

**To:** USD 261 Board of Education

**From:** Gina Keirns, Administrator, Tri-City Day School

**Re:** Updates to Student/Parent Handbook for 2014-2015  
Updates to Tri City Staff Handbook for 2014-2015

**Date:** January 15, 2014

In addition to calendar and/or staff changes to the Tri-City Day School Student/Parent Handbook and Staff Handbook, the following items will also be updated for the 2014-2015 school year.

***Deletions are highlighted in yellow and changes in green.***

*Student/Parent Handbook, pg.5*

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

*(Inserted after no. 12)*

**Addendum**

The Uninterrupted Scholars Act (Public Law 112-278) amends the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g; 3 CRF Part 99, to permit educational agencies and institutions to disclose a student's education records, without parental consent, to a caseworker or other representative of a State or local child welfare agency or tribal organization authorized to access a student's case plan "when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student."

*Student/Parent Handbook, pg. 13*

**Clinical Services at Tri-City Day School**

*(Paragraph 6)*

Records of the clinical services are kept confidential and secure. Access to information is limited to professional staff and is only shared when information will directly assist the professional in working with the child. Information is only shared with outside agencies or individuals when a release of information is signed, or according to existing legal requirements. (See addendum under FERPA, pg.5) Parents are notified

of any issues that arise during the provision of clinical services, which represent a clear and imminent danger to the child.

*Student/Parent Handbook, pg.33*

## **Tobacco Use or Possession**

*(Paragraph 2)*

Tobacco products include but are not limited to: tobacco in all forms, such as cigars, cigarettes, e-cigarettes (metal tubes that are designed to look like real cigarettes and contain a cartridge filled with a nicotine-laced liquid that is vaporized by a battery-powered heating element), dip, snuff and chew. Lighters, matches, pipes, or any type of tobacco storage container, including pouches and canisters are prohibited. Students are responsible for all tobacco products in their possession regardless of the circumstances (e.g. wearing another person's coat that had cigarettes in the coat.)

*Student/Parent Handbook, pgs.23 & 24*

## **Truancy Policy**

**Excessive Absences** (The following paragraph will become a bullet.)

A student that misses more than 3 consecutive days, 5 total days in a semester or 7 total days in a school year is considered truant and for any reason, will have their future absences classified as unexcused. absences are unexcused. The exception to this policy is a student who presents a medical note from a doctor or the student participating in an attendance hearing. A conference will be held to determine what is appropriate to help the student attend school.

*Student/Parent Handbook, pg. 26*

## **Discipline and Corrective Procedures**

(Below SRO – School Resource Officer and above Physical Management: The Mandt System)

Insert: **Kansas Emergency Safety Interventions Policy**

*Tri City Staff Handbook, pg. 10*

## **EMERGENCY DRILLS**

### **Instructions for tornado drills:**

Update tornado locations in the building.

*Tri City Staff Handbook, Appendix I*

### **Guidelines for the Use of the Seclusion Rooms and Restraint on Children with Disabilities.**

Insert: **Kansas Emergency Safety Interventions Policy**