in the student's file.

Such written statement shall include an explanation of the student's diagnosis, a list of any reasons why ESI would put the student in mental or physical danger, and any suggested alternatives to ESI. Notwithstanding the provisions of this subsection, a student may be subjected to ESI, if not subjecting the student to ESI would result in significant physical harm to the student or others.

#### Use of Seclusion

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

All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of emergency, such as fire or severe weather.

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

#### Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on ESI. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain written or electronic documentation regarding the training that was provided and a list of participants, which shall be made available for inspection by the state board of education upon request.

Notification and Documentation

The principal or designee shall notify the parent the same day as an incident. The same-day notification requirement of this subsection shall be deemed satisfied if the school attempts at least two methods of contacting the parent. A parent may designate a preferred method of contact to receive the same-day notification. Also, a parent may agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day.

Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day of the incident. Such written documentation shall include: (A) The events leading up to the incident; (B) student behaviors that necessitated the ESI; (C) steps taken to transition the student back into the educational setting; (D) the date and time the incident occurred, the type of ESI used, the duration of the ESI, and the school personnel who used or supervised the ESI; (E) space or an additional form for parents to provide feedback or comments to the school regarding the incident; (F) a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and (G) email and phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together when documenting the items in subparagraphs (A), (B) and (C) if the triggering issue necessitating the ESIs is the same.

The parent shall be provided the following information after the first and each subsequent incident during each school year: (1) a copy of this policy which indicates when ESI can be used; (2) a flyer on the parent's rights; (3) information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and the complaint process of the state board of education; and (4) information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas. Upon the first occurrence of an incident of ESI, the foregoing information shall be provided in printed form or, upon the parent's written request, by email. Upon the occurrence of a second or subsequent incident, the parent shall be provided with a full and direct website address containing such information.

Law Enforcement, School Resource, and Campus Security Officers

Campus police officers and school resource officers shall be exempt from the requirements of this policy when engaged in an activity that has a legitimate law enforcement purpose. School security officers shall not be exempt from the requirements of this policy.

If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the parent the same day using the parent's preferred method of contact. A school shall not be required to provide written documentation to a parent, as set forth above, regarding law enforcement use of an emergency safety intervention, or report to the state department of education any law enforcement use of an emergency safety intervention. For purposes of

this subsection, mechanical restraint includes, but is not limited to, the use of handcuffs.

#### Documentation of ESI Incidents

Except as specified above with regard to law enforcement or school resource officer use of emergency safety interventions, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

- Date and time of the ESI,
- Type of ESI,
- Length of time the ESI was used,
- School personnel who participated in or supervised the ESI,
- Whether the student had an individualized education program at the time of the incident,
- Whether the student had a section 504 plan at the time of the incident, and
- Whether the student had a behavior intervention plan at the time of the incident.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent or the superintendent's designee on at least a biannual basis. At least once per school year, each building principal or designee shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

#### Reporting Data

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

#### Parent Right to Meeting on ESI Use

After each incident, a parent may request a meeting with the school to discuss and debrief the incident. A parent may request such meeting verbally, in writing, or by electronic means. A school shall hold a meeting requested under this subsection within 10 school days of the parent's request. The focus of any such meeting shall be to discuss proactive ways to prevent the need for emergency safety interventions and to reduce incidents in the future.

For a student with an IEP or a Section 504 plan, such student's IEP team or Section 504 plan team shall discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan, or amend the behavior intervention plan if already in existence.

For a student with a section 504 plan, such student's section 504 plan team shall discuss and consider the need for a special education evaluation. For students who have an individualized education program and are placed in a private school by a parent, a meeting called under this subsection shall include the parent and the private school, who shall consider whether the parent should request an individualized education program team meeting. If the parent requests an individualized education program team meeting, the private school shall help facilitate such meeting.

For a student without an IEP or Section 504 plan, the school staff and the parent shall discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior

intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting.

The student who is the subject of such meetings shall be invited to attend the meeting at the discretion of the parent. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student if such student would benefit from such measures.

#### Local Dispute Resolution Process

If a parent believes that an emergency safety intervention has been used on the parent's child in violation of state law or board policy, the parent may file a complaint as specified below.

The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. Once an informal complaint is received, the administrator handling such complaint shall investigate such matter, as deemed appropriate by the administrator. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent within thirty (30) days after the parent is informed of the incident.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings of fact and recommended corrective action, if any, to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30<sup>th</sup> day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education and shall be mailed to the parents and the state department within 30 days of the board's receipt of the formal complaint.

If desired, a parent may file a complaint under the state board of education administrative review process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

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.S.A. 72-6152 provides that emergency safety intervention (hereafter “ESI”) is defined to include the use of seclusion or physical restraint but not the use of time-out or physical escort. Whenever an ESI is used, the parent(s)/guardian(s) must be informed of the use the day it happens. This notice requirement is deemed satisfied if the school attempts at least two methods of contact to reach the parent or guardian. By the day following the ESI use, written notification of the following shall be provided to the parent or guardian.***

Type of ESI used: \_\_\_\_\_ Seclusion \_\_\_\_\_ Restraint \_\_\_\_\_ Duration of seclusion/restraint:  
\_\_\_\_\_ (minutes) Location: \_\_\_\_\_

Name of staff member(s) who participated in or supervised the ESI:  
\_\_\_\_\_  
\_\_\_\_\_

Did the student have an Individualized Education Program (“IEP”), Section 504 Plan, or a Behavior Intervention Plan at the time of the incident? \_\_\_\_\_ If so, specify which: \_\_\_\_\_

Description of events leading up to the incident:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student behaviors necessitating the ESI:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Steps taken to transition the student back into the educational setting:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Parents or guardians of the above-named student are invited and strongly encouraged to schedule a meeting to discuss the ESI and how to prevent future ESI use. Please contact the following staff member at the email address and/or phone number listed below to schedule such a meeting or if you have any questions regarding this use of ESI.

(Staff Member Name)  
(Staff Member Email Address)  
(Staff Member Phone Number)

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

\*Parent(s)/guardian(s) notified of this incident on \_\_\_\_\_ by \_\_\_\_\_.

Please feel free to provide feedback or comments concerning this ESI use below and email or deliver them to the staff member specified above.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

### **Protection of Pupil Rights Amendment: Regulation**

#### **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.

**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,

Daina Butler  
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: \_\_\_\_\_