KANSAS STATE SCHOOL FOR THE BLIND
1100 STATE AVENUE
KANSAS CITY, KANSAS 66102

913-305-3015
After Hours (Security): 913-305-3009

Governed and accredited by the Kansas State Board of Education

STUDENT / PARENT HANDBOOK
2026-2027

Jon Harding
Superintendent

Pam Arbeiter TSVI / COMS
Principal / Special Education Director

Aundrayah Shermer, TSVI / COMS
Field Services Director

Marites Altuna, TSVI
Family Infant-Toddler Team Director

Hillary Joy-Sims, TSVI
Early Childhood Enrichment Program Director

Erin Meyer, TSVI/COMS
Extended Day, Program Director

Website: www.kansasblind.gov
Facebook: https://www.facebook.com/KSBlind/

Table of Contents

I. Introduction
II. General Information
III. Emergency Procedures
IV. Health and Social Services
V. Education Program
VI. Student Conduct
VII. Extended Day Program (Dormitory)
VIII. Glossary of Terms

I. Introduction

Welcome to the Kansas State School for the Blind (KSSB) for the 2026-2027 school year! At KSSB, our commitment is to adapt, innovate, and continuously improve our programs and services to best serve our students who are blind and visually impaired. We are dedicated to fostering their success, both academically and in life beyond our walls. KSSB functions as a dynamic network of support, offering both regional field services and intensive, short-term campus programs. We are incredibly proud of our school, our passionate staff, our long-standing history, and, most importantly, the achievements of our students.

For our current and future campus students and their families, this handbook offers a comprehensive overview of our school programs and daily operations. We are committed to providing a nurturing yet challenging environment where all students can build strong academic foundations and essential functional skills through the Expanded Core Curriculum. Inside, you will find detailed information about our school, its diverse services, and the guidelines we follow. We encourage you to take the time to read it carefully and keep it as a readily available resource.

We hope this handbook proves to be a valuable and informative resource. Should you have any questions not covered here, please feel free to reach out to us. We wish you a wonderful school year!

Jon Harding, Ed.S.
Superintendent

KANSAS STATE BOARD OF EDUCATION

District 1: Mr. Danny Zeck
District 2: Ms. Melanie Haas
District 3: Ms. Michelle Dombrosky
District 4: Ms. Connie O'Brien
District 5: Ms. Cathy Hopkins (chair)
District 6: Dr. Beryl New
District 7: Mr. Dennis Hershberger
District 8: Ms. Betty J. Arnold
District 9: Mr. Jim Porter
District 10: Ms. Debby Potter

COMMISSIONER OF EDUCATION
Dr. Jake Steel, Commissioner

ADMINISTRATIVE SERVICES

Jon Harding, Superintendent	913-645-5456
John Martello, Director of Operations	913-305-3006
Adela Tan, Director of Finance	913-210-8120
Alicia Morrison, Director of Human Resources	913-210-8113
Brad Hook, Director of Information Technology	913-275-9982

INSTRUCTIONAL LEADERSHIP

Pam Arbeiter, Principal / Director of Special Education	913-305-3018
Aundrayah Shermer, Director of Field Services	913-305-3016
Marites Altuna, Director of Family Infant Toddler Program	913-645-5645
Hillary Joy-Sims, Director of Early Childhood Enrichment Program	913-305-3063

SCHOOL OFFICE 913-305-3015

Jennifer Tufts, Executive Administrative Assistant

FIELD SERVICES

Kelly McHugh-Smith, Administrative Assistant 913-305-3061
Anna Cyr, TSVI/COMS
Amber Hanson, TSVI
Chris Gray, Certified Braille Transcriber
Connie Ortega, TSVI
Delaney Costello, TSVI (Part Time Virtual Services)
Hailey Dunne TSVI
Julie Marston, TSVI/COMS
Kylie Kilmer, TSVI/COMS
Laura Mitchell, TSVI / COMS
Leah Enright, COMS
Mandy Smith, COMS
Menely Hogan, TSVI/COMS

Rachel Ghram, TSVI
Sabrina McAdoo, TSVI/COMS
Shellanne Thompson, COMS
Valerie House, TSVI

KS DEAF-BLIND PROJECT

Katie Paul, Project Director 913-375-5239

KANSAS INSTRUCTIONAL RESOURCE CENTER (KIRC)

Kia Boyd, KIRC Coordinator & Circulation Specialist 913-305-3071
Patrick Glancy, Library Assistant 913-305-3072

FAMILY INFANT TODDLER PROGRAM

Angie Hilt, TSVI
Brandi Smith, TSVI
Courtney Young, TSVI
De McDougald, COMS
Heather Pedersen, TSVI
Open, TSVI (Part Time)
Laura Wohlhuter, TSVI
Melissa Schlegel, TSVI
Tammy Warford, TSVI
Teri Chaney, TSVI

INSTRUCTIONAL SERVICES

Beth Wheeler, COMS, Extended Day Program Development
Breanne Avalos, PE/Health
TBD, Math/Science Instructor
Charina Tunget, TSVI, Assessment and Instruction Coordinator
Christian Puett, TSVI, Braille/Technology, Computer Science Instructor
Jenny Eichner, Music Therapist/COMS
Kevin Dierks, Life Skills 3
Kim McCall, Life Skills 1
Lori Smith, Social Worker/Transition
Pam Reed, TSVI, Transition LIFE Program
Penny Kimberling, TSVI/COMS
Isaac McBurney, Elementary
Jerome Castillo, Life Skills 2
Tim Schierbeck, TSVI/Project SEARCH/Athletic Director

RELATED SERVICES

Jessica Stegman, Physical Therapist
Pamela Shatto, Speech Language Pathologist
Susie Brown, Occupational Therapist

ECEP INSTRUCTIONAL ASSISTANTS

Anjelic LaPoint
Echo Clairday
Stephanie Smith
Nallely Baeza
Tabby Dotson
Alondra Godinez

EXTENDED DAY PROGRAM (DORMITORY)

Erin Meyer, Extended Day Program Supervisor	913-305-3050

INSTRUCTIONAL ASSISTANTS, EXTENDED DAY

Benton Flory, Evenings	Sonia Sittingdown, Evenings
Danei Smith, Overnights	Svetlana Ehlers, Evenings
Elijah Alterman, Evenings (PT)	Tanya Lang, Evenings
Emily Shields, Overnights	Vicki Davis, Evening

DIETARY SERVICES

Cindy Rawie, Director of Food Services	913-305-3008
Sierra Allen, Kitchen Supervisor	

HEALTH SERVICES

Cynthia Rose, Registered Nurse Specialist (daytime)	913-305-3030
Liane Hesse, PT Registered Nurse Specialist (evening)	913-305-3030
Tumaka Richard, PT Licensed Practical Nurse (evening)	913-305-3030
Brandy Cann, Licensed Practical Nurse (overnight)	913-305-3030

Dr. Jeffry Gerson, OD, FAAO, Optometrist
Jarrett Grosdidier, DDS., Dentist
Whitney Trusty, M.D., Physician

***Staff emails are first initial and full last name* @kansasblind.gov**

II. General Information

GOVERNANCE AND PURPOSE OF KSSB

The Kansas State School for the Blind is governed and accredited 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, local school districts retain responsibility for their students' education.

OUR MISSION

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

OUR VISION

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

STUDENT ADMISSION

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 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 AND PLACEMENT

The Kansas State School for the Blind (KSSB) welcomes student referrals. All referrals must be coordinated by the student's Local Education Agency (LEA) or current educational provider. If a parent, medical professional, or other individual inquires about KSSB, we will provide information about our services and coordinate with the LEA to determine:

- If the LEA and its Individualized Education Program (IEP) team believe a change in placement should be considered.
- If, after observation, assessment, and/or record review, KSSB determines that placement at

KSSB offers the least restrictive, free, and appropriate public education (FAPE) and can be safely provided.

KSSB will participate in any LEA or provider IEP meeting where KSSB placement is discussed. We will also inform parents about their rights, available programs and services, and how to advocate for their child's needs as part of the IEP team.

PLACEMENT DETERMINATION AND ADMISSIBILITY

KSSB serves as a specialized state resource for students requiring intensive educational or related services due to visual impairment. KSSB is not an appropriate placement, and will not admit a student, if KSSB determines through record review, diagnostic assessment, or capacity analysis that:

- Placement criteria (listed below) are not met.
- KSSB lacks the specific specialized medical, psychiatric, or behavioral resources required to safely serve the student or provide FAPE.
- Admission would violate KSSB staffing or safety capacity thresholds.
- FAPE is already provided by the originating LEA in a less restrictive environment.
- Placement at KSSB would not be advantageous for the child.

KSSB cannot admit a student when objective evaluative findings show that KSSB's physical environment, facility layout, or available qualified personnel cannot safely accommodate the student. Because placing a student in an environment incapable of ensuring physical or medical safety constitutes a denial of FAPE, enrollment remains closed whenever identified safety and facility barriers exceed KSSB's operational scope.

PROGRAM CAPACITY AND SAFETY THRESHOLDS

Enrollment in any KSSB program, including the Life Skills program, will be automatically capped and a waitlist initiated when staffing vacancies, physical facility constraints, or the ratio of certified staff to in-training staff compromise the safety and instructional integrity of the program. Agency administration continuously monitors these workforce and facility variables and retains sole discretion over determining when capacity and physical space have stabilized sufficiently to safely resume new admissions. When capacity is reached, incoming referrals will be placed on a waiting list for consideration, not immediate or guaranteed placement.

EXTENDED DIAGNOSTIC ASSESSMENT PERIOD & SAFETY PREREQUISITES

Before final placement determination, students undergo an initial 30-day extended diagnostic evaluation on the residential campus. This 30-day period is an evaluative placement only; during this time, the student remains under the legal and educational authority of the sending LEA.

Pre-Entry Safety Clearance: Entry onto campus for the 30-day assessment is strictly contingent

upon a pre-entry safety review. If KSSB determines that a student requires specialized behavioral intervention plans, crisis protocols, 1:1 dedicated staffing, or specific medical accommodations to participate safely in the 30-day evaluation, the sending LEA must provide or fund these supports prior to the student's first day on campus. KSSB will not allow a student onto campus for evaluation until all required safety supports are fully operational.

This extended evaluation allows KSSB to conduct comprehensive assessments to determine if its campus setting can safely meet the child's needs and provide FAPE. After 30 days, KSSB will issue its formal diagnostic finding to the LEA regarding eligibility and placement appropriateness. If KSSB determines that it cannot safely or appropriately serve the student, the diagnostic evaluation period concludes, and the student returns to the sending LEA.

JOINT RESPONSIBILITIES

Any LEA or educational provider seeking or permitting KSSB placement is considered a joint LEA for that child, sharing FAPE responsibilities (pursuant to K.A.R. 91-40-4). The originating LEA always retains primary legal responsibility for ensuring the student receives FAPE. Unless otherwise outlined in the IEP, KSSB will require a service plan with the originating LEA or provider to outline resource and service responsibilities. KSSB acts as a secondary service provider.

TRANSITION AND EXIT PLANNING

If KSSB determines during or after the 30-day extended diagnostic evaluation that its campus is not an appropriate or safe placement, an IEP meeting will be convened to plan the student's return to their local district.

Per K.A.R. 91-40-4(b) and 91-40-4(c), if KSSB determines at any time that its program is no longer appropriate or safe for an enrolled student, KSSB will provide the student's district of residence at least 15 calendar days' written notice.

When a student transfers from KSSB back to a school district, the most recent IEP and any other educationally relevant information will be immediately forwarded to the receiving district, unless state law dictates otherwise.

PLACEMENT CRITERIA

To ensure appropriate and safe placement, and to ensure students benefit from their educational experience, the following criteria must be met:

- **Vision-Related Goals:** Students must have specific vision-related goals and objectives for their KSSB placement, with placement duration directly tied to these goals.
- **Needs-Based Placement:** Placement is based on needs related to the Expanded Core Curriculum (functional skills for blind/visually impaired students) and academics.

- **Record Review:** KSSB must review and approve all academic, medical, psychiatric, discipline, and behavior records before campus entry.
- **Transportation:** Safe transportation to and from KSSB (located in northeast Kansas) is required. The student's LEA is responsible for arranging and funding safe transportation.
- **Nursing Care/Personal Needs:** Students requiring 1:1 nursing care or who cannot independently manage personal needs are not candidates for KSSB's extended day/residential program unless provided and funded directly by the sending LEA.
- **Behavioral Stability:** Students must demonstrate the ability to tolerate at least an 8-hour day of programming before residential acceptance. Enrollment will be postponed or denied if a significant portion of a student's day involves aggressive behavior or de-escalation interventions, as this level of emotional/behavioral instability compromises campus safety and hinders benefit from KSSB's intensive curriculum. If behavior significantly escalates during placement, the IEP team will re-evaluate to determine if distance from home is detrimental and if KSSB remains a safe setting.
- **Psychiatric Stability:** Students who have experienced a psychiatric crisis within the last 6 months must provide clearance from their treating psychologist or psychiatrist stating they are stable enough for a residential school. KSSB will consider this opinion but KSSB administration retains final authority on whether the campus environment can safely accommodate the student's psychiatric profile. Students prescribed psychotropic medications must take them as prescribed.
- **LEA Collaboration:** The LEA or educational provider must demonstrate willingness to jointly administer and support FAPE, including funding necessary temporary 1:1 or crisis supports during evaluations, and setting benchmarks/timelines for the child's eventual return to the LEA.
- **Overall FAPE & Safety Factors:** Any factor bearing on the provision of FAPE or campus safety will be evaluated in the placement determination.

PLACEMENT PROCESS

1. **Service Request:** The LEA completes an official "service request" on the KSSB website.
2. **Preliminary Service & Safety Plan:** KSSB reviews records to evaluate appropriateness. If a 30-day diagnostic evaluation is considered, KSSB and the LEA finalize a preliminary service plan that identifies all necessary safety protocols, medical arrangements, and temporary 1:1 supports required before campus entry.
3. **Initial IEP Meeting:** An IEP meeting is held before the 30-day diagnostic evaluation begins, with KSSB staff participating. The LEA amends the IEP to indicate a 30-day extended diagnostic assessment at KSSB and incorporates agreed-upon temporary safety accommodations funded/provided by the LEA.
4. **Evaluations & Campus Entry:** Upon verification that all pre-entry safety conditions and supports are active, the student enters campus. The LEA secures parental/guardian consent for required evaluations. While KSSB will attempt to honor existing IEP goals, the primary purpose

of the 30-day period is a diagnostic evaluation of program appropriateness and safety.

5. **Post-Evaluation IEP Meeting:** After the 30-day period, the LEA convenes an IEP team meeting to receive KSSB's evaluative report and final admissibility decision regarding campus placement.
6. **Placement and Service Plan Update:** If admitted to KSSB, the service plan will be updated to reflect long-term KSSB and LEA responsibilities, and the IEP will be amended (or a new IEP written) to reflect placement changes and ensure parental/guardian consent.
7. **LEA Holds IEP:** The originating LEA continues to "hold" the student's IEP, maintaining primary legal responsibility for ensuring the student receives FAPE. Due process proceedings remain between the parent/guardian and the originating LEA. This confirms the student remains connected to their home school and community. If an LEA refuses to hold the IEP, KSSB will evaluate whether it can hold the IEP while formally notifying the LEA of its ongoing statutory responsibilities.
8. **KSSB Input:** KSSB will provide specialized input on IEP goals (academic, ECC), related services, supplementary aids, program modifications, observation protocols, and service minutes.

EDUCATIONAL PHILOSOPHY

During a student's time at KSSB, our primary focus is on amplifying personal strengths, mastering new specialized skills, and expanding individual autonomy to support successful learning in inclusive environments. This approach aligns with Kansas state educational standards and disability advocates who emphasize that social-emotional growth, personal habits, and a strong work ethic are just as vital as academic success for long-term career placement and community integration.

Our educational teams collaborate deeply with parents, local school districts, transition specialists, and blind adult mentors to champion priority life outcomes for every student. By fostering social competence, technical readiness, and self-determination, KSSB actively works to dismantle employment barriers and equip our students for fulfilling, independent, and rewarding futures.

CAMPUS SECURITY AND STUDENT SAFETY

The Kansas State School for the Blind values a safe learning environment and maintains a drug, alcohol, and weapons-free campus. The safety and security of students is monitored on a 24 hour-a-day basis.

Student safety is the first consideration in any student activity on or off campus at any time students are under KSSB’s care and supervision. KSSB supervisory staff evaluate such student activities to ensure safety prior to the activity, and it is the responsibility of all staff members to ensure safety during any student activity in which they are supervising students. Any incident that injures a student, whether minor or serious, must be reported immediately to an administrator and as quickly as possible to the parent(s).

KSSB has an armed School Resource Office who works 7:00a-3:00p Monday through Friday. KSSB also contracts with officers from the Kansas City Kansas Police Department (KCKPD) to provide evening and overnight security.

ACCESS CONTROL CARDS

KSSB uses an electronic access control system to help ensure the safety of students. Credit-card sized access cards are issued to older students, and when these cards are waved past one of the card readers outside a door, the access control system determines whether 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. If at all reasonably possible, the card should be worn in a manner that it is openly displayed on the student's person. The only exceptions to this rule are:

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

STUDENT REGISTRATION/ENROLLMENT

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. 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 record of immunizations must be on file each year. It is difficult to provide your child with medical attention without this information.***

CONFIDENTIALITY AND PARENT RIGHTS

The Family Educational Rights and Privacy Act (FERPA) grants parents and eligible students (those over 18) specific rights concerning student education records:

1. Right to Inspect and Review: You can inspect and review your student's education records within 45 days of KSSB receiving your request. Submit a written request to the Superintendent identifying the records you wish to inspect. KSSB will arrange access and notify you of the time and place.

2. Right to Request Amendment: You can request amendments to records you believe are inaccurate, misleading, or violate FERPA privacy rights. Write to the Superintendent, clearly identifying the desired change and your reason. If KSSB denies the request, we will inform you of the decision and your right to a hearing, providing details on hearing procedures.

3. Right to Privacy: Personally identifiable information in education records is private, except as authorized by FERPA without consent. This includes disclosure to school officials with legitimate educational interests. A school official is defined as an administrator, supervisor, instructor, support staff (including health, medical, or law enforcement personnel), school board member, outsourced service provider (attorney, auditor, medical consultant, therapist), or a parent/student serving on an official committee or assisting a school official. A legitimate educational interest means the official needs to review a record to fulfill their professional duties. KSSB may also disclose records without consent to officials of another school district where a student seeks or intends to enroll, or is already enrolled, for enrollment or transfer purposes. *(KSSB may notify parents/students of such requests if not stated in its annual notification.)*

4. Right to File a Complaint: You can file a complaint with the U.S. Department of Education if you believe KSSB has failed to comply with FERPA requirements.

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

DIRECTORY INFORMATION

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that KSSB, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, KSSB may disclose appropriately designated "directory information" without written consent, unless you have advised KSSB to the contrary in accordance with KSSB procedures. The primary purpose of directory information is to allow KSSB to include this type of information from your child's education records in certain school publications.

Examples include:

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

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

******If you do not want KSSB to disclose directory information from your child's education records without your prior written consent, you must notify the Superintendent in writing by September 15.***

KSSB has designated the following information as directory information:

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

Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's

SSN, in whole or in part, cannot be used for this purpose.) The Individuals with Disabilities Education Act (IDEA) provides additional rights concerning the records of students with disabilities. These additional rights include the following:

1. The right to an explanation or interpretation of the student's records, if requested by the parent or eligible student.

2. The right to have a representative of the parent inspect the student's records, with the parent's written consent to do so.

3. The right to have the confidentiality of student records protected when they are collected, stored, disclosed and destroyed. To provide such protection, KSSB takes the following steps, among others:

    - KSSB has designated the Superintendent as the official to have responsibility for ensuring the confidentiality of student records; and
    - All KSSB staff who collect or use student records receive training on policies and procedures concerning the confidentiality of student records.

4. The right of the parent to be informed whenever student records are no longer needed to provide educational services to a student and to have that information destroyed upon request of the parent. However, a permanent record of a student's name, address, phone number, grades, attendance record, classes attended, grade level and year completed may be maintained by the school.

RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

The **Protection of Pupil Rights Amendment (PPRA)** grants parents specific rights regarding school surveys, marketing information collection, and certain physical exams. These rights include:

- **Consent for Federally Funded Surveys:** Parents must consent before students take surveys funded by the U.S. Department of Education (ED) if the surveys cover sensitive topics like political beliefs, mental health, sexual behavior, illegal acts, critical appraisals of close family, privileged relationships (e.g., doctor-patient), religious practices, or income (unless for program eligibility).

- **Opt-Out Opportunity:** Parents can opt their child out of:
    - Any other survey containing the sensitive information listed above, regardless of funding.
    - Non-emergency, invasive physical exams or screenings required for attendance that are not necessary for immediate health and safety (excluding hearing, vision, scoliosis, or state-mandated screenings).
    - Activities collecting student personal information for marketing, sale, or distribution to others.

- **Right to Inspect:** Upon request and prior to use, parents can inspect:
    - Sensitive student surveys.
    - Instruments used to collect personal information for marketing/sales.
    - Instructional materials used in the curriculum.

These rights transfer to students at age 18 or upon emancipation.

KSSB has established policies and procedures to protect student privacy concerning these rights. KSSB will inform parents of these policies annually at the start of each school year and after any significant changes.

Additionally, KSSB will directly notify parents via U.S. Mail or email when their child is scheduled to participate in activities or surveys involving:

- Collection, disclosure, or use of personal information for marketing, sales, or distribution.
- Any sensitive information survey not funded by ED.
- Any non-emergency, invasive physical examination or screening.

This notification will occur at the beginning of the school year if dates are known, or with reasonable notice for activities scheduled later. Parents will have the opportunity to opt their child out and review pertinent surveys.

If you believe your PPRA rights have been violated, you can file a complaint with:

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

INDIVIDUALIZED EDUCATION PROGRAM (IEP) AND MEDIATION

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

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

- Reflection of the least restrictive environment (understanding KSSB ***can be*** the least restrictive environment for a student)
- 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 disagreements (please see the KSDE Parent Guide to Special Education (2025) for more specific information). If possible, these can 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 child's home district* is another way of resolving disagreements in an informal and quick way. By no means does mediation deny or delay the parent's right to a due process hearing or any other parental rights. A mediator is an impartial third party who works to facilitate communication between the family and the 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 KSDE Parent Rights Notice, provided to each parent annually.

EDUCATIONAL RESPONSIBILITIES

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

PARENT RESPONSIBILITIES:

- Provide emotional support and encouragement.
- Send your child to school on time whenever school is in session.
- Provide resources to enable completion of classwork and homework.
- Encourage timely completion of homework assignments.
- Maintain dialogue with the student's teacher(s) concerning your child's academic achievement.
- Attend Individualized Education Program meetings.
- Provide KSSB with contact information and/or emergency phone numbers.
- Review and discuss report cards, progress reports and/or unsatisfactory notices with your child.
- Review information contained in the student handbook with your child.
- Communicate health problems and related information pertaining to your child.
- Update your child's immunization, health check-ups and ophthalmological exams.

STUDENT RESPONSIBILITIES:

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

STAFF RESPONSIBILITIES:

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

DISCIPLINE POLICY

The Kansas State School for the Blind (KSSB) is dedicated to fostering a safe, orderly, and effective learning environment for all members of its community, both on and off campus. Achieving this requires the full cooperation of staff, parents, and guardians, who must understand and uphold policies governing student behavior.

Students are responsible for maximizing their learning opportunities, developing essential skills, and conducting themselves in a manner that supports the learning of others. KSSB will acknowledge and reward positive student conduct. Conversely, students whose behavior deviates from this policy will face disciplinary action.

KSSB's disciplinary measures aim to help students:

- Develop effective problem-solving skills.
- Cultivate positive self-images.
- Build positive relationships.
- Respect the rights of others and their property.
- Appreciate diverse cultures, ideas, and opinions.
- Develop personal responsibility and an understanding of consequences.

KSSB will convene **IEP team meetings**, when appropriate, to address student behavioral issues. All school and dorm rules, as well as disciplinary policies, are clearly communicated to staff and students. These are posted in classrooms and residences, and reviewed orally and in writing with students, particularly those in upper elementary and secondary departments. School and dorm case managers also review disciplinary policies and procedures orally with students.

DISCIPLINARY ACTIONS

Routine, minor infractions can typically be handled by dormitory, faculty, or related services staff. More serious violations may lead to **due process** disciplinary procedures, **functional behavior assessments**, **intervention plans**, and other meetings as outlined in the **Individuals with Disabilities Education Act (IDEA, 1997 Amendments)**.

POLICY ON CORPORAL PUNISHMENT AND AVERSIVE THERAPY

Corporal punishment by KSSB staff is strictly forbidden. KSSB does not utilize **aversive therapy techniques**.

EMERGENCY SAFETY INTERVENTIONS

Commitment to Safety and Prevention

The Kansas State School for the Blind (KSSB) is committed to creating a safe environment for all students and staff. The school's primary approach to managing problem behaviors is through best practices, prevention, and de-escalation strategies. Emergency Safety Interventions (ESI) are considered a last resort and are only used in extremely rare circumstances. KSSB does not promote the use of ESI with any student and stresses that ESI is not part of a student's behavior plan or a tiered intervention system.

Prohibited and Permitted Interventions

- **Seclusion is not used at KSSB**. Seclusion is defined as placing a student in an enclosed area where they are purposefully isolated from others and prevented from leaving.

- **Physical restraint** is the only type of ESI permitted at KSSB. It is defined as using bodily force to substantially limit a student's movement. It is only allowed when a student poses an immediate danger to themselves or others, or is destroying property. It is never to be used for discipline, punishment, or for the convenience of a school employee. The use of physical restraint must stop as soon as the immediate danger has passed.
- **Prohibited restraints** include prone (face-down) and supine (face-up) physical restraint, or any physical restraint that obstructs a student's airway or impacts their primary mode of communication. Chemical and mechanical restraints are also prohibited, with certain exceptions for medical or law enforcement devices.

Parental Rights and Notification

- Parents will be notified on the same day an ESI is used with their child.
- Written documentation of the incident will be provided to the parent on the same day the ESI was used. This documentation will include details such as the events leading up to the incident, the student's behaviors, the type and duration of the ESI used, and the school personnel involved.
- The written documentation will also include a statement that strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future ESI use.
- If a parent requests a meeting, it must be scheduled no later than ten school days from the date of the request, unless the parent is unable to meet within that timeframe.
- Parents have the right to file a formal complaint with the superintendent if they are concerned about the use of ESI.
- Parents can file a written complaint with their local board of education within 30 days of being informed of an ESI incident if they believe the intervention violated policy or law.
- The ESI packet also includes a Local Dispute Resolution Guide and information on the State Board Administrative Review Process for parents.

BULLYING

Bullying on KSSB property, in a KSSB vehicle, or at any KSSB-sponsored activity or event is prohibited. KSSB believes all students deserve a safe and healthy school environment and is committed to preventing and addressing bullying behavior. We will not tolerate any behavior that infringes on a student's safety, including direct physical contact, verbal assaults, or social isolation.

KSSB uses the **"Red Card KC" (www.redcardkc.com)** program to address bullying. A form is also available on our website to report bullying.

Students and staff are expected to **immediately report bullying incidents** to a teacher, the SPED Director, or the Superintendent. Staff witnessing such acts will intervene immediately when safe. All complaints will be promptly and confidentially investigated. This policy applies on school grounds, during travel to and from school or school-sponsored activities, and during lunch periods.

To ensure a bullying-free campus, KSSB provides staff development training in bullying prevention and fosters acceptance among all students and staff. Teachers will discuss this policy with students in age-appropriate ways, assuring them they do not need to endure any form of bullying.

Students who bully violate this policy and are subject to disciplinary action, up to and including expulsion. Retaliatory behavior against any complainant or participant in the complaint process is prohibited. If a student or parent feels an appropriate resolution has not been reached, they should contact the Director of Special Services or Superintendent.

STUDENT RIGHTS IN REGARD TO SEARCH

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

Inspections and searches can be conducted for the location and discovery of items such as non-prescription drugs, 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. 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.

SCHOOL WEAPON POLICY AND GUIDANCE

State and federal laws, such as the Gun-Free Schools Act, mandate strict penalties, including automatic one-year expulsion, for students who bring weapons to school property, including dorms. Recent high-profile incidents have brought this issue into the national spotlight, emphasizing the

serious consequences, even if there's no intent to harm.

Defining "Weapon" Broadly
The definition of a "weapon" under these laws is expansive and not always intuitive. It includes firearms (regardless of size, whether loaded, or type, including BB guns, pellet guns, and blank guns), ammunition, silencers, knives (including short-bladed, razor, utility, and key-chain knives), bludgeons, clubs, metal knuckles, throwing stars, and explosive devices (bombs, fireworks, grenades, rockets, mines). Even cigarette lighters and laser guns, which can cause permanent eye damage, are strictly prohibited.

Parental Responsibility and Prevention
Parents must discuss these serious implications with their children. A dangerous misconception exists that smaller or less conventional items, like pellet guns or small explosive devices, aren't considered "true weapons," which can lead to accidental expulsion. All school administrators must take a firm stance on such actions.

The Kansas State School for the Blind has maintained a safe environment with very few weapon-related incidents and aims to keep it that way. We urge parents to:

- **Discuss what constitutes a weapon:** Emphasize that anything resembling a gun or knife, regardless of size or intent, is prohibited. This also includes any bladed tool, martial arts weapon, or explosive material found in the home (e.g., axes, machetes, gunpowder).
- **Monitor access to prohibited items:** Ensure your child does not have unauthorized access to any of these items at home.
- **Encourage broad thinking:** It's impossible to list every prohibited item, so reinforce the importance of avoiding anything that could be construed as a weapon and lead to expulsion.

ACCEPTABLE USE OF COMPUTERS AND TECHNOLOGY BY STUDENTS

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

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

For the purposes of these guidelines, information technologies include the internet, online services, email, other internet-related services, school and State of Kansas computer networks, and other applicable services or technologies either now in use or implemented in the future. Information

technologies include technologies whether owned by the school or not, the State of Kansas, and in use on school grounds or at school activities. Information technologies are for the educational benefit of students. Commercial use is prohibited.

PERSONAL ELECTRONIC DEVICES (PEDs) & "BELL-TO-BELL" POLICY

School Day & Campus-Wide Core Policy

To maintain a focused and productive learning environment and comply with Kansas state law, personal electronic devices are strictly prohibited during the school day from **7:15 AM to 3:30 PM**.

- **Included Devices:** This ban explicitly includes cell phones, text-messaging devices, tablets (e.g., iPads), smartwatches/wearables with messaging capabilities, privately owned laptops, wireless headphones/earbuds (e.g., AirPods), and Personal Digital Assistants (PDAs).
- **Liability:** The school is not responsible for the damage, theft, or loss of any personal devices brought to campus.
- **Emergency Safety:** During drills or actual emergencies, students must remain completely off personal devices to ensure they can hear and follow instructions from staff and first responders.
- **Policy Exceptions:** In accordance with Kansas law, exceptions are only granted for documented medical necessity (e.g., glucose monitoring) or as explicitly required by a student's formal IEP/504 plan.

Device Handling & Campus Storage

If a student brings a personal electronic device to campus, it must be turned over to staff **immediately upon arrival**.

- All devices and their related accessories (including earbuds and wearables) will be powered off and kept securely in a locked charging station during all prohibited hours.
- Repeated violations of this storage policy will result in the student permanently losing the privilege of bringing a personal device to campus.

Campus-Wide Communications

We prioritize student safety and family connection through designated official channels:

- **Daytime Communications (7:15 AM – 3:30 PM):** Parents and students may communicate during school hours via the Main Office at **913-305-3015**. Staff will facilitate immediate contact.
- **Evening Communications (Outside Tech Windows):** Outside of the designated student tech windows, parents and students must communicate via the Dorm Office at **913-305-3050**.

Residential Life: Dormitory Rules & Digital Safety

For residential students, slightly different rules apply during the evening, governed by a structured, staff-verified schedule.

Device Access Schedules (ie: “Tech Windows”)

Residential students are granted restricted access to their personal communication devices (cell phones, smartwatches, etc.) based on their grade level and academic program:

- **6th through 10th Grade:** Access is permitted strictly from **8:00 PM to 9:00 PM**.
- **10th Grade through 12th Grade:** Access is permitted strictly from **8:00 PM to 10:00 PM**
- **Transition (Ages 18–21):** Full technology access is permitted throughout the evening, with the **explicit exception of 5:00 PM to 7:00 PM** during evening classes to ensure total dedication to homework completion.

Strict Location, Possession, & Supervision Boundaries

To maintain a safe, transparent, and accountable environment, physical boundaries and possession rules are strictly enforced:

- **Staff-Controlled Distribution:** For 6th through 12th-grade students, devices remain locked in the dorm charging stations during all prohibited hours. Staff members will personally distribute devices to students inside the designated public areas at approximately 8:00 PM and collect them immediately when the tech window closes. Students are never permitted to carry personal communication devices independently through the dorms outside of their tech window.
- **Authorized Public Areas Only (6th–12th Grade):** Device usage is strictly limited to the **Activity Room, the Great Room, and dorm hallways**.
- **Active Supervision Required:** Students in 6th–12th grade may *only* power on and use their devices if **a staff member is physically present** in that public space. **Cell phones, smartwatches, and all other communication-enabled devices are completely prohibited in bedrooms and bathrooms for these grade levels**.
- **Transition Student Exception (Ages 18–21):** Transition students are permitted to keep and use their personal devices inside their individual dorm rooms, provided it occurs outside of the restricted 5:00 PM to 7:00 PM homework window.

Academic & Personal Audio Device Rules

- **Homework Support:** During designated homework hours, dorm-provided laptops and iPads will be made available to all students for academic purposes only. Personal communication devices may not be used for homework support.
- **Offline Audio Devices (Allowed in Rooms):** Personal audio devices without any cellular, texting, wireless communication, or internet capability (such as basic AM/FM radios and standalone MP3 players containing appropriate, pre-downloaded content) are permitted in student bedrooms for all age groups.
- **Headphone Requirement:** For any device permitted in a bedroom (including Transition student devices and offline MP3 players), **headphones must be worn at all times** if a student shares a room, out of respect for their roommate.

Communications & "Approved Contact" Guardrails

To ensure digital safety and emotional well-being, students must adhere to strict communication boundaries when utilizing their devices during approved windows:

- **Approved Contacts Only:** Students are only permitted to text, call, or video-chat with individuals on their **Approved Contact List** (pre-authorized by parents/guardians and the Dorm Director). Communicating with unapproved individuals or strangers online is strictly prohibited. Parents are

encouraged to call their student's personal cell phone strictly during the designated 8:00 PM tech windows.

- **Appropriate Content:** All digital communications—including text messages, social media interactions, and media sharing—must remain respectful and appropriate. Cyberbullying, harassment, or sharing inappropriate images/videos will result in an immediate escalation of consequences and potential administrative action.
- **Privacy Boundaries:** Out of respect for the privacy of others, students are strictly prohibited from taking photos or videos of other residents or staff members without their explicit, enthusiastic consent. No digital recordings of any kind may be taken in private areas such as bathrooms or bedrooms.

Accountability & Consequences

Compliance with these guidelines ensures a fair and productive environment for all residents. Violations of this policy—including failing to check a device into designated storage, schedule infractions, unauthorized bedroom possession, or communication guardrail breaches—will result in the following progressive disciplinary actions:

- **First Offense:** Staff will issue a **verbal warning and a formal review of school and state policy**. The device must be turned over immediately to staff for secure storage.
- **Second Offense (Administrative Custody):** The device and all related accessories—including earbuds and wearables—will be confiscated and stored securely in the Main Office. **The device will be held for the remainder of the week and will only be released to the student upon weekend departure**.
- **Third Offense (Parental Intervention & 24-Hour Hold):** The device will be turned over to the Dorm Director and **held in the Main Office for a minimum of 24 hours**. Administration will contact the student's parents/guardians, and **the device will only be released directly to a parent/guardian**. A formal meeting will be required to establish a mandatory daily check-in plan before the student may bring a device to campus again.
- **Chronic Non-Compliance:** The student, Dorm Director, and parents will hold a mandatory meeting to implement an **individualized technology contract**, which will result in a long-term or total loss of personal technology privileges in both the school and the dorm.

Please Note: Refusal to turn over a device to staff upon request constitutes a serious violation of behavioral expectations and will immediately escalate the consequence to a **Third Offense** or higher. Severe breaches of the communication or location guardrails (such as a younger student sneaking a cell phone into a bedroom or using a device for harassment/illegal activity) will bypass early steps and result in an immediate Third Offense, temporary suspension, or a strict Tech Contract.

KANSAS STATE SCHOOL FOR THE BLIND RIGHTS AND RESPONSIBILITIES

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

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

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

STUDENT RIGHTS AND RESPONSIBILITIES

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

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

UNACCEPTABLE AND INAPPROPRIATE USE

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

- **Possess, access, or use a personal electronic device (PED) during the restricted academic school day (bell-to-bell) without a documented medical or educational (IEP/504) exemption.**
- 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 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 work.
- Creating more than one copy of one's own work for distribution.
- Intentionally accessing another's material for the purpose of using it as one's own.
- Unauthorized copying of software, unauthorized use of hard copy of software to develop one's own software.

CONSEQUENCES FOR ACADEMIC DAY VIOLATIONS

If a student is found possessing or using a personal electronic device in violation of the daytime "Bell-to-Bell" policy, the following progressive disciplinary steps will be taken:

- **First Offense:** The student will receive a verbal warning and a review of school and state policy. The device must be surrendered immediately to staff for secure storage in the locked charging station for the remainder of the school day.
- **Second Offense (Confiscation):** The device and all related accessories—including earbuds and wearables—will be confiscated and stored in the main office. The student may retrieve them at the final dismissal bell.
- **Third Offense (Parental Intervention):** The device will be held securely in the main office, and administration will contact the student's parent or guardian. A formal meeting will be required to discuss a permanent daily check-in plan or to ensure the device is no longer brought to campus.

Note: The administration reserves the right to bypass progressive steps and escalate consequences for "extreme behaviors," such as utilizing a personal electronic device for illegal activity, academic fraud, filming unauthorized footage, or severe harassment. Such actions may result in suspension, expulsion, or dismissal from extended programs. Students and parents will be asked to review and sign this policy each year.

IMAGE RELEASE

Photographs and videos are often valuable in planning programs and sharing information with parents, local school districts, the legislature and state board of education, and the general public. They can be used to inform others of available services as well as help teachers plan instruction or evaluate progress. Because they can be used to effectively provide information, pictures and videos are important to our program. We request permission to photograph your child with our assurance that the photographs will be used only for official school purposes.

An image release permission form is included in the enrollment packet of materials that must be completed before your child enters KSSB. 2025-2026 Student Media Release

Your signature on this form will permit us to photograph or video your child, publish or put photos and/or videos on our website and social media sites, include them in evaluation reports to demonstrate skills, use on informational brochures and on displays at seminars, conventions, conferences, etc, and to release the images to interested parties when in the best interest of the school and/or your child. An example might be including a photograph on a press release to announce an event or to thank hosts/sponsors/agencies for any special events that may arise.

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 six 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).

FUND DRIVES

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

USING SCHOOL EQUIPMENT AT HOME

Under certain limited conditions specified in the IEP, students may check out equipment, books, instruments to use at their homes on long holidays or during summer months.

III. Emergency Procedures

EMERGENCY MANAGEMENT PLAN

Schools are required by the state to conduct a minimum of four fire **drills**, three **crisis drills** and two tornado **drills** each **school** year. An Emergency Management Plan has been written to guide staff responses to threatening situations. At all times, student safety is a top priority. Staff have easy access to written procedures and guidance for managing emergencies. These emergency procedures are a guide for students and employees to follow in an emergency evacuation. In the case of a fire or tornado, the procedures are reviewed orally with the students and drills are conducted frequently as required, both during the school day and during evening hours of operation.

SCHOOL MESSENGER EMERGENCY NOTIFICATION SYSTEM

Our school utilizes the SchoolMessenger system to deliver text messages, straight to your mobile phone with important information about events, school closings, safety alerts and more. **You can participate in this free service* just by sending a text message of "Y" or "Yes" to our school's short code number, 67587.** You can also opt out of these messages at any time by simply replying to one of our messages with "Stop". SchoolMessenger is compliant with the Student Privacy PledgeTM so you can rest assured that your information is safe and will never be given or sold to anyone.

STUDENT BEHAVIOR IN AN EMERGENCY

Fire

There are fire exit routes posted in each room in each building on campus. When the fire alarm is sounded, students should remain quiet and follow the directions of the staff member supervising

them. Staff and students will leave the area by one of the designated exit routes, move to the assigned assembly area well away from the building, and roll will be taken. All students and staff will remain there until an administrator or a member of the security staff instructs everyone to return to the building. If fire, smoke, or intense heat is discovered and the alarm has not been sounded, staff may activate the nearest fire alarm by pulling the handle on the fire alarm box in the area, or may exit the building and report the fire to any staff person. A false fire alarm is a violation of state law and would result in disciplinary action.

Tornado Warnings

The signal for a tornado warning is announced via loudspeaker, using our integrated announcement system. Every room on campus has a posted map showing the route to the tornado shelter in our gym. KSSB has a FEMA-approved tornado shelter with capacity for 150 people located in the gymnasium. When the warning is sounded, students should remain calm and quiet, follow their teacher to the designated area, and assume a protective position. Students and staff will stay in position until a member of the security staff announces the "all clear" and instructs everyone to return to their normal activities.

Inclement Weather

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

Procedures for School Closing in Weather Emergencies

When adverse weather hits during the week, KSSB will, in most instances, remain open due to having a residential program. The following are several scenarios and plans of action:

- When adverse weather is threatening on Sundays, administration spends much time reviewing radar and weather reports for the radius of the school from wherever our students live. We make a decision about whether to put our staff, students and their families on the highways on Sundays. When closing, we will typically:
- Close the dorm on Sunday no later than 10:00a.m. Later on Sunday, we determine if school will be open on Monday morning.
- Immediately contact parents, staff, and transportation providers via text and email using the School Messenger app.
- Post the closing on KCTV5 and/or KSHB-TV stations, our website, and our Facebook page.
- When area school districts have a late start, KSSB will start on time at 8:00 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. 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, 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 their usual pick up time.

- If the forecast is threatening adverse weather on a Friday, we carefully review the weather information. At times, we may decide to dismiss students on a Thursday or early on a Friday in order to return students home safely before the weather begins.
- We rely on the predictions of forecasters (which are often wrong), and we have to consider weather in numerous areas of Kansas which can greatly differ. Even though KSSB may be open, we (again) encourage families to not travel in adverse conditions. Ultimately, this decision is totally up to the local school district personnel, the 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:

- **Total Lockdown** – An immediate closure and locking of all campus gates plus exterior and interior doors in buildings, and the securing of students, staff and visitors behind locked doors and out of view of windows to the greatest degree possible. This occurs when KSSB receives information that indicates a person intends to enter campus in a threatening manner or is already on campus and appears to pose a threat.

- **Perimeter Lockdown** – An immediate closure and locking of all campus gates plus exterior doors in buildings, and students are brought inside. This occurs when KSSB receives information that there are persons at large in the area who could potentially enter campus and pose a threat, or there is a dangerous situation nearby.

Procedure

Staff will be notified either by an All-Call text system through cell phones and/or in person by an administrative designee. Staff and students off-campus (field trips, vocational placements, medical appointment, O&M lessons) will be called by cell phone to remain off-campus until the crisis is over. The administration will gather all necessary information and notify parents, school districts and bus companies, as well as coordinate efforts with our SRO, 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.

There may be a potential for danger in the vicinity, and the decision is made to do a perimeter lockdown as an extra precaution. The students and their classes are rarely disrupted, but their safety is secured without incident. KSSB will regularly schedule lockdown drills, as is done with fire and tornado drills. This is done so that staff and students alike can practice the procedures and avoid

undue fear or panic.

IV. Health and Social Services

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. When a child returns after a significant illness or injury, the student's doctor should provide a note indicating when a child may resume normal physical activity, if applicable, and that the child is medically cleared to attend school.

It is recommended you keep your child home and call your physician when one or more of the following symptoms persist:

Fever of 100.0 of above	Excessive coughing or sneezing
Nausea or Vomiting	Diarrhea
Skin Rash or Sores	Sore Throat
Inflamed, swollen or reddened eyes	Headache

Your child must be free from a fever for 24 hours before returning to school, or you may provide a doctor's note indicating that the child is medically cleared to attend school.

NURSING STAFF

Nursing is available 24 hours a day Sunday afternoon through Friday afternoon, and during the weekend when students are present. 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 medication 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 AND DENTIST VISITS

KSSB's physician visits campus on Thursday mornings, once monthly or at the nurses' request to confer with nurses and evaluate residential students who have medical concerns. Any significant medical problems will always be referred to the student's personal physician.

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

EXCLUSION FROM SCHOOL FROM ILLNESS

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

- temperature above 100 or markedly subnormal with symptoms of illness;
- *severe* colds, as determined by the nurse on duty
- upset stomach, vomiting, illness related diarrhea, and abdominal pain;
- suspicion of contagion;
- undiagnosed or untreated (if contagious) skin lesions;
- drainage from ears or eyes;
- significant injury.

The nurse will attempt to call a parent prior to OTC administration, unless parents have given previous written consent for the nurse to treat. If the nurse can not reach the parent and it is on the approved OTC list, the nurse will administer per guidelines on the approved list within recommended dosing instructions on the medication's packaging.

Parents of day students and those living within a reasonable distance from the school will be expected to pick up their child and take him/her home until he recovers.

The Health Center and dormitory staff will endeavor to provide temporary overnight care for sick students who live too far from campus to be picked up quickly. The parent/local district will be asked to make arrangements to take the child home. Parents are encouraged to develop a plan for such

unscheduled events which may require last minute transportation and child care. The Health Center staff or Social Worker are available with suggestions or resources to assist with the creation of a student emergency plan. A child returning to school after an illness should be seen by the school nurse before returning to the school or the dormitory.

Please do not send your child to school if he/she is ill. If this happens you will be asked to take your child back home. Parents should call the School Office before 8:30am when their child will be absent due to illness. Please do not return your child to the dormitory on Sunday night if he/she is ill. To leave school for medical and dental appointments, the parent should call or send a note with the student stating the time and reason for leaving. Students are dismissed after being signed out in the school office.

MEDICATION GUIDELINES

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

- Be given according to a current prescription.
- Be in the original labeled pharmacy container.

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

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

Topical acne medications, birth control pills and inhalers may be kept by some secondary and transition students in their personal possession or dorm room. These students will be selected for their level of maturity and their medications reviewed for appropriate usage and storage. If a student is found to be inappropriate or negligent in the care, usage or storage of these medications, the privilege will be revoked immediately. Control and administration of medications will return to the

nursing staff.

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

SOCIAL WORK

KSSB's goal is to facilitate the most holistic care possible for your child, including not only your child's physical health but also your child's emotional well-being. Staff engage in social skills training with all students in naturally-occurring situations throughout the day. KSSB provides individual and group counseling to selected students. Heart of America Family Services and the Wyandot Center are available for individual and group counseling beyond that offered on campus.

SUICIDE PREVENTION AND AWARENESS

The Kansas State School for the Blind (KSSB) has a suicide prevention and postvention policy in place to protect the health, safety, and welfare of its students. This policy aims to promote healthy development, safeguard against suicide threats and attempts, and address barriers to learning. It also aligns with federal, state, and local efforts to provide prevention education, early identification, intervention, and access to local resources.

Student and Staff Responsibilities

- **Students** will receive age-appropriate classroom lessons on making safe and healthy choices, as well as strategies for seeking help for themselves or others. Students are taught not to promise to keep a secret if they are concerned about a peer.
- **All staff members** are responsible for ensuring student health and safety. They are trained to identify signs of youth depression and suicide.
- If a student talks about or attempts self-harm, the staff member who becomes aware of the situation must immediately notify the Superintendent or their designee. All threats must be treated as real and addressed immediately.
- A student's confidentiality will be waived in life-threatening situations, and no student should be left alone or be promised confidentiality.

Crisis Response

The school has established procedures for different crisis situations, including suicide threats, suicidal acts or attempts on school grounds, and a student's suicide. These procedures involve constant adult supervision, a risk assessment by trained professionals, and communication with parents or guardians. If a parent or guardian refuses to cooperate and there are doubts about a child's safety, a school employee may pursue an involuntary mental health assessment by calling the Wyandotte County, Kansas Mental Health Crisis Line.

If you have any questions, please contact the school's administration or social work team.

NUTRITION

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

V. Educational Program

EDUCATIONAL PROGRAM OVERVIEW

The Kansas State School for the Blind (KSSB) is a special purpose public school funded by the State of Kansas and fully accredited by the Kansas State Board of Education. The curriculum and instruction is designed to meet the academic and life-skills needs of a wide range of student learners and includes the teaching of specialized skills such as the Expanded Core Curriculum, including braille.

***NOTE:** *KSSB does not claim to offer curriculum, classes, or programs that match what a students' home school offers, but rather is designed to meet individual needs while aligning instruction with state and grade-level standards.* ***

Instruction to students is offered via our campus-based program and is delivered primarily on-site, but we do offer remote instruction too. Classes offered for credit are always delivered by specialists licensed or certified in their area of instruction. KSSB provides a broad range of instructional programs for students birth 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 (working with a student's IEP team), 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 local school program. With careful pre-planning and follow-up services, a smooth transition can be made. KSSB does have statutory authority to determine, independently, when we are no longer able to maintain a student in our campus programs. When that determination is made, KSSB is required to provide 15 days notice to the student's local education agency.

DAILY SCHOOL SCHEDULE

Student school hours are from 8:00 a.m.through 3:30 p.m. Monday through Thursday and from 8:00 a.m. through 12:30 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, board, room, limited medical care, and educational materials are provided without cost to the parents of every child found eligible for attendance if the child is a resident of the state of Kansas. Parents are required to pay for clothing, personal expenses, medical costs, and some school supplies. They also pay a mandatory $35 Student Activity Fee which pays a portion of the costs of school pictures, a yearbook, certain school supplies, 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.

DEAF-BLIND SERVICES

The Kansas State School typically serves students who are Deaf-Blind as part of our comprehensive Life Skills program. It is built on the philosophy that the successful growth and development of children who are visually impaired and/or deaf-blind depends on teachers and family members working together as a team. The curriculum addresses the development of each child's communication, self-concept, cognitive skills, gross and fine motor skills, social and compensatory skills, use of low vision, self-help skills, and language skills. Individualized, routine-based activities

include art, group activities, daily living skills, movement, music and dance, literacy, and technology use. Sensory and environmental awareness activities, including field trips, provide students with new experiences. Our Instructional Assistants receive training in Deaf-Blindness from the KS Deaf-Blind Project, housed here at KSSB.

EARLY CHILDHOOD ENRICHMENT PROGRAM (ECEP)

KSSB operates a preschool for children who are B/VI alongside a daycare for students who are sighted. Our preschool goal is to provide enrichment opportunities for children ages 3 to 5 who are blind or have a visual impairment. The KSSB preschool operates three hours each day, from 8:45am-11:45am. The preschool program follows KSSB's school calendar and is offered at no cost (save for transportation for those on IEPs whereby districts pay for these expenses). We emphasize the Expanded Core Curriculum (ECC) domains which are unique to students with a visual impairment. These include age-appropriate braille readiness, communication, orientation and mobility readiness, social skills, independent living skills, technology, self-determination, and much more. Our goal is to increase concepts and skills through intentional instruction and experienced-based learning. Specific IEP goals will not be addressed unless served under an IEP.

ELEMENTARY PROGRAM

The Elementary Program is geared toward students' readiness level for academic learning, those 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.

SECONDARY PROGRAM

The Secondary Program includes both junior and senior high classes. The secondary curriculum is adapted to accommodate students at a variety of levels with either a modified or regular academic approach. The academic program focuses on the general education knowledge of middle and high school curriculums, but also contains specific skills and adaptations which address the needs of visually impaired youth.

Study and organizational skills are addressed within content areas. Each student's basic learning style and most efficient reading medium are determined, and then strategies for reading, listening, and studying are taught. A key component for many of our students is the availability of accessing general education classes in the various local middle and high schools, as well as nearby community college/technical school. Students are supported both in these off-campus locations and back at KSSB through tutoring, technical assistance, and provision of braille materials.

Middle School

Students in 6th through 8th grades are provided a transition program which reinforces independent study skills and allows students to become acclimated to a class schedule involving different teachers for the various subjects. Individualized instruction continues to play an important part in steering teaching to the level of the student. Remedial instruction is provided as needed. Students who are in the 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.

High School

In November of 2022, The Kansas State Board of Education approved the most significant changes in high school graduation requirements in several decades. The new requirements will take effect for the high school graduating class of 2027; however, KSSB began implementing the new requirements during the 2024-2025 school year.

Changes to Course Credit Requirements:

Students continue to be required to pass 21 credit hours to graduate; a standard already exceeded by every comprehensive public school in the state. However, several changes have been made within those requirements.

- *Communications*. The previous requirement of four units of English Language Arts (ELA) has been modified to require 3.5 units of ELA and 0.5 units of communications that could include speech, debate, journalism, public speaking.
- *Society and Humanities.* No change in requirements of 3.0 units of history and government and 1.0 units of fine arts.

- *STEM (Science, Technology, Engineering, Mathematics)*. In addition to the current requirements of 3.0 units of math (including algebraic and geometric concepts) and 3.0 units of science (physical, biological and earth science and incorporating 1 lab credit), 1.0 units of a STEM elective would be required of all students, which could include computer science, advanced math or science, advanced CTE, agriculture, etc.
- *Employability and Life Skills*. The current requirement of 1.0 unit of physical education would be continued with 0.5 units of physical education and 0.5 units of health, as well as a new requirement of 0.5 units of personal financial literacy. This would leave a minimum of 4.5 units of electives, recommended to be related to the student's individual plan of study, with an emphasis on career technical education pathway courses.

New High School Graduation Requirements: Students are expected to pursue a curriculum leading to the completion of approved graduation requirements as follows:

- **English Language Arts:** 3.5 credits (down from 4)
- **Communication:** 0.5 credit (a new, separate requirement, which often includes speech, debate, forensics, or journalism)
- **Mathematics:** 3 credits (including Algebra and Geometry)
- **Science:** 3 credits (physical, biological, and earth/space science concepts including one credit of science lab)
- **STEM Elective:** 1 credit (a new requirement, can include computer science, advanced math, advanced science, robotics, or advanced CTE)
- **Social Studies:** 3 credits (must include US History, US Government, and World History/Studies)
- **Fine Arts:** 1 credit
- **Physical Education (P.E.):** 0.5 credit
- **Health:** 0.5 credit
- **Financial Literacy/Consumer Education:** 0.5 credit
- **Electives:** Remaining credits to reach 21 (typically around 4.5 credits, aligned with the student's Individual Plan of Study (IPS).

TOTAL REQUIRED..... **21** units

All students in 9th – 12th grade shall have an official transcript monitored annually which shows progress toward graduation. All students who complete the graduation requirements participate in annual graduation ceremonies and receive a standard diploma, either from KSSB or from their home

district.

KSSB students who follow adapted or functional programming will demonstrate an academic and vocational achievement level established by the IEP Committee. If a student requires an alternative curriculum, it will be 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 disabilities **will be required to complete 21 credit hours**. All students are eligible for services through the academic year during which he/she reaches his/her twenty-first birthday. Determination of placement and services is made by the student's IEP team which includes the local district, parents, and KSSB staff.

Required Post-secondary Assets. In addition to unit requirements, students would also be required to achieve at least two "postsecondary assets" aligned with the individual plan of study, from either a career/real work focus (such as work-based learning or technical credentials, scouting or 4H programs, athletics and activities) or academic measures (such as high scores on standardized academic tests and college programs).

Competency and Mastery. School districts already have authority to grant credit toward high school requirements outside of traditional "seat time" courses, but it's relatively rare. The recommendation directs the Department of Education to define what constitutes the awarding of credit based on mastery and competence, using specific examples; to establish criteria for alternative avenues to credit attainment; to clarify the objective of Individual Plans of Study as a critical part of high school graduation pathways, and to provide assistance, structures and resources for students and families to improve education engagement which better meets the needs of all students.

Financial Aid Application. The board adopted the Kansas Board of Regents recommendation for completion of the federal student financial aid application prior to graduation, to encourage more students to continue in postsecondary education. However, although listed as a "requirement," the proposal would allow any student, family or school to opt-out a student completing the FAFSA.

The Qualified Admissions Criteria provide information for students wanting to enroll in Kansas' state institutions of higher learning. These are *recommended* courses, not required courses.

LIFE SKILLS PROGRAM

KSSB Life Skills Programs are intended for students who have visual impairments combined with other disabilities, such as significant developmental and communication delays or dual sensory impairments. They are 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 Expanded Core Curriculum are consistently worked into instructional routines (See next section).

THE EXPANDED CORE CURRICULUM FOR STUDENTS WITH VISUAL IMPAIRMENT

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

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

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

Social Interaction Skills – socially appropriate behavior skills leading to successful lives.

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

Independent Living Skills – personal hygiene, food preparation, money management, time monitoring, and organization of personal spaces.

Recreation and Leisure Skills – a repertoire of enjoyable individual and team activities that carry into adult lives.

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

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

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.

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 urge or enforce regular attendance. Absence and tardiness shall be dealt with through efforts to correct the problem

If a student is absent, the parent or guardian must call the school *office* before 8:30 am to notify the school @ 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.
- Medical appointments.
- 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 parents 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 eight above-stated reasons for an excusable absence.

A student is not excused for an absence if under out-of-school suspension, if s/he 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 referred back to the home district and 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:

- **Secondary Academic:** one-half hour assignment per academic class 3 times each week. This may include weekends.
- **Upper Elementary:** 15-30 minutes, two to four times each week.
- **Life Skills:** As ability allows, up to 15 minutes each day.

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

STUDY HALL

A regularly scheduled and supervised study hall occurs every night in the dorm. It helps teach students skills in setting priorities, being responsible and being organized. Technology assistance is available, if needed. Help with homework can be provided. All students with some homework have a 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. Other instruction is scheduled for students who don't have homework. For day students, and for dorm students when necessary, individual tutoring can be arranged as needed.

HOME/SCHOOL REPORT

For upper elementary and secondary students who are having difficulty completing or simply refusing to complete homework assignments, the educational team may recommend a Home/School Report system. When executed as designed by either parents or dorm staff, it is highly successful. Under the

system, the student is responsible for writing down each hour's assignment, which is verified by the teacher. Each evening, either at home or in the dorm, he/she is expected at a specific time to sit down and do the homework, or to stay there until it is finished.

If the student does not bring from school the report containing the daily assignments, or if he/she loses it, they must stay in their room for the rest of the evening (without TV, music or phone privileges). If these rules are followed, this system promotes increased responsibility and compliance on the student's part.

STUDENT PROGRESS REPORTS

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

EXTENDED SCHOOL YEAR (SUMMER PROGRAM)

ESY services are individualized special education services (At KSSB these services focus on the Expanded Core Curriculum) that are uniquely designed to provide a free appropriate public education (FAPE) to a student with a visual impairment (including those with additional disabilities) (as mandated by IDEA). Need for ESY services is determined by the student's IEP team. ESY services are provided beyond the normal school year of a school district — that includes both the days of the school year and the hours of the school day. ESY services are provided at no cost to the parents.

ESY services are not necessarily a continuation of the student's entire special education program. Some students may need only certain instruction outside of the normal school year. At KSSB, your IEP team will discuss ESY for all students attending our school full-time.

SUPPLIES AND MATERIALS

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

KSSB will provide those items which cannot be purchased locally, including, but not limited to, braille paper, abacus, slate and stylus, and braille rulers. Necessary equipment such as braille writers and note takers will be available to students as needed.

They can also be checked out to students' use in their dorm room or at home. Partial restitution through on-campus work may be required for intentional destruction of property. KSSB will give to

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

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

Students are requested to bring the following supplies at fall registration:

All Students:

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

Elementary (Preschool through Grade 5):

- Medium (24) box of crayons (K-6)
- Jumbo crayons (Preschool)
- Box of washable markers (regular, not fine point)
- 2 glue sticks
- 1 change of clothes, in case of spills or accidents
- School supply box
- Large size pencil (if that is what they use)

Secondary (Grades 6 -Transition):

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

INDEPENDENT TRAVEL

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).

OFF-CAMPUS TRAVEL PASS

As students age and learn more independent travel skills, KSSB has a program where some students may be allowed to apply for an off-campus travel pass. This pass is available to students over the age of 18, either day or residential, who meet established criteria. (The day students are given the opportunity to apply so that in the event they do stay on campus for after school activities, they have the pass in place to take advantage of travel opportunities.)

NO STUDENT will be allowed to leave campus during school hours, unless he/she has a legitimate reason to be away from KSSB. Parents, orientation and mobility staff, social workers and administrators together determine the degree to which students are allowed to travel independently. The pass is limited to certain destinations and conditions. The Orientation and Mobility Specialist will first determine that the student has demonstrated the skills and ability to travel independently in an urban setting. The school social worker will evaluate the student's level of maturity to determine his/her willingness and ability to follow the student contract responsibilities.

A copy of this student contract (restrictions and terms of travel included) as well as the entire student travel pass packet is available from the orientation and mobility office. Copies of the orientation and mobility and social work reports will be sent to the parents, with any restrictions noted. It is the parents who make the final decision, either approving or denying permission for independent off-campus travel. Any of several staff members, but especially the Orientation and Mobility Specialists, will be observing students traveling off campus. If someone reports a student exhibiting poor O&M skills or traveling in an unsafe manner, that student could lose his off-campus pass privileges for a month. Likewise, a student observed exhibiting disruptive or aggressive behavior which interferes with his or others' safety. Only students in good standing will be allowed to use their passes. Those students who currently have a detention, room restriction, in-school suspension, or failing grades may not be allowed to go off campus. When these conditions no longer exist, the pass will be reinstated as appropriate.

STUDENT ACTIVITIES

Sports

KSSB has the following team sports/activities: track, goal ball, wrestling, cheerleading, swimming, and forensics. Students compete, according to their ability, in local meets and in meets sponsored by the North Central Association of Schools for the Blind. KSSB is one of 11 member schools.

Music

KSSB offers music therapy to students whose IEP team deem it a necessary part of their program.

Field Trips

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).

LOST AND FOUND

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

INDEPENDENT AND DAILY LIVING SKILLS

Opportunities for learning specific living skills and personal independence are provided to students

through courses in Family & Consumer Science and independent living skills, as well as experience in the Dormitory Program.

Areas of emphasis include:

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

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

VI. Student Conduct

DISCIPLINE POLICY

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

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

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:

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

FOOD AND DRINK

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

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.
- Appropriate dress is essential to maintaining a respectful and effective learning environment. All students are expected to choose attire that is not distracting to themselves or others. Clothing should not interfere with academic activities or disrupt the educational process.
- 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. Short 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.
- Fashion/fad statements which display underwear are not allowed.
- Tank tops, halter/crop or tube tops, muscle shirts, or other tops or shirts which are see-through, low cut or display a large amount of bare skin are not allowed.
- 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 body. The decision from the appeals committee shall be final.

PHYSICAL CONTACT

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

DINING ROOM CONDUCT

Mealtime should be a pleasant time to enjoy food and the company of friends. Students should enter the dining room in an orderly fashion and speak only in conversational tones. Shouting and calling to others at another table reflect poor manners. Students should remain in their seats during mealtime, unless they are getting second helpings. Students are expected to display good table manners, be polite and courteous, and be respectful of others. Students are required to sit at the table until they are dismissed.

Secondary students may be dismissed by the lunch monitors to go outside on the patio or in the garden or to the gym for the last few minutes of the lunch period. After dinner, students may also congregate on the patio or in the sensory garden. Students not exhibiting appropriate behavior may be asked to sit at a separate table and may not be dismissed for lunch free time for one or more days. Students who have suggestions about the dining room should discuss them with the Dorm Director, the Food Services Director and/or the Superintendent.

PROCEDURES FOR LEAVING CAMPUS

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

school day, parents must sign out their students in the school office.

PORNOGRAPHY

Students are not allowed to bring 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.

INVASION OF PRIVACY

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

STUDENT PERSONAL ELECTRONIC COMMUNICATION DEVICES (New for 26/27)

Students are prohibited from using or accessing personal electronic communication devices on school premises during the school day.

- **Definition of Devices:** This includes any wireless electronic devices not owned or issued by KSSB that provide voice, text, or video communication, including cellular phones, tablets, laptops, smartwatches, wireless headphones/earbuds, and personal digital assistants.
- **Definition of School Day:** The "school day" spans from the initial start of school until final dismissal, encompassing all instructional time, structured or unstructured learning settings, recess, lunch, and passing periods.
- **Storage Requirement:** All personal devices must be turned off and securely stored away from the student's person in an inaccessible location designated by the school administration.
- **Alternative:** Students are permitted to leave their personal devices at home

Strict Statutory Exceptions (IEP, 504, and Medical Necessity)

Recognizing the specialized assistive technology needs at KSSB, a student may be authorized to use a personal electronic device during the school day *only* if the device meets **both** of the following criteria:

- The use is explicitly required for the implementation of the student's **Individualized Education Program (IEP)**, **504 plan**, or is approved by a licensed physician as a **medical necessity** to support the student's health or well-being.
- The device serves as an **intervention of last resort**, meaning no other reasonable alternative option (such as school-issued assistive technology) is available to satisfy the student's accommodation needs.

OFF-PREMISES LEARNING AND TRANSIT SAFETY

- **Prohibition During Travel and Transit (KSSB Safety Policy):** Although the state-mandated cell phone restrictions under HB 2299 do not legally compel a device ban during off-premises travel, the Kansas State School for the Blind (KSSB) exercises its authority over student transportation safety to extend this prohibition to all transit windows. Students are strictly prohibited from using or accessing personal electronic communication devices while being transported in KSSB-provided vehicles to or from community organizations, schools, universities, etc., including Kansas City Kansas Community College (KCKCC)

Prohibition During KCKCC Hours: The restriction on personal electronic communication devices remains fully in effect from the moment a student arrives on the KCKCC campus and throughout the hours they are attending college classes, workshops, or participating in off-campus programs.

Devices must remain turned off and securely stored away from the student's person in an inaccessible location.

- **IEP Exception During Transit and College Hours:** A student traveling to or attending a college or post-secondary institution (including KCKCC) is permitted to use a personal electronic communication device *only* if the device and its specific accessibility application are explicitly required for the implementation of that student's Individualized Education Program (IEP). The device must serve as an intervention of last resort where no alternative school-issued option exists.

Emergency and Parental Communication

Students may contact a parent or guardian during the school day through the use of an official KSSB school telephone or other communication device specifically designated and made available by the school for student use.

Enforcement and Liability

- **Disciplinary Action:** Violations of this policy will result in enforcement procedures and disciplinary actions as outlined in the KSSB Student Conduct Code.
- **Loss or Damage Disclaimer:** KSSB, its board, employees, and agents assume **no liability** for any damage to, or the storage of, personal electronic communication devices brought to school by students.

Employee-Student Digital Communication Policy

To maintain safe, professional boundaries and protect student privacy, KSSB enforces strict guidelines regarding how school employees communicate digitally with students:

- **No Private Social Media Communication:** KSSB employees are strictly prohibited from contacting or privately messaging students through public social media platforms such as

Snapchat, Instagram, TikTok, Facebook, or X.

- **No Social Media Requirements:** Staff members will never require students to use public social media platforms for any class assignments, schoolwork, or extracurricular activities.
- **Approved Communication Methods:** Staff may communicate with students and families for school-related purposes using authorized professional tools. These include official school email, school-controlled educational platforms (which give parents visibility and can be monitored by administration), and direct 1-to-1 professional messaging systems (such as school texting systems).
- **Official School Announcements:** The school may still use official public social media pages to broadcast one-way announcements regarding upcoming events, activities, and school news.

SOCIAL NETWORKING WEBSITES

To prevent interference with instructional activities, all social networking websites are automatically blocked from most KSSB computers during the school day. Because these websites are becoming a common communication medium for many people, residential students will have access to the social networking websites during the evening hours (5:00 p.m. to 9:00 p.m.). However, all content of the social networking websites will continue to be filtered for inappropriate material. Examples of the most popular social networking sites for young people are Facebook, Twitter, TikTok, SnapChat, and Instagram.

BUYING, SELLING, BORROWING OR LENDING

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

DRUG AND ALCOHOL USE/ABUSE

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

DAMAGE TO SCHOOL PROPERTY, LOSS OF SCHOOL MATERIALS

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

MISCONDUCT

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

Corporal punishment, which is 'an infliction of physical **punishment** on a person's body', will not be allowed at KSSB. In the case of suspension, the nature and circumstances of the violation must reasonably warrant a suspension and the length of the suspension imposed.

As a general rule, no student shall be suspended unless another form of corrective action or punishment has been previously imposed upon the student as a consequence of misconduct of the same nature. If, however, the violation of school rules for student conduct constitutes "exceptional misconduct" as defined below, suspension may be imposed without prior alternative corrective action.

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

OFFENSES

Academic Dishonesty/Cheating/Forgery

- 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 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 alarm**.
- **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.
- **Use or possession of tobacco or smoking paraphernalia**
- **Use, possession, or sale of a controlled substance**:
  This includes being under the influence of a controlled substance.
- **Use, possession, or sale of an alcoholic beverage**:
  This includes drunkenness or being under the influence of alcohol.
- **Verbal and physical abuse**:
  Use of language or aggressive physical act which belittles, intimidates, or lowers self-esteem.
- **Vulgarity or profanity**

DISCIPLINARY ACTIONS

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

- The seriousness of the offense.

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

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

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

Disciplinary actions include:

- Time out
- Detention
- Behavior contract
- Restriction of privileges
- Reprimand
- Restitution (usually working on campus)
- Student/teacher conference
- Parent/teacher conference
- Room restriction in the dorm
- Conference with an Administrator or Dorm Director (with or without parents)
- Academic modification
- Revocation of off-campus pass
- Time for time owed
- Confiscation of disallowed or illegal items
- Assignment of extra work or duty
- In-school suspension
- Out-of-school suspension
- Expulsion and return to the home district

PROCEDURES FOR SUSPENSIONS

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 practical, 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/her 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.

CODE OF ETHICS AND STANDARDS 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.

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.

The student shall maintain passing grades in all classes, and assignments should be current or up-to-date. Athletes are expected to maintain good grades (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 she/he can. With this in mind, the following rules of attendance have been developed:

- If a student misses two or more practices the week of a competition, he/she cannot attend the competition for that week unless the absences were authorized.
- If a student misses practice five days cumulatively, he/she is ineligible for the next competition.
- If a student misses ten days of practice, he/she will not be allowed to compete for the remainder of the season.
- If a student misses a competition, he/she will not be eligible for the next competition. In extreme circumstances this rule can be waived with the permission of the coaches.
- If a student is excused from practice to participate in a scheduled school activity, it will not be counted as an absence (this does not include such things as haircuts).
- If a student is not in school the days following an activity, he/she is not eligible for the next activity, unless a doctor's excuse is provided.
- The student shall inform coaches and/or supervisory staff when he/she is leaving an activity for any reason. (This applies especially when on trips.)

During practices, the following is expected of a student:

- actively participate in practice at all times.
- follow the coach's and/or the assistants' 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.

VII. Extended Day Program (Dormitory)

MISSION

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:

- Students who are medically fragile may exceed the resources for safe medical management and general supervision.
- Students who require 1:1 prompting and/or assistance to perform basic functions (moving from one location to another; use of the restroom; eating lunch; changing clothes; remaining engaged in activities, etc.).
    - **Note* KSSB staff utilize a rubric to determine a student's eligibility for dormitory services. This rubric is designed to assist a team in evaluating a student who is blind or has low vision for independence in personal care and safety, within the dormitory setting, from 3:00 PM to 7::00 AM on Sunday (or Monday) through Thursday.*
- 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.
- 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. There are laundry facilities on both floors of the dormitory. The inside apartment is also on this floor. An elevator is available to transport students with special mobility needs between the floors.

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. Progress reports are written at the end of each quarter and are submitted to the parents along with the academic grades and IEP progress reports. Communication among parents, dormitory staff and teachers can be initiated through student notebooks when needed, and telephone calls or emails to review the child’s progress and solicit parental input. Parent involvement is always welcomed and encouraged in order to better program for the student. When parents want to talk about their child’s progress in the Dormitory Program, we suggest that they contact the Dorm Director (please see School Directory for names and contact information.)

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, at 12:30 p.m. Parents and the student’s local school district are responsible for coordinating transportation and then communicating this information to the school administrative assistant.

Students return to the Dormitory Program Sunday evening between 3:00 p.m. and 5:00 p.m. (no later than 9:00pm). 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 security is aware and can open the gate for you / transportation. KSSB provides a meal Sunday evenings.

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.
- Walkie-talkies or other 2-way radios

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 the material is allowable, please check with the Dorm Director.

CHECKING IN/OUT WITH STAFF

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

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 the student does not have to take clothes home on the weekends. (Please refer to the Dress Code in a previous section, and the clothing list at the end of this section.) Coats, jackets, and hats for all students must be appropriately marked. 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 may work with your child on a tactile method of identifying clothing during the school year, if this is desired. If your child is not toilet-trained, please send an ample supply of diapers, pull-ups, baby wipes, and extra clothing (day students).

DAY STUDENTS

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, swimming, forensics) 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, Podcasting) 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 dining building. There are no meal charges for students. It is necessary to notify the kitchen staff in advance when planning to be away from a meal, or if a guest has been invited to dinner.

Kitchens are available in the dorm for use by the students with adult supervision. Students are encouraged to prepare their own snacks and may be required to participate in a cooking program under the direction of the staff. Students can bring their own snacks to the dorm, but they must be kept in a secure container. Staff can also provide a storage place. The student's name should be put on any/all containers used to store food.

MUSIC AND VIDEOS

KSSB promotes a positive environment that encourages growth and self-esteem for all students, ages 3-21. As such, KSSB believes certain forms of music and entertainment are not appropriate. Residents who bring digital music that promote alcohol, drugs, suicide, death, violence, racism, etc., will be required to take them home. Parents are asked to screen these materials prior to students bringing them to school. Material on campus found to be questionable will be reviewed by the Dorm Director and selected staff for a final determination.

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

PERSONAL POSSESSIONS

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

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:

- paid by the school
- paid by the student
- 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 (nothing over $25) in their possession or in their room. Parents can leave allowance money for their child with the Business Office at enrollment.

STUDENT USE OF TELEPHONE

Students 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

For all students:

- Turn off cell phones or put them on “vibrate” during scheduled activities.
- Adhere to the "acceptable use" policy in the handbook (pg. 17)

Students **age 15 or younger:**

- Adhere to the same rules as listed above.
- Phones will be turned into the office at **9:00 pm and returned @ 7:00a**

Students age **16-18:**

- 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.
- Phones will be turned into the office at **10:00 pm and returned @ 7:00a**

Transition Students **(18-21):**

- Phones should be turned to silent at 10p and no calls, texts, or internet used until 7:00a

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 Student Conduct Section.

VISITORS TO KSSB CAMPUS

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

RECOMMENDED CLOTHING LIST FOR DORMITORY STUDENTS

GIRLS

6 pairs socks
4 bras (or undershirts)
8 pair underwear
1 nice outfit appropriate for a community outing, special event.
5 pair of jeans or school slacks or sweatsuits
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 (NO FLIP FLOPS)
2 coats or jackets (1 lightweight for fall and 1 heavy coat for winter)
1 set of rain gear: raincoat and umbrella
Shorts and tops for warm weather
Hat and gloves, winter scarf, snow boots
Swimsuit (one piece suits, please)

BOYS

6 pairs socks
1 pair dress socks
8 pair underwear

1 nice outfit appropriate for a community outing, special event.
5 pair jeans or school slacks or sweatsuits
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 (NO FLIP FLOPS)
2 coats or jackets (1 lightweight for fall and 1 heavy coat for winter)
1 belt (if needed)
Shorts and tops for warm weather
Hat and gloves, winter scarf, snow boots
1 set of rain gear: raincoat and umbrella
Swim trunks

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

Each student needs to have a laundry bag or clothes basket (marked with the student's name). Laundry baskets can be provided with advance notice.

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

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

VIII. Glossary of Terms

ACCOMMODATIONS: Adjustments made to *how* a student learns or demonstrates what they know, without changing *what* they are expected to learn or the learning expectations themselves. The goal of accommodations is to provide equitable access to the general education curriculum.

ACHIEVEMENT TEST: A standardized test designed to measure a person's level of skill or knowledge in a given area.

ALTERNATE ASSESSMENT: A different way of measuring a student's achievement, typically used for students with significant cognitive disabilities who cannot participate in standard assessments.

ASSESSMENT: The process of gathering information to understand a student's strengths and needs, often involving tests, observations, and other data collection methods.

AUTISM: A developmental disability significantly affecting verbal and nonverbal communication and social interaction, generally evident before age three, that adversely affects a child's educational performance. Other characteristics often associated with autism are engagement in repetitive activities and stereotyped movements, resistance to environmental change or change in daily routines, and unusual responses to sensory experiences.

CORTICAL VISUAL IMPAIRMENT (CVI): A neurological visual impairment caused by brain damage rather than eye damage, affecting how the brain processes visual information.

EARLY CHILDHOOD EDUCATION PROGRAM (ECEP): Educational programs designed for children from birth through age eight, focusing on their development and learning during critical early years.

EMOTIONAL DISTURBANCE: A condition exhibiting one or more of the following characteristics over a long period of time and to a marked degree that adversely affects a child's educational performance: (a) An inability to learn that cannot be explained by intellectual, sensory, or health factors. (b) An inability to build or maintain satisfactory interpersonal relationships with peers and teachers. (c) Inappropriate types of behavior or feelings under normal circumstances. (d) A general pervasive mood of unhappiness or depression. (e) A tendency to develop physical symptoms or fears associated with personal or school problems.

EXPANDED CORE CURRICULUM: This refers to specialized techniques and modifications specifically taught to blind and visually impaired students, developed by the National Agenda for the Education of Children and Youths with Visual Impairments National Agenda. It includes areas such as compensatory academic skills, orientation and mobility, social interaction skills, self-determination skills, independent living skills, recreation and leisure skills, career education, assistive/access technology, and sensory efficiency skills.

FIELD SERVICES: Certified vision specialists who serve students who are B/VI ages 3-21 statewide in an outreach capacity for KSSB.

FIT TEAM: Stands for Family Infant Toddler team, which is comprised of certified vision specialists who serve students who are B/VI 0-3 statewide in an outreach capacity for KSSB.

FREE APPROPRIATE PUBLIC EDUCATION (FAPE): This refers to providing an appropriate public education for students, which local school districts retain responsibility for, even when KSSB services are provided. KSSB placement is considered if it offers the least restrictive, free, and appropriate education.

HEARING IMPAIRMENT: An impairment in hearing, whether permanent or fluctuating, that

adversely affects a child's educational performance but that is not included under the definition of deafness. A preferred phrase is "Hard of Hearing"

INCLUSION: The practice of educating students with disabilities in general education settings alongside their non-disabled peers, with appropriate support and services.

INDIVIDUALIZED EDUCATION PROGRAM (IEP): This is a written statement of the special education and ancillary services needed by a child based on their current level of functioning, developed by representatives from the child's home school district, KSSB staff, parents, and the student (when appropriate).

INTELLECTUAL DISABILITY: A disability characterized by significant limitations both in intellectual functioning (reasoning, learning, problem-solving) and in adaptive behavior, which covers a range of everyday social and practical skills. This disability originates before age 18.

LEAST RESTRICTIVE ENVIRONMENT (LRE): This concept refers to the educational setting where a student with a disability can be educated with non-disabled peers to the maximum extent appropriate. KSSB placement can be considered the least restrictive environment for a student.

LOCAL EDUCATION AGENCY (LEA): This refers to the student's current educational provider or local school district responsible for coordinating student referrals to KSSB, making decisions about placement, securing parental consent for evaluations, and retaining responsibility for the student's education.

MODIFICATION: Changes to the curriculum or the way a student is taught that alter what the student is expected to learn.

MULTIPLE DISABILITIES: Concomitant impairments (such as intellectual disability-blindness or intellectual disability-orthopedic impairment), the combination of which causes such severe educational needs that they cannot be accommodated in special education programs solely for one of the impairments. The term does not include deaf-blindness.

ORIENTATION & MOBILITY (O&M): This refers to training that helps students learn about their body image and their environment, enabling independent travel in residential and business areas and the use of public transportation.

ORTHOPEDIC IMPAIRMENT: A severe orthopedic impairment that adversely affects a child's educational performance. The term includes impairments caused by a congenital anomaly, impairments caused by disease (e.g., poliomyelitis, bone tuberculosis), and impairments from other causes (e.g., cerebral palsy, amputations, and fractures or burns that cause contractures).

OTHER HEALTH IMPAIRMENT (OHI): Having limited strength, vitality, or alertness, including a

heightened alertness to environmental stimuli, that results in limited alertness with respect to the educational environment, due to chronic or acute health problems such as asthma, attention deficit disorder or attention deficit hyperactivity disorder, diabetes, epilepsy, a heart condition, hemophilia, lead poisoning, leukemia, nephritis, rheumatic fever, sickle cell anemia, and Tourette syndrome; and adversely affects a child's educational performance.

RELATED SERVICES: KSSB serves students requiring specialized or intensive educational or related services due to visual impairment. These services can include occupational therapy, physical therapy, and speech-language pathology.

SPECIAL EDUCATION: Individualized Education Program (IEP) is described as a written statement of the special education and ancillary services needed by a child.

SPEECH OR LANGUAGE IMPAIRMENT: A communication disorder, such as stuttering, impaired articulation, a language impairment, or a voice impairment, that adversely affects a child's educational performance.

TEACHER OF STUDENTS WITH A VISUAL IMPAIRMENT (TSVI): A TSVI is a licensed special education teacher who has specialized training and certification to meet the unique educational needs of students who are blind or have visual impairments, ranging from birth through 21 years old.

TRANSITION SERVICES: Transition services for students with disabilities are a coordinated set of activities designed to help them move from high school to post-school life. Mandated by the Individuals with Disabilities Education Act (IDEA), these services are results-oriented, focusing on improving the student's academic and functional achievement to facilitate their successful transition.

TRAUMATIC BRAIN INJURY (TBI): Traumatic Brain Injury (TBI) is an acquired injury to the brain caused by an external physical force, such as a bump, blow, or jolt to the head, or an object penetrating the skull. This external force disrupts the normal function of the brain.

VISUAL IMPAIRMENT INCLUDING BLINDNESS: The federal regulations CFR 300.7 (13) define this as an impairment in vision that, even with correction, adversely affects a child's educational performance, including both partial sight and blindness. Kansas Regulations, KAR 91-40-1, incorporate this federal definition.

The Kansas State School for the Blind (KSSB) does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, any of its programs and activities. Any person having inquiries concerning KSSB's compliance with the regulations implementing any federal law prohibiting discrimination may contact the Human

Resources Director at KSSB, 1100 State Ave., Kansas City, KS. 66102, (913) 281-3308 (ext. 308), who has been designated by KSSB to coordinate compliance with the regulations implementing federal nondiscrimination laws. Any person may also contact the Assistant Secretary for Civil Rights, U. S. Department of Education.

Kansas State School for the Blind
1100 State Avenue
Kansas City, Kansas 66102
Phone: (913) 305-3015
www.kansasblind.gov