

**Mound Valley Grade School
Student Handbook**



“Home of the Mustangs”

2022-2023

**Labette County USD 506
Where Excellence and Education Meet**

Welcome to Mound Valley Grade School!

We are proud of our school and the achievements of our students here at Mound Valley Grade School. Your continued support will ensure that our students continue to excel both educationally and socially and provide the most effective learning experience possible for all students.

This handbook is provided to you as a guide and reference of information to assist you in having a greater understanding of the procedures that are practiced, the rules that are followed, and to facilitate a productive and positive year. Even though not all information or situational conditions are noted within, it should serve as a guideline and reference for questions that might arise. Please feel free to contact our office should you have any questions not covered in this book.

Sincerely,
Melissa Green, Principal

Mound Valley School Staff

	Mrs. Melissa Green, Principal
	Mrs. Jennifer Winters, Secretary
Preschool:	Mrs. Allison Dollins
Kindergarten:	Mrs. June Revell
First Grade:	Ms. Pat Brothers
Second Grade:	Mrs. Tori Armbruster
Third Grade:	Mrs. Barb Edings
Fourth Grade:	Mrs. Tammy Hayward
Fifth Grade:	Mrs. Kristen Shaw
Sixth Grade:	Mrs. Dena Terrell
Seventh Grade:	Mrs. Rhonda Cole
Eighth Grade:	Mrs. Jessica Heit
Sixth-Eight Science:	Mr. Richard Pierce
Title 1:	Mrs. Michelle Traxson
Inclusion:	Mrs. Melinda Taylor
Vocal Music/Band:	Mr. Ryan Elliott
Physical Education:	Mr. Blake Lacey
Counselor:	Mrs. Carrie Agosto
Social Worker:	Mrs. Carlee Gilley
Cooks:	Mrs. Tara Daniels/Mrs. Barbara Whitaker/Mrs. Dena Daniels
Custodians:	Mr. Eric Rucker /Mr. George Taylor
Bus Drivers:	Mrs. Lisa Vanderhofe/Mr. Steve Black/Mrs. Brenda Gelwick
School Nurse:	Labette Health Dept.

Notice of Non-Discrimination

The school district of Labette County USD 506 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries or complaints regarding the nondiscrimination policies, including requests for accommodations or access to District buildings and programs.

Complaints in regard to Discrimination

Discrimination against any student or employee on the basis of race, color, national origin, sex, disability, or religion in the admission or access to or treatment in the districts programs or activities is prohibited. The Superintendent of Schools, PO Box 189, Altamont, Kansas 67330-0188, 620-784-5326, has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Age Discrimination Act of 1975, and Americans with Disability Act of 1990. Superintendent of Schools, 401 S High School Street, PO Box 189, Altamont, KS 67330, 620-784-5326, 620-724-6280 (telecommunications device for the deaf), 620-328-3121 (speech impaired), jwyrick@use506.org

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MISSION STATEMENT

Mound Valley Grade School is committed to providing a safe learning environment where the desires are academic, social, civic, and emotional growth that will last a lifetime.

OUR BELIEFS

We treat all people with respect.

We do quality work.

We protect our learning environment from interruption.

We assume responsibility for the proper care of our building and its contents.

SCHOOL EXPECTATIONS

- 1) Be in assigned seats ready to work when class begins.
- 2) Have paper, pencils, books, and completed assignments every day.
- 3) Keep hands, feet and objects to yourself.
- 4) No swearing, cruel teasing, rude gestures or put-downs.
- 5) Follow the directions of individuals in authority.

PROCEDURES FOR VIOLATIONS OF OUR SCHOOL EXPECTATIONS

Phase I: The adult in authority will address concerns with those who do not meet expectations.

Phase II: The adult in authority will contact parents when expectations are not met during phase I.

Phase III: A conference with the principal, the adult in authority, and the student will be scheduled when expectations are not met during phase II.

Phase IV: A conference with the parent(s), principal, staff member and student will be scheduled when expectations are not met under phase III.

Phase V: The principal will take the necessary action deemed appropriate to resolve non-compliance with expectations

Plans of action will be implemented at each phase.

SEVERE CLAUSE: Serious violations and offenses will be dealt with accordingly. Fighting, Sexual Harassment, Bullying, Property Damage, etc. will be dealt with immediately by the school principal.

ENROLLMENT

Children entering Kindergarten are required by law to be at least five years old on or before August 31 for the school year in which they are enrolling. A Kindergarten Clinic is held each spring to do a pre-assessment and a preliminary enrollment. Parents must bring the child's Social Security card, birth certificate, and immunization records in order to enroll the child.

Students transferring to USD 506 elementary schools should bring proof of residence and a valid birth certificate. Fees should be paid at the time of enrollment. Students requesting out-of-district or out-of-attendance center enrollment should make application to the school requested or to the USD 506 district office. Requests must be approved by the Superintendent and will be granted based on space per building, past student attendance, and the good standing of the student.

MEDICATIONS

In accordance with Kansas State Law, parents may come to school to administer medication or must have a written document with specific directions for the medication's use. This form is available in the office. **All medication must be in its original container or it cannot be dispensed. All medication will be kept in the office.** First doses of all medication will not be given at school. Herbal medications will not be administered at school. Medications should not be transported on the bus. In compliance with Kansas Statute 72-5209, all students must provide proof of a physical assessment; which assessment shall have been conducted within 12 months of school entry by a licensed nurse, or a physician, or by a person acting under the direction of a physician and immunizations at the time of

enrollment. Every pupil enrolled in any school for the first time in this state, and each child enrolled for the first time in a preschool or day care program operated by a school, prior to admission to and attendance at school, shall present to the school certification from a physician or local health department that the pupil has received such assessment and immunizations. Pupils who have not completed the required immunizations may enroll or remain enrolled while completing the required immunizations if a physician or local health department certifies that the pupil has received the most recent appropriate immunizations in all required series. Failure to timely complete all required series by the fourth Friday in the month of September of every school year shall be deemed non-compliant. *Varicella (chickenpox) vaccine is not required if child has had chickenpox disease AND disease is documented by a physician signature. Without a physician signature, vaccine is required even if you believe your child has had chickenpox disease.

** All students entering grades 7th grade (11-12 yrs) are required to have a Tdap vaccine booster and a Meningococcal (A,C,W,Y) vaccine **prior** to starting school.

** Students entering Kindergarten and 1st grade are required to have two doses of Hepatitis A vaccine. (Doses should be given 6 months apart – if doses are given prior to enrollment 2nd dose will follow in 6 months.

*Physicals are required for all pre-kindergarteners, and any child 9 and under, entering our school district for the first time.

Office of the School Nurse USD 506 Guidelines “When Your Child Is Sick”

- When your children are sick it is sometimes difficult to know when to keep them home and when to send them to school. Below are some guidelines for when a child should be kept home.
- **FEVER:**
 - All children should be kept home from school with a temperature of 99.5 degrees or above and a headache, sore throat, nausea, coughing, sneezing, or any other flu-like symptoms.
 - A child with a temperature of 100 degrees or above should be kept home even if they have no other symptoms.
 - A child should remain home until they have had a normal temperature for 24 hours without the use of Tylenol, Motrin, Advil, etc.
- **VOMITING:**
 - A child should not be sent to school until vomiting has been absent for at least 24 hours. If a child vomits at school, a parent or alternate contact will be called to pick the child up from school.
- **DIARRHEA:**
 - A child should not be sent to school until diarrhea has been absent for at least 24 hours.
- **COUGHING/SNEEZING/RUNNY NOSE:**
 - If a child has any of these symptoms that have disrupted the previous night’s sleep, the child should stay home until the symptoms are no longer disruptive. Green or yellow drainage from the nose can be a sign of infection. If a child has this type of drainage, please make an appointment to see a medical provider.
- **STREP THROAT/BACTERIAL INFECTION:**
 - If a child has strep throat or any type of bacterial infection, the child should be kept at home until 24 hours after the first dose of the antibiotic has been taken by the child.
- **MEDICATIONS:**
 - It is best for a child to receive medications at home if at all possible. In the event that a medication must be given at school, a medication administration permission form must be filled out and signed by the parent. Medication {both prescription and over the counter} must be brought to the school in the original container with the label intact. If the medication is a prescription, the pharmacy label must be in place. No medication will be accepted in any other type of container. Parents must provide any medications to be given to their child. No stock medication will be provided by the school. All medications brought to the school will be verified by school staff.
- **SELF-CARRY MEDICATIONS:**

- If a child needs to carry medication on their person (an inhaler, epi-pen, or diabetic supplies), a self-carry medication administration form must be filled out, signed by the parent, and on file in the office.

Dear Parents,

Below are requirements for all new and returning students who will be enrolled in the USD 506 School District for the **2022-23** school year. **Parents please note that there will be new required vaccines, for certain grades, for this next school year (2022-23).**

All students (returning & new) must have the following:

- An **up-to-date** immunization record on file or provided **prior to starting school**
- Students who will be entering the **7th grade (11-12 yrs)** are required to have a Tdap vaccine booster and a Meningococcal (A,C,W,Y) vaccine **prior to starting school. 8th grade students who did not get a Meningococcal (A,C,W,Y) vaccine in 7th grade will need this vaccine**
- Students who will be entering **Preschool, and Kindergarten thru 4th Grade** are required to have **two** doses of Hepatitis A vaccine. (Doses should be given 6 months apart-if 1st dose is given prior to enrollment 2nd dose will follow in 6 months).
- Students entering the **11th Grade (16-18 yrs)** are required to have one dose of Meningococcal (A,C,W,Y) vaccine **prior to starting school. 12th grade students will need this vaccine if not given in the 11th grade or after they turned 16 yrs. old**
- Medical exemption from vaccines **must** be updated **yearly** by your health care provider and provided to the school

All new students must have the following:

- KS State Law (KS 72-5214) requires all students 8 years of age and younger, entering a Kansas School for the first time, **MUST** provide written proof of physical exam being completed within the last 12 month of school entry. Parents are encouraged to schedule appointments promptly.

Students are **required** to have up-to-date copies of immunization and/or health assessment to the school no later than September 30, 2021. *If we do not receive proof of immunization and/or health assessment by this date your child will be sent home from school October 4, 2021.*

These services can be obtained at your health care provider's office or your local health department. To receive vaccinations at the health department your child will have to meet VFC (Vaccine for Children) Program eligibility requirements. If vaccines are obtained before the age of 19 years of age your child could be eligible to receive a lower cost of vaccines through the VFC program (after age 19 yrs vaccine cost will be higher). For information on VFC eligibility, clinic hours, or to schedule an appointment contact the health department at 620-421-4350. Thank you for your cooperation.

Sincerely,

USD 506 School Nurses

ATTENDANCE

Regular attendance is extremely important to the educational development of our students. We believe that the major responsibility for regular attendance lies with the parents and the student.

When a student is absent, a parent or guardian must call the school within 24 hours of the absence. The school will attempt to contact a parent to determine the reason for the absence. If a telephone is not available, the school will accept a signed note from the parent or guardian when the student returns to school. If a telephone call or note is not received from the parent or guardian within 24 hours, the absence will be recorded as unexcused.

Excused Absences: The principal shall determine whether an absence is excused or unexcused. Absences for the following reasons will be administratively approved:

- 1) Illness with a parent's verification
- 2) School sponsored activities
- 3) Weather conditions so severe that it is impossible for the student to attend
- 4) Prior approved absences between the principal and parents for funerals and family business.

Unexcused Absences: All absences that do not fall in the categories of the excused absences listed above shall be unexcused. In addition, leaving school when school is in session without the principal's permission shall be deemed an unexcused absence. After ten absences, ALL absences will be recorded as unexcused unless accompanied by a doctor's note.

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, whichever comes first.

ARRIVAL AT SCHOOL

Prompt arrival at school is expected for all students. Students may enter the building at 7:40 a.m. Those students eating breakfast go through the breakfast line. Those students not eating breakfast go directly to the gym. Students eating breakfast will report to the gym after eating. All students will be dismissed to class from the gym. Students will be marked tardy beginning at 8:00 a.m.

TARDINESS

Any student missing up to an hour, at any time during the school day, is considered tardy. Students missing an hour or more during the school day will be considered absent. Students arriving late or leaving early must check in and out with the office. There is a sign in/out sheet in the office for parents to sign for children entering school late or leaving early. **Three unexcused tardy will be converted and recorded as one unexcused absence.**

LOITERING AFTER SCHOOL

Unless students are in a supervised program they are to leave the school grounds directly after school is out. We ask parents support in arranging prompt pick-up after school for those not walking or riding a bus home. Any student waiting to be picked up is to remain on the front steps. The playground is off-limits until after 4:00 p.m. for all students.

BUS INFORMATION

Our bus drivers receive extensive training at the district bus garage before they are employed to drive a USD 506 bus. All of our bus drivers hold a CDL driver's license, attend monthly safety meetings, and keep current certification in first aid and defensive driving. We conduct two bus evacuation drills with all of our students each school year.

The bus your child rides will seldom change during their years of attendance in our school. You will be contacted in advance if alterations to established routes need to be made. Please notify your bus driver if your child will not be riding the bus on a given day. If space allows, your child may ride home with another student if both students have a note from their parents indicating that they have parental permission to do so.

The pick-up and delivery times will seldom vary from day to day, therefore, students need to be waiting at their stop each day before the bus arrives. Animals, insects, fowls, etc. may not be transported on the bus. Glass containers such as bottles and jars, balloons, sticks or any object that may be unsafe or create a driving hazard are not permitted on the bus. Food, drink and gum may not be consumed on the bus, except at the discretion of school staff.

We will not alter our bus routes to accommodate out of attendance center or out of district students. Those students will need to meet the bus on the established route.

SCHOOL BUS RULES

1. The driver is in charge of the students and the bus. Students must obey the driver promptly and cheerfully.
2. Each student must be provided a seat. After the passenger load is lightened a student may change seats if permission is first obtained from the driver and if the bus is not in motion.
3. Students must be on time. The bus cannot wait for those who are tardy. Students must walk on the far-left side of the road facing traffic when going to the bus stop.
4. Students must never stand in the roadway while waiting for the bus. All students must wait for the bus off the traveled portion of the road. Students should wait in an orderly manner and never push a fellow student.
5. Unnecessary conversation with the driver is prohibited. Do not talk loudly or distract the driver's attention. Remember, your safety is in the driver's hands.
6. Outside of the ordinary conversation, classroom conduct is observed.
7. Students must not throw waste paper or anything on the bus. Help keep your bus clean, safe and sanitary at all times.
8. Students must not at any time extend arms, legs, or head out of the bus window.
9. Students must not try to get on or off the bus or move about within the bus while it is in motion.
10. When leaving, students must observe directions of the driver. If you cross the road, do so in front of the bus after making sure the highway is clear and the driver has given you the signal that it is safe to cross.
11. Any damage to the bus is to be reported to the driver at once.
12. Students should get on and off the bus promptly, without stopping to visit.
13. Animals, insects, fowl, etc. shall not be transported in the bus.
14. Glass containers such as bottles and jars are not permitted on the bus.
15. Students are to be completely quiet when the bus stops at railroad crossings and remain quiet until the bus begins to move again.

VIOLATION OF THESE RULES, MAY RESULT IN THE STUDENT BEING DENIED THE PRIVILEGE OF RIDING THE BUS.

INCLEMENT WEATHER SCHOOL CLOSING

In the event of inclement weather or mechanical breakdown, school may be closed. The same conditions may also necessitate early dismissal. These events will be announced on the following radio/TV stations:

KOAM-TV (channel 7) KODE-TV (channel 12) KKOW Radio (96.9)
KGGF Radio (690 AM) KLKC Radio (93.5 FM) KOBC Radio (90.7 FM).

DAILY SCHEDULE

7:40 Doors Opened/Students report to Breakfast or the gym.
7:55 Breakfast completed/Students report to the gym
8:00 Students are dismissed by class to their classrooms
11:10 Begin Lunch
3:10 Bus students dismissed
3:15 Town students dismissed
3:15 – 4:15 After School Study Hall for 6th-8th grade

HAZING/HARASSMENT/INTIMIDATION/BULLYING/MENACING

The board has a set high priority on zero tolerance for bullying behavior at all levels of the organization. This means no tolerance for students bullying students, no tolerance for staff bullying students, and no tolerance for staff bullying staff. The board has adopted policy GAACB /JGECB.

“Hazing/Harassment/Intimidation/Bullying/Menacing” to establish an expectation district-wide. The policy states, “Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion.”

SCHOOL VISITS

Parents and adult visitors are always welcome to visit in our school. Please arrange your visits in advance if you would like to visit with a teacher. Please report to the office when you arrive for a visit. Children not enrolled in our school may not visit nor attend class with a child enrolled in our school.

LUNCH & BREAKFAST

USD 506 elementary schools are com-mitted to providing students with a nutritious, enjoyable hot meal. Those parents desiring to do so may apply for free or reduced breakfasts and lunches. Applications are available at enrollment or anytime during the year in the school office. If students choose to bring sack lunches, they are welcome to do so. There will not be facilities provided for sack lunches to be kept cool at school. They may purchase milk if they desire. Parents/Guardians are welcome to come eat with your child for special occasions. We ask that you come no more than once a month per child. You may have siblings sit with you but not other children.

All students will follow the lunchroom rules to ensure a safe and orderly environment.

- Unruly behavior, such as excessive talking, horseplay, throwing food, etc. will not be allowed.
- Students will not be allowed to trade food.
- Students must obey the lunchroom supervisors—failure to do so will result in a loss of privileges.

DRESS CODE

A student’s appearance should not disrupt the normal proceedings of the school, nor interfere with the health, safety, or welfare of any individual. Apparel and clothing containing printed or visual messages inappropriate in a school setting will not be worn. Hats, bandanas or caps will not be worn in the building. Cutoffs, beach apparel, bicycle shorts, see-through clothing, bare midriffs, or tank tops and spaghetti strap blouses are unacceptable. All waistbands of shorts, pants, or skirts will be worn at the waistline or above. Dresses and shorts will be mid-thigh length or longer. Any manner of dress or hairstyle/color that the principal deems to be detrimental to the learning process will not be allowed. The principal shall act as “arbiter of good taste” in referrals from staff members on questions of improper attire.

HOMEWORK

All students are expected to complete assignments on time. Students are responsible for being prepared to work when they come to class. Preparation includes all materials that are needed to successfully do their assignments. Homework is typically school assignments that were not completed during class time during the school day. Students are expected to have assignments completed and submitted to the teacher on time. In the event of an absence from school, it is the responsibility of the student to get the missed assignments from his teacher or a responsible classmate. We allow one day per day of absence plus one additional day to complete missed assignments. You may call the office to make arrangements for getting assignments on the day of your child’s absence.

GRADING SCALE

K-2 grades: a various system of letter grades, plus & minus marks, and S (satisfactory) and U (unsatisfactory) marks
3-8 grades:

100	A+	79-78	C+
99-93	A	77-73	C
92-90	A-	72-70	C-
89-88	B+	69-68	D+
87-83	B	67-63	D
82-80	B-	62-60	D-

*Teachers will notify students when assignments are due. Our teachers will grade the work submitted, even if the assignment is incomplete.

- **A mandatory study hall until 4:15 pm after school will be required for any 6th-8th grader who drops his/her grade to 2 “D’s” or one or more “F’s”.**

PROMOTION, RETENTION, AND FAILURE TO MEET REQUIREMENTS

The final decision to promote or retain a student shall rest with the principal after receiving information from parents /guardians, teachers and other appropriate school personnel.

SIT

Student Improvement Team is a group of teachers, the building principal, and individual students’ parents that meet on a regular basis to explore strategies and interventions to help students that are having difficulty learning or following school rules and expectations. Referral to SIT can be made by teachers or parents.

TELEPHONE CALLS

Students will be allowed to use the telephone only in the event of an emergency. Cell Phones are not to be turned on during any part of the school day (this includes anytime you are riding the bus). Cell phones that are out during the school day or school activities will be considered a nuisance and will be confiscated. **The taking of pictures is not allowed as per the Acceptable Use Policy (AUP). Electronic devices are not allowed on the playground during school hours unless the principal gives prior approval.**

STUDENT PERSONAL BELONGINGS

Each student’s personal possessions, including workbooks, school supplies, articles of clothing, toys, athletic equipment, and other personal possessions should be plainly marked with the child’s name. Any personal electronic device such as (cd player, iPod, MP3 player, and any other electronic device is not to be turned on during any part of the school day {this includes anytime you are riding the bus}), except at the discretion of the school staff. The school will not be held responsible for any broken, lost, or stolen articles that the child brings from home. The taking of pictures with any personal electronic device is not allowed as per the Acceptable Use Policy (AUP).

LEARNING TRIPS

Parents will be informed of all learning trips in advance of the trip. Students must have a signed permission slip to attend. Program and parade practices at LCHS are listed in the school and/or district calendars. Permission slips are not required for these events.

TORNADO, FIRE, AND CRISIS DRILLS

Visual charts for procedures are posted in each room. Fire drills are monthly, tornado drills three times a year, and bus/crisis drills twice times a year.

OUT OF DISTRICT AND OUT OF ATTENDANCE CENTER APPLICATIONS

Students who do not live in the Mound Valley Grade School attendance center area may apply for out of district or out of attendance center status. Applications are available in the office and must be made yearly. Acceptance is based, primarily upon the size of the class where application is made. The school principal will conduct a background check on new students applying in first through eighth grades. The school principal will recommend only students in good standing regarding academics, attendance, and behavior for approval by the Superintendent of Schools. Out of attendance center students and out of district students who have older siblings already in attendance at Bartlett will be accorded priority status over new out of district applications.

ATHLETICS & ACTIVITIES

Mound Valley activities include: volleyball, football, basketball, track, band, vocal, yearbook, Gen Y and cheerleading, wrestling, quiz bowl. Parents be advised that participating in an activity requires a serious time commitment and that students are not given any extra time to complete regular classroom academic assignments.

A student missing any part of the school day due to illness or unexcused absence will not be eligible to participate in that day's activities.

Student in Good Standing

A student who is under penalty of suspension or whose character or conduct brings discredit to the school or to the student, as determined by the principal, is not in good standing and is ineligible for a period of time as specified by the principal to participate with the team/group. This policy will include any/all school activities/ clubs or athletics operating outside the established school day.

Students may be required to sign a contract outlining expectations for participation. Coaches/Sponsors will send practice schedules home, although they are subject to change.

Eligibility is determined by the KSHSAA and student grades. Each student must have a physical examination after May 1 of the current school year. This physical must be on the Kansas State High School Activities Association form, signed by a physician, parent, and student. This document must be on file with our school before a student will be allowed to practice.

All 6th, 7th, and 8th grade students whether or not participating in athletic, cheerleading, or band activities are required to maintain acceptable grades. Any student receiving two "D's" or one "F" will be restricted from participation. In order to participate the student will be expected to attend our mandatory study hall until he/she has raised his/her grades accordingly. During this time a student will not take part in any extra-curricular activities.

All 6th, 7th, and 8th grade students whether or not participating in athletic, cheerleading, or band activities are required to maintain acceptable grades. Any student receiving two "D's" or one "F" will be restricted from participation. The student will receive an 8th hour notification for parents to sign and return. In order to participate the student will be expected to attend our mandatory study hall, until he/she has raised his/her grades to no "F's" or only one "D". Grade checks will be done through the week. During this time a student will not take part in games or extracurricular activities but may continue to practice. If the student raises their grade to an acceptable level they are out of (8thhour) and may participate. Students will communicate this to parents and coaches. The student may report to practice after 8th hour, transportation will not be provided by the school.

If students do not stay for mandatory (8th hour) they may be assigned an in-school or out of school suspension.

Parents must sign a parent release form before taking their child from a school-sponsored event. The team manager and/or coach will have the form with him/her.

- **USD 506 does not carry health insurance on students.**

FERPA – FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT

Under the provision of the Family Educational Rights and Privacy Act (FERPA), parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records, which are kept and maintained by Labette County USD 506. In accordance with FERPA, you are required to be notified of those rights, which include:

- 1) The rights to review and inspect all of your educational records, except those, which are specifically exempted.
- 2) The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if:
 - a. we have your prior written consent for disclosure;
 - b. the information is considered "directory information" and you have not objected to the release of such information; or
 - c. disclosure without consent is permitted by law.

3) The right to request that your educational records be amended if you believe that the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records are denied in the first instance.

4) The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe that USD 506 has failed to comply with FERPA's requirements.

5) The right to obtain a copy of USD 506's policies for complying with FERPA. A copy may be obtained from the office of the superintendent, 401 S. High School Street, Altamont, Kansas 67330.

For purposes of FERPA, USD 506 has designated certain information contained in educational records as directory information; which may be disclosed for any purpose without your consent. The following information is considered directory information: student name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school attended by the student, class designation, major field of study and photographs.

You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with USD 506 at the office of the Superintendent, 401 S. High School Street, Altamont, Kansas 67330 on or before September 10 of each school year. If a refusal is not filed, USD 506 assumes that there is no obligation to the release of the designated directory information.

Emergency Safety Intervention (ESI) Policy

GAAF Emergency Safety Interventions (See JRB, JQ, JQA, and KN) GAAF The board of education is committed to limiting the use of Emergency Safety Interventions ("ESDI"), such as seclusion and restraint, with all students. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies. This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school's code of conduct, school safety plan, or student handbook. Definitions (See K.A.R. 91-42-1) "Emergency Safety Intervention" is the use of seclusion or physical restraint when a student presents an immediate danger to self or others. Violent action that is destructive of property may necessitate the use of an emergency safety intervention. "Seclusion" requires all three of the following conditions to be met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that the student will be prevented from leaving, the enclosed area. "Chemical Restraint" means the use of medication to control a student's violent physical behavior or restrict a student's freedom of movement.

GAAF Emergency Safety Interventions GAAF-2 "Mechanical Restraint" means any device or object used to limit a student's movement. "Physical Restraint" means bodily force used to substantially limit a student's movement. "Physical Escort" means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location. "Time-out" means a behavioral intervention in which a student is temporarily removed from a learning activity without being confined. Prohibited Types of Restraint All staff members are prohibited from engaging in the following actions with all students: • Using face-down (prone) physical restraint; • Using face-up (supine) physical restraint; • Using physical restraint that obstructs the student's airway; • Using physical restraint that impacts a student's primary mode of communication; • Using chemical restraint, except as prescribed by a licensed healthcare professional for treatment of a medical or psychiatric condition; and • Use of mechanical restraint, except:

GAAF Emergency Safety Interventions GAAF-3 o Protective or stabilizing devices required by law or used in accordance with an order from a licensed healthcare professional; o Any device used by law enforcement officers to carry out law enforcement duties; or o Seatbelts and other safety equipment used to secure students during transportation. Training All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on the use of emergency safety interventions. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most

likely to need to restrain a student will be provided more intense training than classified staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position. Each school building shall maintain documentation regarding the training that was provided and a list of participants.

GAAF Emergency Safety Interventions GAAF-4 Documentation The principal or designee shall provide written notification to the student's parents any time that ESI is used with a student. Such notification must be provided within two (2) school days. In addition, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following: • Date and time of the intervention, • Type of intervention, • Length of time the intervention was used, and • School personnel who participated in or supervised the intervention. All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent on at least a biannual basis. At least once per school year, each building principal 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. **Local Dispute Resolution Process** The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board.

In the event that GAAF Emergency Safety Interventions GAAF-5 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. Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings and recommended action to the board in executive sessions. 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 a report containing written findings of fact and, if necessary, appropriate corrective action. A copy of the report adopted by the board shall be provided to the parents, the school, and the state board of education. Approved: KASB
Recommendation - 6/13

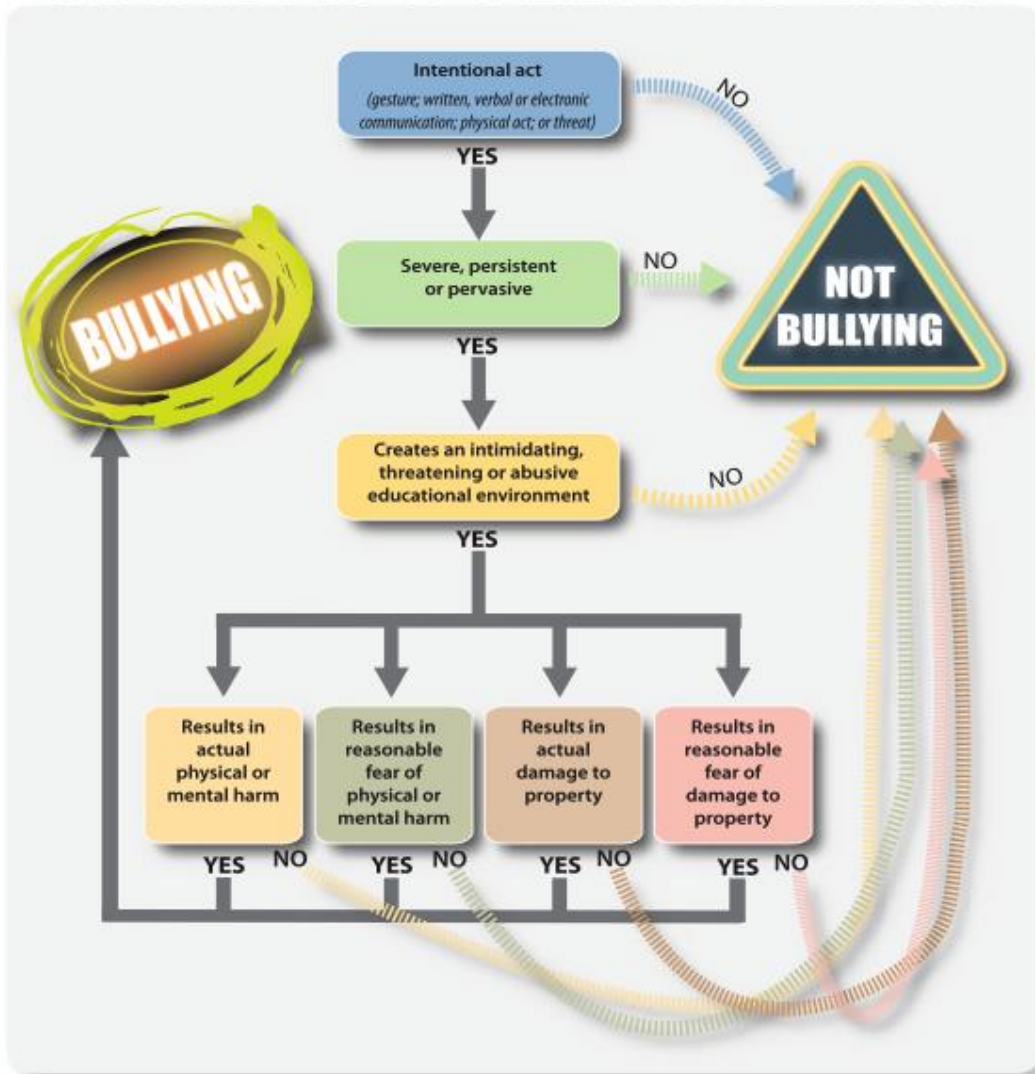
Notice of Non-Discrimination:

The school district of Labette County USD 506 does not discriminate on the basis of race, color, ethnicity, national origin, sex/gender (to include orientation, identity or expression), age, disability, genetic information or any other basis prohibited by law. The following person has been designated to handle inquiries or complaints regarding nondiscrimination policies, including requests for accommodations or access to district buildings and programs.

Complaints in regard to Discrimination:

Discrimination against any student or employees on the basis of race, color, ethnicity, national origin, sex/gender (to include orientation, identity or expression), age, disability, genetic information or any other basis prohibited by law. The superintendent of Schools, PO Box 189, Altamont, Kansas 67330-0188, 620-784-5326, has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Age Discrimination Act of 1975, and Americans with Disability Act of 1990. Superintendent of Schools, 401 S. High School Street, PO Box 189, Altamont, KS 67330, 620-724-6280 (telecommunications device for the deaf), 620-328-3121 (speech impaired). jwyrick@usd506.org

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