Sumner County Academy

Therapeutic Day School and Structured Teaching Program

Interlocal 619 and USD 353

(Argonia, Belle Plaine, Caldwell, Oxford, South Haven, Wellington)

STUDENT AND PARENT HANDBOOK 2026-2027



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SCA Vision

"Inspiring students to achieve their full, individual potential and be contributing members within their community."

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General Procedures and Rules

Enrollment

To attend Sumner County Academy (SCA):

- The student must be enrolled in a school district served by Sumner County Educational Services Interlocal 619 or USD 353.
- The student must be eligible for special education services and have a current Individualized Education Program (IEP).
- Placement at SCA must be determined by the student's IEP team, including the parent or guardian. The decision must be based on the student's individual needs, IEP, and least restrictive environment requirements.
- The required SCA enrollment packet and eligibility checklist must be completed before the student begins attending SCA.
- Families will receive a school supply list from SCA. Additional supplies may be requested based on the program the student attends.

Enrollment / Fees / Handbook

All students who attend are regarded as students of their home district (i.e., Argonia, Belle Plaine, Caldwell, Oxford, South Haven, & Wellington). Therefore, parents are to enroll the students at his/her regular school in addition to completing any necessary enrollment forms at SCA. Attending students may qualify for lunches at a free or reduced rate. All fees required at the student's regular school are to be paid at the time of enrollment. As students of the respective home district, students will be required to not only follow their home district student handbook, but also the SCA handbook as well.

Closed-Circuit Television (CCTV) and Videotaping

The building uses video surveillance in designated areas to support student and staff safety. Cameras will not be placed in areas where individuals have a reasonable expectation of privacy.

Recordings may be reviewed for safety, incident investigations, disciplinary purposes, or legitimate educational needs. Individual students may be recorded for behavioral assessment or educational planning in accordance with applicable law, SCA procedures, and any required parent or guardian consent.

Access and disclosure are limited to authorized individuals and handled according to FERPA and other applicable laws.

Participation in State and Local Assessments

SCA students will participate in all state and district assessments as required by federal law, state law, and district policies. Students will receive the accommodations identified in their IEP. The IEP team will determine whether a student meets the eligibility requirements for an alternate assessment.

If a high school student has completed coursework prior to the assessment administration window, the student must still participate in any required assessments. Assessment participation and diploma requirements will be determined according to the student's IEP, home-district policies, and applicable state and federal requirements.

Care of the Building and Property

Cooperation in keeping the building clean and in good condition is the responsibility of every student and staff member. Lack of appropriate care, which causes damage to the building or property, may result in appropriate corrective or restorative action. If a student intentionally damages the school building or property, the parent or guardian will be notified. Restitution and referral to law enforcement may be considered in accordance with home-district policy and applicable law.

Care for Materials

It is the goal of the SCA programs to provide all students with the materials needed to be successful in meeting their academic goals. Students are responsible for the care of all materials and equipment used including textbooks and computers. It is the responsibility of the student to pay for or replace materials that are lost or damaged while in their care.

Academic Honesty

The SCA programs are designed for students who have developed the personal goal to be successful in school. Work presented must be original and that of the student's creation. Misrepresentation or plagiarism of other's work will result in the failure of the course and possible removal from the specific academic program that the academic dishonesty took place in. The student will not be removed from SCA, but will have the presentation of their academic courses altered to prevent a repeat offense.

Participation in Extracurricular Activities

Students at SCA may participate in extracurricular activities offered by their home district provided they meet the eligibility requirements set forth by their home district. Students with disabilities will be provided equal opportunities to participate, including reasonable accommodations and support when required. If individualized behavioral supports are needed, they may be developed through the student's IEP or Section 504 process in consultation with the coach or activity sponsor.

Individual Counseling and Family Support Services

SCA has the opportunity for a full-time school counselor to be involved with the school. Co-case management by the teacher/school counselor may be available to help the student and family make necessary contacts with community resources.

A variety of school counseling support services are provided for students and families during the school day. Primary among these services are:

- Group and/or individual counseling sessions as specified in the IEP
- Continued observation and contact during academic lessons that focus on awareness and self-evaluation of behaviors
- Goal setting (including transition goals)
- Work-based learning
- Identifying the consequences of choices
- Social Emotional Learning lessons

Transportation

Students will travel to and from the school building using transportation provided by their sending district, the Interlocal, or a parent or guardian, as determined through the student's IEP and approved transportation arrangements. Students may not leave school with another student, friend, or unauthorized individual. SCA may require identification before releasing a student to an authorized adult. Parents and guardians must notify the SCA office of transportation changes. Transportation changes should not be communicated only through the student or directly to a driver.

When a parent or guardian independently changes the student's regular schedule, the parent or guardian is generally responsible for transportation associated with: A late arrival, A voluntary early dismissal, personal appointment, or parent-requested schedule changes.

Transportation required for the student to receive special education, related services, or other required school programming will be provided in accordance with the student's plan and applicable law.

School Vehicle Rules

- Pick up and drop off points may not be changed without prior authorization from the home district or SCA.
- Students are expected to obey the driver promptly and courteously.
- Students may talk in a low voice about PUBLIC subject matter. (NO PROFANITY or OBSCENE LANGUAGE)
- SCA and applicable home-district conduct policies apply while students are being transported.
- Keep hands, feet and objects to yourself.
- Drug free/smoke free zone- no materials or equipment used for smoking, alcohol, illegal or controlled drugs is permitted on the vehicle.
- No weapons, facsimiles or items intended to be used as weapons on the vehicle.
- Serious offenses may result in out-of-school suspension and may involve law enforcement agencies.
- A student's transportation privileges may be restricted for unsafe behavior in accordance with applicable policy and law. If transportation is required by the student's IEP, the IEP team will determine how required transportation and educational services will be provided.
- FOR SAFETY FOLLOW THE DIRECTIONS OF THE DRIVER.

Use of Personal Vehicles

Students are not allowed to drive their personal vehicles to school, unless approved by the building principal. Students are expected to drive their vehicles in a courteous and safe manner. Erratic or dangerous driving, loud music or exhaust not in compliance with city ordinances is unacceptable. Failure to follow these rules will result in a loss of driving privileges. Vehicles brought on to school property are subject to being searched at any time.

Personal Appearance and Personal Hygiene

The Sumner County Academy has several programs that include students of various ages. Individuals entering the building and/or participating in any school-related activity must be dressed appropriately for the school setting. Students are expected to maintain reasonable personal hygiene, including regular bathing, clean clothing, oral care, clean and trimmed fingernails, and the use of deodorant when appropriate. Hygiene concerns will be addressed privately and respectfully. Staff may work with the student and parent or guardian to provide support and develop a plan for addressing ongoing concerns.

Violations of this dress policy will be addressed by the school principal. Students either refusing to change or unable to change will either be sent home or required to complete their academic day in another location separate from their peers.The student will continue receiving instruction and required IEP services whenever possible. Reasonable exceptions and accommodations will be provided for religious, cultural, medical, disability-related, sensory, IEP, or Section 504 needs. These expectations will be applied consistently and without discrimination.

The following standards of personal appearance and personal hygiene are not meant as an all-inclusive list; any questionable clothing which may cause disruption is subject to the judgment of the school principal.

General Clothing Expectations: Students are expected to wear clean clothing that is appropriate for the school setting. Clothing must cover the chest, torso, midriff, buttocks, groin, and undergarments. Shorts, skirts, and dresses should reach approximately mid-thigh.

Clothing Messages and Images: Clothing may not display obscene, profane, sexually explicit, threatening, discriminatory, gang-related, violent, or drug, alcohol, tobacco, or vaping-related words or images.

Headwear and Sunglasses: Hats, sunglasses, and other head coverings may not be worn inside unless approved by the school principal.

Footwear Safety: Students must wear safe and appropriate footwear. Slippers, flip-flops, open-toed shoes, and similar footwear are not permitted unless approved by staff.

Unsafe Clothing and Accessories: Belts, chains, safety pins, loose loops, and other hanging or potentially unsafe items are not permitted. Hooded clothing must be stored when students enter the building but may be worn outside when appropriate.

Individual Safety Concerns: Jewelry, accessories, fingernails, hair, clothing, or other items may be limited when they create a health or safety concern or prevent a student from participating safely in school activities. Individual needs and reasonable accommodations will be considered.

Personal Property

Personal items brought to SCA are not insured by the school district and are the responsibility of each student. Students should only bring approved academic supplies to the classroom unless otherwise approved by the classroom teacher or administration. Students are not to bring extra items unless otherwise instructed by SCA staff. Personal items worn or brought to SCA are to be placed in the student's personal locker and left there until the end of the day.

Food and Drink: Students may only bring food as a sack breakfast or lunch to be eaten during appropriate times unless otherwise first approved by administration. Drinks must be in clear or sealed containers. Families are strongly discouraged from bringing snacks for students during the school day; administration reserves the right to hold food or drinks brought during the day until lunch time or after school. Students may not bring metal cups or tumblers to school.

Electronic Devices

Students are strongly encouraged to leave personal electronic communication devices at home. Personal electronic communication devices include, but are not limited to, cell phones, smartphones, smartwatches, tablets, personal computers, wireless headphones or earbuds, text-messaging devices, music or media players, and video game systems. This policy does not apply to devices owned or issued to students by SCA or a student's sending school district. Students shall not access or use personal electronic communication devices during the school day. The school day includes the time from the start of school until dismissal on school premises, including classrooms, structured and unstructured learning settings, passing periods, lunch, recess, and regulation breaks. A student who brings a personal electronic communication device to school must turn the device completely off and place it in the secure storage location designated by administration. The device shall not remain on the student's person and must remain inaccessible to the student until dismissal. Placing a device on silent, airplane mode, or "do not disturb" does not meet the requirement that it be turned off.

Exceptions: A student may use a personal electronic communication device during the school day only when:

- The device is required to implement the student's Individualized Education Program or Section 504 plan, or the device is approved by a licensed physician as medically necessary to support the student's health or well-being; and
- The device is an intervention of last resort after the student's educational team determines that no reasonable alternative is available.

Any exception must be approved and documented through the appropriate IEP, Section 504, medical, or school authorization process. Staff members may not informally approve exceptions. An exception shall identify when, where, and how the student may use and store the device.

Sumner County Academy is not responsible for lost or stolen cell phones or personal electronic devices.

Off-Site Learning: Students shall follow SCA's Personal Electronic policy while riding in a school vehicle. Device use during travel to or from an approved off-site learning experience will be determined by SCA staff in accordance with applicable law, board policy, transportation safety requirements, and the student's individual educational or safety plan.

Disciplinary procedures for violation of electronic devices and cellular phone policy:

- **First Violation:** Students who violate this policy will have their device or phone confiscated and turned into the office. It will be returned to the student at the end of the day. The expectation will be reviewed with the student, and the violation may be documented.
- **Second Violation:** The device or phone will be confiscated and will be returned only after the student's parent or guardian meets with school administration for the purpose of reviewing and clarifying this policy.
- **Third Violation:** The student will no longer be able to bring his/her device or phone to school. Should the student bring it, it will be confiscated by building administration immediately and the parent/guardian will be required to pick it up.
- **Further Violations:** Any further violation will subject the student to disciplinary action as determined by the school principal to potentially include loss of privileges, detention, or suspension. Consequences will be assigned in accordance with applicable board policy, special education requirements, and student due-process rights. SCA will consider the student's age, disability, individual needs, IEP, Section 504 plan, behavior intervention plan, and safety plan when responding to violations. If a student refuses to turn over or store a device, staff will request administrative assistance and follow applicable behavioral and safety procedures. Staff will not engage in an unsafe physical struggle solely to obtain a device. Refusal to follow staff directions may be addressed separately under the student conduct policy.

Telephone Usage

SCA will provide a school telephone that students may use to contact a parent, guardian, or person acting as a parent. Students should request permission from a staff member before using the school telephone. Staff assistance will be provided when appropriate. Parents and guardians who need to contact a student during the school day should call the SCA office. Messages will be relayed to students as needed. In an emergency, SCA will assist the student in contacting a parent or guardian as promptly as circumstances allow.

Searching a Student's Person, Locker or Vehicle

Students have privacy rights while at school. However, school officials may search a student or the student's belongings when there are reasonable grounds to believe the search will find evidence of a law, school rule, or safety violation. Lockers remain school property and may be inspected by school officials. A student's vehicle parked on school property may be searched when there are reasonable grounds to believe it contains prohibited items or evidence of a violation.

Students suspected of bringing contraband, weapons, drugs or other banned items, or for other security or safety reasons, may be searched at any time. Items confiscated that violate local, state, or federal law or ordinance will be turned over to the proper authorities or confiscated. Parents or guardians will be notified when appropriate.

Food Service

Wellington School District (USD 353) offers breakfast and lunch through the federal school meal programs. Families may apply for free or reduced-price meals at any time during the school year by contacting their home district.

Lunch Orders: Lunches must be ordered by 9:00 a.m. If a student arrives late and needs a school lunch, the family must notify SCA before 9:00 a.m. If SCA is not notified, the family should send a sack lunch with the student.

Breakfast: Breakfast service ends at 8:05 a.m. Students arriving after that time may not be able to receive breakfast. However, students delayed by transportation provided through Interlocal 619 or USD 353 will be offered breakfast when they arrive.

Dietary Accommodations: Families should notify SCA if a student requires a meal modification because of a disability, medical condition, or special dietary need. Reasonable meal accommodations will be provided in accordance with applicable requirements.

Meal Accounts: Families are responsible for maintaining their student's meal account according to USD 353's meal-charge policy. Questions about meal charges should be directed to the SCA office or USD 353.

Individual Education Program

After placement at SCA has been determined, an Individual Educational Plan (IEP) is written for the student and must be reviewed annually. This plan will guide the student's education and define means of assessing progress. Every three years or sooner, if needed, a student will be reevaluated, and changes made to the plan as required.

Reports and Conferences

Report cards are sent to parents and to the local school district at the end of each nine-week period. Teachers at Sumner County Academy strive to keep parents informed through these report cards and through IEP Progress Reports and conferences. Students, parents or staff may request additional conferences to address concerns or issues.

Homenotes are sent home daily, reporting information about the student's performance. These are to be signed by the parents and returned to school the following school day. Students may receive positive reinforcement for returning signed homenotes. A student will not lose educational services or support because a homenote is not signed or returned.

Medication and Health Services

The Interlocal 619 Board of Education policy on the administration of medication states that school personnel are not allowed to dispense any medication (including over the counter medication) unless the following occur:

- The medication has been prescribed by a licensed physician or dentist,
- The medication is in its original container, and
- The medication is accompanied by a written order from the doctor or dentist (forms are available from the school principal).

All medication will be stored in the area designated by the school principal and not kept on the student's person. Medication dispensed will be logged on a daily basis. Unauthorized medication will be secured, and administration and the student's parent or guardian will be notified. Sharing, distributing, or intentionally misusing medication may result in disciplinary action.

Nonprescription or over-the-counter medication and homeopathic remedies must:

- The **Nonprescription or Over-the-Counter (OTC) Medication and Other Homeopathic Remedies Administration Form** must be completed by parents or legal guardians for each medication.
- Be provided in the original, properly labeled and unexpired container; and
- Be administered according to the manufacturer's directions

Students may not carry, share, or independently use medication unless specifically authorized by law, board policy, an IEP, a Section 504 plan, or an individual health plan. Students authorized to carry and self-administer asthma or anaphylaxis medication may do so in accordance with Kansas law and Interlocal procedures.

SCA may decline to administer a medication or remedy that cannot be safely identified, stored, or administered. Required forms are available from the school nurse or SCA administration. Students may not carry, share, or independently use medication unless authorized by law, board policy, an IEP, a Section 504 plan, or an individual health plan. Students authorized to carry and self-administer asthma or anaphylaxis medication may do so in accordance with Kansas law and Interlocal procedures.

A school nurse is not regularly located at SCA. Nursing consultation is available through the student's sending school district when appropriate. SCA staff will provide first aid within the scope of their training and contact the sending district's nurse or other designated healthcare personnel as needed.

In a medical emergency, staff will call 911. The student's parent or guardian will be notified as soon as reasonably possible. Parents will be informed of nonemergency illnesses or injuries as appropriate based on the circumstances.

Students reported by a physician or school nurse to be infected with a communicable disease or condition may be required to suspend attendance at SCA. Returning may require a written statement from a qualified physician.

Illness During School Hours

The following procedures are to be followed when any student indicates he or she is feeling ill:

- The school staff will determine physical illness and need for medical attention. If it is determined that the student is ill, staff will contact parent(s) / guardians. Traditionally, the staff will not excuse a student to leave unless the student has either:
    - A temperature of 100.4 degrees or higher or
    - Is vomiting and continues to be nauseous.

A student sent home for vomiting or a fever must be symptom free for 24 hours before returning to school.
A parent or guardian must be contacted before a student will be allowed to leave the building.

Attendance Policy

The State of Kansas requires students under age 18 to attend school. One of SCA's priorities is for the students to be on time each day and present each day.

Excused Absences

The SCA Principal or designee will determine whether an absence is excused or unexcused. The school's daily attendance report will indicate what absences are excused or unexcused. A student may be excused in the event of:

- Personal illness/injury, or
- Personal /family matters that cannot be addressed outside of school time. (Examples include: Appointments with a doctor, dentist, therapist; or an appearance in court.)

Parents are asked to contact school personnel by 8:00 am to report that a student will be absent for the day. Absences will be excused if a parent or guardian notifies SCA staff either in advance or no more than two days after the absence by calling, coming by in person, or sending a signed note. Parents/Guardians are to call the school each day the student is absent. It is also the responsibility of the parent/guardian to provide the school with verification of the reason why the student was absent from school on a specific date. Note: A Physician's verification does not unconditionally excuse the student's absence.
Leaving School Early: We consider school a student's first priority. A student may only leave early if a Parent/Guardian calls, comes by in person or writes a note in advance of an appointment with a doctor, therapist, social worker, or for a court related matter. All other activities are not reasons to be excused from class. Students that are unexcused will be considered truant and the truancy officer may be notified. Work is not

an excusable exception. **STUDENTS ARE ABSOLUTELY NOT ALLOWED TO LEAVE THE SCHOOL GROUNDS WITHOUT PERMISSION.**

Unexcused Absences

Absences may be considered unexcused and the student subject to consequences in the following situations:

- lack of verification from parent /guardian,
- parent /guardian did not provide verification prior to the event,
- the absence does not meet the requirements for an excused absence,
- a student misses school due to an illness and is seen around town that day, or
- a student leaves school before the school day is over but was not excused by school personnel.

Excessive Absences

A student that misses 5 total days in a semester will have their future absences classified as unexcused, unless they present a doctor's note within 2 school days of the absence stating the following:

- Specific Reason for Absence
- Specific Dates and Times

Truancy

State law requires that a truancy report will be filed with the Sumner County Attorney whenever a student has:

- 3 consecutive unexcused absences in a semester
- 5 total unexcused absences in a semester
- 7 total unexcused absences in a year

Students in Transition

If SCA does not have school on a day that a 619 Interlocal school or USD 353 school is in session, students who are taking classes in their home school should make every effort to attend their classes.

Make-Up Work

A student is expected to complete all work assigned during an absence regardless of reason for absences.
Excused absences: Students will have two school days to make up all of their work unless authorized by the assigning teacher. Assignments not completed after this time are subject to being graded as (0) zero.
Unexcused absences: Students returning from unexcused absences may have the ability to make up work missed at the discretion of the classroom teacher, principal, or the principal's designee. Remedies may include the student being required to work during break or recreational time, being required to stay after school, or being required to take work home to complete. Failure to comply with requirements will result in all make-up work being graded as (0) zero.

Tardies

At 8:00 AM, all students are expected to be seated in their assigned room and:

- Have all supplies needed
- Be appropriately dressed and groomed
- Be in the designated area ready to begin the day

Failure to complete these tasks by 8:00 AM will constitute being tardy. Arrival time is documented by the SCA clock.

Consequences for being Tardy:

- Tardies are not classified as excused or unexcused
- Excessive tardies will require a parent meeting to discuss solutions

Alternative Start/Transitioning Students: Students who have an alternative start time, are transitioning to his/her home school, or participating in the school to career program will have individual times they are expected in the building. Failure to be in the building at these times will constitute being tardy or unexcused.

School and Inclement Weather

Students will follow their home districts' school closings that are weather related. When USD 353 is closed due to weather, Sumner County Academy is closed. Please listen to TV and radio stations in your area for a complete list of school closings. We also use the Remind App to contact parents/guardians with important school information. It is vital that all parents/guardians download this app prior to their child starting school. Instructions for the Remind App are given in the enrollment packet.

KSN.....CHANNEL 3 KAKE.....CHANNEL 10
KWCH.....CHANNEL 12

Visitors

State law prohibits non-students from loitering in or around any public school. Students MAY NOT bring guests or visitors to school without express permission from school administration. Visitors, including those affiliated with outside agencies performing assigned duties with students, are asked to sign the visitor's log at the front door.

Tornado/Fire Drills

Fire drills are held regularly during the school year to practice prompt and orderly evacuation of the building in the event of an actual fire. When the alarm sounds, students should move as quickly as possible, without pushing or running, to the designated exits.
Tornado drills are held regularly during the school year to practice prompt and orderly movement to the shelter area of the building in the event of an actual tornado. When the alarm sounds, students should move as quickly as possible, without pushing or running, to the designated shelter area.
IT IS MANDATORY THAT STUDENTS FOLLOW ALL RULES AND PROCEDURES DURING DRILLS. NOT DOING SO WILL RESULT IN DISCIPLINARY ACTIONS.

Emergency Safety Interventions (ESI)

Emergency Safety Interventions (ESI) include the use of seclusion or physical restraint. Trained staff may use an ESI only when a student presents a reasonable and immediate danger of physical harm to themselves or others and less restrictive alternatives have been ineffective or are not appropriate. ESI will end as soon as the immediate danger has passed. It will not be used for discipline, punishment, staff convenience, or as a substitute for appropriate educational or behavioral support. All ESI use, documentation, parent notification, and reporting will follow Kansas law, SCA procedures, and applicable special education requirements.

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

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

Definitions

(a) "Area of purposeful isolation" means any separate space, regardless of any other use of that space, other than an open hallway or similarly open environment.
(b) "Campus police officer" means a school security officer designated by the board of education of any school district pursuant to K.S.A. 72-6146, and amendments thereto.
(c) "Chemical restraint" means the use of medication to control a student's violent physical behavior or restrict a student's freedom of movement.
(d) "Emergency Safety Intervention" is the use of seclusion or physical restraint, but does not include physical escort or the use of time-out.
(e) "Incident" means each occurrence of the use of an emergency safety intervention.
(f) "Law enforcement officer" and "police officer" mean a full-time or part-time salaried officer or employee of the state, a county, or a city, whose duties include the prevention or detection of crime and the enforcement of criminal or traffic law of this state or any Kansas municipality. This term includes a campus police officer.
(g) "Mechanical restraint" means any device or object used to limit a student's movement.
(h) "Parent" means any of the following:

(1) A natural parent;
(2) an adoptive parent;
(3) a person acting as a parent, as defined in K.S.A. 72-1046 (K.S.A. 2017 Supp. 72-3122) and amendments thereto;
(4) a legal guardian;
(5) an education advocate for a student with an exceptionality;
(6) a foster parent, unless the foster parent's child is a student with an exceptionality; or
(7) a student who has reached the age of majority or is an emancipated minor.

(i) "Physical Escort" means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.
(j) "Physical restraint" means bodily force used to substantially limit a student's movement, except that consensual, solicited, or unintentional contact and contact to provide comfort, assistance or instruction shall not be deemed to be physical restraint.
(k)"School resource officer" means a law enforcement officer or police officer employed by a local law enforcement agency who is assigned to a district through an agreement between the local law enforcement agency and the district.

(l) "Seclusion" means placement of a student for any reason other than for in-school suspension, detention, or any other appropriate disciplinary measure in a location where both of the following conditions are met:

(1) School personnel purposefully isolate the student; and
(2) the student is prevented from leaving, or has reason to believe, that the student will be prevented from leaving the area of purposeful isolation.

(m) "Time-out" means a behavioral intervention in which a student is temporarily removed from a learning activity without being secluded.

Prohibited Types of Restraint

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

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student's airway;
- Using physical restraint that impacts a student's primary mode of communication;

- Using chemical restraint, except as prescribed treatments for a student's medical or psychiatric condition by a person appropriately licensed to issue such treatments; and
- Use of mechanical restraint, except:

Protective or stabilizing devices required by law or used in accordance with an order from a person appropriately licensed to issue the order for the device;
Any device used by a certified law enforcement officer to carry out law enforcement duties; or Seatbelts and other safety equipment when used to secure students during transportation.

Use of Emergency Safety Interventions

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

ESI Restrictions

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

Such written statement shall include an explanation of the student's diagnosis, a list of any reasons why ESI would put the student in mental or physical danger, and any suggested alternatives to ESI. Notwithstanding the provisions of this subsection, a student may be subjected to ESI, if not subjecting the student to ESI would result in significant physical harm to the student or others.

Use of Seclusion

When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times. The presence of another person in the area of purposeful isolation or observing the student from outside the areas of purposeful isolation shall not create an exemption from otherwise reporting the incident as seclusion. When a student is placed in or otherwise directed to an area of purposeful isolation, the student shall have reason to believe that the student is prevented from leaving.

If the area of purposeful isolation is equipped with a locking door designed to prevent a student from leaving the area of purposeful isolation, the door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the area of purposeful isolation, or in case of emergency, such as fire or severe weather.

An area of purposeful isolation shall be a safe place with proportional and similar characteristics as those of rooms where students frequent. Such area shall be free of any condition that could be a danger to the student, well-ventilated, and sufficiently lighted.

Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on ESI. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be

provided more intense training than staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

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

Notification and Documentation

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

(A) The events leading up to the incident; (B) student behaviors that necessitated the emergency safety intervention; (C) steps taken to transition the student back into the educational setting; (D) the date and time the incident occurred, the type of emergency safety intervention used, the duration of the emergency safety intervention and the school personnel who used or supervised the emergency safety intervention; (E) space or an additional form for parents to provide feedback or comments to the school regarding the incident; (F) a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future use of emergency safety interventions; and (G) email and phone information for the parent to contact the school to schedule the emergency safety intervention meeting. Schools may group incidents together when documenting the items in (A) through (C) if the triggering issue necessitating the emergency safety interventions is the same.

The parent shall be provided the following information after the first and each subsequent incident during each school year:

(a) A copy of this policy which indicates when ESI can be used;
(b) a flyer on the parent's rights;
(c) information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and the complaint process of the state board of education; and
(d) information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas.

Upon the first occurrence of an incident of ESI, the foregoing information shall be provided in printed form or, upon the parent's written request, by email. Upon the occurrence of a second or subsequent incident, the parent shall be provided with a full and direct website address containing such information.

Law Enforcement, School Resource, and Campus Security Officers

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

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

Documentation of ESI Incidents

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

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

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

Reporting Data

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

Parent Right to Meeting on ESI Use

After each incident, a parent may request a meeting with the school to discuss and debrief the incident. A parent may request such a meeting verbally, in writing, or by electronic means. A school shall hold a meeting requested under this subsection within 10 school days of the parent's request. The focus of any such meeting shall be to discuss proactive ways to prevent the need for emergency safety interventions and to reduce incidents in the future.

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

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

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

The student who is the subject of such meetings shall be invited to attend the meeting at the discretion of the parent. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student if such student would benefit from such measures.

Local Dispute Resolution Process

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

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

If the issues are not resolved informally with the building principal and/or the Director, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent within thirty (30) days after the parent is informed of the incident.

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

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

If desired, a parent may file a complaint under the state board of education administrative review process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

ESI Area Procedures

- Before a student enters the ESI area, staff may complete a safety check and secure personal belongings or other items that could create an immediate safety risk.
- Personal belongings will not be permitted in the ESI area and will be secured by staff.
- The start and end times of the ESI will be documented. A trained staff member will be able to see and hear the student at all times.
- The ESI will end as soon as the student no longer presents a reasonable and immediate danger of physical harm to the student or others.
- After the student is safe and regulated, staff will support the student's transition back into the educational setting.
- Any property damage will be documented and reported to the principal and the parent or guardian. Responsibility for cleanup, repair, or restitution will be addressed separately from the ESI and in accordance with school policy, the student's age, disability-related needs, IEP or behavior intervention plan, and applicable law.
- Law enforcement or emergency services may be contacted when necessary to respond to an immediate safety threat, suspected criminal conduct, or another emergency. Law enforcement will not be contacted solely because a student has not calmed down within a particular amount of time.
- Parents will be notified on the same day an ESI is used. Written documentation will be provided no later than the following school day.

Discipline and Corrective Procedures

At SCA we utilize the Nonviolent Crisis Prevention Intervention (NCI) model for assisting disruptive students. This model is composed of a sequential set of instruction components including procedures for: 1) de-escalating disruptive behavior, 2) obtaining and maintaining instructional control, 3) teaching alternative behaviors, and 4) preparing students for classroom re-entry.

Major Rule Infractions (see Infraction Definitions)

- Physical aggression of any type toward a peer or adult
- Threats of violence
- Flagrant disrespect towards school personnel
- Open defiance of school personnel
- Severe profanity

Minor Infractions

- Being in an unauthorized area
- Minor profanity
- Displaying minor disrespect toward school personnel
- Not following instructions of the teacher
- Sleeping

Office Referral

An office referral may also result in a loss of points and/or privileges.

After-School Detention

A consequence that is used on a case by case basis. After-school detention will run from 3:10 p.m. to 4:00 p.m on Monday, Wednesday and Friday. A student assigned an after-school detention will serve it on the next available day. Failure to serve an after-school detention will result in further consequences.
Parents are responsible for picking up their students.

Alternate Classroom Environment (ACEs)

For the SCA programs, ACEs is defined as having the student placed out of the classroom in an isolated setting but allowing the student the opportunity to fix the problem and come back to the classroom. Prior to the student being readmitted to the classroom, the student will be required to complete the necessary requirements to return to class. The ACEs room can be used anytime if needed, as many times as needed, and will be documented on the student's Homenote.

Out of School Suspension (OSS)

The student is removed from the school setting. A parent or guardian will be notified before the suspension goes into effect. During this time a student is not allowed to be on school grounds or participate in extracurricular activities.

Other Interventions

- Individual supervision may be used when a student demonstrates continued or serious negative behavior and is not responding to other supports. The student may be supervised by designated staff in a separate room or area to help the student regulate and allow others to continue their activities. Individual supervision will not be used as punishment.
- When behavior presents a reasonable and immediate danger of physical harm to the student or others, trained staff may use approved NCI de-escalation techniques. Restraint or seclusion may be used only when less restrictive interventions would be ineffective. Property damage alone does not justify an ESI unless it creates an immediate danger of physical harm. The intervention will end when the immediate danger has passed.

- Unfinished assignments may be addressed through an appropriate academic plan that considers the student's IEP or behavior plan. Any required after-school work will include parent communication and safe transportation.

EVERY EFFORT WILL BE MADE TO NOTIFY PARENTS OF ALL VIOLATIONS RESULTING IN SUSPENSION AND ESI ROOM PLACEMENT.

Attempts will be made to contact parents by telephone. This will be followed up with a copy of the Incident Report mailed home or sent with the student within 24 hours of the incident.

Consequences for Behavior

In order to ensure fair application of consequences for negative behavior, SCA utilizes a behavior/consequence matrix. This matrix is not meant to be all inclusive and exceptions can and will be made for repeated/extreme behaviors.

Behavior Consequence Matrix Escalation Rules

The purpose of this matrix is to help students and families understand the typical school response to different behaviors. Consequences generally increase when a behavior is repeated, becomes more serious, creates a safety concern, or when an assigned consequence is not completed.

Important: The school principal may adjust consequences based on the individual situation, including the severity of the behavior, student history, safety concerns, and the student's IEP or behavior plan when applicable.

Behavior	Example	Initial Response	If Repeated / Not Served	Escalated Response
Non-Compliance / Defiance	Refusing a staff direction	Lunch Detention	After-School Detention	ISS (1 day)
Disruption of Learning	Repeatedly disrupting instruction	Lunch Detention	After-School Detention	ISS (1 day)
Minor Disrespect	Eye-rolling at staff	Lunch Detention	After-School Detention	ISS (1 day)
Inappropriate Language (Directed)	Profanity directed at another person	After-School Detention	ISS (1–2 days)	OSS (1 day)
Minor Property Misuse	Misusing school property	Lunch Detention + restitution	After-School Detention	ISS (1 day)
Technology Misuse	Unauthorized phone use	Confiscation + Lunch Detention	Confiscation + After-School Detention	ISS (1 day) + No tech use
Leaving Assigned Area (Minor)	Leaving class without permission	After-School Detention	ISS (1–2 days)	OSS (1 day)
Leaving Campus — Returns on Own	Leaving school grounds without permission	ISS for remainder of day	ISS (1 day)	OSS (1–3 days)

Leaving Campus — Does Not Return on Own	Leaving school grounds and not returning independently	ISS (1 day)	OSS (1–3 days)	Guardian and/or law enforcement contact
Physical Contact (Non-Aggressive)	Horseplay	After-School Detention	ISS (1 day)	OSS (1 day)
Physical Aggression Toward Peer	Hitting another student	ISS (1–3 days)	OSS (1–3 days)	Safety plan required
Physical Aggression Toward Staff	Hitting a staff member	OSS (1–2 days)	OSS (1–3 days)	Additional OSS / MDR if required
Threats / Intimidation	Making a verbal threat	After-School Detention or ISS	ISS (1–3 days)	OSS (1–3 days)
Major Property Damage / Theft	Intentionally damaging school property	ISS + restitution	OSS (1–3 days)	Law enforcement involvement
Harassment / Bullying	Repeated targeted teasing	After-School Detention	ISS (1–2 days)	OSS (1–3 days)
Sexualized Behavior	Making an inappropriate sexual comment	ISS (1–2 days)	OSS (1–3 days)	Investigation / reporting
Safety Violations	Engaging in a dangerous action	ISS (1–2 days)	OSS (1–3 days)	Law enforcement involvement
Possession of Prohibited Items	Possessing a vape	OSS (1 day) + confiscation	OSS (1–3 days)	Law enforcement involvement

- Failure to serve detention = **next-level consequence + Current Consequence**
    - **Ex. Student refuses to serve after-school detention: They will receive an ISS day and still be required to serve the after-school detention on the next available day etc...**
- Repeated behaviors escalate consequences
- All after-school detentions, ISS, and OSS will be communicated to parents/guardians by administration.
- Refusal of ISS = **OSS**
    - **ISS to be completed upon return to school**
- Immediate safety concerns may result in **automatic ISS or OSS**

***After School Detention will be offered M,W,F 3:10-4:00** (student will serve detention on the next scheduled day after receiving the consequence. Ex. If a student receives detention on Monday, it will be served on Wednesday.) A parent will need to pick their student up after detention.

Infraction Definitions

Physical aggression: Physical aggression involves a continuum of contact ranging from horseplay to assault with a weapon. The context and intent of the student's actions are taken into account when making a determination of the category of the offense.

- Horseplay: physical contact within the context of play with no harm intended to others.
- Precipitating a fight: statements or actions, which encourage others to fight.
- Scuffle: engaging in physical contact with intent to harm or intimidate another person

- Physical assault and/or battery: engaging in or threatening a physical attack on another person. An individual strikes or attempts to strike another individual with part of their body and/or an object or weapon for the purpose of harming another person.

Threats and verbal abuse: statement or actions, which intimidate or upset another person.
Unexcused absence: an absence not approved by the school principal.
Truancy: when a student is absent without permission, an excuse, or having chronic absences.
Sexual Harassment: consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or statements/communication of a sexual nature.
Lying: giving false information or information intended to mislead.
Forgery: writing or using the signature or initials of another person.
Destruction of property: destroying or mutilating objects or materials belonging to school, school personnel, or other persons.
Theft: taking or concealing property that belongs to others.
Failure to comply: not carrying out reasonable requests of a school personnel or failure to follow established school rules.
Defiance of School personnel: refusal to comply with reasonable requests of school personnel
Disruptive Behaviors: conduct and/or behavior that is disruptive to the orderly education procedure of the school.
Unnecessary Items: the possession of an item, which could be used to cause a disturbance, and which is unnecessary for school activities.
Tobacco: the use, sale, and/or possession of tobacco or nicotine products in any form or possession of items used in the consumption of these products (i.e., matches, lighters, pipes, and etc.)
Drugs and alcohol: the possession, sale, use or transmittal of or being under the influence of any illegal drugs, medications not prescribed by the student' physician, alcohol, or other intoxicant of any kind or nature (including inhalants) on or about the school property at any time or at any school activity regardless of the location. Possession of paraphernalia related to the consumption, manufacture, possession, or storage of these items. In addition, substances used to mask or interfere with court ordered drug tests are not allowed to be carried or consumed while on INTERLOCAL 619/USD 353 district property.
Unauthorized Area: when a student places himself or herself in an area that has been designated off limits by school personnel.
Leaving school without permission: anytime a student leaves the school grounds without securing permission from the office. This also includes leaving before a student has completed their agenda. Leaving school early may result in the student being required to serve the following day in ISS.
Obscene Language or behavior: any reference, gesture, comments, actions, jokes, drawings or other representations that:

- are sexually orientated,
- involve flatulence, burping or other bodily noises,
- involve cursing or words that mimic, suggest or sound like curse words, (Note: Words that are used to sound like inappropriate language will result in the same disciplinary consequences.)
- are disrespectful to authority figures such as school officials, law enforcement, or judges;
- are a reference to any criminal activity in the past, present or future.

Flagrant disrespect toward school personnel: when a student uses profanity, excessively loud or inappropriate tone, has physical contact, throws objects at or harasses school employees.
Weapons and explosive devices: the use, possession, or sale of a weapon, device, or object that can inflict injury or harm to another person.
Prejudicial references: the use of slurs, names, or terms that attack a person based on race, religion, ethnicity, national origin, sexual orientation, or physical/mental health characteristics. This includes statements that are stated to be "jokes".
Misuse of Computer/Internet: producing, downloading or printing inappropriate information is not allowed and may result in a temporary loss of access to the computer system. Inappropriate materials include information that is sexually oriented, violent, discriminatory, racist in nature, or pertaining to the promotion of

illegal drug use. Chronic misuse will result in restricting Internet access or cancellation of the student's computer system account.

Alcohol, Drugs, and Tobacco

Staff at SCA are legally and ethically obligated to prevent or stop substance abuse in any form and to maintain SCA as a substance abuse free environment. Violations of this policy include the following:

- A student who uses or has in his/her possession tobacco products. State law forbids persons under the age of 21 from possessing tobacco. It is our policy that if staff sees a student possessing or consuming tobacco, the appropriate authorities will be notified. This is the case regardless if the student is on or off school property. Tobacco products include but are not limited to smoking tobacco, chewing tobacco, lighters, pipes, matches, or any type of tobacco storage container;
- A student who uses, consumes or has in possession, a substance containing alcohol,
- A student who uses, consumes or has in possession, a substance containing nicotine,
- A student who uses, consumes, has in possession any type of mood altering chemical, prescription or nonprescription medication, or substance that can cause impairment,
- A student who uses a substance to mask or interfere with court ordered drug tests or random drug tests conducted per Interlocal 619 policy,
- A student who sells or gives away any of the above, or
- A student in possession of paraphernalia related to any of the above.

If a staff member believes that there is reasonable suspicion of alcohol, drugs, or tobacco, they may search the student's person, storage areas, belongings, or clothing. Any violation of this policy will result in the notification of the appropriate authorities.

Random Drug Testing

Students enrolled in SCA programs and participating in qualifying activities are subject to random drug testing per Interlocal 619 policy.

Students Suspected to be Under the Influence

If an SCA staff member suspects a student is impaired due to illegal substances, the following procedures will take place:

- The teacher will personally escort the suspected student to the office.
- The Principal will be contacted and will assess the suspected student.
- If the assessment determines that the student is likely to be impaired, a School Nurse will be notified to perform a clinical assessment.
- If the clinical assessment is positive:
- Law enforcement will be notified.

Refusal to participate in or cooperate with the assessments or school officials will result in an automatic assumption of guilt.

No-Tolerance Gang Policy

SCA takes the position that involvement in gang activity is counterproductive to maintaining civility and success in a school environment. References to gang activity or identification with any gang, whether by colors, labels, drawings or designs (whether on clothing, accessories, hair or skin) or manner of dress (e.g. sagging or sports apparel) are not allowed at SCA. Any personal item that is perceived by the staff as causing a disturbance or interfering with the learning objectives will need to be changed, stored, or may be confiscated and returned to the parents.

Any activity, gesture, or comment (whether spoken, signed or in writing) that is determined to be gang related will result in consequences and will be counted as a major rule violation, which may cause the student to drop levels, be placed on probation, cause temporary loss of privileges, or removal from the program.

Sexual Harassment and Bullying

Sexual harassment is described as any unwelcome behavior or communication either verbal or non-verbal, of a sexual nature that interferes with a student's ability to learn or a teacher's ability to teach. The term "unwelcome" indicates the action or behavior was unsolicited and non-reciprocal. Our courts have clearly and consistently affirmed that the workplace and schools must be free from sexual harassment. Any reported incidents involving students or staff of SCA will be regarded as serious and will be investigated accordingly. Bullying is the targeted and repeated non-verbal, verbal, or physical harassment of another person. Bullying in any form against students or staff of an Interlocal 619 school will not be tolerated, and will be subject to appropriate disciplinary action under Interlocal 619 policies and applicable laws.

Bullying

Sumner County Educational Services prohibits bullying in any form on school property, in a school vehicle or at a school sponsored activity or event. Students will receive training and education on this topic throughout the school year. See BOE policy JDDC As defined in K.S.A. 2007 Supp. 72-8256 amended to read as follows:
I."Bullying" means: a. Any intentional gesture or any intentional written, verbal, electronic or physical act or threat that is sufficiently severe, persistent or pervasive that creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of: b. Harming a student or staff member, whether physically or mentally: c. Damaging a student's or staff member's property; d. Placing a student or staff member in reasonable fear of harm to the student or staff member; or e. Placing a student or staff member in reasonable fear of damage to the student's or staff member's property; or f. Cyberbullying, or g. Any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to this section or subsection (e) of K.S.A. 7208205, and amendments thereto.
II. "Cyberbullying" means bullying by use of any electronic communication device through means including, but not limited to, email, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites.
III. "School vehicle" means any school bus, school van, other school vehicle and private vehicle used to transport students or staff members to and from school or any school sponsored activity or event.

Computer and Telecommunications Acceptable Use Policy

Computers are provided as part of the student's school academic program as a privilege, not a right. Inappropriate use of the internet may result in cancellation of the student's privilege. Students are guided in appropriate and acceptable usages. Violations of the Computer and Device Use Policy IIBG established by the Interlocal will result in a student being denied access to the computer and possibly suspension.

Policy Summary

I understand my responsibility for using the internet and other online resources; therefore, I agree to the following Acceptable Use policies:

- My use of telecommunications will be limited to educational objectives authorized and supervised by a teacher or staff member.
- My computer use will be limited to when an adult is present in the room.
- My communication will consist of appropriate language and polite responses.
- My use will be to complete class assignments.
- I will communicate and exchange information of an appropriate nature.
- I will gain information within the guidelines of class studies.
- My recreational use will be at the discretion of administration/staff.

I understand I must follow the policies of Interlocal 619; therefore, I agree to the following Prohibited Use policies:

- I will not disrupt the work of others.

- I will not waste time on unauthorized, non-educational activities.
- I will not violate the privacy of myself, my family or other users while online.
- I will not use, access, or try to access another person's account, nor will I disclose my password to anyone.
- I will not violate the copyright of others, such as the downloading of copyrighted music files.
- I will not use any Instant Messenger service, (such as, but not limited to, AOL, Hotmail, Yahoo Mail, etc.) at school.
- I will not enter any chat room (for educational purposes only) without the specific permission of my teacher.
- I will not intentionally introduce malicious code or viruses into any computer resource.
- I will not use the network for commercial purposes, including but not limited to internet gambling, solicitation or advertising without prior authorization.
- I will not knowingly violate any local, state or federal law.
- I will not access, upload, download, or distribute pornographic obscene or sexually explicit language.
- I will not vandalize damage or disable the property of another individual or organization.
- I will not install, copy or remove software on district-owned computers without prior authorization.
- I will not use the computer in a way that denies service to other users (such as deliberate or reckless overloading of access links).
- I will not intentionally disclose, modify or destroy information contained on the file server without prior authorization. I understand that the following Sanctions for Violations may be imposed:
- Payment required for the monetary amount of damage to physical property.
- Access to computers revoked for time determined by administration.
- Suspension, if deemed appropriate.

Student and Parent Policy Acknowledgement and Agreement

My signature below indicates that I have received and read a copy of the Sumner County Academy Student/Parent Handbook 2025-2026. I have explained the contents of this document to my child and understand that this handbook contains information regarding the school's rules and regulations. I acknowledge and agree to the policies obtained therein, and will require my child to comply with the policies which apply to students.

Parent Signature_____ **Date**_____

My signature below indicates that I have received and read (or listened to someone read) a copy of the Sumner County Academy Student/Parent Handbook 2025-2026. I understand that this handbook contains information regarding the school's rules and regulations. I agree to follow the policies and procedures listed throughout the handbook, and will fully accept all responsibility for my actions and choices I make throughout the school year.

Student Signature: _____ **Date**_____