

Tri-City Day School

Derby-Haysville-Mulvane

STUDENT/PARENT HANDBOOK 2011 – 2012



**250 E. Grand
Haysville, KS 67060
(316) 554-2324 phone
(316) 554-2323 fax**

“Every Child Matters.”

TABLE OF CONTENTS

Academic Curriculum	8
Address	7
Arrival & Departure Time.....	12
Attendance Policy	18
Behavior Modification	20
Breakfast & Lunch	13
Board of Education Members	6
Bus & Van Regulations.....	12
School Reach Phone System.....	14
Care of School Property	13
Clinical Services	11
Computer & Internet Policy	22
Crisis Plan	13
Deliveries to School	15
Director's Welcome	4
Discipline and Corrective Procedures	20
Dress Code	17
Drug Free Schools and Communities.....	26
Early Release	15
Earning School Credits	8
Electronic Devices	22
Eligibility for Sports.....	14
Emergency Drills	14
Enrollment Fees	7
Excessive Absences	19
Excessive Tardies.....	19
Exchange or Sale of Articles.....	22
Excused Absences.....	18
Family Educational Rights & Privacy.....	4
Field Trips.....	15
Fighting-Hazing-Bullying.....	25
First Aid	17
Gang Policy.....	26
General Information	11
Grade Cards	16
Graduation Requirements	8
Hours.....	7
Inclement Weather	14
Illness during the Day	17
Infraction Definitions	24
In-School Suspension (ISS)	23
Intake Procedure	11
KS School Safety and Security	21
Leaving the Building.....	19
Level System.....	20
Make-Up Work	19
Medication and Health Services.....	16
Mission Statements	5

Money	22
Notice of Non Discrimination	4
Out-Of-School Suspension (OSS).....	23
Parent handbook return receipt form.....	29
Party Invitations	15
PBIS	20
Personal Property	22
Philosophy and Belief Statements.....	5
Philosophy of Parent Involvement	7
Phone Use	17
Physical Management	21
Point Sheets.....	20
Program Placement	10
Psychiatric Crisis	22
Racial Harassment.....	25
Safety Hotline	16
Searches	22
Security Resource Officer - SRO	21
Sexual Harassment	26
Special & Seasonal Activities	16
Staff.....	6
Student Discipline Policies	23
Students of Legal Age.....	19
Suspensions or Expulsion	23
Tardy Policy.....	19
Tobacco	27
Transportation	11
Truancy	19
Unexcused Absences.....	19
Visitors.....	17
Volunteers	17

Welcome to Tri-City Day School!

Tri-City Day School was established through the mutual cooperation of three school districts-- Derby, Haysville, and Mulvane-- to meet the diverse and unique emotional and mental health needs of their students. Tri-City Day School is a special day school that combines therapeutic supports in addition to traditional educational programs. All students that attend Tri-City Day School have been identified according to the Individual with Disabilities Education Act (IDEA) criterion as needing special education services. Therefore, placement in the program is determined through a student's Individual Education Plan.

This handbook has been prepared to enable students and their parent(s) and/or guardian(s) to understand the procedures, policies, and regulations of the Tri-City Day School. This handbook is not intended to be an all-inclusive listing of rules and regulations. Items that fall outside those listed in this handbook will be handled at the discretion of the administration.

We are committed to providing our students with quality educational programs that meet behavioral, emotional and mental health needs. We encourage all students and families to pursue and participate in needed services and programs. The IEP team will devise an individualized plan that will address the barriers that are affecting each student's learning. The staff at Tri-City Day School is dedicated to working with you and your child to experience success in school. Every effort will be made to recognize the human dignity and worth of each individual student attending Tri-City Day School. To the best of our ability, the rights of both students and personnel will be protected.

We welcome you and your child to the Tri-City Day School.

Sincerely,

Gina Keirns, M.Ed
Administrator

Notice of Non Discrimination

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional agreements with Unified School District #261 are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission to, access to, treatment of, or employment in its programs and activities. Any person having inquiries concerning Unified School District #261's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Dr. Daniel Stiffler, at 1745 W. Grand Avenue, Haysville, Kansas, 67060, 316-554-2206. Dr Daniel Stiffler, Director of Personnel has been designated by Unified School District #261 to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Title VI, Title IX, or Section 504.

Family Educational Rights and Privacy Act & KAS 91-12-44, 45, 4

Under the provisions of the Family Educational Rights and Privacy Act (FERPA) parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records, which are kept and maintained by the school. In accordance with FERPA, you are required to be notified of those rights that include the following:

1. Right to inspect and review records; or to have their representative inspect and review records and possibly make copies of those records except those that are specifically exempted;
2. Right to be informed of all types and locations of records being collected, maintained or used by the agency;
3. Right to a response to reasonable requests for an explanation on any item in the records;
4. Right to ask for an amendment of any record on the grounds it is inaccurate, misleading, or violates privacy rights;
5. Right to hearing if the agency refuses to make a requested amendment;
6. Right to enter into records your comments or reasons for disagreeing with the hearing decision;
7. The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exceptions.
8. Right to be informed before information in their child's file is to be destroyed;
9. Right to be told to whom information has been disclosed;

10. Student's Rights Policy. The rights accorded to the parent and the rights of permission and consent are accorded to only the student provided that he/she:
 - A. is married or declared emancipated by the court, or
 - B. has attained 18 years of age and has not been legally adjudicated to be an incapacitated person.
11. The rights to file a complaint with the Family Policy and Regulations Office at the U.S Department of Education 400 Maryland Ave. SW, MES, Room 4074, Washington, D.C. 20202, if you believe Tri-City Day School has failed to comply with FERPA's requirements.
12. The right to obtain a copy of Tri-City Day School policies for complying with FERPA. A copy may be obtained from your school office or by contacting the Human Resources Office at 1745 W. Grand, Haysville, KS 67060.

District Mission Statement

The mission of the Haysville Public Schools, through professional learning communities, it to provide effective instruction so all students learn and achieve to high levels.

Tri-City Day School Mission Statement

The mission of Tri-City Day School is to ensure that all students acquire knowledge by focusing on their individual program to learn and utilize skills that will promote success at continuing stages of their lives.

1. Provide a safe and supportive learning environment.
2. Design specific individualized educational programs to meet each student's needs.
3. Provide all students the opportunity to acquire the necessary skills to function successfully in a general/traditional school building.
4. Collaborate with agencies and individuals involved with each student to ensure the provision of needed services.
5. Encourage families to follow through with necessary contacts and recommendations regarding community resources.
6. Return the student to their local traditional school programs as soon as the student is able to demonstrate the necessary skills.

Philosophy and Belief Statements

Tri-City Day School has a continuing commitment to promote the success of each student in the area of social skills, personal mental health, academics, peer relations, and family relations in spite of any and all barriers. Program staff will foster the development of a workable self-image, development of positive feelings, and mastery of social skills, behavioral skills, and academic tasks as well as a sense of independence and generosity. We encourage students to develop consistent skills within their abilities. Staff will work to help each child discover their unique gifts and to share those gifts with others. We encourage students to express themselves appropriately, effectively and creatively. One component of the program is to develop consistent behaviors that are required to meet classroom expectations in the general-traditional school building so that reintegration can take place when the student is ready. The day school program encourages parents to be co-responsible for their child's education and well-being.

It is the desire of Tri-City Day School staff to establish a trusting relationship among students, families and community agencies with which we work. Staff is aware of current research and will use most efficient practices and strategies for students as agreed upon as a part of the student's individualized education program. We will analyze and share academic and behavioral information with the student, parents, designated IEP team members, court ordered personnel, and home school teacher(s). This information will be used in program development to best serve the student. Instruction will be individualized so that chances for success are maximized. Efforts will be made to communicate with available community resources. The students will be given opportunities to learn and use appropriate social skills, which could improve their chances for success at home, school and in the community.

Board of Education Members

Susan Walston - President
Glenn Crum
Greg Fenster
Forrest Hummel
Regina Schutt
Barbara Walters
Emily Davis
Dr. John Burke – Superintendent

Tri-City Day School Directors

Becky Cezar - Haysville
Gay Younkin - Mulvane
Doug Anderson - Derby

Tri-City Day School Staff

Gina Keirns – Administrator
Nichole Burns - Secretary
Jennifer Arellano – Licensed Specialist Clinical Social Worker
Anne Lee – Social Work Intern

Teaching Staff:

Michelle Groh – Special Education Teacher & IEP Case Manager
Joshua Kelly –Special Education Teacher & IEP Case Manager
Pam Kennedy –Special Education Teacher & IEP Case Manager
Karon Waters –Special Education Teacher & IEP Case Manager

Behavioral Technicians:

Justin Balderas
Jenn Call
Jacob Kelly
Michelle Kelly
April Knudson
Jeremiah Walters
Renaë Whetstone
Schreen Williams
Amos White

Nurse

Therapist

Diane Bidwell - Licensed Specialist Clinical Social Worker

Therapy Animals

Lucy Arellano –Therapy Dog

General School Procedures

School Address

Tri-City Day School is in the Hemphill Building, located at 250 E. Grand Avenue in Haysville, KS 67060-1318. The phone number is 554-2324. The fax number is 554-2323.

School Hours and Calendar

Tri-City Day School will follow the USD 261 Haysville calendar. When USD 261 Haysville schools are in session, Tri-City Day School will be in session. Tri-City Day School's hours of operation are from 7:30 a.m. to 2:30 p.m.

Philosophy on Parent Involvement

It is the belief of staff at Tri-City Day School that **parent involvement** will make their child's program more successful.

- Parents should be the single most important influence on the development of their children.
- Students/Parents that are involved in court mandated programs would mutually share decision-making processes as designated by the agency and courts.
- When goals and values of parents and the program staff are not in agreement, there must be an active process of developing cooperation among the team. If we hope to do the best possible job of producing a well-educated student, we must do our best to ensure that both will eventually be in final agreement.
- Mutual agreement means that mutual development, enforcement, and support of the program will occur.
- Students, parents and program staff will be responsible for successes and failures.

Our philosophy is that:

- Parents have a right and a responsibility to be part of their child's educational program.
- Parents must not be excluded. Additional paperwork may be required in temporary custody situations so that all parties may work on behalf of the student.
- Program staff has the expertise needed to develop the proper achievement for each student.
- The education system must be in line with the needs of the student and within compliance of legal policies and procedures of the State of Kansas and IDEA.

Thus, we believe that:

- When a parent understands the reasons for the actions of staff, the more likely the action is to have successful results.
- A student is more likely to progress when there is compliance with policies and procedures and written records and documents are maintained.
- When the purpose of a new program is applied to real life everyday situations, there is a significant increase in the learning of the material that has been presented.
- Goals that lead to improvement in self-image are more likely to be sustained.
- Support from parents, community and the program staff is necessary for change.
- Appropriate follow-through with community resources will provide increased support for student success.

Enrollment Fees

Tri-City Day School is a temporary therapeutic day school, and all students are regarded as being a student of their local school. Therefore, parents are to enroll their child in their local home school district as they would if the child were attending that school. Fees required at the student's school are to be paid to the local school district. In addition to completing the necessary enrollment forms at the student's home school, there are additional enrollment forms to be signed at the Tri-City Day School. There are no additional fees for attending Tri-City Day School. Parents will be given a detailed list of supplies prior to the start of attendance at Tri-City Day School.

Since all students are considered a student in their home school, they are expected to adhere to the policies and procedures set forth by their home school district in addition to the policies and procedures at Tri-City Day School. This includes policies and procedures regarding the following:

- Textbook rental fees and any other local school fees
- Residency requirements
- Kansas certificate of immunization, health assessment, and proof of identity
- Storage of transcripts & records
- Graduation requirements
- Grade placement

- Class rank
- Participation in athletics and other extracurricular activities

Academic Curriculum

The focus of instruction at Tri-City Day School is to assist students in acquiring academics, social/emotional, vocational, and independent living skills. Each student's program is designed to meet his or her individual educational needs.

Tri-City Day School's goal is to help the student make the necessary changes that will allow him or her to successfully return to their local school. All students are assessed upon arrival at Tri-City Day School to determine their current educational strengths and deficits. Their educational program is then individualized to accommodate their special needs. Lessons are planned to assist students in meeting any IEP goals and objectives.

Earning School Credits

Students attending Tri-City Day School are enrolled in their local high school. Students will have the opportunity to earn credits toward graduation by obtaining passing grades in traditionally taught classes at Tri-City or via Virtual Prescriptive Learning (VPL). Excessive absences can impact whether a student will receive credit for work completed in class. Failure to complete assignments or other related assigned tasks will contribute to failing grades, thus no credit.

While Tri-City Day School high school students will be expected to meet the credit requirement of their local high school to receive their diploma, beginning the 2008-09 school year, credits will be submitted quarterly, rather than only bi-annually to each high school.

Graduation Requirements

Students will follow their local school graduation requirements.

DERBY HIGH SCHOOL

A total of 25 credits are required for graduation and must include:

4 credits in Language Arts

3 credits in Social Studies, to include:

1 credit US History

½ credit US Government

1 credit World History or AP European History

(Students should enroll in World History 1450-1914 and World History 1914-Present during their sophomore year to meet this requirement.)

½ credit Social Studies Elective

(ROTC 1 first semester only will count as ½ Social Studies elective credit.)

3 credits in Mathematics

1 credit of Math must be Algebra 1 or Integrated Math 1

General Math, Math Lab, Math Fundamentals are elective credit;

They will not count as a math credit

3 credits in Laboratory Science

½ credit Physical Science - Energy

½ credit Physical Science - Matter

1 credit Biology

1 credit any other science course(s)

1 credit in Physical Education/Health, to include:

½ credit in Physical Education Concepts

½ credit in Physical Education activity class

1 credit in Fine Arts

Art, Drama Music, Industrial Technology (See Counselor for additional information.)

10 Elective credits

Elective credits are defined as any class selected in addition to the above required courses.

HAYSVILLE - CAMPUS HIGH SCHOOL

A total of 25 credits are required for graduation:

4 - English

3 - Math

3 - Social Studies

.5 World Studies
1 World History
1 US History
.5 American Government
3 – Science
1 Physical Science
Biology
1 Elective Science
1 – Physical education
1 – Fine Arts
11 - Electives

ALTERNATIVE HIGH SCHOOL (HAYSVILLE HIGH SCHOOL DIPLOMA)

A total of 22 credits are required for graduation:

4 - English
3 – Math, must include Algebra 1
3 - Social Studies
3 – Science, must include Physical Science and Biology
1 – P.E. / Health
1 – Fine Arts
.5 - Computer Applications, (or demonstrated proficiency)
6.5 - Electives

MULVANE HIGH SCHOOL

A total of 24 credits are required for graduation:

4½ - English
1 English 1
1 English 2
1 English 3
1 English 4 or English 4 – advanced
½ Speech
3 – Science
1 Biology
1 Elective Science
1 Elective Science
3 - Social Science
1 World Studies
1 American Studies
1 US Civics / Topics
1 – Physical Education
½ Health
½ PE
1 – Computer Science
½ Word Processing
½ Computer Applications **or** Computer Concepts
3 – Math
1 – Fine Arts
7½ - Electives

Early Graduation

Derby

A student shall submit a request in writing to the principal for permission to graduate early with reasons to support his/her plan and request. A parent or legal guardian of the student must submit a letter in support of the student's written request no later than three months prior to the anticipated completion of the required high school program.

Haysville

Haysville students will be allowed to graduate early, upon completion of 25 credits.

Mulvane

Mulvane students are not allowed to graduate early.

Student Classifications

Derby & Haysville

5 credits =sophomore

11 credits=junior

18 credits=senior

Mulvane

5 credits = sophomore

11 credits = junior

17 credits = senior

Procedures for Placement at Tri-City Day School

Please be aware that placement procedures are designed to provide a generalized outline of considerations in the best interest of serving all students. All students placed with Tri-City Day School are the result of an IEP team decision. The IEP team has carefully reviewed all other placements and program options before considering the restrictive setting that is offered at this site.

1. The special education student must be currently placed in an Inner-related (IR) or Self –contained (SC); Emotional Disturbed (ED) or Behavior Disordered (BD) program at a school in USD 260, USD 261 or USD 263.
2. In spite of the current placement in an Inter-related Room, Resource Room or Self Contained program and follow through on the current Individual Education Plan (IEP), the student still has continuing behavioral and emotional issues that are preventing the student from being successful.
3. The Building Principal will contact their local district’s Special Education Director who will contact the Tri-City Day School Administrator for a consultation.
4. The potential Tri-City Day School student will be observed and Tri-City Day School staff will complete a functional behavioral assessment.
5. Tri-City Day School staff will consult and collaborate with the local school IEP team to:
 - a. Devise a new or revise an existing Behavior Plan
 - b. Consider other options
 - c. Consider coordination with other outside agencies if needed
6. The new plan will be implemented and monitored for two to six weeks.
7. If the revised or new plan is ineffective, then a referral may be made to Tri-city Day School.
8. Once the student is accepted at Tri-City Day School the following will be completed:
 - a. Tri-City Day School Referral Procedure Form
 - b. Convene the IEP Team meeting at Tri-City Day School (typically includes the parents, local Special Education Director or their designee, Tri-City Day School staff, related community and/or court-mandated individuals). During this meeting the following are typically accomplished:

1. The IEP is rewritten to include any new information and the change of placement.
2. The student and family are oriented to Tri-Day School procedures and rules.
3. All Paperwork/forms for Tri-City Day School and local school district are completed.

Intake Procedure

Every morning each student will complete an “intake.” This procedure includes an assessment of the student’s current mental state, relevant issues from home or the day before, current level status and a possible search of their personal items and person. At this time all coats and other personal items are placed in a personal storage space. In the interest of school safety the following items may NOT remain in the possession of a student while at school: hats, coats, bags, caps, jackets, purses, gloves, bulky outer garments and other head coverings. These items will be placed in the student’s personal closet space as soon as they arrive at school. The school is not responsible for items lost or stolen from personal storage space. Students will not be allowed to keep personal items in the classroom or on their person without specific permission from the teacher and/or Tri-city Day School administrator.

Personal storage spaces are the property of the school and for health and safety reasons are subject to search by the administrator or the administrative designee.

Clinical Services at Tri-City Day School

Tri-City Day School is pleased to be able to provide a therapeutic educational setting for the students in attendance. Students are evaluated for appropriate therapeutic services and are offered those services in addition to the services as designated in their Individual Education Plans (IEP).

Tri-City Day School is staffed with a licensed specialist clinical social worker, building level administrator, certified special education teachers, COMCARE case managers, mental health attendant care workers, Family Consultation therapist, paraprofessionals and therapy animals. Tri-City Day School consists of four classrooms with several grade levels in each room.

In addition to school based services that are provided, Tri-City Day School is pleased to be able to offer other mental health services through the school. The Tri-City Day School program assesses each student for a variety of mental health services (e.g. individual, group, family psychotherapy or counseling, psychosocial skills enhancement) that are indicated for success in the school setting. Services provided by these mental health professionals may have additional charges associated with them. The service providers will explain the details regarding any fees prior to the start of any services provided. Our objective is to address issues that may be resulting in the student’s lack of success in the classroom or other special areas of need.

It is our belief that if a student’s behavior is severe enough to warrant a referral to the Tri-City program, then that student has an obvious problem with his or her emotional and behavioral functioning. Since therapeutic services are a significant part of the program, we feel that the student is more likely to maximize improvement if the family utilizes therapeutic services that are available. Failure to access needed services could be a substantial barrier to student success in our program. Typical areas of therapeutic focus are: issues of self-control, cooperating with authority figures, encouraging pro-social and responsible behavior, learning that one’s actions have consequences, alcohol and drug abuse problems, developing positive goals or other personal issues.

Students who are receiving services from other community agencies or private clinicians can receive services at school to enhance school success. Every effort will be made to coordinate and collaborate the students existing services with their needs at school. Tri-City Day School clinical personnel can also assist parents in obtaining needed services from community Mental Health Center providers and private providers

Records of the clinical services are kept confidential and secure. Access to information is limited to professional staff and is only shared when information will directly assist the professional in working with the child. Information is only shared with outside agencies or individuals when a release of information is signed, or according to existing legal requirements. Parents are notified of any issues that arise during the provision of clinical services, which represent a clear and imminent danger to the child.

General Information

Transportation

All students will be provided with transportation to and from Tri-City Day School. **No other form of transportation will be allowed unless prior arrangements have been made through the administration of Tri-City Day School and agreed upon through the IEP process.** All students are required to be transported to and from the school

through special transportation as provided by the local sending school district. No students will be allowed to use his/her vehicle or bicycle as transportation to and from Tri-City Day School or have his/her car on school grounds or near school grounds for the purpose of student transportation to and from school. Transportation by friends or significant others is highly discouraged and can result in the loss of points/level due to non-compliance with program. Transportation by a parent, family member or friend is highly discouraged for therapeutic reasons.

Exceptions:

- a. Students that are picked up by their parent or designee for the purpose of attending a legitimate appointment (see excused absences).
- b. Parents must pick up students that are ill.

Arrival and departure:

Buses/vans are scheduled to arrive at approximately 7:30 a.m. and leave at approximately 2:30 p.m. If students or parents have any questions regarding specific pick up times and places, they should contact the transportation division of their local school district Haysville – 554-2213, Derby – 788-8450, Mulvane – 777-0501. Students will be assigned bus routes at the beginning of the school year and be given a copy of bus regulations.

Rules and regulations:

It is the right of every pupil being transported to receive this service in the safest possible manner. In order to ensure this, it is necessary for all transported pupils to know and to follow the rules and regulations set forth by the State of Kansas and the Haysville, Derby and Mulvane Boards of Education. Parents of transported pupils are urged to help their children understand the importance of these rules as they relate to their personal safety.

The bus is considered an extension of the classroom and all the rules and consequences of the classroom apply during the time a student is being transported. It is the belief of Tri-City Day School staff that the student’s day begins the moment they step foot on the bus and ends when they exit the bus in the evening. The student’s level and privileges will be monitored and reflected accordingly during all transportation times.

Bus/Van Rules

1. Be ready and be on time at your bus stop. The driver will **NOT** wait if you are late.
2. Drivers may assign seats and students are required to comply when so assigned.
3. Always obey the driver. The driver is in charge of the bus.
4. When waiting for the bus, stand back from the edge of the street or road. **NEVER** play in the street.
5. Do not shout or be loud, act on the bus as you would in the classroom.
6. Do not litter on the bus.
7. Remain seated. Do not move about, or try to get on or off the bus while it is in motion.
8. Students will not be allowed to get on or off of the bus at an unauthorized stop.
9. Keep hands, head, and arms in the bus at all times.
10. Never throw objects out of the window.
11. When leaving the bus, cross far enough in front for the driver to see you pass safely.
12. Any damage to the bus is to be reported at once to the driver.
13. Profane language is not allowed.
14. Smoking, lighters, or striking matches on the bus is strictly forbidden.
15. Fighting and scuffling are not allowed on the bus.
16. No pets, eating or glass objects are allowed on the bus.
17. Weapons, real or fake, are not allowed.
18. Students must wear seat belts in all vehicles that are designated for seatbelt usage.
19. Students must remain seated and be facing forward at all times.

NO LYING DOWN/slouching in the seats at any time.

Transportation may be denied to students who are detained after school for disciplinary reasons or if Tri-City Day School staff determines that the student is not within stable control to allow for safe transport. **Parents/guardians will be responsible for the provision of transportation in these situations.**

Disciplinary Action for Violation of Bus Rules

The following steps will be utilized in dealing with the violations of the established rules and regulations: (Haysville Board of Education Policy-B902.8e)

1. Conference held between the building staff, and the student. A letter will be sent to the home, which includes a copy of the bus discipline report.

2. Conference held between the building staff and the student. A letter will be sent to the home, which includes a copy of the bus discipline report. The transportation supervisor will contact the parent/custodian of the student. The parent/custodian and student will be warned that any further problem will result in a 3-5 day suspension from the bus.
3. Conference held between the building administrator and the student. The building administrator will contact the parent to inform them that the student is being removed from the bus for 3-5 days. A letter will be sent to the home, which includes a copy of the bus discipline report.
4. Conference held between the building administrator and the student. The building administrator will contact the parent to inform them that the student is being removed from the bus for the remainder of the semester/year. A letter will be sent to the home, which includes a copy of the bus discipline report.
5. Student actions on the bus may result in disciplinary action at the building level, including the loss of points, critical incident and loss of level may also be applied as the situation warrants.

One or more of these steps may be omitted in dealing with severe discipline problems. At any time during the process when there is a question about the incident, the administrator will refer the parent to the transportation supervisor so that he/she can meet with the parent.

Breakfast & Lunch Program

- **Breakfast and lunch at Tri-City Day School are “closed periods”, and students are not to leave the school grounds.**
- **Cost:** All parents will be requested to fill out a free/reduced lunch application for Haysville Public Schools, as they are the provider for reduced/free lunches. If the parent does not desire to participate in the reduced/free lunch program, it is requested that the parent write on the application that they do not want to fill out the application and return it to Tri-City Day School. Failure to return completed paperwork or verifications will result in the student being charged the full amount for the meals until paperwork is completed satisfactorily. Students who pay for breakfast/lunch are required to pay in advance. Food cannot be charged. Meal fees are paid at Tri-City Day School, and checks are made payable to USD 261.
- Throwing food, containers, utensils, or other items is prohibited. Students engaged in such activity at any time during the school year will be subject to appropriate discipline.
- Food and drinks from outside sources are not to be brought in or delivered by parents or friends to students at Tri-City Day School.
- Students may bring a sack lunch from home. They may turn their sack lunch in to their teacher and will receive it during lunchtime.
- Students are only allowed to use their lunch account to purchase one student priced breakfast/lunch per day.
- Lunch will be eaten in a designated eating area. Some students may be restricted from eating in the main designated eating area as determined by Tri-City Day School staff. Students are expected to keep the eating area and school clear of trash. Students are expected to follow directions of staff members concerning where food or drink may be eaten.

Care of School Property

Cooperation in keeping the building clean and in good condition is the responsibility of each student and staff member. Lack of appropriate care, acts of vandalism or destruction of school property, which causes damage to the building or property, may result in the student being suspended from school. The student will be expected to make restitution for damaged property, or may be asked to do what can be done to correct the damage. Time spent correcting intentional damage to Tri-City Day School property will not take the place of class time, but will be given a higher priority than recreational or reward activities.

Students are responsible for **all** books and materials checked out to them. School equipment and supplies are provided for use in the education of students. Misuse, destruction, or loss of school equipment or supplies may result in the student being suspended from school. The student will be expected to make restitution for damaged property, or may be asked to do what can be done to correct the damage.

Tri-City Day School Crisis Plan

The district maintains a district-wide crisis plan that is accompanied by a plan at each school location. Each plan outlines the procedures to be used in a wide variety of possible crises from emergency response for dangerous weather and natural disasters to bomb threats and intruders in the building. From time to time, your child may participate in practice drills to better prepare themselves and staff members in the event of a true crisis. Persons wishing to know more about the crisis plan should contact the building administrator.

Emergency Drills

Tornado and fire drills are held on a regular basis for students' safety. The school follows established procedures from the state fire marshal's office and the district's crisis plan for these drills. Fire drills are held regularly during the school year to practice prompt and orderly evacuation of the building in the event of an actual fire. When the alarm sounds, students should move as quickly as possible, (without pushing or running) to the designated exits. The last person out of the room is to close the door then proceed to the designated area with consideration given to location of the actual fire.

Tornado drills are held regularly during the school year to practice prompt and orderly movement to the shelter area of the building in the event of an actual tornado. When the alarm sounds, students should move as quickly as possible to the designated shelter area without pushing or running.

In the event of an actual emergency, parents or guardian may pick up their student at the school or the designated evacuation site (Nelson Elementary or Haysville United Methodist Church). We will not release students to other adults or by phone calls from parents. Students will only be released to those identified as emergency contacts.

Inclement Weather

The students will follow inclement weather cancellations for the Haysville School District. **If Haysville schools are not in session, then Tri-City Day School is not in session.** If a parent feels that the conditions are too severe in their area to allow their child to travel, they should contact the program administrator immediately. The student may then be given an excused absence. If bad weather forces the closing of school, an announcement will be made around 6:30 a.m. on the radio and TV stations listed below.

KEYN - KKRK - KAKE - KFDI - KFH - KTVH – KXLK

School Reach

In the event of a school cancellation or other emergency, a computerized program, School Reach, will make phone calls to the students at Tri-City Day School in a matter of minutes. In order for this program to be successful, it is critical that the office has current and working phone numbers at all times.

Eligibility for Sports and Activities

Tri-City Day School does not have extra-curricular activities on site. Students will have the option of returning to their local school to participate in extra-curricular activities.

All school districts represented through Tri-City Day School will abide by the eligibility requirements established by the Kansas State High School Activities Association (KSHSAA). Students will not be eligible to participate in any sanctioned extra-curricular activities or sports unless they have passed a minimum of 5 classes during the previous semester. All students must be in good standing. A student who is under penalty of suspension or whose character or conduct brings discredit to the school district is not in good standing. Students that are determined to be ineligible, by KSHSAA standards, may request a hearing through their home school district to challenge that decision.

Physical Examinations

Any student planning on participating in competitive athletics is required to have a physical examination recorded on the Kansas State High School Activities Association physical form and filed with the home school district athletic office.

Sportsmanship Code

Sportsmanship is a concept that must be taught, modeled, expected and reinforced in all aspects of a student's life. Therefore, all Kansas State High School Activities Association members stand together in support of the following sportsmanship policy. This policy is to be adhered to by all middle and high school students that are participating in school activities.

Philosophy

Activities are an important aspect of the total educational process in American schools. They provide an arena for participants to grow, to excel, to understand and to value the concepts of sportsmanship and teamwork. They are an opportunity for coaches and school staff to teach and model sportsmanship, to build school pride, and to increase student and community involvement. This ultimately translates into improved academic performance. Activities are also an opportunity for the community to demonstrate its support for the participants and the school, and to model the concepts of sportsmanship for our youth as respected representatives of society. Sportsmanship is good citizenship in action.

The KSHSAA encourages all participants and spectators that “all actions are to be for, not against. “Positive, not negative or disrespectful!”

Section 1 - General Regulations (These apply to all student’s grades 7-12)

Article 1: Sportsmanship is a general way of thinking and behaving. The following sportsmanship policy items are listed below for clarification:

- a. Be courteous to all, (participants, coaches, officials, staff and fans).
- b. Know the rules, abide by and respect the official’s decisions.
- c. Win with character and lose with dignity.
- d. Display appreciation for good performance regardless of the team.
- e. Exercise self-control and reflect positively upon your self, team, and school.
- f. Permit only positive sportsmanship behavior to reflect on your school or its activities.

Deliveries to School

In order to limit the distraction and additional difficulties created by the delivery or bringing of certain items to school, Tri-City Day School places the following restrictions on such items:

- Tri-City Day School will **not** accept or allow the delivery of flowers, balloons, or other gifts to students.
- The building administrator must approve the internal distribution of items by student or faculty groups in advance.
- Students will not be allowed to bring flowers, balloons or other distracting items to school.
- The commercial delivery of food will not be allowed.
- **Party invitations** will not be passed out at school unless the entire class is to be invited.

Field Trips

Positive Reinforcement Activity Trips are considered a **privilege** that may be scheduled throughout the school year. A permission slip must be signed by the parent/guardian before the student will be allowed to go on the field trip. Some field trips or reward activities may request an additional cost to students and parents. Teachers, paraprofessionals, mental health attendants and volunteers provide adequate supervision. A student’s earned level or inappropriate behavior on the particular day of the scheduled activity can impact the level of participation on any field trip/activity. Tri-City Day School staff reserves the right to restrict or deny participation of a student on a field trip. Eligibility requirements for a field trip are:

- Green level.
- All work completed and turned in.
- All grades at a “C” or above.
- Student not involved in a critical incident or ISS.
- No unexcused absences or after school time during that week.
- If on Yellow level, field trips will be at teacher’s discretion.

Final determination of whether a student has earned the privilege of going on the field trip will be at the discretion of the teacher and administrator.

Early Release on Fridays

Middle school and high school students may earn the privilege of an early release. Students who get their work done in a timely manner and display appropriate behavior consistently are rewarded by being allowed to leave at 12:30 on designated Fridays under the following conditions:

- Green level
- All work completed and turned in
- All grades at a “C” or above
- Student not involved in a critical incident or ISS
- No unexcused absences or after school time during that week
- Transportation services will be notified if the student has earned the privilege of leaving early.
- Final determination of whether a student has earned the privilege of leaving early will be at the discretion of the teacher and administrator.

The school day on Friday lasts until 2:30. Leaving early is a privilege, not a right, and must be earned.

Special Activities

Students may earn the privilege of “Special Activities.” These may include field day, assemblies, parades and art fair. Students will be allowed to participate in “Special Activities” under the following conditions:

- Green level.
- Yellow level will be at staff discretion.
- All work completed and turned in.
- All grades at a “C” or above.
- Student not involved in a critical incident or ISS.
- No unexcused absences or after school time during that week.

Seasonal Activities

All students will participate in seasonal activities and volunteer/community activities unless serving a CI or ISS in the ISS Room.

Grade Cards

Students in grades K-12 will receive grade reports from Tri-City Day School. Student’s quarterly grades will also be forwarded to his/her home school. High school students will have all grades recorded on their transcript at the local district of enrollment.

Safety Hotline

If a student is unable to report school violence, for whatever reason, the Kansas Highway Patrol has implemented a statewide hotline that is available 24 hours a day, 365 days a year. This information is shared with local law enforcement and school officials. You may make an anonymous report of any information that might threaten the safety of school or students using this toll free number: 1-877-626-8203.

Medication and Health Services

Tri-City Day School has a Registered Nurse on site to dispense medication & provide other basic first aid until parents decide appropriate action. The Tri-City Day School RN is unable to diagnosis medical conditions.

Students, who are diagnosed by a physician or school nurse to be infected with a communicable disease, may be required to stay at home until the disease is no longer communicable. Returning to school may require a written statement from a physician concerning the health status of the youth. In case of illness or communicable disease, it is expected that parents will pick up their child as soon as possible so as to minimize the spread of illness to other students and staff.

Administering Medicine

Note: **ALL** over the counter medications such as painkillers, cough drops, herbal supplements, caffeine stimulants or other non prescription medication will not be allowed on school property or dispensed by school personnel. These items may be considered contraband and could result in severe consequences.

School personnel are not authorized to dispense any medication, not even aspirin, without a signed physician’s or dentist’s order. If it is necessary for a student to take medication during school hours, the school will cooperate with the student’s parent/guardian in its administration. Medication will only be dispensed as follows:

1. A written physician’s or dentist’s order (or copy of it) **and** written parent/guardian authorization to give the prescription or over the counter medication must be on file in the school office. A separate form is required for each medication the student takes. The required form is available in Tri-City Day School office.
2. The student must have received at least one dose of the medication before it is given at school.
3. The medication must be sent to school in its original container with the students name on it. Send over-the-counter medications in their original container.
4. A new physician’s or dentist’s order is required for each school year.
5. Special arrangements with Tri-City Day School RN/administrator/designee will be made for students who may require “as needed” (PRN) prescription medication while at school.
6. Students carrying medication on their person may be subject to disciplinary action, which may include expulsion.

Illness during the School Day

The RN/administrator or designee will determine if the student is too ill to be in school. Parents will only be contacted after it has been determined that the student is too ill to be in school. Students who are ill should not be in school and the parent will be expected to pick the student up as soon as possible.

The following procedures are to be followed when any youth indicates he or she is feeling ill:

1. The nurse/administrator or designee will be contacted to determine physical illness and need for medical attention. If it is determined that the youth is ill, staff will follow the recommendations of the nurse/Tri-City Day School staff. Traditionally, the nurse will not recommend an excuse for a student to leave unless the student has **either**:
 - a. A temperature of 100 degrees or higher.
 - or**
 - b. Is vomiting and continues to be nauseated.
2. Once it is determined that the student needs to go home, the parent or the emergency contact person listed with the school will be called. Parents will be expected to pick the student up as soon as possible.
3. Students should remain home until all symptoms of the illness are gone. Health Department requires students to be fever free for 24 hours before returning to school. If you are in doubt about your child's ability to overcome a serious type of illness, please contact your family physician.

First Aid

Only those school employees qualified by district approved training and then, only in case of emergency, may administer First Aid to students. First Aid will be limited to the applying of simple bandages or infection preventives, except that justifiable emergency aid to prevent further injury, disability, or death, such as stopping excessive bleeding will be permitted.

Visitors

Students may **NOT** bring guests or visitors to school. Due to confidentiality, non-enrolled students or family members are restricted from entering the classroom. State law prohibits non-students from loitering in or around any public school. All visitors are required to check in at the office.

Volunteers

All prospective volunteers need to complete a School Volunteer Application and will be subject to a background check. Applications are available in the school's main office.

Phone Use

Students may not use the phone. In emergency situations, a staff member may call home for the student. Students will not be called from a class to accept phone calls except in case of emergency. When a parent/guardian needs to talk with a student or an emergency arises; the office will assist with the communication.

Personal Appearance/Dress Code

Appropriate dress for the day school should be modest and not detract from academic learning. A student's pride in his/her school and his/her own maturity should create an atmosphere of dignity and self-respect without constant supervision and enforcement. Appropriate dress and grooming contribute to a good learning atmosphere. Pupils should develop acceptable standards which reflect appropriateness for the occasion, which do not create a disturbing/distracting influence in the educational setting, and which are not contrary to public good taste. Clothing displaying messages contrary to school-supported programs and ideals will not be considered appropriate. School authorities reserve the prerogative to counsel students in the matter of dress and grooming.

At Tri-City Day School we feel that the philosophy of a dress code serves several useful functions. First, one's appearance is an outward display of self worth and self-esteem. Appropriate dress and grooming can provide students at risk with enhanced sense of self worth. Second, concern for safety and security necessitates that clothing that could be construed to be gang related or used to hide weapons (e.g. baggy pants, "sagging") be excluded from the Tri-City Day School environment.

Prohibited Clothing/Appearance

The staff at Tri-City Day School reserves the right to alter or require the removal of the prohibited item. Students may be asked to return home when their appearance is inappropriate.

Items prohibited are as follows:

- Dog collars, metal beaded chokers/necklaces, tongue rings
- Any item made of hemp
- Jewelry that exaggerates its intended use; this includes clothing or jewelry that expresses crude or suggestive slogans or promotes drug/alcohol use.
- Any clothing that exposes an excessive amount of skin, including but not limited to; muscle shirts, tank tops, short-shorts, short dresses/skirts, biker shorts, transparent clothing, compression shorts, midriff shirts, spaghetti strap tops, “sagging” pants, low-cut pants, or revealing clothing. A guideline to be used to check clothing: If you can see your bellybutton with your arms fully extended upwards your shirt is too short. If you can touch skin with your arms fully extended downward by your sides, your shorts, pants, dress, etc is too short.
- Any type of underwear worn as outside attire.
- Underwear that can be seen by others due to sagging or any other reason including “low rise” jeans.
- Clothing that advertises the following or any other inappropriate advertising as determined by a Tri-City Day School staff member: occult; witch craft; alchemy; sexually related themes; militias; hate groups; guns; tobacco; drugs; alcohol; Satanism or any other symbols deemed inappropriate by the staff.
- Clothing with suggestive, vulgar or obscene writing pictures or symbols
- Any item/color that gives the impression of any gang affiliation. (See “gang” section)
- Chains including wallet chains or any other items that may be used as a weapon.
- Tattoos that give the impression of gang affiliation, or are suggestive, vulgar or obscene.
- Body piercing that interferes with the learning environment.
- Dangerous footwear that includes but is not limited to: cowboy boots, steel-toed boots, skate shoes or other non-typical types of shoes. Some students may be asked to wear alternative footwear due to safety and security reasons.

Staff may at any time request removal of any article that is felt to be inappropriate or distracting to the classroom. Students who are in violation of the dress code will receive consequences ranging from being asked to change, having the items confiscated, altering their clothing, loss of points/level behavioral program to suspension. Each situation will be handled on an individual basis.

Attendance Policy

Tri-City Day School is committed to the philosophy that students should be in attendance every day. We believe that the major responsibility for regular school attendance belongs to the parent and student. Consequently, the following regulations have been adopted:

- **The student’s parent/guardian should contact the school by 8:15 a.m. each day the student is absent for any reason. Notes, faxes and e-mails will not be accepted.** Any absence will be regarded as unexcused if the school is not notified by phone call or personal visit from the parent/guardian within one school day (24 hours) when a student is absent for any reason. An attempt will be made to notify parent/guardian who has failed to call the school on the day of the absence.
- Absences related to school approved activities, waived by an administrator, or resulting from homebound education will not be included in the attendance policy.
- Students under the age of eighteen are required by law to attend school. A student is truant when he/she is not enrolled or has not attended school without a valid reason for more than 3 consecutive days, 5 days in a semester or 7 total days in a school year. The Tri-City Day School administrator or designee will determine if the student’s absence is excused or unexcused. Referrals will be made to the County Attorney or the SRS for those who are truant. (Kansas Compulsory Education Law, KSA: 72-1111).

Excused Absences

The Tri-City Day School administrator or designee will determine whether an absence is excused or unexcused. A student will be excused for these reasons:

1. Personal illness/injury.
2. Personal/family matters that cannot be addressed outside of school time. For example: appointments with a doctor, dentist, therapist, social worker, probation officer or an appearance in court.

Absences will only be excused if a parent or guardian notifies us in advance by calling or coming by in person and by providing documentation from the appointment. Parents/Guardians are to call the school every day the student is absent. It is also the responsibility of the parent/guardian to provide the school with verification/documentation of the reason why the student was absent from school on a specific date. Staff may also call the student’s parents or related

support personnel to verify the appointment. An administrator has the authority to waive absences that are medically verified or a personal emergency.

Unexcused Absences

Absences will be considered **unexcused** and the student subject to penalties in the following situations:

1. If a student's whereabouts are unknown to the staff or parents.
2. Lack of verification/documentation from parent/guardian/agency upon return to school.
3. A student has missed class for such events as, but not limited to:
 - a. babysitting
 - b. needed at home
 - c. hair appointments
 - d. shopping
 - e. personal business
 - f. lunch with others

Make-up work: A student who has been absent is expected to request make-up work and submit it to the teacher. Each teacher will specify a deadline for make-up work.

Permission to leave the Building: Parents/guardians must make arrangements ahead of time with school staff for a student to leave the building during the school day. No student will be allowed to leave the building without parental permission except in cases of emergency, illness, or unless a designated parent/lawful custodian comes to get them.

Leaving without permission will result in an UNEXCUSED ABSENCE. Students leaving first and having parent/guardian call later to excuse the absence will **not** be considered excused.

Students leaving the campus without permission are considered a runaway and the police will be notified. Students are also subject to immediate disciplinary action.

Truancy Policy

Truancy is the absence from assigned class without authorization. The student's teacher or an administrator must be notified of parent authorized absences before the fact and not afterwards. Only extreme emergencies should be taken care of on an after-the-fact basis.

Students of Legal Age

- Parents/guardians are responsible for excusing students unless a student is legally emancipated or residing in an independent living center and guardianship has been established. Students are responsible for following the attendance and check out procedures as stated in this handbook.
- Eighteen-year old students who **do not live** with a parent or guardian or are residing in an independent living center may **excuse themselves** for days absent. All school correspondence will be sent to them directly. When a student of any age is not living with a parent or guardian, the administrator in charge of attendance will make student contact. At that time the student will be notified that for any future absences;
 1. A doctor's statement will be required within 48 hours of the absence.

or

 2. The administrator will make the determination as to whether the absence is excused or unexcused.

Excessive Absences

A student that misses 5 total days in a semester **for any reason** will have their future absences classified as **unexcused**. The exception to this policy is a student who presents a medical note from a doctor or the student participating in an attendance hearing. A conference will be held to determine what is appropriate to help the student attend school.

Tardy Policy

Students are expected to arrive at class on time and be prepared to participate. A tardy is defined as "not being in the classroom when the class is designated to start." Any unexcused tardy will result in disciplinary action that could include but is not limited to: reduction in **daily points or level, ISS and detention**. The administrator will determine the consequences on a situational basis. Students are expected to make up any work missed due to a tardy. **In order for students to receive the maximum benefits of a therapeutic program, it is important for them to be on time.**

Behavior Modification

Tri-City Day School utilizes the Boys’ Town approach to behavioral modification. The Boys’ Town Model is a positive, non-punitive program that consists of a specific classroom management design utilizing a modified point and level system. Students are taught appropriate pro-social skills in addition to ongoing monitoring and measurement of target behaviors.

The Level System

The Tri-City Day School program utilizes a level system based on evaluating five areas of behavior to determine how well each youth is doing at Tri-City Day School and in the home. It is designed to continuously evaluate a student’s performance to determine a) any problem areas that need immediate intervention and b) if the student is making progress toward reintegration to their local school. The five areas evaluated are:

- academic grades
- behavior at home, on the bus and in the community
- negative behavior as measured by the number of rule violations
- progress on individual objectives, described as “target” behaviors
- positive behavior as measured by points earned weekly

Students are evaluated at the end of each week to determine if their behavior keeps them at the same level, advances them to the next step, or moves them backwards. This evaluation is based on a daily point system that monitors the student’s behavior.

Middle and High School System (6-12)

“Green” Level	Privileges	Behavioral Percentages	85% - 100%
“Yellow” Level	Limitations	Behavioral Percentages	65% - 84%
“Red” Level	Restricted	Behavioral Percentages	64% or lower

Elementary System (K-5)

“Green” Level	Privileges	Behavioral Percentages	75% - 100%
“Yellow” Level	Limitations	Behavioral Percentages	55% - 74%
“Red” Level	Restricted	Behavioral Percentages	54% or lower

Point Sheets

All students at Tri-City Day School will have their behaviors monitored on a daily behavioral chart. The IEP team based upon the student’s needs will determine the behaviors selected for measurement. The information that is recorded on the daily behavioral charts will be utilized in determining what level of privileges a student will obtain for a designated period of time. Special events, positive rewards-behavioral trips, and treats are not a “right” but an earned “privilege.” The use of daily behavioral charts is vital in obtaining baseline data, trending changes, and monitoring overall progress/regression in a student’s IEP program. Parents are requested to sign and send back point sheets daily.

PBIS – Positive Behavioral Interventions and Support

Tri-City Day School implements PBIS and the “PRIDE” expectations that are promoted in all USD 261 schools. Students are taught the following PRIDE expectations throughout their school day and both on and off campus:

- P – Preparation
- R – Respect
- I – Integrity
- D – Discipline
- E – Excellence

Discipline and Corrective Procedures

The Tri-City Day School discipline policy is based on mutual respect among Tri-City Day School staff, students, and parents. The purpose of this discipline policy is to ensure a safe and orderly environment so that learning and teaching opportunities are maximized through well-defined policies and procedures that support a positive atmosphere. Students

have the responsibility to respect other students and the adults on the school staff, to comply with school and classroom rules and policies, and to be ready to accept the negative consequences of their actions if they violate these rules and policies. Adults, both at school and at home, should serve as positive role models. It is their duty to objectively determine accurate facts in discipline situations and to listen attentively to students before administering disciplinary measures.

All student conduct expectations noted in this section apply to students while they are on school district property, at all bus stops, and at all school sponsored activities.

Kansas School Safety and Security Act

The Kansas School Safety and Security Act (K.S.A. 72-89b03) requires school personnel to report **all felony and misdemeanor crimes** committed on school property or at a school supervised activity to the appropriate law enforcement agency. If an administrator's preliminary investigation reveals information, which indicates a crime (felony or misdemeanor), **may** have been committed, the administrator is required to contact local law enforcement authorities. Whether or not the report is made in writing (for later follow-up by law enforcement) or by phone (for immediate follow-up by law enforcement) is dependent upon the seriousness and nature of the situation. **When a student strikes another student the police will be notified.**

When law enforcement officers conduct an investigation and/or question a student(s) during school hours, the building administration shall make reasonable attempts to contact parents, guardians or representatives of the student(s) prior to questioning. Reasonable requests of parents, guardians or representatives shall be followed. The administrator/designee involved shall document notification or attempted notification of parents, guardians or representatives. If a student's parents, guardian or representative is not present during questioning of a student, the administrator or a certified school staff member shall be present. The decision to arrest a student and remove the student from the school jurisdiction is the prerogative of law enforcement and **not** under the authority of school personnel.

SRO - School Resource Officer

The SRO is a full-time law enforcement officer (part time at Tri-City Day School and part time at the Alternative High School) who is in the school to help create and maintain a safe educational environment for students, teachers, and staff. The SRO fulfills five roles:

- Positive Role Model – for children who are not exposed to many such role models in today's society.
- A Law-Related Teacher – who can provide class length presentations on various topics.
- A Resource - acting as a link to support services in and out of the school setting.
- An Advisor - providing guidance regarding law enforcement questions.

A Law Enforcement Officer – whose primary purpose is to “keep the peace.”

Physical Management: The Mandt System

When a student's behavior threatens to injure themselves or others, or causes serious property damage, staff may interrupt the behavior with the use of proper Mandt Intervention Techniques to manage the problem behavior. **If a student has failed to gain self-control after all other non-physical strategies have been used, physical management techniques may need to be used. Physical management may be used under the following conditions:**

- The student is physically and/or emotionally out of control and is a threat to his/her own safety.
- The student is physically and/or emotionally out of control and is a threat to the safety of others.
- The student's physical and/or emotional condition poses a threat to property and the student has a history of destructive behaviors.
- The student is so disruptive that others are unable to learn and the out-of-control pupil adversely affects pupil welfare and morale.

In general, specially trained staff will employ physical management techniques to gain control of a dangerous or threatening situation. No staff member is to touch students for physical management except as specified above. When a student's behavior continues to be disorderly, assaultive or dangerous to self or others, local law enforcement may be notified. When law enforcement is involved, as specified by the Kansas Safe Schools Act, student may have

consequences at school as well as with the courts. If a student has a probation officer or other related community supports, they will be notified as appropriate.

School board policy requires that only trained staff participate in the physical management of students. For the safety and security of everyone, parents and other untrained persons are not allowed to participate in the physical management of students on Tri-City Day School premises.

Psychiatric Crisis

If a student's behavior is related to a psychiatric condition, and/or they become a danger to themselves or others, COMCARE crisis intervention services may be contacted. If a psychiatric crisis continues for 2 hours or longer immediate intervention is required. If parents/guardians are unavailable or unable to intervene crisis intervention procedures will be implemented.

Students that are out of control at the end of the day

When problem behavior occurs at or near the end of the school day, students will be required to remain at Tri-City Day School until their behavior is under control. No student will be released to get on the bus or leave with parents until the Tri-City Day School staff has determined the student's behavior is safe and under control. Tri-City Day School staff will make the determination when the student has achieved the required degree of control to be released to parents.

If a student is kept after school, the parent will be notified. It will be the responsibility of the parent/guardian(s) to arrange for transportation. If the student is not under control when the parent arrives the parents must wait in the office unless instructed to do otherwise by the Tri-City Day School staff.

Personal Property and Electronic Devices

Students should not bring personal property items (radios, telephones, iPods, MP3 players, laser pointers, CD players, skateboards, drink containers, etc.) to school unless a teacher has given their approval and the items are a useful part of the class work. Such items will be checked in at intake and returned at the end of the day. The unapproved possession or use of electronic communication devices by students on school property during the school day is prohibited. This includes, but is not limited to: pagers, cellular phones, other communication equipment and other electronic devices such as portable radios / CD players, portable video games or other devices that have the potential to be disruptive to the educational process. Items intended to look like or simulate such devices are also prohibited. These items will be confiscated by staff and may only be picked up by a parent/guardian. Chronic violations can result in devices being kept until the end of the school year and disciplinary action. The district is not responsible for loss or damage to any personal property even if personal property is lost, stolen, or damaged on school grounds.

Money

Tri-City Day School students are strongly discouraged from bringing money to Tri-City Day School, except for a school purchase to be made that day. If any student is known to be carrying any amount of money, or is known to have money in their storage area, he or she will be asked to turn it over to program staff. Money collected in this way will be placed in an envelope, which will be sealed and signed by the student and a staff member, and placed in a secure location in the staff office until the end of the day. Students are not to buy, sell, or trade items at school. Students may not loan or give money to other students.

Exchange or Sale of Articles

No student will be permitted to exchange personal possessions such as pens, jewelry, articles of clothing, etc. Students will not be allowed to sell articles (candy, cookies, cards, etc.) on school property unless they are a member of a school sponsored group and the sale has been approved through the administrator.

Searching a Student's Person, Property or Personal Storage Space

The Supreme Court has ruled that students attending public schools do not have the expectation of privacy. This means that a person or locker can be searched at any time. Upon entering the building, each student will be expected to empty all pockets, display contents of bags/containers and show their waistband. Some students may be requested to remove their shoes and socks due to suspicions or past history of contraband being stored in their socks and shoes. These policies are in place at Tri-City Day School for the safety and well being of **ALL** individuals in this facility. Students suspected of bringing contraband, weapons, drugs or other banned items, or for other security or safety reasons, **may be searched at any time.**

Computer and Internet Use

Computer systems and networks are for educational and professional use only. Violation of this policy would include, but not limited to: sending or displaying offensive messages or pictures; using obscene language; damaging computers, computer systems or networks, including creating, uploading or downloading computer viruses; violating

copyright laws, or loading personal software on district computers; harassing, insulting, or attacking others via computer networks; using others' usernames and passwords; trespassing in others' folders, work, files or networks; intentionally wasting limited resources; employing district computers and networks for commercial purposes; and giving out personal information over the Internet, such as full name and address. The district retains the right to discipline any student, up to and including expulsion, for violations of this policy.

Students shall have no expectation of privacy when using district e-mail, instant messaging, Internet access, or other official communication systems. The school district retains the right to duplicate any information on district computer systems or on any hard drive. Any e-mail, instant messaging, Internet access, computer application, or information in district computers or computer systems is subject to monitoring by the administration.

E-Mail, instant messaging, and Internet access shall be used primarily to conduct approved district business, educational research, and educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration. Students shall not install software on district computers or computer systems.

Student Discipline Policies

The following disciplinary procedures are available when school policies have been violated but are not necessarily used entirely in the following sequence. Note that selected violations of the student conduct code means the student is choosing to have preset consequences enforced. Though there is a need for some administrative discretion, these and other disciplinary consequences are to be enforced uniformly and fairly for all. Other preset consequences could be added as necessary and a policy of progressive consequences will be enforced for those with multiple violations. These procedures are based on a belief that students "can and must" control their behavior while allowing for some possible mistakes in the learning process. There may be times when a student will have consequences through the following avenues:

Informal Talk (counseling)

A school official (teacher, administrator, or counselor) will talk to the student and try to reach an agreement regarding how the student should behave. Parents may be notified if necessary.

Loss of Points /Loss of Level

School personnel will reduce student's daily points for rule infractions and/or the student is dropped one (1) or more levels.

Detention

A student is isolated with a staff member and has to complete detention activities. The amount of time will vary depending on the offense and frequency of occurrence.

Conference

A formal conference is held between the student and one or more school officials. During this conference, the student must agree to correct his/her behavior. This action will be recorded in the student's file. Parents may be contacted and/or a written notice will be mailed to the parent or guardian. Additional members may be present at this meeting as deemed appropriate.

Critical Incident

The student will be assigned for controlled study in a carrel in the classroom. Should the use of a Critical Incident prove an ineffective consequence, administrator/designee may issue an In-School Suspension.

In-School Suspension (ISS)

The student will be assigned for controlled study in the In-school Suspension Room (ISSR) for up to five days or pending a parent conference. Should the use of ISS prove an ineffective consequence, administrators may deem it necessary to use out of school suspension.

Out-Of-School Suspension (OSS)

Only in the most extreme case will out-of-school suspension be used with students. In these cases the student will be sent home from 1 to 5 days. There are certain offenses according to school policies that automatically mandate suspension. These board-approved policies can involve drugs, alcohol or other types of offenses.

Extended Suspension or Expulsion from School

This suspension will be for a five-day period, with a formal hearing provided not later than the last day of the five-day suspension, to determine whether the suspension will be extended or an expulsion from school will be made.

Students who are suspended or expelled cannot be on school property or at school activities during the time of suspension or expulsion. Violation of this policy will be considered criminal trespassing and will be handled by the police department.

Descriptions of Violations

CLASS A: Extended Suspension

This suspension will be for a five-day period. The student may be instructed to leave campus immediately or may be escorted off campus if necessary. If a parent cannot be reached, the student will be placed in ISSR for the remainder of the day. Law Enforcement authorities may be contacted when action violates local, state or federal law.

Aggravated Battery and Assault: Threatening or striking another individual with a weapon or part of their body.

Action Causing Student, Teacher or Staff Physical Injury: Any action that results in an injury requiring medical treatment.

Aggressive Physical Contact Directed at Faculty or Staff: Any action in which contact is made with a school employee in an intentional manner so as to cause harm or intimidate.

Extortion: To obtain services, property, or money by threatening someone.

Fire Code Violations: To include but are not limited to false alarms, handling and/or discharging the fire extinguishers, setting a fire, possession or detonation of explosive devices, possession or use of fire works, or any other violation of fire code.

Grand Larceny: Theft of property or money in excess of \$250. The student will be expected to make restitution as part of the penalty for such action.

Possession of Weapon: A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon on the school grounds. This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon. Any device that has the potential of delivering an electrical charge or any material such as mace will be considered a weapon.

The term “**weapon**” means:

- any instrument (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or silencer; or any destructive device as used in this policy
- any bludgeon, sand club, metal knuckles, throwing stars, switchblade, or blade that opens by gravity or thrust, or any instrument used as a weapon
- any device that has the potential of delivering an electrical charge such as a stun gun
- any irritant material such as mace or pepper spray

The term "**destructive device**" means: discharging or possession of fireworks, explosive devices, poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, other incendiary devices, simulations thereof or other device similar to any of these devices.

Rape Or Attempted Rape: Sexual intercourse or attempt of sexual intercourse

Selling of Illegal Substances: Selling of any controlled substance, i.e. drugs, intoxicants, etc.

Terrorist Threats: To make serious threats against a person, a person's family or property

Vandalism: Willful destruction of property which causes in excess of \$250 in damages. The student will be expected to make restitution as part of the penalty for such action.

CLASS B: In-School Suspension from School

This suspension will be a two to five day in-school suspension. The student must make at least an 80% on his/her point sheet for the day to be counted, unless otherwise specified by the teacher and/or administrator.

Disorderly conduct: Conduct and/or behavior that is disruptive to the orderly education procedure of the school.

Fighting: To strike another person. Aggressive physical contact is considered fighting.

Gambling: To organize or participate in gaming where chance, consideration, and winning something of value occur.

Petty Larceny: Petty Larceny is the unlawful taking and carrying away the property of another individual (under \$250). The student will be expected to make restitution as part of the penalty for such action.

Racial Harassment: Racial harassment shall include, but not be limited to:

- Treatment of a student differently on the basis of race, color or national origin in the context of an educational program or activity without a legitimate, nondiscriminatory reason so as to interfere with or limit the ability of the student to participate in or benefit from the services, activities or privileges by the recipient.
- Harassing conduct (e.g., physical, verbal, or graphic) that is sufficiently severe, pervasive or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the services, activities or privileges provided by a recipient. District employees and students shall not at school, on school property or at school activities wear or have in their possession any written material, either printed or in their own handwriting, which is racially divisive or creates ill will or hatred. (Examples: clothing, articles, material, publications or any item that denotes Ku Klux Klan, Aryan Nation –White Supremacy, Black Power, Confederate flags or articles, Neo-Nazi or any other “hate” group. This list is not intended to be all-inclusive.)
- Treatment that effectively causes, encourages, accepts, tolerates or fails to correct a racially hostile environment.

In general, an incident of racial harassment shall result in:

- 1st offense warning, peer mediation
- 2nd offense 1-day in-school suspension (class C)
- 3rd offense 3-day out-of-school suspension (class B)
- 4th offense 5-day out-of-school suspension with a due process hearing scheduled with recommendation for long term suspension/expulsion (class B)

Any student who believes he or she has been subjected to racial harassment should report the problem to his/her principal, or another certified staff member. Staff members shall refer all complaints of racial harassment or intimidation to the program administrator.

Reckless Endangerment: Conduct that might place an individual or group of individuals in danger of being injured. Violations include, but are not limited to: possession of an instrument of endangerment; making telephone or cellular calls or originating electronic pages or emails during a crisis situation or crisis drill; placing of false emergency calls.

Inciting racial issues and/or gang rivalry through signs, language, or dress.

Wearing or in possession of clothing or any item, or using verbal or written statements or derogatory insults/slurs that create racial unrest, promotes bigotry and prejudice, or is a source of disruption or a disturbance.

Fighting – Hazing – Bullying

No student and/or employee shall conspire to commit any act that injures, degrades or disgraces a fellow student and/or employee. Disciplinary procedures and/or consequences may be necessary and will be determined on an individual basis.

Sexual Harassment: District employees and students will not sexually harass, or permit sexual harassment of a student by another employee, student, non-employee or non-student. Neither shall a student sexually harass another student or school staff.

Sexual harassment is defined as "behavior expressed in words, pictures or actions that is offensive to a person, involving issues of sexuality that is not welcomed and may be embarrassing or uncomfortable for the victim to experience, which is one-sided, is about power, and a violation of board policy and federal law." Sexual harassment will include, but not be limited to:

- Sexually oriented communication, including sexually oriented verbal "kidding" or harassment or abuse;
- Subtle pressure or requests for sexual activity;
- Creating a hostile school environment, including the use of innuendoes or overt or implied threats;
- Unnecessary touching of an individual, e.g. patting, pinching, hugging, repeated brushing against another person's body;
- Requesting or demanding sexual favors accompanied by an implied or overt promise or preferential treatment with regard to a student's grade status in any activity, or
- Sexual assault or battery as defined by current law.

Two procedures have been developed to process sexual harassment complaints: (1) informal action that includes resolving the complaint through conferences with a counselor or administrator and (2) formal action that includes suspension from school.

Show of Disrespect by Word/Act/Symbol: Show of disrespect includes inappropriate use of language, hazing, or harassment directed toward any one person or group of individuals or any gesture that is deemed to be of an inappropriate nature directed towards any one person or group of individuals. Behavior includes, but is not limited to, poor sportsmanship, de-pantsing self or others, displaying bandanas or flags representing hate groups, gang affiliation, or symbols of other such groups.

No-Tolerance Gang Policy: Tri-City Day School takes the position that involvement in gang activity is an indicator of poor self-esteem and lack of self confidence, and that it is counterproductive to achieving harmony at home and success in a school environment. References, comments, activities, displays, or manner of dress that indicate membership or "wannabe" affiliation in a **gang** are not allowed at TRI-CITY DAY SCHOOL. These include but are not limited to:

- Any colors, labels, drawings, designs, jewelry, emblem, badge, symbol, sign, or other items (whether on clothing, accessories, art, hair, or skin) or manner of dress (e.g. sagging and sports apparel).
- Talking about or making references regarding gangs in any manner.
- Hand gestures or "throwing up" of gang signs.
- Wearing any apparel, (which in the opinion of administration), is associated with gangs and/or becomes disruptive to the educational process may be banned. The wearer of such apparel shall be subject to administrative disciplinary action.

Substance Use or Possession: Staff at Tri-City Day School is legally and ethically obligated to prevent or stop substance abuse in any form in order to maintain Tri-City Day School as a substance-abuse free environment. Please refer to the **Drug Free Schools and Communities Act** (P.L. 102-226, 103 St. 1928, Amended 1989) for details. Tri-City Day School has a zero tolerance policy on use of illicit drugs in the school setting. Students are not to use, sell for money or other considerations, give, trade, dispense, consume or have in their possession:

- Any beverage or other substance that contains alcohol;
- Any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, stimulant, depressant, marijuana or intoxicant of any type
- Any type of mood altering chemical, prescription or nonprescription medication, or substance that can cause impairment, including item that can be inhaled.
- To be in possession of paraphernalia related to any of the above.
- Simulation of any of the above.

Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule, as long as the student has followed proper procedures by registering the medication with the health room.

If a staff member suspects a student is impaired:

Tri-City Day School staff has been trained by the Kansas Highway Patrol to recognize the physiological symptoms of persons impaired by alcohol or drugs. If a staff member suspects a student is impaired the following procedures will take place: The teacher will personally escort the suspected student to the Administrator's office.

1. The Administrator or designee will perform an informal assessment of the student.
2. If the assessment determines that the student is likely to be impaired, The Drug Recognition Expert (DRE) from the Haysville Police Department may be contacted to evaluate the student further.
3. Law enforcement will process the situation as they see fit. This may involve being arrested and detained.
4. All relevant persons such as parents, probation officers, mental health treatment team members, court related personnel, will be notified.

Refusal to participate in or cooperate with the assessments or school officials will result in an automatic assumption of guilt.

The violation of the above regulations will result in disciplinary action by school authorities.

First offense: There will be an automatic three to five day out-of-school suspension with a possible expulsion hearing.

Second offense: will result in a five-day out-of-school suspension with an expulsion hearing.

Tobacco Use or Possession: State Law forbids persons under age 18 from possessing or consuming tobacco products. Therefore, at no time are students permitted to possess or use tobacco products on Tri-City Day School property. Tobacco products include but are not limited to: tobacco in all forms, lighters, pipes, matches, or any type of tobacco storage container. Students are responsible for all tobacco products in their possession regardless of the circumstances (e.g. wearing another person's coat that had cigarettes in the coat.)

Smoking or tobacco use by anyone is not permitted at any time inside Tri-City Day School buildings nor is it permitted on outside premises. **All violations will be reported to law enforcement authorities and will result in a ticket being issued. Students and parents are responsible for payment of all fines and court related costs.**

Vandalism: (Up to \$250) A pupil who steals, willfully destroys or defaces school property will be expected to make restitution as part of the penalty for such action.

CLASS C: Out of class suspension, in-school suspension, and detentions

Defiance/Disrespect Of Teacher: Student behavior so exaggerated that its intent or result leads to disruption and disorder in the learning environment.

Disruption Of School Or School Facilities: Action that results in the disruption of the normal school day or the normal operation of school facilities. Violations include, but are not limited to: using electronic equipment that detracts from the learning environment; dispersing of chemicals with the intent to disrupt.

Verbal Confrontation: Verbal conflicts that are disruptive will not be permitted at school, on school grounds, on school buses, or at school sponsored activities. Drawing a crowd will be considered disruptive.

CLASS D: Detention, out of class suspension or in-school suspension.

Academic Dishonesty: Documented student behaviors involving plagiarism, cheating, passing off the work of others as their own. Students who are caught plagiarizing or cheating may be subject to grade reduction or loss of credit for the work. Teachers may require students to redo the work.

Failure to comply With a Reasonable Request of a Faculty or Staff Person: Failure to abide by a reasonable request made by any faculty or staff member in the classroom or school grounds, or at a school related activity.

Inappropriate Language or behavior: Any reference, gesture, comments, actions, jokes, drawings, nonverbal communication or other representations that are:

- Sexually orientated,
- Involve flatulence, burping or other bodily noises;
- Involve cursing or words that mimic, suggest or sound like curse words. For an explanation of inappropriate words or behaviors contact the Program Administrator.

- Disrespectful to authority figures such as school officials, law enforcement, or judges;
- A reference to any criminal activity in the past, present or future.
- Any display of illegal or illicit substances or gestures representing their use.

Theft (under \$25): Theft is the unlawful taking and carrying away the property of another individual. The student will be expected to make restitution as part of the penalty for such action.

Truancy: The student is absent without authorization from scheduled classroom placement.

Vandalism/Defacing of Property (LESS THAN \$25): Destruction of school property or property of others with replacement or repair cost of \$25 or less. The student will be expected to make restitution.

Weather Related Offenses: The student will refrain from throwing snowballs/ice, throwing other individuals into the snow/ice, shoving other individuals into water puddles/mud, or splashing others. Jumping in intentionally, followed by a request to go home, is in violation.

Other Behavior Violations:

Warning, detention, ISSR, loss of points

Excessive Tardies:

Five or more tardies.

Food and Drink Violations:

Food and drink in the classroom is discouraged; however, it will be allowed at teacher's discretion.

Inappropriate Display of Affection:

Embraces, standing very close together, kissing or any other type of romantic behavior is not appropriate or acceptable. This is inclusive of written notes, comments, or behaviors associated with personal displays of affection within the Tri-city Day School. Notes, comments or physical gestures/touching can possibly be considered as sexual harassment or in violation of public laws. Tri-City Day School administrator will make an appropriate follow up on a situational basis. A disciplinary referral will be made on students who fail to adhere to this policy.

Inappropriate Dress: Please refer to the prior section on Dress Code for acceptable and unacceptable dress.

Inappropriate Use of Computer & Internet: Inappropriate use of these technologies will result in the cancellation of computer access or other disciplinary action by school officials.

Possession or Use of Personal Radios, Tape Players, Electronic Games, Etc.: Personal radios, tape players, cellular phones, pagers, laser lights, and electronic games etc. are not allowed on school property during the regular hours school is in session without staff approval. A parent must pick up confiscated equipment. Second offense will result in a "failure to comply" referral.

Rowdy Behavior:

Rowdy behavior shall include but not be limited to shoving, playing tag, throwing balls, and running in the hallways.

Tri-City Day School

Parent/Student handbook acknowledge of receipt.

PARENT RETURN FORM

Student name: _____ **Date:** _____

I have read and discussed the parent/student handbook with my child. I understand that any questions I have should be addressed to Tri-City Day School administrator or designee. I understand that the rules and procedures in this handbook are for the purpose of promoting a safe and orderly environment in which my child can learn and succeed.

Parent Signature

Date