

***Kansas School for the Deaf  
Middle & High School  
Student Handbook***



***2023-2024***

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!

Joelle Allen and Mary Hughes  
Secondary Principal and Dean of Student Life

*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.*

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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**

### **Accreditation**

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 A: Recommendations for Optimal Communication Practices Outside of the Classroom Setting.)



## **INDIVIDUALIZED EDUCATION PROGRAM**

The Individualized Educational Program (IEP) is a written statement of the special education and related services needed based on a student's current level of functioning. It assigns responsibility for the delivery of these services, sets forth the anticipated change in the student'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
- 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

## **Students' Rights at Age 18**

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

## **Conferences**

Students are free to confer with teachers at a time convenient for both. Parents may schedule conferences with teachers by calling the school office or by contacting teachers directly. Building-wide parent-teacher conferences are scheduled once each semester.

## **SECONDARY SCHOOL BELL SCHEDULE**

### **Monday - Tuesday**

Period	1	8:00	8:46
Period	2	8:50	9:36
Period	3	9:40	10:26
Period	4	10:30	11:16
LUNCH		11:20	11:55
Period	5	11:59	12:52
Period	6	12:56	1:49
Period	7	1:53	2:46
PRIDE		2:50	3:10

### **Wednesday**

Period	1	8:00	9:30
Period	3	9:34	11:04
LUNCH		11:08	11:38
Period	5	11:42	1:12
Period	7	1:16	2:46
PRIDE		2:50	3:10

### **Thursday**

Period	2	8:00	9:30
Seminar		9:34	11:04
LUNCH		11:08	11:38
Period	4	11:42	1:12
Period	6	1:16	2:46
PRIDE		2:50	3:10

### **Friday**

Period	1	8:00	8:46
Period	2	8:50	9:36
Period	3	9:40	10:26
Period	4	10:30	11:16
LUNCH		11:20	11:55
Period	5	11:59	12:52
Period	6	12:56	1:49
Period	7	1:53	2:46
PRIDE		2:50	3:10

# **ATTENDANCE POLICY**

## **Philosophy**

A high correlation exists between regular attendance and success in school. It is expected that each student will attend all classes every day. The primary responsibility for attendance rests with the student and parent.

## **Procedure**

If a student must miss classes, parents or students who have reached the age of majority are asked to call the Secondary Office at 913-210-8132 or or email the Secondary Office at [secondaryoffice@kssdb.org](mailto:secondaryoffice@kssdb.org) in advance of the absence or by 9:00 AM on the day of the absence. If a call has not been received but an absence has been noted, an effort will be made by staff to contact the parent/guardian regarding the absence. It is the responsibility of the parent/guardian to contact the school no later than 4:00 PM on the day of the absence in order to excuse the student. The Secondary Office is open between the hours of 7:30 AM and 4:00 PM. A messaging system is always available anytime outside of the designated hours.

When explaining a student absence, please include the following information:

- Student's full name
- Date of absence
- Reason for absence
- Intended arrival or departure time
- Whether or when the student will return to school

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

## **Daily Attendance Procedures**

- Breakfast is available in the cafeteria beginning at 7:30 AM. The school building opens at 7:55 AM. Any student who arrives before 7:55 AM should be dropped off at the front of the Roth building and should proceed to the cafeteria.

- The secondary office is open and will receive calls, emails, and appointments from 7:30 AM to 4:00 PM.
- Students who arrive past 8:00 AM should stop in the secondary office to sign in and to receive a pass to go to their class. Any late arrival outside of late buses require contact from a parent/guardian in order to be excused.
- KSD has a closed campus policy. Students are not allowed off campus without permission from the office. 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. 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. Failure to sign out of the building will result in an unexcused absence and possible further disciplinary consequences.
- If a student becomes ill during the school day, the student must sign out through the nurse's office. 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. The nurse will notify the secondary office.
- Students must leave the building by 3:15 on school days unless under the direct supervision of a teacher or sponsor.

### **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 member of the family 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 building administration
- In-school and out-of-school suspensions

Students who return to school from an absence due to illness 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, students 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.

### **Unexcused Absences**

According to School Board policy, an unexcused absence is one, which has been classified as such by the building administration. An absence will be classified unexcused if it does not fit one of the Board's eight (8) stated reasons for excusable absence or if the student and the parent or legal guardian does not follow the building attendance procedure.

Students who have an unexcused absence will be ineligible for any activity that evening unless circumstances warrant this rule being waived by the Principal. This includes sporting events, club meetings, and other extracurricular activities. Day students that come to campus after missing school will be asked to leave.

### **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 or after school to collect these information/instructions.

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

Teachers often give long-term assignments and set due dates several weeks in advance. If a student attends class up to the due 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 he/she may keep up with the material covered.

### **Tardies**

Promptness to class is needed to ensure a desirable academic climate. A student is tardy when entering the classroom after the designated start time and/or fails to meet the class arrival expectations of the classroom teacher. Tardies are accumulated by quarter.

Tardies will be handled as follows:

- First period tardies will be handled by the secondary office.
- All other tardies will be handled by the classroom teacher.
- When a student is tardy, it will be documented in PowerSchool.
- Excessive tardies may result in disciplinary consequences which may include the following: an office referral; parent contact; conference with an administrator; missing special activities to make up missed class time; assignment of lunch or after school make-up time; or further action at the discretion of the Principal.

## **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

Regular school attendance is the combined responsibility of parents, students and school personnel.

# **SECONDARY PROGRAM GUIDELINES**

## **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 .....	4 Credits
Social Studies .....	3 Credits
Science .....	3 Credits
Mathematics .....	3 Credits
Communication.....	1 Credit
Physical Education .....	.5 Credit
Health.....	.5 Credit
Personal Finance.....	.5 Credit
Fine Arts .....	1 Credit
Deaf Studies .....	.5 Credit
American Sign Language .....	1.5 Credits
Individual Plan of Study Courses .....	5.5 Credits
<b>Total Credits</b>	<b>25</b>

Eight (4) 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 courses at Olathe North high school, depending on their area of interest. Students also have the option of taking classes at their neighborhood school in conjunction with KSD's educational program.

## **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.

### **Schedules and Schedule Changes**

Schedules are available on PowerSchool prior to the first day of class. A printed schedule can be made available via the secondary office. Any schedule changes must occur within the first two weeks of the semester and must be approved by the transition coordinator and the principal. After the two week period is up, schedule changes may not happen.

### **Grading Criteria**

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	

An “I” or incomplete grade indicates that the student has not completed the required work of the grading period. To obtain a grade of “I”, a student must obtain the teacher’s and principal’s permission to turn in required work at a later time. A grade of “I” may be converted to “F” if the required work is not completed within an agreed upon time frame, no more than two weeks after the grading period ends.

### **Academic Intervention**

Grade screens are conducted on a weekly basis. Each Thursday afternoon, student grades are screened to determine place students in the following zones. Students begin placement in zones on Fridays and remain placed in zones until the following Thursday.

The Green Zone is for students who have Cs and above in all classes. Students do not need academic tutoring but may always opt to ask for tutoring if they wish.

The Yellow Zone is for students who have a D grade in no more than two classes. Academic tutoring is recommended, but not required, for these students.

The Orange Zone is for students who have more than two D grades, no more than one F grade, or a combination of both. Tutoring will be required of students, but it is the student’s responsibility to seek tutoring help from teachers. If a student remains in the orange zone for more than a week, a BEST team referral will be made.

The Red Zone is for students who have two or more F grades. BEST team referrals will be made, and students will be suspended from extracurricular activities. This includes athletics, student body council, competitions, clubs, teams, and organizations.

Tutoring is provided after school and, at times, during seminar periods, PRIDE periods, and special activity periods. Teachers will provide support to students struggling with courses or academic concepts and assignments. Students are encouraged to take advantage of this opportunity. Students in the orange and red zones are required to see their teacher(s) for assistance.

### **Semester Eligibility**

A student placed on the APR list during a semester will automatically be released the following semester 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 extracurricular activities (athletics, clubs, teams, and organizations) during the following semester.

## 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

## Honor Roll Criteria

The honor rolls are compiled after each quarter and students are recognized on a semester basis for achieving honor roll status.

### 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 when students have earned the following credits:

Sophomore	6 credits
Junior	12 credits
Senior	18 credits

## Valedictorian/Salutatorian Selection Criteria

### Valedictorian

- First-ranked academic student following Kansas College and Career Readiness Standards (KCCRS)
- Must have a cumulative GPA of 3.0 or higher
- Cumulative GPA will be determined at the end of 1<sup>st</sup> semester of the senior year
- 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** first-ranked ranked academic student following at least 40% KCCRS
- Must have a cumulative GPA of 3.0 or higher
- Cumulative GPA will be determined at the end of 1<sup>st</sup> semester of the senior year
- The student must have attended classes at KSD during the last three out of seven high school semesters.

### **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 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.

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 name, address, phone number, transcript, attendance record, grade level, and year completed. Parents or adult students may request the destruction of student records that are not needed to provide educational services.

### **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.

## **GENERAL 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.

### **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 canceled school, their transportation will be canceled 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.

### **Safety Drills**

KSD holds routine fire, tornado, and intruder drills. Students are instructed in drill procedures during the first days of school, and procedures are reviewed with each drill. Students are expected to comply with instructions and treat drills as real instances.

## **Dietary Needs & Food Allergies**

Dietary restrictions or requested meal modifications due to allergies or other medical conditions need to be reported to the health center. If further information is needed to accommodate the special needs from the kitchen, the health center will work with the Food Service Department to clarify specifics with parents/families before a student is served a meal at school.

Due to the possibility of severe peanut / tree nut allergies in our program, the KSD kitchen provides school meals as nut free as possible. Nut products are avoided in any produced item from the kitchen made for school meals. School and classroom events, food served in the dorm, and all other food provided to students outside of the cafeteria should be approved by an administrator to ensure compliance to this policy.

The KSD Food Service Department checks all ingredient labels of purchased items for the meals to ensure, to the best of our ability, they do not contain nut ingredients or processed in a plant that manufactures peanut/tree nut products. However, a pre-packaged peanut butter and jelly sandwich entree option is provided for off side field trip sack lunches IF it is cleared with Food Service Staff that there are no students with allergies attending the trip.

## **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. Students who have reached the age of majority may sign their own permission slips.

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 Fees / Charges**

Class fees are used for expenses such as materials and school activities. Fees are also used to cover class expenses such as spirit week materials, class traditions, caps, gowns, and more. Students in grades 7-12 have class fees of \$30.00 per year.

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. Class fees and charges must be paid off before students are able to receive their diploma from KSD.

## **Student Transportation**

Many school districts provide weekly transportation for their students. When transportation is provided, 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.

## **Bus Services**

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.

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

**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.

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). If a parent wishes for a student to use a rideshare service, the parent needs to provide written permission to the school office with the specific rideshare service and departure time before the student will be permitted to leave in the vehicle.

**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 written parental permission to transport other students. This applies regardless of the age of the driver and the other students.
- Students are not to use their car if enrolled at a mainstreamed program, unless the Secondary 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:
  - Make/Model of vehicle
  - License number of vehicle
  - Parents' written permission to bring and keep the vehicle at KSD
  - Proof of insurance
  - Copy of driver's license

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

- A restriction of the privilege of having or using a car;
- Loss of the privilege of having a car at KSD;
- Other reasonable consequences as determined by Administration

## **Digital Citizenship**

All students need digital citizenship skills to participate fully in their communities and make smart choices online and in life.

### 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, 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.

### Personal and Privately-Owned Device Responsibilities and Access

- 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.
- Recording of others without consent is considered an invasion of privacy and subject to consequences within the KSD code of conduct and with Kansas law enforcement as appropriate.
- All personal devices must be stored in students' backpacks or lockers. Personal devices should not be seen during school hours.
- Students in grades 7-8 are not to use their personal devices at any time during the school day (7:55 AM - 3:10 PM).

- Students in grades 9-12 are not to use their personal devices at any time during the school day (7:55 AM - 3:10 PM) with the exception of the lunch period.
- Residential students are required to drop off their devices in the dormitory teacher's office in the evenings. This is for safekeeping of the devices and to enable the devices to charge overnight. Middle School students are to drop off their devices at 9:00 PM, and high school students are to drop off their devices at 9:30 PM. High school 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

### **Lockers**

The school provides hall lockers for each student. Students are held responsible for the condition of their lockers. 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. Students may bring their own padlocks for lockers. 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.

### **Visitors**

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:

- For your first visit, report to the KSD Security office located at the northeast section of the Roth building to check in. You will need to provide your license/ID. Then you will be directed to the location you wish to go to.
- After your first visit, when visiting the Roberts building, you may go directly to the window outside of the Roberts office, ring the bell, show your ID, and be directed into the building. You will need to sign in and out of the building and will be provided with a visitor's ID tag to use while you are on campus.
- 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.

### **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.

## **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.

## **Psychoeducational 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

## **ASL Tutoring**

Students are assessed in both expressive and receptive ASL using several instruments. After assessment, if determined as a need, expressive and receptive communication goals are then developed for each student's IEP and given to an ASL tutor to begin services. Students may also be referred to take an ASL immersion course. The goals are reviewed each quarter for benchmark completion and reviewed at the next IEP meeting.

## **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 – 12<sup>th</sup> 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 the student does not agree to this or fails to follow the rules, the student will lose the privilege of residing in the dormitory 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 videophone available for incoming and outgoing phone calls. Dormitory Teachers may counsel students about their phone use and 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 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's home during the weekend or during the weekdays. Before the student can visit a friend, the Dean of Student Life or the School Principal must be informed by the parents at least five days before the visit via phone, email, or writing. 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.

**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.**

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.
5. Signature.

For a student to ride in a friend's vehicle, please be sure to inform the Dean of Student Life or Principal 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.

### **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.

### **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).

### **Animals or Pets**

No personal pets of any kind are allowed in the dormitories.

### **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 every bi-weekly. They can be washed at home or in the dormitory. Students will not be permitted to sleep on the bed without sheets and blankets.

### **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. 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:
  - Obtain Dormitory Teacher permission
  - Sign out of their dorm to go to the other
  - Visits are permitted at certain times. These vary depending on activities.
  - Visitors may not enter bedrooms. Visitors are permitted in the living room only.
  - Dormitory Teachers can stop the visit at any time

### **Off-Campus/Unchaperoned Socialization Guidelines**

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.

### **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, a snack bar, and time in the Foltz 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.

### **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. Students who are under the age of 17 will not be permitted to watch anything above PG-13. Students who are under the age of 13 submit parental permission to view PG-13 movies.

### **Video Games**

M-Rated video games, no matter what a student's age, are not permitted at the dormitory.

### **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 7-12: The suggested minimum amount for allowance every two (2) weeks is \$30.00.

### **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 the decision. On the form, parents indicate which church their child should attend or, again, if their child can make the choice. Parents are welcome to check with the particular church staff regarding their child's church attendance.

## **Field Trips & Activities**

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.

## **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.

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.

Generally, athletic activities begin at 3:30 p.m. All eligible middle school and high school students may participate in sports. Athletes who participate in sports are expected to maintain good sportsmanship on the field and in the classroom. All cheerleaders and athletes must have passed a physical examination and have a physical form signed and dated by a physician on file before participating in practice. (Physicals must be

completed after May 1<sup>st</sup> of the previous year.) All athletes must have written permission from their parents or legal guardian before participating in sports.

KSD offers the following interscholastic programs within specific grade ranges:

### **Fall Sports**

- 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**

- 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**

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

### **KSHSAA Regulations**

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



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

## **Eligibility**

In addition to the KSHSAA eligibility requirements, KSD also expects students to maintain strong grades and an acceptable academic citizenship within the athletic season. Students who are in the Red Zone of the academic intervention progress report are suspended from practice and competitions. Students must be enrolled as a full or part-time student at Kansas School for the Deaf.

The disciplinary procedure for the athletics department 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 class activities, clubs, and others. All students participating in extracurricular activities will be expected to follow the same procedure as outlined in the Eligibility section above. Student Body Council officers will follow the SBC Constitution and Bylaws to determine eligibility.

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 Activities**

Battle of the Books: Students are able to participate in a team reading competition held by Gallaudet University.

Math Bowl: Students are able to participate in an individual and team math competition held by Rochester Institute of Technology.

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

Robotics Club: The robotics club uses VEX robotics systems to create and program robots to meet various challenges. The club competes in a nationwide competition for deaf students and schools.

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

Freshman Class

Sophomore Class

Junior Class

Senior Class

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

Robotics Club: The robotics club uses VEX robotics systems to create and program robots to meet various challenges. The club competes in a nationwide competition for deaf students and schools.

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.

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. Pants must be worn no lower than the hip bone.
4. All clothing should be appropriate in length, fit, and modest. Clothing that is deemed suggestive and distracting to the learning environment is prohibited.
5. 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
  - See-through clothing
  - Spaghetti or thin strap tops
  - Sleeveless jerseys or shirts
  - Bare-midriff shirts
  - Items that cover students' faces (outside of masks for health reasons)
  - Items that cover students' hands

### **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.

### **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
- 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.
- Students are not to order fast food or bring fast food to school.
  - Soda is not to be consumed during the school day, except for special events with staff approval.

### **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:
  - Always shower before swimming.
  - Walk around the pool, no running.

## **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](http://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](http://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.

### **School Resource Officer**

KSD has a school resource officer on campus throughout the school day and at special events. The SRO conducts classroom instruction, investigates law enforcement issues, builds student/parent relationships, enforces and investigates criminal and traffic violations on and near campus, and provides support to school administration, staff, parents, and students.

### **Student/Police Interaction**

When police request a meeting with a student who is a suspect, and the student is under 14 years of age, they are required to involve parents. For students ages 14-17, they are not required to involve parents.

When police interview students of any age who are not suspects (for example, witnesses or victims), 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.

### **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><b><u>Low/Medium Risk Immediate Intervention</u></b></p> <ul style="list-style-type: none"> <li>● Team member completes a No-Harm Contract with student,</li> <li>● Documents close supervision,</li> <li>● Parent/staff meeting,</li> <li>● Follow-up plan and actions to ensure a safe environment – remove all weapons, poisons, medications, sharp objects or make these items inaccessible.</li> </ul>	<p><b><u>High Risk Immediate Intervention</u></b></p> <ul style="list-style-type: none"> <li>● Team member recommends a mental health assessment be completed.</li> <li>● The parent is contacted by a team member.</li> <li>● Emergency mental health assessment/treatment: Parents transport the student to a hospital emergency room or mental health facility.</li> <li>● If the parents are not available, KSD designee transports the student.</li> <li>● If the student is uncooperative, the police will be contacted for assistance.</li> </ul>
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### **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.

## DISCIPLINE

### Types of Infractions

Infractions can be considered minor or major. Minor infractions are handled by classroom teachers, support staff, and dorm staff. Parents/guardians will be contacted about repeat minor infractions by teachers and staff. Major infractions are handled by KSD administration. Parents/guardians will be contacted about each infraction by an administrator.

Minor consequences may include loss of privilege(s), time out or detention, conferences, parent contact, individualized instruction, restitution, skills coaching or targeted instruction, think sheets, restorative practice, and/or other appropriate alternatives. Classroom teachers, support staff, and dorm staff will contact parents/guardians about repeat minor infractions.

Major consequences may include loss of privilege(s), time out or detention, conferences, restitution, skills coaching or targeted instruction, restorative practice, parent contact, police contact, suspension, removal from extracurricular activities, community service, referral for BEST meeting, referral for mental health or counseling services, referral for additional support services, and/or other appropriate alternatives. KSD administration will contact parents/guardians about major infractions.

<b>LEVEL 1 BEHAVIORS</b>	<b>LEVEL 2 BEHAVIORS</b>	<b>LEVEL 3 BEHAVIORS</b>	<b>LEVEL 4 BEHAVIORS</b>
Behaviors that cause <u>minor</u> disruptions to the academic or student life	Behaviors that cause <u>significant</u> disruption to the academic or student life	Behaviors that cause <u>substantial</u> disruption to the academic or student life	Behaviors that are <u>illegal</u> and require immediate action and <u>disciplinary response by a KSD</u>

environment. Behaviors result in <u>disciplinary responses by teachers or staff members</u> . Disciplinary responses may be elevated to administrative response if they are not successfully abated.	environment. Behaviors result in the need to contact KSD administration and require <u>disciplinary response by a KSD administrator</u> .	environment. Behaviors result in the need to contact KSD administration and require <u>disciplinary response by a KSD administrator</u> .	<u>administrator</u> and also <u>police contact</u> .
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Administration has the authority to use discretion in enforcing the policies and protocols in the KSD Student Handbook. 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 a student avoid future occurrences/incidents, an IEP meeting will take place.

### **Detention**

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

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

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.
- Student will be unable to participate in any school activities such as game(s) or meet(s) on the day of their one day of ISS or on the day following the day ISS/Lunch Suspensions were assigned.

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

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 PM and will be dismissed at 9:00 PM. 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.

### **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. Students are responsible for contacting their teachers to receive make-up assignments. 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.

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

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.
- c. In some cases, KSD will recommend a long-term suspension through a due process hearing.

## **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 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). 2<sup>nd</sup> 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.

1<sup>st</sup> Offense: 3 days out of school suspension and referral to outside resources

2<sup>nd</sup> Offense: 5 days out of school suspension

3<sup>rd</sup> 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.

### **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.

## APPENDIX

### APPENDIX A

#### **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:

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

#### 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.