

# Kansas State School for the Blind



## STUDENT/PARENT HANDBOOK 2019-2020

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# FROM THE SUPERINTENDENT

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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 provide a “network of services” that includes a Field Services (Outreach) team to serve students across the state and a vibrant campus that offers intensive, short-term services for students. We are excited to begin a new year in 2019- 2020.

For parents and students 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 be a responsible and respectful person. This handbook 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.

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!



Jon Harding, Ed. S.  
KSSB Superintendent

# GUIDING PRINCIPLES

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## **GOVERNANCE AND PURPOSE OF KSSB**

The Kansas State School for the Blind (KSSB) 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**

The right help, at the right time, in the right location for students with visual impairments.

## **OUR VALUES**

The values governing KSSB's development 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 lifelong, 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 POLICY AND PROCESS

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## **GENERAL POLICY**

It is the policy of the Kansas State School for the Blind to adhere to Federal and State Regulations when accepting students into campus-based and field service (outreach) programs. The Federal Regulations CFR 300.7 (13), states, “Visual impairment including blindness means an impairment in vision that, even with correction, adversely affects a child’s educational performance. The term includes both partial sight and blindness.” The Kansas Regulations, KAR 91-40-1 incorporate the Federal definition: “*Visual impairment: means a visual impairment which, even with correction, adversely affects a child’s educational performance. The term includes children who are partially seeing and blind.*”

## **REFERRALS**

All referrals of students to KSSB shall be coordinated by the child’s originating local education agency (LEA) or current educational provider. When a parent or medical professional or any other person seeks information on possible placement at KSSB, KSSB will contact the LEA or current educational provider to inquire about the child. Specifically, KSSB will coordinate with the LEA or current educational provider to determine:

- 1) whether the LEA and its Individualized Education Plan (IEP) team believe that a change in placement should be considered;
- 2) whether, upon observation and assessment of the child and/or the child’s records, KSSB believes that a placement at KSSB may be a viable option that offers the least-restrictive, free and appropriate education (FAPE) services at this time. KSSB will participate in any IEP held by the LEA or educational provider in which placement at KSSB is being considered by the team.

## **PLACEMENT DETERMINATION**

KSSB is designed to serve students who require specialized or intensive educational or related services specific to their visual impairment. KSSB retains the ultimate right to reject placement referrals or IEP team determinations by the LEA if KSSB believes, in its discretion, (1) that the criteria for placement listed in this policy have not been met, (2) that FAPE is already provided by the LEA, or (3) that placement at KSSB would otherwise not be advantageous for the child.

Prior to any enrollment at KSSB, a child may participate in an initial temporary placement. An initial placement on the residential campus for a student is typically a 45-day placement; this time is used for assessment and program development. After 45 days, KSSB will provide information to the LEA during the LEA’s IEP addressing whether a longer-term placement might be appropriate at KSSB.

Any LEA or educational provider that seeks or permits placement of a child at KSSB is the LEA for that child with joint responsibilities for provision of a free and appropriate public education (FAPE) pursuant to KAR 91-40-4. Where not otherwise outlined in the IEP, KSSB will require a

service plan with the originating LEA or educational provider that outlines responsibilities for the provision of resources and services to the child.

After the 45-day temporary placement, if KSSB determines, in its reasonable discretion, that KSSB is not an appropriate placement for the student, an IEP meeting is called to address transition planning to support a student's return to their local district. The determination of appropriate placement and least restrictive environment and a review of the transition planning will be re-examined as necessary.

Pursuant to K.A.R. 91-40-4(b) and 91-40-4(c), if KSSB determines that its program is not appropriate for a student and it can no longer maintain the student in its program, KSSB shall give the district of residence of the student at least 15 days' notice of this determination. Unless otherwise expressly authorized by state law, when a student transfers from KSSB to a school district or from one school district to another, the most recent individualized education program, as well as any additional educationally relevant information concerning the child, shall be forwarded immediately to the receiving school district.

In order to assure appropriate and safe placement of students, and to ensure that all students can benefit from their educational experience, the following criteria must be considered for placement at KSSB.

### **PLACEMENT CRITERIA**

- Students who are placed at KSSB will have specific vision-related goals and objectives to accomplish during their placement and the length of their placement will be in relation to those goals.
- Placement is based on needs related to academics and the expanded core curriculum.
- KSSB must be able to review all academic, medical, psychiatric, discipline and behavior records before placement decisions are made and while the student is placed at KSSB.
- Because KSSB's residential campus is located in the northeast quadrant of the state, the ability to be transported safely to and from KSSB is a strong consideration for placement. Ability to safely transport is defined as:
  - ◆ Students must be able to travel in a bus with a seatbelt or three-point restraint. Wheelchair students must be able to ride in their wheelchair or in an adapted car seat.
  - ◆ Students with medical conditions that can result in emergency medical crises must have clearance from a medical doctor stating they are safe to travel long distances in areas that may or may not have cell phone service. Students at risk for medical crises must also carry with them any medical aid that they can administer themselves (ex: EpiPen, diabetic medication, cortisol injection, asthma medication, etc.) Students, who may require the administration of one of these medications in route, must have a note from their doctor that the administration of the medication can be delegated to staff that have been trained by KSSB nursing staff. Final delegation authority resides with the KSSB supervising nurse.
  - ◆ Students must not be in significant, immediate danger of harming themselves or others.

- ◆ Students may not have a current level of escalated behavior that requires the regular use of either mechanical or chemical restraint.
- A student requiring 24-hour nursing care is not a candidate for placement on KSSB's residential campus.
- KSSB will look for evidence that a student is able to tolerate at least an 8-hour day of programming prior to acceptance in a residential setting.
- Enrollment may be postponed until a student's behavior has stabilized if a significant portion of a student's day is involved in negative behavior or de-escalation intervention. A student with this level of emotional/behavioral issues will not gain full benefit from the intensive curriculum available at KSSB.
- Following placement at KSSB, if a student's behavior significantly escalates and does not decrease in a reasonable period of time, placement will be re-evaluated by the IEP team to determine whether the distance from the student's supportive home environment is detrimental to their well-being.
- Students who have had a psychiatric crisis within the last 6 months must have clearance from their psychologist or their psychiatrist who will render a professional opinion about whether the student is stable enough to attend a residential school. KSSB will consider this medical opinion but retains sole authority to make a determination if a student can be appropriately supported at KSSB. Students with current prescriptions for psychotropic medication must take the medications as prescribed.
- The LEA or educational provider must demonstrate willingness to jointly administer and support the provision of FAPE for the child and to set benchmarks and/or timelines for the child's return to the LEA or educational provider for completion of the child's education.
- Any factor bearing on the provision of FAPE for the child.

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.

# INDIVIDUALIZED EDUCATION PROGRAM AND MEDIATION

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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.

Steps have been put in place in the event of disagreement. If possible, any disagreements will be worked out through the IEP process or through subsequent discussions with the local school district. If the problem persists, mediation between parent and the local district is another way of resolving disagreements in an informal and quick way. Mediation does not deny or delay a 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 local school district. 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. [https://www.ksde.org/Portals/0/SES/forms/KSDE\\_IDEA\\_Part\\_B\\_ProcSafeguardsKansas.pdf](https://www.ksde.org/Portals/0/SES/forms/KSDE_IDEA_Part_B_ProcSafeguardsKansas.pdf)

## **EDUCATIONAL RESPONSIBILITIES**

Educational responsibility is a shared endeavor between parents, teachers, 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 (IEP) 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 people 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.

## **EDUCATIONAL PROGRAMS**

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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 accredited by the Kansas State Board of Education. The curriculum and instruction are 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, and areas of the Expanded Core Curriculum (ECC). KSSB does not claim 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 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 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 KSSB, based upon a determination of a student's need for more intensive or specialized services than may be currently available in their home school. Enrollment at KSSB is 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 in the least restrictive environment.

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 (e.g. math, science, etc.) or areas of disability (e.g. 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.

KSSB staff work closely with the local district and IEP team when deciding whether a student is ready to return to his/her local school program. Once the decision is made, careful pre-planning and follow-up services from KSSB are provided to ensure a smooth transition.

Many 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 a.m. through 3:16 p.m. Monday through Thursday and from 7:55 a.m. through 1:48 p.m. 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 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, room and board, 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, 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.

## **ELEMENTARY/MULTIPLE DISABILITIES PROGRAM**

The Kansas State School for the Blind Elementary/Multiple Disabilities Program is built on the philosophy that the successful growth and development of children who are visually impaired with additional disabilities, depends on teachers and family members working together as a team. The curriculum addresses the development of each child's communication, both expressive and receptive, helping students move toward more conventional forms of communication. The class also promotes the development of each child's 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 toward students ready 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 use 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.

## **MIDDLE SCHOOL**

Students in 7th and 8th grade are provided a transition program which reinforces independent study skills and allows students to become acclimated to a class schedule involving different teachers



for 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 7th 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.

## **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 curriculum, but also contains specific skills and adaptations which address the needs of visually impaired youth.

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

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.

## **GRADES 9-12**

Students are expected to pursue a curriculum leading to the completion of approved graduation requirements (listed below): 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, childcare facilities, and private businesses.

**REGULAR GRADUATION REQUIREMENTS**

The *regular curriculum* requires 21 credits in the basic subject areas required by the Kansas Board of Education. Credits required for graduation are:

<i>English Language Arts</i> (Braille, as appropriate).....	4 units
Reading	
Writing	
Literature	
Communication	
Grammar	
<i>History and Government</i> .....	3 units
United States History & Government	
World History	
Kansas History & Government	
Economics & Geography	
<i>Science</i> (at least one unit as a lab course).....	3 units
Physical Science	
Biological Science	
Earth & Space Science	
Chemistry	
<i>Mathematics</i> (including Algebra & Geometry) .....	3 units
<i>Technology</i> .....	1 unit
<i>PE/Leisure</i> (including Health) .....	2 units
<i>Fine Arts</i> (art, music) .....	1 unit
<i>Electives</i> .....	4 units
<b><i>TOTAL REQUIRED CREDITS:.....21 units</i></b>	

All students in 9th – 12th grades shall have an official transcript which shows progress toward graduation. Transcripts will be monitored annually and all students who complete the graduation requirements participate in annual graduation ceremonies and receive a standard diploma.

**KANSAS BOARD OF REGENTS GRADUATION REQUIREMENTS**

- Students from Kansas high schools must complete the precollege or Kansas Scholars curriculum with at least a 2.00 GPA. Students from other states must complete the pre-college curriculum with at least a 2.50 GPA  
*AND*
- Achieve one of the following: ACT score of 21 or higher; OR minimum combined SAT-I score of 980 or higher (taken before Feb. 1, 2016) or 1080 or higher (taken after Feb. 1, 2016); OR Graduate in the top one-third of their class  
*AND*
- If applicable, achieve a 2.00 GPA or higher on any college courses taken while in high school.

## **KANSAS QUALIFIED ADMISSIONS PRE-COLLEGE CURRICULUM**

The *Kansas Qualified Admissions 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. Qualified admissions are a set of standards used by the six state universities in Kansas to review applicants for undergraduate admission. These standards are set by the Kansas Board of Regents, the governing body for Kansas universities.

Please note: Common course names are listed below. Many more courses are approved. Full course listings are available at [www.kansasregents.org/qualified\\_admissions](http://www.kansasregents.org/qualified_admissions).

<b>English</b>	<u>4 approved units</u> of English, one unit taken each year of high school, 1/2 unit may be Speech
<b>Natural Science</b>	<u>3 approved units</u> from the following, one <b>must</b> be Chemistry or Physics: Biology, Advanced Biology (2nd Year), Earth Science, Environmental Science, Aerospace, Marine Science, Botany, Microbiology, Geology, Astronomy, Chemistry, Physics, Principles of Technology, Physical Science, Meteorology, Genetics, Zoology
<b>Math</b>	<p><u>3 approved units</u> from the following: Algebra I, Geometry, Algebra II, any course with Algebra II as a prerequisite  <b>AND</b> students must obtain a sub score of 22 in math on the ACT OR 540 (before Feb. 1, 2016) or 540 (after Feb. 1, 2016) on the SAT to meet the college readiness benchmark.            Dual enrollment, concurrent enrollment and online courses may be used to fulfill the requirement. Courses completed in middle school/junior high do NOT fulfill the requirement.  <b>OR</b>  <u>4 approved units</u>, with one unit taken in the graduating year. Three units selected from the following: Algebra I, Geometry, Algebra II, any course with Algebra II as a prerequisite. The fourth unit may be prescribed by the school district and must be designed to prepare the student for college.</p>
<b>Social Science</b>	<u>3 approved units</u> that include instruction in: U.S. History, U.S. Government, Geography. Students meeting the Kansas State Department of Education social science graduation requirements generally fulfill the pre-college curriculum social science requirements.
<b>Electives</b>	<u>3 approved units</u> from the following: English, Math, Natural Science, Social Science, Fine Arts, Journalism, Computer/Information Systems, Foreign Languages, Personal Finance, Speech/Debate/Forensics, Career and Technical Education

## **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

KSSB students who follow adapted or functional programming will demonstrate an academic and vocational achievement level established by the IEP team. If a student requires an alternative curriculum, it will be so noted. Each student's graduation status is monitored annually beginning with the 9th 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 disability, 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.

## **EXTENDED SCHOOL YEAR (ESY)**

The extended school year program is for those students who are determined eligible according to their IEP. ESY is three weeks long and offers three different tracks:

***Kansas Summer Expanded Education*** – this track focuses on the expanded core curriculum with weekly rotating domains.

- **Social Skills/Self-Determination** – Participants will learn strategies and interventions to promote greater inclusion of these critical skills for positive outcomes in the educational curriculum.

- **Career Exploration** – Participants will have opportunities to explore strengths and interests in a systematic, well-planned manner.
- **Activities of Daily Living** – Activities will develop daily living skills including but not limited to self-care, cooking, eating and etiquette skills, home maintenance, and organization skills.

**Vocational Program** – The goal of the KSSB Summer Vocational program is to offer experiential learning related to job exploration, development of job skills, and understanding workplace culture. All areas of the Expanded Core Curriculum are embedded within the KSSB Summer Vocational Program. Participants must be 16 years of age by June 1st.

**KS-PREP Program** - a special focus program for KSSB. Participants accepted to this program must be a current high school student and attend their local district during the academic year.

This program provides advanced Expanded Core Curriculum experiences in a residential setting for participants who do not have the benefit of living in dorms throughout the year. Weekday program experiences may include:

- Resume writing and mock employment interviews
- Career exploration
- Part-time employment opportunities
- Guest speakers
- Community access
- Social/recreational activities
- Individualized O&M instruction
- Individualized activities of daily living (cooking, home maintenance, etc.)

#### Weekend Residential Component Features

- Independent living experiences in apartment/cottage program
- Community access
- Social/recreational activities
- Parent Information Day
- Community service / volunteer projects
- Comprehensive Orientation and Mobility (O&M) instruction
  - ◆ Day and night-time instruction
- Focused use of public transportation
- Non-driver education
- ADA rights education
- Dog guide exposure/education

## **TRANSITION PROGRAM**

The KSSB transition program offers students additional training, work experience or education once they reach the age of 18. The IEP team convenes to determine if the transition program is appropriate for the student and goals are written to address the student's areas of interest. The plan and goals are revisited annually to determine if another year of the program is needed. Areas of emphasis include:

- Career education
- College prep
- Vocational training
- Independent living skills
- Assistive technology
- Compensatory skills
- Self-advocacy
- Social skills

## **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, KSSB obtains 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.

## **THE EXPANDED CORE CURRICULUM**

Instruction in the Expanded Core Curriculum is provided in both the elementary and secondary programs. Developed by the National Agenda for the Education of Children and Youths with Visual Impairments (<https://www.afb.org/national-agenda-education>) to teach those skills that sighted students pick up causally and incidentally. Skills are taught using direct, sequential instruction in the following nine areas:

***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 using specialized techniques and low vision aids, as well as the use of residual hearing and other senses.

## **INDEPENDENT TRAVEL/ORIENTATION AND MOBILITY**

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. KSSB subscribes to the following statements of the orientation and mobility philosophy:

- 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.
- Orientation and mobility training should begin during early childhood and preschool years.
- The long cane is a primary tool for totally blind and low vision students, which may be supported by other orientation and mobility aids.
- 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.
- 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).

## **RELATED SERVICES**

Related service providers include occupational, physical, and speech therapists, and social workers who work with students according to the student’s IEP. Providers are on campus during the school day and see students throughout the day, either in the student’s classroom or in the provider’s room. Related service providers are contracted through local agencies or as independent

contractors and maintain all licensure and insurance requirements, per Kansas state law. KSSB employs a music therapist who provides music therapy to students in both group and 1:1 settings, depending on the need. KSSB now has a well-equipped sensory room which is available for related service providers to use when providing therapies to students. All related services staff work in conjunction with teachers and instructional staff to promote the student's overall growth and development.

## **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 including treatment for minor injuries and illnesses as well as routine medical and dental care with parent permission. However, 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**

Nursing is available 24 hours a day Mondays through Thursdays, Friday from 12 a.m. until dismissal at 1:45 p.m., Sunday evenings 5 p.m.-12 midnight, and during the weekend when students are present. A nurse is on campus Sunday evenings to deliver student medications. The nurses primary focus is on preventative health maintenance and health education.

Nurses deal with emergencies as well as minor health problems. They also administer prescription and over the counter (OTC) 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/DENTIST VISITS**

KSSB's physician visits campus on Thursday mornings from 7:30 a.m. to 8:00 a.m. at the nurse's request 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. KSSB's school dentist visits campus once a month from 12:30 pm until 2:00 pm. The dentist provides 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, blood pressure, and height/weight/body mass index (BMI). 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 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, he/she must have a current (less than a year old) eye examination report and appropriate insurance information.

# **POLICIES AND PROCEDURES**

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## **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 encourage 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 a.m. to notify the school of the student's absence. (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:

- Illness of the student
- Urgent need of the child to be home due to illness in the immediate family
- Death in the family
- Absence approved by the Superintendent and prearranged by the parent, student, and Superintendent
- No transportation available due to bad weather
- Other emergency reasons approved by the Superintendent or designee
- 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 above-stated reasons for an excusable absence. A student is not excused for an absence if under out-of-school suspension, 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 local district, which is required to report truancy 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.

**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:

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

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

**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. Individual tutoring for any student can be arranged as needed.

### **HOME/SCHOOL REPORT**

For upper elementary and secondary students who have difficulty completing or simply refuse 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 to sit down at a specific time and do the homework, or to stay there until it is finished. If the student does not bring the report containing his/her daily assignments from school, 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 students 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.

# DISCIPLINE POLICY

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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 orderly conduct at school 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 at any school-sponsored activities, either on or off campus (including athletic trips), to protect the health and safety of individuals and property, and to ensure that a proper learning environment prevails in the classroom.

Corporal punishment, which is defined under human rights law as “any punishment in which physical force is used and intended to cause some degree of pain or discomfort” 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.

## **BEHAVIOR PLANS**

Whenever a student’s behavior gets in the way of any students’ ability to learn, positive behavioral supports 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:

- notifying parents by note or phone call
- verbal recognition to student body during the lunchtime recognition period

### MISCONDUCT

Any student who willfully violates or fails to follow KSSB rules and regulations or performs an act which materially interferes with, or is detrimental to, the orderly operation of the school, classroom, school-sponsored activity, or any other aspect of the educational process at KSSB, shall be subject to discipline, up to, and including, suspension.

“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**
  - ◆ Altering, copying, or imitating something, without authority or right, with the intent to deceive or defraud by passing the copy of something 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 harassment 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 banned materials 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***

## **BULLYING**

Bullying on KSSB property, in a KSSB vehicle, or at 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 the 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, social media platforms, phones, email and/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.

### **BANNED MATERIALS**

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 of any kind

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

### **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.

### **PORNOGRAPHY**

Students are not allowed to bring pornographic materials on campus, nor access pornographic materials through the Internet or other electronic means. 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.

## **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 action will be taken when a student is in violation of this policy. Please refer to the list of sanctions and procedures in the Discipline Section (page 30).

## **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 always automatically expelled from school for one year. What constitutes a weapon under these laws is not always clear. Guns, knives, blades, sharp objects that are not used for their intended purpose, and bombs are just a few of the examples of items that can be used as a weapon if so desired.

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 firm stand 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 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 or can be used 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.
- All bludgeons, clubs, metal knuckles, and throwing stars are 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.

### **STUDENT RIGHTS IN REGARDS 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, any 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.

### **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 the 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, with an administrator, appropriate school staff, and usually

with a staff member present as the child's advocate. 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 along with a Notice of Meeting to inform them of an upcoming IEP meeting. This IEP meeting will be held with the student's LEA and must occur within 10 days of sending the Notice of Meeting. 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, KSSB obtains 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.

# STUDENT CONDUCT

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## APPEARANCE AND 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, 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 must 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 skirts for girls must be at least mid-thigh in length.
- No clothing of any type may be worn if it is torn or has holes.
- Display of underwear is 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.
- Makeup 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 the situation.
- 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.

### **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 are expected to display good table manners, be polite and courteous, and be respectful of others. They should remain in their seats during mealtime, unless they are getting second helpings, and must remain 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 Superintendent.

### **FOOD AND DRINK IN THE CLASSROOM**

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.

### **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.

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

In case of damage to or loss of school property, the appropriate administrator/s will investigate and seek appropriate restitution for the loss or damage (e.g. working on campus). Parents will be informed that grades, diploma, and transcript may be withheld in cases where restitution is not provided to the school.

### **INVASION OF PRIVACY**

Students will not go through the room, locker, desk, purse, gradebook, mail, or any other personal belongings, of any staff member or student.

### **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 hand-holding are acceptable as long as it is respectful and not disruptive.

### **CODE OF CONDUCT FOR STUDENTS PARTICIPATING IN KSSB CO-CURRICULAR ACTIVITIES**

Participation in co-curricular activities (activities, programs, and learning experiences that complement, in some way, what students are learning in school) 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

The student shall maintain passing grades in all classes, and assignments must be current. Athletes are expected to maintain good grades (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, 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 day 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:

- Actively participate in practice at all times.
- Follow the coach's and/or the assistant's directions at all times.
- Maintain respect for everyone involved in the practice. Causing any disruptions during practice will not be tolerated.

The student shall assume the responsibility to report to all scheduled events on time and 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.

It is important for the student to follow the instruction and direction of the supervisory staff and/or coaching staff at all times 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.

## **STUDENT ACTIVITIES**

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### **SPORTS**

KSSB has the following team sports: 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 eleven (11) member schools.

### **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 website, 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).

## **ELECTRONICS AND MEDIA USE POLICY**

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

Use of technology is an important aspect of the educational experience for students attending the Kansas State School for the Blind. Information technologies afford new and exciting learning opportunities for the students. With those new opportunities 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.

The Information Systems Audit and Control Association define information technologies as “The hardware, software, communication and other facilities used to input, store, process, transmit and output data in whatever form.” For the purpose of this policy, information technologies include the Internet and Internet related services such as websites, electronic mail (email), and other applicable applications, programs, services or technologies that exist now or in the future. This policy includes all technology, whether owned by KSSB, the State of Kansas, or any other technology used on school grounds or during school activities. Information technologies are for the educational benefit of the students. Commercial use is prohibited.

Student use of information technologies, whether 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.

### **ELECTRONIC COMMUNICATION DEVICES**

Students may have “silenced” cell phones and mobile communication devices on their person. The use of these devices during instructional time without the permission of the teacher, or in a disruptive manner in the school setting, is prohibited. Cell phones and mobile communication devices that ring, vibrate excessively, or in any other way disrupt the educational process of a class, are grounds for confiscation of the device by school staff or personnel. Personal cell phones should not be used to make calls, check email, chat, text, play games, or engage in distracting activities during school hours, although other functions such as time, calendar, and class appropriate apps may be used *at the teacher’s discretion*. No student shall use a cell phone or mobile communication device to violate any student code of conduct, including computer usage agreements, and/or bullying policies. Examples of unacceptable usage can include but are not limited to:

- in restrooms
- during instructional time
- bypassing the nurse or attendance to leave school
- cheating
- cyberbullying
- sexting
- taking pictures or videos, etc.

Each teacher has the right to permit the use of cell phones and mobile communication devices for instructional purposes. Parents may be contacted to claim the student’s cell phone or other electronic devices from a school administrator. Contents of cell phones may be reviewed and searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the **Code of Conduct**. Students must comply with dormitory rules guiding their usage. (See dormitory section.) Music/media players 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 it is returned to the appropriate dorm staff person or parent. Radios and digital music players and/or phones 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 PLATFORMS**

To prevent interference with instructional activities, all social networking platforms and programs are automatically blocked from most KSSB computers during the school day. Because these platforms are a common communication medium for many people, residential students will have access to social networking platforms during the evening hours (5:00 p.m. to 9:00 p.m.). However,

all content of the social networking platforms will continue to be monitored/filtered for inappropriate material. Social networking use is with the permission of the Dorm Director.

Examples of the most popular social networking sites for young people are Facebook, Twitter, Snapchat, and Instagram.

### **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 a 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, KSSB 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. When 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 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.

# **SAFETY AND SECURITY PROCEDURES**

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## **EMERGENCY MANAGEMENT PLAN**

Kansas state law requires all schools to conduct nine (9) crisis drills for the 2019-2020 school year, four (4) fire drills, two (2) tornado drills, and three (3) drills for crisis lockdown. A comprehensive Emergency Management Plan has been written to guide staff responses to threatening situations. At all times, student safety is a top priority. Staff has quick access to written procedures and guidance for managing emergencies. These emergency procedures are a guide for students and employees to follow in the event of an emergency. Procedures are reviewed orally with students and drills are conducted both during the school day and in the evening. There is an Emergency Procedures manual that is followed during any emergency situation.

## **FIRE**

There are fire exit routes posted in each room of each building on campus. When the fire alarm sounds, students should remain quiet and follow the directions of the staff member supervising them. Students and staff leave the area via one of the designated exit routes, move to the assigned assembly area away from the building, and take attendance to ensure everyone is accounted for. Students remain in this location 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. A false fire alarm is a violation of state law and results in disciplinary action.

## **TORNADO WARNING**

The signal for a tornado warning is three short rings of the class bell system. 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 quiet and follow the directions of the staff member supervising them. Students and staff move to the tornado shelter and assume the protective position against the wall and remain in that position until a member of the security staff announces the “all clear” and instructs everyone to return to his/her normal activities.

### ***Inclement Weather Exceptions***

Emergency drills will not be conducted if the following weather-related conditions exist:

- If the actual outdoor temperature and/or wind chill factors are less than 25° or there is falling precipitation (rain, snow, sleet, etc.) no outdoor emergency drills will be conducted.
- If the actual outdoor temperature and/or heat index is greater than 110°, or there is falling precipitation (rain, snow, sleet, etc.), no outdoor emergency drills will be conducted.

### **INCLEMENT WEATHER**

When severe weather conditions threaten during the day, school districts occasionally send their buses to pick up students early. Those students are dismissed as soon as their bus arrives, and parents will be called to inform them of the departure time from campus. In the case of a tornado warning, buses will leave after an “all clear” siren has sounded.

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

When adverse weather hits during the week, KSSB typically remains open since many students live on campus during the week. However, there are several other possible weather scenarios and plans of action that are considered with each weather event.

- When the weather is threatening on Sundays, KSSB administration reviews radar and weather reports statewide to ensure the safety of students and families who are driving to campus from out of town, carefully considering whether to put students and/or their families on the highways on Sundays with severe weather. Once a decision is made, it is announced over social media (Facebook and Twitter). Typically, the dormitory is closed Sunday evening and classes are cancelled on Monday.
- Any time area school districts have a delayed start due to inclement weather and road conditions, KSSB will start on time at 7:55 a.m. Together, the local school district transportation director/driver and/or the parents will make the decision if the student will be in school that day. Even though KSSB is open, we encourage families to not travel in adverse conditions. This decision is totally up to the local school district personnel and parents. Regardless of what decision is made, please contact the KSSB office to let us know if the student will not be in school.
- Any time area school districts have an early dismissal due to inclement weather and road conditions, KSSB will keep our daily schedule as is. However, if parents/school districts choose to come early to get their day student due to weather, please contact the office to let us know that the student needs to be dismissed earlier than usual.
- If the forecast is threatening adverse weather on a Friday, weather information is carefully reviewed. If necessary, students will be dismissed for the weekend on a Thursday or early on a Friday in order to return students safely home before the weather deteriorates.

- We rely on the predictions of weather forecasters and consider weather in numerous areas of Kansas when determining whether to close school. Even though KSSB may be open, we encourage families to not travel in adverse conditions. Ultimately, this decision is totally up to the local school district personnel, drivers, and parents.

**IF THERE IS A CHANGE IN THE KSSB SCHOOL DORM AND/OR TRANSPORTATION SCHEDULES, PARENTS WILL BE CALLED. PLEASE BE SURE TO KEEP KSSB INFORMED OF ANY PHONE NUMBER CHANGES.**

### **CAMPUS LOCKDOWN PROCEDURES**

There are two kinds of lockdown events and procedures:

- **Intruder 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 type of lockdown 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.
- **Lockout** – An immediate closure and locking of all campus gates plus exterior doors in buildings. All students and staff remain inside of a locked building with windows and blinds closed in an occupied room. This occurs when KSSB receives information that a nearby school is in lockdown or when there is reported criminal activity in the area.

#### ***Procedure***

Staff will be notified either by an All-Call paging system, or in person by an administrative designee. Staff and students off-campus (field trips, vocational placements, medical appointment, O&M lessons) will be notified by cell phone of the event and informed to remain off-campus until the crisis is over. The administration will gather all necessary information and notify parents, school districts, and bus companies, as well as coordinate efforts with the police and other emergency personnel. Students, staff, and other personnel will be notified of the all-clear only when it is safe to do so. When it is safe to dismiss students, everyone will be notified.

### **CAMPUS/BUILDING ACCESS**

KSSB presently has round-the-clock security staff available when students are on campus (Sunday evening-Friday afternoon and during KSSB-sponsored weekend events). 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 to unlock the door. Students who have been issued a card must keep their card with them at all times while participating in KSSB activities, regardless of location. 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:

- while participating in swimming or sporting activities where it is not practical, or
- while participating in extended day program activities where it is not practical, or
- 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 Superintendent, 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:

- School Office, or
- IT Department, or
- Maintenance/Security Manager.

In the event of a misplaced card, the cardholder may check out a temporary card from the Security Office. After five (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.

### **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 6:00 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 (913-305-3009).

### **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 supervisor.

## **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 and are enrolled in our Transition Program. 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. Students who are medically fragile may exceed the resources for safe medical management and general supervision.
2. 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 children to be near their families may exceed any anticipated benefits from living in the residences.

Each student is provided a room with a twin bed, linens, and a chest of drawers. Transition student rooms may also have a desk, chair, microwave, and small refrigerator. Residents are encouraged to bring items from home to place in their rooms to make them more personal.

On the lower level a large activity room is available for all students to do homework, play games and do crafts. The teaching kitchen is on this level and can be used with adult supervision. A laundry room is also on this level and is used to help teach the students how to do their laundry.

The great room is on the first floor and is for all students to watch TV or movies, and socialize with peers. The kitchen on this floor contains a microwave, refrigerator, and several counter-top appliances for student use. The inside apartment is also on this floor. An elevator is available to transport students with special mobility needs between the floors.

A computer study room on the lower level has workstations with computers, copy stands, reading lamps, CCTVs, etc. This room 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 by residential staff, parents, and classroom teachers to determine skill areas in which students will receive instruction during the year. 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 Director of the Dorm.

For our older students in the Transition Program, we offer an apartment living experience tailored to their needs and abilities. They 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 gain 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). 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 office and/or Dorm Director. No student, regardless of age, is allowed to plan/coordinate/arrange his or her own transportation to and/or from KSSB. 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**

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

These rules promote a positive environment that encourages growth and self-esteem for all students. If you have questions regarding any banned material, or if you are not sure whether a particular 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. 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 will be evaluated at the beginning of the school year and each quarter in order to document their progress and assess areas that need improvement.

### **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 should make arrangements through the local church and provide KSSB with all pertinent information, including the name, location and contact information of the place of worship, what time the activity starts and ends, and who will be transporting the student to and from the activity (including, color, make and model of the car they drive).

### **CLOTHING AND DRESS**

Students travel about campus to attend classes and need appropriate attire for inclement weather. It is suggested that enough clothing be left at home so that the student does not have to take clothes home on the weekends. (Please refer to the Dress Code on page 32, and the clothing lists on page 52 and 53.) Coats, jackets, and hats for all students must be appropriately marked. Dorm students will wash their own laundry. If your child is not able to visually identify his clothing, it needs to be marked or labeled. The dormitory director can assist you with properly marking/labeling your child's clothes. KSSB's Teachers of Students who have Visual Impairments (TSVIs) 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 other clubs offered (Tech, Forensics) or engage in other 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 who enjoy creating artwork may participate in the on-campus Accessible Arts program. Accessible Arts offers a wide range of art experiences, from ceramics and mixed media, to movement/dance 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 cafeteria. 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 any/all containers used to store the food.

### **MUSIC, DVDS, AND VIDEOS**

KSSB promotes a positive environment that encourages growth and self-esteem for all students, aged 3-21. As such, KSSB believes certain forms of music and entertainment are not appropriate. Residents who bring or download digital music that promote alcohol, drugs, suicide, death, violence, racism, etc., will be required to take them home/delete them. 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 or phone 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.

### **RECREATION**

Recreation activities 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, going out to eat, concerts, fairs, theaters, and athletic events. Although the recreation activities 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**

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. Parents should leave allowance money for their child with the Business Office at enrollment, and also send money or call and pay with a credit card during the year. The

Dorm Director may periodically request allowance money for the students for upcoming activities. The Business Office writes a check to the Dorm Director who separates the cash into envelopes for each student, kept locked in the office. Students sign their name on a list when they receive cash from the Dorm Director for an activity. At any time, the Business Office can check records to see how much a student has left in their account, and the Dorm Director can check to see how much cash is left in the student's envelope.

### **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 is 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 at 913-305-3051 or the Dorm Director at 913-305-3050 at any time of the day or evening.

### **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.
- Adhere to the "acceptable use" policy in the handbook (pgs. 37/38)

#### **Students age 15 or younger:**

- Adhere to the same rules listed above.
- No phone calls after 9:00 pm except to a parent.

#### **Students age 16 or older:**

- 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 10:00 pm except to a parent.

Students are not permitted to bring recording devices to school.

## **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 Discipline Section (page 30).

## **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 of socks  
4 bras (or undershirts)  
8 pairs of panties (diapers: 1 month supply)  
1 dress and/or skirt and blouse  
5 pairs of jeans or school slacks or sweat suits  
6 shirts or sweaters  
2 nightgowns or pajamas  
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 of socks  
1 pair dress socks  
8 pairs of underwear (t-shirts and briefs) (diapers: 1 month supply)  
1 suit (and/or slacks and sports coat)  
5 pairs of jeans or school slacks or sweat suits  
6 shirts or sweaters



2 sets of pajamas  
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 shirts 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,  
Hair care items - hair dryer (optional), barrettes, hair combs, etc.  
Personal care items – shaver/razors, deodorant, toothpaste, toothbrush, shampoo, body soap,  
sanitary napkins, etc.  
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 (page 32) 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.

## **REGISTRATION**

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**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. Registration forms will include health and vision updates, including new diagnoses or medications as well as a copy of a current immunization record and a variety of permission forms that may be used for specific events or to grant permission for the entire year. (Please see the list of forms with descriptions of each in the appendix). 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 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**

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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 educational records. These rights are:

- 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 superintendent 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.
- 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 KSSB to amend a record should write the superintendent, clearly identify the part of the record they want changed and specify why it should be changed. If KSSB decides not to amend the record as requested by the parent or eligible student, a member of the KSSB team working with that student 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.
- 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 educational 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.]

- 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.

*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

### **DIRECTORY INFORMATION**

FERPA requires that KSSB, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's educational 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 educational 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 programs, (e.g., 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 Superintendent in writing by September 15, 2019. KSSB has designated the following information as directory information:

• Student name	• Participation in official activities and sports
• Address	• Height and weight (members of athletic teams)
• Telephone listing	• Honors and awards received
• Email address	• Most recent educational agency attended
• Photograph	• Dates of attendance
• Date and place of birth	• Current grade level

Student ID number, User ID, or other unique personal identifier (including a student’s SSN, in whole or in part) used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc., cannot be used for this purpose.

IDEA provides additional rights concerning the records of students with disabilities. These additional rights include the following:

- The right to an explanation or interpretation of the student’s records, if requested by the parent or eligible student.
- The right to have a representative of the parent inspect the student’s records, with the parent’s written consent to do so.
- 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.
- 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)**

The PPRA affords parents of a minor to certain rights with regard to surveys that ask questions of a personal nature. 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).
  - ◆ Political affiliations or beliefs of the student or student’s parent(s)
  - ◆ Mental or psychological problems of the student or student’s family
  - ◆ Sex behavior or attitudes
  - ◆ Illegal, anti-social, self-incriminating, or demeaning behavior
  - ◆ Critical appraisals of others with whom respondents have close family relationships
  - ◆ Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
  - ◆ Religious practices, affiliations, or beliefs of the student or parent(s)
  - ◆ Income, other than as required by law to determine program eligibility
  
- Receive notice and an opportunity to opt a student out of
  - ◆ Any other protected information survey, regardless of funding
  - ◆ 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
  - ◆ 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 use
  - ◆ Protected information surveys of students
  - ◆ Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes
  - ◆ Instructional material used as part of the educational curriculum

These rights transfer from parents to student at age 18 or an emancipated minor under State law.

KSSB, in consultation with parents, has developed and adopted policies 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, 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

# GLOSSARY

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**C.F.R. – *Code of Federal Regulations*:** According to the Merriam-Webster dictionary, the C.F.R. is a “compilation of administrative laws governing federal regulatory agency practice and procedures. Revised annually, it contains the whole of the daily *Federal Register* together with previously issued regulations that are still current. Like the U.S. Code, it is divided into 50 titles, each representing a general subject area (e.g., commerce, military) and containing the applicable rules and regulations for agency activities in that area. The purpose of the CFR is to make available the large body of laws that govern federal practice. It can usually be found in university law libraries, large public libraries, and most federal depository libraries.”

**COMS – *Certified Orientation and Mobility Specialist*:** Orientation and mobility specialists teach individuals with visual impairments to travel safely, confidently and independently in their environment. They work with infants, children, and adults usually on a one-to-one basis in a home, school, hospital, or in the community.

**ECC – *Expanded Core Curriculum*:** As defined by the Texas School for the Blind and Visually Impaired, “the expanded core curriculum (ECC) is used to define concepts and skills that often require specialized instruction with students who are blind or visually impaired in order to compensate for decreased opportunities to learn incidentally by observing others.”

**ESY – *Extended School Year*:** According to the IDEA, the legal definition of extended school year services states that the term refers to “special education and related services that are provided to a child with a disability, beyond the normal school year of the public agency, in accordance with the child’s IEP and at no cost to the parents of the child, and that meet the standards of the SEA (state educational agency).”

**FAPE – *Free and Appropriate Public Education*:** The IDEA mandates that every eligible school-age child with a disability and who needs special education and related services shall have an education through the public-school system that is at no cost to families and is appropriate for the child as stated in his/her IEP.

**FERPA – *The Family Educational Rights and Privacy Act*:** The U.S. Department of Education describes The Family Educational Rights and Privacy Act (FERPA) as “a federal privacy law that gives parents certain protections with regard to their children's education records, such as report cards, transcripts, disciplinary records, contact and family information, and class schedules. As a parent, you have the right to review your child's education records and to request changes under limited circumstances. To protect your child's privacy, the law generally requires schools to ask for written consent before disclosing your child's personally identifiable information to individuals other than you.”

**IDEA – *Individuals with Disabilities Education Act*:** The Individuals with Disabilities Education Act is a law that makes available a free appropriate public education to eligible children ages birth through 21, with disabilities throughout the nation and ensures special education and related services to those children. The IDEA governs how states and public agencies provide early intervention, special education, and related services to more than 6.5 million eligible infants, toddlers, children, and youth with disabilities.

**IEP – *Individualized Education Program/Plan*:** The Individualized Education Plan is a written document developed for each public-school child who is eligible for special education services. A team consisting of all potential service providers, parents, student (if appropriate), and LEA representative gather to create this document. The IEP is written after the child is assessed and includes present levels of performance and goals to attain. The IEP is reviewed annually.

**LEA – *Local Education Agency*:** According to the Elementary and Secondary Education Act of 1965, The Local Education Agency is “a public board of education or other public authority legally constituted within a State for either administrative control or direction of, or to perform a service function for, public elementary schools or secondary schools in a city, county, township, school district, or other political subdivision of a State, or for a combination of school districts or counties that is recognized in a State as an administrative agency for its public elementary schools or secondary schools.” An LEA representative is required to be present for all IEP meetings.

**LRE – *Least Restrictive Environment*:** Federal law requires that all students with disabilities receive their education with nondisabled peers to the maximum extent possible. Special education students are not removed from regular classes unless, even with supplemental aids and services, education in regular classes cannot be achieved satisfactorily. [20 United States Code (U.S.C.) Sec. 1412(a)(5)(A); 34 Code of Federal Regulations (C.F.R.) Sec. 300.114.] 2.

**O and M – *Orientation and Mobility*:** Vision Aware defines orientation and mobility as the method that “teaches safe, efficient, and effective travel skills to people of all ages.”

**OT – *Occupational Therapy*:** Occupational therapy works on fine motor skills, hand-eye coordination, planning and organizational skills, daily living skills, and how to manage sensory responses to stimuli.

**OTC – *“Over the Counter”*:** referring to non-prescription medications.

**PPRA – *Protection of Pupil Rights Amendment*:** The U.S. Department of Education states that “The Protection of Pupil Rights Amendment (PPRA) applies to the programs and activities of a state education agency (SEA), local education agency (LEA), or other recipient of funds under any program funded by the U.S. Department of Education.”

**PT – *Physical Therapy*:** Physical therapists work on large body or gross motor movements, either to teach, maintain, or rebuild gross motor skills.



**SLP – *Speech Language Pathologist*:** The American Speech-Hearing Association defines speech and language pathologists, or therapists, as providers who “work to prevent, assess, diagnose, and treat speech, language, social communication, cognitive-communication, and swallowing disorders in children and adults.”

**TSVI – *Teacher of Students with Visual Impairments*:** TSVIs are usually special education teachers with a specialized certification to work with children aged 0-21 with a visual impairment. The TSVI supports the team providing services to the student to ensure that proper accommodations are in place to maximize learning.

## FORMS

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### **ENROLLMENT FORMS**

Family Information Sheet  
Health History Form  
Yearly Health Readmission Form  
Record of Illness  
Consent for Care Form  
OTC Medication Consent Form  
Physician Order Request Form  
Medicaid Reimbursement  
Parent Rights  
FERPA Acknowledgement  
Release of information form  
Image Release Form  
Authorized Student Data Disclosure  
Dormitory Information Form  
School Directory