

SALINA WEST ALTERNATIVE PROGRAM

**STUDENT HANDBOOK
2017-2018**



Principal: Rex Boley

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Salina West Education Center

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Alternative Programs
Diploma Completion Program

Welcome to the Salina West Family! With your decision to earn your graduation credits at Salina West, you have committed to working towards your diploma. Here, you will develop a college/career plan as well as developing yourself as a positive person. Salina West is not like Salina Central or Salina South; we are different. Our schedule, activities and learning experiences are different. We at Salina West embrace and celebrate that we provide a positive alternative education opportunity for our students. Students choosing to participate in our school will have the support of our knowledgeable, flexible and caring staff. At Salina West we develop student character, work with students to develop a college/career plan and provide students with engaging opportunities to earn their high school diploma. Our program is an optional program, and our staff is honored that students choose to attend Salina West. Our students understand it is a privilege to be a student at Salina West!

Welcome to Salina West.

Rex Boley
Principal

Salina West Alternative Program Staff

Rex Boley	Principal
Elise Potocnik	Support Counselor
Ana Gonzalez	Secretary

Notice of Nondiscrimination

Unified School District #305 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Any person having inquiries concerning Unified School District #305 compliance with the regulations implementing Title VI, ADA, Title IX, or Section 504 is directed to contact the Unified School District #305 Executive Director of Human Resources, P.O. Box 797, Salina, Kansas 67402, 785-309-4726.

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INTRODUCTION

♦ **Salina West Alternative Program:** The mission of the Salina West Alternative Program is to engage all students in a meaningful and measurable learning experience by providing a positive, student-centered, safe, and academically comprehensive program that is sensitive to varied learning styles.

♦ **Enrollment:** In order to enroll in the program, a student must complete an application. Student and parent will then set up an interview with the Salina West Alternative Program principal and counselor. Upon approval, the student will be enrolled in classes as a Salina West Alternative Program student.

♦ **Individual Learning Environment:** Salina West Alternative Program is based on curriculum that will include one-on-one instruction and special projects in addition to Edgenuity (a computer-based curricular program) course work. The staff of the Salina West Alternative Program will design an individualized plan for each student composed of thematic units, interdisciplinary instruction, counseling, and service learning. The ultimate goal of the school is to allow students to develop the skills to become responsible and productive members of society.

GENERAL INFORMATION

♦ **School Day:** The Salina West Alternative Program is open Monday through Friday from 8:00 a.m. to 2:40 p.m.

Bell Schedule

The Voice	1 st Block	Passing	2 nd Block	Lunch	3 rd Block	Passing	Matinee 1	Break	Matinee 2
8:00-8:20	8:20-9:43	9:43-9:46	9:46-11:09	11:09-11:31	11:31-12:54	12:54-12:57	12:57-1:47	1:47-1:50	1:50-2:40

♦ **Inclement Weather and School Closings:** In the event of bad weather or other emergencies, the USD 305 superintendent may make the decision to dismiss classes early, to delay start times, or to close schools. School closures or delayed start announcements will be posted by 5:30 a.m. Those, along with information on early dismissals, can be found on the district's website at www.usd305.com. They will also be announced frequently on local radio and TV stations. Please check one of these before calling the school.

♦ **Communications:** Students are responsible for notifying the Salina West Alternative Program of any changes to their address, telephone number, or other pertinent information so that accurate student records can be maintained. This is necessary to help keep students informed of activities that are taking place in our program. We may communicate face-to-face with students or through telephone calls, text messages, emails, and postcards.

EXPECTATIONS

♦ **Philosophy on School Conduct:** It is our philosophy that any personal conduct that disrupts or interferes with normal class procedure has no place in school. The school's time-honored purpose to promote educational, social, and emotional growth of the individual must be respected by all and preserved by the school and its officials. Interference with these goals

is considered inappropriate and demands corrective action by the administration up to and including termination from the program.

Specific procedures and consequences will be based on the seriousness and the intensity of the behavior as well as the student's willingness to adapt and cooperate with administration and faculty as we work through the incident. Please see USD 305 Board Policy (JCDA) for examples of violations and the types of consequences that may be applied.

◆ **Attendance Policy:** Only through regular class attendance and a commitment to personal and educational growth can students achieve optimum benefits. The responsibility for attending classes lies with the student and the parent/guardian. A parent/guardian must telephone the school each day his/her child will be absent and state the reason for the absence. **Parents/guardians have 24 hours to excuse an all-day absence or an absence beginning with the first period, or the absence will remain unexcused.**

◆ **Truancy:** If a student is under the age of 18, a process leading to a report to the Saline County Attorney as a truancy case will be started when he/she has been unexcused 3 days in a row, 5 days in a semester, or 7 days in a school year. If the student is 18 years of age or older, a hearing will be held when he/she has been unexcused 3 days in a row, 5 days in a semester, or 7 days in a school year.

◆ **Tobacco Policy:** The use/possession of tobacco products or facsimiles thereof, or electronic cigarettes, is prohibited at all times in or on all district-owned or leased, personal or real property as well as all district events. See USD 305 Board Policy (JCDA).

◆ **Drug Free Schools:** Maintaining drug free schools is important in establishing an appropriate learning environment for the district's students. The manufacture, possession, use, sale or distribution of illicit drugs, alcohol, controlled substances, or facsimiles thereof by students on or in district property or as a part of any district activity is prohibited. The use or possession of any substance that has a mind-altering effect is prohibited, excluding a prescription-only medication prescribed by a physician for use by the student or over-the-counter medications which are being taken according to label directions for legitimate ailment. See USD 305 Board Policy (JCDA) for specific information.

◆ **Weapons:** A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on district property or at a district-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, any object that is inherently dangerous, or any facsimile of a weapon. Please see USD 305 Board Policy (JCDBB) for specific definitions and a non-exclusive list of examples.

◆ **Prohibited Activities:** Any activity that threatens the safety or well-being of persons or property on district property or which disrupts the school environment is prohibited and will result in corrective action up to and including termination from the program as well as the possible filing of a report with local law enforcement. Some examples include assault, battery, fighting, obscenity, threats (by word or deed) and theft. Please see USD 305 Board Policy (JCDA) for a non-exclusive list of prohibited acts.

- **Gang Activity:** District schools have a responsibility to maintain a school environment free of violence, intimidation, or other activities which threaten the safety and well-

being of students and staff and interfere with the educational process. Therefore, anti-social and/or gang activities will not be tolerated, and the district bars all gangs, gang affiliations and gang-related activities (dress, symbols, or other attributes or implying gang membership) from school buildings, school buses, school activities, and school property. A “gang” is defined as any identifiable group or club which exists without the sponsorship or authorization of the school and which engages in anti-social or criminal activity which is disruptive of the school environment. School district employees have a responsibility to report to their immediate supervisor suspected gang members or gang-related activities. If an administrator verifies a student’s involvement in gang activity, law enforcement agencies will be informed and the parent/guardian will be notified. Students violating this policy may be subject to appropriate disciplinary action including suspension and/or expulsion.

- **Vandalism Policy:** The district will seek restitution according to law for loss and damage sustained by the district because of malicious mischief, vandalism, burglary, or other wrongful acts. Persons apprehended will be held responsible for payment for any loss or damage. Legal procedures may be instituted at the recommendation of the superintendent. Please see USD 305 Board Policy (EBCA).

◊ **Personal Electronic Devices:** Personal electronic devices are valuable communication tools; however, these devices can be disruptive to the learning environment and pose potential legal issues for students (i.e. inappropriate pictures, cheating, etc.).

To protect students’ academic learning time and to maintain an appropriate learning environment, **PERSONAL ELECTRONIC DEVICES ARE NOT TO BE TURNED ON OR VISIBLE DURING CLASS TIMES.** Students may use these devices before school, during lunch, and during passing periods. Personal electronic devices may be allowed during class time for instructional purposes at the discretion of the classroom teacher.

If a student is seen using a personal electronic device in any part of the building during class time without the express permission of the teacher or if the device disrupts class in any way, a teacher or staff member will confiscate the device and take it to the office.

◊ **Dress/Appearance:** For students, personal grooming and dress is an individual responsibility and subject to the restrictions and limitations imposed by parents. The district’s dress and appearance rules will serve as guidelines for students and parents in interpretation of what is appropriate school dress and appearance.

The following rules are intended to reflect the district’s desire that clothing be appropriate to wear to school.

- Some type of footwear is required.
- A student’s dress or appearance shall not present a danger to his/her physical health or safety, or the physical health and safety of others.
- A student’s dress or appearance shall neither be obscene, indecent, or immoral. It shall not contain implied indecent meanings or messages that promote alcohol, tobacco, and other drugs.
- A student’s dress or appearance shall not present a distraction to the educational process. This includes revealing clothing for both males and females. The torso must be

covered. Examples of inappropriate dress include but are not limited to spaghetti strap tops, slant tops, low cut tops, etc. Also the midriff and underwear must not show.

In these instances, the school will assume its delegated authority to protect the physical health, safety, and well-being of the students and to preserve its intended purpose as an educational institution.

Students representing the district in an elective activity, apart from the required school program, will be expected to adhere to the dress and appearance requirements set forth by the coaches and sponsors of the activity.

♦ **Emergency Drills:** Emergency drills will be held at different times during the day throughout the school year. When the alarm sounds, students should proceed in an organized manner to the designated exit or location as quickly as possible.

DISTRICT TECHNOLOGY

♦ **District Technology:** Students may be provided the opportunity to access the Internet and electronic mail in order to connect with educational resources all over the world.

While the intention of the school is to provide Internet resources for constructive educational goals, students must demonstrate responsible behavior when accessing the Internet on school computers or when accessing the district's network. Any use that is disruptive, manifestly inappropriate, unethical, or illegal impairs the district's mission, squanders resources, and will not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access on district time or access to the district's technology resources. Students shall have no expectation of privacy when using district email or other official communication systems. All email, computer applications, information in district computers, or computer systems are subject to monitoring by the administration. The use of computers and access to the Internet is a privilege, not a right, and may be revoked by the school if abused. Please see USD 305 Board Policy (IIBG) for a full detail of the rights, privileges and prohibited conduct related to computer/Internet use.

Identifiable student images and/or student names shall not be posted on district website without written prior permission from the student or, if under 18, the student's parent or guardian. The mailing address, telephone number, or other personally identifiable information about any student shall not be posted on the district website.

♦ **Chromebooks:** The purpose of the USD 305 Board of Education's 1-to-1 Chromebook initiative is to create a collaborative learning environment for all learners that is consistent with advances in technology and facilitates resource sharing, critical thinking, innovation, research, creativity, communication, collaboration, increased productivity and mobile learning. It is the expectation of the board that district staff and community members will all play a role in the development of these effective and high quality educational experiences.

In furtherance of this goal, USD 305 is supplying all high school students with a Chromebook personal computing device. The Chromebook will allow student access to educational applications, web-based tools and many other useful sites. The Chromebook is an educational tool not intended for gaming, social networking or high-end computing, and all users will be

expected to follow the district’s acceptable use policy as well as all other state and federal laws, board policies and administrative procedures.

This document provides students with information about the general use of technology, ownership of the Chromebooks, rights and responsibilities for possession of the device, care of the Chromebook, its educational use and good digital citizenship. Additionally, the last page is a Chromebook Agreement form that students must complete before the student will be issued a Chromebook.

You may request a copy of the full USD 305 Chromebook Handbook from the Salina West Education Center Office.

ACADEMIC INFORMATION

◇ **Graduation Requirements:** The Salina West Alternative Program shall provide learning experiences for all students to acquire skills, knowledge, and attitudes that are necessary for a productive life in a changing society.

Students will need 24 credits to graduate. These credits will include:

English - 4
Science - 3
Math - 3
Social Science - 3
Health/PE - 1.5
Oral Communication - .5
Computer - 1
Fine Arts - 1
Electives - 7

◇ **Grading Scale:**

A = 90-100
B = 80-89
C = 70-79
D = 60-69
F = 0-59

(Elective Credits are Pass/Fail)

HARASSMENT/BULLYING

◇ **Sexual/Racial Harassment of Students:** Sexual/racial harassment will not be tolerated in USD 305. Harassment of students of the district by board members, administrators, staff members, students, vendors, or any others having business or other contact with the school district is strictly prohibited.

The district encourages all victims of sexual/racial harassment and persons with knowledge of such harassment to report the harassment immediately.

Any student who believes he/she has been subjected to harassment should report it to the building principal, another administrator, a counselor, or another certified staff member. Any report not made in good faith or made with malice is also a violation of this policy.

The district will promptly investigate all complaints of harassment and take prompt corrective action to end the harassment. Ask your building administrators for posted locations of the complete USD 305 Board Policies (JGEC/JGECA) on sexual and racial harassment.

◆ Bullying: The board prohibits acts of bullying in any form, including cyberbullying, on or with district property, in district vehicles or at district-sponsored activities or events. The board believes that a safe, healthy and supportive environment during all school-related functions is necessary for students to learn and achieve high academic standards. Bullying, like other disruptive or violent behaviors, is conduct that interferes with both a student's ability to learn and the district's ability to educate students. All Salina USD 305 staff members, students, parents and volunteers are expected to treat others with civility and respect and to refuse to tolerate bullying in order to provide positive examples for acceptable student behavior.

Bullying is defined as any intentional gesture or any intentional written, verbal or physical act or threat either by any student, staff member or parent towards a student or by any student, staff member or parent towards a staff member which is sufficiently severe, persistent or pervasive to create an intimidating, threatening or abusive educational environment that a reasonable person, under the circumstances, knows or should know will have the effect of

- harming a student or staff member, whether physically or mentally,
- damaging a student's or staff member's property,
- placing a student or staff member in reasonable fear of harm to the student or staff member, or
- placing a student or staff member in reasonable fear of damage to the student's or staff member's property.

"Cyberbullying" is defined as bullying by use of any electronic communication device through means, including, but not limited to, email, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites.

All victims of bullying and persons with knowledge of such behavior are encouraged to report the bullying immediately to the building principal, another administrator, a counselor, or another certified staff member. The school will promptly investigate all complaints of bullying and take prompt action to end the behavior.

Any report not made in good faith or made with malice is also a violation of this policy. (Board Policy JDDC)

◆ Emergency Safety Intervention: The board is committed to limiting the use of Emergency Safety Intervention (ESI), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student's conduct necessitates the use of an emergency safety intervention as defined below. The board encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school's code of conduct, school safety plan, or student handbook. Notice of the online availability of this policy shall be provided to parents during enrollment each year.

Definitions

"Emergency Safety Intervention" is the use of seclusion or physical restraint, but does not include physical escort or the use of time-out.

"Incident" means each occurrence of the use of an emergency safety intervention.

"Legitimate Law Enforcement Purpose" means a goal within the lawful authority of an officer that is to be achieved through methods or conduct condoned by the officer's appointing authority.

"Law Enforcement Officer" and "Police Officer" means a full-time or part-time salaried officer or employee of the state, a county, or a city whose duties include the prevention or detection of crime and the enforcement of criminal or traffic law of this state or any Kansas municipality. This term includes a campus police officer.

"Campus Police Officer" means a school security officer designated by the board of education of any school district pursuant to K.S.A. 72-8222, and amendments thereto.

"School Resource Officer" means a law enforcement officer or police officer employed by a local law enforcement agency who is assigned to a district through an agreement between the local law enforcement agency and the district.

"School Security Officer" means a person who is employed by a board of education of any school district for the purpose of aiding and supplementing state and local law enforcement agencies in which the school district is located, but is not a law enforcement officer or police officer.

"Seclusion" means placement of a student in a location where all of the following conditions are met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving or reasonably believes that he/she will be prevented from leaving the enclosed area.

"Chemical Restraint" means the use of medication to control a student's violent physical behavior or restrict a student's freedom of movement.

"Mechanical Restraint" means any device or object used to limit a student's movement.

"Physical Restraint" means bodily force used to substantially limit a student's movement, except that consensual, solicited or unintentional contact and contact to provide comfort, assistance or instruction shall be deemed to be physical restraint.

"Physical Escort" means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of including the student to walk to a safe location.

“Parent” means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-1046(d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; (6) a foster parent, unless the student is a child with an exceptionality; or (7) a student who has reached the age of majority or is an emancipated minor.

“Time-Out” means a behavioral intervention in which a student is temporarily removed from a learning activity without being secluded.

Prohibited Types of Restraint

All staff members are prohibited from engaging in the following actions with all students:

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student’s airway;
- Using physical restraint that impacts a student’s primary mode of communication;
- Using chemical restraint, except as prescribed treatments for a student’s medical or psychiatric condition by a person appropriately licensed to issue such treatments; and
- Use of mechanical restraint, except:
 - Protective or stabilizing devices required by law or used in accordance with an order from a person appropriately licensed to issue the order for the device;
 - Any device used by a certified law enforcement officer to carry out law enforcement duties; or
 - Seatbelts and other safety equipment when used to secure students during transportation.

Use of Emergency Safety Intervention

ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to effect such physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student’s behavior prior to the use of any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of an ESI. Use of an ESI for purposes of discipline, punishment or for the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

ESI Restrictions

A student shall not be subjected to ESI if the student is known to have a medical condition that could put the student in mental or physical danger as a result of ESI. The existence of such medical condition must be indicated in a written statement from the student’s licensed health care provider, a copy of which has been provided to the school and placed in the student’s file.

Such written statement shall include an explanation of the student’s diagnosis, a list of any reasons why ESI would put the student in mental or physical danger, and any suggested alternatives to ESI. Notwithstanding the provisions of this subsection, a student may be

subjected to ESI if not subjecting the student to ESI would result in significant physical harm to the student or others.

Use of Seclusion

When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times.

All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room or in case of emergency such as fire or severe weather.

A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent. Such room shall be free of any condition that could be a danger to the student, well-ventilated, and sufficiently lighted.

Training

Regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques, such training shall be consistent with nationally recognized training programs on ESI. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than classified staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain written or electronic documentation regarding the training that was provided and a list of participants which shall be made available for inspection by the state board of education upon request.

Notification and Documentation

The principal or designee shall notify the parent the same day as an incident. The same-day notification requirement of this subsection shall be deemed satisfied if the school attempts at least two methods of contacting the parent. A parent may designate a preferred method of contact to receive the same-day notification. Also, a parent may agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day.

Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day of the incident. Such written documentation shall include: (1) the events leading up to the incident; (2) student behaviors that necessitated the ESI; (3) steps taken to transition the student back into the educational setting; (4) the date and time the incident occurred, the type of ESI used, the duration of the ESI, and the school personnel who used or supervised the ESI; (5) space or an additional form for parents to provide feedback or comments to the school regarding the incident; (6) a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and (7) email and phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together when documenting the items in subparagraphs (1), (2) and (3) if the triggering issue necessitating the ESI is the same.

The parent shall be provided the following information after the first and each subsequent incident during each school year; (1) a copy of this policy which indicates when ESI can be used; (2) a flyer on the parent's rights; (3) information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and the complaint process of the state board of education; and (4) information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas. Upon the first occurrence of an incident of ESI, the foregoing information shall be provided in printed form or, upon the parent's written request, by email. Upon the occurrence of a second or subsequent incident, the parent shall be provided with a full and direct website address containing such information.

Law Enforcement, School Resource, and Campus Security Officers

Campus police officers and school resource officers shall be exempt from the requirements of this policy when engaged in an activity that has a legitimate law enforcement purpose. School security officers shall not be exempt from the requirements of this policy.

If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the parent the same day using the parent's preferred method of contact. A school shall not be required to provide written documentation to a parent, as set forth above, regarding law enforcement use of an emergency safety intervention or report to the state department of education any law enforcement use of an emergency safety intervention. For purposes of this subsection, mechanical restraint includes, but is not limited to, the use of handcuffs.

Documentation of ESI Incidents

Except as specified above with regard to law enforcement or school resource officer use of emergency safety interventions, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

- Date and time of the ESI,
- Type of ESI,
- Length of time the ESI was used,
- School personnel who participated in or supervised the ESI,
- Whether the student had an individualized education program at the time of the incident, and
- Whether the student had a Section 504 plan at the time of the incident.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent on at least a biannual basis. At least once per school year, each building principal or designee shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

Reporting Data

District administration shall report ESI data to the state department of education as required.

Parent Right to Meeting on ESI Use

After each incident, a parent may request a meeting with the school to discuss and debrief the incident. A parent may request such meeting verbally, in writing, or by electronic means. A

school shall hold a meeting requested under this subsection within 10 school days of the parent's request. The focus of any such meeting shall be to discuss proactive ways to prevent the need for emergency safety interventions and to reduce incidents in the future.

For a student with an IEP or a Section 504 plan, such student's IEP team or Section 504 plan team shall discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan or amend the behavior intervention plan if already in existence.

For a student with a Section 504 plan, such student's Section 504 plan team shall discuss and consider the need for a special education evaluation. For students who have an individualized education program and are placed in a private school by a parent, a meeting called under this subsection shall include the parent and the private school, who shall consider whether the parent should request an individualized education program team meeting. If the parent requests an individualized education program team meeting, the private school shall help facilitate such meeting.

For a student without an IEP or Section 504 plan, the school staff and the parent shall discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting.

The student who is the subject of such meetings shall be invited to attend the meeting at the discretion of the parent. The time for calling such a meeting may be extended beyond the ten-day limit if the parent of the student is unable to attend within the time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student if such student would benefit from such measures.

Local Dispute Resolution Process

If a parent believes that an emergency safety intervention has been used on the parent's child in violation of state law or board policy, the parent may file a complaint as specified below.

The board encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. Once an informal complaint is received, the administrator handling such complaint shall investigate such matter, as deemed appropriate by the administrator. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board by providing a copy of the complaint to the clerk of the board and the superintendent within thirty days after the parent is informed of the incident.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings of fact and recommend corrective action, if any, to the board in executive session.

Any such investigation must be completed within thirty days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt a report containing written findings of fact and, if necessary, appropriate correction action. A copy of the report adopted by the board shall be provided to the parents, the school, and the state board of education and shall be mailed to the parents and the state department within 30 days of the board's receipt of the formal complaint.

If desired, a parent may file a complaint under the state board of education administrative review process within thirty days from the date a final decision is issued pursuant to the local dispute resolution process.

Approved: October 8, 2013
Revised: November 10, 2015
Revised: November 8, 2016

OTHER

Salina Central and Salina South student handbooks may be used to reach decision on student issues.

COMMUNITY RESOURCES

YOUTH “YELLOW” PAGES

DIAL 211 for Help – 24 hours a day, 7 days a week

One call. Thousands of services – www.211kansas.org.

**In partnership with the Salina Area United Way,
the Youth Yellow Pages provides support to youth.**

If you need help or information regarding any of these issues,
please call or visit websites for additional information.

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CLOTHING

Ashby House	(785)826-4935
Bargain Basket	(785)826-9042
DAV Thrift Store	(785)827-6477
Good Will Industries.....	(785)827-8944
Salvation Army Thrift Store	(785)823-1409

DISABILITY SUPPORT SERVICES

Angel Square	(785)404-2442
Choices Network, Inc.	www.choicesnetwork.net (785)820-8018
Disability Planning Organization of Kansas	www.dpok.com (785)823-3173
OCCK, Inc.....	www.occk.com (785)827-9383

DRUGS/ALCOHOL

- Central Kansas Foundation**www.c-k-f.org (785)825-6224
Also get current meeting times and locations for the following support groups:
- Alcoholics Anonymous (for recovering alcoholics)
 - Al-Anon (for family members and friends of alcoholics)
 - Alateen (group for teens of recovering alcoholics)
 - Narcotics Anonymous (for recovering drug addicts)
- Pathfinder Recovery Center**(785)825-6224
Location 1809 S. Ohio (next door to CKF at 1805 S. Ohio)
Offers drop-in services or information, accessible to anyone needing information about addiction, recovery, or support throughout the recovery stages.
- Regional Prevention Center of North Central KS** (785)825-6224
- IMPACT Coalition**..... (785)825-6224
- Saline County Tobacco Prevention Coalition**..... (785)825-6224
- St. Francis Community Outreach**..... (785) 823-0001 or (800)822-4363
- USD 305 Prevention Specialist**..... (785)309-4728

EATING DISORDERS

For information regarding treatment of eating disorders such as anorexia nervosa or bulimia:

- Central Kansas Mental Health Center**.....(785)823-6322 or (800)794-8281
After Hour Emergencies (785)823-6324 or (866)823-6380
- Saline County Health Department-Health Education** (785)826-6600
- Veridian Behavioral Health, Inc.**.....(785)452-4930 or (800)284-6027

EDUCATION

For non-traditional high school degree or financial education:

- Consumer Credit Counseling**..... www.kseccs.org (785)827-6731
- Salina Adult Education Center**..... www.usd305.com/saec (785)309-4660
- Diploma Completion Program (DCP)** www.usd305.com (785)309-4903
- Salina West Education Center** www.usd305.com (785)825-0435

EMPLOYMENT

- Salina Workforce** kansasworkforceone.org (785)827-0385
- North Central Workforce Solutions, OCCK, Inc** (785)827-9383 x 176

EN ESPAÑOL

- Caridades Católicas** www.catholiccharitiessalina.org (785)827-4517
- CDC en español SIDA & EST (Telefono para solicitar ayuda)** (800)232-4636
- Servicios de Educación y Apoyo para Niños** (785)825-4493
- Centro Médico Para Familias de Salina** (785)825-7251

FAMILY PROBLEMS

- Catholic Charities**(785)825-0208 or (888)468-6909
- Central Kansas Mental Health Center**.....(785)823-6322 or (800)794-8281
- Veridian Behavioral Health, Inc**.....(785)452-7930 or (800)284-6027

FOOD

American Red Cross	(785)827-3644
Emergency-Aid Foodbank	(785)827-7111
Salina Rescue Mission	(785)823-2610
Free Lunch 12:00 to 12:30 PM and Supper 6:30 to 7:00 PM, 7 days per week	
Salvation Army	(785)823-2251
Free Supper served 5:00 to 5:45 PM, M-F	
Summer Food Program for ages 1-18	(785)309-4715
Free Lunch served 11:30 AM – 12:00 PM, M-F at 9 sites	
Free Breakfast 7:45 AM and Lunch 12:00 PM (at certain locations)	

GENERAL INFORMATION

Kansas Department for Children and Families	(785)826-8000
Kansas 2-1-1 Hotline	211

INSURANCE

KanCare	www.kancare.ks.gov	(800)792-4884
Children’s Mercy Family Health Partners	www.fhp.org	(877)347-9363
Nurse Advice Line		(800)347-9369
Salina Family Healthcare Center	www.salinahealth.org	(785)825-7251

PREGNANCY TESTING AND SUPPORT

Birthright of Salina, Inc.	(785)823-3113	
Or 24-Hour Emergency Hotline..... (800)550-4900		
Catholic Charities	www.catholiccharitiessalina.org	(785)825-0208
Or		(888)468-6909
Pregnancy Service Center	www.pscsalina.com	(785)823-1484
Or		(866)970-6670
Salina Family Healthcare	www.salinahealth.org	(785)825-7251

RAPE OR SEXUAL ASSAULT

For information or support:

Central Kansas Mental Health Center	(785)823-6322 or (800)794-8281	
After hour Emergencies		(785)823-6324 or (866)823-6380
Child Advocacy & Parenting Services (CAPS)	www.capsosalina.org	(785)825-4493
Domestic Violence Association of Central KS (DVACK) (ages 16 and above)	(785)827-5862 or (800)874-1499	
Veridian Behavioral Health, Inc.	(785)452-7930 or (800)284-6027	

RECREATION & ARTS

For community leisure time activities:

AMF All Star Lanes	(785)827-6730	
Jumpin’ Joes Family Fun Center	(785)827-9090	
Lakewood Discovery Center	www.salina-ks.gov	(785)826-7335
Rolling Hills Zoo and Museum	www.rollinghillswildlife.com	(785)827-9488
Salina Art Center	www.salinaartcenter.org	(785)827-1431

Salina Arts & Humanities (785)309-5770
 Websites www.salinaarts.com and www.riverfestival.com
Salina Art Cinema..... (785)452-9868
Salina Community Theatre www.salinateatre.com (785)827-6126 or (785)827-3033
Salina Municipal Golf Course..... www.thefirstteesalina.org (785)826-7450
Salina Parks and Recreation..... www.salina-ks.gov (785)309-5765
Salina Public Library www.salpublib.org (785)825-4624
Smoky Hill Museum www.smokyhillmuseum.org (785)309-5776
Starlite Skate Center..... www.starliteskate-salina.com (785)827-6861
YMCA www.salinaymca.org (785) 825-2151

RUNAWAYS

For shelter and/or support:

National Runaway Switchboard (800)786-2929
28th District Community Corrections,
 Juvenile Intake and Assessment (785)826-6590

SEXUALITY

For information and/or support:

Central Kansas Mental Health Center (785)823-6322 or (800)794-8281
 After hour Emergencies (785)823-6324 or (866)823-6380
GLBTD (Gay, Lesbian, Bi-Sexual & Transgender) Hotline..... (800)347-8336
 Or (800)843-4564
Saline County Health Department-Health Education (785)826-6600
Veridian Behavioral Health, Inc...... (785)452-4930 or (800)284-6027

SEXUALLY TRANSMITTED DISEASES (STDs)

For STD information, testing or for treatment:

Salina Family Healthcare Center (785)825-7251
Saline County Health Department www.ssched.org (785)826-6600
Saline County Health Department-Health Education (785)826-6600
StatCare Family Medical Clinic – Minor Emergency Medical Cntr (785)827-6453
CDC National AIDS Hotline (800)232-4636
CDC Hearing Impaired AIDS Hotline..... (800)AIDS-TTY
National Herpes Hotline (919)361-8488
National HPV Hotline..... (919)361-4848

SUICIDE

For immediate crisis intervention:

Central Kansas Mental Health Center..... (785)823-6322 or (800)794-8281
 After hour Emergencies (785)823-6324 or (866)823-6380
National Suicide Prevention Lifeline.....(800)784-2433 or (800)SUICIDE
Veridian Behavioral Health, Inc...... (785)452-4930 or (800)284-6027

TEEN PARENTING SUPPORT

For information and support:

Child Advocacy & Parenting Services (CAPS)	(785)825-4493
Heartland Programs	www.usd305.com/headstart (785)309-5000
Pregnancy Service Center	(785)823-1484 or (866)970-6670
Salina Regional Health Center	(785)452-7000
Saline County Health Department	(785)826-6600
Well Child	(785)826-6602
Woman Infant Child (WIC) Program.....	(785)826-6602

THE LAW AND YOU

Community Corrections, 28th Judicial District	(785)826-6590
Salina Police Department	(785)826-7210
Saline County Sheriff's Department	(785)826-6500 or (785)826-6502
School Resource Officer	Contact School Officer
STOP UNDERAGE DRINKING...REPORT IT	(785)825-TIPS
State Underage Drinking Report Number	(866)687-8221

VIOLENT BEHAVIOR

To get help for yourself or someone you care about:

Child Advocacy and Parenting Services	(785)825-4493
Central Kansas Foundation	(785)825-6224
Central Kansas Mental Health Center	(785)823-6322 or (800)794-8281
After Hour Emergencies	(785)823-6324 or (866)823-6380
Domestic Violence Association of Central KS (DVACK)	(785)827-5862
Or	(800)874-1499
Kansas Department for Children and Families	(785)826-8000
Veridian Behavioral Health, Inc.	(785)452-4930 or (800)284-6027

VOLUNTEERING

To find volunteer opportunities:

Big Brothers/Big Sisters of Salina, Inc.	www.bbbssalina.org (785)825-5509
Community Access Television of Salina, Inc.	www.salinatv.org (785)823-2500
Salina Area United Way "The Volunteer Hub"	www.unitedwaysalina.org (785)827-1312
Salina Family Healthcare Center	(785)825-7251
Salina Public Library	www.salinapubliclibrary.org (785)825-4624
Salina Regional Health Center (Summer Program)	(785)452-7541
The Salina Family YMCA	www.salinaymca.org (785)825-2151

YOUTH DEVELOPMENT ORGANIZATIONS

Boy Scouts of America	www.coradoscout.org (785)827-4461
Girl Scouts of Kansas Heartland	www.girlscoutskc.org (785)827-3679
4-H Youth Development	www.centrankansas.ksu.edu (785)309-5850
The City	www.thecityonthenet.com (785)827-2203
The Salina Family YMCA	www.salinaymca.org (785)825-2151
The Salvation Army	(785)823-2251

