



**KANSAS STATE SCHOOL FOR THE BLIND**

**1100 STATE AVENUE**

**KANSAS CITY, KANSAS 66102**

**(913) 305-3000**

**Toll Free: (800) KS-BLIND**

**After Hours (Security): (913) 305-3009**

**Governed and accredited by the  
Kansas State Board of Education**

# **STUDENT / PARENT HANDBOOK**

## **2018-2019**

**Jon Harding  
Superintendent**

**Aundrayah Shermer  
Field Services Director**

**Sue Pollan  
Dormitory Director**

**Toni Harrell  
Kansas Instructional Resource Center**

**Marites Altuna  
DeafBlind Project Director**

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# Introduction

Welcome to the Kansas State School for the Blind (KSSB). We are an agency that is constantly evolving and growing to meet the needs of students who are blind/visually impaired in Kansas. We see ourselves as a “network of services” that includes both a robust Field Services (outreach) team to serve students across the state as well as a campus that offers intensive, short-term services for students. We are excited to begin a new year in 2018-2019.

For parents and student who will attend our campus school this year (or might in the future), we hope that this handbook gives you a better idea of what our school programs are about and how our school operates. Our school prides itself on offering students and their families a nurturing environment which challenges all of our children to do their very best work and to learn and practice the importance of being a responsible and respectful person. This is your handbook to introduce you to KSSB if you are new to us, and to act as a reference as questions arise if you are already acquainted with us. It includes information about the school, its varied programs and services, as well as the policies and rules of which students and parents should be aware. Please read through it and know you can easily refer to it later.

We hope you find this handbook helpful and informative. Please feel free to call us if you have questions not answered here. Have a great year!

A handwritten signature in black ink, appearing to read 'Jon Harding', with a small '6' written below the first letter 'J'.

Jon Harding,  
Superintendent

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### **DEAF-BLIND PROJECT**

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### **INSTRUCTIONAL SERVICES**

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Cynthia Huffman, TSVI/Early Childhood  
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Lori Smith, Case Management/Transition 913-305-3066  
Christian Puett/Elementary  
David Yantz, Student Services/Transition Instructor 913-305-3017  
Michelle Provin, COMS  
Kelleen Donahue, COMS intern

### **Instructional Assistants**

Ashley Jasso-Nieto  
Linda Marshall  
Angela Vold  
Angela Ramsey

### **RELATED SERVICES**

Susie Brown, Occupational Therapist 913-305-3033  
Sandy Jasper, Physical Therapist 913-305-3034  
Jessica Lyons, Speech Pathologist 913-305-3032  
Ron Wilson, Clinical Social Worker 913-305-3031  
Cheryl Tomson, School Psychologist 913-305-3017

### **EXTENDED DAY PROGRAM (Dormitory)**

Sue Pollan, Dormitory Director 913-305-3050

### **Instructional Assistants**

Steve Diaz, Overnight Lead 913-305-3055  
Vicki Davis, Evening Lead 913-305-3056  
Laura Heyer, Overnight 913-305-3056  
Tanya Lang, Evening Program

### **DIETARY SERVICES**

Tessa Adcock, Director of Food Services 913-305-3008

### **HEALTH SERVICES**

David Johnson, M.D., Physician

Jarrett Grosdidier, DDS., Dentist

Michele Avery, Registered Nurse Specialist 913-305-3029

Brandy Cann, Licensed Practical Nurse 913-305-3030

Tonya Yanez, Licensed Practical Nurse

*Staff e-mails are first initial and full last name [@kssdb.org](mailto:initial.lastname@kssdb.org)*

## **General Information**

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### **GOVERNANCE AND PURPOSE OF KSSB**

The Kansas State School for the Blind is governed by the Kansas State Board of Education, and receives guidance on its programs and services by the KSSB Advisory Board, which also functions as its site council. The Kansas State School for the Blind is a special purpose school for students 3-21 years of age who are visually impaired and are referred by their local school district for evaluation at KSSB in consideration of a placement decision. KSSB is a secondary service provider that assists school districts in their provision of a Free and Appropriate Public Education for their students, through time-limited placements and statewide field services. Regardless of where KSSB services are provided, school districts retain primary responsibility for their students.

### **OUR MISSION**

KSSB is a catalyst and leader in the development of exemplary programs and practices in vision services in Kansas. We build local capacity throughout the state via strategic partnerships to ensure learners with visual impairments are able to assume responsible roles in society and lead fulfilling lives.

### **OUR VISION**

KSSB: The Right Help, at the Right Time, in the Right Location for students with visual impairments.

## **OUR VALUES**

The values governing KSSB's development will include the following:

- Individuals will be encouraged to strive for their dreams and be supported in developing a plan to reach them.
- We will create an environment where every individual has the opportunity to maximize his/her potential.
- Each person (staff and students) has personal gifts and strengths that should be recognized, utilized and nurtured.
- We expect students and staff to be life-long, self-directed learners.
- We will always work together as a team in collaboration with all stakeholders.
- We will always provide learning experiences that lead to greater independence.
- We will always have high expectations of all individuals in their work and interactions.
- We will always maximize instructional time with students.
- We will always make sure the Expanded Core Curriculum (adaptation skills unique to students with visual impairments) is part of every child's program.
- We will always treat individuals with dignity and respect and will not tolerate words or actions that demean an individual.

## **STUDENT ADMISSION AND PRIORITY OUTCOMES**

Students may attend KSSB for many reasons, all related to the need for more intensive services than those currently available in their local district. This is especially true in the areas of braille and other communication modes, orientation and mobility, adaptive technology, daily living skills, vocational and transition skills, social skills, functional vision and low vision aids. The local district can request services online, via our website. Should the IEP team and KSSB staff decide on placement at KSSB, an action plan is created with a firm timeline for the student's return to their home school district. Immediately upon the student's arrival, KSSB will work with the district to identify and acquire programming, services and equipment that the student will need to successfully transition back to their district. Reciprocal visits between KSSB and local school staff, as well as student visits in their neighborhood school help further this effort. Follow-up support through KSSB's Field Services department can also ease this transition period. During a student's stay at KSSB, the primary focus will be on building their strengths while teaching new skills and mitigating characteristics that hinder independence in a less restrictive setting. Our concerns stem from disability advocates (most of whom are themselves disabled) who warn about student attitudes and behaviors that may keep young adults out of the workplace and away from community integration. One's personal habits, social skills and work ethic are often just as important, if not more so, than academic skills in getting and retaining a job. Underscoring this is a 70% unemployment rate for working-age blind adults. Therefore, the educational team will strive to develop priority life outcomes for students during their stay at KSSB. The goal will always be to help the individuals to become as socially competent as possible, and to work as a team with parents, local school and transition personnel, and sometimes with adult mentors who are visually impaired to make sure this happens. Some of this hard work may be on tough, personal issues, but the payoff will be a rewarding life and career for these students.

## **CAMPUS SECURITY AND STUDENT SAFETY**

The Kansas State School for the Blind values a safe learning environment and maintains a drug, alcohol, and weapons-free campus. The safety and security of students is monitored on a 24 hour-a-day basis. Student safety is the first consideration in any student activity on or off campus at any time students are under KSSB's care and supervision. KSSB supervisory staff evaluate such student activities to ensure safety prior to the activity, and it is the responsibility of all staff members to ensure safety during any student activity in which they are supervising students. Any incident that injures a student, whether minor or serious, must be reported immediately to an administrator and as quickly as possible to the parent(s).

## **ACCESS CONTROL SYSTEM CARDS**

KSSB uses an electronic access control system to help ensure the safety of students. Credit-card sized access cards are issued to older students, and when these cards are waved past one of the card readers outside a door, the access control system determines whether or not to unlock the door. Students who have been issued a card should keep their card with them at all times while participating in KSSB activities, regardless of location. If at all reasonably possible, the card should be worn in a manner that it is openly displayed on the student's person. The only exceptions to this rule are:

1. while participating in swimming or sporting activities where it is not practical, or
2. while participating in extended day program activities where it is not practical, or
3. while performing routine hygiene activities where it is not practical.

All violations of this policy by students during daytime activities will be reported to and dealt with by the Director of Instruction, and violations during evening activities will be reported to and dealt with by the Dormitory Director. Students may lose the right to carry a card if it is used inappropriately.

Cards which are reported lost, stolen, or misplaced need to be deactivated immediately; they must be reported as soon as possible to any of the following:

1. School Office, or
2. IT Department, or
3. Maintenance/Security Manager.

In the event of a misplaced card, the cardholder may check out a temporary card from the Security Office. After 5 consecutive days the original card will be deemed lost and a new one must be purchased by the card holder. Habitual misuse of this "grace period" will result in the loss of card carrying privileges. Students should not prop any doors open if there is an access control card reader near the door. Doors held open for an extended period will be detected by the alarm system and Security will be notified. The initial card is provided by KSSB at no charge, and replacements due to "normal wear and tear" are also provided by KSSB. The life expectancy of the access card is five years, and cards which require replacement before 3 years will not be considered "normal wear and tear." Replacement cards or corrections to damaged cards will cost \$15 each, in accordance with existing standards at other state agencies.

## **STUDENT REGISTRATION**

Parents are required to complete all registration materials and to provide copies of their child's birth certificate and social security card before he/she enters KSSB. Included in the packet of registration forms parents complete annually are forms relating to travel, sports, and various permission forms. The permission forms are used for guidelines as circumstances require. Copies of these forms are maintained in the school and in the Extended Day Program. Parents are also asked each year to complete forms concerning their child's health and vision and to return these to KSSB at the beginning of the school year. Please be aware that your child's



medical history, your family physician's name, address, and phone number, any recurrent or chronic medical problems, any special diets or allergies, and a current immunizations record must be on file each year. It is difficult and perhaps impossible to provide your child with medical attention without this information. Please note that the enrollment form must be notarized, which can be done when you enroll your student.

### **CONFIDENTIALITY/PARENTAL RIGHTS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the Director of Instruction a written request that identifies the record(s) they wish to inspect. The Director will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write the Director of Instruction, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-8520

### **Directory Information**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that KSSB, with certain

exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, KSSB may disclose appropriately designated "directory information" without written consent, unless you have advised KSSB to the contrary in accordance with KSSB procedures. The primary purpose of directory information is to allow KSSB to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want KSSB to disclose directory information from your child's education records without your prior written consent, you must notify the Director of Instruction in writing by September 15. KSSB has designated the following information as directory information:

Student's name	Participation in official activities and sports
Address	Weight and height of members of athletic teams
Telephone listing	Honors and awards received
Electronic mail address	The most recent educational agency attended
Photograph	Dates of attendance
Date and place of birth	Grade level

Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.) The Individuals with Disabilities Education Act (IDEA) provides additional rights concerning the records of students with disabilities. These additional rights include the following:

1. The right to an explanation or interpretation of the student's records, if requested by the parent or eligible student.
2. The right to have a representative of the parent inspect the student's records, with the parent's written consent to do so.
3. The right to have the confidentiality of student records protected when they are collected, stored, disclosed and destroyed. To provide such protection, KSSB takes the following steps, among others:
  - KSSB has designated the Superintendent as the official to have responsibility for ensuring the confidentiality of student records; and
  - All KSSB staff who collect or use student records receive training on policies and procedures concerning the confidentiality of student records.
4. The right of the parent to be informed whenever student records are no longer needed to provide educational services to a student and to have that information destroyed upon request of the parent.

However, a permanent record of a student's name, address, phone number, grades, attendance record, classes attended, grade level and year completed may be maintained by the school.

### **RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–
  1. Political affiliations or beliefs of the student or student's parent;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of* –
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use –
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

These rights transfer from parents to a student who is 18 years old or an emancipated minor under State law. KSSB has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. KSSB will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. KSSB will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. KSSB will make this notification to parents at the beginning of the school year if KSSB has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office, U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, D.C. 20202-8520

### **INDIVIDUALIZED EDUCATION PROGRAM AND MEDIATION**

To comply with the Kansas State Plan for Special Education and the Individuals with Disabilities Education Act (IDEA), an Individualized Education Program (IEP) is a written statement of the special education and ancillary services needed by a child based on his/her current level of functioning. This IEP shall be developed by representatives from the child's home school district, a KSSB administrator and teacher, the parent or guardian, and the student (when appropriate).

The child's IEP shall include, but not be limited to, all components required by IDEA:

Reflection of least restrictive environment.

Statement of present levels of educational performance and how the child's disability affects his progress in the general curriculum.

Statement of measurable annual goals, including short-term instructional objectives.

Statement of how goals will be measured and how parents will be regularly informed of progress.

Statement of the specific educational services, supplementary aids and program modifications to be provided to the child, and the extent to which such a child will not be able to participate in a regular educational program.

Projected date for initiation and anticipated duration of such services.

Appropriate objective criteria, evaluation procedures, schedules for evaluation procedures, and schedules for determining on at least an annual basis whether instructional objectives are being achieved.

In the event of disagreements between the family and the school, it is hoped that these can be worked out through the IEP process or through subsequent discussions with the local school district. If the problem persists, mediation is another way of resolving disagreements in an informal and quick way. By no means does mediation deny or delay the parent's right to a due process hearing or any other parental rights.

A mediator is an impartial third party who works to facilitate communication between the family and the school. Parents may inquire further with the Kansas State Department of Education: (800) 203-9462.

Additional information regarding Procedural Safeguards is included in the Kansas State Department of Education Parent Rights in Special Education notice, provided to each parent annually.

### **Educational responsibilities**

Educational responsibility is a shared endeavor between parent(s), teacher(s), and the student. The following responsibilities are suggested for serious consideration.

#### **Parent Responsibilities:**

Provide emotional support and encouragement.

Send your child to school on time whenever school is in session.

Provide resources to enable completion of classwork and homework.

Encourage timely completion of homework assignments.

Maintain dialogue with the student's teacher(s) concerning your child's academic achievement.  
Attend Individualized Education Program meetings.  
Provide KSSB with contact information and/or emergency phone numbers.  
Review and discuss report cards, progress reports and/or unsatisfactory notices with your child.  
Review information contained in the student handbook with your child.  
Communicate health problems and related information pertaining to your child.  
Update your child's immunization, health check-ups and ophthalmological exams.

**Student Responsibilities:**

Attend all classes and arrive on time.  
Come to class prepared and with the appropriate materials.  
Complete all class and homework assignments to the best of your ability.  
Respect other persons and their property.  
Refrain from making profane and/or inflammatory statements.  
Assume responsibility for your own behavior.  
Participate as an active learner, complying with teacher directions and accepting constructive criticism.  
Assume responsibility for your own work, asking questions if needed, requesting make-up work if absent, and taking advantage of tutoring help if needed.  
Abide by all school and classroom rules and regulations.  
Maintain a passing grade average.  
Dress in an appropriate manner.

**Staff Responsibilities:**

Ensure equitable educational opportunities to every student.  
Provide a clean, safe, and secure atmosphere conducive to academic achievement.  
Provide engaging educational opportunities with materials presented in the appropriate learning medium, utilizing assistive technology as appropriate.  
Encourage sports and recreational activities to enhance student's social and physical development.  
Provide on and off campus work experience opportunities.  
Create and maintain sequentially designed and challenging curricula.  
Prepare lesson plans targeted toward achieving identified IEP goals.  
Employ classroom management techniques that demonstrate a high regard for human dignity and encourage youth toward self-governance.  
Celebrate and commemorate student achievement.  
Maintain accurate attendance and academic reports.  
Maintain dialogue with the parent(s) concerning the student's academic and social progress.  
Communicate academic achievements and problems to the home in a timely manner.  
Set reasonable expectations for students and support their efforts to achieve them.

**DISCIPLINE POLICY**

The Kansas State School for the Blind is committed to protect members of the school community, to maintain and advance its educational mission, to provide for the safe and orderly conduct of school activities both on and off campus, and to ensure that a proper learning environment prevails in the classroom. Success in this regard is dependent upon the full cooperation of every member of the school's community. This includes school staff, as well as parents/guardians who understand their responsibilities to others and are mindful of rules and policies which govern student behavior.

Students also have a responsibility to learn and to take advantage of the opportunities the school offers both

inside and outside the classroom to acquire knowledge and skills and to develop independence, physical fitness, and social skills. Students are to conduct themselves in a manner that does not detract from the efforts of other students to learn and benefit from these opportunities. Students who conduct themselves in this manner shall be recognized and rewarded for their efforts. Students whose conduct is not consistent with this policy will face disciplinary action. Disciplinary measures employed by KSSB are intended to assist students:

- to develop skills necessary for effective problem solving,
- to develop positive self-images,
- to learn how to have positive relationships with others,
- to respect personal and property rights of others,
- to understand and appreciate other cultures, ideas, and opinions, and
- to develop a sense of responsibility for one's actions and an awareness of their possible consequences.

KSSB will follow procedural guidelines to convene IEP committees whenever appropriate to review student behavioral issues.

School and dorm rules, as well as policies and procedures for discipline, are clearly communicated to staff and students.

- General and special rules (staff expectations of students) are listed and posted in each classroom and student residence.
- Rules and lists of student responsibilities (listed earlier in this section) are reviewed orally and in written form. Students in the upper elementary and secondary departments should review these so that they understand their responsibilities.
- Policies and procedures for discipline are reviewed orally with students by their school and dorm case managers.

Discipline: Routine discipline involving minor infractions of rules or inappropriate conduct which are not serious enough to report to the supervisor or administrator can normally be handled by dormitory staff, faculty, or related professional staff. Violation of rules or conduct considered sufficiently serious may result in due process in disciplinary procedures, functional behavior assessments and intervention plans, and other meetings and procedures as outlined in the Individuals with Disabilities Education Act (IDEA, 1997 Amendments).

Policy on Corporal Punishment and Aversive Therapy: Corporal punishment by KSSB staff, under any circumstances, is forbidden. KSSB does not utilize aversive therapy techniques.

Bullying: Bullying on KSSB property, in a KSSB vehicle or any KSSB sponsored activity or event is prohibited. The following policy has been established to prevent and address the issues creating and resulting in bullying as well as to respond to student and staff needs regarding incidents of bullying behavior. The "Student Conduct" section contains definitions regarding specific behaviors referred to in this policy and disciplinary sanctions associated with misconduct which includes bullying behavior.

For the purpose of this policy, bullying will be considered aggressive behavior that is intentional and usually involves an imbalance of power or strength, is usually repeated over time and often involves the bullied person having a difficult time defending themselves. Bullying may take a variety of forms which include physical (hitting, kicking, shoving, spitting or the damage of property); verbal (teasing, name calling, mocking, humiliating or threatening); social/emotional (intimidation through gestures, exclusion, isolation, spreading rumors or gossip or making fun of someone) and electronic (the use of computers, phones, e-mail or text messages to threaten or harm someone). KSSB has developed programming to assist in the prevention of bullying through a range of activities which include surveys of staff and students, inclusion of anti-bullying and character development student curriculum, communication to parents, staff in-service training and

extracurricular activities involving student council and dormitory initiatives.

### **STUDENT RIGHTS IN REGARD TO SEARCH**

The physical facilities of the Kansas State School for the Blind are temporarily assigned to students for use by them, but are not and do not become the property of the students. Contents in desks, lockers, and rooms assigned to students are subject to inspection for cleanliness, missing property, and evidence of vandalism, and other conditions deemed to require administrative investigation.

Inspections and searches can be conducted for the location and discovery of items such as non-prescription drugs, apparatus for the administration of controlled substances, alcoholic beverages, pornographic materials, fireworks, tobacco, weapons, explosives, poisons, and stolen property. Such items should not be brought on campus under any circumstances, and students who bring such items on campus may be subject to disciplinary action up to, and including, expulsion for one year. KSSB reserves the right to examine student baggage for any of these items prior to leaving on a school sponsored field trip or co-curricular trip or activity, whether in or out of state.

When a search focuses on a particular student because of a suspected rule violation, school officials will, if circumstances permit, record reasons for believing a search is justified before making the search. If possible, student consent will be obtained, and the student will be present when the search is made. In the absence of the student, a witness will be present with the school official.

If a major reason for a search is to seek evidence of a criminal violation, school officials will report the information to law enforcement officials and allow them to conduct the search subject to standards applicable to police searches. If the police seek permission from school officials to search a student, his/her property, or his/her locker to obtain evidence for criminal prosecution, school officials will require the police to obtain a search warrant unless the search falls within one of the exceptions of the Fourth Amendment's search warrant requirements.

The above safeguards will be observed unless, in exceptional cases, they interfere with school officials' affirmative duty to maintain order and discipline in the school and protect the health, safety, and welfare of the students and staff.

### **WEAPONS**

There are state and federal laws and regulations (e.g. Gun Free Schools Act) regarding students who bring weapons to school (including the dorm). A number of high-profile incidents of students being injured or killed by weapons brought to school by other students has put this situation in the national media spotlight. Students who bring weapons to school, even if there is absolutely no intention of harming anyone, are almost automatically expelled from school for one year. What constitutes a weapon under these laws is not always exactly clear. Certainly guns, knives and bombs fit the category, but there are other items which could be determined to be capable of inflicting serious bodily harm to others.

Parents must speak with their children about this subject to ensure that they will understand it. There have been cases in other schools where students have brought pellet guns, short-bladed knives, and small explosive devices to school thinking that because of the caliber or size, they were not true weapons. This is a dangerous misconception that could lead to a student being expelled for bringing an object for the sole purpose of showing it to their friends. All school administrators are currently in the position of having to take a very hard line on such actions.

The Kansas State School for the Blind has had very few occurrences of any type of potentially dangerous device coming into the school, and wants to keep it that way. Please discuss these specifics with your child:

- Anything that looks like a gun or acts like a gun, regardless of size, is a gun. BB-guns, pellet guns, and blank guns are included. Whether or not a gun is loaded does not matter. Even ammunition, such as shells and bullets, or gun frame or silencer is absolutely prohibited. Cover all of these possibilities with your child and make sure that he/she does not have access to such items in the home without your knowledge. Laser guns, which can permanently damage the eye, are strictly forbidden.
- Anything that looks like a knife, acts like a knife, regardless of size, is a knife. The laws are not always clear and consistent on how long a blade has to be before it is considered a dangerous weapon. Make sure your child understands that no knives or bladed devices should be brought to school. This includes razor devices such as utility knives, key-chain knives, and switchblades.
- Any bludgeon, club, metal knuckle or throwing star is prohibited.
- Any explosive device (bomb, fireworks, grenade, rocket or mine) must not be brought on state property. Cigarette lighters should also not be brought to school.

Please think as broadly as possible in discussing what a weapon is with your child. It is impossible to list everything considered to be a weapon which could cause a student to be expelled. Think about and be alert to what items your child may have access to: blow guns, bows and arrows, martial arts weapons, gun powder or other explosives, and bladed tools (axes, machetes, etc.) are found in many homes, and could make their way to school.

### **ACCEPTABLE USE OF COMPUTERS AND TECHNOLOGY BY STUDENTS**

Use of technology is an important aspect of the education experience of students attending the Kansas State School for the Blind. Information technologies afford new and exciting learning opportunities for the students. With those new opportunities also come new challenges regarding acceptable and responsible use. These administrative guidelines define the rights and responsibilities of both the student and of this school relative to acceptable use of information technologies.

Student use of information technologies, whether or not owned or operated by this school and on school grounds or at school activities, is a privilege for the educational benefit of the student. Failure to adhere to these guidelines may result in disciplinary action including, but not limited to, temporary or permanent loss of use.

For the purposes of these guidelines, information technologies include the Internet, online services, e-mail, other Internet-related services, school and State of Kansas computer networks, and other applicable services or technologies either now in use or implemented in the future. Information technologies include technologies whether or not owned by the school, the State of Kansas, and in use on school grounds or at school activities. Information technologies are for the educational benefit of students. Commercial use is prohibited.

#### **Kansas State School for the Blind Rights and Responsibilities:**

The Kansas State School for the Blind, as an education provider, has the responsibility to:

- Help students to develop information skills necessary for successful educational use of information technologies.
- Develop student skills necessary for the appropriate and responsible use of information technologies.
- Integrate the use of information technologies with approved curricula and activities.

When unacceptable use of information technologies on the part of the student does occur, the Kansas State School for the Blind will take appropriate disciplinary action and will notify parents/guardians and other officials as warranted. In order to ensure the security of information resources, including confidential student files and personnel files, the Kansas State School for the Blind may restrict access to information technologies and reserves the right to access student electronic files and account information on school and State of Kansas



owned computers.

### **Student Rights and Responsibilities:**

Student use of information technologies is a privilege intended for the educational benefit of the student. Students must comply with the terms of these guidelines, any applicable policies, administrative guidelines, and operating procedures relative to the use of information technologies. In using information technologies, the student will:

- Respect the rights of privacy of other students and school personnel.
- Bear in mind that all student communication represents the school and thus reflects on the integrity, ethics, and good name of the Kansas State School for the Blind.
- Apply the same standards of behavior, conduct, and courtesy as are expected in the school, classroom, or other setting.
- Comply with all laws, Board of Education policies, school policies and administrative guidelines regarding the use of copyrighted materials.
- Not seek unauthorized access to school, State of Kansas, other public or private computer networks, computers, or electronic files for any purpose.
- Comply with any and all related Board of Education policies, school policies, administrative guidelines, and operating procedures relative to acceptable and responsible use.

### **Unacceptable and Inappropriate Use:**

The following forms of use of information technologies are unacceptable and inappropriate and will be considered violations of policy and administrative guidelines. Violators will be subject to disciplinary action, including but not necessarily limited to, temporary or permanent loss of use. It is unacceptable and inappropriate for students to:

- Create, copy or post a computer virus.
- Send/receive messages using someone else's name.
- Send/receive messages that are inconsistent with school rules.
- Send/receive a message that is sexist, racist, harassing or otherwise inflammatory.
- Send/receive messages that contain obscene language, graphics, pictures, or attached files, either encoded/encrypted or un-coded/decrypted.
- Lend his/her account and/or password to other students and/or adults.
- Violate copyright laws.
- Publicize his/her home address or phone number.
- Vandalize or otherwise destroy hardware, software, or data.
- Access or attempt to access any part of the Kansas State School for the Blind's computer network or any part of a sub-system of the Internet without proper authorization.
- Plagiarize the work of others in completing school assignments.
- Use information technologies for commercial use.
- Use information technologies in any way that violates local, State and Federal laws.

Plagiarism or Academic Dishonesty includes:

- Altering, copying, or imitating something, without authority or right, with the intent to deceive or defraud by passing the copy of thing altered or imitated as that which is original or genuine.
- Selling, buying, or possession of an altered, copied, or imitated thing with the intent to deceive or defraud.
- Plagiarism, forgery, copying or stealing another person's work.

- Allowing another person to copy one's own work, doing another person's class work.
- Creating more than one copy of one's own work for distribution.
- Intentionally accessing another's material for the purpose of using it as one's own.
- Unauthorized copying of software, unauthorized use of hard copy of software to develop one's own software.

### **Consequences of Unacceptable Use:**

Students violating these provisions or other administrative guidelines and policies relating to acceptable use of information technologies will be subject to any and all applicable disciplinary measures, including the loss of computer access or Internet privileges for a period of time. Students and parents will be asked to review and sign this policy each year.

### **PHOTOGRAPH RELEASE**

Photographs and videotapes are often valuable in planning programs and in sharing information with parents, local school districts, the legislature and state board of education, and the general public. They can be used to inform others of available services as well as help teachers plan instruction or evaluate progress. Because they can be used to effectively provide information, pictures and videos are important to our program. We request permission to photograph your child with our assurance that the photographs will be used only for official school purposes. A photograph release permission form is included in the registration packet of materials completed before your child enters KSSB. Your signature on this form will permit us to photograph or videotape your child, publish or put them on our website and social media sites, and to release the photographs to interested parties when in the best interest of the school and/or your child. Examples of this might be press coverage of the annual track meet or special field trips, etc.

### **VISITING CAMPUS**

Parents and relatives of students, as well as representatives from schools or other agencies, are welcome to visit KSSB. To assure a successful school visit or observation, we ask for your cooperation in following these guidelines:

- Advance plans for visiting on campus should be made with the school administration or Dormitory Director. Parents who wish to visit with teachers should call ahead to schedule time during the teacher's planning period.
- KSSB reserves the right to restrict visits in the classrooms and other instructional areas if such visits are disruptive to the learning environment. Observations must be scheduled for a mutually agreed upon time, generally limited to one hour.
- Observations are limited to individuals with a legitimate and educational need to observe.
- Younger siblings are discouraged from visiting classes as they may disrupt the learning process for other students.
- For security reasons, visitors are required to check in at the campus security office to obtain a visitor's badge before visiting classes and with the main office or Dormitory office. Parents and visitors may eat with the student after buying a ticket from the Business Office.
- Observers need to sit at least five feet away from students to decrease distractions in the student's learning environment.
- Observers agree to respect the confidentiality of other students, and refrain from talking about the students outside of the school setting, and only for the original intent of the observation.
- Pictures and video/audio recording devices are prohibited.
- General school rules apply to all guests.

- If you need to come on campus after 5:00 p.m. or before 6:00 a.m. the entrance gates will be closed. Please call ahead and speak to someone on the security staff (913-645-5982).

### **RELEASE OF STUDENTS AND OFF-CAMPUS TRAVEL**

Students enrolled at the Kansas State School for the Blind who are under the age of 18, as well as students of any age for which guardianship exists, may only leave campus with non-KSSB individuals who are specified on the Parent Permission Form completed at enrollment. Students who have completed a course of study in Orientation and Mobility, who have demonstrated an ability to safely travel off campus, and who are over age 18, may apply for an off-campus mobility pass. This pass will define the areas of travel allowed, is revocable if improperly used, and can only be used with notification of the appropriate supervisors.

### **FUND DRIVES**

Any on or off-campus money raising projects by individual students or classes must be approved in advance by the School Administration.

### **USING SCHOOL EQUIPMENT AT HOME**

Under certain limited conditions specified in the IEP, students may check out special equipment, books, and/or musical instruments to use at their homes on long holidays or during summer months. School items of this nature may be checked out by students and/or parents by signing an Equipment, Instrument, and Book Agreement (see next page).

**KANSAS STATE SCHOOL FOR THE BLIND**

**EQUIPMENT, INSTRUMENT, AND BOOK AGREEMENT**

In an attempt to help the Kansas State School for the Blind (KSSB) students assume more responsibility for their own actions, KSSB is implementing the following agreement:

I, \_\_\_\_\_ agree to the following:  
(student's name)

I will make every reasonable effort to ensure the safety of this equipment/instrument/book checked out to me. ALL general maintenance of the equipment/instrument/book(s) will be the responsibility of the Kansas State School for the Blind. The item in question remains the property of KSSB, and must be returned in a timely fashion.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Teacher

\_\_\_\_\_  
Date

Name and Property Number of Item: \_\_\_\_\_

c: Parent/ Guardian  
Student File

# Emergency Procedures

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## **EMERGENCY MANAGEMENT PLAN**

For the 2018-2019 school year, all schools are required by the state to conduct 16 crisis drills in one school year. An Emergency Management Plan has been written to guide staff responses to threatening situations. At all times, student safety is a top priority. Staff has easy access to written procedures and guidance for managing emergencies. Emergency phone numbers and parent notification are part of the call-down lists in these procedures. These emergency procedures are a guide for students and employees to follow in an emergency evacuation. In the case of a fire or tornado, the procedures are reviewed orally with the students and drills are conducted frequently as required, both during the school day and during evening hours of operation.

## **STUDENT BEHAVIOR IN AN EMERGENCY**

### **Fire**

There are fire exit routes posted in each room in each building on campus. When the fire alarm (a loud siren) is sounded, students should remain quiet and follow the directions of the staff member supervising them. You will leave the area by one of the designated exit routes, move to the assigned assembly area well away from the building, and take roll. You will remain there until an administrator or a member of the Security Staff instructs everyone to return to the building. If you discover a fire, smoke, or intense heat and the alarm has not been sounded, you may activate the nearest fire alarm by pulling the handle on the fire alarm box in the area, or you may exit the building and report the fire to any staff person. Of course, a false fire alarm is a violation of state law, and would result in disciplinary action.

### **Tornado Warnings**

The signal for a tornado warning is three short rings of the class bell system. Again, every room on campus has a posted map showing the nearest tornado shelter area. KSSB now has a FEMA-approved tornado shelter with capacity for 150 people located in the gymnasium. When the warning is sounded, students should remain calm and quiet, follow their teacher to the designated area, and assume the protective position against the wall. You will stay in position until a member of the Security Staff announces the "All Clear" and instructs everyone to return to his/her normal activities.

### **Inclement Weather**

Occasionally, when severe weather conditions threaten during the day, school districts send their buses to pick up students early. Those students will be dismissed as soon as their buses arrive and parents will be called. In the case of a tornado warning, buses will leave after an "All Clear" is determined by Civil Defense.

### **Procedures for School Closing in Weather Emergencies**

KSSB generally does not close due to a weather event, but since students are at home during the weekends and return on Sundays, the school has the opportunity to make decisions that could help prevent an accident or getting stranded on the road. A decision to call off school will be taken seriously, and will only be done under the most severe weather circumstances. Families and transportation providers will have to make their own decisions about travel safety in situations where KSSB elects not to close.

KSSB has been evaluating ways to contact parents and transportation providers whenever a severe snow or ice storm on a Sunday appears to make travel in Northeast Kansas inadvisable. KSSB will make a decision by

10:00 AM on Sundays when the weather is threatening, and will begin calling families and transportation providers **only if school is to be closed**. It is essential that parents keep current contact information on how they can be reached. Also, KMBC-TV Channel 9 and KCTV Channel 5 will broadcast information on KSSB closures.

A Sunday closing means that the dormitory will be closed on Sunday, and that there will be no school on Monday. On Monday a decision will be made by 10:00 AM if the dormitory will open Monday afternoon, and school will be held on Tuesday. Some school personnel will be on campus even when school is closed, and you should begin calling the School Office (913-305-3015) by 10:00 AM on Monday to inquire about the status of the closing. We will not call you.

If the weather event happens during the school week, and the local school districts close, KSSB will still hold classes for students already on campus and any others who are able to get here. Families will have to make their own decisions about travel safety in these situations; for those who cannot get to the school, the absence will be excused. There will still be dormitory coverage in the evening and overnight. If the weather event happens on Friday, and transportation cannot get into Kansas City to pick up dormitory students, dormitory coverage will be provided through the weekend.

### **CAMPUS LOCKDOWN PROCEDURES**

There are two kinds of Lockdown events and procedures:

- **Total Lockdown** – An immediate closure and locking of all campus gates plus exterior and interior doors in buildings, and the securing of students, staff and visitors behind locked doors and out of view of windows to the greatest degree possible. This occurs when KSSB receives information that indicates a person intends to enter campus in a threatening manner, or is already on campus and appears to pose a threat.
- **Perimeter Lockdown** – An immediate closure and locking of all campus gates plus exterior doors in buildings, and students are brought inside. This occurs when KSSB receives information that there are persons at large in the area who could potentially enter campus and pose a threat, or there is a dangerous situation nearby.

#### **Procedure**

Staff will be notified either by an All-Call paging system through the telephones, or in person by an administrative designee. Staff and students off-campus (field trips, vocational placements, medical appointment, O&M lessons) will be called by cell phone to remain off-campus until the crisis is over. Administration will coordinate information and notification of parents, school districts and bus companies, as well as coordinating efforts with the police and other emergency personnel. When it is safe to dismiss students, everyone will be notified. Sometimes, there may be a potential for danger in the vicinity, and the decision is made to do a perimeter lockdown as an extra precaution. The students and their classes are rarely disrupted, but their safety is secured without incident. KSSB will regularly schedule lockdown drills, as is done with fire and tornado drills. This is done so that staff and students alike can practice the procedures, and avoid undue fear or panic.

# Health and Social Services

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## **HEALTH SERVICES**

The Kansas State School for the Blind delivers student health services as may be required by an IEP or to respond to immediate health needs of students while under KSSB's care and supervision. To accomplish this, KSSB operates a Student Health Center staffed by nurses around the clock. They provide services necessary to address student health needs such as medical and dental care with parent permission. Student health and medical needs remain the responsibility of parents. Certain health conditions may prevent participation in the student residence component of the school.

### **Nursing Staff**

KSSB nursing staff is available on campus from 7:00 a.m.-10:00 p.m. Monday-Thursday. A nurse is on campus Sunday evenings to deliver student medications. Friday hour are from 7:00 a.m.-dismissal (1:45 p.m.). On-call, overnight care is provided through contracted nursing services. Its primary focus is on preventative health maintenance and health education. Nurses deal with emergencies as well as minor health problems. They also administer prescription medications, as well as over-the-counter medications. Personal health care skills are emphasized and students are taught to become more independent in providing for their own health needs. Please relay medical information directly to one of the nurses rather than conveying it to dorm or instructional staff. The Health Center staff will notify all persons who need the information.

### **Doctor's Visits**

The school physician visits the campus one morning per week to confer with nurses and evaluate residential students who have medical complaints. Any significant medical problems will always be referred to the student's personal physician. The school dentist visits the Health Center one morning each month. They provide cleaning and routine dental care to KSSB students. Parents wanting their child to be seen by the dentist should contact the Health Center. Students should be seen by their family dentist at least annually.

### **Health Screenings**

Screenings are conducted as part of a preventive health care program and to comply with state statutes. These include: vision – hearing – scoliosis – blood pressure – height/weight/Body Mass Index. Students should visit their personal physician for a complete physical examination once each year. The Health Center will provide forms for the physician to complete and return to the school. Students are required to visit their personal eye doctor at least once every three years; however, once a year is strongly recommended.

### **Low Vision Evaluations**

An optometrist (low vision specialist) and ophthalmologist are available by appointment to evaluate students with low vision and make recommendations for adaptations for near and distance vision such as magnifiers, lighting, telescopes, etc. In order for a student to be seen by the school optometrist or ophthalmologist, he/she must have a current (less than a year old) eye examination report and appropriate insurance information.

### **Exclusion from school because of illness**

Children who are ill and unable to attend classes will be brought to the Health Center. The nurse on duty will assess the student's condition and exclude him from class/dorm based on the following criteria from the Kansas Department of Health and Environment-Handbook of Communicable Disease:

1. temperature above 99.8 or markedly subnormal with symptoms of illness;
2. *severe* colds, sneezing, coughing, etc.;
3. upset stomach, vomiting, illness related diarrhea, and abdominal pain;
4. suspicion of contagion;
5. undiagnosed or untreated (if contagious) skin lesions;
6. drainage from ears or eyes;
7. significant injury.

Parents of day students and those living within a reasonable distance from the school will be expected to pick up their child and take him/her home until he recovers. Students should be kept home until symptom (fever, vomiting, diarrhea) free for 24 hours without the use of medication. The Health Center and Dormitory Staff will endeavor to provide temporary overnight care for sick students whose residence is far from the school. If it appears that the student will be ill in excess of 24 hours, the parent/local district may be asked to make arrangements to take the child home. Parents are encouraged to develop a plan for such unscheduled events which may require last minute transportation and child care. The Health Center Staff or social worker are available with suggestions or resources to assist with the creation of a student emergency plan. A child returning to school after an illness should be seen by the school nurse before returning to the school or the dormitory.

Please do not send your child to school if he/she is ill. If this happens you will be asked to take your child back home. Parents should call the School Office before 8:30am when their child will be absent due to illness.

Please do not return your child to the dormitory on Sunday night if he/she is ill.

To leave school for medical and dental appointments, the parent should call or send a note with the student stating the time and reason for leaving. Students are dismissed after being signed out in the school office.

### **Medication Guidelines**

In order that KSSB ensure student health and safety, the school will need access to medical information including each child's medical history, recurrent or chronic medical problems, the doctor's name/address/phone number, and special diets or allergies. If a prescription is to be taken at school, please be sure that you send it to the Health Center. In order for staff to administer prescription medication it must:

Be given according to a current prescription.

Be in the original labeled pharmacy container.

If your child regularly takes prescription medication, it is most efficient to have medications both at home and at school so they do not have to be sent back and forth each weekend. (Ask your pharmacist to provide you with two properly labeled bottles.) Medications will be sent home in a plastic baggie labeled with student's name when refills are needed.

If the dosage of a prescription medication changes, the nurse must receive written orders from the prescribing doctor. Parents are encouraged to request these written orders at the time the change is made. If you send non-prescription medications for your child not on the OTC list, please provide statement explaining purpose of administration and how you would like nurse to administer it. This includes such things as vitamins, skin creams, etc. Parents will be given the opportunity to choose and record their personal preference of over-the-counter medications kept in stock and provided by KSSB. This form will be updated yearly at the time of registration and a copy kept in the student's Health Center chart.

Topical acne medications, birth control pills and inhalers may be kept by some secondary and transition



students in their personal possession or dorm room. These students will be selected for their level of maturity and their medications reviewed for appropriate usage and storage. If a student is found to be inappropriate or negligent in the care, usage or storage of these medications, the privilege will be revoked immediately. Control and administration of medications will then revert back to the nursing staff.

Parents will be notified if the school physician prescribes a medication. If you want the Health Center to order the medication, we will do so. The local pharmacy will bill your insurance company. If there is a co-payment due or insurance does not apply, the cost will be charged to your child's Golden Eagle Bank account. Please make sure that we always have current insurance information and insurance cards.

## **SOCIAL SERVICES**

### **Social Work**

KSSB's goal is to facilitate the most holistic care possible for your child, including not only your child's physical health but also your child's emotional well-being. Staff engage in social skills training with all students in naturally-occurring situations throughout the day. In addition, some students participate in a weekly social skills counseling group where a broad range of topics ranging from basic communication skills, self-advocacy and personal adjustment are discussed. KSSB contracts with a clinical social worker in private practice to provide individual counseling to selected students. We also work with Heart of America Family Services and Wyandot Center to arrange individual and group counseling beyond that offered on campus.

### **Nutrition**

Special dietary needs are addressed individually by KSSB staff, including the dietician, nurse, occupational therapist, and other specialists as needed. If your child has any dietary restrictions, please inform the nurse and she will work with the feeding team to ensure that these special needs are met. It will be necessary to submit a doctor's order specifying the nature of the special diet. The nurse can give you the appropriate forms for your doctor to complete. If you believe your child is under or overweight or has any type of eating problem, the feeding team will be happy to work in cooperation with you and your child to improve the situation. These types of special diets and interventions may also require a doctor's order.

# Educational Program

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## **EDUCATIONAL PROGRAM OVERVIEW**

The Kansas State School for the Blind (KSSB) is a special purpose public school funded by the State of Kansas and fully accredited by the Kansas State Board of Education. The curriculum and instruction is designed to meet the academic and life-skills needs of a wide range of student learners and, in addition to the teaching of specialized skills such as Braille, will emphasize areas of the Expanded Core Curriculum. KSSB does not purport to offer curriculum, classes, programs that match what our students' home schools offer, but rather is designed to meet individual needs while aligning instruction with state and grade-level standards. Such instruction to students, and related supports and technical assistance to school districts, will be offered by a variety of campus-based and statewide outreach means, and shall be delivered by specialists licensed or certified in their area of instruction. KSSB provides a broad range of instructional programs for students aged three through twenty-one at no cost to parents. Intense and highly specialized services focus on the very unique needs of students with visual impairments, including those with additional disabilities. KSSB is a partner to the local public school districts in Kansas, and advocates for students to be able to learn and live in their own communities. KSSB can help in this effort by giving students the skills they need to do this successfully. Admission to KSSB is determined by an IEP committee based upon a student's need for more intensive or specialized services than may be currently available in their home school. Enrollments at KSSB are *time limited* with an expectation that the students return to their home districts once their skills are sufficient to succeed with less intensive services and/or the local district has the supports in place to ensure a Free Appropriate Public Education (FAPE) in the Least Restrictive Environment (LRE).

Every student receives instruction and guidance from staff who have been specially trained to work with blindness and low vision and understand their effects on development. Many faculty members have additional specialties, such as the curricular areas in which they teach (eg. math, science, etc.) or areas of disability (eg. Deaf /Blind, Learning Disabilities, etc.). All staff members function as a part of a multi-disciplinary team which guides the education of each student. In order to meet individual needs, the methodology and the curriculum content are almost always modified. Students receive instruction leading to a regular high school graduation. They are also prepared either to return to their local school, transition to post-secondary education or training, or to take their place in the community.

Together, the student's local IEP team and KSSB staff decide when a student is ready to return to local programs. With careful pre-planning and follow-up services, a smooth transition is made.

Most of our students participate in one or more general education classes in local elementary, middle, and high schools, or in a nearby community college/technical school. This blend of more diverse classes in an integrated setting, combined with a specialized curriculum at KSSB, is invaluable to students in the transition process.

## **DAILY SCHOOL SCHEDULE**

Student school hours are from 7:55 through 3:16 Monday through Thursday and from 7:55 through 1:48 on Friday (or Thursday if there is no school Friday). This allows students who must travel a longer distance to arrive home at a more reasonable hour and also allows time for staff professional development and necessary meetings. Day students who leave campus via bus or other transportation at the end of the school day will not be permitted to return to campus once they have exited school grounds. Parents are expected to arrange care for students once they are transported off the KSSB campus.

### **SCHOOL SUPPORT**

Tuition, board, room, limited medical care, and educational materials are provided without cost to the parents of every child found eligible for attendance if the child is a resident of the state of Kansas. Parents are required to pay for clothing, personal expenses, medical costs, and some school supplies. They also pay a mandatory \$35 Student Activity Fee which pays a portion of the costs of school pictures, a yearbook, certain school supplies and field trips, and the loan of other school materials. A part of maturation includes the development of a responsible attitude in each child. Students are responsible for keeping necessary school supplies on hand to adequately meet the needs of their educational programs.

### **EARLY CHILDHOOD PROGRAM**

The Kansas State School for the Blind Early Childhood Program is built on the philosophy that the successful growth and development of children who are visually impaired depends on teachers and family members working together as a team. The curriculum addresses the development of each child's communication, self-concept, cognitive skills, gross and fine motor skills, social and compensatory skills, use of low vision, self-help skills, and language skills. Hands-on activities built around themes enhance students' understanding and improvement in these areas. Routine-based activities include art, group activities, daily living skills, movement, music and dance, pre-reading and pre-writing, braille readiness, and technology use. Sensory and environmental awareness activities, including field trips, provide students with new experiences.

### **ELEMENTARY PROGRAM**

The Elementary Program is geared to students who are at a readiness level for academic learning, who have had problems successfully accessing instruction in their local schools, or who simply need to learn or improve their compensatory skills – braille, use of low vision aids, technology, orientation and mobility, daily living, and social interaction skills. They may also have delays in cognition, motor skills, language, or social/emotional development. In the primary grades, academic programming is supplemented with meaningful experiences using real objects and community field trips. These help students build a framework for processing new information. Compensatory skills are taught to aid in adaptations necessary for reading, writing or other means of communication, including braille. Students also learn to utilize their functional vision in a variety of activities. Basic self-help skills are taught within learning routines. In the middle grades, independent work and the acquisition of lifelong study and organizational skills are stressed. Emphasis is placed on the mastery of the basic concepts of each subject area in the regular elementary/middle school curriculum while determining the best reading medium or combination of media and other compensatory skills to access information. Elementary students are sequentially instructed in social skills because blind children may not pick these up incidentally. They also learn about their body image and their environment in formal and informal orientation and mobility training. Physical Education classes are adapted to teach a variety of developmental physical skills through enjoyable games and sports, including swimming. Students also begin instruction in educational and assistive technology in order to increase their access to information and to give them a means to communicate with others in written form.

### **SECONDARY PROGRAM**

The Secondary Program includes both junior and senior high classes. The secondary curriculum is adapted to accommodate students at a variety of levels with either a modified or regular academic approach. The academic program focuses on the general education knowledge of middle and high school curriculums, but

also contains specific skills and adaptations which address the needs of visually impaired youth. Study and organizational skills are addressed within content areas. Each student's basic learning style and most efficient reading medium are determined, and then strategies for reading, listening, and studying are taught. A key component for many of our students is the availability of accessing general education classes in the various local middle and high schools, as well as nearby community college/technical school. Students are supported both in these off campus locations and back at KSSB through tutoring, technical assistance, and provision of braille materials. The regular curriculum requires 21 credits in the basic subject areas required by the Kansas Board of Education.

The pre-college curriculum for students applying to any of the Regents Universities in Kansas is based on the need for greater communication and critical thinking skills as expressed by employers and educators. The development of these skills is built upon a curriculum of English, Math, Natural Science, and Social Studies. The focus of the modified program is to help students use and improve their academic skills in a variety of functional tasks which are essential for future employability and independent living within the community:

- Functional reading and writing
- Mathematics applications
- Social skills and self advocacy
- Personal and home management skills
- Recreation and leisure
- Career education and work experience

On-the-job work experiences are available to all high school students under the direction of vocational staff. Students usually start working in various departments on campus (food service, maintenance, clerical, receptionist, housekeeping, classroom aide), and then move to jobs or, job experiences, in the community in hospitals, government agencies, child care facilities, and private businesses.

### **LIFE SKILLS PROGRAM**

The Life Skills Program is intended for students who have visual impairments combined with other disabilities, such as significant developmental and communication delays or dual sensory impairments. It is designed for students who learn best within a structured routine. With input from parents, the educational team and the local school district, developmental skills and functional activities are identified as areas of need. These are then taught in an integrated manner within the context of the daily routines. Community-based instruction and job site training are important components of this program. Transition planning with representatives from the student's community and local agencies prepare them for integration into their home school vocational/transition program or into future settings in which they may live and work. Developmental skills in the following areas are consistently worked into instructional routines:

- Self Determination
- Daily living skills
- Independent movement (Orientation and Mobility)
- Communication skills (oral, gesture, sign, tactile symbols, calendar system, electronic device)
- Recreation/Leisure skills
- Vocational skills and experience
- Transition skills

## THE EXPANDED CORE CURRICULUM FOR STUDENTS WITH VISUAL IMPAIRMENT

In both the elementary and secondary programs the specialized techniques and modifications known as the core curriculum for blind and visually impaired students (developed by the National Agenda) are specifically taught. Many of these core skills require direct, sequential instruction in areas that sighted students pick up casually and incidentally:

**Compensatory academic skills** – adaptations necessary for reading and writing or for other means of communication (braille, large print, print with optical devices, recorded materials, and voice output).

**Orientation and mobility** – including independent travel in residential and business areas and the use of public transportation.

**Social interaction skills** – socially appropriate behavior skills leading to successful lives.

**Self-determination skills** – skills and beliefs to pursue personal goals and self-manage one's life successfully, understanding one's strengths and limitations.

**Independent living skills** – personal hygiene, food preparation, money management, time monitoring, and organization of personal spaces.

**Recreation and leisure skills** – a repertoire of enjoyable individual and team activities that carry into adult lives.

**Career education** – knowledge of the world of work, exploration of individual strengths and interests, and the chance to learn marketable skills.

**Assistive Technology** – insurance of equal access to print and internet information, feedback to teachers and others, and storage of personal data for easy retrieval.

**Visual (and other sensory) efficiency skills** – instruction in the use of functional vision through the use of specialized techniques and low vision aids, as well as the use of residual hearing and other senses.

### GRADUATION REQUIREMENTS

#### Middle School

The Secondary Program at KSSB includes grades 7-12. Students in the 7<sup>th</sup> through 8<sup>th</sup> grades are provided a transition program which reinforces independent study skills and allows students to become acclimated to a class schedule involving different teachers for the various subjects. Individualized instruction continues to play an important part in steering teaching to the level of the student. Remedial instruction is provided as needed. Students who are in the 7<sup>th</sup> grade or are 14 years of age may participate in secondary extracurricular activities. These include boys' and girls' track, goal ball, wrestling, cheerleading, and choir or band. Students compete with other residential schools for the blind and some local public schools.

#### Grades 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup>

Students are expected to pursue a curriculum leading to the completion of approved graduation requirements as follows:

English Language Arts (Braille, as appropriate)	4 units
Reading	
Writing	
Literature	
Communication	
Grammar	

History and Government	3 units
United States History & Government	
World History	
Kansas History & Government	
Economics & Geography	
Science (at least one unit as a lab course)	3 units
Physical Science	
Biological Science	
Earth & Space Science	
Chemistry	
Mathematics (including Algebra & Geometry)	3 units
Technology	1 unit
PE/Leisure (including Health)	2 units
Fine Arts (art, music)	1 unit
Electives	4.0 units
<b>TOTAL REQUIRED.....</b>	<b>21 units</b>

All students in 9<sup>th</sup> – 12<sup>th</sup> grade shall have an official transcript monitored annually which shows progress toward graduation. All students who complete the graduation requirements participate in annual graduation ceremonies and receive a standard diploma.

At the Kansas State School for the Blind some students have one or more disabilities in addition to blindness. Students who follow adapted or functional programming will demonstrate an academic and vocational achievement level established by the IEP Committee. If a student requires an alternative curriculum, it will be so noted. Each student’s graduation status is monitored annually beginning with the 9<sup>th</sup> grade. Each student receives the same graduation recognition and diploma as non-exceptional students who do not require an alternative curriculum. All students regardless of disabilities will be required to complete 21 credit hours. All students are eligible for services through the academic year during which he/she reaches his/her twenty-first birthday. Determination of placement and services is made by the student’s IEP team which includes the local district, parents, and KSSB staff.

**PRE-COLLEGE CURRICULUM FOR REGENTS UNIVERSITIES**

Students applying to any of the six Regents Universities in Kansas are required to meet certain admissions criteria:

- Complete the pre-college curriculum with at least a 2.0 grade point average (GPA) on a 4.0 scale; or
- Receive a score of 21 or above on the ACT; or
- Rank in the top one-third of their high school’s graduating class.

This curriculum is based on needs for greater communication and critical thinking skills as expressed by employers and educators. The development of these skills is built upon a rigorous curriculum of English, Math, Natural Science, and Social Studies.

- English: 4 units
- Natural Science: 3 units  
Students must take 3 units chosen from the following: Biology, Advanced Biology, Chemistry, Physical/Earth/Space Science and/or Physics. At least one unit must be in Chemistry or Physics.
- Math: 3 units

Students must take 1 unit each of Algebra I, Algebra II, and Geometry.

- Social Sciences: 3 units  
Students must take the following:
    - 1 unit of US History
    - ½ unit of US Government
    - 1 unit selected from courses in Psychology, Economics, Civics, History, Current Social Issues, Sociology, Anthropology, and/or Race and Ethnic Group Relation.
    - ½ unit selected from World History, World Geography, or International Relations.
  - Computer Technology: 1 unit
- These curriculum requirements apply to freshmen who are interested in a college preparatory program leading to admission to one of the six Kansas Regent universities.

### **ATTENDANCE**

Regular attendance is an important part of education. Students are required to attend all classes every day. No student shall be permitted to leave school prior to the normal time of dismissal or to be absent when regular school is in session unless excused by the School Administration. Attendance shall be reported and recorded daily. School administrators are obligated by Kansas law to compel regular attendance. Absence and tardiness shall be dealt with through efforts to correct the problem. If a student is absent, the parent or guardian must call the school *office* before 8:30 am to notify the School Office. (1-800-KSBLIND / 572-5463 or 913-305-3015)

### **ABSENCES**

The School Administration shall determine whether an absence is excused or unexcused. Absences shall be excused for the following reasons:

1. Illness of the student.
2. Urgent need of the child to be home due to illness in the immediate family.
3. Death in the family.
4. Absence approved by the Director of Instruction and prearranged by the parent, student, and Director of Instruction.
5. No transportation available due to bad weather.
6. Other emergency reasons approved by the Director of Instruction or designee.
7. School-approved activities.

Students whose absences are excused shall be given the opportunity to make up work. However, no amount of make-up activity can completely duplicate the classroom participation missed during an absence. The importance of daily participation will vary according to the nature of the class. Individual teachers will enforce standards of attendance as outlined in the Kansas State Board of Education policy and inform students and the parent of the effect of poor attendance on academic grades.

After any excused absence, it is the student's responsibility to make the initial contact with his/her teacher(s) to determine make-up assignments and schedule times for taking tests missed. Students absent one week or less will be allowed double the amount of time in which to make up missed work. For absences longer than one week, the time allowed will be one week plus the number of days absent. Students are expected to fulfill long-term assignments as originally scheduled.

An unexcused absence is one which has been classified as such by the School Administration. An absence will be classified unexcused if it does not fit one of the seven stated reasons for an excusable absence. A student is

not excused for an absence if under suspension (out-of-school), if he/she leaves school during school hours without permission, or if he/she does not attend a class. Absences of more than 15 days in a semester may result in a loss of credit for a class or classes. Credit will not be given for make-up work resulting from an unexcused absence. However, the teacher shall inform the student of assignments missed during the unexcused absence so that the student may on his/her own initiative make up the missed work, and in doing so, maintain continuity of learning by obtaining the knowledge necessary for further study. Students aged 7-12 who have unexcused absences for either 3 consecutive days or 5 or more days in a semester, will be reported to the Division of Children and Families (DCF) as required by law. Students aged 13-16 will likewise be reported to the district attorney in accordance with truancy laws. Parents will be notified if KSSB needs to take this action.

**NOTE:** If it is necessary for a student to leave school during the school day, the parent or another person with whom the student is authorized to leave campus must sign the student out in the School Office.

### **HOMEWORK**

The purpose of assigning homework is to practice and reinforce skills learned while in the classroom. The following guidelines may be used:

**Secondary Academic:** one-half hour assignment per academic class 3 times each week. This may include weekends.

**Upper Elementary:** 15-30 minutes, two to four times each week.

**Life Skills:** As ability allows, up to 15 minutes each day.

As needed, elementary classroom teachers should contact the dorm teachers by phone, email, or note to give them a list of students who did not complete their work and/or who have homework. Most secondary students have assignment notebooks which parents and dorm teachers are encouraged to check. Students have access to adaptive technology located in the student residence.

### **STUDY HALL**

A regularly scheduled and supervised study hall occurs every night in the dorm. It helps teach students skills in setting priorities, being responsible and being organized. Technology assistance is available, if needed. Help with homework can be provided. All students with some homework have study hall for at least one (1) hour, with additional time for older students. There is regular communication between school and dorm on specific assignments. Reading skills are emphasized with paired reading used as requested by teachers for fluency and speed. Story time is scheduled for younger students who don't have homework. For day students, and for dorm students when necessary, individual tutoring can be arranged as needed.

### **HOME SCHOOL REPORT**

For upper elementary and secondary students who are having difficulty completing or simply refusing to complete homework assignments, the educational team may recommend a Home School Report system. When executed as designed by either parents or dorm staff, it is highly successful. Under the system, the student is responsible for writing down each hour's assignment, which is verified by the teacher. Each evening, either at home or in the dorm, he/she is expected at a specific time to sit down and do the homework, or to stay there until it is finished. If the student does not bring from school the report containing the daily assignments, or if he/she loses it, they must stay in their room for the rest of the evening (without TV, music or phone privileges). If these rules are followed, this system promotes increased responsibility and compliance on the student's part.



## **STUDENT PROGRESS REPORTS**

Grades and/or IEP Quarterly Progress Reports are mailed to parents following the end of each nine-week period. These reports provide parents with information on how their child is progressing in classes. Copies are also mailed to the student's local education agency (LEA) and to his/her local teacher of the visually impaired, if applicable, to keep the local school system informed of the student's progress. In addition, parents are called several times each year to inform them of their child's progress and invite them to fall and spring parent/teacher conferences.

## **EXTENDED SCHOOL YEAR (SUMMER PROGRAM)**

The Extended School Year (ESY) program is intended for those students who have been determined by an Individualized Education Program (IEP) committee as needing summer services in order to receive full benefit from their educational programs. The focus is on the Expanded Core Curriculum components, especially:

- Reading and writing (with emphasis on Braille, as needed)
- Daily living skills, including cooking
- Orientation and Mobility
- Vocational experience
- Assistive technology
- Recreation and Leisure

## **Summer Vocational Program**

In order to combat the high unemployment and/or underemployment rate for blind adults, KSSB believes all Kansas high school students with visual impairments need real work experience and highly targeted training before they graduate. The vocational program is provided during summer sessions in Kansas City for visually impaired students finishing their Freshman, Sophomore, or Junior year. The program includes:

- Classroom work covering interest testing, how to get a job, job expectations, interviewing, how to keep a job
- A portfolio collected throughout the program detailing classroom work and employer feedback and evaluation
- Weekly sessions with peers, employers, and successfully employed blind adults.
- Intensive job coaching while at work
- O&M services to orient students to the job, and to work towards greater responsibility in getting to and from the job

## **SUPPLIES AND MATERIALS**

It is expected that each student will provide his/her own school supplies for the completion of assignments and class projects. These supplies will include standard school supplies such as paper, notebooks, pens, pencils, etc. We encourage students to purchase these supplies as much as possible at home or from local stores.

KSSB will provide those items which cannot be purchased locally. This would include braille paper, abacus, slate and stylus, braille rulers, etc. Necessary equipment such as braille writers and note takers will be available to students as needed. They can also be checked out to students in their dorm or at home. Partial restitution through on-campus work may be required for intentional destruction of property.

KSSB will give to each student (as appropriate) a long, folding or specialty cane as part of the instructional process. Payment or restitution may be required for lost or intentionally damaged canes.

Secondary students will have lockers to keep their materials and personal possessions. Students may be issued keys to the lockers. If the key is lost, a fee to have a new key made will be charged. Lockers and keys will be issued by the school office. Please do not bring locks from home. Classroom teachers cannot be responsible for lost items on campus.

Students are requested to bring the following supplies:

### All Students:

- 2-3 Boxes Kleenex
- 1 bottle Antibacterial gel
- 1 container Disinfecting wipes
- Black pens and #2 Pencils (if that is what they use for writing)
- Black 20/20 Pens or Sharpies (if needed for writing)
- Back Pack (appropriate size for age of student)
- Swim suit (1 piece for girls)
- Diapers/pull-ups, Swim diapers, and wipes, (if student uses them)

### Elementary (Preschool through Grade 6):

- Medium (24) Box of Crayons (K-6)
- Jumbo Crayons (Preschool)
- Box of Washable Markers (Regular, not fine point)
- 2 Glue Sticks
- 1 change of clothes, in case of spills or accidents
- School supply box
- Large size pencil (if that is what they use)

### Secondary (Grades 7-Transition):

- USB Flash Drive, 1 GB suggested
- Notebook paper (if not a braille student)
- Earphones with assorted plug adapters

## INDEPENDENT TRAVEL

The Kansas State School for the Blind subscribes to the following statements of Orientation and Mobility philosophy. It is of utmost importance that students develop a positive self-image and confidence in their ability to function within their environment. One way to achieve independence is the ability to move within one's environment, thereby increasing the number of experiences and concepts available, as well as the ability to control one's own life and immediate environment.

1. Orientation and Mobility is an integrated part of the educational curriculum and an integrated part of life. It therefore must be taught as such and not only as an isolated skill.
2. Orientation and Mobility training should begin during early childhood and preschool years.
3. The long cane is a primary tool for totally blind and low vision students, which may be supported by other orientation and mobility aids.
4. Students will be evaluated on an individual basis to determine needs based upon parent, student, and staff input. Appropriate mobility aids will be prescribed for each student.
5. Students will be encouraged to use the long cane and/or other mobility devices in all areas. Canes or other mobility devices shall not be removed from students except in cases of imminent danger (e.g., if the student is using it as a weapon).

## OFF-CAMPUS TRAVEL PASS

As the culmination in the process of learning to travel as independently as possible, KSSB has a program where students are allowed to apply for an off-campus travel pass. This pass is available to all students over the age of 18, either day or residential, who meet established criteria. (The day students are given the opportunity to apply so that in the event they do stay on campus for after school activities, they have the pass in place to take advantage of travel opportunities.) **NO STUDENT** will be allowed to leave campus during school hours, unless he/she has a legitimate reason to be away from KSSB. Parents, Orientation and Mobility staff, social workers and administrators together determine the degree to which students are allowed to travel independently. The pass is limited to certain destinations and conditions. The Orientation and Mobility Specialist will first determine that the student has demonstrated the skills and ability to travel independently in an urban setting. The school social worker will evaluate the student's level of maturity to determine his/her willingness and ability to follow the student contract responsibilities. A copy of this student contract (restrictions and terms of travel included) as well as the entire student travel pass packet is available from the Orientation and Mobility office. Copies of the Orientation and Mobility and social work reports will be sent to the parents, with any restrictions noted. It is then the parents who make the final decision and either approve or deny permission for independent off-campus travel. Any of several staff members, but especially the Orientation and Mobility Specialists, will be observing students traveling off campus. If someone reports a student exhibiting poor O&M skills or traveling in an unsafe manner, that student could lose his off-campus pass privileges for a month. Likewise for a student observed exhibiting disruptive or aggressive behavior which interferes with his or others' safety. Only students in good standing will be allowed to use their passes. Those students who currently have a detention, room restriction, in-school suspension, or failing grades may not be allowed to go off campus. When these conditions no longer exist, the pass will be reinstated as appropriate.

## STUDENT COUNCIL

The Student Council (STUCO) provides students with opportunities to develop leadership skills, to learn about self-government, and to promote positive student conduct and student/staff relationships. Students are responsible for planning student dances, fundraising projects, promoting school spirit and pride, and community service projects. STUCO has a representative for each class in grades 7-12. Elections are held in

early September each year.

### **Eligibility for Student Council**

The qualifications for members:

- A. maintain a passing average grade in all classes,
- B. receive no failing grades during the previous semester.

Additional qualifications for **President**:

- C. be a high school student (grades 9-12) attending at least half day at KSSB,
- D. have attended KSSB for at least one semester prior to running for office (an exception may be made for students who attend KSSB for only one year).

### **GOLDEN EAGLE BANK**

The Golden Eagle Bank is a student bank chartered by the State of Kansas. Its goal is to give secondary students the opportunity to gain money handling skills by practicing banking transactions, and to develop a system for budgeting and monitoring their own balances. Monthly bank statements are issued to students. Elementary and life skills students who live in the dorm may also open bank accounts to deposit money for activities, field trips, personal supplies, etc. Money for these students may be withdrawn by KSSB staff as students need or request it. Dorm students who use the local pharmacy for medication refills need to set up an account for that purpose, maintaining a minimum balance of \$10.00. Parents may call the math teacher if they have questions regarding their child's bank account (913-305-3025).

### **STUDENT ACTIVITIES**

#### **Sports**

KSSB fields teams in these areas: track, goal ball, wrestling, and cheerleading.

Students compete according to their ability in local meets and in meets sponsored by the North Central Association of Schools for the Blind. KSSB is one of 11 member schools.

#### **Music**

All elementary students have regular music classes, but older students may choose to participate in either a choir or a band as the need arises, which perform at school functions and for community groups. Individual instruction in voice or on a variety of instruments is available on a limited basis.

#### **Field Trips to Community Activities and Cultural Events**

Field trips into the community are part of the learning experience, and usually involve locations which are both instructional and recreational. During the enrollment process, parents are asked to provide written authorization for their children to participate in these field trips. This authorization gives permission for their children to attend all scheduled field trips during the year. The school will attempt to inform parents of scheduled field trips as they occur by way of notes, email, posting on the school web site, or other means. All field trips must be approved by the School Administration.

Students may take an active part in a variety of activities including:

- Children's theater (Coterie, Theater for Young America)
- Visits to the zoo, the American Royal, the circus, and area farms and parks
- Ice skating, bowling, and indoor tunnel playgrounds
- Libraries, parks, and children's museums
- Local grocery and other shopping excursions, tours of fire stations and various community resources

Day students may wish to stay for dorm activities, recreation, or scouting programs from time to time.

Arrangements should be made with the Dorm Director, and parents should arrange for transportation home afterward. On certain occasions, when parents may find it difficult to pick up their student late in the evening, it may be possible for that student to spend the night in the dorm, if prior arrangements have been made with the Dorm Director (and the nurse, if medication is involved).

### **LOST AND FOUND**

The purpose of the lost and found procedure is to encourage students at the Kansas State School for the Blind to accept responsibility for school equipment and supplies which have been lent to them as well as for their own materials. School articles left in classrooms, hallways, sidewalks, gymnasium, etc., will be brought to the School Office by staff. Students need to come to the school office to retrieve lost articles. Should the student continue to lose school property, corrective actions may be taken (e.g. detentions, new rules for usage, additions to a behavior plan).

### **INDEPENDENT AND DAILY LIVING SKILLS**

Opportunities for learning specific living skills and personal independence are provided to students through courses in Family & Consumer Science and independent living skills, as well as experience in the Dormitory Program.

Areas of emphasis include the following:

1. Personal grooming and hygiene, including daily bathing, care of teeth, and proper use of cosmetics and personal items.
2. Clothing care, including folding and hanging clothes, orderliness in drawers and wardrobes, selection of appropriate clothing, laundry, and minor clothing repairs.
3. General room care, including making and changing beds, mopping floors, dusting, vacuuming.
4. Food and kitchen skills, including shopping and food preparation, menu planning, and personal eating skills.
5. Use and care of personal possessions and school property.
6. Earning and spending money for goods, budgeting.
7. Eating management, weight control, nutrition.
8. Personal management and organization skills.

Older students can enter a simulated supervised apartment or cottage living experience on campus during their senior year, if appropriate, or as a required part of the Transition program.

# Student Conduct

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## **STUDENT CONDUCT**

### **DISCIPLINE POLICY**

The Kansas State School for the Blind has established standards of conduct for students as well as a disciplinary process to protect members of the school community, to maintain and advance its educational mission, and to provide for the orderly conduct of the school's activities. Disciplinary procedures used by the school are considered part of its educational process. In every case of misconduct, the nature and circumstances of the violation will be considered and appropriate disciplinary actions will be administered on a less restrictive alternative basis.

School policy and rules of conduct should be applicable to all students in any program or activity conducted by the Kansas State School for the Blind. Rules and procedures will be developed which govern the conduct of students on or off campus at any school-sponsored activities (including athletic trips) to protect the health and safety of individuals and property, and to insure that a proper learning environment prevails in the classroom.

### **BEHAVIOR PLANS**

Whenever a student's behavior gets in the way of that student's or other students' ability to learn, positive behavioral support will be considered. A functional behavioral assessment will be coordinated to include input from all staff working with that student. Together they will design a behavioral support plan which will address best practices in the education of the student. Environmental support and reinforcement of appropriate behavior will be included, and the plan will be implemented through the IEP process.

### **EXCEPTIONAL CONDUCT**

Exceptional conduct is behavior which promotes a positive school atmosphere. This may include acts of kindness directed toward other students or staff, school service, or exemplary attitudes directed toward a student's present course of study. Examples of exceptional conduct include, but are not limited to:

- school service
- volunteer work at KSSB or elsewhere
- assisting others when needed
- positive school attitude
- promptness
- random acts of kindness
- timely completion of school-oriented tasks
- citizenship
- pursuit of extra-curricular activities

Exceptional conduct displayed by students may result in the following:

- notification of parents by note or phone call,
- verbal recognition to student body during the lunchtime recognition period.

## **FOOD AND DRINK**

Students may be allowed, with teacher consent, to bring certain food items or drinks to class. Snack machine items and items brought from home or bought during an off-campus mobility or vocational activity should generally be stored in a locker or bag and then eaten after school. Exceptions include food prepared in a Family and Consumer Science class (and consumed there), special events or parties under a teacher's direction, or rewards sanctioned by a teacher.

## **DRESS CODE**

The following is the dress code effective for all students at the Kansas State School for the Blind. Students not adhering to the dress code will be subject to the school's disciplinary policy.

- Students are responsible for personal hygiene.
- Students coming to school unwashed, unkempt, or in need of personal hygiene will be sent to the school office.
- Extended day students will return to the dorm with supervision and not be admitted to class until the proper grooming has been attained.
- Day students may go to the dorm or the health center for immediate instruction in personal hygiene and grooming.
- Time missed from class will be considered unexcused.
- Examples for which students will be sent to the dorm include:
  - Hair uncombed, unwashed.
  - Body odor; need for deodorant
  - Need to have teeth brushed.
  - Unshaven (unless a beard is being grown)
  - Dirty clothing, improper clothing.
- Students are responsible for proper attire.
- Students are required to wear clothing which provides appropriate coverage of the body, which is not offensive to other students and staff, and is clean and in good condition. Dorm students arriving at school in offensive or inappropriate clothing will be sent to the dorm to change. Day students will be given a choice of changing into school clothing (e.g. gym shirt and shorts) or parents will be called to take the student home to change.
- Shirts, T-shirts, and sweatshirts are allowable; however, none will be allowed that may be considered to promote negative messages advocating death, destruction, drugs, alcohol, tobacco, disobedience, or foul language. Shirts with established insignias of universities, schools, or athletic teams are allowable.
- Hats are to be worn outdoors only, unless prescribed for glare indoors (with bill in front). Hats are not allowed in the classroom, dining room, or indoors during school functions whether on or off campus.
- Outerwear is to be removed during class. Lockers and coat hooks are provided.
- Shoes or other appropriate footwear shall be worn at all times. Flip-flops are not allowed during mobility lessons.
- Shorts may be worn; but must reach at least mid-thigh in length. Shorts (and likewise jeans and other pants/trousers) may not be torn or have holes in them.
- Skirts for girls must also be at least mid-thigh in length.
- Fashion/fad statements which display underwear are not allowed.

- Tank tops, halter/crop or tube tops, muscle shirts, or other tops or shirts which are see-through, low cut or display a large amount of bare skin are not allowed.
- Make-up and jewelry are to be moderate and not distracting. Excessive chains are not allowed.
- Students attending local schools or any off campus activity or job are expected to dress appropriately for each school, job site and location.
- Students shall wear proper clothing to off-campus activities or events which may be determined by staff in charge of the event. Failure to arrive in proper attire for the field trip will result in the privilege being denied for the trip and credit (if appropriate) shall be lost.
- Middle school and high school students are responsible for items used exclusively for athletic activities which include:  
shorts, shirt, tennis shoes, socks, athletic supporters, swimsuit (for girls, a one piece suit only, please), and personal hygiene items.
- All students need to bring a tank type swimsuit or swim trunks to use at school.
- Appeals regarding attire shall be brought before the appeals committee which consists of one staff member from the education program, one staff member from the residential program, and one representative from the student council. The decision from the appeals committee shall be final.

### **PHYSICAL CONTACT**

The primary goal of the school is to provide students with a safe, clean learning environment with a minimal number of distractions, thus allowing students the opportunity to grow, mature, and acquire knowledge and skills to the maximum extent possible. To that end, it is the policy of the school for students to respect the physical “space” of others. Therefore, it is unacceptable for students to have “social” physical contact with others, including but not limited to: embracing, kissing, horseplay, roughhousing, etc. Greetings such as arm around another’s shoulder (side by side) and handholding are acceptable.

### **DINING ROOM CONDUCT**

Mealtime should be a pleasant time to enjoy food and the company of friends. Students should enter the dining room in an orderly fashion and speak only in conversational tones. Shouting and calling to others at another table reflect poor manners. Students should remain in their seats during mealtime, unless they are getting second helpings. Students are expected to display good table manners, be polite and courteous, and be respectful of others. Students are required to sit at the table until they are dismissed. Secondary students may be dismissed by the lunch monitors to go outside on the patio or in the garden or to the gym for the last few minutes of the lunch period. After dinner, students may also congregate on the patio or in the sensory garden. Students not exhibiting appropriate behavior may be asked to sit at a separate table and may not be dismissed for lunch free time for one or more days. Students who have suggestions about the dining room should discuss them with their student council representative. The student council will in turn relay suggestions to the Director of Instruction.

### **PROCEDURES FOR LEAVING CAMPUS**

Students must remain on campus during school hours. Students may not walk off campus during class time, homeroom, or lunchtime without authorization from the office. Dorm students wishing to leave campus after school hours must check out with the dorm staff. Any student needing to leave campus must have the appropriate permission and off-campus pass, and check out with the office or dorm staff. Parents who are aware of the need for their child to leave campus before a scheduled departure time should let KSSB staff know. Do not depend upon your child to inform us. During the school day, parents must sign out



their students in the school office.

### **PORNOGRAPHY**

Students are not allowed to bring on campus or access through the Internet pornographic materials. This includes downloading obscene, graphic or inflammatory music. Such items will be confiscated, parents will be notified, and consequences will be given. Future access to the Internet will be denied for a period of time appropriate to the situation.

### **INVASION OF PRIVACY**

Students will not go through the room, locker, desk, purse, grade book, or office mail of any staff member or of other students.

### **ELECTRONIC COMMUNICATION DEVICES**

Cell phones, if parents want their student to have one, should not be used to make calls, email, play games, or engage in distracting activities during school hours, although other functions such as time, calendar, and class appropriate apps may be used. Students must comply with dormitory rules guiding their usage. (See dormitory section.) Radios, digital music or disc players, etc., will not be permitted in the classroom unless needed for classroom work. All such items found in the school building will be confiscated and placed in a secure area until returned to the appropriate dorm or parent. Radios and digital music/CD players may be used on the athletic team bus or van if headphones are used, and in the dorm when it does not disturb others.

### **SOCIAL NETWORKING WEBSITES**

To prevent interference with instructional activities, all social networking websites are automatically blocked from most KSSB computers during the school day. Because these websites are becoming a common communication medium for many people, residential students will have access to the social networking websites during the evening hours (5 PM to 9 PM). However, all content of the social networking websites will continue to be filtered for inappropriate material.

Examples of popular social networking websites include: Facebook, Twitter, and Instagram.

### **BUYING, SELLING, BORROWING OR LENDING**

Students should not borrow, lend, buy, sell, or give any personally owned items to others. We need parent support and cooperation in this area. Parents are urged to question their child regarding possessions or items brought home when they are not fully aware of how the child came into possession of the item. Anytime you have a question, please call the school office or Dormitory Director and ask for confirmation of a transaction.

### **DRUG AND ALCOHOL USE/ABUSE**

KSSB recognizes the effects on the school, home, and community resulting from drug and alcohol use/abuse. While the primary obligation to seek assistance rests with the student and his/her parents/guardians, school staff shall work with the home and community to develop and implement a comprehensive prevention and intervention program.

### **DAMAGE TO SCHOOL PROPERTY, LOSS OF SCHOOL MATERIALS**

In case of damage to or loss of school property, the appropriate administrator will conduct an investigation and seek appropriate restitution for the loss or damage (e.g. working on campus). Parents will be informed

that grades, diploma, and transcripts may be withheld in cases where restitution is not provided to the school.

### **MISCONDUCT**

Any student who willfully violates or fails to follow KSSB rules or regulations, or performs an act which materially interferes with or is detrimental to the orderly operation of the school, a classroom, a school-sponsored activity, or any other aspect of the educational process at KSSB, shall be subject to discipline or suspension. Corporal punishment, which consists of spanking or striking a student, will not be allowed at KSSB. In the case of suspension, the nature and circumstances of the violation must reasonably warrant a suspension and the length of the suspension imposed. As a general rule, no student shall be suspended unless another form of corrective action or punishment has been previously imposed upon the student as a consequence of misconduct of the same nature. If, however, the violation of school rules for student conduct constitutes "exceptional misconduct" as defined below, suspension may be imposed without prior alternative corrective action.

"Exceptional misconduct" is a violation of KSSB rules which is so serious in nature and/or is so serious in terms of the disruptive effect upon the operation of the school as to warrant an immediate resort to suspension.

#### **Offenses**

- **Academic Dishonesty/Cheating/Forgery** - This includes:
  - Altering, copying, or imitating something, without authority or right, with the intent to deceive or defraud by passing the copy of thing altered or imitated as that which is original or genuine;
  - Selling, buying, or possession of an altered, copied, or imitated thing with the intent to deceive or defraud;
  - Plagiarism, forgery, copying or stealing another person's work
  - Allowing another person to copy one's own work, doing another person's class work;
  - Creating more than one copy of one's own work for distribution;
  - Intentionally accessing another's material for the purpose of using it as one's own;
  - Unauthorized copying of software, unauthorized use of hard copy of software to develop one's own software.
- **Arson:** Willfully setting fire to either school or personal property.
- **Assault (physical):** A physically unprovoked attack on another person or persons.
- **Bomb threats/false alarms.**
- **Criminal acts as defined by law.**
- **Destruction or defacing of school property:** Any act which changes or alters the surface of school property.
- **Disruptive behavior:** These are behaviors that severely impede normal classroom operations (left to teacher discretion).
- **Disruptive dress:** See KSSB dress code.
- **Extortion:** To obtain something by force or inappropriate pressure (as in a bribe or threat of physical harm or well being).
- **Fighting.**
- **Gambling.**
- **Harassment:** To intimidate or degrade in word or action, including sexual harrasment or harassment on the basis of sex, race, color, national origin, or disability.
- **Insubordination:** Willful disobedience of teachers or staff in following rules and regulations to

include defiance of reasonable instruction.

- **Lack of academic effort:** Not participating in class, not turning in homework.
- **Repeated violations:** Repeated offenses as defined within this policy.
- **Sexual misconduct.**
- **Tampering with fire and emergency equipment.**
- **Theft.**
- **Truancy, unauthorized absence from class, repeated tardiness.**
- **Use or possession of dangerous weapons or explosive devices:** These include knives, guns, or objects made into or used as weapons. (See Weapons in first section.)
- **Use or possession of tobacco or smoking paraphernalia.**
- **Use, possession, or sale of a controlled substance:** This includes being under the influence of a controlled substance.
- **Use, possession, or sale of an alcoholic beverage:** This includes drunkenness or being under the influence of alcohol.
- **Verbal and physical abuse:** Use of language or aggressive physical act which belittles, intimidates, or lowers self-esteem.
- **Vulgarity or profanity.**

### **Disciplinary Sanctions**

Students who require disciplinary actions may meet with the social worker for counseling to discuss alternative behaviors for corrective action and to devise a consequence. Staff members consider the following circumstances prior to disciplinary actions:

- The seriousness of the offense.
- The student's behavior.
- Past behavior of the student.
- The student's pattern of misconduct.
- The student's degree of cooperation.
- Attendance patterns and academic progress.
- The safety and welfare of this student, as well as other students.
- Age/academic placement and comprehension of student.

The intent of discipline is to assist students in recognizing unacceptable behaviors and replacing those behaviors with acceptable behaviors. KSSB supports the concept of progressive discipline to encourage the development of self-control. This process is intended to be instructional as well as corrective.

A student who repeatedly fails to follow school rules or the reasonable directives of school personnel will face progressively more severe consequences as determined by the appropriate administrative team.

Disciplinary actions include:

- Time out
- Detention
- Behavior contract
- Restriction of privileges
- Reprimand
- Restitution (usually working on campus)
- Student/teacher conference
- Parent/teacher conference

- Room restriction in the dorm
- Conference with an Administrator or Dorm Director (with or without parents)
- Academic modification
- Revocation of off-campus pass
- Time for time owed
- Confiscation of disallowed or illegal items
- Assignment of extra work or duty
- In-school suspension
- Out-of-school suspension
- Expulsion and return to the home district

### **Procedures for Suspension**

A short-term suspension (including in-school suspension) of less than ten days may be imposed after giving the student oral or written notice of the charges against him/her. A hearing will be held immediately and conducted informally, usually with a staff member present as a child advocate, an Administrator and other staff as appropriate. The student has the right to be present, to be informed of the accusations and the basis for them, and to make statements in defense of these. Parents will also be informed immediately by phone of these proceedings. A written notice of the short-term suspension and the reason for it will be mailed to the parents or guardian as soon as the suspension has been imposed.

In the case of a long-term suspension or expulsion, parents will be notified of their procedural rights under the IDEA (Individuals with Disabilities Education Act) and of an IEP meeting to be convened with LEA (Local Educational Agency/school district) staff within ten days. Two areas must be addressed by the IEP team:

- The team must develop a plan to conduct a functional behavior assessment and then develop a behavior intervention plan. If such a plan already exists, the team must review and modify it, and as soon as practicable, reconvene the IEP meeting to develop appropriate behavior interventions to address the student's behavior.
- A manifestation determination hearing must consider evaluation, diagnostic and observation results, as well as the IEP and placement. Prior to finding that the student's misconduct was not a manifestation of his disability, the team must determine that 1) the IEP and placement were appropriate, 2) the services, supplementary aids and behavioral interventions were consistent with the IEP, and 3) the student understood and could control his behavior.

If the team finds that the behavior was not a manifestation of the student's disability, then the school can proceed with a long-term suspension. A written notice for a formal hearing will be sent to parents, along with an explanation of their due process rights. The IEP team will decide if other agencies will become involved depending on the length of suspension. In all cases, whether the student can be suspended or not, the team may want to discuss the appropriateness of the placement.

### **EIGHTEEN-YEAR-OLD (ADULT) STUDENTS**

When a student turns 18 years of age, he/she is legally an adult, and has certain rights regarding educational records and the IEP process. Therefore, we obtain the student's written consent to give parents access to student records and grades, and permission to invite parents to IEP and other educational meetings. Regardless of age, however, all students are expected to abide by the school rules.

If parents feel that their student may need a guardian to manage personal affairs as an adult, they may want to

consult an attorney before their child turns 18. The transition specialist can answer questions and has materials which can help guide parents.

**CODE OF ETHICS AND STANDARDS FOR STUDENTS**  
**PARTICIPATING IN KSSB CO-CURRICULAR ACTIVITIES**

Participation in co-curricular activities is a privilege to be granted to those students who meet the minimum standards of eligibility adopted cooperatively by KSSB with the Kansas State High School Activities Association (KSHSAA), as well as those additional standards established by KSSB.

Students are not eligible to represent KSSB until there is a physical examination form on file signed by a practicing physician certifying the student has passed an adequate physical exam and is physically fit to participate in co-curricular activities. This statement shall also be signed by a parent or legal guardian, stating the student has permission to participate.

The student shall have passed at least five new subjects the previous semester or the last semester of attendance. The student shall maintain appropriate behaviors in school and school related activities as defined in the handbook. These include, but are not limited to:

- No more than one detention in any week preceding a co-curricular activity.
- No fighting at any time.
- No record of inappropriate language.
- No theft or vandalism.
- No inappropriate or immoral conduct.
- No use of tobacco, alcohol, or illegal drugs.

At all times it is important for the student to follow the instruction and direction of the supervisory staff and/or coaching staff in order to provide for the safety and well being of everyone participating in a co-curricular activity, an on-campus activity, or a field trip. Failure to do so may jeopardize the student's ability to participate in the next activity.

The student shall maintain passing grades in all classes, and assignments should be current or up-to-date. Athletes are expected to maintain good grades at all times (i.e. maintain a "C" in every class). If a student has a "D" or below, he will be counseled about grades. No student will be allowed to participate in a sports or forensics competition unless he/she has a "C" or higher in every class.

The student shall attend all practices and competitions. It is assumed that when students decide to go out for an activity that they are doing so in order to do the best they can. It is understood that in order for students to do their best, they have to be at practices and competitions. It is also understood that if a student is allowed to participate without proper practice, he will not do the best he can. With this in mind, the following rules of attendance have been developed:

If a student misses two or more practices the week of a competition, he/she cannot attend the competition for that week unless the absences were authorized.

If a student misses practice five days cumulatively, he/she is ineligible for the next competition.

If a student misses ten days of practice, he/she will not be allowed to compete for the remainder of the season.

If a student misses a competition, he/she will not be eligible for the next competition. In extreme circumstances this rule can be waived with the permission of the coaches.

If a student is excused from practice to participate in a scheduled school activity, it will not be counted as an absence (this does not include such things as haircuts).

If a student is not in school the days following an activity, he/she is not eligible for the next activity, unless a doctor's excuse is provided.

The student shall inform coaches and/or supervisory staff when he/she is leaving an activity for any reason. (This applies especially when on trips.)

During practices, the following is expected of a student:

- To be actively participating in practice at all times.
- To follow the coach's and/or the assistants' directions at all times.
- To not cause any disruptions at practice; this will not be tolerated.

The student shall assume the responsibility to report to all scheduled events on time, ready to compete.

The student will follow the rules of the host school for each trip or activity. For example, "lights out" means the student will remain in his/her room quietly with the lights out.

The student, as a spectator or a competitor, will display good sportsmanship during all contests and activities.

This Code of Ethics will be reviewed with all team members at the beginning of the season. Failure to abide by the Code of Ethics may result in loss of participation in present and/or future co-curricular activities as determined by school administrators, co-curricular staff, and other appropriate staff, after meeting with the student and parents.

# Extended Day Program (Dormitory)

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The goal of the Extended Day Program (Dormitory) is to provide an environment that encourages each student to reach his/her potential and to strive for independence. Students will grow in daily living skills, social awareness, self-confidence and learn to appreciate creative leisure.

## **PURPOSE**

*KSSB is not a medical or custodial facility, nor is it intended for respite services.* KSSB is an educational facility which maintains student residences so that students living beyond commuting range may access the school's educational program. The mission of the school requires that priority be given to students meeting the above criterion. Students staying in the dorm comprise a wide range of ages and ability levels, including those 18 and above who are considered legal adults. Rules and guidelines apply to all students, however, regardless of age. The Dormitory can provide an opportunity for students to learn and practice the skills of daily living in conjunction with instruction occurring within the normal school day per the IEP. As appropriate, an IEP committee may identify the residences as the instruction site for time limited, prescriptive instruction of day students with specific needs related to the skills of daily living.

## **RELATED CONSIDERATIONS**

Students in residence at KSSB are away from family, family physicians, and other supports for periods of time. Each child and his/her unique needs and circumstances must be considered in making decisions about utilizing the student residences. Certain characteristics must be thoroughly evaluated in terms of KSSB's ability to adequately assume overnight responsibility for students, such as the non-inclusive list that follows:

1. some students who are medically fragile may exceed the resources for safe medical management and general supervision;
2. the KSSB student residences do not have the resources to properly manage significantly aggressive, criminal, destructive, or otherwise violent behavior that does not respond to corrective interventions;
3. the need of very young children to be near their families may exceed any anticipated benefits from living in the residences.

Each student is provided a room with a bed (with drawers underneath), a table or desk, chair(s), three-drawer chest, armoire with bottom drawer and shelves. Residents are encouraged to bring items from home to place in their rooms to make them more personal. We encourage students to bring some of their favorite toys to play with and share with others. Many students bring digital music/CD players, radios, stuffed toys, and games. Advance permission from the Dormitory Director is required for students to bring portable televisions, stereo equipment, video game equipment, and computers. Parents should mark these things with the student's name.

No boys are allowed on the girls' side; no girls are allowed on the boys' side. A large activity room is available for all students to watch movies, play games and do crafts. The large screen TV is connected to a DVD player. The teaching kitchen is on this level, and can be used with adult supervision. A laundry room on this level is used to help teach the students how to do their laundry. A guest room on this level will accommodate up to three (3) guests, with advance permission.

No boys are allowed on the girls' side; no girls are allowed on the boys' side. The great room on this floor is for all student use to watch TV or movies, listen to music, play karaoke, play the piano, or choose from a large selection of reading materials in Braille or recorded form. The large screen TV is connected to a DVD player.

A student kitchen on this floor contains a microwave, refrigerator and several counter-top appliances for student use. A guest room is available to be reserved. The inside apartment is also on this floor. An elevator is available to transport students with special mobility needs between the floors.

A computer technology room on the lower level has complete workstations with computers, copy stands, reading lamps, adjustable keyboard shelves, and adaptive software. CCTVs are in this room, along with Braille and print printers and a copy machine. This computer lab is used for study hall and can be used at other times with staff permission. Brailers, talking calculators and additional supplies are readily available for student use. Students residing on campus are evaluated as to their skills and performance in techniques of daily living. Residential staff, in conjunction with parents and classroom teachers, determine skill areas in which students will receive instruction during the course of the year. Progress reports are written at the end of each quarter and are submitted to the parents along with the academic grades and IEP progress reports. Communication among parents, dormitory staff and teachers can be initiated through student notebooks when needed, and telephone calls or emails to review the child's progress and solicit parental input. Parent involvement is always welcomed and encouraged in order to better program for the student. When parents want to talk about their child's progress in the Dormitory Program, we suggest that they contact the dormitory staff—Case Managers and/or Dormitory Director.

For our older students, we offer an apartment living experience tailored to their needs and abilities. Must meet certain standards in areas of self-help skills, self-responsibility, and independent daily living skills in order to be involved in this program. Some students may experience a greater sense of independence through a modified apartment experience with the addition of a microwave and small refrigerator in their room as they begin to prepare their own meals, shop for groceries, manage their time and learn to manage their medications (with supervision from the health center staff). Others may experience living in the one bedroom apartment located in the dorm. Greater responsibility comes with this increased independence, including paying bills, maintaining grades and passing weekly inspection. Permission to stay in a free-standing, two-bedroom cottage located outside the dorm may be granted, if the training program with the apartment goes well.

### **WEEKLY TRANSPORTATION**

All students go home each weekend, leaving on Friday, or occasionally Thursday, between 1:48 p.m. and 2:30 p.m. Parents and the student's local school district are responsible for coordinating transportation and then communicating this information to the school administrative assistant. Students return to the Dormitory Program Sunday evening between 3:00 p.m. and 9:00 p.m. (no later). If a student will be unavoidably delayed in returning to school past 9:00 p.m., please notify the dorm staff or security (913-305-3050/913-305-3009) so that the gates will remain open. Students should eat supper at home or bring along a sack supper on Sundays.

### **BANNED MATERIALS**

Attempting to promote an environment which encourages positive growth and self-esteem for all students, KSSB has banned a number of materials from campus. The banned materials include, but are not limited to, the following:

- alcohol,
- drugs and drug paraphernalia,
- fireworks,
- guns and knives,
- pornography,
- candles or incense,
- music, videos, or posters which promote racism, violence, suicide, drugs, or other inappropriate



- messages,
- lighters.

If you have questions regarding any banned material, or if you are not sure whether or not the material is allowable, please check with the Dorm Director.

### **CHECKING IN/OUT WITH STAFF**

All residential students are expected to check in and out with the Dormitory Program staff when leaving their dorm, whether going to class, off campus, or to recreational activities. Staff may deny permission to leave the dorm if chores or homework have not been completed. Hours of independent off-campus privileges vary according to the age and abilities of the student and are limited to daylight hours unless night travel is specifically approved by the off-campus pass system.

### **CHORE PROGRAM**

Each student in the dorm program is expected to further his/her level of responsibility, along with increasing home management skills, through participation in the chore program. Chores, such as vacuuming, dusting, cleaning the tub and clutter control are assigned to each student in a chart form. Instructional assistants in the dormitory teach these skills to the students. Younger students working on personal hygiene, grooming and dressing, may have tasks broken into smaller components. Students are monitored nightly on their progress with skills and rewarded for jobs well done.

### **CHURCH ACTIVITIES**

KSSB does not promote any particular religious viewpoint. This in no way restricts your child from taking part in religious activities off campus. Parents requesting that their child attend specific church activities, prayer meetings, Bible study, etc, should make arrangements through the local church and provide KSSB with information regarding the date, time, and transportation arrangements.

### **CLOTHING AND DRESS**

Students travel about campus to attend classes and need appropriate gear for inclement weather. It is suggested that enough clothing be left at home so the student does not have to take clothes home on the weekends. Please refer to the Dress Code in a previous section, and the clothing list at the end of this section. Coats, jackets, and hats for all students must be appropriately marked. The older and more independent students upstairs in the dorm will wash their own laundry and do not need to have each item of clothing marked. If your child is not able to visually identify his clothing, it needs to be marked, or labeled. The dormitory director or FACS teacher can provide you with suggestions of how to do this. The FACS teacher may work with your child on a tactile method of identifying clothing during the school year, if this is desired. Students may wish to duplicate some items to keep in their PE locker. If your child is not toilet-trained, please send an ample supply of diapers, pull-ups, baby wipes, and extra clothing. This applies to both residential and day students.

### **DAY STUDENTS**

Day students are eligible to participate in the Dormitory Program activities and recreation. Arrangements are made with the Dorm Director (913-305-3050). Transportation to and from KSSB for these functions will be provided by the family and should coincide with the scheduled activity. On certain occasions (after dances, for example), when parents may find it difficult to pick their students up late in the evening, it may be possible for that student to spend the night in the dorm, if prior arrangements have been made with the Dorm Director

(and the nurse, if medication is involved).

### **AFTER SCHOOL ACTIVITIES**

Students who are participating in one of the extracurricular sports (track, goalball, wrestling, cheerleading) have practice after school during that activity season. Most of the other dorm students, after a quick snack, go to either a fitness/sports club or activities. KSSB puts a strong emphasis on physical fitness and on building lifelong healthy habits. Whether in the gym, recreation center, or on the track, students can enjoy creative physical activities or learn new games. Students also may participate in art activities through Accessible Arts, located on campus. Past activities have been ceramics, movement/dance, mixed media, and drama.

### **MAIL**

Student mail will be directed to the student and opened by the student. When a reader is needed, the person reading the mail is chosen by the student. This could be a staff person, friend, or peer. Staff members selected to act as readers will not disclose the contents of the mail to others. It is suggested that mail for younger students, or for those unable to open their own mail, be addressed to a staff member or reader. Packages addressed to the student will be opened by the student in the presence of a KSSB staff member.

### **MEALS AND SNACKS**

Every effort is made to provide nutritious meals which are served in the dining building. There are no meal charges for students. It is necessary to notify the kitchen staff in advance when planning to be away from a meal, or if a guest has been invited to dinner. Kitchens are available in the dorm for use by the students with adult supervision. Students are encouraged to prepare their own snacks and may be required to participate in a cooking program under the direction of the staff. Students can bring their own snacks to the dorm, but they must be kept in a secure container. Staff can also provide a storage place. The student's name should be put on the boxes, bags, etc.

### **MUSIC, CDs/DVDs, AND VIDEOS**

Attempting to promote an environment which encourages positive growth and self-esteem, especially with small children present, KSSB believes certain forms of music and entertainment are not appropriate. Residents who bring digital music to promote alcohol, drugs, suicide, death, violence, racism, etc., will be required to take them home. Parents are asked to screen these materials prior to students bringing them to school. Material on campus found to be questionable will be reviewed by the Dorm Director and selected staff for a final determination.

Students who download music off the computer should be reminded about the KSSB Technology Policy which they and their parents signed at enrollment, and which forbids downloading inappropriate or obscene/graphic/inflammatory materials. Students violating this policy will be subject to disciplinary measures.

### **PERSONAL POSSESSIONS**

To the extent possible, personal possessions will be secured in the resident's room, storage area, or closet and will be accessible only to that resident and his/her roommate. In the event the items are lost or stolen, room searches may be conducted according to the guidelines under "Student Rights in regard to search". In cases where illegal drugs or banned materials are found in the resident's possession, the incident will be documented and materials confiscated. Students should not have large sums of money (over \$25) in their possession or in their room. Students are encouraged to place money in safekeeping with the Dormitory Director, who has a

safe, or in their account with the Golden Eagle Bank.

### **PHYSICAL CONTACT**

The primary goal of the school is to provide students with a safe, clean learning environment with a minimal number of distractions allowing students the opportunity to grow, mature, and acquire knowledge and skills to the maximum extent possible. To that end, it is the policy of the school for students to respect the physical “space” of others. Therefore, it is unacceptable for students to have “social” physical contact with others, including but not limited to: embracing, kissing, horseplay, roughhousing, etc. Greetings such as arm around another’s shoulder (side by side) and handholding are acceptable.

### **RECREATION PROGRAM**

The purpose of the recreation program is to develop lifelong leisure skills and interests through a wide variety of activities made available to KSSB and in the Greater Kansas City area. Recreation programs are a part of the total student program and are offered to all students enrolled at KSSB. Whenever possible, students are encouraged to integrate into recreational activities within the community. Examples include scouts, church activities, athletic events, concerts, and city recreational programs. Transportation is provided when necessary for students who participate. Many recreational activities extend beyond the campus in the form of shopping trips, picnicking, concerts, fairs, theaters, and athletic events. Although the recreation program and travel are provided at no cost to the student, entrance fees to off-campus events may be (1) paid by the school, (2) paid by the student, (3) paid with the student and school sharing the costs. Students are alerted to special events well in advance and are encouraged to make their own plans, when possible, as part of their program in gaining independence. Since socialization is an important part of the dormitory program, students are encouraged to take part in scheduled activities, and to use appropriate mobility skills when traveling off campus.

### **SOCIAL RELATIONSHIPS**

Wholesome relationships are a part of the KSSB environment since classes, meals, recreation, and most activities are co-educational. Students who are involved in off-campus organizations or who attend Wyandotte/Johnson County community schools are encouraged to invite friends on campus with permission from the Dormitory Program staff. Behavior in all instances should be appropriate.

### **STUDENT ACCOUNTS**

Refer to Golden Eagle Bank information in the Educational Program section . Students should not have large sums of money (over \$25) in their possession or in their room. Students are encouraged to place money in safekeeping with the Dormitory Director, who has a safe, or in their account with the Golden Eagle Bank.

### **STUDY HALL**

A regularly scheduled and supervised study hall occurs every night in the dorm. It helps teach students skills in setting priorities, being responsible and being organized. Technology assistance is available, if needed. Help with homework can be provided. All students have study hall for at least one (1) hour, with additional time for older students (if needed). If a student does not have homework he/she should bring study materials to work ahead or expand their knowledge. There is regular communication between school and dorm on specific assignments. Reading skills are emphasized with paired reading used as requested by teachers for fluency and speed. Story time is scheduled for younger students who don’t have homework.

### **STUDENT USE OF TELEPHONE**

Residents are permitted to make and receive telephone calls. Parents may call the dorm on the (800)572-5463 number up until the student's bedtime (and anytime in an emergency). The following guidelines should be followed:

- Telephone calls are limited to fifteen minutes, and courtesy extended to other callers.
- Calls between dorm areas are not permitted.
- Students should bring a phone calling card or phone credit card to use for long distance phone calls unless they have a personal cell phone to make these calls..

### **CELL PHONES**

Some parents have given their students cell phones to use to call home.

For all students:

- Turn off cell phones or put them on "vibrate" during scheduled activities
- Never lend the phone to another person
- Adhere to the "acceptable use" policy in the handbook (pg. 17)

Students age 15 or younger:

- Adhere to same rules as listed above
- Turn in cell phones to dorm director at 9:00 p.m. each evening
- Phones will be returned in the morning before breakfast.

Students age 16 or older:

- Phones should be in airplane mode by 9:00 each night.
- Flashlight, clock, and alarm features on phones may be used, for safety and independence, as long as it is not disruptive and doesn't interfere with others' sleep.
- No calls after 9:00 p.m. Parents will be contacted about turning the cell phones in to dorm staff at 9:00 p.m. each night if this rule is violated.

Students are not permitted to bring CBs or walkie talkies to school, as well as beepers or pagers.

### **TOBACCO OR TOBACCO PRODUCTS**

Students are not allowed to use tobacco or tobacco products or have tobacco products, matches or lighters in their possession on campus, regardless of age. Disciplinary actions will be taken when a student is in violation of this policy. Please refer to the list of sanctions and procedures in the Student Conduct Section.

### **VISITORS TO KSSB CAMPUS**

The KSSB campus is a closed campus from dusk until dawn and it is necessary to exercise some controls on visitations to the campus by friends. Visitors must have a purpose in mind (e.g. dinner, overnight stay, recreation activity, school program, and study hall). Residents should also make plans one day in advance when possible. KSSB reserves the right to restrict visitations that are disruptive to the school environment.

## **RECOMMENDED CLOTHING LIST FOR DORMITORY STUDENTS**

### **GIRLS**

6 pairs socks  
1 pair of pantyhose  
4 bras (or undershirts)  
8 pairs panties (diapers: 1 month supply)  
1 dress and/or skirt and blouse (at the least)  
1 dressy church/party dress  
5 pairs of jeans or school slacks or sweatsuits  
6 blouses (some may be sweaters and/or sweatshirts)  
1 slip  
2 nightgowns or pajamas (at least)  
1 bathrobe  
1 pair house slippers  
1 pair dress shoes  
1 pair school shoes or tennis shoes  
2 coats or jackets (1 lightweight for Fall and 1 heavy coat for Winter)  
1 set of rain gear: raincoat and umbrella  
1 or 2 belts  
Shorts and tops for warm weather  
Hat and gloves, winter scarf, snow boots  
Swimsuit (one piece suits, please)

### **BOYS**

6 pairs socks (sweat/casual)  
1 pair dress socks  
8 pairs underwear (t-shirts and briefs) (diapers: 1 month supply)  
1 suit (and/or slacks and sports coat)  
1 white shirt  
5 pairs jeans or school slacks or sweatsuits  
6 shirts (some may be sweatshirts or sweaters)  
2 sets of pajamas (at least)  
1 bathrobe  
1 pair house slippers  
1 pair dress shoes  
1 pair school shoes or tennis shoes  
2 coats or jackets (1 lightweight for Fall and 1 heavy coat for Winter)  
1 or 2 belts  
Shorts and tops for warm weather  
Hat and gloves, winter scarf, snow boots  
1 set of rain gear: raincoat and umbrella  
Swim trunks

### **Accessories:**

Jewelry, necklaces, earrings, watches, rings, barrettes, hair combs, shaver/razors, deodorant, toothpaste, toothbrush, shampoo, hair dryer (optional), soap and soap dish, sanitary napkins, and other personal care items.

Clothing may be brought for formal and semi-formal dances which occur during the year, church functions and Graduation.

Each student needs to have a laundry bag or clothes basket (marked with student's name).

Please make sure all clothing fits and is age-appropriate. Refer to Dress Code in Student Conduct section for restrictions on clothing allowed in the instructional setting.

**NOTE:**

Boys and girls must be fully dressed in street clothes when spending time together or when in the dormitory hallways.

The Kansas State School for the Blind (KSSB) does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, any of its programs and activities. Any person having inquiries concerning KSSB's compliance with the regulations implementing any federal law prohibiting discrimination may contact the Human Resources Director at KSSB, 1100 State Ave., Kansas City, KS. 66102, (913) 281-3308 (ext. 308), who has been designated by KSSB to coordinate compliance with the regulations implementing federal nondiscrimination laws. Any person may also contact the Assistant Secretary for Civil Rights, U. S. Department of Education.

**Kansas State School for the Blind  
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