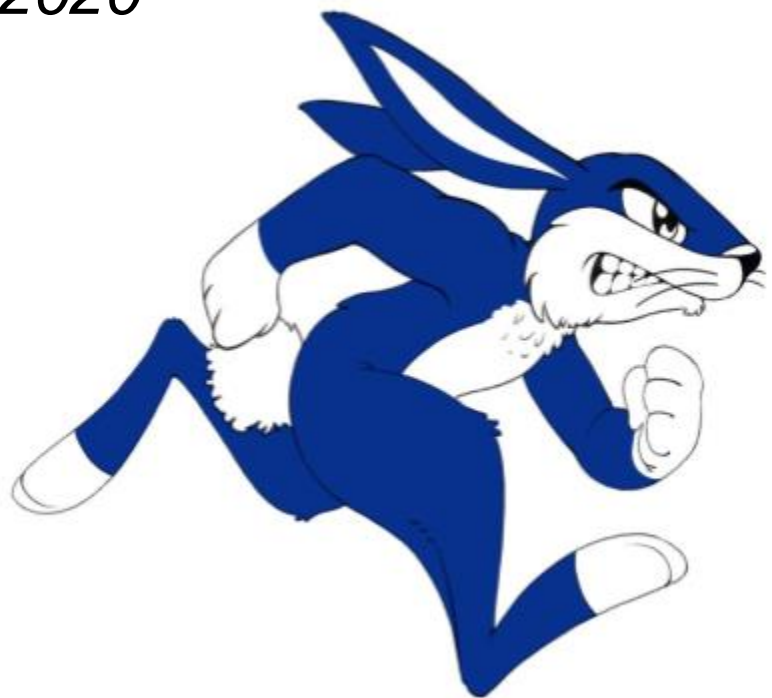


# ***Kansas School for the Deaf***

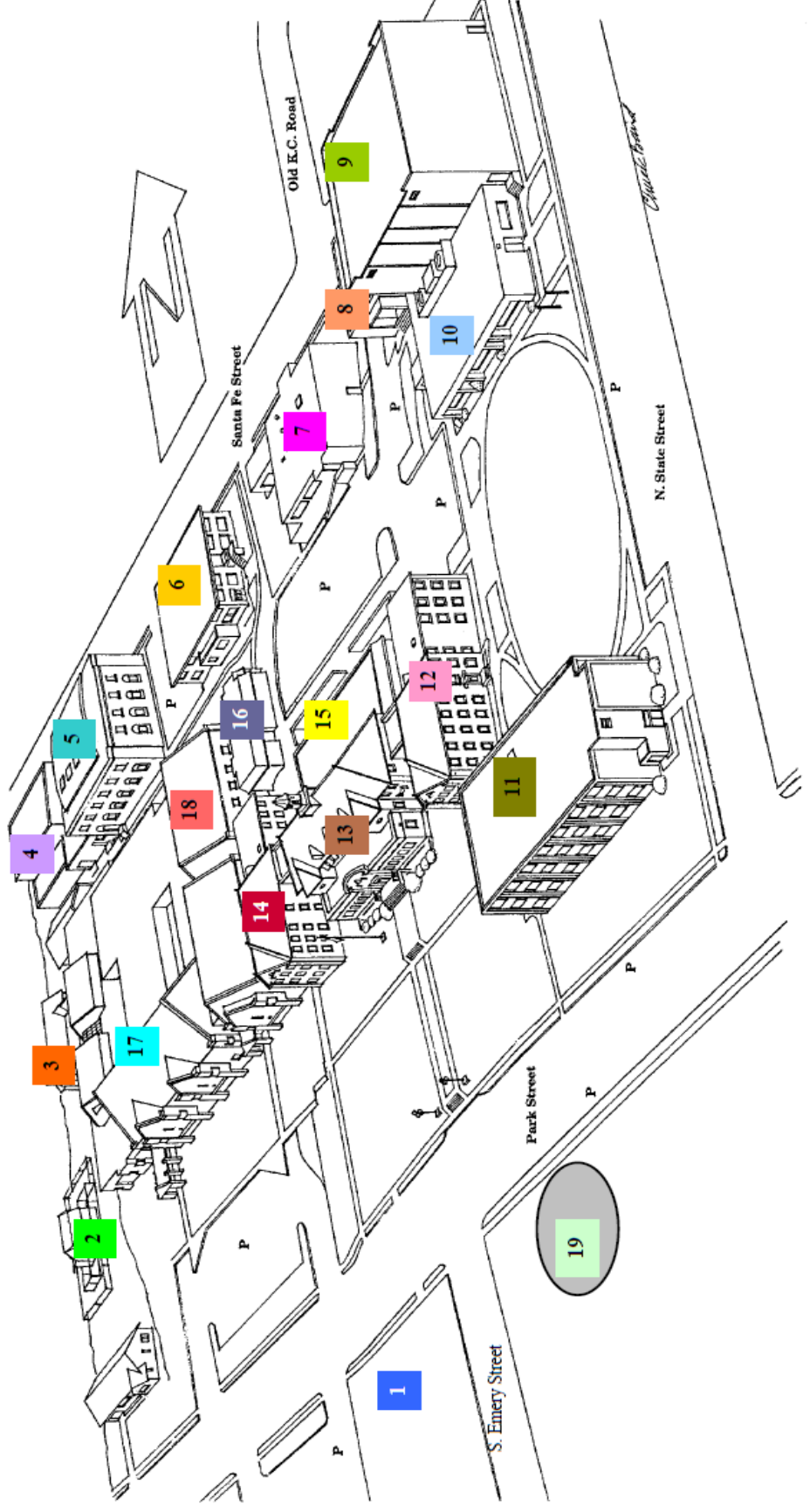


## ***Parent/Student Handbook 2019-2020***



# The Kansas State School for the Deaf

- |                                |  |   |
|--------------------------------|--|---|
| 1. Paul D. Hubbard Field       | 7. Alvin F. Ekengren Maintenance Building    | 13. Stanley D. Roth Administration Building |
| 2. Environmental Education Lab | 8. James B. King Student Center              | 14. Stanley D. Roth West Wing Residence     |
| 3. Uel K. Hurd Scout Cabin     | 9. Edward S. Foltz Gymnasium                 | 15. Seale Lamm Dining Room                  |
| 4. Indoor Swimming Pool        | 10. Lloyd R. Parks & Charles M. Bilger Bldg. | 16. June A. Bishop Health Center            |
| 5. Luther H. Taylor Gymnasium  | 11. Arthur L. Roberts Academic Building      | 17. Philip A. Emery Elementary Center       |
| 6. Vocational Building         | 12. Stanley D. Roth East Wing Residence      | 18. Outreach Department                     |
|                                |  | 19. Museum of Deaf History, Arts & Culture  |





**KANSAS SCHOOLS FOR THE DEAF AND THE BLIND**  
STATEWIDE RESOURCES ON DEAFNESS AND BLINDNESS  
[www.KSSDB.org](http://www.KSSDB.org)

**KANSAS STATE SCHOOL FOR THE DEAF**  
450 EAST PARK ST. · OLATHE, KS 66061-5497  
PHONE: 913-210-8200 FAX: 913-791-0512

**KANSAS STATE SCHOOL FOR THE BLIND**  
1100 STATE AVE. · KANSAS CITY, KS 66102-4411  
PHONE: 913-305-3000

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Dear Students & Parents,

A school environment conducive to learning and nurturing growth can only be achieved when all those involved – students, parents, teachers, and staff possesses a common body of knowledge and understanding regarding the mission and operation of the school. We are excited that you and your child are members of our learning community. The KSD Parent/Student Handbook is designed to provide helpful information about KSD's building practices, policies, and procedures.

Information on school programs, organizations, activities, and expectations are contained within these covers. Please read this handbook carefully and maintain it as a reference. Feel free to share any questions or suggestions you may have with the administrators. This is intended to be a "living document", subject to the same growth which characterizes our students! Ongoing dialogue and a review of school policies will assure the continuing appropriateness and relevance of the contents of this handbook.

Our mission at KSD is to collaboratively support academic excellence and personal growth for every student. KSD staff are committed to working with students and families to ensure all students reach their optimal potential. Communication between home and school is essential in ensuring the best possible education for students. We encourage parents and staff to work together openly and frequently.

Welcome to KSD where it Is GREAT To be a Jackrabbit!

Luanne Barron  
Superintendent

**EQUAL EMPLOYMENT/EDUCATION OPPORTUNITY SCHOOLS**

## TELEPHONE DIRECTORY

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Kelly Grove, Transition Coordinator <a href="mailto:kgrove@kssdb.org">kgrove@kssdb.org</a>	913- 210-8131 913-712-0275 (VP)
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Dean Muszynski, Activity Coordinator <a href="mailto:dmuszynski1@kssdb.org">dmuszynski1@kssdb.org</a>	913-210-8146 913-324-5846 (VP)
Kim Wroldsen, Student Life Sr. Admin Assistant & Transportation Coordinator <a href="mailto:kwroldsen@kssdb.org">kwroldsen@kssdb.org</a>	913-210-8146 913-324-5360 (VP)

*School rules published in this handbook are subject to such changes as may be needed to assure continued compliance with federal, state, or local regulations and are subject to such review and alteration as becomes necessary for the routine operation of the school. Not all rules of behavior can be written and inserted in a guidebook; however, we expect students to follow reasonable rules and not violate the rights of others.*

### **Equal Employment/Educational Opportunity Agency**

As an Equal Employment / Educational Opportunity Agency, The Kansas School for the Deaf (KSD) does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs, employment, or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Human Resources, 450 E. Park St., Olathe KS 66061 913-210-8200

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## **Vision Statement**

*Every student who is Deaf or Hard of Hearing in Kansas will achieve personal success and become a productive citizen.*

## **Mission Statement**

*To ensure that all students we serve achieve their full potential in a language-rich environment.*

### **KSD believes:**

- Each student has the right to a safe and secure educational environment.
- Each student has the right to an academically rigorous program.
- Full access to ASL and English is crucial to a student's development, and both languages are equally utilized and valued.
- Exposure to and experience with Deaf culture will enrich the lives of students and their families.
- Outreach services provide the highest quality of services, resources, and support to children ages birth – 21 who are deaf/hard of hearing, by collaborating with their families, their communities and the professionals that serve them.
- Each student and family has the right to transition services to understand student needs, access available services, and utilize programs for the benefit of the student's educational career and into post-secondary life.

## **Academic Standards of Excellence**

The Kansas School for the Deaf is accredited by the Conference of Educational Administrators of Schools and Programs for the Deaf (CEASD) and will go through the Kansas Education Systems Accreditation (KESA) process with the Kansas Department of Education. KESA uses the 21st Century themes of Relationships, Relevance, Responsive Culture, Results and Rigor (The Five R's) as a framework within which to focus on the quality characteristics of an educational system. The academic curricula is aligned with the Kansas College and Career Ready Standards (KCCRS), which includes the Essential Elements subsets. Students at specific grade levels participate in state and local assessments as mandated by state law and policy.

### **KSD School Profile & School Improvement Plan**

A copy of the Kansas School for the Deaf School Profile and School Improvement Plan is available on the school's website.

### **Curriculum and Assessments**

The Kansas State Board of Education has established challenging curricular standards for all students in the core areas of reading, writing, mathematics, social studies, and science. KSD has taken those standards and created curricula based on the objectives identified by the state and then identified materials and strategies to teach the curriculum.

State assessments are completed with students annually, as required by the Kansas State Board of Education and Kansas State Department of Education. Each year, students in grades 3 through 8 and once in high school must complete assessments in reading and math. Additional assessments in writing, science, and social studies are done with limited grade levels as required. If you have specific questions about state assessments for your child, please contact the Curriculum and Assessment Coordinator.

## **Communication and Language Guiding Principles**

Most Deaf students communicate and interact primarily in two different languages and cultures. Consequently, both American Sign Language (ASL) and English are valued as integral parts of the total school program at the Kansas School for the Deaf.

One component of the KSD mission is to develop in each student fluency in both languages. Through those languages, each student can access the same educational opportunities as students in other Kansas public schools.

All means of acquiring first and second language skills are to be implemented as appropriate based on each student's needs. These include reading, writing, speaking, listening, receptive ASL, and expressive ASL.

Incidental learning plays an important role in the overall education and language development of each student. Because ASL is a visually accessible language, it will be used in all face to face communication.

### **Recommendations for Optimal Communication Practices Outside a Classroom**

Students have the right to communicate in their most comfortable communication modes during unstructured activities outside of the classroom setting (i.e. cafeteria, hallways, bus, field trips). The KSD Staff has the responsibility to ensure that their communication is accessible to all individuals in unstructured social settings outside of the classroom. The libraries are considered the same as the classroom and not unstructured social settings. The following recommended strategies for communication sensitivity are encouraged:

<b>When students/staff are communicating orally and an ASL user is in the same proximity</b>	<b>When students/staff are communicating in ASL and a novice ASL user is in the same proximity</b>
<ul style="list-style-type: none"><li>As a courtesy, they can ask if the ASL user prefers for them to switch communication modes (e.g., signing, fingerspelling, written mode, simultaneous communication).</li></ul>	<ul style="list-style-type: none"><li>As a courtesy, they can ask if the novice ASL user prefers for them to switch communication modes (i.e. slower signing, fingerspelling, written mode, simultaneous communication).</li></ul>
<ul style="list-style-type: none"><li>The ASL user can request that they change communication modes.</li></ul>	<ul style="list-style-type: none"><li>If the novice ASL user is not comfortable with his/her comprehension of the information, he/she can request that the students/staff change modes.</li></ul>
<ul style="list-style-type: none"><li>The staff will switch to ASL or simultaneous communication immediately when Deaf/Hard-of-Hearing individuals are in their proximity. If the conversation is private, the staff can move to a private area.</li></ul>	<ul style="list-style-type: none"><li>If the conversation is private, the staff can move to a private area.</li></ul>



## **Admission to KSD**

We recognize that parents are their child's first teachers and that we (school and families) are partners in early education. Eligibility for placement at KSD is determined through the Individual Education Program (IEP) process. Initial contact with KSD can be initiated by either parents or the Local Education Agency (LEA – school district where the student currently lives). Parents complete an Initial Data Form and signs a release of information so a request of records can take place. An IEP team comprised of parent, LEA personnel, and a representative from KSD will determine placement of the child based academic, social/emotional, vocational, and related service needs of the child. Placement can occur at any time throughout the year.

### **Individualized Educational Program**

The Individualized Educational Program (IEP) is a written statement of the special education and related services needed by a child based on his/her current level of functioning. It assigns responsibility for the delivery of these services, sets forth the anticipated change in the child's skills or behavior, and describes how these changes will be measured.

Each student is re-evaluated every three (3) years to determine eligibility for special education. The results of these tests are presented at the comprehensive re-evaluation meeting and the information is used to construct the IEP.

IEP team meetings are scheduled annually throughout the school year with the parents and the representative from the student's local school district. However, a parent may request an IEP meeting at any time should concerns arise which require such attention. For students age 14 and above, a transition plan, from school to work, is discussed and developed as part of the IEP meeting. Goals and objectives to meet each student's individual transition needs are developed at this time.

A notice and reminder regarding the date and time of your child's comprehensive/IEP meeting will be sent. Parents are encouraged to attend these meetings so that you may have input regarding your child's education. If you cannot attend the IEP in person, a conference call IEP can be set up, so that you can participate via telephone or video conference. For accommodations, please contact the School Psychologist at (913) 324-5852.

### **Dual Placement**

Interaction between deaf/hard of hearing students and hearing students in an integrated setting can be valuable, desirable and educationally appropriate. There are opportunities for a broad range of academic, vocational, and social experiences. The option for KSD students to take courses in the Olathe Public School District is determined by the student's needs, abilities, and desires with input and feedback from classroom teachers, LEA, parents and school administrators. Dual placement is addressed and determined at the IEP meeting. Secondary students interested in taking one or more classes in the Olathe public school will need to follow the set policies and procedures with initial contact made with the Transition Facilitator. A copy of the Secondary Students Dual Placement guidelines is available upon request. Any students who are dually enrolled will attend KSD only for the hours identified on their IEP/schedule. Any waiver of this must be approved by administration.

### **Residency**

Students are required to live either with their parents/guardian or in KSD's dormitory. In all cases, each student must be registered with their local Kansas school district. Students residing in another state and wishing to attend KSD will need to have their local district pay tuition for the educational program and for the residential program.

## **Parents' Rights in Education**

As parents of children who qualify for specially-designed instruction, you have certain rights and procedural safeguards under federal and state laws. This list of your rights must be given to you in your native language or in a communication method you can understand. If you wish a more detailed explanation of these rights or need help in understanding these rights, contact one of the following:

- Jennifer Kucinski, School Psychologist at (913) 324-5852 VP

State Level IDEA Funded Resources and Information:

- Kansas State Department of Education, 800-203-9462
- Families Together Inc., 800-264-6343
- Kansas Advocacy and Protective Services, 800-432-8276

## **Student's Rights at Age 18**

On or before the student's 17<sup>th</sup> birthday, the IEP of the student must contain a statement that the student has been informed that at age 18, student has attained the age of majority in Kansas and all parental rights transfer to the student (K.S.A. 72-987(C)(9)). Thus, at age 18, students become their own educational decision makers. When a student reaches the age of majority, school personnel must send all required special educational notices to both the student and to the parents and obtain informed consent for specified special education actions from the student (same requirements as for parents).

## **Student Records**

Records of current and former students, except directory information, are considered confidential. Proper safeguards and procedures have been established to govern access of pupil records to all parties within KSD. All procedures will be consistent with the intent of the Family Educational Rights and Privacy Act of 1974, as amended. Parents who wish to view their child's educational records should request access via the IEP office.

Report cards are issued quarterly following the end of the report card periods as indicated on the school calendar. Only semester grades are placed on the permanent record. While the format used varies with the age of the student, the intention remains the same at all levels – to provide parents with an overall view of their child's progress. Parents are encouraged to meet with teachers to discuss their child's progress in school periodically throughout the school year.

## Release of Student Records

The school may, without the consent of the student or his parents, release student records as follows:

1. To other local school officials who have a proper educational purpose in examining the information.
2. To officials of other schools or school systems in which the student intends to enroll, upon condition that the student's parents are to be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record. Students 18 or older can request records on their own.
3. To law enforcement and/or Department of Children and Families.

No other person, agency or organization may have access to a student's records except under the following conditions:

1. By the student or student's parents upon proper request to the appropriate school official. Access to the records must be available no later than 20 days after the request is made. A school official competent in interpreting student records must be present to explain the records to be examined.

2. Upon the written consent of the student's parents specifying records to be released, the reasons for such release, and to whom, and with a copy of the records to be released to the student's parents, if desired.

#### Permanent Record

Only semester grades, transcripts, IEP, attendance, and student's relative rank in class are placed on the permanent record for grades 9 – 12. Electives are recorded quarterly for grades 7 and 8.

#### **Transcripts**

Grade transcripts may be ordered from the Office of Superintendent. A request form must be presented. Students requesting transcripts for colleges or other official agencies contact the Office of Superintendent and sign a *Records Release Authorization Form*. Transcripts are mailed directly to businesses/colleges as requested. Please allow two (2) weeks for delivery.

#### **Destruction of Records**

A student's education records are considered no longer needed to provide educational services to a particular student when that student graduates, transfers, or ceases to attend KSD. Student records will be maintained for at least five (5) years following any of these events. At that time, student records will be destroyed. A permanent record will be maintained consisting of the student's transcript, attendance record, grade level, and year completed along with his/her name, address, and telephone number. Parents or adult students may request the destruction of student records that are not needed to provide educational services.

### **General K-12 Guidelines**

#### **Family Contact Information**

Please notify the school office immediately if there is a change of address, email, telephone number, or other pertinent information.

#### **Attendance**

Students must attend school regularly. There is a direct correlation exists between regular attendance and academic achievement. It is expected that each student will attend all classes, every day. The primary responsibility of attendance rests with the student and parent; however, school administrators alone will determine if an absence is excused or unexcused.

Students are to be dropped off at the front of the Roth building at 7:30 AM for the breakfast program. School buildings open at 7:45 AM. KSD has a closed campus policy between 8:00 a.m. and 3:10 p.m. Monday through Thursday and between 8:00 a.m. and 2:20 p.m. on Fridays. Students are not allowed off campus without permission from the office. Students are not allowed to leave campus for lunch and the delivery of fast food is not permitted.

Whenever possible, appointments should be scheduled outside the school day. However, when it is necessary for a student to leave campus during the school day, a written leave request from a parent explaining where the student plans to go, how they will go, the times she/he will be gone and with whom she/he is going will be required. Written notice should be provided before the day of the appointment. Advanced notice can be made by e-mailing the office secretary. Students will not be excused during school time to accomplish personal matters. All things of this nature must be done after school or on weekends.

A parent or guardian must come into the office to sign the student out when the student is leaving and sign the student back in when returning to school. Day students driving to school may sign out and sign back in themselves when returning to school. Any student who leaves the premises without signing out in the office will be considered unexcused and will face disciplinary action.

Questions about the off-campus permission process can be addressed to the Head Teacher or Dean of Student Life.

### **Absence Reporting**

Please call the appropriate school office as soon as you can between 7:30 AM to 8:15 AM on the day of the absence. If a parent does not call, a reasonable effort will be made by staff to notify parent/guardian of the absence. All absences that have not been excused by 1:00 PM on the day of the absence will be listed as unexcused.

Students who are absent from school past 10:00 AM will be ineligible for any activity that evening unless circumstances warrant this rule being waived by the Head Teacher. This includes sporting events, club meetings, or visiting friends. Day students that come to campus during dormitory hours after missing school will be asked to leave. We will count absences and tardiness as follows:

Tardy	Arrival 8:00 AM – 10:00 AM
Half-Day Absence	Arrival after 10:00 AM Leaving for the day after 10:00 AM Gone from school over 2 hours for any reason
Full-Day Absence	Arrival after 1 PM Leaving for the day before 10:00 AM

### **Excused Absences**

The State of Kansas delegates to the Board of Education the responsibility of determining reasons for excusable absences. As Board of Education designees, building administrators will determine if an absence is excused or unexcused. According to the Board of Education policy, the following are recognized as excusable reasons for absences:

- Personal illness
- Serious illness or death of a family member or close friend
- Obligatory religious observances of the student's own faith
- Participation in a school-approved student activity
- Verified physician or dentist appointments
- Court appearance
- Job interviews
- Emergency situations requiring immediate action
- An absence which has been requested in writing and approved in advance by the Head Teacher

For absences due to scheduled medical or dental appointments, appointment verification is to be submitted to the school secretary prior to being excused for an appointment. Upon return from the appointment, student must be prepared to provide verification of the appointment to the school secretary. Students will be required to sign in and out at the school office following established procedures.

If a child becomes ill while at school, parents will be notified immediately. Parents or emergency contacts should pick up the child from the KSD Infirmary as soon as possible. When a student returns to school from an absence due to illness, he/she must first report to the Infirmary for clearance then go to the school office for an admittance slip. When students are absent for three consecutive days, they are required to provide a physician's written excuse for the absence.

### **Excessive Absences**

Written notification of absences will be provided to parents/guardians at the end of each quarter. Excessive absences often lead to poor grades and potential loss of credit. Parents/students are

encouraged to contact the Head Teacher regarding this concern. An absentee record is kept on each student. Extended absences due to illness will be reported to the school district of residence. Such absences, verified by a physician, may result in eligibility for homebound instruction.

### **Truancy**

Truancy is defined as absence from one or more classes without prior knowledge or approval of the parent/guardian and the office. The Head Teacher, or KSD designee, may rule that an excessive absence without a reasonable excuse is truancy. Under the compulsory attendance law, which includes students up to and including those 21 years and under (according to the special education laws) the following procedures will be followed:

1. When truancy occurs the first time, the school officials will make an effort to get the student back in class immediately. School personnel will attempt to notify parents. A parent conference will be arranged prior to notifying the District Attorney.
2. If a student misses three (3) consecutive days or five (5) days in one semester or seven (7) days in a school year, the District Attorney's office will be notified by the Superintendent's office. Included in this notification will be the following: student's full name, date of birth, parent's address, date or dates of truancy from school, and remarks.
3. The District Attorney will notify parents that its office has been notified.

For students not under the compulsory attendance laws, the following will apply:

1. In cases of truancy, parents will be notified of the occurrence and the disciplinary action taken.
2. Subsequent trancies may involve a parent conference at the school to determine expectations of improvement of the student's attendance. Repeated trancies will make the student subject to suspension from school or a possible change of education placement depending on the IEP team decision

### **Tardiness**

Elementary and secondary students who arrive after 8:00 am will be listed as tardy. Students who are tardy will be addressed by the Head Teacher. Students who are late to class following a field trip, an extracurricular activity and/or assembly program will be listed as tardy. A student is tardy when he/she enters the class after the designated starting time. Tardies are accumulated by quarter.

Elementary consequences are:

1. First tardy – will be documented on attendance record
2. Second tardy – will be documented on attendance record and parents and/or dorm teacher contacted
3. Third tardy – equals one major offense; documented on attendance record, parent and/or dorm teacher contacted, detention for student
4. Fourth+ tardy – major offense; documented on attendance record, parents and/or dorm teacher contacted, detention for student, District Attorney contacted

Secondary consequences are:

1. First tardy – detention assigned (students expected to remain after school ten minutes for each one minute of unexcused tardiness), parent and/or dorm teacher contacted
2. Second tardy – detention assigned (teacher determined), parent and/or dorm teacher contacted
3. Third tardy – major offense; one day in-school suspension (ISS)
4. Fourth+ tardy – major offense; documented on attendance record, parents and/or dorm teacher contacted, detention and/or ISS for student, District Attorney contacted

### **Make-up Work**

Making up classroom assignments/activities within the time period set by the teacher is the responsibility of the student, not the teacher. A teacher may request that the student come in before/after school to collect assignment information/instructions.

School policy requires that students be given a minimum of two days for each day of absence in order to make up work missed. In periods of extended illness or injury (longer than one week) a reasonable plan will be developed for completion of missed work.

Teachers will give long-term assignments and set due dates several weeks in advance. If a student attends class up to the date of a long-term assignment and has an excused absence on the date the assignment is due, the student is still expected to submit the assignment on the due date unless the student or parent has made special arrangements with the teacher.

For any unexcused absence, the teacher is not required to give credit for missed work. However, the student may request the information missed during the absence so that she/he may keep up with the material covered. A teacher may request that the student come in before or after school to collect this information.

### **Student Transportation**

Many school districts provide daily and/or weekly transportation for their students. When transportation is provided, residential students are expected to use it. Parents should address questions or concerns regarding the bus service to the bus company or the home school district.

#### **Drop Off/Pick Up Areas:**

- Early Childhood and Elementary students: Enter the Elementary parking lot using the east entrance off Park Street.
- Secondary students: Use the area by the yellow curb in front of the Roberts Building on the southeast corner of the campus on Park Street or in the parking area on State Street.

Students participating in the breakfast program will walk to the Lamm Dining Room on the north side of the Roth building. All students will be supervised.

### **Bus Guidelines**

The following statements are taken directly from “Laws and Regulations Governing School Pupil Transportation in Kansas,” and are the rules which apply to all bus riders from KSD regardless of who provides the transportation.

- All drivers and parents of day students riding a bus during storm season should be advised to listen to radio and/or TV stations by 6:30 a.m. on the day in question for storm warnings and take no chances in attempting to reach school when advised of exceptionally bad conditions.
- Students transported in a school bus shall be under the authority of and be responsible directly to the driver of the bus. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for refusing transportation to any pupil. The driver of any school bus shall be held responsible for the order and conduct of the pupils transported.
- The driver is in charge of the students and the bus. Students must obey the driver.
- Students must be on time. The bus cannot wait for those who are tardy. Seven (7) minutes is the maximum time allowed for the driver to wait.
- Unnecessary conversation with the driver is prohibited. Students should not talk loudly or distract the driver.
- Outside of ordinary conversation, classroom conduct is to be observed.

- Students must not throw waste paper or other rubbish on the floor of the bus.
- Students must not at any time extend arms or head out of the bus window.
- Students must not try to get on or off the bus or move about within the bus while it is in motion.
- Students should cross the road in front of the parked bus after making sure the highway/road is clear.
- Any damage to the bus is to be reported at once to the driver.
- Students who violate these rules will be reported to the home school office. The LEA representative may deny students the privilege of riding on the bus.
- Students who want to ride on a bus they are not assigned to, for the purpose of visiting the home of a friend, must notify the bus driver in writing. The parents of both students must write a note for the driver and have the note signed by the Head Teacher. Districts reserve the right to refuse transportation to students not living within their boundaries.

### **Bicycles**

Students are allowed to have their own bicycles. At all times when bicycles are in use, appropriately fitting helmets must be worn. Students are permitted to ride bicycles on or off campus with approval and/or supervision. Day students are permitted to ride bicycles and must follow school and city bike regulations to and from school. Only one student per bicycle. Choosing not to follow the school policy may result in loss of privilege to utilize a bicycle.

### **Student Vehicles**

Students with a valid driver's license may have personal cars at KSD, under the following conditions only:

- May drive to and from their jobs that are off campus with written permission from the Dean of Student Life or Head Teacher and written parent permission;
- Day students may commute to and from campus;
- Dormitory students may commute to and from home.

If students need to go off-campus for valid reasons (going to the store for personal needs, work on class projects at library, organization's needs, or appointments) they must obtain permission slips from the Head Teacher or Dean of Student Life prior to leaving.

Cooperation with the following rules is required for students who have their own cars:

- Parking is permitted on campus with written permission.
- Students with orthopedic handicaps may park in any designated handicapped space. The car must be marked for handicapped parking.
- Students must have written permission from the Head Teacher or Dean of Student Life and from their parents to ride in another student's car.
- The driver must have a written permission from his/her parents to transport other students in his/her car, including non-KSD students. This applies regardless of the age of the driver and the other students.
- Students are not to use their car if enrolled at a mainstreamed program unless the Secondary Head Teacher gives permission.
- Students are not permitted to loan their cars to other students or other persons.
- A KSD vehicle tag must be in sight when parked on campus.
- Before a car is brought to KSD, the following information must be provided to Security on each student's car:
  - Make/Model of vehicle
  - License number of vehicle
  - Parents' written permission to bring and keep the vehicle at KSD
  - Proof of insurance
  - Copy of driver's license



Dormitory and school staff may counsel students on proper driving techniques and etiquette when necessary. Restrictions may be given on a level equal to the rule broken. Some possible consequences may include, but are not limited to:

- A restriction of the privilege of having or using a car;
- Loss of the privilege of having a car at KSD;
- Other reasonable consequences as determined by the Dean of Student Life, Head Teacher and/or the parents.

### **Ride-Sharing Policy**

Rideshare services (Uber, Lyft, etc.), has risen in popularity within the last few years. An increasing number of families nationwide have attempted to hail a rideshare service for their child upon dismissal from school or an activity. Rideshare companies have policies specifically prohibiting people under the age of 18 from using their service, however, despite these policies, rides have been requested for minors.

KSD has a duty to ensure a responsible person assumes the care of a student after dismissal, therefore KSD will not release minors leaving campus in third-party car services, specifically, ridesharing services whose own policies explicitly prohibit minors from using them. Waivers will not be considered. If a student under 18 hails a rideshare service, KSD staff will inform the parents and the rideshare vehicle upon arrival that the student is not permitted to leave in the vehicle. If the student persists and leaves in the vehicle, the parents and the police will be contacted.

### **Inclement Weather**

Since KSD is a residential school, it is generally not closed due to inclement weather. However, transportation for day students may not be available. Please listen to your radio or watch your local television stations to check on the status of your district's and KSD's closings. If a district is closed due to inclement weather, they will not provide transportation that day.

### **Dress Code**

Students are expected to wear appropriate clothing for an academic setting. Students who are dressed inappropriately will be asked to correct their clothing before attending class or school activities. School and dormitory administration reserves the right to determine the appropriateness of clothing.

1. Shirts must be buttoned from the third button down.
2. Undershirts are not to be worn as outer clothing. All undergarments must be covered at all times.
3. No spaghetti or thin strap tops, sleeveless jerseys/shirts, bare-midriff shirts permitted.
4. No see-through clothing permitted.
5. Pants must be worn no lower than the hip bone. No bicycle shorts permitted.
6. All clothing should be appropriate in length, fit, and modesty. Clothing that is deemed suggestive and distracting to the learning environment is prohibited.
7. No hats, bandanas, or inappropriate head wear (e.g., sport head band) is to be worn in any building during the school day. At no time is headwear to be worn in the cafeteria. Any exceptions will be made by the Head Teacher. Hats may be worn after school hours.
8. Sneakers/tennis shoes must be worn for Physical Education and other specific settings for safety reasons. Students wishing to wear flip flops need to bring a pair of sneakers to be kept in their locker. Bedroom slippers are not permitted at any grade level.
9. Students are not permitted to wear:
  - Clothing, hats, jewelry, etc. with profane, suggestive, violent, drug related, satanic or obscene pictures or words.
  - Chains or spikes
  - Clothing with depictions of gangs, illegal substances, tobacco, or alcoholic beverages

## **Academic Honesty**

Students are encouraged and expected to learn by completing their own work. Consequently, any student who chooses to plagiarize any work to be handed in will receive disciplinary consequences. Plagiarism is a form of cheating that occurs when an individual uses another person's ideas, expressions or writing as if they were his/her own. Acts of plagiarism include the following:

- Presenting another's essay or class assignment as one's own
- Failing to acknowledge the source when repeating another's wording or particularly apt phrase
- Failing to acknowledge the source when paraphrasing another's argument
- Failing to acknowledge the source when presenting another's line of thinking
- Making slight changes in wording from another source so that the passage is not copied word for word
- Copying from another person's test

Consequence for plagiarism: When a student has copied all or part of an assignment from another student, a printed source, or electronic media the student will receive a consequence such as a grade of zero. In addition, parents will be notified. A written Office Referral Form will be completed on that student.

## **Homework**

Teachers are asked to assign appropriate daily homework. Parents are encouraged to assist their child in planning a special homework time. Homework expectations and assignments will be communicated to parents and/or dorm teachers. If the parents have concerns related to the assignments or grades, please contact the child's teacher(s).

Homework assistance is provided after school and during PRIDE time. Teachers will provide support to students struggling with a course(s). Students are encouraged to take advantage of this opportunity. A student on Suspension is required to see their teacher(s) for assistance.

## **Academic Progress Report (APR)**

Academic Progress Reports (APRs) are designed to inform students and parents of academic progress. Reports are issued four times a year, at the midpoint of each quarter. If a student is in danger of failing, or if the grade is pulled up to a passing grade, the teacher will submit an update on Mondays before 9 a.m. Only the semester grade becomes part of the permanent record.

## **Academic Probation**

To be eligible to participate in athletics or club activities at KSD for each week/weekend, a student must have a passing grade of "D" or better in 6 courses or units. This is monitored on a weekly basis. The monitoring/suspension is in effect on Mondays before noon when teachers report to the Head Teacher's office with an APR no later than 9:00 a.m. on Mondays. An APR will be sent out before noon on Mondays. The release of a student on *Academic Monitoring* or *Suspension* will occur the following Monday only if he/she obtains a passing grade.

Academic Monitoring means that a student has one or more "D"s in class(es). Students will remain on this list until this "D" is removed. Tutoring is encouraged.

Suspension means that a student at least one "F". The student athlete cannot participate in athletic games for that week/weekend. Students on the list will not be allowed to participate in the dorm off-campus activities until her/his name is removed from the list. Homework assistance is required.

- If a student receives one or more failing grade, this student will automatically be moved to a *Suspension* list.

### **Semester Eligibility**

A student placed on the APR list during a quarter will automatically be released the following quarter with a “clean slate.” Any student that fails three or more subjects of unit weight, or its equivalency, for a semester will be ineligible to participate in athletics and/or being an officer for any organizations during the following semester.

### **Language Facilitator**

For students needing language support within the structured environment of the classroom, or other educational settings, a language facilitator may be provided. A Language Facilitator facilitates communication between the target student and his/her peers and teachers while learning ASL as a second language. A multidisciplinary team will assess individual student’s receptive and expressive skills to determine if the student needs additional language support to ensure academic success.

### **Hallway Pass Procedures**

Students are expected to have permission to leave a classroom or to be in the hallways during class time. The “origin” instructor must sign-out each student from their class, on the appropriate date on the calendar, the “destination” instructor must sign-in each student when they arrive and sign-out each student when they return to their “origin” class. Permission to leave may be refused by the instructor.

### **Assemblies**

A variety of student assemblies will be scheduled throughout the school year during the evening hours. Parents and students will receive advance notification of each assembly, including the speaker, topic, and time. Parents are always welcome to attend these assemblies with their child. Students have an opportunity to represent themselves and their school in a positive way during assemblies. The following behavior is expected:

- Students should leave classrooms and proceed to the site of the assembly, as a group under the direction of the teacher
- Quietly secure a seat
- Listen/watch carefully
- Use appropriate applause (clapping or waving hands)
- Return directly to the classroom unless otherwise directed

### **Class Fee/Dues**

Class fees are used for expenses such as materials, field trips, and school activities.

Grade K – 6	\$50.00 per year
Grade 7 – 8	\$30.00 per year

Grades 9-12: Class dues are used for class expenses such as parties, caps, gowns, flowers, sponsor gifts, school gift, spirit week materials and decorations. No money will be refunded for any reason. When a student joins a class, the student pays dues for that year and each ensuing year the student is a member of that class. It is the student’s choice to join a class group. If a student does not join their class group, he/she will not participate in class activities. Dues total \$120.00 for the four years of high school as follows:

Grade 9	\$ 30.00 per year
Grade 10	\$ 30.00 per year
Grade 11	\$ 30.00 per year
Grade 12	\$ 30.00 per year

### **Field Trips**

All field trips require parents’ written permission for the student to participate. This also applies to students who are 18 years or older. Parents are invited to join these field trips to share in the experience when appropriate and with prior approval from the Head Teacher. Parents are

responsible for transporting themselves to and from the field trip site. Siblings are not allowed to join field trips as this is an opportunity for the parent to spend quality time with their child whom attends KSD.

Field trips scheduled during the school day are considered part of the regular school curriculum. Students are considered present at school while on such trips. However, students are responsible for making up class work missed as a result of participation in a field trip.

Parents will be notified if the field trip will extend beyond the regular school day to arrange for transportation home. For some field trips, there is a special fee or admission that students must pay in order to participate. If a student does not have written permission for the field trip or does not have sufficient funds, other activities will be provided on campus.

### **Media Permission**

During the school year, staff of the KSD and media representatives may want to interview, photograph or videotape your child for use in publications, television reports, public presentations and websites. The photographs may be of groups of students or individuals, and the students' names may be used. For student protection online, a student's photo and last name will not appear together on school website.

### **Lockers**

The school provides hall lockers for each student. The student is held responsible for the condition of his/her locker. In case of any damage or defacing, the student assigned to the locker will be held responsible. Locker assignments are made in the school office and recorded on the student's class schedule. Lockers are to be used ONLY before school, between classes, and after school. Lockers should be cared for in the same manner as other school property. They should be kept in a neat and orderly condition. Any malfunction should be reported to the school office. The school cannot be responsible for items lost or stolen from lockers and/or backpack.

Students are not allowed to change lockers without permission from the office. A student may provide a padlock for his/her locker. A duplicate key or combination must be filed in the Head Teacher's office. Occasionally it may be necessary to search a student's room or locker (See *Search and Seizure*).

Please do not permit your child to bring valuable items to school. KSD is not responsible if they are lost or stolen. If a student chooses to bring something of high value (either money or personal item), it is recommended that the student leave these in the Dean of Student Life's office because the dorm rooms do not have locks on the doors. During school hours, contact the Head Teacher.

### **Lost and Found**

All lost articles, books, clothing, purses, billfolds, and other personal valuables will be taken to the Head Teacher's or the Dean of Student Life's office when found. Lost items can be identified and reclaimed from the school or dorm secretary.

### **Phone/Videophone Calls Usage During School**

The telephone and videophone (VP) in all administrative and staff offices are not intended for personal use. Students should arrange to use the telephone/VP with the Head Teacher or Dean of Student Life. Students will not be summoned from class to accept a telephone/VP call except for an emergency.

### **Gym and Pool Use Rules**

- Students are not to be in the gym/pool unless there is a Classroom/Dormitory Teacher, a coach, or an authorized staff person with them.

- Any equipment moved for use must be put back.
- Only clean gym shoes are permitted on the gym floor.
- Students are not to leave gym without knowledge and permission of the Classroom/Dormitory Teacher on duty.
- Students are not to swim without a certified lifeguard on duty.
- Students are to obey the lifeguard's directions or leave the pool area.
- Pool use rules must be followed or students will be denied the privilege of swimming.
  - T-shirts are not permitted in the pool
  - Always shower before swimming.
  - Walk around the pool, no running.

### **Dining Room**

- Good manners are to be used at all times.
- Students are not to go behind the counter to get food. The workers will serve the food.
- Students are to take only the amount of food they can eat. The kitchen staff may limit serving size. Students may return for additional servings.
- Appropriate dress for the dining room is required. Dormitory teachers may make additional rules for dress for the dining room for their own floors. The basic rules to follow include good hygiene and compliance with the dress code.
- During the school day, all students must go to the cafeteria during the lunch break.
- All food is to be eaten in the cafeteria. No drinks, candy, or food is to be taken from the cafeteria to be eaten in the halls, classrooms, or elsewhere.
- Items such as silverware, glasses, cups, etc. are not to be taken by the students from the dining room or kitchen to any other place.
- Snacks are provided to each dormitory on a weekly basis from a list of approved snacks provided by the school dietitian.
- Energy drinks are not permitted on campus.
- Conduct in our cafeteria shall be the same as that in any public restaurant.
- Students must remain in the cafeteria or common area until the meal is over unless the supervisor on duty dismisses students early. Students are not to leave the school grounds during lunch period.
- Students who are unable to comply with these expectations or display poor behavior may be assigned consequences consistent with the school discipline policy.

### **Students Visiting a Friend's Home**

Students can visit a friend at his/her home during the weekend or during the weekdays. Before the student can visit his/her friend, the Dean of Student Life or Head Teacher must be informed by the parents at least two days before the visit. The parents may inform the administrator of the visitation or invitation plans by phone/video phone, through emails, or by writing/faxing the notes. Parents are responsible to make arrangements for medications. The Infirmary requires at least 48 hours' notice and a consent form to assist with arrangements for these visits. The following information on the visitation/invitation plans will need to be included:

1. Student's name and name of student who will visit.
2. Date and time when the visit starts.
3. Date and time when the visit ends.
4. Transportation arrangements.

***Note: Please be advised that some districts do not permit their student's friends to ride in the same bus or van. It is suggested that you check with your district and ask if a friend can ride on the bus or van.***

For a student to ride in a friend's vehicle, please be sure to inform the Dean of Student Life or Head Teachers in advance. The following information will need to be included:

1. Name of Student driving the car.
2. Name of Students riding in the vehicle.
3. Date and time when leaving campus.
4. Date and time when returning to campus.
5. Type of Vehicle.

### **Visitors**

Parents and visitors are welcome to visit KSD students. Please notify the school and/or dormitory at least 48 hours in advance if you plan to visit, as students may be out on a school activity. For communication, organization, and security reasons, parents and visitors are to do the following procedures prior to a visit:

- Report to the school/dormitory office, or the KSD Security office located at the northeast section of the Roth building to check in, and secure a visitor's badge. Visitors will be asked to sign in the visitor register and they will be directed to the appropriate location. Visitors will sign out when leaving.
- If you would like to observe or help in the classroom, please contact the Head Teacher in advance to make arrangements, so the classroom teacher's schedule can best be accommodated.
- Notify the school office if you are interested in eating lunch with your child, or if you plan to take your child out to lunch, at least 1 day before you plan to visit.
- Non-KSD students will need administrative approval to visit KSD.

## **Digital Citizenship**

### **Network Privileges**

KSD provides students the privilege of internet access via KSD's secured, filtered network. The network is in compliance with the Child Internet Protection Act (CIPA). Internet access provides students with vast resources to conduct research and communicate with others. A student-specific internet gateway is provided via wireless connectivity to KSD's network. The student's internet gateway may be accessed while on campus via one device at any one time. Network file storage areas are considered public areas and are frequently monitored. KSD reserves the right to access, review, monitor, audit, and log and/or intercept computer/technology use at all times and without prior or subsequent notice. Files stored on network servers are not private.

### **Online Content**

KSD is aware, and parents need to be aware, that students may find ways to access inappropriate materials online, whether it is on a KSD computer's Internet connection or via tools (Internet, Facebook, various apps) on a student's own device. The material may be illegal, defamatory, inaccurate, or potentially offensive. Parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. The Kansas State School for the Deaf supports and respects each family's right to decide whether or not to apply for access to KSD devices and network within its rules and regulations.

### **Definition of "Device"**

"Device" within this agreement means all of the following: KSD-owned or privately owned computers, wireless and/or portable equipment that include, but is not limited to: KSD student-assigned Chromebooks (grades 3-12), laptop computers, existing and emerging mobile communication systems and smart technologies (iPhone, Galaxy, smart TV, iPod touch, iPad, tablet PC, etc.) or other portable technology used for word processing, wireless internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

## **Privately Owned Device Responsibilities and Access**

### **Security Responsibilities**

- Students are responsible for keeping the device safe and secure. Do not loan or borrow devices to/from other students.
- KSD is not liable for any personal device stolen or damaged while on campus or elsewhere.
- If a device is stolen or damaged, the administrator on duty will address this in the same manner as any other stolen or damaged personal belonging.
- Personal devices only: Apply device skins, decals, or other markings to be used to identify your device from others. Do not apply markings to KSD-owned devices.

### **Access During School Hours**

- Grades K-6: Personal devices are to be left in the locker during school hours.
- Grades 7-12: Personal devices are to be left in the locker during class time. They not permitted in the classroom but may be used during passing times and lunch.

### **Access During Dorm Hours & Overnight Safekeeping**

- Students may use their privately-owned devices and KSD student-assigned Chromebooks during dormitory hours, abiding by the rules in the Digital Citizenship Agreement. For the safety and well-being of students and for safekeeping of the devices, all devices are required to be dropped off with the dormitory teacher's office at the following times:
  - Grades K-6: 8:00 pm
  - Grades 7-8: 9:00 pm
  - Grades 9-12: 9:30 pm*(students working on a school project may make arrangements for a later drop-off time approved by the Dean of Student Life)*

### **Disciplinary Action**

Disciplinary action will be applied to students that violate the KSD Digital Citizenship Agreement. KSD administration will decide the action appropriate to the violation. Possible actions include, but are not limited to:

- Device taken for a specified time period
- Suspension from KSD computer and network privilege
- Restitution to KSD for resources consumed
- Legal action including, but not limited to, an action to recover damage
- Referral to law enforcement agencies for investigation

## **Early Childhood Center (ECC)**

### **Curriculum**

The Early Childhood Center utilizes the High Scope curriculum which is a developmentally appropriate curriculum to serve the age span of children within each group and with respect to different needs, interests, and developmental levels of those individual children. The curriculum is designed to promote the development of physical, social, emotional, linguistic, and cognitive skills. Assessment procedures are based on the Child Observation Record (COR) from High Scope, bilingual checklists, and developmentally appropriate materials.

### **Hearing Peer Role Models**

A limited number of hearing peer role models are accepted into the KSD ECC program. Please contact the Elementary Head Teacher for more information on this program.



## **Field Trips**

The Early Childhood team recognizes the educational value in broadening the classroom to include the local neighborhood and community. All field trips link to the curriculum. All children will need a permission form signed by the parents/guardians for each field trip. Parents are always invited to join these field trips to share in the experience. Parents are responsible for transporting themselves to and from the field trip site. Siblings are not allowed to join field trips as this is an opportunity for the parent to spend quality time with their child whom attends KSD.

## **Elementary Program (Grades K-6)**

The elementary program offers a comprehensive instructional program which has been designed to meet the varying educational needs of deaf/hard-of-hearing students. The elementary curricula includes the following: ASL and English language arts, math, science, social studies, deaf studies, library/media, art, physical education, and keyboarding/technology. All curricular areas have been aligned to the Kansas College and Career Readiness Standards. Teachers assess their students' progress through the curriculum using a variety of assessment tools. Students attend special classes as a part of a comprehension education program.

The language arts and math program rotates students within grade-level teams to meet individual student needs. The grade-level teams are as follows: Kindergarten-1st grade, 2nd-3rd grade, and 4th-6th grade. This allows students to be taught at their instructional language level and to have access to challenging content material. Students participate in the Accelerated Reader program to accomplish individual, classroom, and school-wide goals in order to increase reading enjoyment and improve reading comprehension skills.

## **Grading Scale**

K – Grade 2	E = Excellent	
	S = Satisfactory	
	N = Needs Improvement	
	U = Unsatisfactory	
Grades 3-6	A = Excellent	90-100%
	B = Good	80-89%
	C = Average	70-79%
	D = Poor	60-69%
	F = Failure	59% and below
	I = Incomplete	change to letter grade within 2 weeks

## **Elementary Department Honor Roll Criteria (Grades 3-6)**

- Superintendent's Honor Roll 4.0 Grade Point Average (GPA)
- Head Teacher's Honor Roll 3.5 – 3.9 GPA
- Honor Roll 3.0 – 3.4 GPA

## **Elementary Department Attendance Recognition (Grades K-2)**

- Head Teacher's Perfect Attendance Award No absences and no tardies
- Blue Attendance Award Two days absent and no tardies
- White Attendance Award Three or four days absent and no tardies

## **Secondary Program (Grades 7-12)**

## **Grading Criteria**

Grades 7-12	A = Excellent	90-100%
	B = Good	80-89%

C = Average	70-79%
D = Poor	60-69%
F = Failure	59% and below (Grades 9-12: No course credit)
I = Incomplete	change to letter grade within 2 weeks

### Grade Point Average

A student's cumulative grade point average (GPA) is computed at the end of each semester. A GPA is a numerical evaluation of a student's overall academic achievement. Each letter grade is represented by a numerical value. The GPA represents the average grade per credit hour attempted.

A = 4.0      B = 3.0      C = 2.0      D = 1.0      F = 0

Rank in class consists of semester grade symbols which are converted to the following: A=4.0; B=3.0; C=2.0; D=1.0; F=0.0. "P" is not used to calculate the grade point average. "I" is an incomplete grade which indicates that a student has not completed the required work of the period; a grade of "I" may be converted to "F" if the required work is not completed within an agreed upon time frame. To obtain a grade of "I", a student must obtain the teacher's and the Head Teacher's permission to turn in required work at a later time.

### Secondary Department Honor Roll Criteria

Scholarship is recognized and encouraged through honor rolls. The honor rolls are compiled after each quarter. Students are recognized at the awards program for achieving honor roll status the first three (3) quarters.

- |                               |   |
|-------------------------------|---|
| • Superintendent's Honor Roll | Straight A's for a specific grading period    |
| • Head Teacher's Honor Roll   | 3.5 GPA or better with no grade less than "C" |
| • Honor Roll                  | 3.0 GPA or better with no grade less than "C" |

### Classification Guidelines

Placement in one of the upper three (3) levels of high school is based on graduation requirements completed.

- Sophomore      6 credits
- Junior          12 credits
- Senior          18 credits

### Grade Acceleration Policy

KSD typically will not grant whole grade acceleration during any of the secondary school years. In high school, students can take classes at their own level and once all credits have been received, students may graduate early. The IEP team will consider placement in a general education setting prior to advancing a student to the next grade level. According to Kansas state guidelines, students with an IEP are required to attend school until they are 18.

### Graduation Requirements

Students receiving the Kansas State Board of Education diplomas must complete the minimum graduation requirements of 25 credits. All high school students meet with the Transition Facilitator and the Primary Provider each school year regarding selection of course offerings to meet the requirements for graduation and to prepare for their vocational choice or college.

English .....	6 Credits
Social Studies .....	3 Credits
(Required: Government = 0.5, U.S History = 1)	
Science .....	3 Credits
Mathematics .....	3 Credits
Physical Education .....	1 Credit
(Required: PE = 0.75 and Health = 0.25)	
Career Technical Education .....	4 Credits

Fine Arts .....	1 Credit
Deaf Studies .....	0.5 Credit
American Sign Language .....	0.5 Credit
Electives .....	<u>3 Credits</u>
<b>Total Credits</b>	<b>25</b>

Eight (8) units in Language Arts, four (4) units in Mathematics, and three (3) units in Science are recommended for students planning to attend an institution of higher education. It is recommended that students preparing for college schedule a full academic load each of their four (4) years completing a minimum of 25 units.

For students who wish to pursue a particular field of interest, there are programs outside of KSD made available to assist the student with an early start to their chosen career. Students in Grades 9 through 12 may enroll in any Olathe high school, depending on their area of interest. Students also have the option of taking classes at their neighborhood school in conjunction with KSD's educational program.

### **College and Career Center**

The College and Career Center provides students the opportunity to focus on post-secondary life. It enhances education by connecting classroom learning to the world of work and to explore secondary planning. Students learn about their interests as well as become aware of their strengths and needs. Heavy emphasis is placed on learning job etiquette, employer and employee responsibilities and helpful tips for working successfully in the hearing world. The Center offers information about job searches, senior portfolios, career planning, college searches, job coaching, interviewing skills, filling out applications, and scholarships. The Center also provides support to local businesses for accommodations needed to work with deaf and hard of hearing students.

### **Community Service**

KSD High School students are required to complete 64 hours of Community Service as part of their graduation requirements. Community Service is designed for students to develop an attitude of service and caring by participating in volunteer opportunities. Students can complete their Community Service hours after school, on weekends or during the summer months. All proposals must be approved by administration prior to beginning the service in order to receive credit. A Community Service form must be completed in order for the students to receive credit for the hours. A total of 64 hours must be accumulated prior to graduation. Students are to earn at least the minimum number of required hours per year but are encouraged to earn more. Students are not to receive any type of compensation for their time or service.

KSD students have the opportunity to earn The President's Volunteer Service Award. This award recognizes United States citizens and lawfully admitted permanent residents of the United States who have achieved the required number of hours of service over a 12 month period/lifetime. This award structure is designed to recognize individuals for their service throughout their volunteer journey. Recommended schedule for community service hours:

- Freshman          6 hours
- Sophomores      12 hours
- Juniors            20 hours
- Seniors            26 hours

### **Senior Portfolios**

Seniors are required to complete senior portfolios as a part their graduation requirements. These portfolios will consist of documentation of service learning projects, resume, apprenticeship, internship, work experience, job shadowing and other projects needed for post-secondary occupation, training, or college.

## **Valedictorian/Salutatorian Selection Criteria**

### **Valedictorian**

- Top academic student following Kansas College and Career Readiness Standards (KCCRS)
- Must have a cumulative GPA of 3.0 or higher
- Cumulative GPA will be determined at the end of 1<sup>st</sup> semester of the senior year
- Student must have attended classes at KSD for at least the last three out of seven high school semesters.

### **Salutatorian**

- Second-ranked Academic student following KCCRS **OR** a top ranked academic student following at least 40% KCCRS
- Must have a cumulative GPA of 3.0 or higher
- Cumulative GPA will be determined at the end of 1<sup>st</sup> semester of the senior year
- Student must have attended classes at KSD during the last three out of seven high school semesters.

## **Graduation Ceremony**

The graduation ceremony is conducted on Wednesday evening during the last week of school. Graduates are not to remain on campus after graduation.

## **Related Services**

### **Audiology**

Audiology services are available to students at KSD. These services include the following:

- Comprehensive audiology evaluation
- Hearing aid evaluation including electro-acoustic evaluation of the hearing aid, functional and/or real ear gain measurements
- Hearing aid supplies, such as batteries, tubing, etc. may be obtained from the Audiology department
- Limited hearing aid repair may be arranged through the Audiology department.

### **Counseling**

The counseling team facilitates a variety of school-wide programs to promote student well-being. Students are welcome to receive counseling as needed. If the parent or teacher has a concern regarding a student, please contact one of the counselors. The parent, teacher, counselor and the student (if age appropriate) will discuss the concern and prepare a plan of action. If it is recommended the student receive regular counseling services, this will need to be added to the IEP as a related service. If you have any concerns regarding family crises, support is available to help you find resources and/or facilitate services for you.

### **Psycho-educational Evaluations**

A psycho-educational evaluation may be requested by the parent or teacher at any time to address a concern with a student's learning and to identify educational interventions to support learning. It may also be a part of the comprehensive three-year re-evaluation. Requests for a psycho-educational evaluation are made during the IEP meeting or by contacting the School Psychologist.

### **Physical/Occupational Therapy**

Both physical therapy and occupational therapy are available to students whose IEP team has determined that such services are needed. Determination of need is based on an assessment.

### **Speech and Language Therapy**

Speech and Language services include comprehensive diagnostic evaluations for new students upon admission and all students every three years. Speech/language therapy is provided for students who qualify for this support as determined by assessment and the IEP team. Therapy may address, but is not limited to, language development, articulation, auditory awareness/training.

### **Student Health Services**

The Infirmary is open 24 hours a day during the school week, Sunday afternoon to Friday afternoon. The school doctor visits daily to examine any ill or injured student. Nursing staff, with the doctor's input, may keep a student in the Infirmary for a short-term minor illness or may send a student home for medical attention. The decision to temporarily exclude a student from school, dorm, and/or any extracurricular activities or field trips is at the discretion of the on-duty nurse and administrator.

### Immunization Policy

KSD requires immunizations in accordance with Kansas Statute 72-5208 and 72-5209. Prior to admission to school, all students, regardless of age must provide to KSD a copy of the Kansas Certification of Immunization. An Annual Immunization Assessment Report is filed with the Kansas Department of Health and Environment (KDHE) Immunization Program. The nurses will also send a letter to parents advising them it is time for shots.

### Required Medical Information

At enrollment, or when admitted to KSD, the parent/guardian will need to complete the Student Health Center Information Form. This form provides staff with emergency phone numbers, addresses, and authorization for medical and/or emergency treatment, signed permission for administering specific over the counter (OTC) medications, health insurance information, and any known food/medicine allergies. It is recommended that any newly admitted student have a physical by their family doctor prior to enrollment at KSD. The student and parents are interviewed by the nurses to enhance the understanding of previous and present health problems.

### Medications:

**Medications are not to be in the possession of the student** - by law the only exceptions to this are Epi Pens and certain inhalers. The medication/refills must be hand delivered by an adult or mailed to the Infirmary when requested. KSD will supply postage paid bubble-wrap envelopes for use when mailing the medications. This policy is for the safety of everyone and also will allow for more accurate assessment of the student's illness. Medications include short-term prescription medications (i.e., antibiotics), vitamins and over-the-counter medications or treatments.

Before the nurses can implement any change in medication or specialized medical procedures, they must have a written order signed by the student's physician. Contact the nursing staff if any student with a health need (injury, illness, medication) is to report to the Infirmary. The school nurse, in consultation with the administrator, makes the decision as to whether a student is to remain in school, go home, or be admitted to the Infirmary. If a student is admitted at any time, parents, school staff and dormitory staff are notified. KSD follows the Johnson County Health Department policy for re-admission.



## Johnson County Health Department Exclusion Recommendations

	Exclude:	Readmit:
<b>Symptoms suspected of being contagious or infectious.</b>	Fever with or without any other symptoms.	Fever free for 24 hours without the aid of medication.
	Eyes inflamed with purulent discharge.	Drainage has stopped; or treated for 24 hours with antibiotic; or physician note stating non-infectious.
	Drainage from ear.	Drainage has stopped.
	Lice	After treatment with an approved antiparasitic is initiated.
	Diarrhea ( 2 or more loose or watery stools ).	Diarrhea free for 24 hours without the aid of medication.
	Vomiting	Free of vomiting for 24 hours
	Skin Afflictions:	Exclusion / Provision:
<b>Any open or draining/oozing lesion must be kept covered.</b>	Athlete's Foot	No exclusion necessary, but must keep shoes and socks on for all activities.
	Hand, Foot, and Mouth	Exclude until fever free for 24 hours without the aid of medication and no open lesions.
	Herpes	No exclusion necessary, but no participation in activities involving skin-to-skin contact until 5 days after lesions have crusted.
	Impetigo	Exclude until treated for 24 hours with antibiotic; or physician note stating non-infectious.
	MRSA	If lesions can be covered then no exclusion. If lesions can not be covered exclude until lesions have crusted over.
	Molluscum Contagiosum	No exclusion necessary. No participation in activities involving skin-to-skin contact or after curettage.
	Rash	Consider exclusion pending a physician evaluation.
	Ringworm	Exclude until after treatment has been initiated. No participation in activities involving skin-to-skin contact until lesions are completely healed.
	Scabies	Exclude until after treatment with an approved antiparasitic is initiated.
	Shingles	If lesions can be covered then no exclusion. If lesions can not be covered exclude until lesions have crusted over.
	Varicella	Exclude until all lesions have formed scabs or crusted over.

Johnson County Government does not discriminate on the basis of race, color, national origin, gender, religion, age and disability status, in employment or the provision of services. If special assistance is required, please notify the Health Department in advance. For TDD service, please call the Kansas Relay at 1-800-766-3777

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Emergency Medical Services, such as an ambulance, will be used in emergency situations as determined by staff. The child's parents/guardians are responsible for the expense of these services. An out of town parent/guardian will be advised of a medical emergency as soon as possible by the school nurses or other designated person.

If your child has plans to participate in after school or weekend activities that are not part of the KSD calendar, parents are responsible to request medication arrangements **at least 48 hours in advance**. This includes visits to friends. We must have a signed release of information form. Medication can only be released to a designated adult. Medication will not be released without prior authorization.

#### Medical and Health Care Services

A student who has a communicable disease (i.e., chicken pox) is sent home as soon as possible. The child must be cleared by the Infirmary before returning to school. Policy for exclusion from school because of a communicable disease is consistent with procedure and recommendations of the Johnson County Health Department. Some communicable diseases must be reported to the Health Department according to KS law.

Any student who has been absent from school due to illness, is required to check through the Infirmary when returning to school. **The student must be symptom free for 24 hours without the use of medication** to mask these symptoms (i.e., fever, vomiting, diarrhea, etc.) before permission is given to attend school or return to the dorm. A doctor's permission may be required at the nurse's discretion.

#### Medication Compliance and Behavior Expectations within the Infirmary

Students are expected to participate in prescribed medication/treatment regimens with the assistance and/or prompting of school and dorm staff. Students are expected to follow school-wide behavior expectations while they are in the Infirmary. Mobile phones and other electronic devices will not be permitted in the Infirmary to protect the privacy of other students. The administrator on duty will be contacted to address medication non-compliance issues or other behavior compromising safety and privacy in the Infirmary.

#### Off-Campus Medical Care

KSD is not able to provide transportation or staff to take students to off-campus medical, dental or other routine appointments. Parents/guardians are expected to handle those arrangements.

When a student is off-campus for athletic competition or student activity, the staff is responsible for medical care for an injury. In addition, the staff is responsible for dispensing medications to students as instructed and delegated by the school nurse. Documentation will be filled out by the staff person. The parent/guardian of a day student is responsible for providing medication for a field trip to the Infirmary staff 48 hours before their child leaves for any off-campus trip. At the discretion of the administrator and nurse, a student may be excluded from a trip if necessary medication is not provided.

#### Vision Screening

Vision screening is done by the school nurses, using the Lea Symbols and/or HOTV eye chart. According to Kansas vision screening laws and regulations it is stated that every student enrolled in each school shall be provided a basic vision screening without charge to the pupil not less than once every two (2) years. At the recommendation or referral from a parent or teacher, a student can be seen earlier than the two-year rotation. Results are shared with the parent/guardian when the screenings are completed.



All new students (Kindergarten – 12<sup>th</sup> grade) are screened for Usher’s Syndrome, a rare genetic disorder of hearing loss with progressive loss of vision. Screenings involve questionnaires for teachers, dorm staff, students and parents. A short series of vision tests are also done. This screening is typically done during February.

The above statements serve as notification of vision screenings to be completed during the current school year. Any parent/guardian who prefers that their child’s vision not be screened at KSD may provide documentation of a vision screening within the six months prior to the scheduled school screening.

#### Dental Screening

In compliance with Kansas State Statute 72-5201, all students will be screened unless the parent does not want their child to participate in the screening. The screening will be provided at KSD and free of charge. No dental work is provided. Data collected from screenings will be used to analyze oral health trends in Kansas children so that programs can be improved or created for better care. Referrals for dental work will be made by the oral health nurse through the Kansas Department of Health and Environment.

The statement above serves as notification of the dental screening during the current school year. Any parent/guardian who prefers to not have their child’s teeth screened may contact the Infirmary. If your child does participate, a copy of the results of the screening will be sent home with the child.

#### Dental Program:

KSD partners with a visiting dental program. A parent/guardian can sign permission for their child to participate in this program. A dentist and 2 dental hygienists visit KSD on scheduled dates to provide cleanings, x-rays and many dental treatments. This program works with families to provide dental services through private insurance, Medicaid and grant funded care. Uninsured students may be offered free or discounted services by this program. The parent/ guardian is responsible for completing the necessary paperwork.

### **Student Life**

#### **Use of the Dormitories**

Generally, to live in the dormitories, it is expected that the student lives more than 25 miles from KSD. For some students who live closer to the KSD campus, there are times when it is beneficial to take advantage of the Student Life programs offered and live in the dormitories. The following rules govern the acceptance and placement of students in the dormitories:

1. The student requires additional communication, language or social development activities beyond the school day.
2. The student’s social and physical well-being is better served in the dormitories.
3. The student is involved in school activities that might end late at night.

A day student who wishes to stay in the dormitory must have his/her parents/guardians meet with the Dean of Student Life. A conference will be set up to discuss the reasons for the request and the rules for the student. Parents/guardians are expected to attend this meeting. The day student that chooses to stay in the dormitory agrees to follow the rules of the dormitories and the direction of the dormitory staff. If he/she does not agree to this, or fails to follow the rules, the student will lose his/her dormitory privilege and will need to get transportation to and from school each day.

Approval of a day student staying in the dormitory is always contingent on the staffing available. If there is not enough staff to provide adequate supervision, day students will not be able to reside in the dormitories.

## General Rules

- All KSD students are expected to complete assigned dormitory duties on a daily basis. These duties may include dusting furniture, vacuuming group areas, sweeping hallways, picking up or collecting trash, carrying dirty laundry to the pick-up area, or other responsibilities. Students alternate these duties and are responsible for completing them on a daily basis. Dormitory staff may counsel students on the need to complete their assigned duties in a timely manner or instruct students in the proper way to complete the duty. In addition to these group responsibilities, students are also responsible for keeping their rooms in reasonably neat order and may be counseled by dormitory staff regarding completion of these duties in an appropriate way.
- Students may have locked trunks or lock boxes in their dormitory rooms. The student must open the lock for inspection any time as requested by KSD staff.
- Students may attach pictures and posters to the walls in the dormitory rooms if this can be done without damage to the walls and if the outside edges of pictures are firmly attached. No inappropriate pictures or posters will be permitted at any place in the dormitory at any time. Questionable posters are subject to the approval of the Dean of Student Life.
- Students who wear inappropriate jewelry (such as satanic symbols, marijuana leaves or other drug symbols, and gang signs or symbols) or clothing with inappropriate pictures or language (profanity, gang language, drug/alcohol symbols/words, etc.) will be asked to remove the item or clothing and take it home. If students persist with wearing such items, the parents will be asked to come for a meeting.
- Linen, which is the property of KSD, is not to be taken home. This includes laundry bags.
- Students should not return to the dormitory when school is in session.
- KSD students are expected to give proper respect to all staff. Dormitory Teachers will counsel students on the meaning of respect and appropriate ways to show respect to others.
- Each dormitory floor has a telephone and videophone available for incoming and outgoing phone calls. These are available for student and staff use. All long-distance calls must be made collect or with a telephone credit card. These phones now have a block on them to prevent any direct long-distance dialing. Students who need assistance with dialing any telephone call may contact the dormitory staff. Dormitory Teachers may also counsel students about their telephone use and dialing habits. Calls cannot be made or received after hours as determined by the dormitory floor.
- Using lasers of any types or shapes will not be permitted in KSD campus.
- Each student (grades 7 – 12) is required to sign in and out from their dormitory at all times.

## Day Students

Day students are welcomed and encouraged to participate in many after school activities planned in the dormitories. However, parents may not drop their child off without contacting the Dean of Student Life for prior approval. Some general guidelines to follow are listed below:

- Day students must obtain permission **prior** to the time they want to stay. Day students should plan to go home by 6:30 p.m. unless a special activity is scheduled or special permission is obtained.
- Parents must leave a phone number where they can be reached.
- Elementary day students and their parents should coordinate time in the dormitory with the Dean of Student Life. Many activities involve a fee that parents will need to pay.
- Day students who are not picked up by 3:30 p.m. should report to the Dean of Student Life. The only reason for a student not to report to the dormitory would be a scheduled meeting with a teacher or a scheduled school activity.
- While on campus after school hours, day students are to follow the same rules as dormitory students. They are to obey all staff persons, when asked to follow the rules. Students who do not understand the dormitory rules should ask for clarification from any dormitory

staff. This includes those students who attend KSD activities, such as football games, basketball games, and other public activities.

- When day students attend KSD activities, such as football games, basketball games, and other public activities without their parents, they are considered to be under dormitory supervision throughout the activity. If a day student misbehaves while involved in an activity, the parents will be called and the Dean of Student Life will request that the student be picked up immediately. The student will be taken out of the activity and remain with the Dean of Student Life until the parents arrive. If the inappropriate action is serious, consequences may include suspension from dormitory activities, or all evening activities, for a period of time (e.g., one day, one week, or more) depending upon the reason for the suspension.
- If a day student arrives in the dormitory without permission, they will be sent to the Dean of Student Life, who will call the parents.
- High school day students are expected to use the dormitory sign in/out sheets when they arrive and leave.

### **Academic Support from Student Life**

#### The Learning Center (TLC)

The Learning Center (TLC), operated by the Student Life department, is available to all KSD students for homework assistance, computer workstations (including internet access), and special materials. Homework assistance must be scheduled with the TLC Coordinator based on the recommendation of teachers. Day students who wish to use the TLC for homework assistance will need permission from The Learning Center Coordinator or the Dean of Student Life.

If a student living in the Roth Hall dormitory (Grades 7-12) has one or more grades of “F”, that student will be required to go to the TLC and complete homework assignment(s). The student will need to remain in the TLC for at least one hour. The student will not be allowed to leave the TLC until all assignments are completed. The accuracy of the completed assignments will be checked by the classroom teacher(s).

If a day student has to stay in the dormitory after school while waiting to participate in KSD sports program (practices or games) or after school club activities, that day student is required to follow the dormitory rules. That means that the day student with one or more grades of “F” is required to attend study hour in the TLC. Daily reports for those students with grades of “D” or “F” are sent to the classroom teachers about student’s completion of assignments. The above rule applies to students in Grades K-6. The homework is done in the Emery Hall Common Area or in the TLC.

#### Academic Monitoring

Student is encouraged to attend one hour of scheduled study time in the dormitory or at The Learning Center (TLC).

#### Academic Suspension

Student is required to attend one hour of scheduled study time, determined by dorm teacher. Student may do homework in the dormitory or at TLC. Student is required to meet with TLC coordinator to have homework checked and signed. Student may participate in various activities on campus before or after study hours (e.g., Student Center, gym, outdoors, Scout Cabin, etc.). Student is permitted to participate in athletic practices and at home or away games.

#### **Suspension from Activities:**

Student is required to attend one hour of scheduled study time, to be determined by dorm teacher and is required to do homework at TLC. Student is required to meet with TLC Coordinator to have his/her homework checked and signed. Student will remain in the dormitory and may not participate in various activities outside the dormitory. Any exception will be made by the Dean of

Student Life. Student is permitted to participate in athletic practices but is not permitted to participate in home or away games. Student may watch home games with staff supervision.

### **Animals or Pets**

No personal pets of any kind are allowed in the dormitories. The dormitory staff may have pets as part of the independent living curriculum to teach students responsibility.

### **Clothing Lists**

A list of suggested clothing needs for each dormitory is sent to each parent before the start of the new school year. The lists are meant as a guideline, not a requirement. High school and middle school students are encouraged to do their personal laundry in the dormitory. If they do so, they must furnish their own laundry supplies. Parents may supply their child a laundry bag or basket for dirty or soiled clothing.

ALL clothing should be marked with an indelible pen. Please give the full name, for example: John Doe. Mark shoes, caps, raincoats, rain boots, and toys with a marking pencil. We will not be responsible for any articles of clothing, toys, etc. that have not been marked.

### **Personal Care Supplies**

Please remember that consumable supplies (toothpaste, lotion, deodorant, etc.) need to be replenished from time to time. Parents will receive a reminder when supplies are needed. Optional supplies may duplicate items needed for classrooms.

### **Bedding**

Students living in the dormitory will be responsible for bringing their own blankets, sheets, pillows and towels. KSD will not provide them except for an emergency. It is advisable that students should have their blanket, sheets and towels washed at least once every week. They can be washed at home or in the dormitory. Students will not be permitted to sleep on the bed without sheets and blankets.

### **Living Skills Training Curriculum**

The purpose of the Life Skills Training Curriculum is to provide all students with experiences, skills, and activities to help prepare them to independently function after graduation. The following skill areas may be addressed:

- Living skills
- Leisure time skills
- Personal awareness and experiences
- Shopping and cooking skills
- Community service
- Money management skills (checks, banks, etc.)
- Renting and buying homes
- Understanding the laws of their community

### **On-Campus/Chaperoned**

#### **Socialization Guidelines**

- Students are given many opportunities to socialize on-campus in chaperoned settings. Some of these areas include the Student Center, gyms, and dorm lounge areas.
- Male and female students eat together and are permitted to sit together. Following the study period, socialization is permitted in any area that is open and supervised.
- All students, regardless of age or grade, have opportunities to socialize with the opposite sex in these chaperoned settings with staff approval.
- Dormitory staff will ask students to stop any inappropriate touching or sexual activity at any time. Students are expected to follow these requests immediately.

- High school students can visit in opposite gender dorms if they follow this procedure:
  - o Obtain staff permission
  - o Sign out in their dorm to go to the other
  - o Visits are permitted at certain times. These vary depending on activities.
  - o Visitors are permitted in the living room only. Visitors may not enter bedrooms.
  - o Staff can stop the visit at any time

### **Student Center**

The Student Center offers table games, snack bar and time in the gym for basketball or volleyball. Students are given the opportunity to socialize with their friends in the Student Center most evenings after study hall. It is open Monday through Thursday evenings for dormitory students of all ages. Schedules are determined at the beginning of each school year for each level of the dormitory program. Day students may use the Student Center Monday through Thursday depending on availability of staff. Dormitory staff must be present when students are to be in the Gym or Student Center.

### **Off-Campus/Unchaperoned**

Freshman, Sophomore and Junior students with parent/guardian written permission have the privilege to go off campus unchaperoned in groups of two or more students, up to one hour per day. Seniors have the privilege to go off campus up to two hours per day. Students must sign-out with dormitory staff before leaving campus. Students must also sign-in with the dormitory staff when they return. Students may use this privilege to do shopping for personal needs and/or foods, and to eat out. Students will not be permitted to go off campus during bad weather such as rain/thunderstorm, winter storm, etc. for safety reasons.

### **Skateboarding & Rollerblades**

Skateboarding is not permitted on the KSD Campus. Students who wish to use roller blades at KSD must provide their own equipment. We **require** all students to wear appropriately fitting protective helmets, knee pads, elbow pads, and wrist protectors when using roller blades. Rules for the use of rollerblades at KSD include the following:

- Equipment should not be used in an aggressive manner. Skaters should respect others.
- When skating on KSD property, skaters may use the sidewalks, but should yield to walkers.

### **Movies and Movie Theaters**

Students who are 17 years of age and older may watch R-rated movies at movie theaters or rent and watch R- rated movies. Dorm staff will assist in finding a place to watch those movies. Students under 17 years of age will not watch an R- rated movie.

### **Video Games**

High School students, age 17 and up, may bring M-Rated video games to the KSD dormitory as long as the video game does not include the option of killing, maiming, dismembering or sexually, assaulting an image of a human being.

### **Student Allowances**

Allowances from the Student Life office are given to the dormitory students every two weeks. The money sent in by parents is in the student's personal charge account. The parents are notified when there is no money in a student's account. Borrowing from another student's account is not permitted. Please do not send cash; only checks. For additional information, please contact the Dean of Student Life.

- Grades K-6: The suggested minimum amount for allowance is \$10.00 every two (2) weeks. Students use allowance for bowling, skating, snacks, soft drinks, and for other needs that children may encounter. Upon request, an itemized list of expenditures may be obtained from the Dean of Student Life at any time.

- Grades 7-8: The suggested minimum amount for allowance every two (2) weeks is \$15.00.
- Grades 9-12: The suggested minimum amount for allowance for every two (2) is \$20.00.

### **Field Trips**

The Student Life Program requires parental permission for all field trips. We also send out monthly activities schedules for common daily activities including shopping, eating out, visiting museums, etc. If a parent does not want the child to participate in some activities, they are to let us know at least 2 days in advance and we will plan other activities for the students. If we do not hear anything from a parent, that means they support the activities planned.

### **Religious Education / Services**

Several churches or religious youth group organizations provide weekly religious or church services to the KSD students. This is done with written parent permission on a *Church Preference Form*. Without this form, students will not be permitted to attend church or church activities. Parents are asked to indicate if church attendance is mandatory for their child or if the child can make his/her own decision. Parents need to indicate which church their child should attend or, again, if their child can make his/her own choice. Parents are welcome to check with the particular church staff regarding their child's church attendance.

### **Non-Student Visitors**

Parents are encouraged to visit their children in the dormitory at any time. Please call ahead to make sure that your child is not at a field activity. Deaf or Hard of Hearing students mainstreamed in the local public schools may participate regularly in after school activities at KSD. These students join KSD students in free play activities and structured activities such as scouts and planned outings.

Non-student visitors are required to obtain a visitor's badge from the supervisor on duty when they enter the dormitory. It is recommended that non-student visitors call before they come to check on visiting hours. All visitors must get a pass from the Dean of Student Life. Immediate family (parents, siblings, or grandparents) are allowed to visit in the dormitory without a permission slip. All visitors, with the exception of family members, will be asked to follow the Non-Student Visitor schedule (times follow) posted in the high school dormitories. Visitors are permitted in supervised areas only.

Sunday – Thursday	8:00 PM – 9:30 PM
Monday – Thursday	3:30 PM – 5:30 PM

### **Extracurricular Activities**

#### **Athletics**

KSD is on the Kansas State High School Activities Association (KSHSAA) approved school list. The KSHSAA establishes rules and guidelines for athletic participation. KSD is also a member of the Great Plains School for the Deaf Conference which offers round robin or tournament competition in the activities listed below. The member schools include Arkansas, Iowa, Kansas, Minnesota, Missouri, New Mexico, North Dakota, Oklahoma, South Dakota, and Wisconsin. KSD is also a member of the Great Plains Athletic Conference.

Generally, athletic activities begin at 3:30 p.m. All eligible High School, Middle School and Elementary School students may participate in sports. Athletes who participate in sports are expected to maintain good sportsmanship on the field and in the classroom. All cheerleaders and athletes must have passed a physical examination and have a physical form signed and dated by a physician on file before participating in practice. (Physicals must be completed after May 1<sup>st</sup> of the previous year.) All athletes must have written permission from their parents or legal guardian

before participating in sports (see *Eligibility*). KSD offers the following interscholastic programs within specific grade ranges:

Fall Sports:

- Youth Soccer
- Youth Flag Football
- Youth Volleyball
- Middle School Football
- Middle School Volleyball
- Middle School Cheerleading
- High School Cheerleading
- High School Junior Varsity Volleyball
- High School Varsity Volleyball
- High School Varsity Football
- Special Olympics Bowling

Winter Sports:

- Youth Basketball
- Middle School Cheerleading
- Middle School Girls Basketball
- Middle School Boys Basketball
- High School Cheerleading
- High School Junior Varsity Boys Basketball
- High School Junior Varsity Girls Basketball
- High School Varsity Boys Basketball
- High School Varsity Girls Basketball
- Special Olympics Bowling

Spring Sports:

- Youth Soccer
- Youth Volleyball
- Middle School Girls and Boys Track and Field
- High School Girls Track and Field
- High School Boys Track and Field
- Special Olympics Bowling

**KSHSAA Regulations**

All KSHSAA rules and regulations are published in the official KSHSAA Handbook; they can be viewed at [www.KSHSAA.org](http://www.KSHSAA.org). Some of those rules are summarized in this handbook for your convenience. If you have questions, please ask the Activities Director.

**Rule 7 Physical Examination – Parent Consent** = Student shall have passed an adequate physical examination given by a physician and have the written consent of their parents or legal guardians.

**Rule 14 Bona Fide Student** = Eligible students shall be a bona fide undergraduate member of his/her school in good standing.

**Rule 17 Age Requirements** = Students are eligible if they are not 19 years of age for high school and 14 years of age for junior high or middle school on or before September 1 of the school year in which they compete.

**Eligibility**

In accordance with rules and regulations of the KSHSAA, to remain eligible for athletics, other sanctioned competitions, and/or extracurricular school activities and organizations, a student must:

1. Pass at least five (5) subjects in the particular semester.
2. Be enrolled in at least five (5) subjects for the coming semester and be a bona fide student in good standing in school.
3. Be in attendance for three (3) periods, or its equivalent, of the school day to be eligible for competition the same day.

**Disciplinary Procedures**

1. First suspension/one major office referral – student shall be suspended from competition, parents contacted



2. Second suspension/two major office referrals – student suspended from competition, parents must attend face-to-face meeting with coach(es) and Activity Director
3. Third suspension/three major office referrals – suspension and/or removal from his/her team for the rest of the season
4. Suspension for cause(s) not mentioned above is at the discretion of the Activity Director

### **Non-Athletic Related Extracurricular Activities**

Extracurricular activities include not only sports and cheerleading, but also Student Body Council, class activities, and others. All students participating in extracurricular activities will be expected to follow the same procedure as outlined in *Eligibility* above. Any behavior problem or rule infraction resulting in a disciplinary action may restrict student's participation in extracurricular activities. Students who are suspended, in-school suspension or in-dorm suspension, are not permitted to participate in games or activities. However, they may attend practices.

### **Grades 7-8 Organizations and Activity**

Middle School Student Body Council (MSSBC): This is an elected student governing body of 7<sup>th</sup> and 8<sup>th</sup> graders. The purpose of MSSBC is:

- To introduce students to the process of a governing organization
- To provide students the experience of participating in activities requiring decision-making and teamwork
- To learn fundraising skills, to develop a volunteer attitude, and to have fun in planned parties

Oratorical Competition: The Optimist Club sponsors an annual oratorical competition. Scholarships are given to the winners of the statewide competition by Optimist International.

### **Grades 9-12 Organizations and Activities**

#### Freshman Class

- Plan Homecoming activities for the Freshman class

#### Sophomore Class

- Select class rings in the spring for delivery the next fall
- Serve at the Junior/Senior Banquet
- Plan Homecoming activities for the Sophomore class

#### Junior Class

- Host Junior/Senior Banquet
- Host commencement refreshments/ushers
- Plan Homecoming activities for the Junior class

#### Senior Class

- In late spring or early fall, senior class officers meet with the freshman class to orient them to responsibilities and activities such as class meetings, election of officers, duties of officers, and division of responsibility between students and sponsors.
- Plan Homecoming activities for the Senior class
- Prepare for graduation (i.e., ordering announcements, caps, gowns, senior pictures, etc.)
- Attend Junior/Senior Prom and Banquet

Academic Bowl: Students compete in two academic bowl competitions: Gallaudet University Regional Academic Bowl and the Great Plains Schools for the Deaf.

Oratorical Competition: Students compete in two annual oratorical competitions: Great Plains Schools for the Deaf and the statewide competition sponsored by the Optimist organization. Optimists International award scholarships to the winners of the statewide competition.

American Sign Language (ASL) Bowl: Students compete in two ASL Bowl competitions: KSD local competition, and the Great Plains Schools for the Deaf competition.

Performing Arts: Students have opportunities to write, act, and be part of the stage crew.

Job Olympics: The annual competition is the showcase of the talents of high school students with disabilities. The focus of the competition is in the areas of work habits and work skills.

Junior National Association of the Deaf (Jr. NAD): The Kansas Association of the Deaf sponsors the KSD chapter of the Jr. NAD. High school students have the opportunity to become members of Jr. NAD with the purpose to:

- Empower students through partnerships in leadership, citizenship, human communication, and teamwork
- Provide students with unlimited opportunities for contributions to the development of their school and community

Student Body Council: SBC is an elected student governing body consisting of high school students with the purpose to:

- Promote the welfare of the school
- Encourage self-government
- Develop a sense of responsibility among the students
- Assist in furthering regular activities of the school and dormitory

### **Fundraising Activities and Requests for Donations**

All requests for fundraising and donation activities must be approved. This is school-wide and includes student organizations, individual staff, and community organizations.

### **Disqualification from a Student Organization**

Class Offices, Academic Bowl, Jr. NAD, and Student Body Council (SBC) are considered as student organizations.

To be eligible for extracurricular activities, a student must have an acceptable academic citizenship and disciplinary record within the school year when a student holds an office (e.g., if a student is the SBC president, the allotted time to hold office begins at the election and concludes at the end of the term). The student must be enrolled as a full- or part-time student at KSD. The student must have and maintain a grade point average of at least 2.5 throughout the school year.

Any officer/participant of the organization will be asked to resign from the organization/team and his/her office following a conference with the sponsor, parents, and administrator because of the following suspension(s):

- one (1) OSS (out of school suspension) during the school year.
- two (2) ISS (in school suspension) during the school year
- placement of the academic probation list two (2) times per quarter on the APR (Academic Progress Report)

Suspension for cause(s) other than the above mentioned is at the discretion of the administrator. These violations include, but are not limited to, insubordination, profanity, unexcused absence, unsatisfactory attitude, and a failure to follow any additional rules and regulations that the sponsor

deem necessary to maintain discipline and facilitate the efficient execution of daily procedure. Parental notification will be required in all cases of suspension.

### **Title IX**

The Kansas School for the Deaf does not discriminate because of sex (gender) in the education programs or activities that it operates. This requirement not to discriminate in education programs and activities extends to employment and to admission.

No student or employee of the Kansas School for the Deaf shall, based on sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity conducted by the Kansas School for the Deaf.

More specifically, the Kansas School for the Deaf will treat its students without discrimination based on sex regarding access to and participation in course offerings, athletics, counseling, employment assistance and extracurricular activities as prescribed by the Title IX regulations. Grievance procedures are available from the Superintendent.

### **School-Wide Guidelines**

#### **Multi-Tier Systems of Support (MTSS)**

KSD's school-wide expectations for behavior are outlined on the "PRIDE Matrix" posters which are posted in each academic and dormitory setting. The acronym, "PRIDE" was selected by students and staff for our school-wide expectations: Preparation, Respect, Independence, Diversity, Effort. Behavior support consists of three levels: Universal, Targeted and Individual.

Universal support (All Students): All students receive instruction on the behavioral expectations and social skills instruction and receive recognition for displaying appropriate behaviors. Each department develops their own reinforcement system for recognizing appropriate behaviors.

Targeted Support (Some Students): Students who may need additional social skills instruction or behavior support, receive support from the KSD counselors, teaching and dormitory teaching staff.

Individual Support: Students who need individual support have a Behavior Intervention Plan (BIP) attached to their Individual Education Plan (IEP). The BIP is developed with the IEP team after observation and data collection on the function of the student's behavior. Teaching and dormitory teaching staff are provided training on BIP implementation. The purpose of the BIP is to adjust the student's environment to enable behavioral improvement in order to be an effective learner.

Parental involvement is critical for supporting a child's behavior at home and school. There are many resources for parents online such as the Kansas Parent Information Resource Center (KPIRC <http://www.kpirc.org/>) and an MTSS booklet at <http://www.kpirc.org/uploads/MTSSKS1.pdf>.

#### **Compliance with State Regulations Concerning Discipline of Students**

KSD shall follow the suspension and expulsion regulations as stated in KSD 72-8901 through 72-8905. KSD does not expel students; however, if a student is suspended for more than ten (10) days, a formal comprehensive review of that child's IEP will be initiated to determine whether the current placement is appropriate and whether the behavior resulting in suspension is related to the student's disability. In addition, a behavior intervention plan (BIP) will be developed as needed and will be a part of the IEP process.

If there is a disagreement as to the appropriate placement of the child at KSD, procedural due process shall be followed. A copy of the referenced laws and guidelines are available from the IEP

Office. Questions about the Behavior Intervention Plan (BIP) can be directed to the IEP Office. Questions about Manifestation Determination can be referred to the KSD Due Process and Hearing Officer Luanne Barron at (913) 210-8112.

### **Administration's Application of Possible Actions**

Administration has the authority to use discretion in enforcing the policies and protocols in the *KSD Parent/Student Handbook*. Administration is authorized to apply a higher level of consequence for serious violations even if it is the student's first offense. In all cases, the parents will be contacted and informed about the situation. Police intervention will be considered and utilized if the student is a danger to self, others or to property. In some cases, a student may be referred to the Behavior & Education Support Team (BEST) in order to develop an action plan or a Behavior Intervention Plan (BIP) to help that student avoid future occurrences/incidents. Please refer to *Minor/Major Behavior Chart*.

### **Restitution**

Our intent is to teach students to value property that belongs to them as well as to others. If a student is responsible for any damaged/destroyed property or lost/damaged books, they are required to repay KSD, or an individual, for the cost of that property. Graduating seniors will be expected to clear their accounts prior to graduation. This includes any unpaid fees for restitution, materials and unreturned sports uniforms from previous school years. Transcripts and/or diploma will be held until there is a zero balance.

- Parents/guardians will receive a letter from the school describing the damages or the specific description of items lost and the amount due. Payments are due upon receipt of the notification.
- The value of the property will be established according to the cost of replacement or the cost of man-hours to repair plus materials.
- Students are expected to make restitution in payment. However, after discussion with administrators, a student may be required or allowed to work on campus to pay for the damages. The rate of pay for such work is \$5.00 an hour and is contingent on availability of work.

### **Detention**

Detention periods are held during lunch or after school (usually called the '8<sup>th</sup> Hour' in the teacher's classroom). Day students will be given 24 hours notification, if necessary, to make arrangements for their own transportation home. Any request for rescheduling an after-school detention must be made in advance of the scheduled time to be served. Teachers may accept requests for rescheduling at their own discretion. A student who fails to serve a detention for a teacher will be assessed an additional after school detention. If the student misses that detention, parents will be notified and the student will automatically receive one day of in-school suspension. Further violations will result in referral to an administrator.

### **In-School Suspension (ISS)**

#### Elementary

- Student will be assigned and is responsible for their academic work. All assigned class work must be completed satisfactorily each day.
- During the school day, student will be required to remain in a supervised area and have no contact with the rest of the student body. They will receive related services as scheduled.
- Student will be allowed two supervised breaks during the day and eat lunch in the detention area.
- Student will not be allowed to talk unnecessarily or carry on conversations while in the detention area.
- During the suspension period, student will not be able to participate in any extra-curricular school activities.

## Secondary

- Student will be assigned Five (5) separate lunch suspensions (with a box lunch and following the rules - no talking, no using devices)
- Same Day - Student is unable to participate in activities such as games or competitions. If student is a dormitory student, the student will not be allowed to participate with activities incorporated at the dorm and/or any other activities for the day on the KSD campus (excluding pre-arranged tutoring and/or learning center appointments).
- The administrator will have the priority; if the teacher gives a lunch suspension while student already has an ISS, the student will be required to serve the teacher-given lunch suspension either in the morning or after school hours (scheduled to avoid field trips, sports dismissals, dormitory activities, etc.).
- If a student refuses to take the lunch suspension, the administrator will decide the suspension of the privileges during the five (5) separate lunch suspensions including field trips, sports, and dormitory activities. KSD's collaboration with our dorm and school is 24/7. The day student will not be able to come to the KSD campus until the student serves the lunch suspension (excluding pre-arranged students tutoring and/or TLC arrangements). The consequence could include an Out-of-School Suspension (OSS) for defiance.

### **In-Dorm Suspension (IDS)**

An In-Dorm Suspension (IDS) assigned by an administrator will be served in the IDS room under the supervision of a Dormitory Teacher. Student reports to the Dean of Student Life promptly at 3:30 p.m. and will be dismissed at 9:00 p.m. An infraction of IDS rules or failure to follow instructions of the IDS supervisor will result in further disciplinary action. In some cases, repeated refusal or multiple placements in IDS will result in out-of-school and/or out-of-dorm suspension. Please contact the Dean of Student Life Office for a list of rules for students placed in IDS.

### **Out-of-School Suspension (OSS)**

KSD shall follow the suspension and expulsion regulations as stated in KSA 72-8901 through 72-8905. There are two forms of suspensions: Short-term and Long-term. Short-term suspension refers to any number of OSS that are 10 or less days. Long-term suspension refers to any total number of days exceeding 10 days.

KSD does not expel students; however, if a student is suspended for eleven (11) or more days (long-term suspension), a formal comprehensive review of that child's IEP will be initiated to determine whether the current placement is appropriate. If there is a disagreement as to the appropriate placement of the child, procedural due process shall be followed. The number of days does not have to be consecutive nor do they have to be for the same infractions.

*Students suspended from school will be provided an opportunity to complete their course work. Grades for the days out of the classroom will be dependent on the timelines and quality of the work completed. Since KSD is a 24-hour program, out-of-school suspension from any department at KSD shall be considered as suspension from KSD campus.*

### **Emergency Safety Interventions (ESI)**

The Kansas School for the Deaf serves students with a variety of needs. Any student at some point in time could have problem behaviors. Creating a safe environment for all our students is our primary concern. Through the use of proactive evidence-based practices, prevention and de-escalation strategies, most behaviors are addressed without incident. However, on extremely rare occasions, a student's actions may possibly cause harm to others. KSD makes every effort to

address the behavioral needs of a student to prevent the need for Emergency Safety Interventions. KSD trains school employees in the Crisis Prevention and Intervention (CPI) program.

Effective April of 2013, Kansas law (K.A.R. 91-42-1 and K.A.R. 91-42-2) requires that schools have procedures for the use of ESI for all students. In 2015, the Kansas Legislature passed statutes on ESI, which became a law on June 4, 2015. KSD does not use seclusion. The only time physical restraint is permitted at KSD is when a student presents an immediate danger to himself or others, or destroys property. The use of ESI is discontinued the moment immediate danger has passed.

Physical restraint means bodily force used to substantially limit a student's movements. The use of prone (face down) or supine (face up) restraint, or any physical restraint that impacts a student's primary mode of communication is **PROHIBITED**. Chemical restraint and mechanical restraint (with the exception of law enforcement officers) is **PROHIBITED** at KSD. Physical restraints are never used for discipline or punishment.

Physical restraint does not include physical escort (temporarily 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 is not seclusion. Time out is defined in the regulations as a behavioral intervention in which the student is temporarily removed from a learning activity without being confined. In-school suspension is not seclusion because the student is not isolated from adults and peers.

If an ESI is used with a student, it must be documented, reviewed by school administration, and reported to the Department of Education. School administrators will notify the parents about the use of ESI on the same day when ESI is used with their child. Go to our website ([ksdeaf.org](http://ksdeaf.org)) and find the ESI policy. Visit <http://ksdetasn.org/> to access the ESI law, guidance documents, webinars, and handouts.

In any given situation, humiliation techniques (public embarrassment), corporal punishment (striking a student with hand or object), seclusion (placing a student alone in a locked room) and mechanical restraint (restricting a student's movement by limiting the use of their limbs with belts, ropes, etc.) are not permitted at KSD.

### **Corporal Punishment**

No teacher or administrator shall use physical force or physical contact against a student or strike a student as punishment for a violation. However, nothing in this policy shall be construed to keep a teacher or administrator from using reasonable and necessary physical force to restrain a student in order to protect one's self, the student, or other persons, to prevent the destruction of property, or to prevent any illegal overt act on the part of the student.

### **Reporting of Abuse**

All KSD employees are mandated reporters. KSD employees are required to promptly contact the Kansas Department of Children and Families (DCF) when they are concerned a child may be the subject of physical, mental, or emotional abuse, neglect, or sexual abuse. KSD will ensure the prompt and thorough investigation of those reports via collaboration with DCF. The Kansas Protection Report Center hotline number is as follows: 1-800-922-5330. State law requires that willful and knowing failure to report suspected abuse and preventing or interfering with the intent to prevent the making of a report by a mandated reporter is a class B misdemeanor. Please be aware that, if a child arrives at KSD with symptoms of physical, sexual or verbal abuse, the KSD staff will not call the parents to inquire about the symptoms but will instead comply with instructions from the DCF staff and law enforcement officers. KSD reserves the right to also investigate any allegation of abuse. The following definitions are the identification of abuse:

Physical Abuse: Physical abuse is the use of more force than is necessary usually resulting in physical injury in the form of bruises, abrasions, broken bones, or dislocated joints.

Neglect: Neglect is the intentional or unintentional leaving of children without supervision where the likelihood of serious physical injury is high.

Verbal Abuse: Verbal abuse is the use of derogatory, extremely negative language said in such a manner as to demean an individual's self-esteem. This is also called mental or emotional abuse.

Sexual Abuse: Sexual abuse is sexual activity between adults and children, including indecent liberties with a minor (under 18 years) which could include sexual battery, sodomy, sexual intercourse, sexual exploitation or gratification (including taking nude or sexual pictures of students or distributing sexual pictures), sexting, or any sexual contact with the child. Any of these could occur willfully by the child, submitted to by the child, or forced upon the child.

### **Gun and Weapon Free School**

Possession and/or use of a firearm or weapon – No student or visitor to the KSD campus or to any school-sponsored function or event on or off campus may possess, handle, transport, display, offer for sale, use, threaten to use or exchange any dangerous weapon or firearm. This includes any object that may reasonably resemble or look like a dangerous weapon, device, or firearm. Knives of any kind are considered weapons for the purpose of this section. For the purpose of KSD policy, weapon is defined as:

A) A firearm or gun of any kind including toy guns, water guns, BB guns, pellet guns or any other objects that can emit a projectile or any kind in a manner that can be used to injure someone or place someone in fear or apprehension of bodily harm. This policy may be applied to replica guns. **Special note:** Replica guns brought to KSD as part of a presentation or a program requires the prior authorization of the Interim Superintendent.

B) In addition, KSD will apply the definition of weapon as defined in 18 U.S.C. 921: "Weapon" means (1) any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (2) the frame or receiver of any weapon described in the preceding example; (3) any firearm muffler or firearm silencer; (4) any explosive, incendiary, or poison gas (A) bomb, (B) grenade, (C) rocket having a propellant charge of more than four ounces, (D) missile having an explosive or incendiary charge of more than ¼ ounce, (E) mine, or (F) similar device; (5) any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant and which has any barrel with a bore or more than ½ inch in diameter; (6) any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled; (7) any bludgeon and club, metal knuckles, or throwing star; (8) any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement.

The school will turn over all firearms and weapons to the appropriate law enforcement agency in compliance with the "Gun Free Schools Act" (Federal) and KSA 72-89b01-89b04. Any student who is determined to have brought a weapon (as defined above) to school in violation of this policy shall be suspended for a period of not less than one (1) year and will be referred to the appropriate legal authorities. The Superintendent may modify such suspension on a case by case basis.

**Drug and Alcohol-Free School Zone**

KSD actively promotes a drug-free lifestyle for all students. KSD's campus is a "Drug and Tobacco Free School Zone." Illegal drugs, alcohol, tobacco and electronic cigarettes are not permitted on the KSD campus or at any KSD sponsored activity for any reason at any time. The KSD administration has consequences for students possessing or under the influence of illegal drugs, alcohol, tobacco and electronic cigarettes while on campus or at school-sponsored activities. KSD staff will report illegal behavior to the local police department and will assist with the prosecution of any individual bringing illegal drugs, alcohol, tobacco and electronic cigarettes to the campus or to school-sponsored activities.

**Notice of Drug Dog**

A registered, trained drug dog may be employed by the Kansas School for the Deaf to prevent the use and/or possession of prohibited drugs or alcohol on school property. The dog, while gentle, has been specifically trained to locate marijuana, alcohol, and other illegal or prohibited drugs. Periodic, unannounced visits to all educational and dormitory programs and school-sponsored activities and locations may be made by the dog and its handler. Lockers, dorm rooms, automobiles, and other areas of the buildings may be searched. Students, staff, and visitors will be held responsible for any prohibited items found in their room, lockers, automobile or belongings at school. Should prohibited items be found during the school check, the violators will be disciplined under KSD policies and may be prosecuted under local, state, or federal laws.

**Search and Seizure**

School property is loaned to the students for their use and, as such, is a privilege and not a right. School officials reserve the right to, and will periodically, inspect school property, including lockers, desks, and dormitory rooms. School officials also reserve the right to request that a student remove any and all items on their person if the search is reasonable and necessary to maintain order or safety.

In addition, students, staff, and visitors should be aware that all automobiles parked on the school premises or in the school parking lot are subject to search when school administrators have reason to believe weapons, drugs, or objects prohibited by school policy or state law are contained therein. Staff conducting the search will discuss the results of the search with the student(s). When a search is considered necessary, we will follow this basic procedure:

1. Inform the student(s) that a search is to be done at that time and invite the student(s) to be present.
2. Two (2) or more staff will be present during the search.

**Harassment/Bullying/Cyber-bullying**

KSD will not tolerate the harassment of others, whether the harassment is physical, sexual, verbal, or through the use of electronic devices. This section prohibits bullying on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop, through the use of the school's internet system while on or off campus, through the use of personal digital device on campus, or off-campus activities that cause or threaten to cause a substantial disruption at school. In any specific situation, administrators may decide that the harassment/bullying behavior is severe enough to receive the harshest consequence.

Both cyberbullying and bullying behavior on KSD property, in a KSD vehicle, at any KSD-sponsored activity or event, and/or through the use of electronic devices, whether on or off campus are strictly prohibited. All consequences will be subject to due process safeguards and procedures.

Harassment: defined as annoying or tormenting repeatedly and persistently.



Sexual harassment: defined as unwanted sexual advances. This could include touching without permission, speaking of sexual matters or using sexual language, telling sexual jokes or making comments about others' appearance or habits, or any perceived derogatory sexual comment or action.

Physical harassment: defined as touching, slapping, hitting, pinching, or attempting to do these things to another individual. The physical touches may be intended to intimidate and control another's actions.

Hazing: another form of physical harassment and means to harass by exacting unnecessary, disagreeable, or difficult tasks, or by banter, ridicule, or criticism, or to play abusive or humiliating tricks on by way of initiation. Hazing is frequently found in schools or universities as an initiation rite into special groups or sports teams.

Verbal harassment: defined as talking in a derogatory, insulting or threatening manner to another individual. The intent of this type of language may be to intimidate or control another's actions. This includes gossip used to insult or threaten another person and the use of racial slurs.

Cyberbullying and Cyberthreats: defined as creating an unpleasant educational environment for any student that is intimidating, threatening, abusive, or hostile, and keeps that student from being able to participate in or benefit from a KSD education program or activity.

Sexting (A combination of the words "sex" and "texting."): the slang term for the use of a digital device to distribute pictures or video of sexually explicit images. It can also refer to text messages of a sexually-charged nature.

Bullying:

(A) Any intentional gesture or any intentional written, verbal or physical act or threat that is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or staff member 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; or

(B) Any other form of intimidation or harassment prohibited by any policy of KSD.

**Sexual Behavior**

Students involved in inappropriate/unacceptable sexual behavior while under the supervision of KSD, on or off campus, will be subject to a progressive sequence of consequences for offenses committed during any 12-month period. The sequence will be by-passed in the event of illegal activity or egregious behavior, resulting in an immediate long-term suspension or possible change of education placement. These activities may include, but are not limited to: consensual activity between a student who has reached the age of majority (age 16 and older) with a younger student (under age 16), consensual activity between students who have reached the age of majority (both students age 16 and older), group sexual activity, any sexual activity involving an exchange of money, or participation in any conventional or non-conventional sexual practice.

In the case of non-consensual sexual behavior (i.e., forcing sexual activity on an unwilling partner), the consequence is 10 days out-of-school suspension (OSS) followed by an IEP meeting to initiate a change of placement in compliance with the protocol for due process and IEP regulations.

**Student/Police Interaction**

When police request a meeting with a student who is a suspect or victim, and the student is age 14 or under, they are required by law to involve parents. For students ages 15-17, they are not required to involve parents. When police interview students of any age who are not suspects or victims (for example, witnesses), they are not required to contact parents. KSD staff will contact parents in all situations involving the police, unless explicitly asked not to do so by a police officer. If a KSD staff member is unable to contact a parent, that staff member will leave a message with a designated emergency contact. In situations involving the Kansas Department of Children and Families (DCF), or when the parent is being investigated, the police may indicate that a parent should not be contacted. In that situation, we will respect such requests.

**Suicide Prevention & Awareness (Jason Flatt Act)**

All statements, behaviors and threats to harm the self or others are considered serious. This includes self-mutilation, suicidal threat, and suicidal attempt. Staff will attend a minimum of one-hour training on suicide prevention. Students will attend a suicide prevention awareness workshop during the school year in addition to attending other health and wellness workshops to promote a positive and healthy lifestyle. An Intervention Team will consist of the following: Administrator, Counseling Staff, and the Nurse Manager. The purpose of the Intervention Team is to confer and make decisions on actions to follow in any situation where a student has made self-destructive statements or behaviors and threats to harm him/herself or others.

When a student makes a statement, threat or conducts a behavior that is self-destructive in intent, a risk assessment is completed by two members of the Intervention Team, one of which must be a counselor. The risk assessment yields a low, medium or high-risk level. The risk assessment immediate interventions are listed below. If the student is in a life-threatening situation, emergency services will be contacted. The parent will be contacted by an administrator or a counselor to be informed of the risk assessment, immediate intervention, and will be involved in the development and implementation of a follow-up action plan. Confidentiality is a legal requirement upon all school staff. Staff reporting self-destructive statements, threats and behaviors will maintain confidentiality.

If the student was hospitalized or removed from school, the parent is contacted immediately by an administrator and informed of the incident. The parent is financially responsible for all medical services and follow-up medical appointments. If the parent is uncooperative and the student is high-risk and it is an emergency situation, the Intervention Team will make a decision of how to proceed which may include contacting the Olathe police and the Department of Children and Families (DCF).

When the student is ready to return to school, the parent contacts the administrator. The administrator will meet with the Intervention Team and with the parent to develop a follow-up action plan before the student returns to school. If new medications have been prescribed, please contact the Nurse Manager for necessary documentation.

**Low/Medium Risk Immediate Intervention**

- Team member completes a No-Harm Contract with student,
- Documents close supervision,
- Parent/staff meeting,
- Follow-up plan and actions to ensure a safe environment – remove all weapons, poisons, medications, sharp objects or make these items inaccessible.

**High Risk Immediate Intervention**

- Team member recommends a mental health assessment be completed.
- The parent is contacted by a team member.

- Emergency mental health assessment/ treatment: Parents transport the student to a hospital emergency room or mental health facility.
- If the parents are not available, two members of the Intervention Team transport the student.
- If the student is uncooperative, the police will be contacted for assistance.

### **Emergency Regulations**

KSD has a comprehensive school-wide crisis management plan. In compliance with state regulations, fire drills will be conducted monthly during the school year. Tornado drills will be conducted three (3) times per year in all school buildings on campus. Students should pay close attention to the directions and move in a quick and orderly manner to the designated area. Individual fire/tornado/intruder drill procedures are posted in each classroom and dormitory room.

Most buildings on the KSD campus have a 3-light visual (and auditory) alarm system, red for fire, blue for weather, and yellow for intruders (lockdown). Above or to the side of school entrances is a sequence of 3 lights intended to alert those approaching the buildings that the school is in an alarm mode.

When red and blue lights are flashing, students will follow the emergency alert protocol, that is, remain outside for a fire alert or proceed to the designed safety area for a weather alert. When the yellow light is flashing, the school is in lockdown. If this happens before school starts in the morning, do not discharge children from vehicles. Drive away from the immediate area of the school. Return 10-15 minutes later and check to see if the alarm is off. Please do not call the school, as telephone lines need to be kept open for emergency communication.

### **School Asbestos**

An Asbestos Management Plan has been developed for the KSD. This plan identifies the location of real or suspected asbestos-containing materials. Copies of the Asbestos Management Plan are available in the main lobby of the buildings involved in this program and can be viewed during normal school hours.

## **Code of Conduct**

*Administration reserves the right to select a consequence, or a combination of consequences, deemed appropriate for the infraction.*

<b>MINOR BEHAVIOR INFRACTIONS</b>		
<i>Behavior examples provided, not meant to be an exhaustive list.</i>		
<b>Behavior</b>	<b>Elementary Examples</b>	<b>Secondary Examples</b>
Inappropriate Language	Talking/signing back; Mumbling/rude comments under breath; Talking out in class; Name calling; Gestures with hands/face; Stare to intimidate; Threaten to not be a friend if they are friends with another person	Low-intensity; Accidental, discrete, signing under the breath, slip of the tongue; Insults and put-downs to another student; Swear words; Inappropriate slang
Physical Contact	Non-serious, inappropriate; Horseplay; Tapping/Patting; Poking/Bumping; Tripping; Pinching	Inappropriate physical or sexual contact; Tripping another student; Bumping another; Pinching/poking/tapping; Intimate contact; Excessive touching; Intimate signing; Getting to close to the face
Defiance/Disrespect/ Non-Compliance	Taking another's materials; Rolling eyes; Negative body language; Head on table but up after redirection; Rude behavior; Refusal to work	Not complying with a reasonable request that results in the teacher giving a consequence
Disruption	Rocking in chair; Wondering; Standing up/out of seat without permission; Passing notes; Physical gestures (fist pumping, middle finger); Throwing objects	Low-intensity; Out of seat; Blurting out; Tapping of pencil or hands on the table or feet on the floor; Disrupting conversations; Talking/making noise at inappropriate times; Slamming books on desk; Exaggerated disruptive signing; Bother other students while sleeping or doing homework
Property Misuse	Low-intensity misuse; Broken pencils; Writing on desk; Tearing paper; Scribbling	Low-intensity; Willful misuse of property resulting in no monetary damage; Drawing on desk; Writing on property that is not theirs; Tearing/writing in textbooks; Slamming any door including locker and wardrobe; Careless use of technology, equipment, or furniture; Borrowing campus property without permission; Leaning back in chairs
Vandalism/Property Damage	Low-intensity; Willful misuse of property resulting in monetary damage (\$99.99 or less); Damaging art supplies; Slamming door that breaks	Low-intensity; Willful misuse of property resulting in monetary damage (\$99.99 or less); Damaging art supplies; Slamming door that breaks
Dress Code	Wearing inappropriate clothing; Hats in the classroom	Student wears clothing that does not fit within the dress code guidelines

## **Code of Conduct**

*Administration reserves the right to select a consequence, or a combination of consequences, deemed appropriate for the infraction.*

<b>MINOR BEHAVIOR INFRACTIONS &amp; CONSEQUENCES</b> <i>Behavior examples provided, not meant to be an exhaustive list.</i>		
<b>Behavior</b>	<b>Elementary Examples</b>	<b>Secondary Examples</b>
Forgery/Theft	Taking/hiding objects (materials, toys, money) from another	Taking/hiding objects (materials, toys, money) from another
Lying/Cheating (>3 = Major)	Delivering messages that are not true	Student delivers message that is untrue and/or deliberately violates rules; Lying about their whereabouts; Lying about others; First-time attempt to improve one's position or grade by violating academic policy via copying assignments or papers; Plagiarism
Lying/Cheating (>3 = Major)	Delivering messages that are not true	Student delivers message that is untrue and/or deliberately violates rules; Lying about their whereabouts; Lying about others; First-time attempt to improve one's position or grade by violating academic policy via copying assignments or papers; Plagiarism
Technology Misuse	Unplugging cords; Changing settings (volume, screen, icons); Accessing websites without teacher permission or are offensive; Intentionally wasting paper, ink, etc.; Offensive messages/pictures; Obscene language/Profanity	Sending or displaying offensive messages or pictures; Using obscene language or profanity (swearing); Violating copyright laws; Using another person's password; Intentionally wasting resources (e.g., ink
Refusal to do homework/classwork (>3 = Major)	Initial refusal to do work	Initial refusal to do work; Not turning in homework
Leave class/dorm without permission (>3 = Major)	Initial exit from class/dorm without permission (After a 5 minute wait a search will be initiated; After 30 minutes of student missing, police contacted)	Leave classroom or dormitory without permission for a short length of time
Tardy (>3=Major)	Arrive at school after 8:00 am	Students who are tardy will be handled by the teacher; Students who are late following a field trip, extracurricular activity, and/or assembly program will also be listed as tardy; A student is tardy when he/she enters the class after the designated starting time or late to dorm-related activities or curfew

## **Code of Conduct**

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<b>MINOR BEHAVIOR INFRACTIONS &amp; CONSEQUENCES</b> <i>Behavior examples provided, not meant to be an exhaustive list.</i>		
<b>Behavior</b>	<b>Elementary Examples</b>	<b>Secondary Examples</b>
Bullying/Harassment (>3 = Major)	See definitions listed in handbook	See definitions listed in handbook
Weapons	Pretend gesture play with others; Drawings	n/a
Other	Problem behavior causing a referral that is not listed above; Staff using this area will specify the problem behavior observed	Problem behavior causing a referral that is not listed above; Staff using this area will specify the problem behavior observed

### **MINOR Behavior Consequences**

*Consequences are not listed in hierarchical order; not an exhaustive list.*

1. Staff process situation with student and teaches acceptable replacement behavior (e.g., think sheet)
2. Behavior contract
3. Parent contact
4. Apology – written letter of apology to be given to the victim by the offending student or a face-to-face apology
5. Loss of privilege (examples listed)
  - a. School - technology device taken and held in office until a meeting with parents and student takes place
  - b. Dorm - missing out on an activity on that day, losing weekly reward points, or having no TV, computer, etc.;
  - c. Technology device taken for 1 day + parent contact on 1<sup>st</sup> offense, held in office for one week + parent contact on 2<sup>nd</sup> offense, sent home for remainder of the year+ parent contact on 3<sup>rd</sup> offense)
6. Detention / Time in bedroom
7. Meal with staff
8. Field trip/Community-based considerations: back-up van may be available to take an uncooperative student back to school or if a student's behavior is deemed unsafe and the student refuses to be redirected
9. Bullying –
  - a. First Offense: Staff process situation with student and teaches acceptable replacement behaviors; Parent contact
  - b. Second Offense: Referred for sessions of bullying prevention education with appropriate staff; Apology; Lunch with staff
  - c. Third Offense: Major (Administrator)

## Code of Conduct

*Administration reserves the right to select a consequence, or a combination of consequences, deemed appropriate for the infraction.*

<b>MAJOR BEHAVIOR INFRACTIONS</b>		
<i>Behavior examples provided, not meant to be an exhaustive list.</i>		
<b>Behavior</b>	<b>Elementary Examples</b>	<b>Secondary Examples</b>
Inappropriate Language	Repeated talking back; Name calling; Arguing; Profanity; Sexual language	High-intensity; Swearing, name calling, use of words in an inappropriate way with aggression to students and/or staff; Words that can ruin a staff person's reputation; Any verbal act of disrespect directed at a teacher, staff member, student, or other person in school, dormitory, on campus or at any school-related activity on or off campus; Using profane words or gestures
Physical Contact	Serious physical contact where injury may occur; Hitting; Kicking; Pushing; Biting; Hair pulling; Spitting; Pinching	Escalation of inappropriate physical or sexual contact; Physical or verbal confrontation with intent to harm; Anger; Sexual or other unwanted or inappropriate touching; Hitting, slapping, punching, kicking, pulling hair, hitting with an object; Slamming doors with intent to hurt others
Defiance/Disrespect/ Non-Compliance	Refusing to follow instruction after redirection; Talking back to staff; Talking when staff is giving directions/instructions; Sustained head on table; Impeding another's learning; After "safe seat" defiance continues	Refusal to comply with a reasonable request; Refusing to comply with staff request; Leaving class, school, or dorm without permission; Violation of Digital Citizenship guidelines; Inappropriate, disrespectful facial expressions at a peer or staff; Ignoring staff; Refusing to make choices given to the student by staff; Inappropriate gestures intended to mock or undermine staff authority; Refusing to participate in regularly assigned class or dorm activities
Disruption	Sustained acts of disruption; Yelling; Out of seat; Horseplay; Rolling on floor; Throwing items; Throwing a fit; Leaving room; Fighting	Student's behavior causes a major disruption; Sustained loud talk, yelling, screaming; Noise with materials; Horseplay or roughhousing and/or sustained out-of-seat behavior; Throwing, kicking, or forcefully moving object; Excessive bothering another student when they are trying to do classwork, homework, or sleep; Disrupting others' things; Encouraging student misconduct for any purpose including gang related graffiti, attire, or signs/symbols

## **Code of Conduct**

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<b>MAJOR BEHAVIOR INFRACTIONS</b>		
<i>Behavior examples provided, not meant to be an exhaustive list.</i>		
<b>Behavior</b>	<b>Elementary Examples</b>	<b>Secondary Examples</b>
Vandalism/Property Damage	Repeated minor “property misuse” as determined by administrator; Resulting in costly or permanent damage; Kicking; Punching holes in walls; Tearing off items affixed to the wall; Flooding urinals/toilets; Graffiti; Carving into desks; Breaking doors	Student deliberately impairs the usefulness of property; Student participates in an activity that results in substantial destruction or disfigurement of property; Behavior that is chronic and/or intent-driven; Monetary damages of \$100+; Damaging art supplies, athletic equipment, computers; graffiti; Damaging furniture, doors; Holes in walls; Slamming doors
Dress Code	Repeatedly wearing clothing that does not comply with the dress code; Pictures/words regarding illegal substances, alcohol, profanity	Student repeatedly wears clothing that does not fit within the dress code guidelines
Forgery/Theft	In possession of, having passed on, or being responsible for removing staff or peer property (materials, toys, money, computer files, backpack, wallet, technology device)	Student is in possession of, having passed on, or being responsible for removing someone else’s property
Lying/Cheating (>3 = Major)	Repeated violation (>3) after initial offense; Delivering a message that is not true; Deliberately copying/plagiarizing another person’s work; Allow another person to copy/plagiarize one’s work; Cheating on a test or assessment	Student chronically delivers message that is untrue and/or deliberately violates rules; Lying about their whereabouts, other people, what happened; Misleading statements that cause disruptions or more serious incidents  Attempting to improve one’s position or grades by chronically violating academic policy; Cheating on tests; Copying assignments or papers; Plagiarism



## **Code of Conduct**

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<b>MAJOR BEHAVIOR INFRACTIONS</b>		
<i>Behavior examples provided, not meant to be an exhaustive list.</i>		
<b>Behavior</b>	<b>Elementary Examples</b>	<b>Secondary Examples</b>
Technology Misuse	Portable game system or other electronics not permitted at school; Slamming keyboards; Pushing off monitors; Harassing/insulting emails; Damaging computer, computer system or network; Copyright law violation; Trespassing in another's folders, works, or files; Employing the network for commercial purposes; Downloading pornographic, violent, drug use, or other illicit materials; Using another's password; Using one's digital device without permission; Loaning one's digital device	Harassing or insulting email; Damaging digital device or network; Violating copyright laws; Trespassing in others' files; Using the network for commercial purposes; Downloading material containing pornography, justification of violence, or drug use; Student loans digital device for communication, games, music or other intent to other student(s) or borrows the same from other student(s) in violation of the digital citizenship policy (e.g., computer files, backpack, technology device)
Refusal to do homework/classwork (>3 = Major)	Repeated refusal to do work; Repeatedly not turning homework in; Not finishing homework during recess	
Leave class/dorm without permission (>3 = Major)	Not appearing for class (unexcused); Repeatedly leaving area without permission; Leaving without permission with aggression; Staying out of class without permission for >10 minutes (After a 5 minute wait a search will be initiated; After 30 minutes of student missing, police contacted)	Student leave without permission with aggression; Stays out of class/dorm for more than 10 minutes; Behavior that is chronic and/or intent driven (After a 15 minute wait a search will be initiated; After 30 minutes of student missing, police contacted)
Tardy (>3=Major)	3+ tardies	Student is late to class or start of school 3 times in 1 class per quarter; Late to dorm or dorm-related activities without permission

## **Code of Conduct**

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<b>MAJOR BEHAVIOR INFRACTIONS</b>		
<i>Behavior examples provided, not meant to be an exhaustive list.</i>		
<b>Behavior</b>	<b>Elementary Examples</b>	<b>Secondary Examples</b>
Bullying/Harassment (>3 = Major)	Threatening/Harassing statements, disrespectful messages, negative comments based on race, religion, gender, age, and/or national origin; Intimidating (friendship threats); Threats or acts of violence (throwing object, pushing, hitting); Physical gestures (middle finger, fist); Exclusionary statements (bribery); Exclusionary actions (rejection of others)	Student delivers disrespectful messages (verbal or gestural) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes; Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; Hurting or intimidating verbally, taunting, middle finger, threatening to beat up, pelvic thrust, touching/grabbing above or under the clothes, sexual insults, or words that are said
Inappropriate Sexual Contact	Sexual/Inappropriate touching; Unwanted touching of a serious nature; Sexting	Inappropriate/unacceptable sexual behavior; Unlawful consensual sexual activity between a student who has reached the age of majority (age 16 and older) with a student under age 16; Group sexual activity; Any sexual activity involving an exchange of money; Participation in any sexual practice regardless of age; Non-consensual sexual behavior (e.g., forcing sexual activity on an unwilling partner)
Weapons	Actual or replica weapon; Pretend gestures; Objects used as weapons	Student is in possession of knives, guns (real or look-alike), or other objects readily capable of causing bodily harm
Alcohol/Drugs/Illegal Substances	Student is in possession of, using, or consumed alcohol; Student is in possession of or using illegal drugs/substances or imitations	Student is in possession of, using, or consumed alcohol; Student is in possession of or using illegal drugs/substances or imitations
Tobacco	Student is in possession of or using tobacco or tobacco products	Student is in possession of or using tobacco or tobacco products
Arson	Student plans and/or participates in malicious burning of property	Student plans and/or participates in malicious burning of property

## **Code of Conduct**

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<b>MAJOR BEHAVIOR INFRACTIONS</b>		
<i>Behavior examples provided, not meant to be an exhaustive list.</i>		
<b>Behavior</b>	<b>Elementary Examples</b>	<b>Secondary Examples</b>
Bomb Threat	Student delivers a message of possible explosive materials being on campus, near campus, and/or pending explosions	Student delivers a message of possible explosive materials being on campus, near campus, and/or pending explosions
Combustibles	Student is in possession of substances/objects readily capable of causing bodily harm and/or property damage (e.g., matches, lighters, firecrackers, gasoline, lighter fluid); Use of firecrackers is illegal in the City of Olathe and will be reported to the local law enforcement agency	Student is in possession of substances/objects readily capable of causing bodily harm and/or property damage (e.g., matches, lighters, firecrackers, gasoline, lighter fluid); Use of firecrackers is illegal in the City of Olathe and will be reported to the local law enforcement agency
Other	Problem behavior causing a referral that is not listed above; Staff using this area will specify the problem behavior observed	Problem behavior causing a referral that is not listed above; Staff using this area will specify the problem behavior observed

## **MAJOR Behavior Consequences**

*Consequences are not listed in hierarchical order; not an exhaustive list.*

1. Administrative conference with student and/or staff
2. Parent contact
3. Detention
4. Apology
5. Individualized instruction
6. Time out in bedroom or quiet room
7. Loss of privilege
8. Restitution
9. In-school / In-dorm suspension
10. Out-of-school suspension
11. Tardy (elementary): 3<sup>rd</sup> – attendance record, parent contact, & detention; 4<sup>th</sup>+ - attendance record, parent contact, detention, & district attorney's office contacted

## Code of Conduct

*Administration reserves the right to select a consequence, or a combination of consequences, deemed appropriate for the infraction.*

12. Digital Device: 1<sup>st</sup> – device taken until the end of the day; 2<sup>nd</sup> – device taken and held until a meeting with the student and parents take place; 3<sup>rd</sup> – device taken and held until the last day of school in May
13. Tardy (secondary): 3<sup>rd</sup> – ISS, conference with student and staff, parent contact, refer to BEST team; 4<sup>th</sup>+ BEST team intervention, individualized instruction, ISS, OSS
14. Bullying (Elementary): Staff process situation with student and teaches acceptable replacement behaviors; Parent contact; 1<sup>st</sup> – referred for sessions of bullying prevention education with appropriate staff, meal suspension, apology; 2<sup>nd</sup> – referred for further sessions of bullying prevention education to be determined by the administrator, in-school/in-dorm suspension, apology; 3<sup>rd</sup> – parents provided information on community support resources, out-of-school/dorm suspension, police report if appropriate
15. Harassment/Bullying/Cyberbullying/Sexting (Secondary): 1<sup>st</sup> – Administrative meeting with student and parent; In-school suspension or short-term out-of-school suspension; bully prevention sessions with appropriate staff, parent contact, and warning of more severe consequences; 2<sup>nd</sup> – Administrative meeting with student and parent; Short-term out-of-school suspension, and warning of more severe consequences, referral to mental health/counseling supports if needed; 3<sup>rd</sup> – Administrative meeting with student and parent; long-term out-of-school suspension, police report; Any offense of cyberbullying can include the device(s) will be taken and internet privileges revoked until administrative meeting with student and parents take place (preferably face-to-face)
16. Alcohol/Drugs/Illegal Substances: Police will be called; Report will be filed with District Attorney of Johnson County; Reports may result in student's arrest, court appearances, diversion programs, or other consequences; Student will receive 5 days OSS; Long-term suspension, through a due process hearing will be recommended; If student is allowed to return to KSD, counseling will be required; All students suspended under this policy receive drug/alcohol counseling and show proof that the student attended for a minimum of 12 sessions; In some cases, KSD will recommend a long-term suspension through a due process hearing.
17. Weapons: Any student who is determined to have brought a weapon to school in violation of this policy shall be suspended for a period of not less than 1 year and will be referred to the authorities; The superintendent may modify such suspensions on a case by case basis.
18. Sexual behavior while under the supervision of KSD on or off campus: 1<sup>st</sup> – 3 days OSS, referral to outside resources such as Sunflower House, JCMH; 2<sup>nd</sup> – 5 days OSS; 3<sup>rd</sup> – IEP review to discuss change of educational placement; The sequence will be by-passed in the event of illegal activity or egregious behavior, resulting in an immediate long-term suspension or possible change of educational placement; In the case of non-consensual sexual behavior, the consequence is 10 days OSS followed by an IEP meeting to initiate a change of placement in compliance with the protocol for due process and IEP regulations.
19. Police contacted.
20. Meeting to discuss change of educational placement.