

KSTAR

KANSAS STUDENT TRANSITION & ACADEMIC READINESS PROGRAM HANDBOOK

CAREER

COLLEGE

INDEPENDENT LIVING

450 E. Park St.
Olathe, KS 66061

KANSAS SCHOOL FOR THE DEAF

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KANSAS SCHOOL FOR THE DEAF KSTAR PROGRAM HANDBOOK

Program Overview

Kansas Students Transition and Academic Readiness (KSTAR) program at the Kansas School for the Deaf serves young Deaf adults ages 18-21 residing in the state of Kansas. KSTAR offers specialized programming for students who have completed the requirements necessary for obtaining their high school diploma yet require continued services to meet transition goals. The program curriculum is transition-focused and emphasizes instruction and practice in the following areas: independent living, career employment, and college/technical training.

During the KSTAR program, students build unique daily schedules to meet their individual needs. Options for schedules include: college/technical classes off campus, academic classes, driver's education, American Sign Language and Deaf Studies, exploring community resources, and internships and work experience with business partnerships. Daily lessons focus on person-centered planning, educational planning, employment skills, self-care and health, personal finance, transportation, daily living, housing, safety, relationships, communication, legal information, community resources, and self advocacy. Students in the program must be able to be unsupervised in the community and must be able to work independently without 1-1 support.

Students have the opportunity to live in an apartment with a roommate in a partially supervised, safe environment on the KSD campus. Students build independent living skills such as shopping, cooking, nutrition, transportation, relationships, health, personal finance, and household safety. Self-advocacy is promoted to foster student independence. KSD's apartment program has the capacity for up to eleven students. Students who have guardianship, who intend to live in group or assisted living situations in the future, or who have not experienced being on their own for extended periods of time participate in the independent living apartment program in the evenings but sleep in the KSD dorm where overnight supervision is provided.

The length of the program can vary according to the student's needs. While the program is typically recommended for one to two years, students may exit the program at any time. After a year or two in the program, students should transition back to their home schools or home community to connect to resources there. Completion of the program is determined by the student's satisfactory completion of skills or goals, employment in the student's home community, attendance to a different program, IEP team consideration, or aging out. Skills are assessed on a quarterly basis. Students will complete an exit interview and exit paperwork at the completion of the program.

Important Contacts

Kelly Grove, KSTAR Teacher.....kgrove@kssdb.org
Kelly Grove, Transition Coordinator.....kgrove@kssdb.org
Joelle Allen, Principal.....jallen@kssdb.org
Justin Cleere, Apartment Coordinator.....jcleere@kssdb.org
Mary Hughes, Dean of Student Life.....mhughes@kssdb.org
Cathy Reynolds, Nurse.....creynolds@kssdb.org

Calendar & Schedule

KSTAR follows the Kansas School for the Deaf calendar; therefore, days off, early dismissals, snow days, etc. will all be in accordance with the KSD calendar. KSTAR will be closed when Kansas School for the Deaf is closed. KSTAR will not provide transportation or job coaching during inclement weather. When KSD is closed or when there is inclement weather, KSTAR students are not to attend KSD. Students are to contact their worksite and community supervisors to inform them that they will be absent if they are not able to attend.

KSTAR begins at 8:30 AM Monday through Friday, in the classroom, for morning meetings and daily lessons and activities. This time will also be utilized to work on individual goals and important vocational components. After morning lessons, students leave to go to their worksites, classes, or arranged outings. Students return by 2:40 PM to reflect on their day, debrief, and to make plans for the following day.

Note: Students, after completing transportation training, may remain at work or community sites past the end of the school day and return to the independent living apartments on their own.

Attendance

Be here because you want to be here! You are an adult now and you should be getting yourself out of bed and ready, on time, and on your own. You are expected to treat this year just like a job. You are expected to come to work each day on time. You are expected to have completed your breakfast and your self-care prior to arriving at KSTAR. If you arrive after 8:30 AM, you will be considered tardy.

If you are sick or late to work you must contact the following people BEFORE 7:00 AM:

- 1) KSD Office (leave a voicemail)
- 2) Your KSTAR Teacher (email or send a message via Remind)
- 3) Your Worksite, Education, or Community Supervisor(s) (call / email / message)
- 4) Your Transportation (driver, bus, KCRide, MicroTransit)
- 5) Your Apartment Coordinator
- 6) Dean of Student Life

All attendance related phone calls/emails/messages need to be made by you. As an adult, your parents should not call in for you. Please make sure your message includes your name, when you will be absent, and the reason for your absence.

If you have a planned absence, you are expected to fill out a time-off request form (which is provided at the back of this handbook). You are also expected to inform the office, your supervisor(s), and your transportation.

If absent due to illness for more than three days, your supervisor(s) may ask for a doctor's note.

If a student has excessive tardies or absences, the student's suitability for the program will be reviewed and a response plan will be designed if it is deemed appropriate for the student to stay in the program.

We expect that students attend every day. However, we do understand that people can get sick. Sometimes a person isn't feeling their best, but it isn't necessary to stay home. Sometimes your condition can be contagious which makes it necessary for you to not be around people.

Symptoms that can be contagious and when you should stay home:

- Vomiting
- Fever of 100 degrees or more
- Hacking cough
- Goopy or inflamed eye(s)
- Diarrhea
- Severe sneezing or runny/drippy nose
- Sore throat
- Loss of taste/smell

When to come to work even if you're not feeling you're best:

- Mild headache
- Personal relationship issues
- Tired or did not have enough sleep
- Allergies
- Cramps
- Bad mood
- Sores or aches
- Non-contagious

Uniform and Dress Code

KSTAR students are expected to use good hygiene and dress appropriately. Students should shower and brush their teeth, use deodorant, and maintain their hair on a daily basis. Clothing should be laundered and free from odors, holes, and stains. Students must follow the dress code of their job site(s). Several sites require specific uniforms to be worn; in these cases, uniforms are typically provided by the company. KSD polos are provided for students who are interning or attending special events. Closed toe shoes are requested.

Phones & Technology

Personal phones are permitted in designated areas only and are only to be used during breaks, lunch periods, or for emergencies. Phones must be put away during instructional time and work time.

Students are not to use their phone in an unsafe manner (looking at the phone, talking on the phone, or texting) while walking, riding on motorized vehicles, or operating other equipment.

Taking pictures while at work is prohibited unless permission is granted by the supervisor for a specific purpose; posting pictures to social media outlets for personal use is prohibited.

Social media outlets are not appropriate platforms for addressing employment and personal concerns. You are expected to be courteous, respectful, honest, and thoughtful about how others may be affected by your postings.

Google Chromebooks are available for all KSTAR students for classroom use. KSTAR students are responsible for following the Kansas School for the Deaf's Digital Citizenship Agreement. This agreement needs to be reviewed and signed prior to receiving a chromebook. KSTAR students will have a KSD gmail account. However, students are also encouraged to have a personal account that they use for job searching and job communications. KSTAR students will have work and assignments posted to Google Classroom and will be required to bring their chromebooks to class on a daily basis. While in class, students should be focused on assignments and should not participate in social media, personal e-mailing, or other activities outside of the given assignment.

If taking college courses, you will need to have your own personal laptop or computer to complete classwork. KSD chromebooks have restrictions and firewalls that often block external emails and college applications.

KSTAR students are encouraged to check and respond to their emails, apps, and messages on a daily basis.

Medication & Health Needs

All medications are kept in the Health Center and students are asked to report to the Health Center for medicine. This policy is for the safety of everyone and also will allow for a more accurate assessment of the student's illness. Medications include short-term prescription medications (i.e., antibiotics), vitamins, and over-the-counter medications or treatments.

Medications are not to be in the possession of the student - by law the only exceptions to this are EpiPens and certain inhalers. The medication/refills must be hand delivered by the student 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. Call/email the Health Center if any student with a health need (injury, illness, medication) is to report to the Health Center. The school nurse makes the decision as to whether a student is to remain in school, go home, or be admitted to the Health Center. If a student is admitted to the Health Center at any time, school staff and apartment staff are notified. The Health Center Staff follows the Johnson County Health Department policy for re-admission.

Emergency Medical Services, such as an ambulance, will be used in emergency situations as determined by staff. The student/guardian are responsible for the expense of these services. An out of town parent or guardian may be advised of a medical emergency as soon as possible by the school nurses, the school superintendent or other designated person or a copy to be mailed to you per student's permission.

A student who has a communicable disease (i.e., chicken pox) is sent home as soon as possible. Students are notified and asked to go home. The student must be cleared by the Health Center before returning to school. Policy for exclusion from school because of communicable diseases 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. At the time the student is sent home, teaching is provided by the nurse for each specific illness and situation.

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 (i.e., fever, vomiting, diarrhea, etc.) without the use of medication to mask these symptoms before permission is given to attend school or return to the dorm. A doctor's permit may be required at the nurse's discretion.

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

Meals

KSTAR students who participate in the independent living apartment are given a weekly budget of \$60 for lunch and dinner. Students are responsible for meal planning and shopping for food for the week.

Students may opt to get breakfast from the cafeteria at 7:30 in the morning or make/purchase their own breakfast. Students must make, pack, and bring lunch to KSTAR each day. A fridge and microwave are provided for students to store and warm up meals. Please be sure to pack any needed items (utensils, napkins, etc.). Students must make their own dinners in the KSTAR apartment.

*Note: Students are able to get all meals from the cafeteria during the first week, last week, and select short weeks during the school year. Students will be required to pass kitchen safety assessments prior to cooking in the apartment.

Transportation

KSTAR students are responsible for arranging their transportation to and from work, school, and any community sites. At the beginning of the KSTAR program, students will be transported to community and work sites by KSD staff. During the program, students will receive training on using the public transportation system. After training, students will be responsible for transporting themselves to and from community and work sites.

Students may participate in the RideKC bus system. A bus stop is provided in front of KSD and goes to various locations in the Johnson County area. This is currently free.

Students may also opt to use private transportation companies such as UBER or LYFT. Students are responsible for the cost of transportation.

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

- KSTAR students may commute to and from campus.
- 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.
- If students need to leave campus, they must get permission from the Principal and Dean of Student Life.
- Students are not permitted to loan their cars to other students or other persons.
- Students are not permitted to have any other students in the car without written permission.
- A KSD vehicle tag must be in sight when parked on campus.

- Before a car is brought to KSD, the following information must be provided to the Security on each student's car:
 - Make/Model of vehicle
 - License number of vehicle
 - Proof of insurance
 - Copy of driver's license

Students may arrange to ride with family members or friends. Students may also walk or ride a bike to locations close by. Transportation plans must be communicated with the Dean of Student Life and the Principal.

KSTAR Curriculum

The purpose of the KSTAR Curriculum is to provide all students with experiences, skills, and activities to help prepare them to function independently after graduation. The following topics and units are taught.

- Person-Centered Planning
- Educational Planning
- Employment Skills
- Self-Determination and Advocacy
- Personal Self-Care and Health
- Personal Finances
- Transportation
- Time Management
- Housing
- Relationships
- Communication
- Leisure and Recreation
- Awareness of Rights and Laws
- Community Resources

KSTAR Expectations

- Arrive at the KSTAR classroom by 8:30 AM. Be responsible for getting up, getting ready, and eating breakfast prior to 8:30 AM.
- Keep a detailed schedule in Google Calendar. Be sure your calendar is shared with the KSTAR teacher, job coaches, principal, apartment coordinator, and dean of student life.
- Use the Remind App to communicate with staff.
- Communicate whereabouts at all times. Receive permission to leave campus. Sign in and sign out when leaving campus.
- Bring a packed lunch with you on a daily basis.
- Keep your workspace and the KSTAR classroom clean.
- Complete KSTAR assignments, tasks, and activities on time.

- Stay on top of your budget. Use your budgeting apps or spreadsheets.
- Obtain a job by October 1st. If not working, attend assigned community service or internship experience for four hours daily (20 hours weekly) until you have obtained a job.
- Meet with your KSTAR teacher on a weekly basis.
- Maintain respect for all individuals and property within the KSTAR program and KSD campus.

Job Coaches

The job coaches are here to help you to be successful on your job. They will help you learn your tasks and understand what is expected of you. It is your job to ask for help when you need it. Job coaches do not work side-by-side with interns all day long. The goal of this program is independence. You are expected to take directions from your supervisor and ask questions when you need help.

Evaluations & Meetings

KSTAR students are formally evaluated weekly by their job coach, KSTAR instructor, and/or supervisor(s). A sample evaluation is provided at the end of this handbook.

KSTAR students meet on a monthly basis with the KSTAR instructor to review performance, assess skills, adjust goals, and discuss needs and resources.

Grades

All classes are pass/fail. Students are graded according to attendance, participation, effort, and improvement on skills and goals.

Apartment Living Skills Training Curriculum

The purpose of the Life Skills Training Curriculum is to provide all students with experiences, skills, and activities to help prepare them to function independently 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

- Advocating for one's rights

Apartment Expectations

- Show responsible independence from 3:00 PM - 4:30 PM and 10:30 PM - 8:00 AM on a daily basis.
- Be in your apartment by curfew (9:30 PM).
- Wake up yourself on time.
- Maintain safety. No flammable materials (candles, incense, etc.). No drugs, alcohol, smoking, or weapons.
- Maintain cleanliness. Random inspections will occur.
- Keep visitors to common areas or living areas of the apartment. Visitors are not allowed in bedrooms or bathrooms for any reason. Lights must be turned on when visitors are present.
- Refrain from physical contact or sexual activity both in the apartment and on KSD grounds.
- Use good daily hygiene.
- Do laundry weekly. Laundry should be done before 10:00 PM.
- Attend mandatory evening workshops as scheduled.
- Communicate schedule with KSTAR Apartment Coordinator.
- Complete weekly menu planning and shopping with a set budget.
- Pay monthly apartment expenses.
- Attend the health center for medication and health needs.
- The Apartment Coordinator may check the apartment at any time to ensure compliance and safety of all students.
- Students will be accountable for any damages in apartments.
- Lost apartment keys will result in a \$25 replacement fee for a new key.
- No personal pets of any kind are allowed in the apartments.

Apartment Expenses

Apartment expenses begin on October 1st.

Rent is due on the first of the month. Rent will start at \$200 per month and may increase during the second semester. Rent should be paid to Sonya in the business office and the receipt should be turned in to the apartment coordinator. Rent money will be deposited in your KSTAR account. There is a grace period for rent until the 5th of the month. After the fifth of the month, a late fee of \$20 will be charged. If rent has not been paid by the first of the following month, students will receive an eviction notice. If rent still has not been paid by the fifteenth of the following month, students will be evicted. This means students will need to move to a dorm room, take financial workshops, complete select tasks, and pay what they owe. Then they may return to their apartment. Rent may increase.

Renter's Insurance is due on the 7th of the month. Renters insurance costs \$10 per month and should be paid to the apartment coordinator. This money will be deposited into students' KSTAR accounts. If any maintenance services are needed within the month and renters insurance has been paid, students will not receive any charges for service. If maintenance services are needed within the month and renters insurance has not been paid, students will receive a bill for services. Renters Insurance is optional

Water & Trash Bill is due on the 14th of the month. Water and trash costs \$20 per month and should be paid to the apartment coordinator. The money will be deposited into students' KSTAR accounts. If the bill has not been paid by the 14th of the month, students will owe a late fee of \$10. The amount of the water bill may increase depending on excessive water usage.

Electric Bill is due on the 20th of the month. Electric costs \$20 per month and should be paid to the apartment coordinator. The money will be deposited into students' KSTAR accounts. If the bill has not been paid by the 20th of the month, students will owe a late fee of \$10. The amount of the electric bill may increase depending on excessive electric usage.

Internet Bill is due on the 24th of the month. Internet costs \$20 per month and should be paid to the apartment coordinator. The money will be deposited into students' KSTAR accounts. If the bill has not been paid by the 24th of the month, students will owe a late fee of \$10.

Note: Students may receive other bills or charges throughout the year to best imitate real-life occurrences and provide students with hands-on experience with independent living. All money collected will be deposited into students' KSTAR accounts. Money in KSTAR accounts will be returned to students upon their exit from the KSTAR program and is to be used to support students in their goals related to educational training, employment, and independent living.

Weapons

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

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

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 and will be referred to the appropriate legal authorities. The superintendent may modify such suspension on a case by case basis.

Drugs and Alcohol

KSD actively promotes a drug-free lifestyle for all students. KSD will provide a variety of drug and alcohol education and prevention programs open to all students. KSD has a cooperative relationship with community education resources and local law enforcement officers.

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 with possession 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. KSTAR students will have an automatic loss of KSTAR privileges.

Harassment, Bullying, & Cyber-Bullying

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

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.

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.

Both cyberbully and bully behavior on KSD property, in a KSD vehicle, at any KSD-sponsored activity or event, and/or through the use of electronic devices, whether on or off campus are strictly prohibited.

Sexual Behaviors

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.

Self Destructive Statements, Behaviors, and Threats

All statements, behaviors and threats to harm one's self or others are considered serious. This includes self-mutilation, suicidal threat, and suicidal attempt.

The SDSBT Intervention Team members consist of the following: Administrator, Counseling staff (School Social Worker, School Psychologist, School Counselor) and the Nurse Manager.

The purpose of the SDSBT Intervention Team is to confer and make decisions on actions to follow in any situation where a student has made self-destructive statements or behaviors and threats to harm the self or others.

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

<p>Low/Medium Risk Immediate Intervention Counselor 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>	<p>High Risk Immediate Intervention Counselor recommends a Mental Health Assessment be completed. Emergency mental health assessment/ treatment: Parents or emergency contact will transport the student to a hospital emergency room or mental health facility. If the parents are not available, two members of the SDSBT Intervention Team transport the student. If the student is uncooperative, the police will be contacted for assistance.</p>
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Per student’s permission, the parents will be contacted by an administrator or a counselor to be informed of the risk assessment, immediate intervention, and will be involved in the development and implementation of a follow-up action plan.

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 SDSBT Intervention Team will make a decision of how to proceed which may include contacting the Olathe police. Also, a report of child neglect and endangerment may be made to the Kansas Department of Children and Families (DCF).

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

Disciplinary Action

In the case where KSTAR students do not demonstrate, through behavior or words, a commitment to the goals and expectations laid out by the KSTAR Program, the KSTAR Team will assess the need for reprimands, suspensions, or exits from the program. KSTAR students who exhibit any of the major behaviors listed below will require a meeting with some or all of the following: KSTAR teacher, transition coordinator, principal, apartment coordinator, dean of student life.

Disciplinary actions may include the following:

1. Verbal Reprimand: Staff may choose to verbally reprimand a student for wrongdoing. Detailed notations of the misbehavior and corrective actions will be discussed with the student. Verbal reprimands are to be noted and placed in a departmental file with a copy given to the student.

2. Written Reprimand: Written reprimands are to detail the violation and a corrective plan, with reasonable timetables for correcting the deficient areas of concern. Reprimands should be presented to the student and copies submitted to the departmental file. All written reprimands will be reviewed with the student at a face-to-face meeting. In addition, written reprimands will be reviewed at the following monthly meeting.

3. Suspension: If violations are severe enough, a student may be suspended. Documentation detailing the violations and any other pertinent information will be provided to the student, their parent/guardian (if applicable), their local school district (if applicable), and other pertinent agencies (if applicable) at a face-to-face meeting. All recommended actions will be discussed and thoroughly reviewed with the student along with a corrective plan of action.

4. Discharge: KSTAR staff, after consultation with the IEP team may recommend the discharge of a student following a conscientious attempt to correct violations.

Note: Action may begin at any step of the process based on the severity of the act(s).

<ul style="list-style-type: none"> ● Alcohol ● Drugs ● Arson ● Bomb Threat ● Combustibles ● Weapons ● Sexual Behavior 	<ul style="list-style-type: none"> ● Contact the police ● Automatically exit the program
<ul style="list-style-type: none"> ● Harassment ● Bullying /Cyberbullying ● Sexting ● Theft ● Tobacco / Vaping ● Defiance / Disrespect ● Non-Compliance ● Lying ● Inappropriate Language ● Physical Contact ● Unexcused Absences ● Excessive Tardiness ● Vandalism / Property Damage ● Property/Technology Misuse 	<ul style="list-style-type: none"> ● Refer for additional support ● Student contract ● Possibly exit the program

KSTAR - Internship or Worksite Contract

I understand that I, as an intern or employee representing the KSTAR program at Kansas School for the Deaf, must abide by the following terms and conditions:

- I understand that the purpose of this program is to develop transferable vocational skills that will increase my employability.
- I understand that I am not guaranteed a placement at a specific jobsite or environment.
- I understand that I am not guaranteed a “paid” placement.
- I understand the importance of attendance to my work performance and understand that unexcused absences could result in termination from a placement or this program. I will attend the program every day from 8:00-3:10 (when scheduled). I will be punctual about arrival times and about scheduled and allotted breaks.
- I will call my instructor and supervisor(s) when I am absent or tardy. I will inform my instructor and supervisor(s) in advance of appointments and complete a time off request form. I understand that my parents/guardians are not responsible for contacting my instructor and supervisor(s).
- I will make up any assignments missed due to absences.
- I will dress appropriately, wear the required uniform, and maintain proper personal hygiene and grooming.
- I will be responsible for arranging transportation to and from work and community sites.
- I will eat breakfast and do self care prior to arriving at KSTAR. I will also bring a packed lunch every day.
- I will attend monthly meetings with my instructor to review my performance. I will attend and participate in scheduled meetings with my team.
- I will follow the rules of the KSD’s business partnerships, community sites, and work sites.
- I will actively seek competitive employment.
- I will have my own active personal phone with me at all times. I will use the Remind App to contact KSTAR Staff.
- I will maintain professional behavior and a positive image on and off campus, particularly when at work and community sites.
- I will communicate any work related questions or concerns with my instructor, job coach, and supervisor(s) so that we can resolve issues using a team approach.
- I understand that I am ultimately responsible for my own success.

I have read the above terms and conditions and agree to accept my placement as an intern or employee via the KSTAR program at KSD. I understand that I may be asked to leave my worksite or the KSTAR program if I fail to follow the terms and conditions.

Student Signature: _____ Date: _____

Guardian Signature*: _____ Date: _____

Transportation Consent and Release

Please review the transportation options listed below and check all those that are acceptable for you.

- Ride to and from community and work sites on school authorized vehicles.
- Ride with his/her parent or guardian (if arrangements have been made in advance).
- Ride with another licensed driver (i.e., friend, coworker, another adult, etc.).
- Drive myself (if the student is at least 16 years of age and is a licensed driver with a vehicle).
- Use RideKC's Microtransit program (location to location; costs \$1.50 per ride)
- Use RideKC's Bus system (limited routes and locations; free)
- Use private transportation companies (such as UBER, LYFT, etc.)
- Other (please specify) _____

I understand that the purpose of this program is to help students gain independence. I understand that students will be able to utilize transportation provided by the school for a period of time until they are trained to use other forms of transportation. Once trained, students are encouraged to arrange and utilize other forms of transportation. For valuable consideration, the receipt of which is hereby acknowledged, I knowingly and voluntarily release and forever discharge Kansas School for the Deaf and the members of its Board of Education, its employees and agents from any and all liability, actions, lawsuits, claims, demands and expenses resulting, directly or indirectly, from loss of life, personal injuries, property damage, or other damage suffered while traveling to or from community and work sites by transportation other than a school authorized vehicle.

Student Signature: _____

Date: _____

Guardian Signature*: _____

Date: _____

KSTAR Photo and Video Release Form

Periodically we have requests for KSTAR students to have their pictures or video taken to be used for release to newspaper, television and other publications, or for use on websites or social media accounts, for the purpose of promoting educational programs.

I am 18 years of age or older and give consent for my picture or video to be taken to publicize the KSTAR program, KSD's business partnerships, or for other educational purposes. I understand this information is permanent, and that we will not be contacted further regarding this. I understand the photo or video may be used beyond the current year.

Name: _____

Signature: _____ Date: _____

Acknowledgement of the KSTAR Program Handbook

I have received, reviewed, understand, and agree to follow the KSTAR Program Handbook.

Student Name: _____

Student Signature: _____ Date: _____

Guardian Signature*: _____ Date: _____

STUDENT PERFORMANCE EVALUATION

Student Name:

Job Location & Title:

Evaluation Date:

Staff Completing Evaluation:

N/O	N/A	1	2	3
Not Observed	Not Applicable	Needs Improvement	Meets Expectations	Exceeds Expectations
		Falls short of performance expectations and standards. Several errors are made and/or errors are repetitive. Requires additional supervision and follow up.	Consistently meets performance expectations and standards. Errors are minimal and seldom repeated. Requires normal supervision and follow up.	Consistently exceeds performance expectations and standards. Errors are rare. Requires normal supervision and follow up.

QUALITY OF WORK:

- Demonstrates an understanding of day-to-day work assignments
- Follows instructions
- Is attentive to detail and thorough in completing tasks; is accurate and consistent
- Exercises good judgment and makes appropriate decisions in performance of duties

QUANTITY OF WORK:

- Works effectively and efficiently
- Completes work assignments/duties/tasks on time
- Seeks or asks for additional tasks when assigned tasks are completed
- Able to handle multiple tasks and/or projects

WORK HABITS:

- Displays interest and takes initiative in performance of job duties
- Open to constructive feedback and adjusts to change
- Demonstrates a positive work attitude
- Willingly acquires new skills and learns new procedures
- Displays ability to work independently
- Keeps supervisor informed regarding work assignments, finished projects, etc.
- Actively seeks to assist others as time and responsibilities permit
- Strives to continually improve performance
- Works effectively with supervisor, staff members, and peers

PROFESSIONALISM:

- _____ Shows strong punctuality and attendance
- _____ Adheres to work times (scheduled breaks)
- _____ Communicates absences, appointments, needs, and questions formally via email
- _____ Adheres to worksite policies and procedures; takes proper care of equipment/facilities
- _____ Uses appropriate dress and appearance; follows dress code or uniform requirements
- _____ Conducts self professionally

AREAS OF STRENGTH:

AREAS NEEDING IMPROVEMENT:

SUPERVISOR COMMENTS:

GOALS:

By signing this form, you confirm that you have discussed this review with your job coach, teacher, or supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.

Student Signature

Evaluator Signature

Date

Date

Time Off Request Form

Name: _____ Date: _____

Date(s) of Absence(s): _____

Reason for Absence(s):

Medical/Doctor Appointment

Personal

Other (please describe) _____

I will make up for my missed assignment(s) provided my KSTAR instructor and supervisor(s) in a timely manner.

Student Signature

Date

Time-Off Request Approved

Yes

No

Instructor Signature: _____

Date: _____