

Kansas School for the Deaf



Parent/Student Handbook

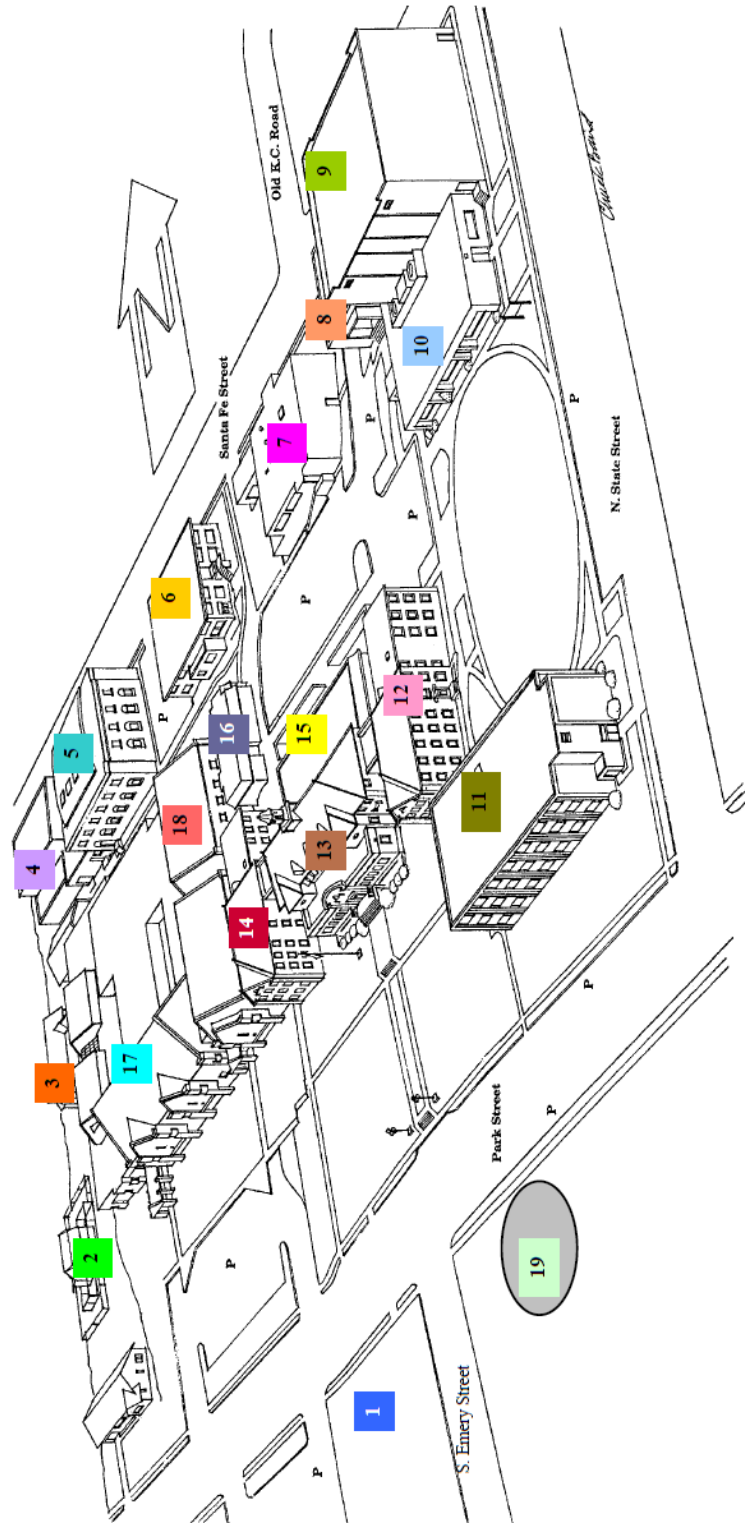
2021-2022

as of August 2021



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. Sealey 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 SCHOOL FOR THE DEAF

450 EAST PARK ST.
OLATHE, KS 66061-5497
PHONE: 913-210-8200
www.KSDeaf.org

LEADING DEAF EDUCATION IN THE 21ST CENTURY

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 possess 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

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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 Director, 450 E. Park St., Olathe KS 66061 913-210-8200

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Vision Statement

Every student in Kansas 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 that:

- Each student has the right to a safe educational environment.
- Each student has the right to an academically rigorous program.
- Each student has the right to full access to ASL and English. Both languages are crucial to a student's development and are equally valued.
- Each student and their family should be given the opportunity to be exposed to and experience Deaf culture.
- Individuals, ages birth to 21, throughout the state of Kansas who are Deaf or Hard of Hearing, deserve quality outreach services, resources, and support. By collaborating with families, communities, and professionals we can provide comprehensive and unbiased information that addresses their specific, unique needs.
- Each student and their family have the right to transition services to understand student's 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 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 in alignment 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.

A copy of the Kansas School for the Deaf's 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.

Language and Communication Expectations

- 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 fluency in both languages for each student. 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. Hence, both ASL and English are the two languages of instruction.
- 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.
- Simultaneous Communication (sim-com) is not best practice for correct language modeling. However, it may be used as a last option when trying to accommodate people with varying levels of fluency in ASL or spoken English.
- KSD staff should ask other staff or students for permission to use sim-com.
- KSD staff should always explain to visitors the reason why sim-com is being used at the moment.

(Appendix D: Recommendations for Optimal Communication Practices Outside of the Classroom Setting.)

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.

For students age 14 and above, a transition plan, from school to work, is discussed and developed as part of the IEP meeting. Transition needs are addressed. Goals and objectives to meet each student's individual transition needs are developed at this time.

Each student may be re-evaluated every three (3) years. The IEP team determines if additional and/or specific testing is needed. 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 a 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.

A notice and reminder regarding the date and time of your child's comprehensive/IEP conference will be sent. We encourage your attendance at these meetings so that you may have input regarding your child's education. In the event that you are unable to attend this meeting, if you have any questions regarding the IEP process, or if you need to reschedule the IEP meeting for a more convenient time, please contact the School Psychologist at 913-324-5852. 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.

Parents' Rights in Education

As parents of children who are exceptional, 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 for a more detailed explanation of these rights or need help in understanding these rights, contact one of the following:

- Jennifer Kucinski, School Psychologist, K.S.D., 913-324-5839

State Level IDEA Funded Resources and Information:

- Kansas State Department of Education, Early Childhood, Special Education and Title Services (ECSETS) at 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 17th 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 directly to the student and obtain informed consent for specified special education actions from the student unless the legal parent has provided the legal documentation required to receive all special educational notices.

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 broader 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.

Students interested in taking one or more classes in the Olathe public school will need to follow the set policies and procedures. The initial contact needs to be made with the Transition Coordinator . A copy of the Dual Placement guidelines is available upon request.

Residency

KSD is a free and appropriate educational option for any student who is deaf/hard of hearing (DHH) and resides in the state of Kansas. Students must be registered with their local Kansas school district. During the school year, students are required to live either with their parent/guardian or in KSD's dormitory following the KSD guidelines on distance. Students residing in another state and wishing to attend KSD must contact their local district to request an IEP with the district, KSD, and parents. Out-of-state districts will need to accept a contract to pay tuition for the educational program and for the residential program. Out-of-state districts are responsible for providing transportation.

Early Childhood Center (ECC)

The Early Childhood Center operates a center-based program for young DHH children, 3-5 years of age. We recognize that parents are their children's first teachers and that we (school and families) are partners in early education. We emphasize a bilingual teaching approach in which acquisition of both the English language and American Sign Language is fostered.

Goals are for the child to develop:

- A primary language through natural acquisition in a visual environment similar to language acquisition in an auditory environment.
- A second language acquired through natural and instructional methods that connects the primary language with second language learning and literacy achievement.
- The kinds of cognitive knowledge needed to succeed in kindergarten.
- The social and emotional intelligence to interact with children and adults of all ages and cultures.

Curriculum

The Early Childhood Center utilizes 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. Our program is based on the High Scope Curriculum, which effectively combines sound educational theory with developmentally appropriate experiences. The cornerstone of High Scope's early childhood curriculum is designed to promote the development of physical, social, emotional, and cognitive skills. Assessment procedures are based on the Child Observation Record (COR) from High Scope, bilingual checklists, and developmentally appropriate materials.

Daily Communication

Communication between school and families is important. The teacher will send home the child's communication book in his/her backpack and/or electronically using the Bloomz application/website. The communication will contain information about the child's activities that day. It is very important that parents read the information daily and respond to questions or other information that will enhance communication between school and home.

Field Trips

The Early Childhood team recognizes the educational value in broadening the classroom to include the local neighborhood and community. Only field trips that link to the curriculum and weekly lesson plans will be approved. 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 will have to transport themselves to and from the field trip site. Siblings

are not allowed to join field trips as this is a time for the parent to spend quality time with their child who attends KSD.

General K-12 Guidelines

Address/Phone Number Change

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

Attendance

School buildings open at 7:45 A.M. Secondary Students who need breakfast may be dropped off at the front of the Roth building at 7:30 a.m.

- ❖ There is a direct correlation 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 what an excusable absence is. Please note especially *Students Leaving the Campus During the Day* for exceptions and required permissions.

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. If the local district has cancelled school, their transportation will be cancelled as well. Listen to your radio or watch your local television stations to check on the status of your local district's and KSD's closings. Parents will be notified via the Swiftk12 Alert system if KSD closes.

Absence Reporting

Please call the appropriate school office as soon as you can between 7:30 AM and 8:15 AM on the day of the absence. If a parent or student who has attained the age of majority does not call, an effort will be made by staff to notify parent/guardian of the absence. 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. All absences will be marked unexcused unless excused under KSD policy. Your student will receive an Unexcused Absence Notification and it is the responsibility of the parent/guardian and/or adult student to notify the School Office for the absence to be changed from unexcused to excused by final determination by the Principal.

Secondary students will be given one day to verify any attendance issues by way of contacting teachers and/or having parents call in to report sick days or

doctors' appointments. After this point, these absences will be marked 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 Principal. This includes sporting events, club meetings, or visiting friends. Day students that come to campus after missing school will be asked to leave. 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.

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

Truancy

Truancy is defined as absence from one or more classes without prior knowledge or approval of the parent/guardian and the office. The Principal or the representative 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 this 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 truancies may involve a parent conference at the school to determine expectations of improvement of the student's attendance. Repeated truancies will make the student subject to suspension from school or a possible change of education placement depending on the IEP team decision
3. Regular school attendance is the combined responsibility of parents, students and school personnel.

Tardiness - Elementary

Elementary students who arrive at school after 8:15 AM will be listed as tardy.

- First tardy: Will record on the attendance.
- Second tardy: Will record on the attendance and the teacher contacts parents and/or dormitory teacher.
- Third tardy: Major - Will record on the attendance; teacher contacts parents and/or dormitory teacher; detention for the student.
- Fourth tardy and thereafter: Possible actions include attendance record; parent/dorm teacher contact; detention; District Attorney's Office contact.

Tardiness - Secondary

Students who are tardy will be addressed by the 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. Secondary students and parents will be notified of any tardy via email and blue slip.

- First tardy: Teacher intervention (Students are expected to remain after school ten minutes for each one minute of unexcused tardiness). The teacher contacts the parents and assigns detention.
- Second tardy: The teacher will contact parents and/or dormitory teacher to advise of automatic 30-minute detention.
- Third tardy: Office Referral; One day of In-School Suspension (ISS) assigned or Five (5)-day Lunch Suspension with box lunch being served in an assigned area with supervision (no talking, no using devices. Refer to Page 60.

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 Principal

When a student returns to school from an absence due to illness, he/she must report to the Health Center, then 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. 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, the 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.

Students Leaving Campus during the Day

KSD has a closed campus policy. 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 emailing the office secretary.

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 if prior parent permission has been accepted by the 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 Principal or Dean of Student Life.

Health and Illness

The KSD Health Center will maintain health records for each student. If a child becomes ill while at school, parents will be notified immediately. Parents or emergency contacts should pick up the child from the Health Center as soon as possible. (See **Health Center, p. 37**)

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 of 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.

Field Trips

Permission slips are sent home in advance of field trips. All field trips require a parent's written permission for the student to participate. This also applies to students who are 18 years or older. Parent approval via phone is not acceptable.

Field trips scheduled during the school day in conjunction with course work 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 field trips will extend beyond the regular school day because of transportation home. For some field trips, there is an admission or special fee that the student must pay in order to participate. If the student does not have written permission for the field trip or does not have sufficient funds, other educational activities will be provided on campus.

Parents are always invited to join these field trips to share in the experience. Siblings are not allowed to join field trips as this is a time for the parent to spend quality one-on-one time with their student who attends KSD. Parents will have to transport themselves to and from the field trip site.

Class Fee/Dues

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

Grade K – 6	\$50.00 p/yr.
Grade 7 – 8	\$30.00 p/yr.

Grades 9-12: Class dues are used for class expenses such as parties, caps, gowns, flowers, sponsor gifts, school gifts, 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
Grade 10	\$ 30.00
Grade 11	\$ 30.00
Grade 12	<u>\$ 30.00</u>
	\$120.00

Elementary Homework Expectations

Teachers are asked to assign appropriate homework on a daily basis. Parents are encouraged to assist their child in planning a special homework time.

Elementary students should have a blue communication folder (provided by the school at the start of the school year). This folder is for homework assignments to be completed, as well as notes/bulletins/forms from school to the parents/guardians. If the parents have concerns related to the assignments or grades, contact the child's teacher(s). Upper Elementary students are encouraged to use their own daily planner and/or Google Calendar or other google suite applications.

KANSAS DEAF JACKRABBITS

Emery Hall Elementary Homework Policy

The Purpose of Homework

"Homework should help young children develop good study habits, promote positive attitudes toward school, and communicate to students that learning takes place outside as well as inside school. " (Cooper, 1994)

- Provide opportunities for independent work/study
- Strengthen skill development
- Develop responsibility and organizational skills

Guidelines//Teacher Responsibilities

- Assignments will be given and clearly explained in the classroom.
- Students will fully understand when the assignment is due.
- Teachers will communicate to parents about missing or incomplete assignments.
- Homework will be checked for quality and completion. Depending on the grade level, the assignment will be graded.
- If homework is not completed, there will be an appropriate grade-level consequence.
- Homework will not be assigned on designated religious holidays and will be lessened for Special School/Dorm-Related Events

Student Responsibilities

- Be aware of assignments and to further instruction if needed
- Record assignments in agenda
- Organize his/her time to work on assignments
- Turn assignments in on time
- Work with excellence
- Do his/her own work

Dorm Responsibilities

- Provide a quiet study area, free from distractions
- Provide a specific time for study
- Provide needed resources to complete homework
- Encourage student to complete as much as possible **on their own**
- Communicate concerns with the teacher
- Help organize time between subject area homework

Time Allotments

Kindergarten—up to 10 minutes per night

Grade 1—up to 15 minutes per night

Grade 2—up to 20 minutes per night

Grade 3—up to 30 minutes per night

Grade 4—up to 40 minutes per night

Grade 5—up to 50 minutes per night

Grade 6—up to 60 minutes per night

****Each night students are required to read 10-20 minutes of their AR books—this is separate from the time allotment for each grade****

The times are approximate. Individual student's pace may need to be considered. **If there are problems or concerns, please communicate directly with the teacher**

Parent Responsibilities

While the student should assume the major responsibility for completing homework assignments, parents are encouraged to take an active interest in the student's homework in the following ways:

- Provide a quiet study area, free from distractions
- Provide a specific time for study
- Provide needed resources to complete homework
- Encourage student to complete as much as possible **on their own**
- Communicate concerns with the teacher
- Help organize time between subject area homework

Elementary students have different homework expectations. To review the full expectations please see your child's teacher. Here are the time allotments of homework per night by grade.

Academic Progress Report (APR) [Secondary Department]

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 Thursdays no later than 2:30 p.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. **KSD will begin the APR weekly submission after the 3rd week at the onset of each quarter during the academic school year. This is monitored on a weekly basis thereafter with teacher submissions to the Principal’s office with an APR occurring on Thursdays no later than 2:30 p.m. for the following suspended week: Friday to Thursday. Parents and Transportation will be alerted.**

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 strongly encouraged.***

Suspension means that a student has at least one F. The student athlete cannot participate in athletic games for that week/weekend from Friday through the following Thursday. 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. **Tutoring is required.**

- If a student receives one or more failing grade(s), 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 equivalent, for a semester will be ineligible to participate in athletics and/or being an officer for any organizations during the following semester.

Homework Assistance

Homework assistance is provided after school. 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.

Disqualification from an Extracurricular Activity

Student Organizations

Class Offices, academic bowl, Jr. NAD, and Student Body Council 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 Student Body Council (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 Kansas School for the Deaf. 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 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 on the academic probation list two (2) times per quarter on the APR (Academic Progress Report).

The student will be asked to resign from his/her office/team following a conference with the sponsor, parents, and administrator.

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

Pertaining to Athletic Eligibility - see page 49

Student Transportation

Early Childhood and Elementary students: Enter the Elementary building parking lot using the east entrance off Park Street. Elementary Students will be given the option to have a breakfast bag to eat in their classroom. Bags will be picked up at the entrance of Emery Hall.

Secondary Students will be dropped off in front of Roth, directed to the cafeteria to eat breakfast.

Secondary students: Use the area marked by yellow curbs 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 in the morning prior to school hours: Elementary Students will receive breakfast bags at the entrance of Emery Hall. Secondary Students will walk to the Lamm Dining Room on the south side of the Roth building. All students will be supervised.

Many school districts provide weekly transportation for their students. When transportation is provided, residential students are expected to use it. Exceptions will be allowed only for scheduled school activities, which require the student's attendance, i.e., sporting events. If a parent has a question about their child's transportation, they can contact the Transportation Coordinator.

PARENTS SHOULD ADDRESS QUESTIONS OR CONCERNS REGARDING THE BUS SERVICE TO THE BUS COMPANY OR THE HOME SCHOOL DISTRICT.

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.

Ride-Sharing Policy

Rideshare services (Uber, Lyft, etc.), have 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, (e.g., Lyft, Uber) 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.

Bicycles

Students are allowed to have their own bicycles. They must also provide an appropriately fitting helmet. that must be worn at all times when bicycling.

- Day students are permitted to ride bicycles to/from KSD following all school and city bike regulations. Students are encouraged to lock bicycles to the rack provided.
- Only one student per bicycle.

Choosing not to follow the school bicycle policy may result in loss of privilege to ride a bicycle to/from school.

Student Vehicles

Students with a valid driver's license may have personal cars at KSD, under the following conditions only with written permission from the Dean of Student Life, Principal, and parent:

- May drive to and from their jobs that are off campus 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 Principal or Dean of Student Life.

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 Principal 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. 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 Principal gives permission.
- Students are not permitted to loan their cars to other students or other persons.
- Before a car is brought to KSD, the following information must be provided to Security on each student's car:
 - o Make/Model of vehicle
 - o License number of vehicle
 - o Parents' written permission to bring and keep the vehicle at KSD
 - o Proof of insurance
 - o 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 Administration

Phone/Videophone Call 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 Principal or Dean of Student Life. Students will not be summoned from class to accept a telephone / VP call except for an emergency.

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. KSD supports and respects each family's right to decide whether or not to apply for access to KSD devices and networks 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

- Device owner is responsible for keeping the device safe and secure. Do not loan or borrow devices to/from other students.
- KSD is not liable for any 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.
- Apply device skins, decals, or other markings to identify your device from others.

Access during School Hours

- Grades K-6: Personal devices must be stored in the backpack or locker.
- Grades 7-12: In the classroom, personal devices must be stored in your backpack or locker.
Personal devices and their use are not permitted in the classroom.
Exceptions may be provided for educational use after consulting with the principal.
MS: personal devices are permitted at lunch only.
HS: personal devices are permitted during passing times and lunch.

Access during Dorm Hours and Overnight Safekeeping Drop-Off Times:

- Students may use their privately-owned and KSD student-assigned devices (Chromebooks) abiding by the KSD Digital Citizenship Agreement. For the safety and well-being of all students, KSD requires students to drop off their devices with the dormitory teacher's office. This is also for safekeeping of the devices and to enable the devices to charge overnight. The drop-off times are as follows:
 - Elementary: 8:00 pm
 - Middle School: 9:00 pm
 - High School: 9:30 pm (*students working on a school project may make arrangements for a later drop-off approved by the dormitory dean*)

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 privileges
- Restitution to KSD for resources consumed
- Legal action including but not limited to an action to recover damages
- Referral to law enforcement agencies for investigation

Visitors

For the safety and security of our students and staff, COVID restrictions have us limiting visitors to our campus. Please check with the Administration first.

Parents and visitors are welcome to visit KSD students. Please notify the school and/or dormitory at least 24 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 ID tag. 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 Principal 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 one-day before you plan to visit.
- Non-KSD students will need to check in with the administrators first if they can visit school.

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 Principal's office. Occasionally it may be necessary to search a student's room or locker. (See **Search and Seizure page 62**)

Lost and Found

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 office because the dorm rooms do not have locks on the doors.

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

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 (FERPA) 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 the 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.

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.

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 the school website.

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.

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 attend special classes as a part of a comprehension education program. The special classes include art, deaf studies, library use and physical education.

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)

Principal's Honor Roll
GPA 3.5 – 3.9

Honor Roll
GPA 3.0 – 3.4

Elementary Department Effort Recognition (Grades K-2)

1. No major/minor office referrals
2. Completed all homework
3. Blue or green PBIS

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 Principal's permission to turn in required work at a later time.

Secondary Department Honor Roll Criteria

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

Students must maintain straight A's for a specific grading period to be placed on the Superintendent's Honor Roll.

Principal's Honor Roll

3.5 GPA or better with no grade less than 'C.'

Regular 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

Kansas School for the Deaf typically will not grant whole grade acceleration. In high school, students can take classes at their own pace and once all credits have been received, students may graduate early.

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 = .5, U.S History = 1)	
Science	3 Credits
Mathematics	3 Credits
Physical Education	1 Credit
(Required: PE = .75 and Health = .25)	
Career Technical Education	4 Credits
Fine Arts	1 Credit
Deaf Studies5 Credit
American Sign Language5 Credit
Electives	<u>3 Credits</u>
Total Credits	25

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. Technology programs are offered at Olathe Northwest, technical programs are located at Millcreek Center or Olathe North. Students also have the option of taking classes at their neighborhood school in conjunction with KSD's educational program.

Community Service

Kansas School for the Deaf High School students are required to complete 64 hours of Community Service as part of their graduation requirements.

Community Service is designed for student volunteers to perform community service that emphasizes service and caring. Students can complete their Community Service hours after school, on weekends or during the summer months. The Community Service Coordinator must approve all proposals 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. Students also have the opportunity to receive a President's Volunteer Service Award.

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.

Kansas School for the Deaf High School students are required to complete 64 hours of Community Service as part of their graduation requirements.

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

Senior Portfolios

Senior portfolios will be completed during seminar time at the Career Center. 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.

College and Career Center

The Career Center provides students the opportunity to focus on careers. It enhances education by connecting classroom learning to the world of work and to explore secondary planning. Students learn about their interests, 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 Career Center offers information about job searches, senior portfolios, career planning, college searches, job coaching, interviewing skills, filling out applications, and scholarships. Students take career interest inventory assessments to pinpoint areas of interest and aptitude. PepNet and Virtual Job Shadow are two of the assessments used. Seniors are required to complete senior portfolios as a part of their graduation requirements. The Center also provides support to local businesses for accommodations needed to work with deaf and hard of hearing students.

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 1st semester of the senior year
- The 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 1st semester of the senior year
- The 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. Performance of the hearing aid is evaluated after repair to ensure proper operation.

Counseling Services

Counseling services are provided in compliance with the student's IEP but all students are welcome to see a counselor as needed by making an appointment through the school office. If the parent or teacher has a concern regarding a student, please contact the school office to discuss the situation.

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 IEP office. If you would like information regarding what a psycho-educational evaluation involves, please contact 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. Inquiries regarding an assessment in this area may be directed to the Principal

Speech and Language Therapy

Speech and Language therapy services are offered in compliance with the student's IEP. These services include comprehensive diagnostic evaluations for new students and for all students, every three years. Speech and Language therapy is provided for students in both small group and individual settings. In addition, the Speech Language Pathologists may collaborate with teachers for in-class therapy and/or play-based therapy based on the needs of the students.

Therapy goals may focus on articulation and pronunciation skills for speech production when appropriate, auditory awareness and training for students wearing hearing aids and/or Cochlear Implants, semantic skills, pragmatic skills, and receptive and expressive language skills. Language goals vary and may be targeted in American Sign Language, Spoken English, and/or written English based on abilities and areas of need of the student.

Language Facilitator

The Language Facilitator facilitates communication between the target student and his/her peers and teachers while learning ASL as a second language. The multidisciplinary team will assess individual student's receptive and expressive skills prior to determining if the student needs additional language support to ensure academic success. The facilitator interprets highly academic information that is out of the target student's zone of proximal development (what the student can do with and without support from peers and the instructor). Also, the student will be exposed to the cultural aspect (learning/use of Deaf culture/behavior). Students exiting from receiving additional language service will be evaluated

carefully to ensure academic success and the ability to communicate with his/her peers and instructors with minimal support.

Health Center

The Health Center provides medical care in compliance with the student's IEP and provides medical support as needed for students. . The school doctor visits daily to examine any ill or injured student. Health Center staff, with the doctor's input, may keep a student in the Health Center 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 administrator and nurse.

Immunization Policy

The Kansas School for the Deaf 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 the Health Center 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 meet with 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. All medications are kept in the Health Center. Medications include short-term prescription medications (i.e., antibiotics), vitamins and over-the-counter medications or treatments. The medication/refills must be hand delivered by an adult or mailed to our Health Center when requested. The Health Center will supply postage paid bubble-wrap envelopes for you to use when mailing the medications.

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. If a student is admitted to the Health Center at any time, parents, school staff and dormitory staff are notified. The Health Center Staff follows the Johnson County Health Department policy for re-admission (See Appendix A).

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. A parent/guardian will be advised of a medical emergency as soon as possible.

If your child has plans to participate in afterschool 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 Health Center 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 Health Center 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 in certain circumstances.

Medication Compliance and Behavior Expectations within the Health Center

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 Health Center. Facetime, other video-chat applications, photos, and videos will not be permitted in the Health Center 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 Health Center.

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 Health Center 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

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 – 12th grade) are screened for Usher's Syndrome, a rare genetic disorder of hearing loss with progressive loss of vision.

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. Please contact the Health Center if you wish to know when your child is scheduled to be screened.

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 Health Center. If your child does participate, a copy of the results of the screening will be sent home with the child.

Student Life

Use of the Dormitories

Generally, to live in the dormitories, it is expected that the student lives more than 50 miles from the Kansas School for the Deaf. 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 in the dormitories and especially to 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/legal 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/legal 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/chores on a daily basis. Students alternate these duties and are responsible for completing the duties on a daily basis. 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 administrators.
- 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 (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 telephones are there for student and staff use; each is equipped with a videophone. 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.
- 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. Some general guidelines to follow are listed below:

- Day students must obtain permission **prior** to the time they want to stay. Elementary day students should plan to go home by 5:00 p.m. unless a special activity is scheduled or special permission is obtained.
- Parents must leave a phone number where they can be reached. Parents cannot drop their child off without contacting 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 person. 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 the 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 of 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.
- Day students, who are in high school, are expected to use the dormitory sign in/out sheets by signing in when they arrive, and signing out when they leave.

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 the School Principal must be informed by the parents at least two days before the visit. by phone/video phone, through emails, or by writing/faxing the notes. Parents are responsible to make arrangements for medications. The Health Center 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 Principals 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.

Restricted Activity Participation

The student is required to attend one hour of scheduled study time, to be determined by the dorm teacher and is required to do homework at TLC. The student is required to meet with the Student Life staff to have his/her homework checked and signed.

The student will remain in the dormitory and may not participate in various activities outside the dormitory. (The only exceptions to this rule are during weekends, homecoming activities, Halloween activities, prom, Jr/Sr banquet, athletic awards, block party and graduation). The student may leave the dorm for sports practices, supper, medicine times, TLC and for snack/pop.)

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

Homework Assistance Program

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 Learning Center (TLC) and complete homework assignment(s). The student will need to remain in the TLC for at least one hour. At the same time, that 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 do study hour in the TLC. This also applies to students in Grades K-6. The homework is done in the Emery Hall Common Area or in the TLC. Daily reports for those students with grades of "D" or "F" are sent to the classroom teachers about students' completion of assignments

The Learning Center (TLC)

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

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. Students will need these for both programs.

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.

Independent Living Skills Training Curriculum

The purpose of the Independent 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. 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 Dormitory Teacher 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 may not enter bedrooms. Visitors are permitted in the living room only.
 - o Dormitory Teachers can stop the visit at any time

Student Center

The Student Center is open Monday through Thursday evenings for dormitory students of all ages. Each level of the dormitory program has established socialization time in the Student Center. Day students may use the Student Center Monday through Thursday depending on availability of staff.

The Student Center offers table games, snack bar and time in the new gym for basketball or volleyball. Students are given the opportunity to socialize with their friends in the Student Center most evenings after study hall. 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 from off-campus.

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. KSD does not own any rollerblades or protective equipment used with roller blades. 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 rent and watch R-rated movies. Dorm staff will assist in finding a place to watch those movies. Students under 17 years of age and younger will not watch an R-rated movie on campus. Students who are 17 years of age and older may watch R-rated movies at movie theaters.

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.

Religion

Each year, KSD is contacted by several churches or religious youth group organizations to 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.

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. locally. And we ask that 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.

Otherwise if we do not hear anything from a parent, that means they support the activities planned.

Non-KSD Visitors

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.

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.

Visitors are required to obtain a visitor tag from the security officer on duty when they enter the dormitory. If a visitor does not have a visitor tag, they will be taken to the Dean of Student Life to check in. All visitors, with the exception of family members, will be asked to follow the Visitor schedule (times follow) posted in the high school dormitories. It is recommended that visitors call before they come to check on visiting hours.

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.

KSHSAA Regulations

All KSHSAA rules and regulations are published in the official KSHSAA Handbook; they can be viewed at www.KSHSAA.org. Some of those rules are summarized in this handbook for your convenience. If you have questions, please ask the Activity 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 the rules and regulations of the KSHSAA, to remain eligible for athletics, other sanctioned competitions, and/or extracurricular school activities and organizations, a student:

1. Must pass at least five (5) subjects in the particular semester;
2. Must be enrolled in at least five (5) subjects for the coming semester and be a bona fide student in good standing in school;
3. Must be in attendance for three (3) periods, or its equivalent, of the school day to be eligible for competition on that day;
4. See **Academic Progress Report, p. 20**

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 a member of the Great Plains Athletic Conference. The member schools include KSD, Hyman Brand Academy, Ozanam, Independence Homeschool, Christ Preparatory Academy, Cristo Rey Kansas City, Alsta Vista and Midland Adventist Academy.

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 1st of the previous year.) All athletes must have written permission from their parents or legal guardian before participating in sports.

KSD offers the following interscholastic programs within specific grade ranges:

Fall Sports

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

- 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 Varsity Boys Basketball
- High School Junior Varsity Girls Basketball
- High School Varsity Girls Basketball
- Special Olympics Bowling

Spring Sports

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

To be eligible for participation in athletics, a student must have an acceptable academic citizenship within the athletic season. The student must be enrolled as a full or part-time student at Kansas School for the Deaf. A student who passes 5 or more classes the previous semester is eligible to participate in athletics. The disciplinary procedure shall be as follows:

- First suspension/one major office referral – the student shall be suspended from competition. Parents will be contacted.
- Second suspension/two major office referrals – the student shall be suspended from competition. Parents will be asked to attend a face-to-face meeting with the coach(es) and athletic director.
- Third suspension/three major office referrals – suspension or removal from his/her team for the rest of the season.

Suspension for cause(s) other than the above mentioned 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, clubs, 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 (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:

The Middle School Student Body Council (MSSBC) is an organization, an elected student governing body of 7th and 8th graders. The purpose of the 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 the Optimist group.

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. The Optimists 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.

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. The purpose of the Jr. NAD is as follows:

- To empower students through partnerships in leadership, citizenship, human communication, and teamwork
- To 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. The purpose of SBC is:

- To promote the welfare of the school
- To encourage self-government
- To develop a sense of responsibility among the students
- To 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 by the Superintendent. This is school wide and includes student organizations, individual staff, and community organizations.

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.

Code of Conduct

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.

Note: In Elementary School, flip flops are permitted with an exception of Physical Education class and any setting where sneaker/tennis shoes must be worn for safety reasons. Students wishing to wear flip flops need to bring a pair of sneakers/tennis shoes. They may be left in their lockers. Bedroom slippers are not permitted at any grade level.

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 modest. 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. No baseball or regular caps – students may obtain permission from the Principal for hat style

permitted. At no time is headwear to be worn in the cafeteria. Hats may be worn during or after school hours.

8. Students are not permitted to wear:

- Clothing, hats, jewelry, etc. with 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 expected to do their own work. Students are encouraged and expected to learn by completing them in their own words. 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: the student will receive a consequence such as a grade of zero. In addition parents will be notified and an office referral will be completed.

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, especially if the student has been out of previous classrooms.

Assemblies

Students have an opportunity to represent themselves and their school in a positive way during 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.

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 not to waste food. They 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:
 - combed hair
 - face and hands clean
 - appropriate footwear; no bare feet
 - clothes clean and in good repair
 - shirts must be worn
 - hats shall not be worn in the dining room or serving line
- 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. Teachers and Dormitory Teachers may make arrangements to get items needed for a party or other activity.
- 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.
- 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, unless directed by supervising staff. Conduct in our cafeteria shall be the same as that in any public restaurant. In addition, students are to comply with the following expectations:
 1. 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.
 2. Students who are unable to comply with these expectations or display poor behavior may be assigned consequences consistent with the school discipline policy.

Gym and Pool Use Rules

- Only clean gym shoes are permitted on the gym floor.

- Students are not to swim without a certified lifeguard on duty.
- Students are to obey the lifeguard's directions or leave the pool area.
- Students are not to be in the gym/pool unless there is an authorized staff person with them.
- Any equipment moved for use must be put back.
- Students are not to leave gym without knowledge and permission of the staff on duty.
- Pool use rules must be followed or students will be denied the privilege of swimming. Those rules are the following:
 - T-shirts are not permitted in the pool
 - Always shower before swimming.
 - Walk around the pool, no running.

Restitution

In the event that a student is responsible for any damaged or destroyed property or lost or damaged books, they are required to repay KSD, or an individual, for the cost of that property. The KSD Library does not issue fines but will follow this section for lost or damaged library books. Our intent is to teach students to value property that belongs to them as well as to others. This may be done through the following:

- 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 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.
- 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.

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.

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) may 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 office of the IEP. Questions about the Behavior Intervention Plan (BIP) can be directed to the child's administrator. Questions about Manifestation Determination can be referred to the KSD Due Process and Hearing Officer.

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 and Educational Support Team in order to develop an action plan. If a Behavior Intervention Plan (BIP) is required to help that student avoid future occurrences/incidents, an IEP meeting will take place. Please refer to the **Minor/Major Behavior Chart (Appendix C)**.

Detention

Detention periods are held during lunch or after school (usually called the '8th 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. Further violations will result in referral to an administrator.

In-School Suspension (ISS)

Elementary school In-School Suspension (ISS) expectations are as follows:

- The 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, the student will not be in their normal classes but will be required to remain in a supervised area. The student will have access to the KSD Campus for their related service appointments.
- During the suspension period, the student will not be able to participate in any extra-curricular school activities.

Secondary school In-School Suspension (ISS) assigned to a student is as follows:

- Student will be assigned one day of in school suspension or five (5) separate lunch suspensions with supervision (with a box lunch and following the rules - No talking, No using devices)
- Same Day - Student is unable to participate in an activity such as game(s) or meet(s) or 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 student's tutoring and/or learning center appointments. The student has access to the KSD Campus for these appointments).
- The administrator will have the priority; if the teacher gives a lunch suspension while the student already has a lunch suspension from an ISS, the student will be required to serve either in the morning or after school hours.
- If there is a conflict with an activity - the lunch suspension which is not assigned on the same day of an ISS, will be a scheduled flexibility around the activity for lunch suspension, i.e., field trip activity, sports dismissal, and dormitory activities.
- If a Student refuses to take the lunch suspension, the administrator will decide the suspension of the privilege(s) 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 ISS Lunch Suspension (excluding pre-arranged students tutoring and/or The Learning Center arrangements. The student has access to the KSD Campus for these appointments). The consequence will possibly be severe such as an OSS - Out-of-School Suspension 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. The 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 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 time-lines 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.

School-Wide Regulations

Emergency Safety Interventions (ESI)

Creating a safe environment for all our students is our primary concern. Through the use of best 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 self and/or others. KSD makes every effort to address the behavioral needs of a student to prevent the need for Emergency Safety Interventions – ESI (seclusion and restraint).

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. 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.

KSD trains school employees in the Crisis Prevention and Intervention (CPI) program. We have certified CPI trainers who are available to train school employees annually.

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.

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.

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 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) and find the ESI policy. Visit <http://ksdetasn.org/> to access the ESI law, guidance documents, webinars, and handouts.

Reporting of Abuse

All KSD employees are mandated reporters. KSD employees are required to promptly contact the Kansas Protection Report Center of 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 and/or go to www.dcf.ks.gov to (report abuse). 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 also reserves the right to investigate any allegation of abuse.

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:

Special note: Replica guns brought to KSD as part of a presentation or a program require the prior authorization of the Superintendent.

A) 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.

Consequences

1. Police Report. The response to this report will be determined by the police department and District Attorney of Johnson County. Reports may result in student's arrest, court appearances, diversion programs, or other consequences.
2. Out-of-School Suspension (OSS).
 - a. KSD will give students an automatic five (5) days out-of-school suspension and will recommend a long-term suspension through a due process hearing for possessing or under the influence of illegal drugs and/or alcohol while on campus or at school-sponsored activities.
 - b. KSD will give students an automatic three (3) days out-of-school suspension and will only recommend a long-term suspension through a due process hearing for possessing or under the influence of tobacco and electronic cigarettes while on campus or at school-sponsored activities.
3. Counseling. KSD will require that all students suspended under this policy receive drug/alcohol counseling and show proof that the student attended for a minimum of twelve (12) sessions.. Proof of attendance must be given to a designated KSD staff person.
4. In some cases, KSD will recommend a long-term suspension through a due process hearing.

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/bully behavior is severe enough to receive the harshest consequence.

Harassment is defined as annoying or tormenting repeatedly and persistently.

Sexual harassment is 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 is 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 is 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 is 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 are 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.") is the slang term for the use of a digital device device to distribute pictures or video of sexually explicit images. It can also refer to text messages of a sexually-charged nature.

Bullying means:

(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.

Consequences:

- Staff process situations with students and teach acceptable replacement behavior(s).
- Administrative meeting with student and parent.
- Referral for 2 sessions of bullying prevention education (ex: watch video, write apology letter, teach another person about preventing bullying). 2nd Offense will require 4 sessions with the counselor.
- Referral to mental health supports if needed
- In-school/dorm suspension
- Out-of-school/dorm suspension
- Police report
- Any offense of cyberbullying can include the device(s) will be taken and internet privileges revoked until an administrative meeting takes place.
- Other administrative consequences as deemed appropriate

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.

1st Offense: 3 days out of school suspension and referral to outside resources

2nd Offense: 5 days out of school suspension

3rd Offense: IEP review to discuss change of education placement.

The above 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), 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.

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 to school until a message of 'all clear' has been received via SwiftK-12 system. 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 Kansas School for the Deaf. 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.

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 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, threatens or conducts a behavior that is self-destructive in intent, a risk assessment is completed. If the student is in a life-threatening situation, emergency services will be contacted. The parent will be contacted by a team member 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 Intervention Team and parents will meet 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.

<p><u>Low/Medium Risk Immediate Intervention</u></p> <ul style="list-style-type: none"> • 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. 	<p><u>High Risk Immediate Intervention</u></p> <ul style="list-style-type: none"> • 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, KSD designee transports the student. • If the student is uncooperative, the police will be contacted for assistance.
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Physician Orders for Medication Administration and/or Special Procedures at School

This form is to be completed & signed by a Doctor or Nurse Practitioner. This information is used to create an Individual Health Care plan and Emergency Care plan, if needed.

Student: _____ DOB: _____

Does this student live in the Dormitory? ☐ Yes No

Please list the names, dosages, schedule and route for any prescription or over the counter medications you prescribe for this student:

Please include orders for any special equipment, diet or diet restrictions, feeding concerns/precautions, activity restrictions, physical limitations, assistive devices, etc.

The KSD Health Center is staffed by Nurses 24 hours/day when students are on campus. All medications are kept in the Health Center and given by nurses. Medications required for weekend events and school sponsored trips are delegated to appropriately trained staff as per the KS Nurse Practice Act.

Physician's Signature _____ Date: _____

Physician's Name & Phone

I hereby give my permission for my child to have administered the above medication(s) while attending KSD. I understand it is my responsibility to provide this medication in the original container labeled by the pharmacy or physician. I further understand that any school employee who administers any drug in accordance with written instructions from a physician or dentist shall not be held liable for damages as a result of administering the drug as directed. I understand

all medications must be delivered or mailed to the health center by the parent/guardian. All medications will be kept in the health center. I am responsible for informing health center staff and for updating this form if medication or dosage changes. I hereby give my permission for my child to have the above ordered procedure performed while attending KSD. I understand it is my responsibility to inform Health center staff of any changes in procedure and to provide an updated procedure form with the physician's order. I further understand that any school employee, who follows the above instructions and performs the procedure as ordered by the physician/dentist, shall not be held liable for damages as a result of performing the procedure as directed.

I consent to the exchange of health information, including immunizations, between KSD Health Center Nurses and my child's medical provider(s) for the purpose of continued care and the development of health care plans for use at KSD.

Parent/Guardian Signature _____

Date _____



Johnson County Health Department Exclusion Recommendations

Symptoms suspected of being contagious or infectious.	Exclude:	Readmit:
	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
Any open or draining/oozing lesion must be kept covered.	Skin Affiliations:	Exclusion / Provision:
	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

1/80, Rev 11/07, JCHD Form #76

APPENDIX C

Minor/Major Behavior Chart

Topics are listed in alphabetical order

Behavior	Examples – Minor (staff managed)	Examples – Major (administration managed)	Examples – Consequences (not an exhaustive list; see below for more examples)
Arson	n/a	<ul style="list-style-type: none"> • Student plans and/or participates in malicious burning of property 	<ul style="list-style-type: none"> • Police intervention, • IEP conference to discuss change of placement • See below for more example consequences (non-exhaustive list)
Bomb Threat	n/a	<ul style="list-style-type: none"> • Student delivers a message of possible explosive materials being on-campus, near campus, and/or pending explosions 	<ul style="list-style-type: none"> • Police intervention, • IEP conference to discuss change of placement • See below for more example consequences (non-exhaustive list)
Cheating	<ul style="list-style-type: none"> • First-time attempt to improve one's position or grade by violating academic policy via copying assignments or papers • Plagiarism 	<ul style="list-style-type: none"> • Attempting to improve one's position or grades by chronically violating academic policy • Cheating on tests • Copying assignments or papers • Plagiarism 	<ul style="list-style-type: none"> • See below for more example consequences (non-exhaustive list)

Combustibles	n/a	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Police intervention, • IEP conference to discuss change of placement • See below for more example consequences (non-exhaustive list)
Alcohol	n/a	<ul style="list-style-type: none"> • Student is in possession of, or consumed alcohol 	<ul style="list-style-type: none"> • Police will be called • A report will be filed with the District Attorney of Johnson County • Reports may result in student's arrest, court appearances, diversion programs, or other consequences • 5 days out-of-school suspension • A long-term suspension, through a due process hearing will be recommended.

			<ul style="list-style-type: none"> • All students suspended under this policy receive drug/alcohol counseling and show proof that the student attended for a minimum of 12 sessions • See below for more example consequences (non-exhaustive list)
Bullying, harassment, cyberbullying, sexting	<ul style="list-style-type: none"> • Disrespectful messages (verbal or gestural) to another person 	<ul style="list-style-type: none"> • Threats and intimidation, obscene gestures (e.g., pelvic thrust), 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, • Touching, grabbing above or under the clothes • Sexual insults 	<ul style="list-style-type: none"> • Administrative meeting with student and parent • 1st Offense: referral for 2 sessions of bullying prevention education (ex: watch video, write apology letter, teach another person about preventing bullying) • 2nd Offense will require 4 sessions • Any offense of cyberbullying can include the device(s) will be taken and internet privileges revoked until administrative meeting takes place • See below for more example consequences (non-exhaustive list)
Defiance, disrespect, non-compliance	<ul style="list-style-type: none"> • Taking others' materials • Rolling eyes • Negative body language 	<ul style="list-style-type: none"> • Refusing to follow instructions • Talking back to staff 	<ul style="list-style-type: none"> • See below for example consequences (non-exhaustive list)

	<ul style="list-style-type: none"> ● Head on table and does not comply with requests to sit up ● Rude behavior ● Refusal to work ● Not complying with a reasonable request that results in a teacher giving a consequence 	<ul style="list-style-type: none"> ● Talking when staff is giving directions / instructions ● Sustained head on table ● Impeding another's learning ● Defiance after time in "safe seat" ● Refusal to comply with a reasonable 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 	
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		class or dorm activities	
Disruption	<ul style="list-style-type: none"> • Low-intensity • Rocking in chair • Wandering • Standing up or out of seat without permission • Passing notes • Gestures (e.g., fist pumping, middle finger) • Throwing objects • 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 	<ul style="list-style-type: none"> • Sustained acts of disruption (e.g., loud talk, yelling, screaming) • Yelling • Out of seat • Horseplay • Rolling on floor • Throwing items • Leaving room • Fighting • Noise with materials • 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 	<ul style="list-style-type: none"> • See below for example consequences (non-exhaustive list)

	<ul style="list-style-type: none"> • Bother other students while sleeping or doing homework 	including gang related graffiti, attire, or signs/symbols	
Dress Code	<ul style="list-style-type: none"> • Wearing inappropriate clothing that does not comply with the dress code • Hats in the classroom 	<ul style="list-style-type: none"> • Repeatedly wearing clothing that does not comply with the dress code • Pictures/words regarding illegal substances, alcohol, profanity, inappropriate topics 	<ul style="list-style-type: none"> • See below for example consequences (non-exhaustive list)
Drugs	n/a	<ul style="list-style-type: none"> • Student is in possession of or using illegal drugs/substances or imitations 	<ul style="list-style-type: none"> • Police will be called • A report will be filed with the District Attorney of Johnson County • Reports may result in student's arrest, court appearances, diversion programs, or other consequences • 5 days out-of-school suspension • A long-term suspension, through a due process hearing will be recommended. • All students suspended under this policy receive drug/alcohol counseling and show proof that the

			<p>student attended for a minimum of 12 sessions</p> <ul style="list-style-type: none"> • See below for more example consequences (non-exhaustive list)
Inappropriate sexual contact	n/a	<ul style="list-style-type: none"> • Unwanted touching of a serious nature • Sexting • Sexual/inappropriate touching 	<ul style="list-style-type: none"> • See below for example consequences (non-exhaustive list)
Inappropriate language	<ul style="list-style-type: none"> • Low-intensity • Talking/signing back • Mumbling rude comments • Talking out in class • Name calling • Negative gestures • Staring to intimidate • Threaten to not be friends with a person for superfluous reason • Accidental, discrete, signing under 	<ul style="list-style-type: none"> • High-intensity • Repeated talking back • Incessant arguing • Profane words or gestures • Sexual language • 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 	<ul style="list-style-type: none"> • See below for example consequences (non-exhaustive list)

	<p>the breath, slip of the tongue</p> <ul style="list-style-type: none"> • Insults and put-downs to another student • Swear words <p>Inappropriate slang</p>	any school-related activity on or off campus	
Leave class or dorm without permission	<ul style="list-style-type: none"> • Leaving classroom or dormitory without permission for a short length of time • >3 = Major 	<ul style="list-style-type: none"> • Repeatedly leaving area without permission • Leaving without permission with aggression • Staying out of class without permission for > 10 minutes • Behavior that is chronic and/or intent driven 	<ul style="list-style-type: none"> • After a 5-minute wait, a search will be initiated; After 30 minutes of student missing, police contacted • See below for example consequences (non-exhaustive list)
Lying/Cheating	<ul style="list-style-type: none"> • Delivering a message that is not true and/or deliberately violates rules • Lying about their whereabouts • Lying about others • >3 = Major 	<ul style="list-style-type: none"> • Repeated violation (>3) after initial offense of delivering a message that is not true and/or deliberately violates rules • Deliberately copying/plagiarizing another person's work 	<ul style="list-style-type: none"> • See below for example consequences (non-exhaustive list)

		<ul style="list-style-type: none"> • Allow another person to copy/plagiarize one's work • Cheating on a test or assessment • Lying about their whereabouts, other people, what happened • Misleading statements that cause disruptions or more serious incidents 	
Other	<ul style="list-style-type: none"> • Problem behavior causing a referral that is not listed above. • Staff using this area will specify the problem behavior observed. 	<ul style="list-style-type: none"> • Problem behavior causing a referral that is not listed above. • Staff using this area will specify the problem behavior observed. 	<ul style="list-style-type: none"> • Conference with student and staff • Parent contact • Individualized instruction • Loss of privilege • Detention • In-school suspension • Out-of-school suspension • Change of education placement • See below for example consequences (non-exhaustive list)
Physical contact	<ul style="list-style-type: none"> • Non-serious yet inappropriate • Horseplay • Tapping, patting, 	<ul style="list-style-type: none"> • Serious physical contact where injury may occur • Hitting, kicking, pushing, biting, hair-pulling • Spitting 	<ul style="list-style-type: none"> • See below for example consequences (non-exhaustive list) • ISS (all grades for Physical Contact offense; 6th grade for all offenses)

	<p>poking, bumping</p> <ul style="list-style-type: none"> • Tripping, pinching, bumping • Intimate contact, signing • Excessive touching • Getting too close to the face 	<ul style="list-style-type: none"> • Escalation of inappropriate physical or sexual contact • Physical or verbal confrontation with intent to harm • Anger outbursts • Sexual or other unwanted or inappropriate touching • Hitting, slapping, punching, kicking, pulling hair, hitting with an object; • Slamming doors with intent to hurt others 	<ul style="list-style-type: none"> • OSS (all grades for Physical Contact offense; 6th grade for offenses) • In-Dorm Suspension (all grades for Physical Contact offense; 6th grade for all offenses)
<p>Property misuse, vandalism</p>	<ul style="list-style-type: none"> • Low-intensity, willful misuse resulting in monetary damage (\leq\$99) • Breaking pencils • Writing on desk or property that is not theirs • Tearing paper • Scribbling 	<ul style="list-style-type: none"> • Repeated minor offenses as determined by administrator • Results in costly or permanent damage • Punching holes in walls • Flooding sink, urinals, toilets • Graffiti • Carving into property • Breaking doors 	<ul style="list-style-type: none"> • See below for example consequences (non-exhaustive list)

	<ul style="list-style-type: none"> • Damaging art supplies • Slamming door including lockers and wardrobes • Careless use of technology, equipment or furniture • Borrowing campus property without permission • Leaning back in chairs 	<ul style="list-style-type: none"> • Student deliberately impairs the usefulness of property • Behavior that is chronic and/or intent-driven • Monetary damages of \$100+ 	
Refusal to work, incomplete homework	<ul style="list-style-type: none"> • Initial refusal to do the work >3 = Major 	<ul style="list-style-type: none"> • Repeated refusal (>3) to do work, homework • Repeatedly not turning in homework • Not finishing homework during recess, study hall 	<ul style="list-style-type: none"> • Homework completion during recess • Grades K – 3: Give completion grade for each homework turned in • Grades 4 – 6: Zero grade for every incomplete homework: Give 50% grade for every made-up homework. • Assigned study hall • Incomplete quarter grade • Meeting with Teacher, Parent and Dorm Teacher • See below for more example consequences (non-exhaustive list)

<p>Sexual Behavior while under the supervision of KSD, on or off campus.</p>		<ul style="list-style-type: none"> • 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) 	<ul style="list-style-type: none"> • <u>1st Offense</u>: 3 days Out of School Suspension (OSS) and referral to outside resources • <u>2nd Offense</u>: 5 days Out of School Suspension • 3rd Offense: IEP Review to discuss change of education placement. • The above 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. In the case of non-consensual sexual behavior (forcing sexual activity on an unwilling partner), 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. • See below for more example consequences (non-exhaustive list)
<p>Tardies</p>	<ul style="list-style-type: none"> • Arrival to school after 8:00 am 	<ul style="list-style-type: none"> • Late to dorm or dorm-related activities without permission 	<ul style="list-style-type: none"> • 1st Tardy: <ul style="list-style-type: none"> o Attendance Record o Teacher intervention (Students are expected

	<ul style="list-style-type: none"> • Late following a field trip, extra-curricular activity, assembly • When he/she enters the class or dorm activity after the designated starting time or curfew • >3 = Major 	<ul style="list-style-type: none"> • Student is late to class or start of school 3 times in 1 class per quarter • >3 = Major 	<p>to remain after school ten minutes for each one minute of unexcused tardiness)</p> <ul style="list-style-type: none"> o The teacher contacts the parents and assigns detention • 2nd Tardy: <ul style="list-style-type: none"> o Attendance Record and parents contact o The teacher will contact parents and/or dormitory teacher to advise an automatic 30-minute detention • 3rd Tardy: <ul style="list-style-type: none"> o Attendance Record o Teacher contacts parents o Detention o Five (5) day lunch suspension with box lunch being served in an assigned area with no talking, no devices • 4th Tardy & Thereafter: <ul style="list-style-type: none"> o Attendance Record o Parent Contact o Detention o District Attorney's Office Contact
Technology use, digital devices	<ul style="list-style-type: none"> • Unplugging cords • Changing settings 	<ul style="list-style-type: none"> • Portable game system or other electronics not 	<ul style="list-style-type: none"> • School <ul style="list-style-type: none"> o 1st Offense: Device taken away and held in the office until a meeting with

	<p>(volume, screen, icons)</p> <ul style="list-style-type: none"> ● Accessing websites (offensive or not) without teacher permission ● Intentionally wasting supplies (e.g., paper, ink) ● Sending or displaying offensive messages/pictures ● Obscene language, profanity ● Using one's digital device without permission ● Loaning one's digital device ● Violating copyright laws 	<p>permitted at school</p> <ul style="list-style-type: none"> ● Using another's password ● Copyright law violation ● Trespassing in another's folders, works, or files ● Employing the network for commercial purpose ● Downloading pornographic, violent, drug use or other illicit materials ● Harassing/insulting emails ● Damaging technological equipment (e.g., slamming keyboards, pushing monitors, damaging computer, computer system or network) ● Violating copyright laws ● Using the network for commercial purposes 	<p>the student and parents takes place.</p> <ul style="list-style-type: none"> o 2nd Offense: Device taken away and held in the office until a meeting with the student and parents takes place. o 3rd Offense: Device taken away and held in the office until the last day of the school year in May. ● Dorm <ul style="list-style-type: none"> o 1st Offense: Device taken away for one day. o 2nd Offense: Device taken away and held in the office for one week; Parent contact o 3rd Offense: Device sent home for the rest of the school year, parent contact. ● See below for more example consequences (non-exhaustive list)
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		<ul style="list-style-type: none"> • Justification of violence • Drug use 	
Theft, forgery	<ul style="list-style-type: none"> • Taking and/or hiding objects (materials, toys, money) from another 	<ul style="list-style-type: none"> • In possession of, having passed on, or being responsible for removing staff or peer property (materials, toys, money, computer files, backpack, wallet, technology device) 	<ul style="list-style-type: none"> • See below for example consequences (non-exhaustive list)
Tobacco	<ul style="list-style-type: none"> • n/a 	<ul style="list-style-type: none"> • Student is in possession of or using tobacco or tobacco products 	<ul style="list-style-type: none"> • Conference with student and staff • Parent contact • Individualized instruction • Loss of privilege • Detention • In-school suspension • Out-of-school suspension • Drug/alcohol counseling; intervention • See below for more example consequences (non-exhaustive list)
Truancy, skip class	<ul style="list-style-type: none"> • n/a 	<ul style="list-style-type: none"> • Unexcused absence from class 	<ul style="list-style-type: none"> • See below for more example consequences (non-exhaustive list)
Weapon	<ul style="list-style-type: none"> • Pretend gesture, play with others 	<ul style="list-style-type: none"> • Student is in possession of 	<ul style="list-style-type: none"> • Any student who is determined to have brought a weapon to school in

	<ul style="list-style-type: none"> • Drawings 	<p>actual or replica weapon</p> <ul style="list-style-type: none"> • Pretend gestures • Objects used as a weapon 	<p>violation of this policy shall be suspended for a period of not less than 1 year or be expelled and will be referred to the appropriate legal authorities. The superintendent may modify such suspensions on a case by case basis.</p> <ul style="list-style-type: none"> • See below for more example consequences (non-exhaustive list)
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Examples – Consequences (non-exhaustive list)

- Staff processes the situation with the student and teaches acceptable replacement behaviors
- Think sheet
- Parent contact
- Loss of Privilege
 - o Age-based and/or time-increment cancellation: Jackrabbit Store, after-school detention for dorm and Olathe students, next-day detention for day students, classmate's birthday party, free-time (swimming, dodgeball, etc.)
 - o Pennies/points/demerits/tickets, daily/weekly PRIDE rewards, monthly PRIDE ticket drawing
- Safe Seat - time by moving to a designated area in the classroom during class
- Apology - a written letter of apology to be given to the victim by the offending student or a face-to-face verbal apology
- Recess detention - sitting in the classroom, or sitting in the office
- Meal detention - sitting in the classroom, sitting at a separate table in the cafeteria, or sitting in the office while eating lunch
- Field trip considerations
- Administrator conference with student, at times including staff and/or parents
- Referral to BEST
- Restitution
- Referral for mental health support
- In-school/dorm suspension

- Out-of-school/dorm suspension
- Change of educational placement
- Police contact
- Other administrative consequences as deemed appropriate

Recommendations for Optimal Communication Practices Outside of 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 are not unstructured social settings. The following recommended strategies for communication sensitivity are encouraged:

When students/staff are communicating in spoken English and an ASL user is in the same proximity:	When students/staff are communicating in ASL and a novice ASL user is in the same proximity:
<ul style="list-style-type: none"> • As a courtesy, they can ask if the ASL user prefers for them to switch communication modes (e.g., signing, fingerspelling, written English, simultaneous communication). 	<ul style="list-style-type: none"> • As a courtesy, they can ask if the novice ASL user prefers for them to switch communication modes (i.e. slower signing, fingerspelling, written English, simultaneous communication).
<ul style="list-style-type: none"> • The ASL user can request that they change communication modes. 	<ul style="list-style-type: none"> • If the novice ASL user is not comfortable with their comprehension of the information, they can request that the students/staff change modes.
<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • If the conversation is private, the staff can move to a private area.

Special Cases

School Tours: Frequently, KSD is toured by outside hearing groups such as parents, public school employees, training audiologists, ASL students, etc. Scheduling an interpreter is always the best option. When an interpreter is not available, and spoken English is the language used by the tour guide, they may switch to sim-com to accommodate any DHH people who are in close proximity. The tour guide should then explain KSD's language and communication guidelines to the visitors.

SLP Services: SLPs often start providing services to their students in the hallways from the classrooms to the SLP offices. It is to be understood that they are using spoken English during these services. Where possible, the SLPs will use codeswitching techniques and sim-com as a last option.

KSD Employee Agreements: Some staff may make communication plans in advance (ex: hearing administrator and Deaf administrative assistant when hearing parent enters the office) in which spoken English is used in the presence of DHH individuals with the

understanding that translanguaging may occur after the parent leaves. The same can apply to two fluent signers around a novice signer.