

FOWLER GRADE SCHOOL STUDENT HANDBOOK

Where Education is Experienced



***"Goldbugs lead their
lives, their school,
and their world."***

OUR VISION- to provide personalized learning and real-world experiences in a culture focused on leadership opportunities and building relationships.

OUR MISSION- to build relationships that facilitate accountability, responsibility, respect, and enhance academic and social growth for lifelong success.

USD 225 AREAS OF FOCUS

1. Focus on academics and becoming the best early childhood and elementary school we can be:
 - a. Quality Teachers
 - b. Curriculum Aligned with standards
 - c. Academic Resources
 - d. Structured Interventions
2. Identify criteria for the district to evaluate grade level configuration:
 - a. Enrollment- keeping our kids in Fowler
 - b. Projected Student Count
 - c. Financial Resources- future funding as well as potential other revenue sources
 - d. Communication- share the district's focus with our families, community, businesses, and all stakeholders
 - e. Community Input- seek input through surveys and meetings to gather data to assess the needs of our community
3. Maintain our schools:
 - a. Keep our school open for preschool through 6th grade
 - b. Maintain and utilize all our facilities
 - c. Evaluate our ability to add grade levels back to Fowler based on the assessment of key criteria established by the Board of Education

OFFICE RELATED ITEMS

School Hours

- School begins at 7:55 AM and ends at 4:00 PM Monday-Thursday. Little Bugs Preschool runs from 12:00 to 4:00 PM.
- Students are asked not to arrive before 7:30 AM. Supervision is not available for students arriving before 7:30 AM. Breakfast begins at 7:30 AM and is completed with serving at 7:50 AM. All students should arrive by 7:45 AM to get breakfast or head to class.

Absences and Tardies

- All children must regularly attend school. Students who miss too many days of school will invariably fall behind in their work. Teachers will begin classes promptly and engage students in learning the full day. Students who arrive tardy will miss out on the opportunity to get ready for the day and possibly miss the introduction of key concepts.
- Please notify the office at 620-646-5234 if your child will be absent, late, or leaving early. A child is responsible for all make-up work due to absences. Students have the same number of days plus one to make-up work that they missed when absent. Students who are absent will not be allowed to attend or participate in school activities on that day without a doctor's permission slip and/or administrative approval.
- Kansas State statute 71-3120 requires students to attend school and statute 72-3121 requires districts to report children who are not compliant with the compulsory attendance statute. The administration reserves the right to make a determination if the absence is justified as excused or unexcused and may require special documentation – such as a medical excuse from a doctor – when student absences become excessive. Excessive absences are reported to DCF or the County Attorney.
- Children who arrive at school after 7:55 will be counted tardy. Bus students will not be counted tardy if the bus is late. Children arriving after 8:30 or leaving before 3:30 will be counted absent for one-half day. Students must check in at the office if they are late to school. If a student must leave the building or school grounds for any reason other than those associated with school programs or activities, the parent must check the student out through the office. Parent/Guardian permission is required before a student can be released to leave the building/campus.

Illness

- In case of an illness, please notify the office that morning that your child will be absent. Please leave phone numbers with the office so that someone may be reached in case of an emergency or sudden illness. It is important to notify the office if there is a change of phone number, residence, or job. This information needs to be current in case of an emergency.
- If a child is unable to participate in PE and recess, a note should be sent to the classroom teacher. Any student who is unable to participate in PE will also be unable to participate in recess activities. If nonparticipation is more than two days, a doctor's note may be required.

Dress and Dress Code

- Students are expected to wear clothing appropriate for school. Clothing that attracts undue attention, disrupts, or interferes with the normal educational process is not permitted. Protective clothing should be worn during cold weather as recess will be held outdoors every day except during extreme conditions. Students will remain inside for recess if the temperature is below 32° or at teacher discretion. Students should bring jackets/ coats every day except in extremely warm weather at the beginning or end of the school year. Students will participate in recess unless an appropriate excuse is provided.
- The school dress and grooming code is the responsibility of the parents, students, and school system. Since all three are interested in the highest quality of education that can be offered to our students, it should be a joint effort. One function of the school is to assist students to be successful in life and dressing for success is part of that role. Students are expected to dress in a manner that will promote a positive learning environment.
- Student attire should be neat and clean. Shorts/skirts should be of an appropriate length so as not to attract undue attention or distract or infringe on the rights of others. Sunglasses, bandanas, undershirts, bare midriffs/crop tops, spaghetti strap tanks, or clothes that advertise alcohol, drugs, or tobacco are not acceptable. Shirts must touch the top of the jeans, shorts, or skirts. Clothing that depicts or in any way suggests obscenity, vulgarity, or is otherwise in bad taste is prohibited. Any gang related apparel (in the judgment of the administration) that promotes gang activity is prohibited. Health standards require that shoes are worn at all times. Tennis shoes are required for PE and to ride scooters during recess.
- Administrative discretion is allowed when evaluating appropriate student dress. When, in the judgment of the administration, a student's appearance does infringe on the rights of others by causing undue attention or disrupting the learning environment, the administrator may prescribe appropriate action. Alternative clothing may be provided by the school for the day.

Records

- Under the provisions of the Family Education Rights and Privacy Act, a parent may see a child's cumulative records only after making a written request. Classroom work and progress reports are available at all times if a parent would like to see them.
- This institution will forward student records to officials of other schools or school systems once a formal request is received from that district.

Birth Certificate

- All students enrolling in the Fowler School system for the first time must present their birth certificate.
- At enrollment time, all students enrolling in preschool must present a birth certificate indicating their fourth birthday as being on or before August 31.
- At enrollment time, all students enrolling in kindergarten must present a birth certificate indicating their fifth birthday as being on or before August 31.

Immunizations

- Kansas law requires that students be immunized before they are allowed to attend school. All PK, kindergarten, and new students must show proof of a physical examination. This may be obtained at the Meade County Health Department or from your family physician. All new students enrolling in a Kansas school will be required to meet this regulation.

Social Security Number

- For the purpose of identification, the school requests a copy of the SSN for each new student at enrollment time.

Little Bugs Preschool Out-of-District Tuition

- Out-of-district students will be charged monthly tuition of \$150 for the afternoon preschool program from September–May, due at the beginning of each month.

Meals

- Breakfast and lunch will be served daily. Students are encouraged to take advantage of this service. Federal food service forms will be available during enrollment. Meal payment plans can be arranged during enrollment.
- USD 225 has a closed lunch period. All students are required to stay on the school's premises. Students may bring a sack lunch if desired.
- Please notify the office of food allergies. To request meal modifications to accommodate a disability or medical condition, a Medical Statement to Request Meal Modification form must be completed by a physician and submitted by the parent/guardian to the office.

Visitation

- When entering the school, parents will need to be buzzed in and asked to check in at the office. Parents are not allowed in the hallways without authorization. Authorization is indicated by providing a visitor badge.
- Parents have a standing invitation to visit with the teacher and are more than welcome to visit their child's classroom. Contact the principal in advance to schedule a classroom visit.

Inclement Weather

- When there is a delay or cancellation, notification will occur via the school app, Facebook page, and website.

School Bus Service

- Bus drivers will adhere to the schedule as closely as possible. However, unforeseen circumstances may cause delays.
- Parents are responsible for their children if they miss the bus or return to school after hours.
- Please notify the school office at 620-646-5234, either by written note or phone call, if your child will not be riding the bus.

Mud and Snow Routes for Buses

- In times of bad weather, buses may run late. For safety reasons, drivers may need to contact parents in advance if it becomes necessary for parents to meet the bus at an alternate location nearby. Please ensure your driveway is cleared with your tractor or 4-wheel drive before the bus arrives. Students will not be marked late if the bus is delayed, and those who usually eat breakfast at school will still be offered breakfast upon arrival. The goal of USD225 is to ensure safe and timely transportation for all our students.

Drills

- According to Kansas law, there will be periodic fire, tornado, and crisis drills.

Crosswalks and Bicycles

- Students must use marked crosswalks whenever possible. Children riding bicycles must observe all bicycle safety rules and walk their bikes on the sidewalk. Bikes should be parked in the bike rack. Students are required to cross the street at corners only, unless escorted by a parent or teacher. Students must not walk between or behind cars or buses. Parents are encouraged to park on the north side of the street in front of the grade school to pick up students.

Accidents

- When a student under the supervision of a teacher or coach is injured or involved in an accident, the student must immediately report the injury to the supervising teacher or coach. The teacher or coach will then report the accident to the school principal.

School Pictures

- Individual pictures and class pictures will be taken. More information will be provided by the school at that time.

Telephone Calls

- Students will not be called from class to answer the telephone except in emergencies. Instead, the caller's number will be requested and the student will be asked to return the call when he/she may do so without disrupting classroom time.
- Students will not be permitted to use the telephone except when necessary.

Personal Property

- School personnel cannot be responsible for money, clothing, or other personal items lost, stolen, or misplaced at school or school-related activities. All personal items such as clothing should be marked with the student's name. Parents may check in the office for missing items.

Chain of Command

Parents and students are asked to follow the chain of command to resolve problems:

1. Contact the Teacher: Schedule a meeting with the teacher to discuss the problem.

2. Contact the Principal: If no resolution is achieved with the teacher, schedule a meeting with the principal. If the parent goes directly to the principal without first contacting the teacher, they will be referred back to the teacher.
3. Contact the Superintendent: If no resolution is achieved with the principal, contact the superintendent.
4. Contact the School Board: If all other avenues have been pursued, the parent may request to be placed on the school board agenda by contacting the district office. The board reserves the right to deny the request to appear.

CLASSROOM RELATED ITEMS

Homework

- USD 225 believes that students should have the opportunity to engage in activities beyond the school day, including extracurriculars, athletics, and family time, without the burden of homework. Our basic tenet is that no homework will be assigned for PK-6th grade. However, students will be expected to complete after-school reading and band instrument practice. Homework will only be assigned when a student does not complete their work at school within a reasonable time frame.

Grading

- Standards based report cards will be issued for each student in grades PK-6 at the end of each quarter. These reports include ratings of a child's level of skill on many state standards. The skill specific information provided will help parents to understand their students skills as related to the state standards.

Library

- Each class will have a weekly opportunity to visit the library. Parents are asked to help their children care for the books or materials and see that they are returned when due.
- Each student will be issued a state library card.

Parent-Teacher Conferences

- Parent-teacher conferences are scheduled each semester. Additional conferences may be arranged by parents or teachers at any time during the school year. Parents are strongly encouraged to attend these conferences to support their child's education.

School Parties/Celebrations

- Parties will follow the regulations of the school wellness policy.
- Parties will be limited to school time with school staff.
- Prepackaged items may be sent to school with the student. Contact the teacher for more information about the wellness policy and allergy restrictions.

Pets

- Pets are not allowed on school grounds as they pose a potential nuisance and danger. Any living animals for show-and-tell must be approved by the teacher before being brought to school. Exceptions to this policy may be made by the administration.

Nuisance Items

- Nuisance items of any kind are not to be brought to school. Items will be confiscated and returned at the end of the day. Anything that interferes with learning will be considered a nuisance.

Field Trips

- Parents will be notified of all field trips throughout the year, and the school will make the necessary arrangements. Parents will be informed if there is any cost involved.
- Parent permission notes are required for any student in PK-6 attending a school-sponsored trip.
- Parents are responsible for picking up their child if they return from a trip after school hours.

Special Education

- USD225 is a member of the Southwest Kansas Area Cooperative District #613/Interlocal. Any concerns regarding a student's education should first be addressed with the classroom teacher.

CODE OF CONDUCT

Student Behavior

- A student's conduct during the school year is greatly determined by his/her attitude toward fellow students, teachers, and educational opportunities. Cooperation and the observance of the rights of others are highly important. An appropriate atmosphere for learning requires that students act in a mature and responsible manner. Respect for the rights of others is important in maintaining such an atmosphere.
- Any acts that interfere with the learning process or infringe upon the rights of fellow students and/or members of the staff will not be tolerated. Any conduct which is harmful to others, which poses a threat to the health or safety of persons or property, or which disrupts the regular school day will be addressed.

Bullying and Harrassment

USD 225 will comply with the Kansas Anti-Bullying statute (KSA 72-6147) which requires annual training and the following definition of bullying:

Bullying is 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:

1. Harming a student or staff member, whether physically or mentally;
2. Damaging a student's or staff member's property;
3. Placing a student or staff member in reasonable fear of harm to the student or staff member;
4. Placing a student or staff member in reasonable fear of damage to the student's or staff member's property.

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.

USD 225 will prohibit bullying by any student, staff member, or parent towards any student or staff member on or while utilizing school property, in a school vehicle, or at a school-sponsored activity or event. The district will adopt and implement a plan to address bullying, including provisions for the training and education of staff members and students.

Threats and Intimidation

- A student shall not threaten with physical violence or coerce by any means any student, teacher, school employee, or other individual. Nor shall a student or any other person employ threats or intimidation. Any student in violation of this policy may lose privileges and/or be assigned in-school or out-of-school suspension for a period deemed appropriate by the administration.

Jason Flatt Act

- Suicide is one of the leading causes of preventable death in our nation today.
- The Jason Foundation, Inc. believes that education is the key to prevention. The Jason Foundation's programs and services are in response to this belief. Our nation should be familiar with the warning signs associated with suicide, suicide facts & statistics, and how to find help for at-risk youth. Together, we can save lives! Jason Foundation - Crisis Number call 1-800-273-TALK (8255) or text "Jason" to 741741*

Weapons

- No student or visitor to any Fowler School campus, property, or school-sponsored function regardless of where held may possess, transport, display, offer for sale, barter, use, threaten to use, or exchange any gun, bomb, knife, pocket knife, dangerous weapon, or other object that may appear to be a dangerous weapon. A dangerous weapon may be defined as: "*Any weapon which could result in a fatal wound or which may cause serious injury to person or property.*" In the event a student of the district or a visitor is found to be in violation of this policy, the school administration has the authority to suspend the student(s) involved and recommend expulsion in accordance with the board policies and laws of the State of Kansas. These decisions will take into account

any unusual, unforeseen, and/or individual circumstances that may include situations protected by law.

Suspension/Expulsion

- A student may be suspended or expelled for reasons set forth in Kansas law by the principal or superintendent. Any student who is suspended or expelled will receive written notice. Any suspension or expulsion shall be according to the procedures as set forth in Kansas law.

Computer Security

- In order to continue to provide student access to those resources available on the internet, users must share the responsibility for effective, efficient, ethical, and lawful educational use of computers and tablets. In order to provide maximum assistance and resource capability to students and staff, the following guidelines will be enforced:
 1. It is the student's responsibility to treat all equipment with care and to report instances of abuse or misuse as soon as the student becomes aware of them. Each student is expected to report any malfunction or problem immediately upon discovery, to the teacher.
 2. All students are prohibited from allowing other individuals to access or update information under their security authorization (user name & password). Students will be held accountable for all computer activity performed under their security authorization.
 3. All students are prohibited from sharing computer passwords (i.e. login, Internet). Passwords must be kept confidential and must be changed at required intervals as needed or desired.
 4. A student and/or parent guardian is responsible to pay all repairs and/or replacement costs if the student vandalizes or otherwise intentionally damages any District hardware or software. The student will be referred to the building administrator for appropriate discipline, including but not limited to, suspension from or denial to access of all District computers.
 5. A student who damages, destroys, or copies another student's data will be referred to the building administrator for appropriate discipline and may be suspended from or denied access to all computers. Incidents in which a student copies another student's data will be treated as cheating.
 6. A student who tampers with or attempts to gain access to computer data to which the student has no security authorization is in violation of school policy. This act will be considered equivalent to tampering with a teacher's written records or attempting to gain access to confidential student information.
 7. A student will not load or copy unauthorized software onto District computers. All software used on district computers and networks is to be purchased by the District, properly licensed and registered with the publisher, and installed by Computer Services designated personnel.
 8. A student will follow the Internet Acceptable Use Policy.

Internet Acceptable Use Policy (AUP)

- Internet access is limited to educational purposes. Teacher-directed classroom activities, individual study projects, and planned self-discovery activities will receive priority.
- Use the rules of etiquette when communicating on the Internet. Students should immediately notify a teacher, if by accident, they encounter materials that violate appropriate use. Students shall have no expectation of privacy when using District e-mail or computer systems. 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 District 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.
- Users will not:
 - Purposefully send or receive and/or view obscene or pornographic material or material that facilitates illegal activities.
 - Use chat rooms.
 - Harass, insult, or attack others.
 - Intentionally waste limited resources, supplies.
 - Use the Internet for commercial or political purposes.
 - Knowingly spread computer viruses.
 - Independently join or subscribe to any websites.
 - Purchase anything over the Internet.
- Inappropriate computer systems use, including any violation of these conditions and rules, may result in cancellation of the privilege. The building principal and his/her designee, is delegated the authority to determine appropriate use and may deny, revoke, or suspend the use of computers by the students(s) who violate this policy. In addition, the principal shall have the authority to impose additional disciplinary action, as he/she deems necessary.
- Discipline will be handled on an individual basis and may include ISS, OSS, or expulsion.

Alcohol, Illegal Drugs, and Tobacco (in any form)

- The possession, consumption, distribution, or sale of alcohol, illegal drugs, or tobacco at school or at school activities is strictly prohibited. Students guilty of a first-time violation will be subject to suspension for a period not to exceed five (5) school days. Due to State law, this suspension may be extended for the duration of the semester after the five day suspension period.
- Such long-term suspensions may be made by the principal. The Sheriff's Department and parents shall be notified in the event this regulation is in any way violated.

Emergency Safety Intervention Policy

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:

"Area of purposeful isolation" means any separate space, regardless of any other use of that space, other than an open hallway or similarly open environment.

"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:

- a natural parent;
- an adoptive parent;
- a person acting as a parent as defined in K.S.A. 72-3122(d)(2), and amendments thereto;
- a legal guardian;
- an education advocate for a student with an exceptionality;
- a foster parent, unless the student is a child with an exceptionality; or
- 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.

"Purposefully isolate" when used regarding a student, means that school personnel are not meaningfully engaging with the student to provide instruction and any one of the following

occurs:

1. Removal of the student from the learning environment by school personnel;
2. Separation of the student from all or most peers and adults in the learning environment by school personnel; or
3. Placement of the student within an area of purposeful isolation by school personnel.

“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 for any reason other than for in-school suspension, detention, or any other appropriate disciplinary measure in a location where both of the following conditions are met:

- School personnel purposefully isolate the student; and
- the student is prevented from leaving or has reason to believe that the student will be prevented from leaving the area of purposeful isolation.

“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 Intervention - 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 affect 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 shall 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. In spite of 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 see and hear the student at all times. The presence of another person in the area of purposeful isolation or observing the student from outside the area of purposeful isolation shall not create an exemption from otherwise reporting the incident as seclusion. When a student is placed in or otherwise directed to an area of purposeful isolation, the student shall have reason to believe that the student is prevented from leaving.

If the area of purposeful isolation is equipped with a locking door designed to prevent a student from leaving the area of purposeful isolation, the door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the area of purposeful isolation, or in case of emergency, such as fire or severe weather.

An area of purposeful isolation shall be a safe place with proportional and similar characteristics as those of rooms where students frequent. Such area 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:

- A copy of this policy which indicates when ESI can be used;
- a flyer on the parent's rights;
- 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
- 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. The documentation shall 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 30th day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education 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.