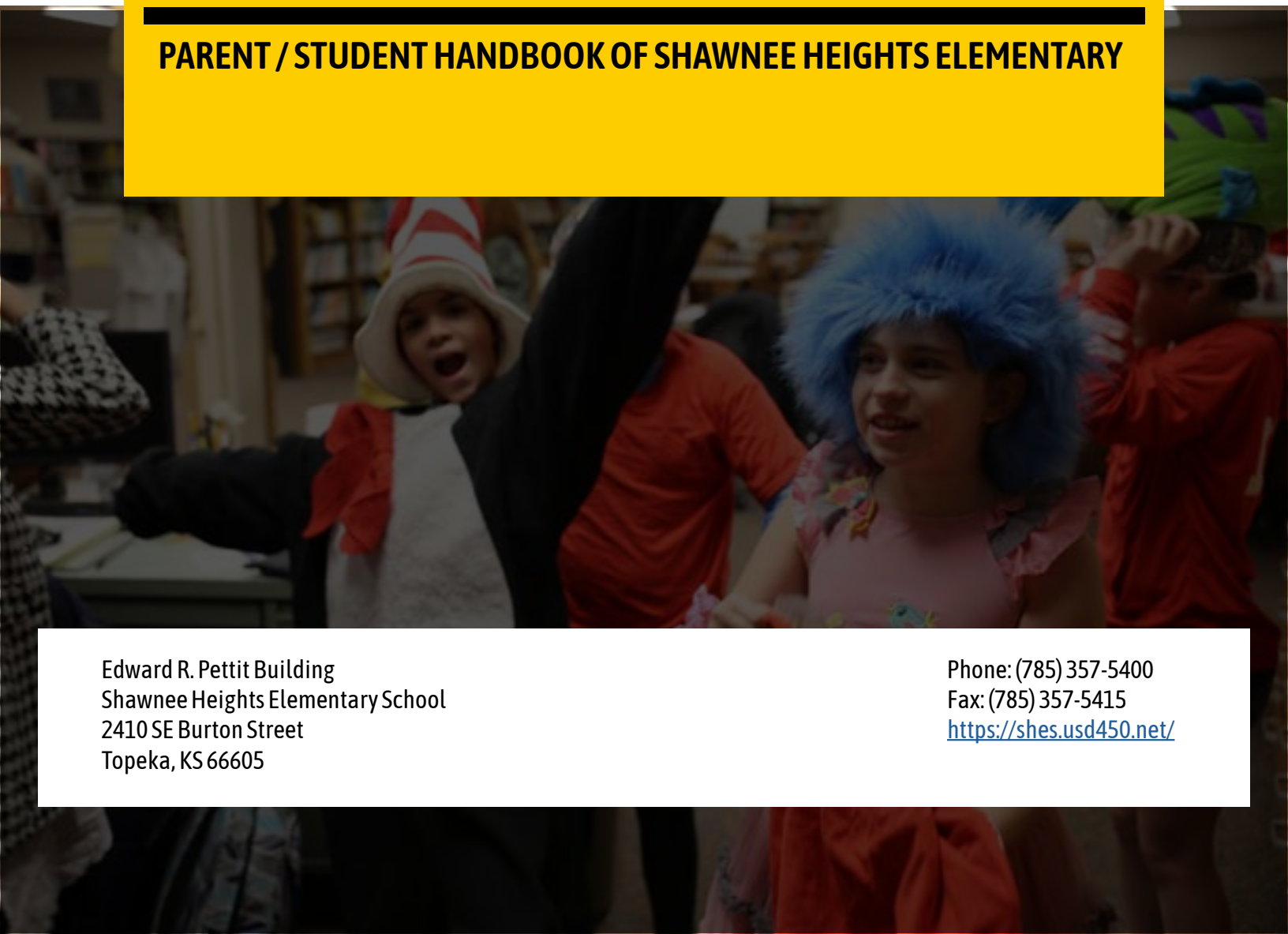


**2020-2021**

# **HANDBOOK**

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**PARENT / STUDENT HANDBOOK OF SHAWNEE HEIGHTS ELEMENTARY**



Edward R. Pettit Building  
Shawnee Heights Elementary School  
2410 SE Burton Street  
Topeka, KS 66605

Phone: (785) 357-5400  
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# WELCOME

Welcome to the 2020-2021 school year! As we enter another year as a community of learners, our staff looks forward to welcoming your returning or first-time student to our school. As part of the Shawnee Heights U.S.D #450 school district, we hold high expectations for success and achievement for all children.

As principal at Shawnee Heights, it is exciting to work in an innovative district, with outstanding students, parents and staff. I pledge to you a school focused of the education of all children; dedicated to helping our students grow academically, socially and emotionally as we learn, follow rules, make new friends and have fun!

Rebecca Hummer, Principal

## SHAWNEE HEIGHTS USD 450 MISSION

The mission of Shawnee Heights U.S.D. #450 is to provide quality education that ensures academic achievement for all students and develops caring, productive and responsible citizens. This will be achieved through:

- Diverse academic opportunities
- Staff committed to continuous improvement
- Student, family and community involvement
- Safe schools

## OUR MISSION

Shawnee Heights Elementary/Pettit Building staff and families provide a safe and supportive environment that ensures academic excellence and develops productive, responsible, and respectful citizens prepared for a lifetime of learning in a dynamic society.

OUR MOTTO

**“Pettit Pride Prevails”**

## SCHOOL HOURS

Elementary Grades K-6: 9:10 AM – 4:05 PM

All Day Preschool (4 years old by August 31st): 9:10 AM - 4:05 PM

Early Childhood Special Education Preschool (ECSE): 8:45-11:45 AM (Mon-Friday)

Early Childhood Special Education Preschool (ECSE): 1:00-4:00 PM (Mon-Friday)

**Children should NOT arrive to the building until 8:45 AM or stay after 4:15 PM.**

## SHAWNEE HEIGHTS ELEMENTARY SCHOOL

2410 SE BURTON ST

TOPEKA, KS 66605

**PH:** (785) 357-5400 **FAX:** (785) 357-5415

Rebecca Hummer, Principal – E-mail: [humherr@usd450.net](mailto:humherr@usd450.net)

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**Website:** <https://shes.usd450.net/>

# ATTENDANCE

Regular school attendance is important for each child's success at school. Any child with unexcused absences for three consecutive school days, five school days in a semester, or seven days in any year (whichever occurs first) shall be considered in violation of this law. For the absence to be excused, it is the parent's responsibility to notify the school prior to 9:15 a.m. each day of absence. In the event the school is not notified, each parent will receive an automated phone call and/or email stating the child is not present at school. If no parent call is received by the end of the school day, the absence will be considered unexcused. You may also e-mail absences/notes to: [SHES\\_Secretaries@usd450.net](mailto:SHES_Secretaries@usd450.net).

In the event your student has excessive absences, the school will send a courtesy letter when a child reaches 7 absences. The school will send a letter which requires documentation for subsequent absences to be considered excused when a child reaches 10 absences. A team review meeting may be established at any time to determine further services and supports for your student.

## ARRIVING LATE OR LEAVING SCHOOL DURING SCHOOL HOURS

If it is necessary for your child to leave during school hours for health or urgent personal reasons, please inform the teacher and the office in advance. Please come to the office and sign your child out so that we know your child is being accompanied by a responsible adult known by the school personnel. Students may sign themselves in when they arrive if they have a note or the school office has been notified.

For the continued safety of our students, we have monitored entry to the building with electronic access. During school hours, access to the building will be controlled by office personnel. When visiting, please be sure to sign in at the office and obtain a visitor's sticker before proceeding to your destination. We ask that you stop by the office to sign out upon your departure.

## ALCOHOL/DRUG POLICY

Zero Tolerance Component-use, possession or possession of a quantity which would suggest an intent to sell or distribute a controlled substance, drug or alcohol may result in the recommendation for a five (5) day suspension and a recommendation for a long-term suspension or expulsion. The counseling provision may not be available in such cases.

## AUTHORIZED USER AGREEMENT

Shawnee Heights School District has an authorized user agreement policy to cover student and staff use of computer networks, including the internet, at school. A copy of this agreement is included in the hand-book. If a parent/guardian does not agree to the terms and conditions of this agreement and DO NOT wish your student to have independent access as defined in this authorized user agreement (AUA) or have questions about the AUA, please contact your building principal. There is an opt-out form available to parents/guardians, which must be on file by September 1st.

## BULLYING

The board of education prohibits bullying in any form on school property, in a school vehicle or at a school-sponsored activity or event. Students who have bullied others in violation of this policy will be subject to a graduated system of interventions leading to disciplinary action, which may include suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement. Please see your school principal for specific details regarding your school's bullying plan.

# SCHOOL BUS PROCEDURE

**PHILOSOPHY:** Shawnee Heights USD 450, is committed to excellence in its transportation program and considers appropriate bus conduct essential to the safe transportation of students to and from school. Parents can assist a great deal in maintaining proper discipline on the school bus. Please review the following with your child.

The district believes that all students can behave on the bus and have a responsibility to behave in a manner which allows the driver to concentrate on operating the bus in the safest possible manner.

The district believes student conduct should be maintained with procedures which will advance the purposes of safety while remaining consistent with applicable state law and established Board of Education school policy.

## WHILE ON THE BUS:

- The driver is in charge of the pupils and the bus. Students must obey the driver promptly.
- Classroom conduct is to be observed by the students while on the bus. In the interest of safety, only low conversation is acceptable. Unnecessary conversation with the driver is prohibited.
- When boarding the bus, go quickly and quietly to assigned seats.
- Keep arms and head inside the bus at all times.
- Keep the bus clean and free from trash.
- Damage to the bus must be paid by the offender.
- Students should never tamper with the controls or the equipment on the bus.
- Do not throw anything out of the bus windows.
- Keep books, packages, coats, feet and all other objects out of the aisle.
- Riders are to remain seated and face the front of the bus while the bus is in motion.
- Quiet is necessary when approaching a railroad crossing stop.
- Food and beverages shall not be consumed on route buses.
- No glass containers, animals (except for service animals) or pets are allowed on the bus.
- Student conduct endangering the safety of others, committing acts of vandalism, swearing or using obscene language, unacceptable signs or gestures or committing moral offenses, may result in suspension from transportation.
- Smoking, possession of liquor or illegal drugs, firearms, any type of explosive, or any type of weapon is prohibited and shall be reason for immediate suspension.

## SCHOOL BUS SAFETY REGULATIONS:

- No balloons or flower arrangements.
- Book bags need to be no larger than your student can carry up and down the bus steps and hold while on the bus.
- If musical instruments or sports equipment are too large for your student to hold, they need to be transported by the parent.
- Flags, golf bags, and skateboards are not allowed on the bus.
- Parents, please check your students' clothes and book bags and remove drawstrings and straps that could get tangled around legs or get caught on items on the bus.
- All loaded buses leaving the High School and Middle Schools have the right of way.
- While on site, all vehicles must obey bus stop arms.

## AFTER LEAVING THE BUS:

- • Students should cross the road at least ten feet in front of the bus. Observe directions of the driver, and then look to be sure no traffic is approaching from either direction.
- • The driver will not discharge riders at places other than the regular bus stop unless by proper authorization from school officials.
- • Students are not allowed to go to the mailbox until the bus has left the area. The above list is not all-inclusive, nor is it intended to be. It is impossible to list every infraction that may occur, however, misconduct on the part of a student may result in suspension or expulsion.

## EXTRA-CURRICULAR TRIPS:

All rules and regulations apply on any trip under school sponsorship.

## TRANSPORTING ASSIGNED SCHOOL PROJECTS:

- Students shall make prior arrangements with the principal before bringing projects to school.
- Every project or article shall be transported in an approved container or package and small enough the student can hold on his/her lap. Anything larger should be transported by the parent.

**BUS DISCIPLINE PROCEDURES:** The driver may, and is encouraged to visit with students who violate bus procedures. The driver may handle many infractions on an informal basis; this may include informal contacts with the student's parents. When in the driver's judgment or policy dictates the need for administrative intervention the driver will initiate a Bus Conduct Notice.

## PRIOR TO LOADING:

- Students must be on time! If a regular rider is not at the stop the driver will honk, then proceed on the route according to schedule.
- Drivers will discontinue stopping for secondary students who do not ride or call after 3 consecutive days.
- Bus riders should conduct themselves in a safe manner while waiting for the bus.
- Riders should wait until the bus comes to a complete stop before attempting to enter the school bus. If crossing the street, riders should observe the direction of the driver.
- Authorization must be obtained from the building principal before students can change buses or ride home with another student.
- Students will be allowed one designated morning and one designated afternoon stop address. These can be different locations, but must be the same every day. Changes can be made to those locations twice per semester.

**BUS DISCIPLINE PROCEDURES:** The driver will deliver to the building principal or designee the bus Contact Notice. The principal will deal with the bus notice and record what action, consequences or contacts are made. **Generally the building principal will follow the steps outlined at the bottom of the Elementary Bus Conduct Notice.** (See BELOW) A copy of the completed slip will be returned to the driver; a copy will be sent to the Director of Transportation; a copy will be mailed to the parent or guardian.

The purpose of the Bus Conduct Notice is to insure a safe bus through remediation of the student's behavior by involving all concerned parties. When necessary or when it becomes evident that to insure student safety the student may be denied bus transportation. Depending on the offense or severity of the student's actions, transportation privileges may be suspended immediately. For less severe but chronic misbehavior the principal will generally follow the procedure at the bottom of the Elementary School Bus Conduct Notice.

## BUS DISCIPLINE POLICY FROM BUS

**CONDUCT NOTICE:** Misconduct by students on any bus is unacceptable because the safety of all bus riders is involved. Continual abuse of rules and regulations by bus riders will result in the following sequence of disciplinary actions. Depending on the offense or severity of the student's actions, transportation privileges may be suspended immediately.

**When transportation privileges are denied it becomes the responsibility of the parent to provide transportation to and from school.**

**TO ASSIST BUS DRIVERS, PLEASE HAVE YOUR ADDRESS POSTED IN A VISIBLE LOCATION**

# CHILD ABUSE & NEGLECT/MANDATED REPORT LAW

Kansas law requires that a report of suspected child abuse or neglect be made by persons in certain professions (K.S.A. 38-1522). Kansas law further declares that it is public policy to “provide for the protection of children who have been subject to physical, mental or emotional abuse or neglect, or sexual abuse by encouraging the reporting of suspected child abuse.” Any employee of the district who has reasonable cause to suspect abuse or neglect **MUST** immediately report to Children and Family Services (DCF).

## CRISIS PLAN

Crisis plan procedures are designed to minimize the danger to anyone occupying our schools should an emergency occur. Our main objective is to attend to the health and welfare of our students in the event of a crisis and to see that they get home safely. The staff will conduct crisis drills during the school year in accordance with KS state law.

Crisis plan responsibilities are shared by us as your school staff and you as parents. In most emergencies your child will remain and be cared for at school. In the rare event of an emergency affecting the school which would prohibit re-entry into the building (such as broken glass, water main, fire, loss of utilities) students and staff will be moved immediately to an alternate site. We ask that you follow these procedures during a school emergency:

1. Monitor radio, television and School Messenger communication. We will keep the media accurately informed of any emergency.
2. Please do not telephone the school. We have limited phone lines. These must be used to respond to the emergency.
3. Please do not come to the school unless requested to pick up your child. Any emergency involving your child’s school may mean emergency vehicles and disaster workers must be able to get to the building.
4. If the emergency necessitates relocation of staff and students, School Messenger, radio and television stations will be provided information about where and when to pick up your child.
5. Students can only be released to their legal guardian or emergency contacts listed on student information record. You will be asked to provide identification, sign your name, time, and destination when a crisis procedure is in progress.

If you have any questions about our crisis procedure plans, please call the school office.



# DIRECTORY INFORMATION “RIGHTS & PRIVACY”

The Shawnee Heights Board of Education and administration have determined the following data will be designated as “directory information:”

1. Student name, address, telephone number, date and place of birth
2. Picture
3. Parent or guardian’s name
4. School and grade placement
5. Honors and awards received

This information is considered public information, which may be released by the school district without parent’s prior consent. Parents have until September 1st of each school year to inform the school district if any or all of the directory information about their child should not be released. This request must be made in writing to the building principal.

## DISTRIBUTION OF MATERIALS AT SCHOOL

Special interest materials must have prior approval by the Superintendent of Schools. Approved materials will be distributed as follows:

1. Materials will be placed in an established area for students to pick up at appropriate times during the school day.
2. Materials will be distributed to applicable classrooms where they will be placed in an established area for the students to pick up when appropriate during the school day.
3. Certain materials, at the discretion of the principal, may be handed out to each student following Board of Education Policy KI, Free Materials Distribution in School, and Board of Education Regulation KI-R, Free Materials Distribution in School by the staff. The length of time materials will remain available will be determined by the principal.

## DRESS CODE

Since student dress and appearance at school is the responsibility of parents, students, and the school, we are asking parents to help us present the best educational atmosphere possible for our students. The general atmosphere of the school must be conducive to learning. Apparel that IS sexually suggestive; promotes violence, illegal activities, drugs, alcohol, and/or tobacco; or IS determined to be gang related is prohibited. If a student’s general appearance attracts undue attention to the extent that it becomes a disruptive factor in school, the student will be asked to make the necessary changes. Since our building is completely air-conditioned we ask that students do not wear halter-tops, crop-tops, see through jerseys, short-shorts to school. No undergarments are allowed to be seen. No hats will be allowed in the building unless specified.

## ELECTRONIC EQUIPMENT, PLAY EQUIPMENT & TOYS

Toys, sporting equipment, and personal electronic equipment (ipods, DS, kindles, cell phones, etc.) should not be brought to school unless special arrangements with school personnel are made. Items that interfere with learning, cause a disruption, or create a hazard will be confiscated by school personnel. The school cannot be responsible for personal property brought to school. Any valuables brought to school are the sole responsibility of the student and parent.



Students shall have no expectation of privacy when using district e-mail or devices. E-mail messages shall be used only for approved educational purposes. Students must use appropriate language in all messages. The school retains the right to monitor and duplicate any information created by students on any district device. Students who violate these rules, or any other classroom rules relating to technology use are subject to disciplinary action up to and including suspension from school.

## ENTERING SCHOOL FOR THE FIRST TIME

State law requires that children entering school for the first time must have a birth certificate; show evidence of Kansas required immunizations unless there are special medical or religious reasons; and children 8 years of age or younger must have a Health Assessment completed by a physician within 90 days of enrollment. The Board of Education is required by law to prohibit entrance to school to any student who does not comply with the immunization act.

Kindergarten students must be 5 years old on or before August 31. All classroom assignments are tentative and changes may be made to best meet the needs of the student.

## EXPECTATIONS FOR SCHOOL SPONSORED ACTIVITIES

All school-sponsored functions, including those held at sites other than the school, shall be drug and alcohol free. Possession, distribution or sale of drugs, drug paraphernalia, inhalants, alcohol, tobacco or any materials (facsimiles) that give the appearance of alcohol, tobacco, or other controlled substance or other illegal substances is not permitted. Students and their guests, regardless of age, are to arrive free of these substances. Those who disregard these expectations will be excluded from the event and will be subject to the disciplinary action that may include one or more of the following:

- Parent Notification,
- Police involvement,
- Suspension or expulsion: and or, exclusion from future extracurricular activities.

## FACILITY USAGE

School facilities belong to the district and ultimately the taxpayers of our community. We strive daily to keep our school and grounds clean, attractive, and safe. We encourage parents, students, and the community to help in this endeavor. Building rentals are scheduled at <http://www.usd450.net/community/facility-rentals> With parent supervision, students are welcome to use the playground after school and on weekends. Unauthorized activities will be reported to law enforcement.

## FIREARMS/WEAPONS

Possession of firearms, weapons, and destructive devices, as defined in the Federal Gun Free School Act, and School Policy will result in suspension, expulsion, and prosecution. The Shawnee Heights Board of Education has adopted a policy (reference JCDC, JCDCA, JCDCA-R) which states that a student shall **NOT** possess, handle, or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function, or event. This policy shall include any weapons, any item being used as a weapon or destructive device, or facsimile of a weapon. Please discuss with your child that pocket knives, water guns, play guns, fireworks, laser pointers, as well as “real” weapons are NOT to be brought to school. Infractions of this policy will result in a parent/student consultation with the principal to determine the consequences.

Do not send balloon-a-grams, flowers, gifts, etc. to school. These items cause a disturbance in the classroom and cannot be sent home on bus due to safety. If such an item were sent, the student would be advised it was here, however it would be kept in the office until picked up by a parent.

## HEALTH INFORMATION

Health Services for USD 450 are provided by a Registered Nurse and a Health Technician in each of the schools. The services provided include, but are not limited to, yearly screenings, communicable disease control, health education and temporary treatment of minor illness and injury. The health services provided at USD 450 should not be viewed as a substitute for the family's health care provider.

Care is taken to see that your student does not remain in school when he/she vomits for an unexplained reason, has diarrhea, shows signs of an unexplained rash, temperature of 100 degrees or greater or an injury that needs a parent's attention. The school nurse or school health technician will phone you when it is felt that your child needs to go home, so it is very important that the home, work and emergency numbers are current and accurate. If your student is diagnosed with a communicable or contagious disease, such as chickenpox, strep throat, head lice, scabies, hepatitis, etc., it is important to notify the school health room with this information as soon as possible.

To prevent illnesses from being transmitted at school, here are some guidelines to help you decide when to keep your student home.

1. Fever: often a child's temperature will be lower in the morning and rises as the day progresses. Children should stay home until the temperature has been normal for 24 hours. (Normal temperature is 98.6)
2. Sore throat with fever.
3. Nausea, vomiting, or diarrhea.
4. A physician needs to check skin eruptions or rashes before the student comes to school.
5. Head lice.

## HEALTH HISTORY FORMS

A health history form is required to be filled out annually by parents/guardians. This form is to keep the health staff current on the health status of each child and allow them to care for your child in the health room. The form is electronic and will be completed with your online enrollment. The form includes a "parental consent for emergency treatment". This must be signed and is effective until parents can be reached.

## HEAD LICE

At times the Topeka area is faced with the problem of head lice. These pests are not particular and any child is susceptible. If you suspect that your child has them, please call the school nurse as soon as possible. Appropriate individual action is the key to control, and we will advise you as to the proper control methods and Kansas' Regulations regarding head lice.

The state law requires that all students be fully immunized prior to school entry.

## KANSAS IMMUNIZATION REQUIREMENTS

All parents/guardians are required to present certification from a physician or a local health department that their student has received the required immunizations that are deemed necessary by the Secretary of the Kansas Department of Health and Environment.

- DTap/DT (diphtheria, tetanus, pertussis) – **5 doses required**
- Tdap (tetanus, diphtheria, pertussis) – **1 dose required** for 7th grade.
- IPV (polio) – **4 doses required**
- MMR (measles, mumps, rubella) – **2 doses required**
- Varicella (chickenpox) – 2 doses required if no proof of having the disease has been documented by a physician's signature.
- Hepatitis B – **3 doses required**
- Hepatitis A – **2 doses required** for Kindergarten and Grade 1.
- Meningococcal (serogroup A,C,W, Y) – **1 dose required** for 7th grade and 11th grade.

Proof of immunizations must be provided to the health staff. (Proof would include a copy of immunization booklet, document signed by a physician, or a copy of health department records.) It is the responsibility of the parent/guardian to provide this information.

The superintendent may exclude any student who fails to provide the documentation required by law from school until statutory requirements are satisfied. Notice of exclusion shall be given to the parents/guardians as prescribed by law.

## INTRAMURALS

Intramurals are offered to students in grades 5 and 6. Parents will be responsible for providing transportation for their child to these activities. The school does not provide supervision for children not participating in intramurals. Watch for more information regarding specific dates and times.

## LUNCH INFORMATION AND POLICIES

Students have a choice of a hot lunch, school sack or home sack each day. The student meal prices are breakfast \$1.70 and lunch \$2.75. Adult lunches are \$3.75. Breakfast and lunch include a half pint of milk. Students may purchase extra milk or students who bring a sack lunch may purchase milk at .50 cents. (Prices are subject to change). Please send your student's money in an envelope with his/her name, account number and teacher's name. If you choose to write one check for several students, please include all student names and teachers. Electronic payments can also be made via RevTrak (<https://usd450.revtrak.net/>). Notes are sent home weekly if your student's account balance is low. Please contact the lunch clerk if you do not agree with the balance notice. If your child's account reaches the maximum charge limit of 5 meals, you will need to plan on feeding your child breakfast at home and sending a sack lunch to school.

We are always happy to have parents/grandparents for lunch. Please call the office prior to 9:15 a.m. to make reservations.

### **Unpaid Meal Policy for Shawnee Heights USD 450.**

Households of Elementary school children will receive low balance slips weekly and/or phone calls regarding low balances on their student's food service account. Secondary students will receive verbal notification by cashier.

Once a student's meal account goes into the negative, and the limit is reached, the household will be notified, (through email or phone) that payment is required to keep receiving the full reimbursable meal.

Students with food service accounts at the maximum charge limit will be offered a smaller alternate meal and the account will not be charged for this meal as it is not reimbursable.

Delinquent debt will remain on the Food Service account until the end of the year and collection attempts will be made during this time. Delinquent debt will become bad debt at the end of the school year on any student(s) that has/have withdrawn from the school district or has/have graduated. At this time, the School District will reimburse the Food Service account for the amount of the bad debt. Any collections beyond that point belongs to the district.

This policy will be provided to households through (the district calendar, with renewal paperwork, in the student handbook etc.) All Staff of the District will be informed of this policy at (in-service etc.). Documentation (calendar, handbook, flyer, in-service roster/agenda etc.) of the household and staff notification will be kept on file in the Nutritional Services Department.

## MEDICATIONS AT SCHOOL

All medications must be kept in the health room and are administered by the health or delegated school staff during school hours. All medications **MUST** come to school in the original containers accompanied by a permission note from the parent. (Foil wrapped over-the-counter medications need to come in the box with the directions.) **WE WILL NOT GIVE MEDICATIONS WITHOUT THIS CONTAINER.** If the doctor gives a professional sample medication to use, we **MUST** have a doctor note or copy of a prescription for the drug.

*Parents/guardians should be responsible for transporting prescription medications to and from school for their students. If there are extenuating circumstances that prevent this from occurring, the school's registered nurse needs to be notified.*

1. Dosage changes from the medication pharmacy label: We need to be notified by a note from the doctor with the new dosage listed and new parent permission form needs to be signed.
2. Medications to be taken 3 times a day can usually be done before school, after school and bedtime, thus avoiding the need to take it at school.
3. We do NOT give aspirin or medications containing aspirin at school to children without a doctor's order. This is due to the connection with Reye's Syndrome.

Herbal, natural and homeopathic remedies will not be administered at school without written authorization from the primary care physician. In most cases we do not give narcotics at school. The registered nurse (R.N.) in each school will make this decision. It is recommended that students recover from injuries or surgery at home and be able to switch to non-narcotic pain medications before returning to school.

Parents or legal guardians may come to the school to administer the medications if they choose. Students are expected to bring prescription or non-prescription medication to the nurse's office immediately upon arriving to school.

## SELF ADMINISTRATION OF MEDICATIONS

Medication (Epi-Pens/Inhalers) prescribed by a health care provider for the treatment of anaphylaxis or asthma may be carried by the student with the proper authorization from their physician, parent and school nurse. This will need to be renewed annually.

USD 450 does not discriminate on the basis of sex, religion, color, national origin or ancestry, physical handicap or age in admission or access to, treatment or employment in its programs or activities. Any persons having questions regarding the district's compliance with Title IV, Title IX, or Section 504, should contact the Assistant to the Superintendent, 4401 S.E. Shawnee Heights Rd., Tecumseh, Kansas 66542. EOE

## PARENT COMMUNICATION

**PowerSchool:** by Pearson School Systems, Inc. is a web-based student information system providing real-time information to parents, students, faculty, staff and administrators—over the Internet. PowerSchool Parent Portal is available for your use. ALL parents/guardians must create a user account with username and password received at enrollment. Call the IT Department 379-5970 if you have trouble accessing Account. Please maintain current demographic information.

**School Messenger:** This service allows Parents, Students & Faculty/Staff to receive e-mails and/or phone calls on school related information. School Messenger makes it easier than ever for you to stay in touch with important news and events in your school.

**USD 450 App:** This app allows parents access to timely school events, lunch menus, staff email, and links to bully reporting, PowerSchool and RevTrak.

## PARENT TEACHER CONFERENCES

Two days are set-aside in the fall and spring for all families to meet with school staff. Check School Messenger and our USD 450 app for the link to sign-up for conference times.

## PARENT TEACHER ORGANIZATION OFFICERS 20/21

PRESIDENT	Alicia Guerrero-Chavez	785-221-9253	achavez@fsgctopeka.com
VICE-PRESIDENT	(Open - please contact SHES PTO president if interested)		
SECRETARY	Kristin Bookwalter	785-969-8220	kristin.bookwalter@gmail.com
TREASURER	Buck Reuter	785-213-7095	buck.reuter@evergy.com
DAC	Ian Robbins	785-608-2970	imr8594@gmail.com
SITE COUNCIL	Kristen Powell	785-806-6326	kpow03@gmail.com

PTO meetings will be held monthly. Please refer to your school calendar for date and times. These meetings are open to all parents.

## PARTY INVITATIONS DISTRIBUTED AT SCHOOL

No one likes to be left out. We ask that party invitations for an individual student's private party be distributed at school ONLY if the entire class is invited.

Children entering a Kansas school for the first time who are 8 years old or younger are required by state law to have a physical exam and/or health assessment form completed and on file in the health room at school.

## RECESS

Weather permitting, recess will be outside each day. During the winter months many days are too cold to hold the complete recess period out-doors, but classes may still take a short break in the fresh air.

## SCHOOL CLOSING

The procedure for closing school due to inclement weather conditions is as follows: The Superintendent will be in charge of making the decision to close school. Parents will be notified via School Messenger, radio and television stations in the area by 6:30 A.M.

It is the parent's decision to determine whether or not their child attends school on any given day due to weather conditions. If a parent chooses to keep their child home due to hazardous weather conditions, it is an excused absence. Parents may pick up their child during the school day, when they feel it is necessary due to weather conditions.

## SCHOOL PARKING

Buses park curbside in front of the school during arrival and diagonally in the center of the West parking lot at dismissal. Please avoid this area from 8:45-9:00 a.m. and 3:45-4:10 p.m. daily to ensure safety and avoid people and cars crossing bus traffic.

If you bring your student to school in the morning, please drop him/her off at the North side door from 8:45-9:00 a.m. Student supervision is not provided until 8:45 a.m. Please keep your child safe by having students wait in your vehicle until 8:45 a.m., unload curbside, then proceed around circle drive in a **single-file line**. If you arrive after 9:00 a.m., please use the front entrance.

If you need to pick up children after school, please meet them on the North side of the building. Please wait in your vehicle and proceed for students to load curbside, then proceed around circle drive in a **single-file line**.

## SCHOOL HOLIDAY PARTIES

Periodically during the year, there will be school parties. These parties will be limited to the first 30 minutes or the last 30 minutes of the school day. Room parents in charge of the party will be allowed into the classrooms ten minutes prior in order to set-up. No adults will be allowed in costumes. We encourage our parents to provide healthy snacks such as cheese slices, fruit, veggies and other nutritious snacks. Please do not send items that require refrigeration. If a child is absent from school on a classroom party day due to illness, the child will not be permitted to return to school to attend the party.

All visitors are required to register in the office and must wear a visitor's badge or name tag while in the building. Parents may call or visit the school. The classroom teacher and/or principal will determine the amount and length of visits. We request that friends of students not visit school.

## SELLING ITEMS AT SCHOOL

Selling items at school by students to students is prohibited, due to the large number of students with items to sell, disruption of the school day, problems of transporting goods and money to school, and the potential for loss by theft.

## SEXTING

Sexting is harmful to minors and is against the law. The school cooperates with local law enforcement on sexting cases and may notify the USD 450 school resource officer (SRO) at the onset of every investigation involving sexting. A variety of Kansas statutes prohibit the transmission of sexual content of minors. Transmitting nude or semi-nude images to another student will result in the eventual embarrassment, humiliation, and regret of the sender and the potential criminalization of both the sender and the receiver. Parents are encouraged to Google and review with their children the Kansas statutes related to sexting and harassment by an electronic device: K.S.A. 21-5610, K.S.A. 21-5611 and K.S.A. 21-6206. Families are encouraged to take precautions and use strategies to monitor the electronic communication habits of their students. It is against school rules to commit a sexting crime at school, on school property, or school sponsored event, or if it substantially disrupts the school learning environment. School consequences may apply.

- School administration may make a report to the USD 450 school resource officer at the onset of each investigation involving the electronic transmission of sexual content.
- Students are encouraged to preserve evidence and report sexting to their parents, school officials or the SRO.
- 

In plain language, students should not:

1. Create and send sexual content to another student.
2. Receive, keep and fail to report that one has received sexual content from another student.
3. Retransmit sexual content that one has received to others via any electronic means.
4. Use another's sexual content to bully, intimidate, harass or defame another student.
5. Request, pressure, or coerce any other student to provide sexual content.

## SEXUAL HARASSMENT

Any form of sexual harassment will not be tolerated and should be reported immediately.

## EARLY CHILDHOOD SCREENING PROGRAM

All children birth to five are eligible for screening in all developmental and sensory areas including vision and hearing. For further information, please call the Special Education Services Office at 357-5440.



Shawnee Heights USD 450 makes available free and appropriate special education services to children with disabilities. Special education services are provided for students ages 3-21. If you have knowledge of a child with a disability that may need special education services or have any questions, please call the Special Education Services Office at 357-5440, or the Director of Special Education at 379-5800.

## STUDENT DISCIPLINE

Instances of student misbehavior including, yet not limited to fighting, theft, drug possession/use, weapons, classroom disruptions, and unsafe behavior will be subject to disciplinary action up to and including suspension, expulsion, and prosecution.

## STUDENTS WITHDRAWING FROM SCHOOL

If you plan to move from our attendance center, please call the office several days before you plan to leave. This will give the teacher time to prepare student performance information and the office time to arrange for transfer of records. Please check at the office the day you leave, as there may be possible prorated fee refunds. Be sure that all library books and textbooks have been returned to the school.

## TOBACCO USE POLICY

The USD 450 Board of Education has committed itself to the existence of a tobacco-free environment in all buildings and facilities at Shawnee Heights. This policy is dedicated to the modeling of desirable habits for our students. Therefore, it is the policy of USD 450 that no Board member, staff member, or students shall possess or use tobacco products or e-cigarettes while on school property or at school functions. Any teacher or staff member at Shawnee Heights has the right and obligation to confiscate tobacco products from students found to be possessing or using them and report the student to the office. Students found to be in violation of this policy are subject to disciplinary action as described in Board of Education Policy JCDA.A.

## UNPAID ACCOUNTS

At the end of the school year, any unpaid accounts (fees, library, lunch, milk, band, and orchestra) will be turned over to a collection agency by the USD 450 School District Central Office. Please contact the principal if you need to make special arrangements.

# PARENT/STUDENT CALENDAR HANDBOOK ADDENDUM

## PROOF OF IDENTITY OF SCHOOL CHILDREN

Whenever a student enrolls in a public or non-public school for the first time, the school is required to secure proof of identity of the student. Proof of identity is either (a) a birth certificate for a student enrolling in kindergarten or the first grade, a copy of the court order placing the student in the custody of Department of Children and Family Services (DCF), or a certified transcript or other similar pupil record of a student enrolling in kindergarten through grade twelve, or (b) any other documentary evidence that the school determines to be satisfactory proof of identity.

If proof of identity is not provided to the school within thirty (30) days of enrollment, the school must notify the local law enforcement agency.

# RESIDENCY REQUIREMENTS

## RESIDENT STUDENTS

A resident student is any child who has attained the age of eligibility for school attendance and lives with a parent or a person acting as a parent who is a resident of the district. Children who are homeless as defined by Kansas law and who are located in the district will be admitted as resident students. For purposes of this policy parent means the natural parents, adoptive parents, step-parents and foster parents. For purposes of this policy, person acting as a parent means a guardian or conservator, a person liable by law to care for or support the child, a person who has actual care and control of the child and provides a major portion of support or a person who has actual care and control of the child with written consent of a person who has legal custody of the child.

## NON-RESIDENT STUDENTS

Any non-resident student who desires to be admitted to one of the Shawnee Heights attendance centers must make application to the superintendent or his/her designee after March 1 of the current school year to be considered for admission the following school year. Students whose academic achievement (passing all classes or meeting all objectives of the IEP), attendance (no absences beyond district/building policies, no unexcused absences and no truancy referrals) and conduct (no suspensions of any kind) warrant acceptance, as determined by the building principal, and who are able to arrange their own transportation, may be permitted by the superintendent to attend a USD 450 school if they meet one of the following criteria:

1. If the parents can present evidence, such as a contract, that proves the parent will be buying, building, leasing or renting a dwelling in the school attendance area during the first semester, the student will be permitted to start the school year in the appropriate school.
2. When a student, who has been a resident of the Shawnee Heights School district, moves out of the school district anytime during the school year, the student may complete the current school year in the building he/she is attending as long as the student is in good standing (academic achievement, attendance, and conduct as defined under JBC-R-2) as determined by the building principal. Parents must provide transportation to and from school or transport the student/(s) to an established bus stop. Students under this provision will be allowed to ride the bus unless it becomes overcrowded.
3. When a student, who has been a resident of the Shawnee Heights School District, moves out of the school district, he/she may be allowed to continue attending school in the Shawnee Heights School District if all the following provisions are met:
  - Academic achievement, attendance, and conduct as defined under JBC-R-2 are at an acceptable level as determined by the building principal,
  - Parents must provide transportation to and from school or transport the student(s) to an established bus stop. Students under this provision will be allowed to ride the bus unless it becomes overcrowded.
  - Enrollment and attendance in the Shawnee Heights School District has been continuous and uninterrupted for a least

two (2) years, or the child has completed his/her kindergarten year in the Shawnee Heights School district, and the intent of the parents is to maintain continuous and uninterrupted enrollment and attendance. (The student has not enrolled nor attended school in another district for even one (1) day and has not been dropped from the enrollment or attendance rolls of a Shawnee Heights school).

- Application is made each year as a non-resident student requesting permission to attend.

Should a student, who has been approved and accepted on non-resident status, violate the academic achievement, attendance, and/or conduct standards under which he/she was approved, the individual's approval and acceptance as a student in the Shawnee Heights School District will be terminated.

Out-of-district students are subject to changes in board policy, which may affect their status as students attending one of the schools in the Shawnee Heights School District.

A parent or legal guardian of a student requesting continued enrollment and attendance in the Shawnee Heights School District, as an out-of-district student, must sign a statement of understanding and acceptance of board policies and administrative regulations pertaining thereto as a condition of approval for out-of-district status.

A non-resident student who has been suspended or expelled from another school, or who has voluntarily withdrawn from school in another district for disciplinary reasons, will not be admitted to the district.

## **SUSPENSION/EXPULSION**

(Pursuant to KSA 72-8901-72-8908)

The suspension and expulsion regulations of Shawnee Heights USD 450 apply to all school sponsored activities including both curricular and extracurricular.

A student may be suspended or expelled for infraction of rules and policies of Shawnee Heights Schools.

Students who are under suspension or expulsion from school or whose character or conduct brings discredit to the school will not participate in extracurricular activities sponsored by the district.

A suspension may be short term or long term. Short term suspension includes time up to and including five (5) school days. Long Term suspension exceeds five (5) school days.

When long term suspension or expulsion is recommended a letter to suspend or expel shall be sent to the student and parents or guardian. A formal hearing will be held before the USD 450 Suspension/Expulsion Committee.

## **REPORT TO LAW ENFORCEMENT**

USD 450 Elementary Schools will follow state law (KSA 72-89 b03), Safe and Secure Schools.

For the purpose of creating safer and more secure schools and to provide a safe and orderly environment conducive to learning, each board of education shall adopt a policy that will provide for:

A requirement that an immediate report be made to the appropriate state or local law enforcement agency by or on behalf of any school employee who knows or has reason to believe that an act has been committed at school, on school property, or at a school supervised activity and that the act involved conduct which constitutes the commission of a felony or misdemeanor or which involved the possession, use or disposal of explosives, firearms or other weapons, and the explosives, firearms or other weapons, and the procedures for making such a report.

Possession or use of:

1. "Firearms" or "Destructive Devices" as defined in Kansas Statutes Annotated.
2. Possession or use of knives, weapons, simulated weapons, or any objects that can reasonably be considered a weapon.
3. Possession or use of fireworks or ammunition.
4. Willful disobedience, open defiance or disrespect of one in authority.
5. Leaving school during the school day without knowledge or permission of the school officials.
6. Profane or vulgar language and/or possession of pornographic or profane material.
7. Racial slurs.
8. Striking a staff member or school employee.
9. Fighting.
10. Consuming or having possession of alcoholic beverages.
11. Being under the influence of alcohol/drugs at school or at school functions.
12. Use or possession of tobacco-related products or e-cigarettes. Note: Parking areas are considered school property.
13. Possession or use of controlled substance or simulated substance or drug paraphernalia as defined by the Controlled Substance Act of State Statutes.
14. Any unauthorized use, possession, or disbursement of prescription or non-prescription medicines or drugs.
15. Vandalism and/or theft. (Suspension and cost of repair or replacement).
16. Unlawful entry to any district-owned building.
17. Actions which are disruptive to the educational process.
18. Violation of school bus procedures.
19. Issuing false notes to school personnel.
20. Causing a fire in or on school property.
21. Actions which pose a threat to the health and/or safety of students and/or staff.
22. Intimidation, threats, and/or harassment of students and/or staff including sexual harassment and sexual misconduct.
23. Repeated violations of school policies.

The above list is not all-inclusive.

## **STUDENT STATE ASSESSMENT SCORES**

Parents may have access to their student's state assessment scores. These are generally available at the close of the school year. Contact the school office for past student scores or with questions.

## **PARENTS RIGHT TO KNOW**

Parents with students in Title I schools have the right to request and receive timely information of the professional qualifications of their children's classroom teacher. The information that can be provided includes: 1) met qualifying and licensing criteria, 2) if they have emergency or provisional status, 3) their degree major, and 4) whether your child is receiving services by a paraprofessional. Parents wanting this information may contact the building principal.

## **STATE BUILDING REPORT CARD**

Building Report Cards can be found online at [www.ksreportcard.ksde.org](http://www.ksreportcard.ksde.org). If you do not have internet access and would like to review the district or building report card, call the school office and request a copy.

# Annual Notice to Parents and Students of Rights Under The Family Educational Rights and Privacy Act

Under the provisions of the Family Educational Rights and Privacy Act (FERPA), parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records that are kept and maintained by Unified School District No. 450. In accordance with FERPA, you are required to be notified of those rights which include:

1. The right to review and inspect all of your educational records, except those which are specifically exempt. Records will be available for your review within 45 days of the day the district receives your request for access.
2. The right to prevent disclosure of personally identifiable information contained in your educational records to other persons, with certain limited exceptions. Disclosure of information from your educational records to others persons will occur only if:
  - We have your prior written consent for disclosure;
  - The information is considered “directory information” and you have not objected to the release of such information; or
  - Disclosure without your prior consent is permitted by law.

The custodian may lawfully disclose students’ education records to the following persons without the prior consent of the parents:

- Other school officials, including teachers within the district who have legitimate educational interests;
 

**Note:** A school official is a person employed by the school as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); the school board (in executive session); a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or duties.
- Officials of other schools or school systems in which the student intends to enroll;
 

**Note:** The district will disclose a student’s education records to officials of another school district in which the student seeks or intends to enroll without your consent and without further notice that the records have been requested or forwarded.
- Authorized persons to whom a student has applied for or from whom a student has received financial aid;
- State and local officials or authorities to whom such information is specifically required to be reported or disclosed pursuant to state statutes;
- Organizations conducting studies for educational agencies for the purpose of developing, validating or administering student tests or programs;
- Accrediting organizations;
- Parents of a student 18 years of age if parents claim the student as a dependent for income tax purposes;
- Appropriate persons if knowledge of any information is necessary to protect the health or safety of the student or other persons in an emergency;
- An agency caseworker or representative of a state or local child welfare agency or tribal organization who has the right to access a student’s case plan when such agency or organization is legally responsible for the care and protection of the student and when any further disclosure of such information thereby will be limited in accordance with law; and
- In compliance with a lawfully issued subpoena or judicial order.
 

**Note:** When information is requested in compliance with a judicial order or pursuant to any lawfully issued subpoena, parent(s)/guardian and the student shall be notified of the orders or subpoenas in advance of compliance with the order or subpoena unless:

  - the order or subpoena specifically forbids such disclosure; or
  - the order is issued in the context of a court proceeding where a parent is a party and the proceeding involves child abuse and neglect or dependency matters.

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

4. The right to file a complaint with the Family Policy Compliance Office at the U.S. Department of Education if you believe that Unified School District No. 450 has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Avenue SW, Room 4074, Washington, DC 20202-4605.
5. The right to obtain a copy of Unified School District No. 450 policies for complying with FERPA. A copy may be obtained from the USD 450 Clerk of the Board.

**Directory Information:** For purposes of FERPA, Unified School District No. 450 has designated certain information contained in educational records as directory information. This information may be disclosed for any purpose without your consent. This information can be disclosed without consent because it is the type of information that would not generally be considered harmful or an invasion of privacy if disclosed. The following information is considered directory information: name, address, telephone number, electronic mail address, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, the most recent previous school attended by the student, class designation or grade level, enrollment status, major field of study and photographs.

You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with Unified School District No. 450 at 4401 SE Shawnee Heights Road, Tecumseh, KS on or before September 1 each year. If a refusal is not filed, USD No. 450 assumes you have no objection to the release of the directory information designated.

**Recruiting information:** Military recruiters and institutions of higher education are entitled under federal law to a list of names, addresses, and telephone numbers of high school students unless you object to the release of this information. If you notify your principal in writing at any time that you do not wish your child's name, address, and telephone number released without your written consent, the school and district will honor that request.

# SHAWNEE HEIGHTS USD 450

## AUTHORIZED USER AGREEMENT

The Internet is a tool for life-long learning. It is a necessary tool for Shawnee Heights School District to develop students ready to live and work in the 21st Century. With the privilege of Internet access comes responsibility and accountability. Shawnee Heights School

District expects all students using the District network and the Internet services it provides will:

1. Have the permission of their parent or guardian.
2. Agree to abide by the policies and responsible use set forth in the Shawnee Heights School District Acceptable Use Policy.
3. Understand the use of the District network and Internet services is a privilege which may be terminated by the school or district for failing to abide by the policies described in the Acceptable Use Policy.

As the parent or guardian of a Shawnee Heights student, we are asking that you review the policy and guidelines set in this Acceptable Use Policy and that you go over the Acceptable Use Policy with your child so that everyone understands and is in agreement.

### **Privacy is not guaranteed**

The Superintendent, Information Technology Department, and other administrators may review files and monitor all student computer and Internet activity to maintain system integrity and ensure that users are acting responsibly. Teachers and administrators may monitor ongoing student Internet activity to maintain system integrity and ensure that student users are abiding by this policy and are acting responsibly. Privacy is not guaranteed.

### **Use is a Privilege**

Use of the network and the Internet is a privilege, not a right. Students violating policies pertaining to standards of conduct or network/Internet use shall be subject to revocation of privileges and potential disciplinary and/or appropriate legal action.

### **Student Emails**

Students in grades 5-12 will be assigned his or her own email account and will be allowed to send and receive email through the filtered and monitored Google Apps for Education email system. Every attempt has been made to provide safe, secured student email; however, it is still the responsibility of users to follow all school rules, teacher directions and procedures and to report any inappropriate use or material to school personnel.

### **Liability**

Shawnee Heights School District makes no assurances of any kind, whether expressed or implied, regarding any Internet services provided. The school district will not be responsible for any damages the user suffers. Use of any information obtained via the Internet is at the user's own risk. The school district will not be responsible for any damages users suffer, including -- but not limited to -- loss of data resulting from delays or interruptions in service. The school district will not be responsible for the accuracy, nature, or quality of information stored on school district diskettes, hard drives, or servers; nor for the accuracy, nature or quality of information gathered through school district provided Internet access. The school district will not be responsible for personal property used to access school district computers or network for school district-provided Internet access. The school district will not be responsible for unauthorized financial obligations resulting from school district-provided access to the Internet.

### **Parental Advisory**

Access to inappropriate and/or unwanted Internet content through the districts' network is restricted through the use of "filtering" solutions which are updated regularly, however, the global and changing nature of the World Wide Web contents make it extremely difficult for the school district to completely regulate and monitor the information received or sent by students. As such, the school district cannot assure parents that students will be denied access to undesirable materials or sending or receiving objectionable communications. Parents and guardians of students should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet, which could result in unwanted financial obligations for which a student's parent or guardian would be liable. While the school district's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well.



## Acceptable Use

The educational value of student Internet access is the joint responsibility of students, teachers, parents and employees of Shawnee Heights School District. Since access to the Internet is a valuable and limited resource, students are expected to place a premium on the quality of use. Taking up valuable network resources to pursue frivolous ends, not consistent with the mission of Shawnee Heights School District is prohibited. All use must be consistent with the educational mission and goals of the school district.

### **The following uses of the system are considered unacceptable:**

(This is not an all-inclusive list. Users acknowledge that administrators will decide what appropriate use is and may take the appropriate action set forth by district policies)

1. Users shall not use school district computers or networks for purposes of personal profit, any non-instructional, or non-administrative purpose (e.g., activities for personal profit).
2. Users shall not use a computer for unlawful purposes, such as the illegal copying or installation of software, or violation of copyright laws.
3. Users shall not erase, rename, or make unusable anyone else's computer files, programs or disks.
4. Accessing another person's materials, information, or files without the implied or direct permission of that person is prohibited.
5. Users shall not use or try to discover another user's password.
6. Users shall not copy, change or transfer any software or documentation provided by the school district, teachers, or another student without permission from the superintendent or his designee.
7. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan Horse, or similar name.
8. Users shall not deliberately use the computer to annoy or harass others with language, images, or threats.
9. Users shall not deliberately access or create any obscene or objectionable information, language or images.
10. Users shall not intentionally damage the system, damage information belonging to others, misuse system resources, or allow others to misuse system resources.
11. Users shall not tamper with computers, networks, printers or other associated equipment
12. Users shall not gain unauthorized access to resources or entities.
13. Users shall not invade the privacy of individuals.
14. Users shall not post anonymous messages.
15. Users shall not use the network for commercial or private advertising. The Internet, web pages, and other technology shall not be used for private or commercial offerings of products or services for sale, or to solicit products or services or to raise funds for non-district related activities or organizations.
16. Users shall not use the network while access privileges are suspended or revoked.
17. Users shall report illegal or unauthorized use of the network to the supervising teacher or the authorized technical and information services administrator.

### **General Use and Care of the Computer**

1. Users are expected to treat equipment with care and respect. The technology equipment are the property of the Shawnee Heights School District, and should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving or otherwise defacing the device or carrying case are not allowed and will result in loss of privileges.
2. Laptop computers and iPads can be fragile, and if they are dropped they may break. Users are advised to only use their laptop and iPad when they are on a flat, stable surface, such as a table.
3. Users should protect their laptop from extreme heat or cold. Computer equipment should never be left in a car, even if the car is locked.
4. Computers should be protected from the weather, water or other liquid, food, and pets. Students should never eat or drink while using their laptop, or use their laptop near others who are eating and drinking.
5. Heavy objects should never be placed or stacked on top of your device. This includes books, musical instruments, sports equipment, etc.
6. Any inappropriate or careless use of a computer should be reported to the principal and IT Department immediately.

The use of USD 450 networks and the Internet is a privilege, not a right. Inappropriate use may result in cancellation of privileges.

I understand any violation of the district guidelines may constitute school disciplinary action and/or appropriate legal action. School officials based on school policies and/or this user agreement will designate what is inappropriate use. School officials may terminate access to the Internet at any time.

**I understand and will abide by the District AUA guidelines and Board policies when accessing the network and Internet.**

## EMERGENCY SAFETY INTERVENTIONS

GAAF Emergency Safety Interventions (See GAO, JRB, JQ, and KN) GAAF

The board of education is committed to limiting the use of Emergency Safety Interventions (“ESI”), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student’s conduct necessitates the use of an emergency safety intervention as defined below.

The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school’s code of conduct, school safety plan, or student handbook.

Definitions (See K.A.R. 91-42-1)

**“Emergency Safety Intervention”** is the use of seclusion or physical restraint.

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

**“Chemical Restraint”** means the use of medication to control a student’s violent physical behavior or restrict a student’s freedom of movement.

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

**“Parent”** means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-1046(d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; or (6) a student who has reached the age of majority or is an emancipated minor.

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

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

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

### Prohibited Types of Restraint

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

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student's airway;
- Using physical restraint that impacts a student's primary mode of communication;
- Using chemical restraint, except as prescribed by a licensed healthcare professional for treatment of a medical or psychiatric condition; and
- Use of mechanical restraint, except:
  - o Protective or stabilizing devices required by law or used in accordance with an order from a licensed healthcare professional;
  - o Any device used by law enforcement officers to carry out law enforcement duties; or
  - o Seatbelts and other safety equipment used to secure students during transportation.

### Use of Emergency Safety Interventions

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

### Seclusion Restrictions

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

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

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

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

### Training

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

### Notification and Documentation

The principal or designee shall notify the parent, or if a parent cannot be notified then shall notify an emergency contact person for such student, the same day the ESI was used. Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day on which the ESI was used. The parent shall be provided the following information after the first and each subsequent incident in which an ESI is used during each school year: (1) a copy of this policy which indicates when ESI can be used; (2) a flyer on the parent's rights; (3) information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and, once it has been developed, the complaint

process of the state board of education; and (4) information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas. Upon the first occurrence of an incident involving the use of emergency safety interventions, the foregoing information shall be provided in printed form and upon the occurrence of a second or subsequent incident shall be provided through a full website address containing such information.

In addition, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

- Date and time of the intervention,
- Type of intervention,
- Length of time the intervention was used, and
- School personnel who participated in or supervised the intervention.

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

### Reporting Data

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

### Three (3) Incidents of ESI for Same Student

If a student with an IEP or a Section 504 plan has three incidents of ESI in a school year, then such student's IEP team or Section 504 team shall meet within ten (10) days following the third incident to discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan or amend the behavior intervention plan if already in existence, unless the IEP team or Section 504 team has agreed on a different process.

If a student without an IEP or Section 504 has three incidents of ESI in a school year, then the school staff and the parent shall meet within ten (10) days following the third incident to discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting.

The student who is the subject of such meetings after a third ESI incident shall be invited to attend the meeting. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student who has not had three ESI incidents in a school year.

### Local Dispute Resolution Process

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

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent

within thirty (3) days after the parent is informed of the ESI.

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

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education. Once such a procedure has been developed, a parent may file a complaint under the state board of education complaint process with thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

Approved: KASB Recommendation - 6/13; 12/13; 6/15

# HISTORY & TRADITIONS AT SHAWNEE HEIGHTS ELEMENTARY SCHOOL

Planning began in September of 1971 for Shawnee Heights Elementary School. The building opened for students in September of 1974. The first year the school opened the staff and students made decisions about important traditions to be a part of Shawnee Heights Elementary. The Thunderbolt was chosen as the school logo. Yellow and black were selected as school colors. Each year the students and staff select a t-shirt design under PTO sponsorship. Over the years Shawnee Heights Elementary has become known by its initials S.H.E.S. (pronounced shez).

The spring of 1993 brought a new tradition to our school. Ed Pettit, principal since the opening of the school in 1974, was honored by having the building named the Edward R. Pettit Building. The school name remains the same, but Pettit Building is often added and used to refer to our school because of Mr. Pettit's dedication to students and education for nearly 20 years at this school.

Our motto is "Pettit Pride Prevails." The letters in PRIDE remind us to be Proud, Responsible, Independent, Dependable, and an Example for others. Success in all of these areas requires high expectations, hard work, and support of all the stakeholders in this school.

Shawnee Heights Elementary School has a great tradition of excellence. Students traditionally score very high on tests of academic achievement. Our students often become leaders in sports, activities, and academics at the secondary level and beyond. Teacher excellence is another tradition at SHES. Pettit Building teachers pride themselves on being leaders in the district, serving on numerous district and curricular committees, in professional organizations, and partnering with families to support student development and learning. We all take pride in knowing Shawnee Heights Elementary is one of the best schools in the state because parents, students and staff work together to achieve quality in our lives and in our school.

The school year 2019-2020 was another great year in the long tradition of excellence at Shawnee Heights Elementary. "Explore Your Education at SHES" was our all-school theme. Many exciting activities happened over the year including grandparents day, family dance, PTO family glow run and more! Funds added to the scholarship allowed us to recognize three Shawnee Heights' seniors for their academics, character, and leadership. Scholarships were presented to Megan Bond, Kristen Hines and Peyton Olson.

We look forward to a busy and eventful year in 2020-2021. Our theme this school year will be "Better Together at SHES" as we focus on working together to provide all students with a safe, supportive and secure learning environment. Students will continue to develop academic, behavior and social skills through a tiered intervention system of supports (Ci3T) primary plan, based on collaborative partnerships between students, parents and our school staff. School-wide expectations for SHES include: Show Respect, Have Responsibility, Engage in Learning and Stay Safe which will be explicitly taught, modeled and reinforced throughout all areas of our school. We will continue to emphasize character traits through our 8 Keys of Excellence (Integrity, Failure Leads to Success, Speak with Good Purpose, This is It, Commitment, Ownership, Flexibility & Balance) and positive choices as students receive behavior specific praise each day.

As a staff we are excited and happy to be part of the tradition of excellence at Shawnee Heights Elementary School. We welcome you and your students to be an active part of this outstanding school!