

JA Goals and Objectives

JA

(See BDA, CM, GAA and JCDA)

These student policies are designed to prevent misunderstanding by students about their rights and responsibilities. The ideas and recommendations of students shall be considered when adopting policies, rules, and regulations governing the conduct of students and their rights and responsibilities.

All student handbooks shall be consistent with board policy, approved by the board, and adopted, by reference, as a part of these policies and regulations.

Approved: 07/11/2022

JAA EQUAL EDUCATIONAL OPPORTUNITIES

It is the policy of the board of education to offer an educational program that attempts to meet the needs of all of the children of the school district to the fullest possible extent. All school personnel will be encouraged to utilize the suggestions of students in every way possible in the development and formulation of policies, rules, and regulations which are directly related to student concerns. All administrators and teachers, in developing curriculum and activity program recommendations for the consideration of the board of education, shall give a high priority to the meeting of individual needs.

Approved:

JAA-R EQUAL EDUCATIONAL OPPORTUNITIES

The high school principal, with the advice of the faculty and student council, will develop a procedure for faculty and student involvement in the establishment of goals and objectives for the consideration of the board of education.

Approved:

JB **Attendance Records** (See JBC, JBD, and JBE)

JB

Daily attendance records shall be maintained for each student in each school. The primary responsibility for recording attendance shall be assigned to teachers using forms prescribed by the superintendent. A cumulative attendance record for each student shall also be maintained.

The superintendent shall include attendance data in an annual report to the board. Attendance problems shall be reported to the board as necessary.

Approved: 02/08/2016

JB-R ATTENDANCE

Daily attendance records shall be maintained for each student in the schools. The primary responsibility for recording attendance shall be assigned to each teacher in the high schools, the junior high school, and to the classroom teacher in the elementary schools, under supervision of the building principal, and using forms prescribed by the superintendent of schools. The superintendent of schools shall include an attendance report as a section of the annual report to the board of education and may report attendance problems to the board at other times as he/she deems it may be necessary to do so.

Approved:

(See IIBGB, JBCA, JBCB, and JQKA)

Resident Students

A “resident student” is any child who has attained the age of eligibility for school attendance and lives with a parent or a person acting as a parent who is a resident of the district. Children who are “homeless” as defined by Kansas law and who are located in the district will be admitted as resident students. For purposes of this policy, “parent” means the natural parents, adoptive parents, step-parents, and foster parents. For purposes of this policy, “person acting as a parent” means a guardian or conservator, a person liable by law to care for or support the child, a person who has actual care and control of the child and provides a major portion of support, or a person who has actual care and control of the child with written consent of a person who has legal custody of the child.

Non-resident Students

Non-resident students are those who do not meet the definition of a resident student. Although the district is not required to admit non-resident students, non-resident students may be admitted to the extent that staff, facilities, equipment, and supplies are available. Other criteria regarding students seeking non-resident student admittance may be considered prior to acting on any annual non-resident student application as specified in this policy, and students residing outside of the state of Kansas may be denied enrollment or continued enrollment based on out-of-state residency.

Non-resident Student Continued Enrollment

Non-resident students admitted to the district shall be evaluated each spring by district administration on the following criteria: whether the student made academic progress; residence in the state of Kansas; regularity and punctuality of attendance; and disciplinary record, specifically whether the student complied with the student conduct code and avoided 1) major disciplinary problems and/or 2) a large number of referrals for minor disciplinary problem.

Students may be readmitted or denied admission for the next school year based on the results of these evaluations. However, if the student has a disability, the student’s ability to meet these expectations shall be considered prior to denying continued enrollment in the district. Parents shall be informed of any administrative decision on non-resident student applications no later than _____.

Enrollment Restriction

Unless approved in advance by the board, no student, regardless of residency, who has been suspended or expelled from another school district will be admitted to the district until the period of such suspension or expulsion has expired.

Enrollment Procedures

The superintendent shall establish orderly procedures for enrolling all students, including pre-enrollment, changes in enrollment, normal enrollment times, and communication to parents and to the public.

Part-Time Students

The board allows any child to enroll part-time in the school district to allow the student to attend any courses, programs, or services offered by the school district if the child:

- Is also enrolled in a nonaccredited private elementary or secondary school or in any other private, denominational, or parochial school as required by law;
- requests to enroll part-time in the school district; and
- meets the age of eligibility requirements for school attendance.

District administrators shall make a good faith attempt to accommodate scheduling requests of students enrolling in the school district in these situations but shall not be required to make adjustments to accommodate every such request.

Part-time students, other than those specified previously in this policy may enroll with the administration's permission if they complete all paperwork in a timely fashion and are in attendance no later than _____. (Insert date) Such part-time students may be admitted only to the extent that staff, facilities, equipment, and supplies are available, and the students follow the district's student conduct policies and rules.

Identification of Students

All students enrolling in the district for the first time shall provide required proof of identity. Students enrolling in kindergarten or first grade shall provide a certified copy of their birth certificate, a certified copy of the court order placing the child in the custody of the Secretary of the Department for Children and Families, or other documentation which the board determines to be satisfactory. Students enrolling in grades 2-12 shall provide a certified transcript, similar pupil records or data, or other documentary evidence the board deems satisfactory.

The above requirements are not to serve as barriers to immediate enrollment of students designated as homeless or foster children as required by the Every Student Succeeds Act (ESSA) and the McKinney-Vento Act as amended by ESSA. The district shall work with the Department for Children and Families, the school last attended, or other relevant agencies to obtain necessary enrollment documentation.

If proper proof of identity is not provided within 30 days of enrolling, the superintendent shall notify local law enforcement officials as required by law and shall not notify any person claiming custody of the child.

Enrollment Information

The enrollment documentation shall include a student's permanent record card with a student's legal name as it appears on the birth certificate or as changed by a court order and the name, address, and telephone number of the lawful custodian. The records shall also provide proper proof of identity.

Assignment to a School Building, Grade Level, or Classes

Unless otherwise provided herein, the superintendent shall assign students to the appropriate building. Any student desiring to attend a school outside the attendance area in which the student resides may do so only with the prior written permission of the superintendent.

If required by law, students placed in foster care or students who are homeless may be educated in their "school of origin" instead of the building corresponding to the assigned attendance area. (For definition of "school of origin", see regulations for JBCA and JBCB.)

Assignment to a particular grade level or particular classes shall be determined by the building principal based on the educational abilities of the student. If the parents disagree, the principal's decision may be appealed to the superintendent. If the parents are still dissatisfied with the assignment, they may appeal in writing to the board.

Transferring Credit

In {middle school/junior high} and high school, full faith and credit shall be given to units earned in other accredited schools at the time the student enrolls in the district, unless the principal determines there is valid reason for not doing so. For online credit approval procedures after enrollment, see board policy IIBGB.

Transfers from Non-Accredited Schools

Students transferring from non-accredited schools will be placed by the principal. Initial placement will be made by the principal after consultation with parents or guardians and guidance personnel. Final placement shall be made by the principal based on the student's documented past educational experiences and performance on tests administered to determine grade level placement.

Approved: 07/11/2022

JBC-R SCHOOL ENROLLMENT

The superintendent shall establish an advance enrollment date for all students well in advance of the end of the school term in the spring, and shall, in cooperation with the principals (administrative council), develop the enrollment procedures that will be used for fall enrollment. Enrollment procedures will be communicated to the news media, and every attempt will be made to enlist the cooperation of the media in informing the public of the enrollment procedures to be followed.

Approved:

JBCA Homeless Students (See EDAA and JBC)

JBCA

The district, in accordance with state and federal law and the Kansas state plan will ensure that homeless children in the school district have access to a free and appropriate public education. Homeless students are individuals who lack a fixed, regular, and adequate nighttime residence. For the purposes of this policy, a student awaiting foster care placement shall not be considered homeless.

Coordinator

The board shall designate a homeless coordinator for the district.

Approved: 01/09/2017

Note: The reader is encouraged to review regulations and forms for related information.

Homeless Student Regulations Required by Federal and State Law

NOTE: This document **MUST** be approved by board action to become policy. File with clerk, distribute to principals, and duplicate as necessary in district newsletters and other documents.

Homeless students shall, by definition, include the following:

1. Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals.
2. Children and youth who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.
3. Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
4. Migratory children who meet one of the above-described circumstances.

Enrollment/Placement (See JBC)

The district, according to the child's or youth's best interest, shall either continue the child's or youth's education in the school of origin for the duration of homelessness in any case in which: 1) a family becomes homeless between academic years or during an academic year; and 2) for the remainder of the academic year, if the child or youth becomes permanently housed during an academic year; or enroll the child or youth in any public school that nonhomeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

School Stability

In determining the best interest of the child or youth, the district homeless student liaison shall:

- 1) presume that keeping the child or youth in the school of origin is in the child's or youth's best interest, except when doing so is contrary to the request of the child's or youth's parent or guardian, or (in the case of an unaccompanied youth) the youth;
- 2) consider student-centered factors related to the child's or youth's best interest, including factors related to the impact of mobility on achievement, education, health, and safety of homeless children and youth, giving priority to the request of the child's or youth's parent or guardian or (in the case of an unaccompanied youth) the youth;
- 3) if, after conducting the best interest determination based on consideration of the presumption in clause (1) and the student-centered factors in clause (2), it is determined that it is not in the child's or youth's best interest to attend the school of origin or the school requested by the parent or guardian, or (in the case of an unaccompanied youth) the youth, provide the child's or youth's parent or guardian or the unaccompanied youth with a written explanation of the reasons for its determination, in a manner and form understandable to such parent, guardian, or unaccompanied youth, including information regarding the right to appeal such determination; and

- 4) in the case of an unaccompanied youth, ensure that the district homeless student liaison assists in placement or enrollment decisions under this subparagraph, gives priority to the views of such unaccompanied youth, and provides notice to such youth of the right to appeal.

Immediate Enrollment

The school selected shall immediately enroll the homeless child or youth, even if the child or youth:

- 1) is unable to produce records normally required for enrollment, such as previous academic records, records of immunization and other required health records, proof of residency, or other documentation;
or
- 2) has missed application or enrollment deadlines during any period of homelessness.

Relevant Academic Records

The enrolling school shall immediately contact the school last attended by the child or youth to obtain relevant academic and other records.

Relevant Health Records

If the child or youth needs to obtain immunizations or other required health records, the enrolling school shall immediately refer the parent or guardian of the child or youth, or (in the case of an unaccompanied youth) the youth, to the district homeless student liaison, who shall assist in obtaining necessary immunizations or screenings, or immunization or other required health records.

Records

Any record ordinarily kept by the school, including immunization or other required health records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, regarding each homeless child or youth shall be maintained so that the records involved are available, in a timely fashion, when a child or youth enters a new school or school district and in a manner consistent with the Family Educational Rights and Privacy Act. See policies JR through JRD.

Enrollment Disputes

If a dispute arises over eligibility, school selection, or enrollment in a school:

- 1) the child or youth shall be immediately enrolled in the school in which enrollment is sought (whether sought by the parent, guardian, or unaccompanied youth), pending final resolution of the dispute, including all available appeals;
- 2) the parent or guardian of the child or youth or (in the case of an unaccompanied youth) the youth shall be provided with a written explanation of any decisions related to school selection or enrollment made by the school, the local educational agency, or the State educational agency involved, including the rights of the parent, guardian, or unaccompanied youth to appeal such decisions; and
- 3) the parent, guardian, or unaccompanied youth shall be referred to the district homeless student liaison, who shall carry out the dispute

resolution process as expeditiously as possible after receiving notice of the dispute.

Placement Choice

The choice regarding placement shall be made regardless of whether the child or youth lives with the homeless parents or has been temporarily placed elsewhere.

Privacy

Information about a homeless child's or youth's living situation shall be treated as a student education record, and shall not be deemed to be directory information, under policy JRB.

Contact Information

Nothing shall prohibit the district from requiring a parent or guardian of a homeless child or youth to submit contact information.

Definition

The term “school of origin” means the school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including a preschool.

When the child or youth completes the final grade level served by the school of origin, the term “school of origin” shall include the designated receiving school at the next grade level for all feeder schools.

Comparable Services

Each homeless child or youth shall be provided services comparable to services offered to other students in the school selected, including:

- 1) Transportation services;
- 2) Educational services for which the child or youth meets the eligibility criteria, such as services provided under title I of the Elementary and Secondary Education Act of 1965 or similar State or local programs, educational programs for children with disabilities, and educational programs for English learners;
- 3) Programs in career and technical education;
- 4) Programs for gifted and talented students; and
- 5) School nutrition programs.

Coordination

The district shall coordinate the provision of services under these regulations with the Department for Children and Families and other agencies or entities providing services to homeless children and youths and their families, including services and programs funded under the Runaway and Homeless Youth Act (42 U.S.C. 5701 et seq.), and transportation, transfer of school records, and other interdistrict activities, with other local educational agencies.

Housing Assistance

If applicable, the district shall coordinate with state and local housing agencies responsible for developing the comprehensive housing affordability strategy to minimize educational disruption for children and youths who become homeless.

The coordination required shall be designed to:

- 1) ensure that all homeless children and youths are promptly identified;

- 2) ensure that all homeless children and youths have access to, and are in reasonable proximity to, available education and related support services; and
- 3) raise the awareness of school personnel and service providers of the effects of short-term stays in a shelter and other challenges associated with homelessness.

Homeless Children and Youths With Disabilities

For children and youths who are both homeless and eligible for services under the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.), the district shall coordinate the provision of services under these regulations with the provision of programs for children with disabilities served by the district and other involved local educational agencies.

District Homeless Student Liaison

The board designates the following individual to act as the district's homeless student liaison: (Name of Office) (Business Address) (Phone-Fax). The district shall inform school personnel, service providers, and advocates working with homeless families of the duties of this liaison.

The district homeless student liaison shall ensure:

- 1) homeless children and youths are identified by school personnel through outreach and coordination activities with other entities and agencies;
- 2) homeless children and youths are enrolled in, and have a full and equal opportunity to succeed in, district schools;

- 3) homeless families and homeless children and youths have access to and receive educational services for which such families, children, and youths are eligible, including services through Head Start programs (including Early Head Start programs) under the Head Start Act (42 U.S.C. 9831 et seq.), early intervention services under part C of the Individuals with Disabilities Education Act (20 U.S.C. 1431 et seq.), and other preschool programs administered by the local educational agency;
- 4) homeless families and homeless children and youths receive referrals to health care services, dental services, mental health and substance abuse services, housing services, and other appropriate services;
- 5) the parents or guardians of homeless children and youths are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;
- 6) public notice of the educational rights of homeless children and youths is disseminated in locations frequented by parents or guardians of such children and youths, and unaccompanied youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form understandable to the parents and guardians of homeless children and youths, and unaccompanied youths;
- 7) enrollment disputes are mediated in accordance with these regulations;

- 8) the parent or guardian of a homeless child or youth, and any unaccompanied youth, is fully informed of all transportation services, including transportation to the school of origin, and is assisted in accessing transportation to the school that is selected;
- 9) school personnel providing services under these regulations receive professional development and other support; and
- 10) unaccompanied youths:
 - a. are enrolled in school;
 - b. have opportunities to meet the same challenging state academic standards as Kansas establishes for other children and youth; and
 - c. are informed of their status as independent students under federal law regarding student financial assistance for higher education acquisition and that the youths may obtain assistance from the district homeless student liaison to receive verification of such status for purposes of the Free Application for Federal Student Aid.

The liaison shall also work with the state coordinator for education of homeless children and youth to request and receive needed technical assistance and monitoring to ensure the district complies with federal and state law regarding homeless students. Similarly, the liaison will coordinate with the state coordinator in order to provide professional development opportunities for district personnel to aid them in identifying and meeting the needs of homeless

children and youths and will respond to inquiries from parents, guardians, and homeless children and youths to ensure they are provided with the full protection of the law and services they are due.

Notice

The district shall inform school personnel, service providers, advocates working with homeless families, parents and guardians of homeless children and youths, and homeless children and youths of the duties of the district homeless student liaison, and publish annually updated contact information for the liaison on the district's website.

Local and State Coordination

The district homeless student liaison, as a part of assigned duties, shall coordinate and collaborate with state coordinators, the community, and school personnel responsible for the provision of education and related services to homeless children and youths. Such coordination shall include collecting and providing to the state coordinator the reliable, valid, and comprehensive data.

Homeless Status

The district homeless student liaison may affirm, without further agency action by the Department of Housing and Urban Development, that a child or youth who is eligible for and participating in a program provided by the district, or the immediate family of such a child or youth, who meets the eligibility requirements, is eligible for such program or service.

Dispute Resolution Process

A complaint regarding the placement or education of a homeless child or youth shall first be presented orally and informally to the district's homeless student liaison. If the complaint is not promptly resolved, the complainant may

present a formal written complaint (grievance) to the homeless student liaison. The written complaint must include the following information: date of filing, description of concerns, the name of the person or persons involved, and a recapitulation of the action taken during the informal charge stage. Within five (5) working days after receiving the complaint, the liaison shall state a decision in writing to the complainant, with supporting evidence and reasons. In addition, the liaison will inform the superintendent of the formal complaint and the disposition.

Transportation (See EDAA, JBC and JGG)

If it is in the best interest of the homeless child or youth to attend the school of origin, transportation to and from that school will be provided at the request of the parent or guardian or, in the case of an unaccompanied youth, the homeless coordinator. If the student's temporary housing is outside the attendance area of the school of origin, then the district will work with the school of origin to agree on a method to apportion the responsibility and costs for transporting the child. If an agreement cannot be reached, the costs will be shared equally.

Approved: 01/09/2017

Complaint Form

PROGRAMS FOR HOMELESS STUDENTS

(Assignment to a School Other than School of Origin/School Requested by the Parent)

After reviewing the situation, it would be in the best interest of your child or youth to be educated at _____.

Explanation of decision: _____

If you so choose, you may appeal this decision in the following manner:

You may verbally and informally state your complaint to the district's homeless student liaison. If the complaint is not promptly resolved, you may complain in writing to the district homeless student liaison. You must include the following information: date of filing, description of the complaint, the name of the person or persons involved and an explanation of the action taken during the informal charge stage. Within five (5) working days after receiving the complaint, the liaison will provide you a written decision, with supporting evidence and reasons. In addition, the liaison will inform the superintendent of the formal complaint and the result.

Approved: 01/09/2017

JBCA-R RESIDENT STUDENTS

The superintendent of schools shall ascertain that all students who apply for admission to the schools are residents of the school district. In the event that there is a doubt about the legal residence of a student, the superintendent shall refer the question to the school attorney, who shall prepare a written report for the board of education.

Students who have reached the age of sixteen (16) may apply to the principal for recognition as a "special student." After consideration of the circumstances and after approval by the parents or guardian and the superintendent, the student may attend classes of his choice at the Sabetha Senior High School, Axtell High School or the Wetmore High School level so long as the classes are accumulating toward the high school diploma. The student will participate in no student activities and will receive no student privileges; however, during the hours that the student is in school, he shall abide by all student rules. Such status or classification may be removed at any time that the student fails to cooperate with school officials.

Approved:

JBCAA NEW RESIDENT STUDENTS

New resident students are urged to contact the superintendent's office as soon as possible after establishing residence in the school district.

Approved:

JBCAA-R NEW RESIDENT STUDENTS

The superintendent of schools shall issue periodic public announcements with greater frequency during the summer months, as to the procedures which new residents of the district are expected to follow in enrolling in the schools of the district.

Approved:

JBCB Foster Care Students (See EDAA, JBC, and JBCA)

JBCB

The district, in accordance with state and federal law and the Kansas state plan, will ensure students placed in foster care within the school district have access to a public education in a stable educational environment. For the purposes of this policy and its applicable regulations, “foster care” means 24-hour substitute care for children placed away from their parents and for whom a child welfare agency has placement and care duties.

Point of Contact

The board shall designate an employee to serve as a point of contact for child welfare agencies on behalf of the district.

Mobile Crisis Helpline

Crisis support for Kansas families and children to resolve an emotional, psychiatric, or behavioral health crisis is available through the Department of Children and Families Mobile Crisis Helpline, 1-833-441-2240, including:

- Problem solving to resolve behavioral health crisis:
- Referral to community resources or recommendation to engage in stabilization services:
- In-person support via mobile crisis response; and
- Contacting mobile crisis response unit to assist in emergency situations.

Services are available to all Kansans 20 years or younger including anyone in foster care or formerly in foster care.

Approved: 01/10/2022

Note: The reader is encouraged to review regulations and forms for related information.

Foster Care Student Regulations

To Aid In Implementation of Federal Law

NOTE: This document MUST be approved by board action to become policy. File with clerk, distribute to principals, and duplicate as necessary in district newsletters and other documents.

The Every Student Succeeds Act (“ESSA”) addresses additional protections for students in foster care and establishes a system of joint responsibility for school districts, the Kansas State Department of Education (“KSDE”), and the Kansas Department for Children and Families (“DCF”) to ensure the educational stability of students in foster care.

For the purposes of these regulations, “foster care” means 24-hour substitute care for children placed away from their parents and for whom a child welfare agency has placement and care duties. This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child-care institutions, and pre-adoptive homes.

Transportation of Students in Foster Care

ESSA requires each Kansas school district to collaborate with child welfare agencies, such as DCF and tribal child welfare agencies, to develop and implement clear, written procedures for how transportation to maintain a student in foster care in his or her school of origin (when in the student’s best interest) will be provided, arranged, and funded. The procedures must ensure that the transportation will be provided promptly, in a cost-effective manner, and in

accordance with federal law. Also, they must address how additional costs will be absorbed. Therefore, if there are any additional costs incurred to maintain a foster care student in his or her school of origin, the district will provide the transportation if:

1. DCF agrees to reimburse the district for the additional costs;
2. The district agrees to pay the additional costs; or
3. DCF and the district split the additional costs.

Upon request, the district will provide an assurance to KSDE that the district has transportation procedures meeting the above requirements.

Additional Costs

“Additional costs” reflect the difference between what the district would spend to transport a student to the assigned school and the cost of transporting a student in foster care to his or her school of origin. Title I, Part A funds may be used to pay for additional transportation costs in Title I districts.

School of Origin

The “school of origin” is the school in which a student is enrolled at the time of placement in foster care or of a change in placement. A student in foster care is entitled to remain enrolled in his or her school of origin unless it is determined not to be in the student’s best interest to stay at that school.

Best-Interest Determination

DCF will make the final decision regarding whether it is in a student’s best interest to remain in the school of origin. District staff may be asked to provide information on the “educational best interest” of the student to support educational decision-making based on what is best for the student academically. For students receiving special education and related services under the Individual with Disabilities Education Act or for students on Section 504

accommodation plans, it is recommended that relevant team members should be consulted in the best interest determination process, as the district will still be required to ensure compliance with Least Restrictive Environment requirements.

The United States Department of Education has provided a list of factors that may be considered in determining the student's educational best interest, which include appropriateness of the current setting, proximity of placement to school attendance centers, the child's preference, the parents' preference, the child's attachment to the school of origin, where siblings will be placed, and the availability of needed services. The "best-interest determination" may not be made based on transportation costs or funding.

District Foster Care Liaison

The "district foster care liaison" is a district employee who facilitates the enrollment in or transfer to a public school of a student in the district who is a ward of the state. The district's foster care liaison is considered the designated point of contact for collaboration with DCF on transportation procedures.

The District has designated the following staff person as the District foster care liaison:

Name:

Position:

E-mail:

Address:

Telephone:

Child Welfare Agency

In Kansas, DCF is the regular child welfare agency for collaboration on transportation procedures. The Child Protective Services (“CPS”) division of DCF will typically be the division that works with the district on issues related to students in foster care, however, tribal child welfare agencies may also be involved with this process. Therefore, whenever DCF is used in these regulations, it may be deemed to apply to any child welfare agency based on the circumstances.

Child Welfare Contact

The district, if receiving Title I, Part A funds, must collaborate on transportation procedures with the DCF-designated contact if DCF notifies the district in writing that DCF has designated an employee to serve as a point of contact for the district.

Approved: 01/09/2017

General Transportation Procedures (OPTIONAL)

To ensure that transportation is provided promptly when it is determined to be in the best interest of a student in foster care to remain in the school of origin, the district has developed the following transportation procedures. These procedures will guide the development of an individual transportation plan for a student needing transportation to his or her school of origin.

Funding Strategies

The district and DCF have identified the following funding options that may be implemented if additional costs to transport a student in foster care to the school of origin are determined:

(Adjust the items below to include those agreed upon by the district and DCF. Consider any cost-sharing strategies that the district has used successfully with neighboring districts in transporting students who are homeless to and from their school of origin or any other programs where transportation costs are shared.)

1. Cost sharing between the district and DCF through use of a specific transportation strategy in which each party is responsible for a segment of the transportation;
2. Offset of costs by DCF, such as using Title IV-E funds paid to a foster parent or caregiver for transportation;
3. Cost sharing between the school district of attendance and the school district where the student is living;
4. Use of the district's Title I funds;

5. Use of Medicaid reimbursements if the IEP for a student receiving special education services will include transportation as a related service;
6. Use of any available grant funds; and
7. [Other].

Transportation Strategies

The following transportation strategies may be considered in achieving transportation to a student's school of origin:

(Adjust the items below to include those agreed upon by the district and DCF. Consider any strategies that have been used successfully to transport students who are homeless to and from their school of origin and effective practices currently used to share transportation costs with neighboring districts, community partners, or others.)

1. Arranging transportation by the foster parent or caregiver to the school of origin or to a bus stop on a route to the school of origin, such as when the foster parent lives within a certain distance from the school of origin;
2. Arranging transportation by a relative or another adult approved by DCF with whom the student has a relationship and whose existing commute aligns with the student's transportation need to the school of origin or a bus stop on a route to the school of origin;
3. Maximizing the existing district transportation system by exploring ways the student can be transported to an existing bus stop that serves the school of origin (options to transport the student to an existing bus stop

could occur through use of public transportation with a bus pass or transportation voucher, or transportation by the foster parent or caregiver, a relative, or another adult with whom the student has a relationship);

4. Using existing intradistrict transportation options that allow students to be transported within the district, such as routes for students who are homeless, students attending magnet programs, or students receiving special education services (this option may require the addition of a bus stop on an existing route or that an existing route be rerouted to accommodate the transportation needs);
5. Coordinating with the district in which the student is living to provide transportation to the district boundaries or an existing bus stop within the district;
6. Evaluating whether an IEP for a student receiving special education services will include transportation to the student's special education program at the school of origin as a related service;
7. Contracting with a private transportation company, such as a taxi service, for the student's transportation needs;
8. Using public transportation with a bus pass or transportation voucher;
9. Adding a district transportation route; or
10. [Other].

Individual Transportation Plan

When DCF determines that the best interest of a student in foster care is to remain in the school of origin, the district foster care liaison will take steps to promptly collaborate with relevant DCF staff on how transportation to the school of origin will be provided, arranged, and funded.

When possible, and to allow for adequate consideration of the student's needs, individual transportation planning will begin in advance of placement changes and will occur in coordination with the consultation on the student's educational best interest.

The district foster care liaison will convene a meeting to establish an individualized transportation plan for the student. The liaison will attempt to include the student's DCF education decision-maker and others who may be involved in education decision-making for the student, such as the student's caseworker, foster parent or caregiver, and the court-appointed special advocate (CASA) liaison. The District foster care liaison may also involve other district staff, as appropriate. The liaison will involve the district transportation director if the individual transportation plan will involve adjustments to existing bus routes.

If necessary, the district foster care liaison will identify a short-term transportation strategy that may be used until the final transportation plan is completed so that the student can remain at the school of origin without interruption.

In evaluating transportation options to the school of origin, participants will prioritize student safety, cost effectiveness, reliability, and time and distance of the commute.

Determining Additional Costs

To identify whether additional costs will be incurred in an individual transportation plan to transport the student to the school of origin, the foster care liaison will consult with the district transportation director to calculate the cost of transporting the student to the school that the student would otherwise attend, which will be used as a comparison. In accordance with the federal Non-Regulatory Guidance, if the district is able to provide transportation through an established bus route, there are no additional costs. If the district will reroute buses or provide transportation through a private vehicle or transportation company, the district may consider as additional costs the cost of rerouting buses or the difference between the special transportation costs and the usual transportation costs.

Administrative costs, such as additional staff time to coordinate transportation, will also be considered in determining whether there are additional costs to transport the student in foster care to the school of origin.

Plan Elements

The individual transportation plan may include:

1. A daily transportation strategy;
2. One or more backup transportation strategies;
3. Transportation strategies to allow participation in after-school and extracurricular activities;
4. A description of the funding strategy that will be used if additional costs to transport the student to the school of origin are identified;
5. Identification of who is responsible for each aspect of the transportation strategy;

6. Designation of an adult to accompany younger students, if necessary, such as when public transportation is used;
7. For transportation strategies with multiple segments, sign off procedures to ensure that the student safely and successfully completes each segment;
8. A communication protocol between the District and DCF when transportation for a student is no longer needed; and
9. A regular review process for adjusting transportation strategies when circumstances change.

The final individual transportation plan will require a signature by the foster care liaison and a district official who has authority to approve any additional expenditure. The DCF education decision-maker and the foster parent or caregiver, if different from the education decision-maker, will also be asked to sign the plan.

Approved: 01/09/2017

JBCB-R NON-RESIDENT STUDENTS

Any non-resident student who desires to be admitted to the schools of the district will make application to the superintendent, who shall report such application to the board at the next meeting following the receipt of the application, together with his/her recommendation thereon. The decision of the board on any such application shall be final.

Approved:

JBCBA TUITION

The tuition for all out-of-state students will be no less than \$600 per year. Kansas, out-of-district, students will pay no tuition charge. Prairie Hills Unified School No. 113 will pay no tuition for students leaving the district except where required by law. The board will not furnish transportation to pupils living outside the district except as required by law.

Approved:

JBCBA-R TUITION

The tuition, if any, on any student that is to be paid by another district shall be paid on the date provided in the agreement with that district. In the event that tuition for a non-resident student is to be paid by the parent or guardian, such tuition shall be paid in full at the time of enrollment, in the amount provided by the superintendent's office.

Approved:

JBCC-R ASSIGNMENT

The building principal shall be initially responsible for assignment of all pupils within his/her school. In the event that a parent or guardian is dissatisfied with a pupil assignment, he/she shall confer with the principal, and if he/she is not satisfied with the principal's explanation of the basis for the assignment, he/she may confer with the superintendent of schools. In the event that the parent is still dissatisfied, the assignment may be appealed in writing to the board of education.

Approved:

JBCCA TO SCHOOLS

No attendance center boundaries will be established by the board.

Approved:

JBCCB TO CLASSES

To the extent possible, class assignments will be made in such a way as to give each student the greatest freedom of choice consistent with his interests and abilities.

Approved:

JBCCB-R TO CLASSES

The building principal shall be responsible for assigning students to classes. In the elementary schools, the principal, in determining the grade level for any new student, may take into consideration the previous schooling of the child, but may assign the child to a lower grade level or higher grade level, if, in his/her judgment, the best interests of the child would be served thereby. In the junior high school, and in the senior high school, full faith and credit shall be given to units earned in other schools, unless the principal shall determine that there is valid reason for not doing so.

Approved:

When a student is absent from school, an attempt shall be made to contact the parent or guardian to determine the reason for the absence. The principal has been designated to determine the acceptability and validity of excuses presented by the parent(s) or the student.

Procedures for notifying parents on the day of a student's absence shall be published in the student handbook.

Excused/Unexcused Absences

The definition of "excused absence" includes the following:

- Personal illness;
- Health-related treatment, examination, or recuperation;
- Serious illness or death of a member of the family;
- Obligatory religious observances;
- Participation in a district-approved or school sponsored activity or course;
- Absences prearranged by parents and approved by the principal; and
- Students of active duty military personnel may have additional excused absences at the discretion of the principal for visitations relative to leave or deployment.

All absences which do not fit into one of the above categories would be considered an unexcused absence. A student serving a period of suspension or expulsion from the district shall not be considered inexcusably absent.

Significant Part of a School Day

An absence of two or more hours in any school day shall be considered an absence for a significant part of the school day.

Make-Up Work

It is the student's responsibility to obtain make-up assignments from teachers following an excused or unexcused absence.

Approved: 09/14/2015

JBD-R ABSENCES AND EXCUSES

The board of education has determined that a signed statement by a parent or guardian requesting absence of a student from classes will constitute a valid excuse for such absence from school up to a maximum of five (5) absences per semester.

All absences in excess of five per semester will be “unexcused” unless the student presents a physician’s statement explaining the absence or a parent or guardian arranges a personal conference with the building principal to explain the absence. Accumulation of five (5) unexcused absences will be reported as required by the Kansas Child Care Code.

Absences will be determined using combined half days or whole days. A “significant part of a school day” will be an absence longer than half the scheduled school day. Half days will be added to determine the accumulated absences. Building principals will be responsible for determining the differentiation between absences and tardies. A student, to be readmitted to school after being absent, shall present verification from a parent, guardian, or physician explaining the absence or it will be considered an unexcused absence.

It is the responsibility of the student to obtain the necessary information from his/her teachers with respect to making up the schoolwork lost during the absence.

Approved:

Truancy

JBE

(See AEB, IDCE, JBD, and JQ)

Unless reporting would violate the terms of any memorandum of understanding between the district and the authority to which reports would be made. The building principal (or ____) shall report students who are inexcusably absent from school to the appropriate authority.

Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester, or seven unexcused absences in a school year, whichever comes first. Truancy shall not apply to students who have attained a high school diploma, a general educational development credential, or a high school equivalency credential. Exceptions also exist for students attending the Kansas academy of mathematics and science and for students who are part of a recognized church or religious denomination objecting to a regular public high school education under circumstances specified in state law.

For truancy purposes, being enrolled and continuously attending a public school; a private, denominational, or parochial school taught by a competent instructor for a period of time which is substantially equivalent to the period of time public school is maintained in the school district in which the private, denominational, or parochial school is located; or a combination of attendance in both a public school and a private, denominational, or parochial school may satisfy compulsory attendance requirements. School year means the period from July 1 to June 30. Students who are absent without a valid excuse for a significant part of any school day shall be given an unexcused absence for truancy accounting purposes considered truant.

Prior to reporting to either the Department for Children and Families (if the student is under 13) or the county or district attorney (if the student is 13 or more years of age but less than 18 years of age), a letter shall be sent to the student's parent(s) or guardian notifying them that the student's failure to attend school without a valid excuse shall result in the student being reported truant.

Waiver of Compulsory Attendance Requirements

Students 16 or 17 years of age may be exempt from compulsory attendance regulations if:

- The student is regularly enrolled in and attending a program recognized by the board as an approved alternative educational program;
- the parent(s) or person acting as parent provides written consent to allow the student to be exempt from the compulsory attendance requirement and the student and the student's parent or person acting as parent attend the counseling session required by law and signs the appropriate consent and waiver form;
- the student is not subject to truancy law in accordance with law or this policy;

- the child is regularly enrolled and continuously attending school as required by law and is concurrently enrolled in a postsecondary educational institution; or
- the student is exempt from compulsory attendance requirements pursuant to a court order.

Involvement of Law Enforcement

Law enforcement officers may return truant children to the school where the child is enrolled, to the child's parent or guardian, or to another location designated by the board to address truancy issues.

Reporting to Parents

If a truant child is returned to school by a law enforcement official, the principal shall notify the parent or guardian.

Dual Enrollment Students

Eligible students who are enrolled in a board-approved dual enrollment program shall not be considered truant for the hours during the school day they attend classes at a Regent's university, community college, technical college, vocational educational school, or Washburn University.

Approved: 02/13/2023

Waiver of Compulsory Attendance Form

I, (name of parent(s) or legal guardian), understand that pursuant to Kansas law, (name of student) is required to attend school until he/she receives a high school diploma or General Educational Development (GED) credential or reaches the age of 18, whichever occurs first.

Pursuant to K.S.A. 72-3120, as amended, Unified School District No. _____ encourages (name of student) to remain in school or to pursue an education alternative.

The school has informed me that the academic skills listed below have not been achieved by (name of student):

[List skills that have not been achieved.]

Based on information attached below, I understand the difference in future earnings power between a high school graduate and a high school drop out.

The school has indicated to me and to my child that (name of student) is encouraged to attend one of the following alternative educational programs:

[List available alternative educational programs.]

The undersigned hereby give(s) written consent to allow (name of student), who is **[choose one]** 16 17 years of age, to be exempt from the Kansas compulsory attendance requirement and state I/we have attended the final counseling session conducted by Unified School District No. _____ in which the above information was presented to us.

Signed: _____
Parent or Legal Guardian

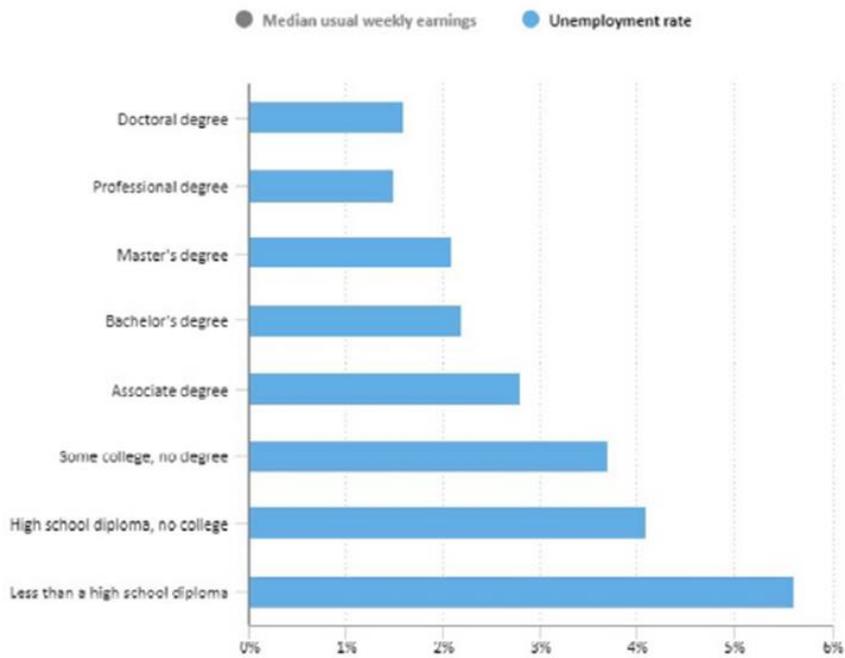
Date: _____

Signed: _____
Student

Date: _____

Approved: 02/08/2021

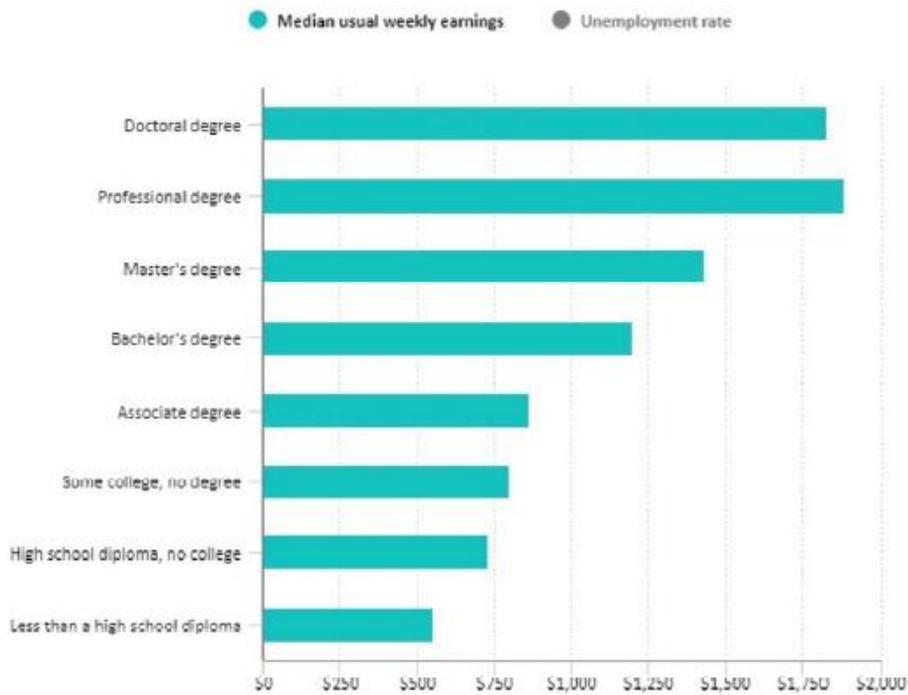
Median weekly earnings and unemployment rate by educational attainment, 2018



Click legend items to change data display. Hover over chart to view data.
 Note: Data are for persons age 25 and over. Earnings are for full-time wage and salary workers.
 Source: U.S. Bureau of Labor Statistics, Current Population Survey.



Median weekly earnings and unemployment rate by educational attainment, 2018



Click legend items to change data display. Hover over chart to view data.
 Note: Data are for persons age 25 and over. Earnings are for full-time wage and salary workers.
 Source: U.S. Bureau of Labor Statistics, Current Population Survey.



JBE-R TRUANCY (Cf. JBD-R)

The superintendent of schools shall include in his/her annual report any information relative to truancy that he/she feels should be called to the attention of the board and to the community.

The superintendent shall attempt to enlist the support and cooperation of the juvenile court in dealing with the school problems created by truancy.

The superintendent is authorized to report truanancies to the juvenile court.

Approved:

JBG READMISSIONS

Students whose enrollment has been terminated, either voluntarily or otherwise, may be readmitted by following the rules and regulations established by the board of education.

Approved:

JBG-R READMISSIONS

All applications for readmission to the schools shall be submitted, in writing, to the appropriate building principal. If the student who is applying for readmission has been previously expelled from the school, the principal shall attempt to establish communication with the parent or guardian, and to counsel with both parents or guardian and pupil concerning his/her readmission. If the student who is applying for readmission has previously withdrawn, either formally or otherwise, the principal, by appropriate counseling, shall assist the student in planning his/her schedule, in obtaining the necessary books and supplies, and in re-establishing himself/herself as an active participant in the program of the school.

Approved:

JCAA DUE PROCESS

Every student shall be afforded due process of law as required by statute and judicial decision, as further implemented by rules and regulations of the board of education.

Approved:

JCAB INTERROGATIONS AND SEARCHES

The interrogation of students on school premises by law enforcement officials and persons other than school personnel shall be conducted in a manner designed to produce the least possible disruption of the school program. Whenever possible, such interrogations shall be conducted before or after school hours and off of school property. Whenever a student is questioned on school property during school hours, every effort will be made to advise the student's parents or guardian prior to such interrogation.

The lockers in the public schools of the district shall be under the joint control of the student to which the locker is assigned and the building principal or his/her designated representative. The building principal or his/her designated representative shall have the combination or key to all locker locks and may search any locker at any time upon reasonable belief that the locker contains firearms, explosives, liquor, flammable material, dangerous weapons, narcotics, or other matter prohibited by law or school regulations from being on school property. Such search may be made without notice to the student to whom such locker has been assigned.

School personnel, including but not limited to principals and their assistants, teachers, counselors, consultants, and custodians, may interrogate any student at any time during school hours concerning matters of student discipline, academic achievement or use of school property with which such school personnel and the student are directly concerned.

JCAB INTERROGATIONS AND SEARCHES (continued)

No law enforcement officer may search any locker without a search warrant unless he has the consent of the building principal and is accompanied by the principal or his/her designated representative.

In order to protect the health, safety, or welfare of students under their jurisdiction, building principals or their designated representatives are authorized to search students. The building principal or his/her designated representative is prohibited from touching the person of the student for the purpose of conducting a search of the person of the student. All searches shall be carried out in the presence of an adult witness.

Approved:

JCAB-R INTERROGATIONS AND SEARCHES

The interrogation of students on school premises by law enforcement officials and persons other than school personnel shall be conducted in a manner designed to produce the least possible disruption of the school program. Whenever possible, such interrogations shall be conducted before or after school hours and off of school property. Whenever a student is questioned on school property during school hours, every effort will be made to advise the student's parents or guardian prior to such interrogation.

The lockers in the public schools of the district shall be under joint control of the student to which the locker is assigned and the building principal or his/her designated representative. (Whenever the principal is mentioned in this rule, it shall be construed so as to include "or his/her designated representative.") The building principal shall have the combination or key to all locker locks and may search any locker at any time upon reasonable belief that the locker contains firearms, explosives, liquor, flammable material, dangerous weapons, narcotics, or other matter prohibited by law or school regulations from being on school property. Such search may be made without notice to the student to whom such locker has been assigned.

School personnel, including but not limited to principals and their assistants, teachers, counselors, consultants, and custodians, may interrogate any student at any time during school hours concerning matters of student discipline, academic achievement or use of school property with which such school personnel and the student are directly concerned.

JCAB-R INTERROGATIONS AND SEARCHES (continued)

Any person other than a school employee who desires to interrogate any student during school hours on school premises shall report to the building principal where the student is attending school and state the purpose of the interrogation.

If the person seeking to interrogate the student has a warrant for the student's arrest, the principal shall forthwith turn the student over to such person who will remove the student from the building for interrogation. The parents or guardian shall be notified immediately of the student's arrest.

If such person seeking to interrogate a student does not have a warrant for the student's arrest, then the principal shall use his/her discretion as to whether the student to be questioned should be taken out of the class or activity in which he/she is involved for the purpose of being interrogated. Before permitting such interrogation, the principal shall attempt to notify the student's parents or guardian and afford them the opportunity to be present at such interrogation. The principal shall sit in on all interrogations of students conducted in the building or on school premises. Whenever possible, a principal should deny the request to interrogate a student during school hours on school property or during a school function.

Searches

Any person other than the building principal who wishes to search a student's locker shall report to the building principal before proceeding to the locker, and in no event shall such person be permitted to search the student's locker without the principal's consent unless such person has a valid search warrant authorizing him to make such search.

JCAB-R INTERROGATIONS AND SEARCHES (continued)

If the person desiring to search the student's locker has a warrant for such search, the principal shall immediately take such person to the student's locker and permit him to search the locker. Whenever possible, such search shall be made in the presence of the principal.

If the person desiring to search the student's locker does not have a warrant for such search, the principal shall not permit such search to be made unless said principal is of the opinion that there is reasonable cause to believe such locker contains some prohibited item or items (see JCDA-R). Before such search is permitted, however, an attempt shall be made to notify the parents or guardian of the student whose locker is to be searched so that they may be afforded the opportunity to be present during such search. All such searches shall be done in the presence of the student, if possible, and in the presence of the building principal.

Prohibited items recovered from a student's locker shall remain in the custody of the building principal, unless such items are turned over to law enforcement officials, and if this is done, the principal shall receive a receipt for each item so delivered.

Search of the Person

When it has been determined by the building principal that there is a reasonable cause to believe that a student is in possession of an object which can jeopardize the health, welfare or safety of other students, that student shall be ordered to report to the building principal's office. This determination may be based on any information received by the building principal, his/her designated representative, or by a member of the faculty or staff. It also may be based on knowledge of the student's disciplinary

JCAB-R INTERROGATIONS AND SEARCHES (continued)

problems, the student's association with known drug offenders, the student's exhibiting unusually large quantities of money, the student's exhibiting objects associated with drug use or the student's exhibiting such objects as bullets or a knife sheath which could be associated with dangerous weapons.

Once in the principal's office, the student shall be advised of the reason why he/she has been ordered to report to the principal's office. The student shall then be requested to empty items such as, but not limited to, pockets, purses, shoulder bags, and briefcases. Neither the building principal nor his/her designated representative shall touch the person of the student. Any evidence recovered by the building principal shall be turned over to the appropriate law enforcement authorities.

If the student refuses to comply with this request, the building principal shall contact the student's parents and request that they come to the school at once. The building principal shall advise the parents of the immediate situation. If the parents of the student are unable to persuade the student to comply, the parents and the student shall be advised that law enforcement officials will be contacted and the matter turned over to them. If the parents refuse to come to the school or are unable to be contacted and the student continues to refuse to cooperate, the building principal shall contact law enforcement officials and inform them of the facts that give him reasonable cause to believe that the student has illegal or dangerous objects on his or her person. Any further search of the person of the student shall be at the discretion and under the control of the law enforcement officials.

JCAB-R INTERROGATIONS AND SEARCHES (continued)

Once the building principal has relinquished control of the person of the student to the law enforcement officials, the building principal shall remain with the student and be present during any search of the person of the student made by law enforcement officials on school property to ensure that the rights of the student are protected. A written report of each search incident shall be made by the building principal and submitted to the superintendent of schools. The written report shall contain the name of the student, the time, date and place of the search, the reason or reasons for the search, the fact of whether law enforcement officials were called, the name of the person who conducted the actual search, the names of the persons present while the student was being searched and the result of the search. The superintendent shall file the written report in the student's official school file. The report shall then become a part of the student's official education record.

The above procedures shall also be followed by the building principal where he/she has reasonable cause to believe that a student has illegal or dangerous objects hidden on his or her person, other than in such items as pockets, purses, shoulder bags and/or briefcases.

Approved:

JCAB-R Use of Trained Dogs to Search

The administration is authorized to conduct searches with law enforcement officers or private agencies utilizing canines whose reliability and accuracy for sniffing out contraband has been established. The trained dog must be accompanied by a qualified and authorized trainer who will be responsible for the dog's actions. The trained dog shall be used to aid in the search for contraband in school-owned property and automobiles parked on school property. Canines shall not be used to search students unless school officials have established independently that there is reasonable cause to believe the student possesses contraband on his or her person. An indication by the dog that contraband is present on school property or in an automobile shall be reasonable cause for a further search by school officials.

To be included in Student handbook:

1. Trained dog searches of school property, to include lockers, locker rooms, hallways, and parking lots shall be conducted randomly at the request of administration without notice and without student consent.
2. The trainer and dog will be permitted to come into the school building accompanied by a school administrator, normally while students are in classrooms.
3. The trained dog will not search students or student book bags unless school administration has independently determined that there is reasonable cause to do so.
4. If the trained dog alerts on a locker or vehicle, the student will be called out of class to witness the search, if possible, and the student's parent notified immediately after the search is concluded, regardless of whether or not contraband is found.
5. In the event the search after an alert reveals contraband in the locker or vehicle, law enforcement officers will take custody of the contraband, the student's parent notified, and the student removed to the building principal's office for further processing.

Approved:

Principals are authorized to search students if there is reasonable suspicion that district policies, rules or directives are being violated. Strip searches shall not be conducted by school authorities. All searches by the principal shall be carried out in the presence of another adult witness.

The student shall be told why a search is being conducted. The student shall be requested to empty items such as, but not limited to, pockets, purses, shoulder bags, book bags and briefcases. The principal shall attempt to call the student's parent/s and may call law enforcement. Items which the principal believes may be connected with illegal activity shall remain in the custody of the principal unless the items are turned over to law enforcement officials. If the student refuses to cooperate, the principal may take disciplinary action and/or seek assistance from law enforcement.

If law enforcement assistance is present, further search of the student shall be with cooperation and assistance of law enforcement officials. The principal shall remain with the student and be present during any search of the student made by law enforcement officials on school property. The principal shall receive and file a receipt for items turned over to law enforcement officials.

If the principal believes a student is in possession of an object which can jeopardize the health, welfare or safety of the student or others,

the student shall be removed to a safe location. This determination may be based on any information received by the principal or any member of the faculty or staff.

Written documentation of each search shall be maintained by the principal.

(Whenever the principal is mentioned in this policy, it shall be construed so as to include the superintendent “or designated representative.”)

Approved: 02/08/2016

JCB POLICIES AND RULES DEVELOPMENT INVOLVEMENT

The board will consider ideas and recommendations of students of the school system in adopting policies, rules and regulations governing the conduct of students and their rights and responsibilities.

Approved:

JCB-R POLICIES AND RULES DEVELOPMENT

Each building principal shall develop a plan whereby students may make suggestions and present their ideas in regard to rules and regulations governing their conduct that have been or might be adopted by the board of education. At least once each month while school is in session, principals shall reduce all such ideas and suggestions to writing and submit them to the superintendent of schools for consideration by the board.

Approved:

JCAC Interrogation and Investigations

JCAC

(See EBC, GAAD, JCABB, JCEC and JHCAA)

Building administrators, school security officers, and/or others designated by the superintendent may conduct investigations and question students about violation of school rules, the student conduct code, and/or law. Unless otherwise provided herein, such investigators shall not be required to contact the student's parent, guardian, or representative prior to questioning and may request law enforcement, school resource officer(s), and/or school security officer(s) for assistance in conducting the investigations.

If there is reason to believe a violation of a criminal law has been committed, the building administrator, the superintendent's designee, and/or school security officer with authorization of the superintendent or the superintendent's designee shall notify the appropriate law enforcement agency of criminal conduct as provided in law and/or board policy and may request further investigation of the alleged violation.

When a school resource officer or campus police officer initiates an investigation of a potential violation of criminal law by a student on the officer's own initiative and not at the behest of a building administrator or the designee of the superintendent, such officer will notify the building administrator and will make a reasonable attempt to contact the student's parent, guardian, or representative prior to initiating questioning.

Coordination with Law Enforcement

School administrators and/or school security officers shall meet at least annually with local law enforcement officials to discuss the district's policies and rules regarding law enforcement contacts with the district and reporting of potential criminal acts at school or school activities.

Notification of Investigations Conducted by Law Enforcement Officers

When law enforcement officers initiate an investigation involving questioning of a student on a topic unrelated to a report of child abuse or neglect or to the identity of the student during school hours, the building administrator shall make a reasonable attempt to contact a parent, guardian, or representative of the student(s) prior to such questioning. Notification or attempted notification of a parent, guardian, or representative shall be documented by the administrator involved. If a student's parent, guardian, or representative is not present during such questioning of a student, the principal may be present unless otherwise specified in law or board policy.

Child Abuse and Identity Investigations Conducted by Law Enforcement Officers

The administration shall cooperate with law enforcement officers who are conducting investigations of suspected child abuse or neglect or concerning the student's identity. For any

investigations concerning known or suspected child abuse or neglect, school staff shall follow the procedures outlined in board policy GAAD instead of the requirements of this policy.

Law Enforcement Initiated Investigations at School

In cases not involving the investigation of known or suspected child abuse or neglect or involving the student's identity, law enforcement officers shall not be permitted to initiate and conduct investigations involving the questioning of students during school hours unless the student's parent or guardian has given the school permission to allow the questioning, a valid warrant has been presented to the building administrator for such purpose, or in demonstrated emergency situations. If a demonstrated emergency is found, the building administrator shall require identification of law enforcement officials and reasons for the interrogation or investigation of a student. If the building administrator is not satisfied with either the identification or the reason, the request shall not be granted. The building administrator shall attempt to notify the superintendent and the officer's superiors of the reasons for the refusal.

Taking Students Into Custody

Students shall not be voluntarily released by school officials to law enforcement authorities unless the student has been placed under arrest or taken into custody by law enforcement, school resource officers, campus police officers; or Department for Children and Families ("DCF") authorities pursuant to a child abuse investigation. Except as otherwise specified in this policy, a reasonable effort shall be made to notify the student's parent, guardian, or representative when students are removed from school for any reason. Parents shall not be notified by school officials when their child is taken into custody by DCF, school resource officers, campus police officers, and/or law enforcement as a result of allegations of abuse or neglect and there is reason to believe sharing the information may lead to harm of the child or others. Except as provided above and/or as specified in a court order or arrest warrant, if a student is taken into custody by a law enforcement officer, school resource officer, or campus police officer, building administrators shall make a good-faith effort to contact the student's parent or guardian. Notification efforts shall be documented.

When a student has been taken into custody or arrested on school premises without prior notification to the building administrator, the school staff present shall ask the law enforcement officer to notify the building administrator of the circumstances as quickly as possible and shall themselves contact the building administrator with any information they have regarding the child being taken into custody. School resource officers and campus police officers are expected to contact the building administrator as soon as practicable after taking a student into custody.

Disturbance of School Environment

Law enforcement officers may be requested to assist in controlling disturbances at school and, if necessary, to take students or other persons into custody.

Definition

For the purposes of this policy, “campus police officer” is a school security officer employed by and designated by the board to aid and supplement law enforcement agencies of the state, city, and/or county in which the school district is located.

For the purposes of this policy, students will not be deemed to be “taken into custody” when they are being questioned by a school resource officer, school security officer, and/or campus police officer about a violation of state law, county resolutions, city ordinances, board policy or regulation, and/or school rules on property owned, occupied, or operated by the school district or at the site of a function sponsored by the school district.

Approved: 07/11/2022

JCD CONDUCT

Students shall be expected to assume their share of responsibility in maintaining an atmosphere conducive to effective teaching-learning situations in all classes and activities in which they participate under the sponsorship of the school.

Approved:

JCDA BEHAVIOR CODE

The principal of each school is authorized and directed to develop such rules and regulations not inconsistent with policies, rules and regulations of the board of education which may be necessary to govern the conduct of the students under his/her supervision.

Approved:

JCDA-R BEHAVIOR CODE

Disruption of School

A student shall not by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct intentionally cause the substantial and material disruption or obstruction of any lawful mission, process, or function of the school.

Neither shall he/she engage in such conduct for the purpose of causing the substantial and material disruption or obstruction of any lawful mission, process, or function of the school if such a disruption or obstruction is reasonably certain to result.

Neither shall he urge other students to engage in such conduct for the purpose of causing the substantial and material disruption or obstruction of any lawful mission, process, or function of the school if a substantial and material disruption or obstruction is reasonably certain to result from his/her urging.

While this list is not intended to be exclusive, the following acts—when done for the purpose of causing a substantial and material disruption or obstruction of any lawful mission, process, or function of the school—illustrate the kinds of offenses encompassed here:

- (1) occupying any school building, school grounds, or part thereof with intent to deprive others of its use;
- (2) blocking the entrance or exit of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of, the building or corridor or room;
- (3) setting fire to or substantially damaging any school building or property;
- (4) firing, displaying, or threatening use of firearms, explosives, or other weapons on the school premises for any unlawful purpose;
- (5) preventing or attempting to prevent by physical act the convening or continued functioning of any school, class, or activity or of any lawful meeting or assembly on the school campus;

JCDA-R BEHAVIOR CODE (continued)

- (6) preventing students from attending a class or school activity;
- (7) blocking normal pedestrian or vehicular traffic on a school campus except under the direct instruction of the principal, and
- (8) continuously and intentionally making noise or acting in any manner so as to interfere seriously with the teacher's ability to conduct his/her class; and
- (9) appearing in the nude, either on the school grounds, in any attendance center, or at any school-sponsored activity, in the presence of members of the opposite sex.

Damage or destruction of school property. A student shall not intentionally cause or attempt to cause substantial damage to valuable school property or steal or attempt to steal school property of substantial value. Repeated damage or theft involving school property of small value also shall be a basis for long-term suspension or expulsion from school.

Damage or destruction of private property. A student shall not intentionally cause or attempt to cause substantial damage to valuable private property or steal or attempt to steal valuable private property either on the school grounds or during a school activity, function, or event off school grounds. Repeated damage or theft involving private property of small value also shall be a basis for long-term suspension or expulsion from school.

Assault on a school employee. A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably cause physical injury to a school employee

- (1) on the school grounds during and immediately before or immediately after school hours,
- (2) on the school grounds at any other time when the school is being used by a school group, or
- (3) off the school grounds at a school activity, function, or event.

JCDA-R BEHAVIOR CODE (continued)

Neither self-defense nor action undertaken on the reasonable belief that it was necessary to protect some other person is to be considered an intentional act under this rule.

Physical Abuse of a Student or Other Person Not Employed by the School.

A student shall not intentionally do serious bodily injury to any person

- (1) on the school grounds during and immediately before or immediately after school hours,
- (2) on the school grounds at any other time when the school is being used by a school group, or
- (3) off the school grounds at any school activity, function or event.

Neither self-defense nor action undertaken on the reasonable belief that it was unnecessary to protect some other person is to be considered an intentional act under this rule.

Weapons and Dangerous Instruments

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon

- (1) on the school grounds during and immediately before or immediately after school hours,
- (2) on the school grounds at any other time when the school is being used by a school group, or
- (3) off the school grounds at any school activity, function or event.

This rule does not apply to normal school supplies like pencils or compasses, but does apply to any firearm, any explosive including firecrackers, any knife other than a small penknife, and other dangerous objects of no reasonable use to the pupil at school.

JCDA-R BEHAVIOR CODE (continued)

Narcotics, Alcoholic Beverages, and Stimulant Drugs. A student shall not knowingly possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind

- (1) on the school grounds during and immediately before or immediately after school hours,
- (2) on the school grounds at any other time when the school is being used by any school group, or
- (3) off the school grounds at a school activity, function, or event.

Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule.

Violation of any provision of this behavior code may result in suspension and/or expulsion.

Repeated School Violations. A student shall not repeatedly fail to comply with directions of teachers, student teachers, substitute teachers, teacher aides, principals or other authorized school personnel during any period of time when he/she is properly under the authority of school personnel.

Approved:

JCDAA Tobacco-Free School Grounds for Students

JCDAA

(See GAOC and KMA)

The use, possession, or promotion of any tobacco product by any student is prohibited at all time in any district facility; in school vehicles; at school-sponsored activities, programs, or events; and on school owned or operated property.

Student violations will result in disciplinary actions as outlined by board policy and/or student handbooks. Disciplinary actions may include parent/guardian notification, participation in a tobacco and electronic nicotine delivery systems education program, referral to a cessation program, and/or community service. Student violations may be reported to law enforcement if use or possession is deemed to be illegal.

The following definitions apply to this policy.

“Tobacco product” means any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled, or ingested by any other means, including, but not limited to, electronic nicotine delivery system (hereafter “ENDS”), cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or snus. Tobacco product also means any component or accessory used in the consumption of a tobacco product, such as filters, rolling papers, pipes, charging devices, cartridges, and any substances used in ENDS, whether or not they contain nicotine. This definition does not include FDA-approved nicotine replacement therapies including transdermal nicotine patches, nicotine gum, and nicotine lozenges prescribed to the student by a medical practitioner or obtained over the counter and used in accordance with label requirements.

“Electronic nicotine delivery system” or “(ENDS)” means any device that delivers a vaporized solution (including nicotine, THC, or any other substance) by means of cartridge or other chemical delivery systems. Such definition shall include, but may not be limited to, any electronic cigarette, vape pen, hookah pen, cigar, cigarillo, pipe, or personal vaporizer. ENDS are not FDA-approved nicotine replacement therapy devices.

“Promotion” includes, but is not limited to, product advertising via branded gear, bags, clothing, any personal articles, signs, structures, vehicles, flyers, or any other materials.

Approved: 07/13/2020

JCDAB ALCOHOL USE (Cf. JCDA, JDD)

The consumption and/or possession of any alcoholic beverage by students is prohibited in any attendance center, on school grounds or at any school-sponsored activity.

Any student who consumes any alcoholic beverage 1)before entering any school grounds or attendance center, 2)at any school-sponsored activity off school grounds or 3)while traveling to and from any school-sponsored activity, shall be refused entrance and admission and may be suspended or expelled in accordance with the provisions of JDD and state law.

Approved:

JCDB Dress Code

JCDB

Neatness, decency, and good taste are guidelines of the district dress code. Students must dress in a manner that is not obscene; offensive; or substantially or materially disruptive to the learning environment. Apparel that is sexually suggestive; promotes violence, illegal activities, drugs, alcohol, and/or tobacco; or is determined to be gang related is prohibited.

Student apparel and grooming must also meet requirements of any courses which are part of the approved curriculum in which they are enrolled.

Traditional tribal regalia or objects of cultural significance shall not be prohibited at a public event.

Dress codes shall be published in the appropriate student handbooks.

Approved: 01/10/2022

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon at school, on school property, or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

Weapons and Destructive Devices

As used in this policy, the term “weapon and/or destructive device” shall include, but shall not be limited to:

- * any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- * the frame or receiver of any weapon described in the preceding example;
- * any firearm muffler or firearm silencer;
- * Any explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine, or similar device;
- * any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant and which has any barrel with a bore of more than 1/2 inch in diameter;
- * any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples and from which a destructive device may be readily assembled;
- * any bludgeon, sand club, metal knuckles, or throwing star;
- * any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife or any knife having a blade that opens, falls, or is ejected into position by the force of gravity or by an outward, downward, or

centrifugal thrust or movement;

* any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

Penalties for Weapon Violations

Possession of a weapon and/or destructive device listed under the “Weapons and Destructive Devices” heading of this policy shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion be modified on a case-by-case basis.

Possession of, handling of, and/or transmitting a weapon of a type other than described under the “Weapons and Destructive Devices” heading above, an item being used as a weapon or destructive device, or a facsimile of a weapon may result in disciplinary action up to and including suspension and/or expulsion. Expulsion hearings for weapons violations shall be conducted by the superintendent or the superintendent’s designee.

Students violating this policy shall be reported to the appropriate law enforcement agency(ies) and, if a juvenile, to the Secretary for DCF or the Secretary of KDOC as appropriate.

Possession of an air gun at school, on school property, or at a school supervised activity will not be prohibited for students participating in an air gun-related activity sponsored by an organization held at school or when in transit to or from such activities held off district property.

Approved: 08/08/2016

Complaints of Discrimination

JCE

(See JDDC, JGEC, JGECA, KN, and KNA)

Complaints About Discrimination

The district is committed to maintaining a working and learning environment free from discrimination, insult, intimidation, and harassment due to race, color, religion, sex, age, national origin, or disability.

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment in the district's programs and activities is prohibited. (Position, address, phone number of compliance coordinator) has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

Any incident of discrimination, including acts of harassment, shall promptly be reported for investigation and corrective action by the building principal or district compliance coordinator. Any student or employee who engages in discriminatory conduct shall be subject to disciplinary action, up to and including termination from employment or expulsion from school.

Any perceived incident of discrimination in any form shall be promptly reported to the building principal, another administrator, the counselor, another certified staff member, or the district compliance coordinator for investigation and corrective action by the building or district compliance officer. Any school employee who receives a complaint of discrimination or harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the report shall be made to the district compliance coordinator. Complaints alleging discriminatory and/or harassing conduct on the part of the superintendent shall be addressed to the board of education. Any general student complaint, not alleging an act of discrimination, shall be resolved under the district's general complaint procedures in policy KN.

Except as otherwise provided in this policy or board policies GAAC, JGEC, or KNA regarding complaints of discrimination on the basis of sex or regarding child nutrition programs, complaints about discrimination, including complaints of harassment, will be resolved through the following complaint procedures.

Informal Procedures

The building principal shall attempt to resolve complaints of discrimination or harassment in an informal manner at the building level. Any school employee who receives a complaint of such discrimination or harassment from a student, another employee, or any other individual shall inform the individual of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. The building principal shall discuss the complaint with the individual to determine if it can be resolved. If the matter is resolved to the satisfaction of the individual, the building principal shall document the nature of the complaint and the proposed resolution of the complaint and forward this record to the district compliance coordinator. Within 20 days after the complaint is resolved in this manner, the principal shall contact the complainant to determine if the resolution of the matter remains acceptable.

If the matter is not resolved to the satisfaction of the individual in the meeting with the principal, or if the individual does not believe the resolution remains acceptable, the individual may initiate a formal complaint.

Formal Complaint Procedures

- A formal complaint shall be filed in writing and contain the name and address of the person filing the complaint. The complaint shall briefly describe the alleged violation. If an individual does not wish to file a written complaint, and the matter has not been adequately resolved through the informal procedures described herein, the building principal may initiate the complaint. Forms for filing written complaints are available in each school building office and the central office.
- A complaint should be filed as soon as possible after the conduct occurs but not later than 180 days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.
- If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board may appoint an investigating officer. In other instances, the investigation shall be conducted by the building principal, the compliance coordinator, or another individual appointed by the board or the superintendent. The investigation shall be informal but thorough. The complainant and the respondent will be afforded an opportunity to submit written or oral evidence relevant to the complaint and to provide names of potential witnesses who may have useful information.
- A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator, and a copy forwarded to the complainant and the respondent within 30 days after the filing of the complaint. If the investigator anticipates a determination

will not be issued within 30 days after the filing of the complaint, the investigator shall provide written notification to the parties including an anticipated deadline for completion. In no event, shall the issuance of the written determination be delayed longer than 10 days from the conclusion of the investigation.

- If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.
- If the investigation results in a recommendation that an employee be suspended without pay or terminated, procedures outlined in board policy, the negotiated agreement (as applicable), and state law will be followed.
- Records relating to complaints filed and their resolution shall be forwarded to and maintained in a confidential manner by the district compliance coordinator.

Formal Complaint Appeal

- The complainant or respondent may appeal the determination of the complaint.
- Appeals shall be heard by the district compliance coordinator, a hearing officer appointed by the board or the superintendent, or by the board itself.
- The request to appeal the resolution shall be made within 20 days after the date of the written determination of the complaint at the lower level.
- The appeal officer shall review the evidence gathered by the investigator at the lower level and the investigator's report and shall afford the complainant and the respondent an opportunity to submit further evidence, orally or in writing, within 10 days after the appeal is filed.
- The appeal officer will issue a written determination of the complaint's validity on appeal and a description of its resolution within 30 days after the appeal is filed.

The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.

Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies including the right to file a complaint with the Office for Civil Rights of the U.S. Department of Education or the Kansas Human Rights Commission.

Approved: 02/13/2023

JCE-R COMPLAINTS AND GRIEVANCES

Any student may file a complaint against any school employee or any school rule and/or regulation. Said complaint must be in writing, and if filed against any employee, it must be filed within twenty (20) days following the act or event about which the complaint arose. Said complaint must be specific and in reasonable detail as to who, what, where and when concerning the complaint. Any complaint not filed within said twenty (20) day period shall be deemed to have been waived. Complaints or grievances concerning a board rule or regulation may be filed at any time and shall be filed with the clerk of the board. Complaints or grievances concerning a particular principal's rule or regulations shall be filed with that principal.

Approved:

JCEB-R HEARING PROCEDURE

Any hearing granted under this regulation shall follow the procedure designed therefore by the person with whom the grievance is filed, except that complaints or grievances heard by the board of education shall be in accordance with the procedure established by the board. See JDD-R.

Approved:

JCEC DEMONSTRATIONS AND STRIKES

The principal of each school will establish rules for orderly demonstrations by students subject to the following conditions: that there is no disruption of the operation of any class or school function; that the demonstration is peaceful and does not violate any state or federal law, any city ordinance or school regulation.

Strikes by students are prohibited. A strike shall mean the concerted effort by two or more students in any of the following activities: refusal to go to class; refusal to leave a class; refusal to obey an order of a teacher, principal or other person having authority to give the order which is being refused; and refusal to leave a school building or to leave the school premises.

Approved:

JCEC-R DEMONSTRATIONS AND STRIKES

Any demonstration which in the opinion of the building principal or his/her designated representative is in violation of a state law, city ordinance or school regulation or is disruptive of a class or school function or which is about to become so may be summarily terminated by such principal or his/her designated representative. Demonstrations on school property are a privilege and not a right, and this privilege may be revoked at any time under the circumstances set out above, or under any other circumstance which the principal or his/her designated representative or the superintendent or his/her designated representative believes to be in the best interests of the school system or the safety and welfare of the students.

Strikes by students shall be reported immediately to the superintendent of schools or his/her designated representative by the principal or by a teacher, custodian or any other school official who has knowledge of same if the principal is unable to make such notification.

Approved:

JD DISCIPLINE

The Board of Education recognizes that corporal punishment has no real benefit and shall not be used as a form of discipline in USD 113.

Approved: 06/04/12

JDB DETENTION (Cf. GBBA-R)

Detention periods may be provided by building principals and administered according to rules established by them. Any such rules shall be approved by the superintendent and filed in the central office.

Approved:

JDC PROBATION

The use of probation is authorized when the achievement of discipline will be better served. Any punishment, suspension or expulsion may be set aside by the person having authority to impose same, and the student involved may be placed on probation for a fixed period of time. Said punishment, suspension or expulsion shall remain suspended so long as the conditions of probation are met by the student.

Approved:

JDC-R PROBATION

Any punishment, suspension or expulsion may be set aside by the person having authority to impose same, and the student involved may be placed on probation for a fixed period of time.

Said punishment, suspension or expulsion shall remain suspended so long as the conditions of probation are met by the student. Any student placed on probation shall be given a written list of the terms and conditions of his/her probation and the student shall sign a statement to the effect that he/she has had said terms and conditions fully explained to him/her, that he/she understands them and that he/she is willing to abide by them and that if he/she fails to do so, the punishment originally imposed may be reinstated at the discretion of the person granting such probation.

Approved:

Suspension and Expulsion Procedures

JDD

(See AEB, EBC, IHEA, JBD, JCDBB, JDC, JCDA, JDDB, JDDC, and JHCAA)

Except as limited by Section 504 or the Individuals with Disabilities Education Act (“IDEA”), a student may be suspended or expelled, for reasons set forth in Kansas law. Any student who is suspended for a period of more than 10 days or expelled shall receive a copy of the current suspension and expulsion law and this policy. Suspension/expulsion hearings shall be conducted by the superintendent/designee or other certificated employee, or committee of certificated employees of the school in which the pupil is enrolled, or by any other hearing officer appointed by the board.

Reasons for Suspension or Expulsion

Students may be suspended or expelled for one or more of the following reasons:

- Willful violation of any published, adopted student conduct regulation;
- Conduct which substantially disrupts, impedes, or interferes with school operation;
- Conduct which endangers the safety or substantially impinges on or invades the rights of others;
- Conduct which constitutes the commission of a felony;
- Conduct at school, on school property, or at a school supervised activity which constitutes the commission of a misdemeanor;
- Disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operation; and
- Possession of a weapon at school, on school property or at a school- sponsored event.

Short-term Suspension

Except in an emergency, a short-term suspension (not exceeding ten school days) must be preceded by oral or written notice of the charges to the student and an informal hearing. If a hearing is not held prior to the suspension, an informal hearing shall be provided no later than 72 hours after imposition of a short-term suspension.

Written notice of any short-term suspension shall be delivered to the student’s parent or guardian within 24 hours after the suspension has been imposed. Short-term suspension hearings may be conducted by any person designated in policy as having the authority to suspend.

At the informal suspension hearing, the student shall have the right to be present and to be notified of the charges and the basis for the accusation. The student shall have the right to make statements in his/her defense after receiving notice of the charges.

Suspension and Expulsion Procedures

JDD-2

Long-Term Suspension or Expulsion

Before a student is subject to long-term suspension (not to exceed 90 school days) or expulsion (not to exceed 186 school days or one calendar year for certain weapon and/or destructive device violations), a hearing shall be conducted by a hearing officer who has been authorized by the board.

Formal hearings shall be conducted according to procedures outlined in current Kansas law and:

- The student and parents or guardians shall be given written notice of the time, date and place of the hearing.
- The notice shall include copies of the suspension/expulsion law, and appropriate board policies, regulations and handbooks.
- The hearing may be conducted by either a certified employee or committee of certified employees authorized by the board, the chief administrative officer, or other certified employee of the district in which the student is enrolled, or by an officer appointed by board. Expulsion hearings for weapons violations shall be conducted in compliance with Kansas law by persons appointed by the board.
- Findings required by law shall be prepared by the person or committee conducting the hearing.
- A record of the hearing shall be available to students and parents or guardians according to Kansas law.
- Written notice of the result of the hearing shall be given to the pupil and to parents and guardians within 24 hours after determination of such result.

Rules Which Apply in all Cases When a Student May be Suspended or Expelled

- Refusal or failure of the student and/or the student's parents to attend the hearing shall result in a waiver of the student's opportunity for the hearing.
- A student suspended for more than 10 school days or expelled from school shall be provided with information concerning services or programs offered by public and private agencies which provide services to improve the student's attitude and behavior.
- A student who has been suspended or expelled shall be notified of the day the student can return to school.
- If the suspension or expulsion is not related to a weapons violation, the principal may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation. (See JDC)

Suspension and Expulsion Procedures

JDD-3

- If the expulsion is related to a weapons violation the superintendent may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation if the student is allowed to return. (See EBC, JCDBB and JDC)
- The days a student is suspended or expelled are not subject to the compulsory attendance law.
- During the time a student is suspended or expelled from school, the student may not:
 - Be on school property or in any school building without the permission of the principal.
 - Attend any school activity as a spectator, participant or observer.

A student over the age of 18 or the parents or guardian of a student who is suspended for more than 10 days or expelled from school may appeal to the board within 10 calendar days of receiving written notice of the hearing results.

When a suspension is imposed during the school day, the student shall not be removed from school until a parent has been notified. If a parent cannot be notified during regular school hours, the student shall remain at school until the regular dismissal time.

Student Rights During a Long-Term Suspension/Expulsion Hearing

The student shall have the right:

- to counsel of his/her own choice;
- to have a parent or guardian present;
- to hear or read a full report of testimony of witnesses;
- to confront and cross-examine witnesses who appear in person at the hearing; to present his or her own witnesses;
- to testify in his or her own behalf and to give reasons for his or her conduct;
- to an orderly hearing; and
- to a fair and impartial decision based on substantial evidence.

Appeal to the Board

The following conditions shall apply if a student who is age 18 or older or the student's parent or guardian files a written appeal of a suspension or expulsion:

- Written notice of the appeal shall be filed with the clerk within 10 calendar days of receiving the results of the hearing.
- The board or hearing officer appointed by the board shall hear the appeal within 20 calendar days after the notice of appeal is filed.

Suspension and Expulsion Procedures

JDD-4

- The student and the student's parent shall be notified in writing of the time and place of the appeal at least 5 calendar days before the hearing.
- The hearing shall be conducted as a formal hearing using rules similar to those noted earlier for expulsion hearings.
- The board shall record the hearing.
- The board shall render a final decision no later than the next regularly scheduled board meeting after the conclusion of the appeal hearing.

Approved: 02/13/2023

- Sample Form -

Retype to suit local needs, remove from policy book, and file with the clerk and principals. Form could also be included in staff or student handbooks.

Report to Staff Member USD _____

Pursuant to K.S.A. 72-6143, administrative, professional or paraprofessional employees of a school who have information that a pupil has engaged in the following shall report the information and the identity of the student to the superintendent. The superintendent shall investigate the matter, and, if it is determined the student has been involved in the following, the superintendent shall provide information and the identity of the pupil to all employees who are involved, or likely to be directly involved, in teaching or providing related services to pupil:

1. Any student who has been expelled for conduct which endangers the safety of others;
2. Any student who has been expelled for commission of felony type offenses;
3. Any student who has been expelled for possession of a weapon;
4. Any student who has been adjudged to be a juvenile offender and whose offense, if committed by an adult, would constitute a felony, except a felony theft offense involving no direct threat to human life;
5. Any student who has been tried and convicted as an adult of any felony, except theft involving no direct threat to human life.

You are notified that _____, within the past 365 days, has been expelled, adjudged or convicted for an activity listed above.

School District staff are required by both Federal Law and K.S.A. 72-6311 to protect the right of privacy of any student under the age of 18 and the student's family regarding personally identifiable records, files, data, and information directly related to the student and his/her family. I acknowledge this responsibility and agree that I will disclose the above information only to other USD _____ employees and officials. Violation of these privacy rights could include sanctions up to and including termination.

Signed: _____
School employee who receives the report

Signed: _____
Administrator or school employee making report

Maintaining drug-free schools is important in establishing an appropriate learning environment for the district's students. Unless otherwise specified in this policy, the possession, use, sale, distribution, and/or being under the influence of illicit drugs, controlled substances, and/or alcohol by students at school, on or in school property, or at school sponsored activities or events is prohibited.

Possession, use, and/or being under the influence of a controlled substance by a student for the purposes of this policy shall only be permitted if such substance was:

1. Obtained directly from, or pursuant to a valid prescription or order, issued to such student from a person licensed by the state to dispense, prescribe, or administer controlled substances;
2. In the case of use or possession, approved and administered, if administered at all, in accordance with board policy JGFGB and/or board policy JGFGBA; and
3. Used, if at all, in accordance with label directions.

Student Conduct

As a condition of continued enrollment in the district, students shall abide by the terms of this policy.

Students shall not manufacture, sell, distribute, dispense, possess, use, and/or be under the influence of illicit drugs, controlled substances, or alcoholic beverages at school, on or in school district property, or at any school activity,

program, or event. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to:

[Insert local sanctions here: Possible sanctions for noncompliance must include expulsion as a consequence for violation of JDDA.]

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-6114, et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. If a student agrees to enter and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents.

A list of area drug and alcohol counseling and rehabilitation programs, along with names and addresses of contact persons for the programs, is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program.

A copy of this policy will be provided to all students and the parents of all students. Parents of all students will be notified that compliance with this policy is mandatory.

Approved: July 9, 2018

JDDA-R DRUG FREE SCHOOLS

Student Conduct

As a condition of continued enrollment in the districts, students shall abide by the terms of this policy.

Students shall not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, controlled substances or alcoholic beverages on school district property, or at any school activity. Any student violating the terms of this policy shall be reported to the appropriate law enforcement officials, and shall be subject to the following sanctions:

1. First Offense. A first time violator shall be subject to the following sanctions:
 - a. A punishment up to and including short-term suspension;
 - b. Suspension from all student activities for a period of not less than one month.
2. Second Offense. A second time violator shall be subject to the following sanctions:
 - a. A punishment up to and including long-term suspension;
 - b. Suspension from all student activities for a period of not less than one semester or four months.
 - c. A student placed on long-term suspension under this policy may be readmitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program. (Name(s) of acceptable programs are on file with the board clerk.)
3. Third and Subsequent Offenses. A student who violates the terms of this policy for the third time, and any subsequent violations, shall be subject to the following sanctions:
 - a. A punishment up to and including expulsion from school for the remainder of the school year.
 - b. Suspension from participation and attendance at all school activities for the year.

JDDA-R DRUG FREE SCHOOLS (continued)

- c. A student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion only if the student has completed a drug and alcohol education and rehabilitation program at an acceptable program.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-8901, et. seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. In the event a student agrees to enter into and complete a drug education or rehabilitation program, the cost of such program shall be the responsibility of the student and his or her parents. Drug and alcohol counseling and rehabilitation programs are available for students of the district.

A list of available programs along with names and addresses of contact persons for the program is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program (Cf. JCAD and JDD).

A copy of this policy and a list of available drug and alcohol counseling programs shall be provided to all students and to the parents of all students. Parents of all students shall be notified that compliance with this policy is mandatory.

Approved:

JDDA-R2 DRUG FREE SCHOOLS

In an effort to maintain an alcohol-free environment at school dances, all students and guests of students in attendance will be required to take a breathalyzer test upon entry. Students will enter at one entrance point for the dance or activity so the breathalyzer test may be administered.

If the breathalyzer registers that a student has been drinking alcohol, a second test will be administered after a 10 minute interval. Students will not be allowed to leave by themselves after a positive test. If the student's test comes up positive again, the student will be questioned and his/her parents will be contacted to come pick up the student. Students who receive two positive test results will be subject to discipline up to and including suspension and expulsion. Any student, or guest of a student, refusing to take the breathalyzer test will not be allowed to attend the dance.

Approved:

JDDB Reporting to Law Enforcement (See EBC and JDD)

JDDB

Unless reporting would violate the terms of any memorandum of understanding between the district and local law enforcement, whenever a student engages in conduct which constitutes the commission of any misdemeanor or felony at school, on school property, or at a school supervised activity and/or has been found 1) in possession of a weapon, 2) in possession of a controlled substance or illegal drug, or 3) to have engaged in behavior at school which has resulted in or was substantially likely to have resulted in serious bodily injury to others, the {principal/superintendent} shall report such act to the appropriate law enforcement agency.

Approved: 08/08/2016

USD ____ Bullying Plan

(Also see Policies GAAE and JDDC)

Bullying means: Any intentional gesture or any intentional written, verbal, electronic, or physical act or threat either by any student, staff member, or parent towards a student or by any student, staff member or parent towards a staff member that is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment that a reasonable person, under the circumstances, knows or should know will have the effect of:

- Harming a student or staff member, whether physically or mentally;
- Damaging a student's or staff member's property;
- Placing a student or staff member in reasonable fear of harm; or
- Placing a student or staff member in reasonable fear of damage to the student's or staff member's property.

Bullying also includes cyberbullying. "Cyberbullying" means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games, and websites.

Additionally, bullying means any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to K.S.A. 72-6147 or subsection (e) of K.S.A. 72-1138, and amendments thereto. USD ____ will not tolerate these actions by students, staff, or parents.

For the purposes of this plan and its authorizing policies, "parent" includes a biological, adoptive, or step-parent; guardian; custodian; or other person with authority to act on behalf of a student.

Similarly, a "staff member" means any person employed by the district.

Any act of bullying by either an individual student or group of students towards a student or staff member of the district is prohibited on or while utilizing school property, in a school vehicle, or at school-sponsored activities, programs, and events. This policy applies to students who directly engage in an act of bullying, to students who, by their behavior, support another student's act of bullying, and to all staff members and parents who engage in similar behaviors.

Training concerning identifying, reporting, investigating, and preventing bullying behaviors as outlined in district policies and this plan shall be provided to students and staff members using resources available for such purpose and shall be provided through school assemblies, staff development, or other appropriate forums at least {annually/biannually}.

USD ____ focuses on bullying prevention by:

1. Developing a bullying prevention program based on the KSDE Bullying Prevention Resource Toolkit including addressing bullying, building adult capacity to change climate and culture, curriculum and instructional resources, and measuring social -emotional learning;
2. Using the Kansas State Department of Education's Social - Emotional and Character Development Standards to address school bullying and student mental health;

JDDC SHORT MODEL BULLYING PLAN

3. Implementing a social- emotional learning curriculum that includes an anti-bullying family engagement component;
4. Providing students and families with information and resources annually on bullying, cyberbullying, digital citizenship and how to make smart choices on-line;
5. Providing students and families with the district's student behavior expectations relating to bullying and explanations for incidences that do not meet the legal definition of bullying;
6. Tracking incidences of bullying including physical, cyber, verbal, and relational bullying and reporting this information to the Kansas State Board of Education;
7. Collecting data on bullying incidences from social emotional data sources and annually reviewing this information with the board of education;
8. Developing cultural awareness and understanding that certain demographic groups are disproportionately bullied at a higher rate than peers based upon sex, disability, socio-economic status, religious beliefs, gender identity and expression, sexual-orientation, and race/ethnicity (including migrant populations);
9. Requiring all school employees to complete the following bullying prevention, identification, reporting and training module (describe district's annual training program).

The board or the district administration on behalf of the board may seek student, staff, parent, and/or community input on the adoption, revision, and/or implementation of the board's bullying policies or plan as directed or approved by the board.

No teacher, administrator, or school district employee shall engage in, permit, or tolerate bullying.

Retaliation against a victim, good faith reporter, or a witness to bullying is prohibited. A student or staff member who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying, shall be subject to discipline in accordance with school district policy and procedures. The school administration and/or board may consider the following factors when determining an appropriate disciplinary action for such prohibited conduct: the ages of the parties involved; the developmental and maturity levels, special education needs of the parties involved, and the nature, frequency, and severity of the behavior.

Discipline guidelines for student bullying may be found in student and employee handbooks. Offenses over time or single offenses which are severe in nature may result in discipline up to and including suspension and/or expulsion or termination from employment. Parents participating in prohibited bullying conduct aimed at district students and/or staff members may jeopardize their access to district facilities; district property; school sponsored activities, programs, and events; and/or district students and/or staff members through the district's communication systems. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors. (See Policies EBC, GAAC, GAACA, JGEC, JGECA and KN)

Approved: 07/12/2021

- Sample Form -

Retype to suit local needs, remove from policy book and file with the clerk and principals. Form could also be included in staff or student handbooks.

Report to Local Law Enforcement USD ___
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Pursuant to Kansas law, the administrator or other school employee whose signature appears below is reporting the following crimes.

Briefly describe each incident and the person/s involved in a misdemeanor or felony behavior at school, on school property, or at a school activity.

Date	School/Location	Student/s or Person/s Involved	Brief Description of bullying incident/s.
1.			
2.			

School Districts are required by Federal Law and K.S.A. 72-6311 to protect the privacy rights of students under the age of 18.
--

Signed: _____
Administrator or other school employee

c/superintendent, USD ___; c/student's file/employee's file as allowed by applicable negotiated language

JDDC-R

PROCEDURES FOR ADMINISTERING THE ANTI-BULLYING

1. USD 113 will integrate anti-bullying into the Positive Behavior Support .
 - a. Each staff member will be review the Positive Behavior Support plan for the building. .
 - b. Each building will conduct training sessions with students dealing with procedures and character-building activities of the PBS.
 - c. Building Site Councils will review the PBS and have an opportunity for input.
 - d. All guidelines will be in effect at school, school activities, or in school-owned vehicles.
 - e. Each building will list, in their respective handbooks, the positive behavior support plan.

Approved: 10/12/2015

JE GUIDANCE PROGRAM

The guidance and counseling services of the district may be made available to every student.

Approved:

JE-R GUIDANCE PROGRAM

Administration of the guidance program shall be a duty of the counselor under the supervision of the building principal. Each certificated staff member shall assist with guidance and counseling of students on an individual or group basis. The counselor shall immediately report to the principal any communication between counselor and student that poses an imminent threat to the discipline of the school or the health, welfare, or safety of any student.

Approved:

JEA EDUCATIONAL GUIDANCE

The educational guidance program will relate to the educational objectives and needs of students.

Approved:

JEA-R EDUCATIONAL GUIDANCE

In his/her program of educational guidance, the counselor will acquaint students with the educational system and its offerings. Students will be given assistance in selecting and enrolling in programs and courses. Periodic testing, i.e., psychological, achievement, interest, and other such tests, will be conducted to aide the evaluation of district objectives and in making student assignments. The testing program will be developed by the counselor with the approval of the building principal.

Approved:

JEB PERSONAL GUIDANCE

The guidance program must provide for the individual needs of students.

Approved:

JEB-R PERSONAL GUIDANCE

Guidance and counseling on a personal basis shall assist each student to understand himself/herself, his/her capabilities and limitations, and to identify alternate courses of action, and to make appropriate personal decisions. The counselor will refer any student's personal problem to the parent or guardian, after consultation with the principal, whenever such problem is beyond the scope of training and experience of the counselor.

Approved:

JEC VOCATIONAL GUIDANCE

The district shall assist students in formulating vocational goals and objectives.

Approved:

JEC-R VOCATIONAL GUIDANCE

A library of up-to-date occupational information and training requirements shall be maintained for student and staff reference and for teaching or counseling purposes.

All secondary school students will be encouraged to consider career goals and objectives and to pursue programs of study relating to their goals and objectives.

Assistance in job placement will be provided for students both directly and by working with other agencies.

The counselor, in cooperation with teachers and other agencies, will conduct periodic studies to assess the results of the educational program of the school. Follow up information will be assembled for giving continued assistance to former students, to facilitate curriculum evaluation, and to reinforce the guidance program for students currently in school.

Approved:

JF ACADEMIC ACHIEVEMENT

Each student should be encouraged to achieve the highest academic standing commensurate with his abilities. No child shall be subject to excess pressure, scorn, or ridicule by school personnel.

Approved:

JFA PEER GRADING OF ASSIGNMENTS

Limited Peer Grading Allowed:

Peer grading shall be allowed when the teacher believes peer grading will be a valuable learning experience for the class. During a peer grading activity, the teacher shall use the activity to help students review class concepts or objectives. If peer grading is allowed, a student shall not be asked to publicly reveal either his/her own grade or the grade of another student.

Approved:

JFAA REPORT CARDS

A report card(s) shall be issued to each student at the end of each specified grading period for each subject(s) taken. Teachers will make notations of failing or near-failing grades on the progress report that shall be mailed to the appropriate parents at the end of the fourth week of each grading period.

Approved:

JFAA-R REPORT CARDS

Report cards shall be given to students three (3) days following the end of each nine weeks grading period. Report cards in the elementary schools shall be returned to the teacher within four school days of the date of distribution. The superintendent of schools shall develop standard reporting forms for each grade level.

Approved:

JFB Promotion and Retention

JFB

Students may be promoted when they have demonstrated mastery of the board-approved learning objectives.

The final decision to promote or retain a student shall rest with the principal after receiving information from parents/guardians, teachers, and other appropriate school personnel.

Approved: 02/08/2016

JFB-R PROMOTION AND RETENTION

In arriving at a decision for either the promotion or retention of a pupil, the combined views of the teacher, principal, guidance counselor and the parents will be taken into consideration.

Approved:

JFC GRADUATION

Formal public graduation activities will be conducted only in the high schools of the district. Graduation exercises will be under the control and direction of the building principal.

Approved:

JFC-R GRADUATION

All students who have completed the requirements for graduation shall be entitled to participate in graduation exercises unless participating is denied for just cause by the board of education. In emergency situations, either the building principal or superintendent may make such determination.

Approved:

JFCA Early Graduation (See IHF)

JFCA

Students who complete all state and local graduation requirements may request permission to graduate early.

A student who wishes to graduate from high school early may request permission to do so. The student and parents shall consult with high school administrative and/or guidance personnel in order to develop a graduation plan. The board shall approve or deny each request based on the circumstances of the individual student. The student's request shall be in writing, addressed to the superintendent, state the reasons supporting the request, and include a copy of the graduation plan and a letter of support from the student's parents. The letters of request shall be sent to the superintendent, who shall forward them to the board.

Approved: 02/08/2016

JG STUDENT WELFARE

The school district will endeavor to provide a suitable environment conducive to the general safety and welfare of each student attending school and/or school-sponsored activities.

Approved:

JG-R STUDENT WELFARE

The superintendent of schools and his staff shall develop and enforce the necessary rules and regulations relating to student welfare.

All rules and regulations relating to student welfare are to be presented to the board of education for approval.

The building principal, in cooperation with the school district nurse and building custodian, will periodically inspect areas of the school building and grounds for potential health and safety hazards. Such hazards, if found, are to be reported to the superintendent of schools immediately or as provided herein.

Every building principal shall have the authority to correct any health or safety hazard without consulting with the superintendent of schools if no costs are involved.

If the building principal determines the cost of the correction a potential or real health or safety hazard exists, the principal shall requisition from the superintendent the necessary funds or personnel to correct the situation.

Approved:

JGA Student Insurance Program

JGA

Parents or guardians shall be notified annually in writing of student insurance provided by the district and that medical expenses not covered by such policies are the responsibility of the parents.

Approved: 02/08/2016

JGA-R STUDENT INSURANCE PROGRAMS

The superintendent of schools and building principals will develop the most economical and comprehensive student group insurance plan available for consideration by the board of education during the regular board meeting in July of each year.

During the registration period every principal will notify the parents of students enrolled in the building of the availability of the student group insurance program and the costs thereof and the procedure for enrolling students in the insurance program.

Each building principal will initiate bookkeeping procedures to insure the maintenance of a complete record of each student enrolled in the insurance program.

One copy of each roster of students enrolled in the student group insurance program will be kept in each principal's office and one in the office of the superintendent of schools.

Each building principal will explain the insurance program to parents at the first opportunity at the beginning of each school year and emphasize the method of making claims against the group insurance carrier.

At the beginning of each school year, the building principal of each secondary school will send to the parents of each child involved in interschool activities a copy of the KSHSAA catastrophic insurance plan and activities insurance provided by the board and a detailed explanation how claims are made against this insurance plan.

Approved:

JGC Health Assessments and Physicals (See JGCB)

JGC

Unless otherwise provided herein, all students under the age of nine shall submit evidence they have undergone a health assessment prior to entering kindergarten or before enrolling in the district for the first time.

The above requirement is not to serve as a barrier to immediate enrollment of students designated as homeless or foster children as required by the Every Student Succeeds Act (ESSA) and the McKinney-Vento Act as amended by ESSA. The district shall work with the Department for Children and Families, the school last attended, or other relevant agencies to obtain necessary documentation of health assessments.

All students engaged in athletic activities covered by KSHSAA rules shall provide the building principal with proof of a physical examination and clearance to participate.

Principals shall work cooperatively with local, county, and state health agencies to disseminate materials related to the availability of health assessments.

Approved: 01/09/2017

JGC-R STUDENT HEALTH ASSESSMENTS

A copy of this policy and a copy of the applicable state law shall be distributed to all students new to the district at the beginning of the school year or at the time of first enrollment. The superintendent shall issue a news release each year prior to enrollment regarding the health assessment requirements of current state law.

Students who fail to provide documentation that they have completed a health assessment as required by law may be excluded from school by the superintendent until legal requirements are satisfied. Notice of exclusion shall be given to the parents/guardians as prescribed by law. Parents/guardians shall also be given notice that they may request a hearing on the issue.

Cooperation With Other Agencies

Every building principal shall cooperate with local, county and state health agencies in disseminating materials designed to encourage parents to maintain a healthy environment and good health standards for their children.

The school nurse shall be responsible for the general conduct of health programs approved by the board and required by current law.

Approved:

The board is committed to providing a school environment that promotes student health and wellness as part of the total learning experience for its students. To this end, the board shall promote and monitor a local health and wellness plan that includes methods to promote student health and wellness, prevent and reduce childhood obesity, and provide assurance that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum federal standards. The plan shall:

- Include goals for providing proper student nutrition promotion and education, physical activity, and other school-based activities designed to promote student wellness which are based on evidence-based strategies and techniques;
- Meet federal nutrition standards and guidelines for all foods and beverages provided to students in each school during the school day;
- Ensure standards and nutrition guidelines for all foods and beverages sold to students during the school day at each district school are consistent with the requirements of the School Breakfast Program, the National School Lunch Program, and the competitive food standards established pursuant to the National School Lunch Program;
- Provide students with opportunities to improve personal health and disease prevention;
- Develop essential health skills necessary to maintain and enhance personal and community health behaviors;

- Include goals for addressing student social and mental health needs;
- Develop skills to prevent injury; and
- Understand the effects and consequences of nicotine, alcohol, and drug use.

The Superintendent or designee shall be responsible for the implementation and oversight of this policy and plan to ensure each of the district's schools, programs, and curriculum is compliant with this policy, the plan, and existing law and regulations.

Each building principal or designee shall annually report to the superintendent or designee regarding compliance in his/her school. Staff members responsible for programs related to school health and wellness shall also report to the superintendent or designee regarding the status of such programs. The superintendent or designee shall then annually report to the board on the district's compliance with law, policy, and the district's plan related to school wellness.

Health and Wellness Committee

The board shall establish a health and wellness committee comprised of, but not necessarily limited to, at least one of each of the following: school board member, district administrator, district food service representative, student, parent/guardian, school health professional, physical education teacher, and member of the public.

The health and wellness committee shall serve as an advisory committee regarding student health issues and shall be responsible for developing, implementing, and periodically reviewing and updating a school health and

wellness policy and plan that complies with law to recommend to the board for adoption.

The health and wellness committee shall review and consider evidence-based strategies and techniques in establishing goals for nutrition education and promotion, physical activity, and other school-based activities that promote student health and wellness as part of the policy and plan development and revision process.

The superintendent or designee and the health and wellness committee shall conduct an assessment at least once every three (3) years on the contents and implementation of this policy and plan as part of a continuous improvement process to strengthen them and ensure proper implementation. This triennial assessment shall be made available to the public in an accessible and easily understood manner and include:

The extent to which district schools are in compliance with law, policy, and its plan related to school health and wellness;

- The extent to which this policy and plan compare to model local health and wellness policies; and
- A description of the progress made by the district in attaining the goals of this policy.

At least once every three (3) years, the district shall update or modify this policy and health and wellness plan based on the results of the most recent triennial assessment and/or as district and community needs and priorities change; health and wellness goals are met; new health science, information, and technologies emerge; or new federal or state guidance or standards are issued.

The district shall annually inform and update the public, including parents/guardians, students, and others in the community, about the contents, updates and implementation of this policy and plan via the district website, student handbooks, newsletters, or other efficient communication methods. This annual notification shall include information on how to access the school health and wellness policy and plan; information about the most recent triennial assessment; information on how to participate in the development, implementation, and periodic review and update of the school health and wellness policy and plan; and a means of contacting health and wellness committee leadership.

Recordkeeping

The district shall retain records documenting compliance with the requirements of the school health and wellness policy, which shall include:

The written school health and wellness policy and plan;

- Documentation demonstrating that the district has informed the public, on an annual basis, about the contents of the school health and wellness policy and plan and any updates to these documents;
- Documentation of efforts to review and update the school health and wellness policy and plan, including who was involved in the review and methods used by the district to inform the public of their ability to participate in the review; and
- Documentation demonstrating the most recent assessment on the implementation of the school health and wellness policy and plan and notification of the assessment results to the public.

Approved: 02/08/2021

DISTRICT HEALTH AND WELLNESS PLAN

The board offers the following district health and wellness plan as a supplement to its health and wellness policy, JGCA. This plan reflects some of the board's elected methods to promote student health and wellness, prevent and reduce childhood obesity, and provide assurance that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum federal standards. This plan is periodically revised in accordance with policy JGCA. Questions concerning its contents may be directed to _____, president of the district's health and wellness committee at _____ or to the superintendent at _____.

NUTRITION PROMOTION AND EDUCATION

Designated instructional staff will integrate nutrition education into the district's sequential, comprehensive health education program. The program will be reviewed and updated, as appropriate.

Nutrition education will be interactive and will endeavor to provide students with the knowledge and skills needed to adopt healthy eating behaviors.

Nutrition education may be provided in school cafeterias, as well as in the classroom, with coordination between the food service personnel and teachers.

The district will provide appropriate training to the staff members responsible for providing nutrition education and training to students on strategies for promoting healthy eating behaviors.

Consistent nutrition messages will be disseminated throughout the district, schools, classrooms, cafeterias, homes, and community utilizing one or more of the following methods:

1. Handouts;
2. Posters and bulletin boards;
3. Postings on the district's website;
4. Articles and information provided in district or school newsletters;
5. Presentations that focus on nutritional value and healthy lifestyles;
6. Special programs that highlight aspects of nutrition education; and
7. News media.

Lessons and Activities

District staff will develop and implement nutrition education lessons and activities for all grades that are appropriate to the student's age and developmental levels.

Instructional staff will be requested to integrate nutritional themes into daily lessons and activities, as appropriate, to complement the academic standards based on nutrition education. Nutritional themes may include, but are not limited to:

1. Knowledge of USDA dietary guidelines;
2. Sources and variety of foods;
3. Guide to a healthy diet, including snacks and the importance of breakfast;
4. Concepts of control and prevention of disease and nutritional deficiencies;
5. Use and misuse of dietary supplements;
6. Understanding calories;
7. Understanding and using food labels;
8. Essential nutrients and their relationship to physical performance and body composition;
9. Appreciating cultural diversity related to food and eating;
10. Recognizing appropriate serving sizes;
11. Safe food preparation, handling, and storage; and
12. Identifying and limiting junk food.

District staff members are expected to be supportive in helping students to practice the nutritional themes used in lessons and activities.

Family and Community Involvement

The superintendent or designee will be responsible for promoting family and community involvement in supporting and reinforcing nutrition education in the schools utilizing one or more of the following methods:

1. Nutrition education materials are sent home with students, posted in school buildings, and made available on the district's website;
2. Parents/Guardians are encouraged to send healthy snacks/meals to school;
3. Families are invited to attend any exhibitions of student nutrition projects or health fairs;
4. Nutrition education workshops and screening services may be offered;
5. Links with nutrition service providers (e.g., qualified public health and nutrition professionals) may be established on the district's website to inform families about supplemental nutritional services available in the community;
6. Nutrition education curriculum may include homework that students can do with their families, such as:
 - a. Reading and interpreting food labels,
 - b. Reading nutrition-related articles, and
 - c. Preparing healthy recipes; and
7. School staff members will be encouraged to cooperate with other agencies and community groups to provide opportunities for student projects related to nutrition, as appropriate.

PHYSICAL ACTIVITY

Developmentally appropriate physical activities during the school day for students will be designed to achieve optimal health, wellness, fitness, and performance benefits, and may include the following:

1. Daily school-wide exercise program for students in which all students participate in their classrooms;

2. Physical activity breaks for students between lessons or classes, as appropriate; activities will be planned to maximize student participation;
3. Providing information to parents/guardians that encourages students' physical activity outside the school environment, such as outdoor play at home, sports, recreation programs, before and after-school programs, community programs, etc.;
4. Establishing guidelines governing the age-appropriate physical activity opportunities for students that will be provided in each school;
5. Offering and supervising walking programs for students on school property before school, at lunch, or after school;
6. Daily recess periods for elementary school students featuring time for unstructured but supervised active play;
7. Introducing physical activities other than competitive sports to students;
8. Organizing and supervising walking trains for students going to and coming home from school;
9. Programs conducted before and after school in district facilities providing developmentally appropriate physical activities to students in an effort to promote physical activity. Designated staff will meet with providers of before and after-school programs in district facilities to discuss and support opportunities for physical activity for attendees;
10. Sending students home with suggestions for physical activities for use by parents/guardians through:
 - a. Monthly suggested activity calendars,
 - b. Periodic information and updates,
 - c. Notices of family activity events taking place in the schools or community;

11. Promoting the use of school facilities by students and the community for physical activity, fitness, sports, and recreation programs offered by district schools and/or community-based organizations outside of school hours through:
 - a. Announcements,
 - b. Posted notices,
 - c. Newsletters,
 - d. District's website,
 - e. District's calendar,
 - f. News media.

PHYSICAL EDUCATION

Professional staff will provide physical education instruction that complies with the established curriculum and academic standards to ensure that students develop required skills and knowledge.

The physical education curriculum and program will be reviewed and updated, as appropriate.

District schools will encourage all students to participate in physical education classes.

Physical education staff will utilize appropriate instructional strategies that provide meaningful inclusion of all students, regardless of skill or fitness level.

The district's physical education programs will:

1. Provide physical activity options and alternatives from a variety of categories such as outdoor, rhythmical, and lifetime;
2. Feature cooperative as well as competitive games;
3. Teach self-management skills as well as movement skills;
4. Actively teach cooperation, fair play, and responsible participation;
5. Promote participation in physical activity outside of school;
6. Endeavor to be an enjoyable experience for students;

7. Encourage lifelong participation in health-enhancing physical activities;
9. Attempt to create a positive learning environment in which students feel safe and supported; and
10. Utilize physical activities that are developmentally appropriate.

Suitably adapted physical education will be included, when practicable, as part of a student's IEP, Section 504 Plan, or accommodation when chronic health problems, disabling conditions, or other special needs preclude such student's participation in regular physical education instruction or activities. Documented medical conditions and disabilities will be accommodated in accordance with the applicable IEP or Section 504 Plan.

An annual assessment and inventory of equipment, facilities, and resources used for physical education courses will be made by physical education staff. Equipment, facilities, and resources determined to be obsolete, out-of-date, unusable, or unsafe will be reported for disposition.

Physical education staff will attend professional development opportunities and inservice programs, in accordance with board policy. District schools will discourage the withholding or use of physical education solely as a form of punishment.

Student physical activity on school grounds during school hours will be supervised to enforce safety rules and to attempt to prevent injuries.

Building administrators are encouraged to notify district staff that physical activity (e.g., recess) will not be used or withheld as a form of punishment;

Assessment

A local assessment system may be implemented to track student progress on the Health and Physical Education academic standards. Course grades will be awarded in the same manner grades are awarded in other subject areas and will be included in calculations of grade point average, class rank, and academic recognition programs.

Family and Community Involvement

To promote family and community involvement in supporting and reinforcing physical education in the schools, the building principal or designee will be responsible for ensuring that:

1. Physical education activity ideas are sent home with students;
2. Parents/Guardians are actively encouraged to promote their child's participation in the school's physical education programs and any after-school activities through information distributed by the school;
3. Families are invited to attend and participate in physical education activity programs and health fairs when held;

4. Physical education curriculum may include homework that students can do with their families.
5. School staff is encouraged to consider student preferences and interest when developing physical education programs.
6. School staff is encouraged to work with local recreation agencies and community organizations to provide opportunities for students to participate in physical activity programs outside of school.

OTHER SCHOOL BASED ACTIVITIES

Drinking water shall be available and accessible to students, without restriction and at no cost to the student, at all meal periods and throughout the school day.

Nutrition professionals who meet hiring criteria established by the district and in compliance with federal regulations shall administer the school meals program. Professional development and continuing education shall be provided for district nutrition staff, as required by federal regulations.

1. Students shall be provided a clean and safe meal environment.
2. District administrators may consider offering alternative service models to increase school breakfast participation, such as breakfast served in the classroom and “grab & go breakfast” to reinforce the positive educational, behavioral, and health impacts of a healthy breakfast.
3. Students shall have access to hand washing or sanitizing before meals and snacks.
4. { } Access to the food service operation shall be limited to authorized staff.
5. { } Nutrition content of school meals shall be available to students and parents/guardians upon request.
6. { } The district shall provide appropriate training to staff on the components of the school health and wellness policy and plan.
7. { } Fundraising projects submitted for approval shall be supportive of healthy eating and student health and wellness or at least neutral on that topic.

8. { } The district shall support the efforts of parents/guardians to provide a healthy diet and daily physical activity for children by communicating relevant information through various methods.

9. { } _____ other.

FUNDRAISERS

Fundraising projects must be submitted for district approval in accordance with district policy. School fundraising activities will be approved with consideration of the following:

1. Fundraising activities held during the school day involving the sale of food or beverages will be limited to foods that meet the USDA Smart Snacks in School nutrition standards, unless an exemption is approved by the building principal;
2. Availability of any food or beverage items sold as part of a fundraising activity will be restricted until at least thirty (30) minutes after the last lunch period;
3. Fundraising activities that promote physical activity will be encouraged; and
4. District staff members are encouraged to select foods and beverages which are low in sugar and fat content to be sold as part of any fundraisers for school sponsored activities, programs, or events outside of the school day.

For purposes of this regulation, school day means the period from midnight before school begins until thirty (30) minutes after the end of the official school day.

Copies of this administrative regulation will be available in the central office and will be distributed to activity sponsors, student treasurers of school activities, and other interested individuals and groups.

Exempt fundraiser foods or beverages may not be sold in competition with school meals in the food service area during the meal service.

NUTRITION GUIDELINES FOR ALL FOODS/BEVERAGES AT SCHOOL

All foods and beverages available in district schools during the school day shall be offered to students with consideration for promoting student health and reducing obesity.

Foods and beverages provided through the National School Lunch or School Breakfast Programs shall comply with established federal nutrition standards.

Foods and beverages offered or sold at school-sponsored events outside the school day, such as athletic events and dances, shall offer healthy alternatives in addition to more traditional fare.

Competitive Foods

Competitive foods available for sale shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School). These standards shall apply in all locations and through all services where foods and beverages are sold to students, which may include, but are not limited to: a la carte options in cafeterias, vending machines, school stores, snack carts, and fundraisers conducted during the school day.

Competitive foods are defined as foods and beverages offered or sold to students on school campus during the school day, which are not part of the reimbursable school breakfast or lunch.

For purposes of this policy, school campus means any area of property under the jurisdiction of the school that students may access during the school day.

For purposes of this policy, school day means the period from midnight before school begins until thirty (30) minutes after the end of the official school day.

The district may impose additional restrictions on competitive foods, provided that the restrictions are not inconsistent with federal requirements.

Non-Sold Competitive Foods

Non-sold competitive foods available to students, which may include but are not limited to foods and beverages offered as rewards and incentives, at classroom parties and celebrations, or as shared classroom snacks, shall meet or exceed the standards established by the district.

If the offered competitive foods do not meet or exceed the Smart Snacks in School nutrition standards, the following standards shall apply:

1. Rewards and Incentives: (CHOOSE ONE OF THE OPTIONS BELOW)
 - a. Foods and beverages shall not be used as a reward or incentive in district schools.
 - b. Foods and beverages shall not be used as a reward for classroom or school activities unless the reward is an activity that promotes a positive nutrition message (e.g., guest chef, field trip to a farm or farmers market, etc.).
 - c. _____ other.
2. Classroom Parties and Celebrations: (CHOOSE ONE OR MORE OF THE OPTIONS BELOW)
 - a. Only non-food based parties and celebrations shall occur on the school campus during the school day in district schools.
 - b. Classroom parties/celebrations with food/beverages shall be limited to no more than one (1) per month in each classroom.

- c. { } Parents/Guardians shall be informed through newsletters or other efficient communication methods that foods/beverages should only be brought in when requested for scheduled parties.
- d. { } Classroom parties shall offer a minimal amount of foods (maximum 2-3 items) containing added sugar as the primary ingredient (e.g., cupcakes, cookies) and will provide the following:
 - Fresh fruits/vegetables; and
 - Water, 100 percent juice, 100 percent juice diluted with water, low-fat milk, or nonfat milk.
- e. { } When possible, foods/beverages for parties and celebrations shall be provided by the food service department to help prevent food safety and allergy concerns.
- f. { } Food celebrations shall not occur until thirty (30) minutes after the end of the last lunch period.
- g. { } _____ other.

3. Shared Classroom Snacks:

- a. { } Shared classroom snacks are not permitted in district schools
- b. { } _____ other.

The district shall provide a list of suggested nonfood ideas and healthy food and beverage alternatives to parents/guardians and staff, which may be posted via the district website, student handbook, newsletters, posted notices and/or other efficient communication methods.

Marketing/Contracting

Any foods and beverages marketed or promoted to students on the school campus during the school day shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School) and comply with established Board policy and administrative regulations.

Exclusive competitive food and/or beverage contracts shall be approved by the board, in accordance with provisions of law. Existing contracts shall be reviewed and modified to the extent feasible to ensure compliance with established federal nutrition standards, including applicable marketing restrictions.

SAFE ROUTES TO SCHOOL

District schools may provide appropriate instruction on walking and bicycling safety to students.

To make walking and biking to school safer and easier for students, improvements to school zone traffic safety may be made by:

1. Developing drop-off and pick-up procedures and informing students, parents/guardians, and district staff by means of:
 - a. Publication in handbooks;
 - b. Reminders to parents/guardians in the form of letters or emails at the start of each school term and as necessary throughout the school year;
 - c. Presentation at a student assembly;
 - d. Presentation at a parents meeting; and/or
 - e. Posting of notice/signs.
2. Designating a drop-off and pick-up zone to discourage traffic congestion in front of schools;
3. Conducting regular traffic safety training for school personnel, volunteers, and students who drive to school;
4. Encouraging carpooling to alleviate traffic congestion in front of schools;
5. Staggering school arrival and dismissal times for different grades to minimize the flow of traffic; and
6. Using a designated employee, parent/guardian, or volunteer at drop-off locations to open the student's door and expedite the drop-off process.

Designated school personnel, police, and volunteers may periodically evaluate drop-off and pick-up conditions and provide safety information and instruction to drivers.

The Superintendent or designee may meet periodically with local municipality officials, law enforcement, and community organizations to develop, evaluate, and maintain safe routes to school.

In cooperation with the local ordinances and laws, physical improvements such as curb striping and signage revision may be made to the school's drop-off and pick-up zones and/or parking and stopping spots.

PERSONAL AND COMMUNITY HEALTH

The district will provide a framework to educate, support, and promote health enhancing behaviors and programs for students levels. Research demonstrates that healthy students do better in school and score higher on achievement tests. Parents should be involved with the health education provided to their students. Students will be provided opportunities to learn and understand personal health, prevention and control of disease, the dangers of substance use,

abuse and addictions, mental and emotional health, injury prevention and safety, and community health needs which may include:

- Major body systems, functions, and relationships between systems;
- Healthy personal hygiene habits;
- Importance of personal health and seeking health care;
- Value of and recommended sleep amounts;
- Health and unhealth habits;
- Leading causes of death and risk behaviors;
- Disease prevention skills;
- Communicable and noncommunicable diseases;
- Relationship between nutrition, exercise, and disease prevention;
- Structure and functions of the immune system;
- Drug types and dangers of alcohol, tobacco, and other illegal drugs;
- Refusal skills;
- Physical and psychological addictions;
- Cumulative risk behaviors;
- Addictive substances and effect on health;
- Personal strategies for drug free living;
- Communicating care, consideration, and respect;
- Developing stress management skills;
- Avoiding negative self-talk, self-harm, and suicide;
- Developing positive body image and self esteem;
- Expressing feelings, wants and needs in a health manner;
- Role of the individual in maintaining a healthy community;
- Local community health needs, issues, and events; and
- Opportunities to develop and maintain a healthy community.

Approved: 02/08/2021

JGCB Inoculations (See JGC)

JGCB

Unless provided otherwise herein, all students enrolling in any district school shall provide the building principal with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. Booster shots mandated by the Secretary of the Department of Health and Environment are also required.

Notice of this policy and the applicable state law shall be distributed to parents or guardians of current and prospective district students on or before May 15th of each school year. The superintendent shall issue a news release each August explaining the required inoculations and booster shots. Parents may delegate in writing their authority to consent to immunizations. At the beginning of a school year, school boards shall provide information on immunizations applicable to school age children to parents and guardians of students in grades six through 12. The information on immunizations shall include:

- (1) A list of sources for additional information; and
- (2) related standards issued by the national centers for disease control and prevention.

Students who fail to provide the documentation required by law may be excluded from school by the superintendent until statutory requirements are satisfied. Notice of exclusion shall be given to the parents/guardians as prescribed by law. Students who are not immunized against a particular disease(es) may be excluded from school during any outbreak.

The above requirements are not to serve as barriers to immediate enrollment of students designated as homeless or foster children as required by

JGCB Inoculations**JGCB-2**

the Every Student Succeeds Act (ESSA) and the McKinney-Vento Act as amended by ESSA. The district shall work with the Department for Children and Families, the school last attended, or other relevant agencies to obtain necessary documentation of inoculations.

Each principal shall forward evidence of compliance with the inoculation law to other schools or school districts when requested by the school or by the student's parents/guardians and shall work cooperatively with local, county, and state health agencies to disseminate materials related to the availability of inoculations.

Approved: 01/09/2017

JGCBA Automated External Defibrillators

JGCBA

If the board approves their use in district schools and other facilities, automated external defibrillators shall be properly maintained as required by law and used in accordance with recommended instructions.

Approved: 02/08/2016

Any student noted by a physician, or the school nurse, or local health officer as having a communicable disease may be excluded from school for the duration of the illness. The student will be readmitted to regular classes upon termination of the illness, as authorized by the student's physician, the local health officer, or after the expiration of any period of isolation or quarantine.

The board reserves the right to require a written statement from the student's physician or local health officer indicating that the student is free from all symptoms of the disease.

If a student is absent from regular classes for more than three consecutive days or the principal has been notified that a student has or is suspected of having a communicable disease, the principal shall determine whether a release shall be obtained from the student's physician or local health department before the student reenters school.

Decisions regarding the type of education and the setting for provision of educational services for a student with a communicable disease shall be based on the child's medical condition, the child's educational needs, and the expected type of interaction with others in the educational setting. Final decisions will be made by school administration after receiving input from the student's physician, public health personnel, the student's parent or guardian, and personnel associated with the proposed care or educational setting.

Approved:02/08/2021

JGCC-R COMMUNICABLE DISEASES

In the event that a student is absent from regular classes for more than three consecutive days and the principal has been notified that a student has a communicable disease, the principal shall determine whether a release shall be obtained from the student's physician before the student reenters school.

Decisions regarding the type of education and the setting for provision of educational services for a student with a severe communicable disease of a long duration shall be based on the behavior, neurological development, and physical condition of the student and the expected type of interaction with others in that setting. These decisions are best made using the team approach including the student's physician, public health personnel, the student's parent or guardian, and personnel associated with the proposed care or educational setting.

In each case involving a student with a severe communicable disease, the board shall reserve the right to make a final decision regarding the placement of the student after taking into account the recommendations of the health assessment team, the risks and benefits to both the infected student and to the others in the proposed educational setting.

In all cases, when a school official is notified by a parent or guardian of a student's communicable disease, the superintendent, principal and teacher will be informed of this notification.

No information regarding students with severe communicable diseases shall be released by district personnel without the parents or guardian's permission or as required by state or federal statutes.

JGCC-R COMMUNICABLE DISEASES (continued)

All board discussions on issues related to students with severe communicable diseases shall be in executive session in order to preserve student confidentiality.

The school nurse shall in-service all staff members annually on proper handling of bodily fluids in the school setting.

Approved:

JGCD Health Screenings

JGCD

Vision, hearing, and dental screenings will be conducted in the district as part of the overall health services program. Such screenings will be administered in accordance with state law. When appropriate, other screenings deemed beneficial to students may be performed in the school health program.

When these screenings cannot be performed by district staff, the board authorizes the superintendent to identify healthcare service providers to provide them. Such healthcare service providers shall be required to enter into a contract with the district prior to providing any screenings or other services to students in the school setting.

Vision Screenings

Basic vision screenings shall be provided to students without charge according to the following schedule:

- Annually for every child participating in IDEA part B programs;
- At least once each school year for students in kindergarten and grades one, two, three, five, seven, and ten;
- Within the first year of enrollment in the district;
- Upon request by the parent or guardian of a student enrolled in an accredited nonpublic school who resides in the school district.

These basic vision screenings shall be performed by a vision screener designated by the board, who shall follow current state vision screening guidelines for performing the screenings. The results of the screening and, if necessary, referral for an examination by an ophthalmologist or optometrist shall be reported to the parents or guardians of the student. Any referral shall not show a preference in favor of any particular ophthalmologist or optometrist to provide an additional examination.

While not part of the board provided vision screening program, each student needing assistance in achieving mastery of basic reading, writing, and mathematics skills shall be encouraged to obtain an eye examination by an optometrist or ophthalmologist to determine if the student suffers from conditions impairing the ability to read. Expense for such an examination, if not reimbursed through Medicaid, private insurance, or any other governmental or private program, shall be the responsibility of the student's parent or guardian.

Hearing Screening

Each year hearing screening procedures will be conducted for students in their first year of school attendance in the district. Such procedures will be provided for other students at a frequency of not less than once every three years unless otherwise specified by state law. Students known to have hearing difficulties and students referred by teachers, parents, and/or physicians will be screened regardless of grade level.

Under certain conditions, hearing screening services are provided for students residing within district boundaries who are enrolled in accredited non-public schools. These services are coordinated between the administration of the accredited nonpublic school and district administration and require a request from the student's parent or guardian. Implementation of the program for nonpublic school students follows the same guidelines as for district students.

The results of the test and, if necessary, the desirability of examinations by a qualified physician shall be reported to the parents or guardians of students screened.

Dental Screenings

Free dental inspections will be provided to students annually, planned for by designated school staff, and conducted by appropriate dental care providers. Students presenting a certificate from a legally qualified dentist providing that a dental examination was completed in the three months prior to the school dental inspection need not be provided with an inspection.

A certificate of the result of a school dental inspection, together with suggestions of requirements for the curing of any defects found, shall be made by the dental care provider making such inspection. One copy of this certificate is to be furnished to the child examined, and another will be filed with the clerk of the board. No dental work other than the inspection and provision of the certificate shall be performed by the examining dental care provider without the consent of the parents or guardian of the child.

Selected Screenings

Other screening procedures may be deemed appropriate and beneficial to students. Designated staff will assist in the planning and implementation of other screening programs following standard procedures.

Screening results and referrals, when necessary, will be communicated to parents.

In accordance with state law, the parent or guardian of any child entering school for the first time shall be informed of the availability of sickle cell screening and of the location of the nearest facility providing blood tests for sickle cell trait and sickle cell anemia.

Approved: 07/11/2022

JGD Student Psychological Services (See JR et seq)

JGD

Various psychological services are available to students through the district, cooperative special education programs, the county, and the state. Results of any such psychological service, testing program, or consultation services will be kept in strict confidence by school authorities and shall be governed by JR through JRD.

Approved: 02/08/2016

JGD-R STUDENT PSYCHOLOGICAL SERVICES

Under the rules and regulations of the school district's cooperative special education program (CSDP), each building principal will identify, with the help of the school district nurse and guidance center staff, every student in need of the school district's psychological services.

Every student in need of this service will be referred to the appropriate staff member in order that consultation with the student and his parents can be arranged.

Placement in any one or more of the school district's special education programs will be made on a space available basis.

If space is not available and the problem is acute, efforts should be made by the superintendent of schools to secure county or state assistance for the child and his parents.

All psychological data collected by the school district's staff will be held in strict confidence.

All psychological data collected by the staff will be placed in the student's personal file folder and shall be kept at all times in the building safe.

All psychological data collected by the staff will be made available only to building principals and guidance personnel, or to other persons authorized by the principal to have access to such information.

Under no circumstances will psychological data be made available to other students.

Approved:

JGEA HOME VISITS

The certified staff is encouraged to visit the homes of their students.

Approved:

JGEB CHILD ABUSE

Any employee of the school district who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonable result in abuse or neglect will immediately report or cause a report to be made to the district court or to the local Social Rehabilitation Services (SRS) office.

School employees will not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of school employees to prove that the child has been abused or neglected.

Approved:

JGEB-R CHILD ABUSE

To comply with the child abuse law, any teacher or other school employee who suspects that a child's physical or mental health or welfare is being adversely affected by abuse or neglect will report immediately such suspicions in the following manner:

Emergency Situations (An emergency situation includes but is not limited to life-threatening situations, reports of sexual abuse, obvious physical impairment or marks of abuse, and/or overt behavior changes.)

The person suspecting abuse or neglect will report to the principal who shall contact and confer with the school's social worker, guidance counselor or psychologist, if any, concerning the report before contacting the district court or the local Social Rehabilitation Services (SRS) office. If the school counselor, social worker or psychologist is not available, the district court shall be called. If no one at the district court is available, the local SRS office shall be called.

The principal shall notify the superintendent or his designated representative of the disposition of the initial report.

Non-emergency Situations

The person suspecting abuse or neglect shall report suspicions to the principal. The principal will confer with the school's social worker, guidance counselor or psychologist, if any, who will then contact the district court or the local SRS office.

As much of the following information shall be given by the initial reporter: name, address, and age of the student; name and address of the parents or guardians; nature and extent of injuries or description of neglect or sexual abuse; and any other information that might help establish the cause of the child's condition.

JGEB-R CHILD ABUSE (continued)

Any personal interview or physical inspection of the child by any school employee shall be conducted in a professional manner with an appropriate adult witness present.

An oral report to the principal must be made as soon as possible and will be followed by a written report.

In Kansas, anyone making a report in accordance with state law or participating in a resulting judicial proceeding is presumed to be acting without malice and in good faith and, in so doing, is immune from any civil or criminal liability that might otherwise be imposed.

Approved:

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. The district does not discriminate on the basis of sex in admissions, employment, or the educational programs or activities it operates and is prohibited by Title IX from engaging in such discrimination. Discrimination on the basis of sex, including sexual harassment, will not be tolerated in the school district. Discrimination on the basis of sex of employees or students of the district in any district education program or activity is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Act Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs, or events within the United States. It shall be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Sexual harassment shall include conduct on the basis of sex involving one or more of the following: (1) A district employee conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcomed sexual conduct; (2) unwelcomed conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's educational program or activity; or (3) sexual assault, dating violence, domestic violence, or stalking.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse of a sexual nature; pressure for sexual activity; repeated remarks to a person with sexual or demeaning implication; unwelcome touching; or suggesting

or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of sexual harassment will be promptly investigated and resolved. Any person may make a verbal or written report of sex discrimination by any means and at any time.

(Position or name, address, email address, and phone number of the Title IX Coordinator) has been designated to coordinate compliance with nondiscrimination requirements contained in Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 regarding discrimination on the basis of sex, and the Kansas Act Against Discrimination. Information concerning the provisions of these Acts, and the rights provided thereunder, are available from the Title IX Coordinator. Inquiries about the application of Title IX to the district may be referred to the Title IX Coordinator; to the Assistant Secretary for Civil Rights at the U.S. Department of Education, Office of Civil Rights, 400 Maryland Avenue, SW, Washington D.C. 20202-1100, (800)421-3481, or at OCR@ed.gov; or both.

Response to Harassment Complaints

The district takes all reports of sexual harassment seriously and will respond meaningfully to every report of discrimination based on sex, including sexual harassment, of which the district has actual knowledge. Any students who believe that he or she has been subjected to sexual harassment should report the alleged harassment to the building principal, another administrator, the guidance counselor, the Title IX Coordinator, or another licensed staff member. All employees receiving reports of sexual harassment from a student shall notify the Title IX Coordinator.

Definitions

The following definitions apply to the district in responding to complaints of sexual discrimination including sexual harassment as defined by Title IX of the

Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Act Against Discrimination.

The “complainant” means an individual who is alleged to be a victim of conduct that could constitute sexual harassment.

“Dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved.

The “decision-maker” reviews all the evidence and prepares an impartial written responsibility determination as to whether the alleged conduct occurred and provides an opportunity for the parties and their representatives to prepare written questions to be answered by the other party. The decision-maker shall not be the Title IX Coordinator or investigator.

“Domestic violence” includes crimes of violence committed by a person who is a current or former spouse, partner, person with whom the victim shares a child, or who is or has cohabited with the victim as a spouse or partner, by a person similarly situated to a spouse of the victim under Kansas or applicable federal law, or by any other person against an adult or youth victim having protection from such person’s acts by Kansas or applicable federal law.

A “formal complaint” means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment.

The “investigator” is the person who carries out the investigation after the formal complaint is filed and conducts interviews of the witnesses, collects and documents evidence, and drafts an investigative report.

A “respondent” is an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

“Sexual assault” means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

“Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or to suffer substantial emotional distress.

The “Title IX Coordinator” is the individual designated at the district level who has responsibility to coordinate compliance with Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 regarding discrimination on the basis of sex, and the Kansas Act Against Discrimination. The Title IX Coordinator’s responsibilities include, but are not limited to: developing materials and ensuring professional development occurs for staff involved in Title IX compliance, creating systems to centralize records, gathering relevant data, contacting the complainant (and/or parents or guardians, if applicable) once the district has actual knowledge of alleged sexual harassment, coordinating the implementation of supportive measures, signing a formal complaint to initiate a grievance process, and ensuring any remedies are implemented.

The Title IX Coordinator, any investigator, decision-maker, or any person who facilitates an informal resolution process shall not have a conflict of interest or bias for or against the complainant or respondent. These individuals shall receive training on the definition of sexual harassment; the scope of the education program and activities; how to conduct an investigation, including appeals and informal resolution processes; and how to serve impartially, including avoiding prejudgment of the facts, conflicts of interest, and bias. Decision-makers shall receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant’s sexual predisposition or prior sexual behavior are not relevant. Investigators shall receive training on issues of relevance of questions and

evidence in order for them to create investigative reports that fairly summarize relevant evidence.

Any employee who witnesses an act of sexual harassment or receives a complaint of harassment from another employee or a student shall report the complaint to their immediate supervisor, building administrator, or Title IX Coordinator. Employees who fail to report complaints or incidents of sexual harassment to appropriate district officials may face disciplinary action. District officials who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable student conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness, and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct.

If discrimination or harassment has occurred, the district will take prompt, remedial action to stop it and prevent its reoccurrence.

The Title IX Coordinator shall promptly respond in a meaningful way to any reports of sexual discrimination including sexual harassment of which the district has actual knowledge as follows:

- Contact the complainant within 10 business days and discuss the availability of supportive measures, with or without the filing of a formal complaint, and consider the complainant's wishes as to supportive measures; and
- Inform the complainant of the right to a formal complaint investigation consistent with Title IX and the informal resolution process.

Supportive Measures

The district will treat the complainant and respondent equitably by offering supportive measures. These non-disciplinary and non-punitive measures will be offered as appropriate, as reasonably available, and without cost to the complainant or the respondent. Supportive measures are designed to restore or preserve equal access to the education program or activity without unreasonably burdening the other party. "Supportive Measures" shall include, but not be limited to, measures designed to protect the safety of all parties, to protect the district's educational environment, or to deter sexual harassment. These measures may include counseling, extensions of deadlines or course-related adjustments, modifications of work or class schedules, escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring, and other similar measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

The Formal Complaint

No investigation of alleged sexual harassment may occur until after a formal complaint has been filed.

A formal complaint is a document filed by the complainant or signed by the Title IX Coordinator alleging sexual harassment and requesting an investigation. The procedures for filing a formal complaint are as follows:

- At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the district concerning which the formal complaint is filed.
- A formal complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation. Filing of the complaint with the Title IX Coordinator may be done in person, by mail, or by email. If an individual does not wish to file a written complaint, and the matter has not been adequately resolved, the Title IX Coordinator

may initiate the complaint. Forms for filing written complaints are available in each school building office and the central office.

- A complaint should be filed as soon as possible after the conduct occurs, but not later than 180 calendar days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.
- An investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board shall appoint an investigating officer. In other instances, the investigation shall be conducted by a qualified individual designated by the Title IX Coordinator or another individual appointed by the board. The investigation shall be thorough. All interested persons, including the complainant and the respondent, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.

Formal Complaint Notice Requirements

Upon filing of a formal complaint, the district shall provide written notice to the known parties including:

- Notice of the allegations of sexual harassment including sufficient details to prepare a response before any initial interview including:
 - the identities of the parties involved, if known;
 - the conduct allegedly constituting sexual harassment; and
 - the date and location of the alleged incident, if known.
- An explanation of the district's investigation procedures, including any informal resolution process;
- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made by the decision-maker at the conclusion of the investigation;
- Notice to the parties they may have an advisor of their choice and may inspect and review any evidence; and

- Notice to the parties of any provision in the district's code of conduct or policy that prohibits knowingly making false statements or knowingly submitting false information.

If, in the course of an investigation, the investigator decides to investigate allegations about the complainant or respondent that are not included in the notice initially provided, notice of the additional allegations shall be provided to known parties.

Formal Complaint Investigation Procedures

To ensure a complete and thorough investigation and to protect the parties, the investigator shall:

- Ensure that the preponderance of the evidence burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the district and not the parties;
- Provide an equal opportunity for the parties to present witnesses and evidence;
- Not restrict either party's ability to discuss the allegations under investigation or to gather and present relevant evidence;
- Allow the parties to be accompanied with an advisor of the party's choice;
- Provide written notice of the date, time, location, participants, and purpose of any interview or meeting at which a party is expected to participate;
- Provide the parties equal access to review all the evidence collected which is directly related to the allegations raised in a formal complaint, including the investigative report, and the opportunity to respond to that evidence before a determination is made;
- Be impartial and objectively evaluate all relevant evidence without relying on sex stereotypes;
- Not have conflicts of interest or bias for or against complainants or respondents;

- Not make credibility determinations based on the individual's status as complainant, respondent, or witness.

Formal Complaint Investigation Report

The investigator shall prepare an investigative report that fairly summarizes relevant evidence and share the report with the parties and their advisors for review and response.

Before completing the investigative report, the investigator must send each party and their advisors the investigative report for review and allow the parties 10 days to submit a written response for the investigator's consideration.

Decision-Maker's Determination

Upon receiving the investigator's report, the decision-maker must make a determination regarding responsibility and afford each party the opportunity to submit written, relevant questions that the parties want asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions.

The decision-maker must issue a written determination regarding responsibility based on a preponderance of the evidence. The decision-maker's written determination shall:

- Identify the allegations potentially constituting sexual harassment;
- Describe the procedural steps taken, including any notifications to the parties, site visits, methods used to gather evidence, and interviews;
- Include the findings of fact supporting the determination;
- Address any district policies and/or conduct rules which apply to the facts;
- A statement of, and rational for, the result as to each allegation, including a determination regarding responsibility; and
- The procedures and permissible bases for the complainant and/or respondent to appeal the determination.

The written determination may, but is not required to, recommend disciplinary sanctions and any remedies designed to preserve access to the educational program or activity that may be provided by the district to the complainant.

A copy of the written determination shall be provided to both parties simultaneously.

The range of disciplinary sanctions and remedies may include, but may not be limited to, supportive measures, short term suspension, long term suspension, expulsion for students, and/or termination for employees. Complainants and respondents shall be treated equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made. The Title IX Coordinator is responsible for the effective implementation of any remedies. If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.

If the investigation results in a recommendation that an employee be suspended with or without pay or terminated, procedures outlined in board policy, the negotiated agreement (as applicable), and/or state law will be followed.

Records relating to complaints filed and their resolution shall be maintained by the Title IX Coordinator for seven years.

The decision becomes final on the date the parties receive the results of an appeal, if any appeal is filed; or on the date the opportunity for an appeal expires.

Appeals

The complainant or respondent may appeal the decision-maker's determination regarding responsibility or a dismissal of a formal complaint, on the following bases:

- Procedural irregularity that affected the outcomes;
- New evidence that was not reasonably available at the time that could affect the outcome; and/or

- The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias against either party that affected the outcome.

The request to appeal shall be made in writing to the Title IX Coordinator within 10 days after the date of the written determination. Appeals shall be a review of the record by an attorney, an independent hearing officer appointed by the board, or the board. The appeal decision-maker may not be the Title IX Coordinator, the Investigator, or the decision-maker from the original determination.

The appeal decision-maker will issue a written decision within 30 days after the appeal is filed. The appeal decision-maker will describe the result of the appeal and the rationale for the result.

The appeal decision-maker shall:

- Review the evidence gathered by the investigator, the investigator's report, and the original decision-maker's determination;
- Notify both parties in writing of the filing of an appeal and give an opportunity to submit further evidence in writing;
- Not have a conflict of interest or bias for or against complainant or respondent and receive the required training;
- Issue a written decision and the rationale for the decision within 30 days after the appeal is filed;
- Describe the result of the appeal and the rationale for the result in the decision; and
- Provide the written decision simultaneously to both parties and to the Title IX Coordinator.

Informal Resolution Process

At any time during the formal complaint process and prior to reaching a determination regarding responsibility, the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and determination of responsibility.

The informal resolution process may be facilitated by a trained educational professional, consultant, or other individual selected by the Title IX Coordinator under the following conditions:

- The parties are provided a written notice disclosing the allegations, the requirements of the informal resolution process, and information on when it may preclude the parties from resuming a formal complaint arising from the same allegations;
- At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process, resume the investigation of the formal complaint, and be informed of any consequences resulting from participating in the informal resolution process;
- The parties voluntarily and in writing consent to the informal resolution process; and
- The informal resolution process cannot be used to resolve allegations that an employee sexually harassed a student.

If the matter is resolved to the satisfaction of the parties, the facilitator shall document the nature of the complaint and the proposed resolution, have both parties sign the documentation and receive a copy, and forward it to the Title IX Coordinator. Within 20 days after the complaint is resolved in this manner, the Title IX Coordinator shall contact the complainant to determine if the resolution of the matter remains acceptable. If the matter is not resolved, or if the individual does not believe the resolution remains acceptable within 20 days after the informal resolution document is executed, the individual or the Title IX Coordinator may proceed with the formal complaint process.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence. The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment;

for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or appeal.

Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies, including the right to file a complaint with the Office for Civil Rights of the U.S. Department of Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights Commission.

The filing of a complaint or otherwise reporting sex discrimination including sexual harassment shall not reflect upon the individual's status or grades. Any act of retaliation or discrimination against any person who has filed a complaint or testified, assisted, or participated in any investigation, proceeding, or hearing involving sex discrimination, including sexual harassment, is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and the complaint procedures including how to report or file a formal complaint of sex discrimination or sexual harassment shall be posted in each district facility shall be published in student handbooks, and on the district's website as directed by the Title IX Coordinator. Notification of the policy may include posting informational notices, publishing in local newspapers, publishing in newspapers and magazines operated by the school, or distributing memoranda or other written communications to students and employees. In addition, the district is required to include a statement of nondiscriminatory policy in any bulletins, announcements, publications, catalogs, application forms, or other recruitment materials that are made available to participants, students, applicants, or employees.

Approved: 07/12/2021

(See GAACA, GAAB, GAF, JDDC and KN)

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color, national origin, or disability. Discrimination or harassment on the basis of race, color, or national origin (“racial harassment”) or on the basis of disability (“disability harassment”) shall not be tolerated in the school district. Racial or disability harassment of employees or students of the district in any district education program or activity is strictly prohibited.

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. Disability harassment is unlawful discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. All forms of racial or disability harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events.

It shall be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Prohibited conduct under this policy includes racially or disability-motivated conduct which:

- Affords a student different treatment, solely on the basis of race, color, national origin, or disability, in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities or programs of the school;
- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment; or

- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student's academic performance or ability to participate in or benefit from the services, activities or programs of the school.

Racial or disability harassment may result from verbal or physical conduct or written graphic material.

The district encourages all victims of racial or disability harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of racial or disability harassment and take prompt corrective action to end the harassment.

Any student who believes he or she has been subject to racial or disability harassment or has witnessed an act of alleged racial or disability harassment, should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of racial or disability harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure in policy KN.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial or disability harassment under the definition outlined above. Unacceptable student conduct may or may not constitute racial or disability harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are

unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct. The discipline of a student for violation of any provision of the code of student conduct may be enhanced if the conduct is racially or disability motivated.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence.

An employee who witnesses an act of racial or disability harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of racial or disability harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of racial or disability harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the compliance coordinator shall report such conduct to the appropriate law enforcement or DCF authorities.

To the extent possible confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

The filing of a complaint or otherwise reporting racial or disability harassment shall not reflect upon the student's status or grades. Any act of retaliation or discrimination against any person who has filed a complaint or testified, assisted, or participated in any investigation, proceeding, or hearing involving a racial or disability harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of racial or disability harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy shall be posted in each district facility and shall be published in student handbooks and on the district's website as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually, if applicable.

Approved: 07/12/2021

JGF STUDENT SAFETY

The school district will endeavor to provide a safe environment for children while they are attending school or extra-class activities.

Approved:

JGF-R STUDENT SAFETY

The superintendent of schools together with his staff will develop and determine the necessary rules and regulations relative to student safety.

It shall be the responsibility of each building principal to instruct his faculty to stress to their students periodically during the school year the importance of safety.

Each teacher will be provided with an outline of safety rules and regulations for the school district as recommended by the superintendent of schools and approved by the board of education.

Local building safety rules and regulations will be explained to students at the beginning of each school year and periodically thereafter by the building principal.

Those teachers who instruct in hazardous curriculum areas, such as physical education, shop or science laboratories, will teach a unit of work, each year or semester as the case may be, dedicated to safety rules inherent in the particular subject matter.

Appropriate safety signs, slogans or other safety items are to be posted on or in the near vicinity of potentially dangerous devices or machinery.

Each student enrolled in a hazardous curriculum area will be given a test concerning the appropriate safety rules of the particular class. The test results will be kept on file until the end of the class term or the end of the school year whichever is appropriate. No student will be permitted to participate in the class until satisfactory knowledge of the safety rules is demonstrated to the teacher.

Teachers will conduct periodic reviews of safety rules during the school year.

The building principal, together with his/her custodial staff, will make frequent inspections of areas of the building and grounds that may be potential safety hazards. If

JGF-R STUDENT SAFETY (continued)

any such hazards are found, the building principal will order the hazard removed, corrected or in some appropriate way marked as a “dangerous area.”

All students will be notified of such “dangerous areas.”

All hazards of “dangerous areas” will be reported in writing to the superintendent of schools if the costs exceed the local building maintenance budget and the building principal will immediately submit a requisition to the superintendent of schools asking for the appropriate funds to correct the situation.

Approved:

JGFA EMERGENCY DRILLS

Each building principal, on a periodic basis, will conduct emergency drills that instruct students in the proper procedures to follow in such contingencies as a tornado alert, civil defense disaster, or any other such emergencies.

Since many parents may not be at home during an emergency period, the school district will keep all children at the school building in case of an extreme emergency where there is less than one hour of warning time. The faculty will remain in the school building during such emergency periods. Parents may come to the school premises to pick up their children if they so desire under procedures as outlined in the rules and regulations that pertain to this policy.

Approved:

JGFA-R EMERGENCY DRILLS

Each building principal will develop a written plan for emergency drills.

Each plan for emergency drills will be forwarded to the superintendent of the schools.

Each principal shall conduct briefings with his faculty concerning the emergency plan.

Each teacher will explain the emergency plan to every student under his or her jurisdiction at a time to be determined by the building principal.

Parents of students enrolled in the school district will be notified of the emergency plans at the beginning of the school year.

In the fall of each year, the principal will conduct a practice drill following the explanation of the emergency plan to each student.

Within one week thereafter, each building principal will conduct a surprise drill. Other such drills will be made as deemed appropriate by the building principal. However, at least one drill must be made prior to the tornado season, beginning in April of each year.

Each emergency plan developed for individual buildings will include a “student pick-up” procedure through which parents may come to school and pick up their children during an emergency as defined by these rules and regulations.

Approved:

Students shall be supervised by school personnel when they are under the jurisdiction of the school.

Each building principal shall coordinate and assign teachers, aides or paraprofessionals to supervise students engaged in school sponsored activities. All school-sponsored activities shall be supervised by an adult approved by the administration.

Each building principal shall ensure appropriate staff members are available for supervising students at specific times and in designated areas.

Approved: 02/08/2016

JGFB-R SUPERVISION OF STUDENTS

Every building principal will make a duty roster comprised of teaching faculty and other administrative staff to supervise students before school, during the lunch hour, after school, and as the need arises.

Every elementary principal shall make a duty roster comprised of his/her faculty for the supervision of students on the playground before, during and after school.

Every school- sponsored activity held after school hours will have at least one faculty member in attendance who shall have general supervisory responsibilities over the student group.

The school has general authority to supervise students in the normal coming and going from home. Teachers who observe students in a potentially dangerous situation should attempt either to halt or prevent injury to students or personal property insofar as they are reasonably able to do so.

No student will be allowed to run errands for any teacher during the school day off the school grounds.

Approved:

JGFC DISMISSAL PRECAUTIONS

In the event of an emergency, such as a blizzard or any other event during the school day that interferes with the normal conduct of school affairs, school will be dismissed only upon action of the superintendent of schools or his/her designated representative. The superintendent of schools shall formulate plans and procedures to instruct all students and their parents of the rules and regulations pertaining to emergency school dismissal.

Approved:

JGFC-R DISMISSAL PRECAUTIONS

School will not be dismissed because of storms that arise during the school day as long as it is feasible for students and teachers to remain at school in safety.

Parents are urged not to send their children to school when storm conditions exist or road conditions are such as to create a definite hazard.

If adverse weather conditions exist before school begins, the building principals will consult with the superintendent of schools concerning dismissal of school.

If the superintendent decides the weather to be of such a nature that the safety of students is threatened, he will notify the radio/TV stations of WIBW, KTNC, KNZA, KMZA, KSNT, KNDY, KOLN, KTKA and have a school-closing announcement broadcast.

JGFC-R DISMISSAL PRECAUTIONS (continued)

Every student will be notified of these rules and regulations at the beginning of each school term.

In the event of a bomb scare, or similar emergency, the principal will immediately vacate the school and remove the students to a place of safety.

The principal will call the police station and/or the county sheriff's office or the Kansas Highway Patrol of the threat and request a thorough inspection of the building and grounds. School may be resumed if no threat is found to the safety of the students and there is sufficient time remaining in the school day to warrant continuation of classes.

Emergency procedures will be formulated by the superintendent of schools and administrative staff covering situations where the local building administrator or staff has been isolated or incapacitated by any group or emergency situation. Such plans are to be held in strict confidence by each staff member having a direct responsibility in the implementation of the plan.

Approved:

JGFE BICYCLE USE

Each building principal will formulate plans and procedures for the safe use and parking of bicycles on school property.

Approved:

JGFE-R BICYCLE USE

At the beginning of each school year, every student will be notified in writing by the principal of the rules and regulations concerning the use of bicycles at his/her school.

At the elementary level, every student will be instructed by his/her home room teacher as to the rules and regulations concerning the use of bicycles and bicycle safety.

Approved:

JGFF Student Transportation

JGFF

(See JGG)

Use of Vehicles and Bicycles

The superintendent may develop procedures regulating to the driving, parking, and use of vehicles and the use and parking of bicycles or other similar equipment during the school day. Failure to observe district rules and/or procedures may result in disciplinary action.

Rules and procedures concerning use of vehicles and bicycles on school property may be included in the student and/or other district handbooks.

Walkers

Students who walk to and from school are urged to become familiar with traffic safety laws governing such activities, to be alert to their surroundings, and to exercise caution while crossing streets in high traffic areas.

Notice

At the beginning of each school year, district staff will provide students with appropriate notice of the rules and procedures relevant to their use of transportation to school and school-related activities.

Approved: 07/11/2022

JGFF-R AUTOMOBILE USE

All rules and regulations concerning use of automobiles on junior and senior high school property will be submitted to the board of education for approval.

All such rules and regulations will be given to each student driver and his/her parents.

Such rules and regulations will include but will not be limited to the following:

Students who are observed driving recklessly on or near school property will be reported by any school district employee to the high school principal. The principal will warn the driver of the incident at the first opportunity thereafter and a written notice will be mailed to the parents of the driver.

After a second warning, the student will be reported to the local civil authorities.

Further violation of these rules and regulations may result in disciplinary action by the school pursuant to the disciplinary code.

Approved:

When a staff member becomes aware that a student has been involved in an accident or is in need of emergency care at school, on school property, or at a school-sponsored activity, the staff member shall follow the rules for the care of an injured student and shall report the accident to the building principal. If a student has an accident which appears to require medical treatment, an employee shall send for medical help and try to make the student as comfortable as possible while waiting for medical assistance to arrive.

When appropriate, the student's parent(s) shall be notified of the student's condition as soon as possible to determine appropriate action. If the student needs medical attention, and the parents cannot be reached, the principal shall seek emergency medical treatment.

Emergency Care

At the scene of an emergency or accident when medical help is not readily available to assist in the care of an injured student, an employee may render emergency care or assistance, including, but not limited to, first aid, as deemed reasonably necessary until medical help arrives. Kansas law provides protection from civil liability for any person who, in good faith and without compensation, renders emergency care or assistance to any person, including a minor without first obtaining the consent of the parent or guardian of such minor, at the scene of an emergency or accident. However, this protection does not extend to individuals whose acts or omissions in rendering emergency care in these circumstances were grossly or wantonly negligent.

Records

Appropriate records documenting student accidents shall be maintained.

Approved: 02/11/2019

JGFG-R STUDENT ACCIDENTS

School employees are not trained to administer medical treatment to students.

In the event of a student accident that appears to require medical treatment other than emergency first aid, all school employees will follow the plans and procedures that have been developed by the superintendent of schools and building principals to cover such emergencies.

In no event will school employees diagnose or in any other way treat a student suspected of injury other than attempting to make the student as comfortable as possible according to first aid procedures while waiting for competent medical treatment.

The superintendent of schools will develop a procedure to be followed in case of a student accident or injury. Such procedure shall include the following:

An information card soliciting the following information shall be on file in the building principal's office:

Names and addresses of parents, their home and business phone numbers;

Names of some other person to be called in the event of an accident and their phone number(s);

Name of the family physician and his/her office phone number;

Permission to call the family physician in the event parents cannot be reached and granting permission to act on his/her advice.

The accident procedure should include but not be limited to the following steps:

When an injury is reported, the principal or his/her designated representative will immediately make the student as comfortable as possible.

Visually determine, if possible, the extent of the injury.

Have the school's office call the parents.

JGFG-R STUDENT ACCIDENTS (continued)

If the parents cannot be reached, the family physician should be contacted.

If the parents are contacted, the injury should be described and appropriate action determined with consent of the parents.

Under no circumstances will any of the school's employees attempt to administer medical treatment to any injured student.

Approved:

JGFGA FIRST AID

First aid may be administered to students only by those school employees qualified by training approved by the school district and then only in case of emergency.

Approved:

JGFGA-R FIRST AID

First aid will be limited to the applying of simple bandages or infection preventatives-- except that justifiable emergency aid to prevent further injury, disability, or death such as stopping excessive bleeding will be permitted.

At least one person in every school building in the school district will be a trained Person qualified to administer first aid.

No school employee will dispense any prescription medicine, patent medicine or other drugs to any student at any time.

The school nurse may be qualified to follow a physician's orders on the dispensing and/or injection of medicine. This type of treatment, however, should be given only with the expressed, written approval of the student's family and physician and should be renewed each semester in writing.

Parents will notify the building principal in writing of any medicine taken by their child.

Approved:

JGFGB Supervision of Medications (See JGFGBA)

JGFGB

The supervision of medications shall be in strict compliance with the rules and regulations of the board as carried out by district personnel. Diagnosis and treatment of illness and the prescribing of drugs and medicines are not the responsibility of the public schools and are not to be practiced by any school personnel, including school nurses, unless authorized.

In certain circumstances when medication is necessary in order that the student remain in school, the school may cooperate with parents in the supervision of medication that the student will use. However, the medical person authorized to prescribe medication or the parent if it is a non-prescription medication must send a written order to the building administrator who may supervise the administration of the medication or treatment. The parents must submit a written request to the building administrator requesting the school's cooperation in such supervision and releasing the school district and personnel from liability.

School personnel shall not be required to be custodians of any medication except as required by a written order of a licensed medical person or in the case of nonprescription medication when requested in writing by the parents.

The medication shall be examined by the school employee administering it to determine that it appears to be in the original container, to be properly labeled, and to be properly authorized by the written order of licensed medical person. Two containers, one for home and one for school, should be requested from the pharmacist.

JGFGB Supervision of Medications

JGFGB-2

Any changes in type of drugs, dosage, and/or time of administration should be accompanied by updated physician and parent permission signatures and a newly labeled pharmacy container.

All medication maintained in the school setting should be kept in a locked container. This includes medication requiring refrigeration.

Medications should be inventoried every semester. Out-of-date stock should be returned to parent or destroyed.

Over-the-counter medications should not be maintained on any school premises, including athletic areas, unless written parent permission to administer is obtained.

The building administrator may choose to discontinue the administration of medication provided that the parents or medical person are notified in advance of the date and the reasons for the discontinuance.

After medication is administered, students should be observed for possible reactions to the medication. This observation may occur at the site of administration or in the classroom as a part of the normal routine.

This policy shall be shared with all local physicians and dentists where practicable. Forms should also be made available to the health care providers in the community.

An individual record should be kept of each medication administered. The record should include student identification, date prescribed, name of medication, time and date(s) administered, signature of person administering and section for comments.

JGFGB Supervision of Medications

JGFGB-3

In the administration of medication, the school employee shall not be deemed to have assumed any legal responsibility other than acting as a duly authorized employee of the school district.

Approved: 02/08/2016

The self-administration of medication is allowed for eligible students in grades K–12. As used in this policy, medication includes, but is not limited to, a medicine for the treatment of anaphylaxis or asthma listed in current federal regulation as an inhaled bronchodilator or auto-injectable epinephrine. Self-administration is the student’s discretionary use of an approved medication for which the student has a prescription or written direction from a health care provider or written parental authorization on file in the school office for over-the counter medications. Self-administration of medication at a dosage or rate exceeding product label instructions may result in denial of privilege to self-administer medications and/or disciplinary action as appropriate.

As used in this policy health care provider means a physician licensed to practice medicine and surgery; an advanced registered nurse practitioner, or a licensed physician assistant who has authority to prescribe drugs under the supervision of a responsible physician.

Student Eligibility

An eligible student shall meet all the following requirements:

- Have a written statement from the student’s health care provider stating the name and purpose of any prescription medication/s or written authorization from the student’s parent for use of over-the-counter medication/s;
- Know the prescribed or recommended dosage;
- Know the time the medication is to be regularly administered;
- Be able to articulate any additional special circumstances under which the medication is to be administered;

- Know the length of time for which the medication is prescribed;
- The student shall also demonstrate to the health care provider or the provider's designee, as applicable, and the school nurse or the nurse's designee the skill level necessary to use the medication and any device that is necessary to administer the medication. In the absence of a school nurse, the school shall designate a person who is trained to witness the demonstration.

Authorization Required

With regard to prescription medications which are not administered on a regular schedule, the student's health care provider shall prepare a written treatment plan for managing the student's condition, such as asthma attacks or anaphylaxis episodes, and for medication use by the student during school hours. The student's parent or guardian shall annually complete and submit to the school any written documentation required by the school, including the treatment plan prepared by the student's health care provider. Permission forms shall be updated during enrollment.

Employee Immunity

All teachers responsible for the student's supervision shall be notified that permission to carry medications and self-administer has been granted. The school district shall provide written notification to the parent or guardian of a student that the school district and its officers, employees, and agents are not liable for damage, injury, or death resulting directly or indirectly from the self-administration of medication.

Waiver of Liability

The student's parent or guardian shall sign a statement acknowledging that the school district and its officers, employees, or agents incur no liability

for damage, injury, or death resulting directly or indirectly from the self-administration of medication and agreeing to release, indemnify, and hold the district and its officers, employees, and agents, harmless from and against any claims relating to the self-administration of medication allowed by this policy.

Additional Requirements for Students Prone to Specified Emergencies

- The school district shall require that any back-up medication provided by the student's parent or guardian be kept at the student's school in a location to which the student has immediate access if there is an asthma or anaphylaxis emergency;
- The school district shall require that all necessary and pertinent information be kept on file at the student's school in a location easily accessible if there is an asthma or anaphylaxis emergency;
- Eligible students shall be allowed to possess and use approved medications at any place where the student is subject to the jurisdiction or supervision of the school district, its officers, employees, or agents;
- The board may adopt policy or handbook language which imposes additional requirements relating to the self-administration of medication allowed for in this policy and may establish a procedure for, and the conditions under which, the authorization for student self-administration of medication may be revoked.

Approved: 01/09/2017

As used in this policy, diabetes management and treatment plan means a plan prepared and implemented for a student with diabetes which is prescribed by a physician licensed to practice medicine and surgery; a certified, advanced registered nurse practitioner who has authority to prescribe drugs; or a licensed physician assistant who has authority to prescribe drugs pursuant to a written protocol with a responsible physician.

Student Eligibility

Self-care of diabetes may be allowed for students in grades K-12. To be eligible, a student shall meet all requirements of this policy.

Parents or guardians shall submit a written diabetes management and treatment plan from the student's health care provider.

The student shall provide written authorization from the student's health care provider and parent or guardian stating the student has been instructed on managing and caring for their diabetes and is authorized to do so in school. An annual written renewal of parental authorization for the self-care of diabetes shall be required.

While at school, each student capable of managing and caring for the student's diabetes will be allowed to:

- Perform blood glucose level check,
- Administer insulin through the delivery system the student uses,
- Treat hypoglycemia and hyperglycemia,
- Possess the supplies or equipment necessary to monitor and care for their diabetes, and

- Otherwise attend to the management and care of the student's diabetes in the classroom, in any area of the school, on school grounds, or at any school-related activity.

Notwithstanding the above, the district reserves the right to put reasonable place and manner procedural safeguards in place for the safe and nondisruptive exercise of such rights by students with diabetes.

Employee Immunity

The board and its employees and agents, who authorize the self-administration of medication and treatment for diabetes in compliance with the provision of this policy, shall not be liable in any action for any injury resulting from the self-administration of medication. The district shall provide written notification to the parent or guardian of a student for whom this policy is applicable that the board and its employees and agents are not liable for any injury resulting from the self-administration of medication. The parent or guardian shall sign such notice and acknowledge that the district incurs no liability for any injury resulting from the self-administration of medication and agrees to indemnify and hold the board and its employees and agents harmless against any claims relating to the self-administration of medication pursuant to this policy.

Approved: 10/13/2014

JGG Transportation

JGG

(See ED and EDDA)

School-provided transportation shall be available to and from school for those students who qualify. Transportation may be provided by the district for all school activities. Transportation may be denied to students who are detained after school for disciplinary reasons.

Students who use school-provided transportation shall be under the jurisdiction of the vehicle driver while in the vehicle. Students shall be subject to the district's student behavior code and other regulations developed by the superintendent and approved by the board.

Drivers shall report violations of the rules to the building principal who may discipline students. The principal may suspend or revoke the transportation privilege of a student who violates any rule or regulation.

When the district provides transportation to an activity, participating students are prohibited from driving personal automobiles to and from district-sponsored activities held during or after the school day unless authorized in writing by the student's parent or guardian.

All rules shall be published in the student handbook.

Approved: 07/11/2022

JGG-R STUDENT TRANSPORTATION

The district owns and operates school buses for the general transportation of students living outside the city limits of any town in the district. State aid for transportation is based upon the number of students living over 2 ½ miles from school. The law requires the board of education to furnish transportation for those student living over 2 ½ miles from the school. Transportation of other students is left to the board's ruling on a year-to-year basis. Out-of-district pupils will be transported only when they meet regularly established routes. The bus drivers are under the direction of the school and they must abide by the policies of the board of education.

Established bus routes shall be based upon the dispersion of the students to be transported, the roads, the load capacity of each bus, and the time necessary to travel the respective routes. Each bus driver is directly responsible for the general cleanliness of his/her own bus. Each driver shall be thoroughly acquainted with the laws and regulations of the state of Kansas that govern school pupil transportation. Particular attention must be paid by the drivers to that section of the law that gives the qualifications of bus drivers.

Bus routes will be planned so that no resident pupil will be required to ride in the bus more than one hour each trip, or be compelled to walk more than 1 ½ miles to board the bus. The student will meet the bus at the time and place scheduled.

Any pupil riding the school bus is under the authority of and is directly responsible to the bus driver. Refusal by a student to submit to the authority of the bus driver shall be sufficient reason for refusing that student transportation. The driver of any school bus shall be held responsible for the order and conduct of pupils transported.

JGG-R STUDENT TRANSPORTATION (continued)

Any student assigned to attend any special education class sponsored by the Holton Special Education Cooperative will be furnished transportation to and from the assigned classes.

Approved:

JGGA WALKERS AND RIDERS

Any student who uses school-provided transportation will be under the jurisdiction of the vehicle driver while in the vehicle and will be subject to all rules and regulations drawn by the superintendent of schools and building principals to cover such activities.

Students who walk to and from school are urged to become familiar with traffic safety laws governing such activities.

Approved:

JGGA Use of Surveillance Cameras (See CN and JR et seq)

JGGA

The district may use surveillance cameras to monitor student activity.

Surveillance cameras may be used to monitor students riding in district vehicles and to monitor student behavior in or around any district facility.

Surveillance footage which is a record of student behavior shall be secured in a secure location until the digital storage mechanism or tape on which the footage is maintained is either reused or erased. Surveillance footage of personally identifiable students depicting their involvement in an altercation or other violation of law or district policy shall be considered a student record and shall be subject to current law for the release of student record information.

Approved: 01/08/2018

JGGA-R WALKERS AND RIDERS

Every building principal will issue instructions to his/her faculty to review traffic regulations for pedestrians with the students at the first of every school year in conjunction with other safety rules and regulations.

Approved:

JGGH SCHOOL LUNCHESES

The school district will provide each student with the opportunity to participate in the school lunch (including breakfast) program. The superintendent of schools and those building principals in whose building a school lunch program is provided will develop rules and regulations governing this activity.

Approved:

JGGH-R SCHOOL LUNCHESES

Students and teachers will remain at the school through the lunch period.

Lunch will be eaten in the designated area according to schedule established by each building principal.

Lunch may be purchased at the lunch programs or may be brought from home.

Milk may be purchased to supplement lunches brought from home.

Exception from the above regulation will not be made for students having study hall during the lunch period.

Any emergency exception from the above regulations will be made only in specific instances in the same manner in which a student may be excused from a class.

The price of each individual lunch will be determined by the board of education.

The food service supervisor will be responsible for the entire lunch program.

The board of education will operate a school lunch program in the schools where they feel it necessary and feasible. Supervision of the lunch program will rest with the building principal. (Teachers will be scheduled to serve as lunch hour supervisors and the district shall pay for their meals.)

The board will set the charge for lunches each year prior to the opening of school and, if adjustments are necessary, may make this adjustment any time during the school year.

Special milk(as for kindergarten) may be purchased on a “per semester” basis only and refunds cannot be made for unused portions. Lunch tickets must be purchased in advance (10 meals).

Approved:

JGHB Vending Machines and Other Automated Play Machines
(See DK and JGCA)

JGHB

No vending machine or play machine may be placed in any building without prior approval of the superintendent.

Vending machine foods and beverages available for sale to students will comply with established federal nutrition standards and guidance on snacks in school.

Advertising associated with product vending will be limited to signage on equipment, paper cups and other serving containers, and will promote a positive nutrition message.

The building principal shall manage the machine(s). A monthly report shall be prepared by each principal showing all receipts and expenditures for each machine. Proceeds from machines shall be deposited in the appropriate activity account.

Approved: 08/14/2017

JH **Student Activities** (See DK, JGFB, JM and KG)

JH

The principal shall be responsible for organizing and approving all student activities. All school-sponsored activities shall be supervised by an adult approved by the administration.

Eligibility for Activities

Students who participate in any school activity shall meet the following requirements:

- all applicable KSHSAA regulations;
- academic eligibility requirements noted in handbooks; and
- other requirements requested by the administration and approved by the board.

Adding or Eliminating Activities

Administrative recommendations to add or eliminate specific activities {shall/may} be considered by the board. Individual patrons or groups of patrons may request the addition or elimination of activities using rules approved by the board and filed with the clerk.

Activity Fund Management

The building principals shall maintain an accurate record of all student activity funds in the respective attendance centers. A monthly report to the board of the revenue and expenditures of the activity fund shall be made. No funds shall be expended from these accounts except in the support of the student activity program.

Receipts shall be issued for all revenue taken into the activity fund of each attendance center. All payments from the activity fund shall be by checks provided for that purpose.

Approved: 02/08/2016

JH-R STUDENT ACTIVITIES

The building principal shall be responsible for the organization of all student activities. He shall make certain that adequate supervision is available and approve all student activities with the assistance of delegated members of the faculty.

A parent or guardian may request that a student be excused from certain types of student activities for religious or physical reasons. The principal shall determine the request in terms of the welfare of all students as well as in terms of the individual.

It is the role of the school district to designate and assign transportation for all students who participate in school activities away from home. When buses or other school vehicles are used, any student who participates in the activity will ride an assigned bus or school vehicle and will return home on that bus or vehicle. If the bus fails to return, substitute transportation will be provided and assigned.

When cars, other than school vehicles, are used, the car or vehicle shall be owned and driven by an adult. Such car shall also have no less than legal minimum liability insurance.

The above regulations will be observed with the following exceptions:

In case of emergency the superintendent or principal may set aside the above rule when he feels that it is necessary.

The sponsoring staff member may set aside the rule when he/she feels that it is necessary—provided the parent or guardian makes written request to pick up the student.

In no case shall a student be released to anyone except a parent or guardian.

In cases of extreme necessity a parent or guardian may address a formal letter to the superintendent or principal well in advance (48 hours) of the trip requesting that a student be released to a well identified adult. No release will be made until a written reply from the superintendent or principal has been filed and copies given to the sponsor.

JH-R STUDENT ACTIVITIES (continued)

Senior trips are allowed if they are approved by the board and meet the field trip guidelines in IFCB and IFCB-R category 2 or 4.

Short educational field trips, pertaining to the subject matter being studied, are encouraged. Such trips should be well planned in advance and approved by the building principal. Trips that are strictly social in nature or for entertainment will not be scheduled. All field trips need to be scheduled and approved by May 10.

Approved: 06/04/12

JHA ACTIVITY FEES

Fees for various student activities not included in the yearly activity fee shall be established by the building principal, with the approval of the board of education. A yearly activity fee may be established by the superintendent, with the approval of the board of education, which will admit each student to all activities in their respective attendance center.

Approved:

JHA-R ACTIVITY FEES

An activity fee will be charged for each junior and senior high school student in the district. Each attendance center will operate its own activity fund with the principal being in charge and bonded accordingly. The activity fee shall be \$10.00 and shall be charged each student attending grades 6 through 12. Purchase of any activity ticket shall entitle the student to attend designated activities at his/her respective attendance center but not throughout the district.

Fees for special student activities not included in the general student activity fee, such as dances, may be established by the building principal with the prior approval of the board of education.

Approved:

JHB ACTIVITY FUND MANAGEMENT

The building principals shall maintain an accurate record of all student activity funds in their respective attendance centers. Each building principal shall make a monthly report to the board of education of the revenue and expenditures of the activity funds under his/her administration. No funds shall be expended from these accounts except in support of the student activity programs.

Approved:

JHB-R ACTIVITY FUND MANAGEMENT

Receipts shall be issued for all revenue taken into the activity fund of each attendance center. All payments from the activity fund shall be by checks provided for that purpose.

No class or organization affiliated with the schools will maintain a separate bank account for their group. All money collected by the treasurer of any organization shall be deposited with the person designated by the superintendent to act as treasurer for the activity funds. Each building principal shall issue directives for his/her respective activity funds and specify how payment shall be made from these funds. A monthly reconciliation of each account will be filed with the superintendent prior to each board meeting. A complete record of the accounting of activity funds shall be available to the district auditor following each school term.

Approved:

JHC Student Organizations

JHC

Students may form clubs and other groups organized to promote or pursue specialized activities outside the regular classroom. Membership in student organizations, whether school sponsored or non-school sponsored, must be open to all interested and eligible students. The building principal and the board shall approve school sponsored student organizations, and a staff member shall attend the meetings or activities to supervise use of the facilities by all student organizations as an advisor or supervisor.

Student Clubs

The administrator shall establish regulations for the operation of school sponsored clubs, and for the use of school facilities by non-school- sponsored clubs.

School sponsored clubs shall be under the direct control of school personnel. Every school sponsored club shall have a constitution which has been approved by the building principal and filed in the school office. If non-curriculum related school sponsored clubs are allowed to meet on school property during non-instructional time, then non-school sponsored student clubs may also meet on school property at such times.

Non-School Sponsored Student Clubs

Non-school sponsored clubs shall submit a request for use of school facilities and have such request granted prior to using the facilities. The non-school sponsored club shall specify in its facility use request the adult who will provide supervision of the activity.

Student Government

Student councils under the direct control of the building principal or designated faculty representative may be established. Student councils may exercise only the authority expressly delegated to them by the building principal.

Approved: 07/11/2022

JHC-R STUDENT ORGANIZATIONS

Student Clubs

A member of the faculty that has been appointed by the building principal shall sponsor every school club. All meeting times and places of the club must have the advance approval of the faculty sponsor and the building principal, and the sponsor or his/her designated representative must be present at all meetings. Every school club shall have a constitution on file in the school office approved by the student council and the building principal.

Student Publications

Student publications that are not obscene, libelous or disruptive may be distributed on school property during school hours in areas designated by the building principal. Distribution which substantially interferes with the normal flow of traffic within the school corridors and entrance ways, which is coercive of any other person's right to accept or reject any publication, or which causes substantial and material interference with "normal school activities" shall not be permitted.

Any student who desires to distribute a student publication that is not officially recognized as a school publication (as herein defined) shall submit the student publication to the building principal for review and approval prior to distribution.

At the time of submission, the student has the right and is encouraged to meet personally with the principal so that the student and principal may freely exchange views on why the distribution of the student publication is or is not appropriate. The student or his/her representative may support the case for distribution with relevant witnesses and materials.

JHC-R STUDENT ORGANIZATIONS (continued)

In exercising the right of prior review, school personnel shall be guided by the following guarantees and definitions. Students are protected in their exercise of freedom of expression by the First Amendment to the Constitution of the United States. It is the responsibility of the school and its staff, while establishing the kind of environment that is necessary for an orderly program of classroom learning, to ensure that the right of students to express themselves freely shall not be infringed upon at the same time. Distribution of student publications shall not be prohibited because they contain the expression of unpopular, critical, controversial, tasteless or offensive ideas.

In order for a student publication to be considered disruptive, there must exist specific, articulable facts upon which it would be reasonable to forecast that a clear and present likelihood of an immediate, substantial, material disruption to normal school activity or school discipline would occur if the material were distributed. Mere undifferentiated fear or apprehension of disturbance is not enough; school personnel must be able to affirmatively show substantial facts that reasonably support a forecast of likely disruption. Such disruption would include, for example, student rioting, unlawful seizures of property, destruction of property, threats or acts of violence, widespread shouting or boisterous conduct, or substantial student participation in a school boycott, sit-in, stand-in, walk-out or other related form of activity. On the other hand, material that stimulates heated discussion or debate does not constitute the type of disruption prohibited.

In determining whether a student publication is disruptive, school personnel should consider the context of the distribution as well as the content of the material. In

JHC-R STUDENT ORGANIZATIONS (continued)

this regard, consideration should be given to past experience with similar material, past experience in dealing with and supervising the students, current events influencing student attitudes and behavior, and any instances of actual or threatened physical disruption prior to or contemporaneously with the submission of the student publication in questions.

The principal shall render his/her decision to approve or disapprove the distribution of the student publication and notify the student within one school day of its submission. If approval to distribute is not granted, the principal shall state his/her reasons to the student in writing.

If the student is dissatisfied with the decision of the principal, the student may appeal this decision to the superintendent of schools that shall render a decision, stating his/her reason in writing, within three school days of the notice of appeal. An appeal is taken from the principal's decision by notifying the principal, either orally or in writing, within two school days of the decision, of the student's desire to appeal.

If the student is dissatisfied with the decision of the superintendent of schools, the student may appeal this decision to the board of education. The board of education shall render its decision in writing within three school days of the notice of appeal. An appeal is taken from the superintendent's decision by notifying the superintendent, either orally or in writing, within two school days of the decision, of the student's desire to appeal.

At every level of the appeal process as outlined above, the student or his/her representative shall have the right to appear and present his/her case supported by

JHC-R STUDENT ORGANIZATIONS (continued)

relevant witnesses and materials as to why distribution of the student publication is appropriate.

Distribution of the student publication during the period of initial review by the principal, after a negative decision of the principal or during the period of appeal shall be sufficient grounds for suspension of the student by the principal in accordance with the procedures set forth in “Suspension and Expulsion,” JDD-R & JDE-R.

Definitions of Terms Used in Discussing Student Publications

“School day” means any day during regular or summer session on which regularly scheduled classroom instruction takes place and excludes Saturdays, Sundays, and official school holidays.

“Publication” means any book, magazine, pamphlet, newspaper, yearbook, picture, photograph, drawing or any other written or printed matter or visual representation, however produced.

“School publication” means any publication, as defined herein, which is composed, compiled, published or distributed under the official supervision of a faculty sponsor.

“Student publication” means any publication as defined herein which is composed, compiled, published or distributed by students.

“Distribution” means circulation or dissemination of the student publication to students at the time and place of normal school activity or immediately prior or subsequent thereto by means of handing out free copies, selling or offering copies for sale, accepting donations for copies of the publication, or displaying the material in areas

JHC-R STUDENT ORGANIZATIONS (continued)

of the school building or property which are generally frequented by students. In dealing with material which is “obscene” or “libelous” the term “distribution” refers to dissemination of one or more copies; whereas in dealing with all other types of material, the term “distribution” refers to a substantial circulation or dissemination of the student publication so as to make the student publication generally available to the students of the school.

“Normal school activity” means organized educational activity of students under the direct supervision of a member of the school staff which includes classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and scheduled in-school lunch periods.

“Minor” means any person under the age of eighteen years.

“Obscene as to minors” means that:

the average person, applying contemporary community standards would find that the publication, taken as a whole, appeals to the prurient interest.

the publication depicts or describes, in a patently offensive way, sexual conduct specified in applicable law.

the work taken as a whole lacks serious literary, artistic, educational, political, or scientific value.

“Libel” is the false and unprivileged publication by writing, printing, picture, effigy or other fixed representation to the eye which exposes a person to public hatred, contempt, ridicule, or obloquy, or which causes him to be shunned or avoided, or which has a tendency to injure him in his/her occupation.

JHC-R STUDENT ORGANIZATIONS (continued)

When the publication concerns “public officials,” i.e., those who hold government office, or “public figures,” i.e., those who, by reason of the notoriety of their achievements or the vigor and success with which they seek the public’s attention, in order to be libelous, the defamatory falsehood must be made with actual malice, i.e., with knowledge that it was false or with reckless disregard of whether it was false or not.

When the publication concerns private individuals, in order to be libelous, the defamatory falsehood must be made negligently; that is, the publisher must fail to exercise the degree of care that a reasonably prudent person would exercise in order to avoid making a defamatory falsehood.

Student Social Events

All student social events shall be monitored and/or approved by the building principal.

Approved:

School-Sponsored Student Publications

School-sponsored student publications shall be under the supervision of the building principal or designated faculty representative.

Students who have facts and opinions should be allowed to express them in print as well as through oral communications. However, student editors and writers must observe the same legal responsibilities as those imposed upon conventional newspapers and communication media. No student shall distribute any school publication which:

- Is obscene according to current legal definitions;
- Is libelous according to current legal definitions; or
- Creates a material or substantial interference with normal school activity or with appropriate discipline in the operation of the school.

Student publications which are not libelous, disruptive, or obscene may be distributed on school property during school hours at times and in areas designated by the building principal.

If a decision to disapprove distribution of a publication is made, the principal shall state reasons for the decision to the student(s).

If the student is dissatisfied with the principal's decision, the student may appeal the decision to the superintendent.

Non-School Sponsored Student Publications

Non-school sponsored student publications may be distributed on school property at times and in areas designated by the building principal.

Distribution of any non-school-sponsored publication may be halted

if the material is obscene, libelous, creates a material or substantial disruption of normal school activity, or interferes with the operation of the school. Distribution in violation of this policy may result in suspension, expulsion, or other discipline of the students involved.

Advertisements

Ads concerning illegal drugs, any controlled substances, or any illegal activity are prohibited in school sponsored publications.

Approved: 02/08/2016

JHCAA Gang Intimidation (See JCAC, JCDA, JCDBB and JDD)

JHCAA

Gang intimidation is the communication of any threat of personal injury to another, actual personal injury to another, or any threat of or actual damage to another's property. Gang intimidation on school owned or operated property; at school-sponsored activities, programs, or events, or which disrupt the school environment is prohibited.

Disciplinary action may be taken against any student for participating in gang intimidation or causing and/or participating in gang-related activities on school owned or operated property or at school-sponsored activities, programs, or events. District staff may be provided inservice training regarding gang behavior and characteristics to facilitate identification of students involved in gang activities.

Approved: 02/08/2021

JHE STUDENT PERFORMANCES

Students shall not participate in any community activities during school hours without the prior permission of the building principals.

Approved:

JHGA FREE LUNCHES

Free lunches are provided for students who are qualified according to school district, state, and federal rules and regulations governing this program.

Approved:

JI Community Activities

JI

Students shall not participate in any community activities during school hours without the prior permission of the principal, unless those activities are undertaken as part of a course's approved curriculum.

Approved: 02/08/2016

JIB PUBLIC SERVICE

The school district encourages students to become involved in public-minded activities associated with legitimate civic and related organizations. The school district, however, does not encourage students working for such organizations in a volunteer capacity during school day.

Approved:

JJ **Employment of Students** (See IDAA)

JJ

In-School Employment

Students may be employed by the district. The district shall not employ students in hazardous jobs.

Outside Employment

A student who needs to work on a regular basis during the school day shall file a written request with the principal. If the request is approved, the student shall file a work schedule with the principal. Changes in the schedule shall be reported by the student to the principal. The student shall not begin the new schedule unless the change is approved by the principal.

Vocational or Other Work Experience

A student who works in a board-approved vocational or other work-experience program shall have a schedule developed cooperatively by the employer and the supervising teacher and approved by the principal prior to beginning the work activity.

All board policies remain applicable to students participating in vocational or other work experience programs.

Approved: 02/08/2016

JJ-R EMPLOYMENT OF STUDENTS

The building principal will be responsible for the conduct of all activities related to student employment during school hours.

Approved:

JJA SCHOOL EMPLOYMENT

Students may be employed by the district for certain positions that conform with budget limitations and personnel requirements.

Approved:

JJA-R SCHOOL EMPLOYMENT

School employment for students will be of a non-hazardous nature. The principal will ascertain that all such employment is in compliance with applicable state and federal labor laws and standards.

Approved:

JJB OUTSIDE EMPLOYMENT

Students will not be excused from school for employment purposes when such work infringes upon schoolwork.

Approved:

JJB-R OUTSIDE EMPLOYMENT

The principal will report all violations of the board's policy on outside employment to the board of education.

Students who desire to work on a regular part-time basis during the school day must secure the approval of the principal and file work schedule. Such work schedule shall not conflict with any of the particular student's class schedule. The student must report any deviations from this schedule to the principal. Students who work in conjunction with work experience activities common to vocational programs must have work schedules that are cooperatively developed by the employer and the supervising teacher, and approved by the principal.

See attached definition of a "special student" and appropriate forms.

Approved:

PRAIRIE HILLS UNIFIED SCHOOL DISTRICT
NO. 113
SABETHA, KANSAS

SUBJECT: SPECIAL STUDENTS
TO: PARENTS OR GUARDIANS AND STUDENTS

The Board of Education of Unified School District No. 113 has a definite written policy concerning "special students." This policy is stated below.

(Student who have attained the age of 16 years may apply to the principal's office to be recognized as a "special student." After considering the circumstances and after being approved by the parent or guardian and the superintendent, the student may attend classes of his choice at the Sabetha, Axtell or Wetmore High School so long as the credits earned are accumulating toward the high school diploma. The student shall participate in no student activities and will receive no student privileges; however, during the hours that the student is in school, the student shall abide by all student rules. Such status or classification may be removed at any time that a student fails to cooperate with school officials.)

The form that follows is to be completed in triplicate for any student who wishes to come under this policy.

I, _____, agree to abide by the above policy for attendance at _____ High School. I further agree that non-school time will be spent at my home or gainfully employed.

(Student's signature)

(Date)

We, as parents or guardians understand and agree to the above policy in order for the above mentioned person to continue their education in _____ High School. We further agree that the above mentioned person will spend non-school time at home or gainfully employed.

(Signature of parent or guardian)

(Date)

The above agreement is recognized and accepted by the following school officials:

(Principal)

(Superintendent)

(Date)

(Date)

JKA SOLICITATION OF STUDENTS

Solicitation of students within the schools for any cause is prohibited. This prohibition includes the selling of tickets to students for any purpose or cause other than a school sponsored activity or function.

Approved:

JKB SOLICITATION BY STUDENTS

Solicitations by students within the schools for any cause is prohibited except as they relate to school sponsored activities or functions.

Approved:

JL GIFTS

Because of the potential for abuse, the giving or receiving of gifts between faculty or staff and students shall be discouraged.

Approved:

JL-R GIFTS

A gift is defined as any donation, present or endowment in the form of cash, merchandise or personal favor.

Approved:

JLA STUDENTS GIFTS TO STAFF MEMBERS

Students shall be discouraged from collecting money, allocating activity funds, or purchasing gifts for faculty members.

Approved:

JLA-R STUDENTS GIFTS TO STAFF MEMBERS

Nothing in these rules and regulations will be construed to prohibit the giving of gifts where there is a family relationship.

Approved:

JLB STUDENTS GIFTS TO THE SCHOOL

Student organizations, with prior approval of the organization sponsor and building principal, may donate portions of the organization's funds to a school or to the school district for specific purposes enumerated by them.

Approved:

JLB-R STUDENT GIFTS TO THE SCHOOL

The superintendent of schools, in cooperation with building principals and representatives of faculty and students, will develop and determine appropriate forms to be used by student organizations to seek approval from the school district to donate gifts to the school or school district.

The acceptance of any gift from a student organization to a school or the school district shall be obtained from the superintendent of schools and board of education prior to the expenditure of any organizational funds.

Approved:

JLC FACULTY GIFTS TO STUDENTS

Faculty members are discouraged from giving gifts to individual students or to classes of students.

Approved:

JM CONTESTS FOR STUDENTS

No student shall enter any contest unless such contest appears on the approved list of the Kansas High School Activities Association or the Kansas State Department of Education, or is approved by the building principal and/or board of education.

Approved:

JM-R CONTESTS FOR STUDENTS

Approval of participation of students in contests sponsored by agencies outside USD 113 shall be delegated to the building principals, in conjunction with the superintendent.

Approved:

JN AWARDS

Student awards shall be limited to those approved by the administrative council and the board of education. The use of cash and other items of significant monetary value for awards shall be prohibited. Awards for inter-scholastic activities shall be limited to those approved by the Kansas State High School Activities Association.

Approved:

JQ EXCEPTIONAL STUDENTS

A hearing will be provided for parents or guardians of exceptional students according to law. Said hearing will be held for the purpose of ascertaining whether a staffing/placement committee's recommendations for exclusion, placement or withdrawal of a student from the district's special educational program is warranted.

Approved:

JQ-R EXCEPTIONAL STUDENTS

Exceptional Child Due Process Procedures

The school administration shall follow these procedures before a student is excluded, reassigned or transferred from regular school classes by a staffing/placement committee on the grounds that the student is an exceptional child and cannot materially benefit from or is placed in, transferred to or from, or denied placement in special education services.

A written notice of a proposal to take any of the above named actions shall be given to the parents or guardians of the child involved. Such notice shall be mailed by restricted mail or personally delivered to said parent or guardians and shall describe the proposed action, state the reasons for the proposed actions, and inform the parents or guardians of the right to object to the proposed actions at a hearing which may be held, upon request of one of the parents or guardians, not less than fifteen days and not more than thirty days from the date on which the notice was received as evidenced by a returned receipt. Such notice must also inform parents or guardians of any free or low cost legal services available and be written in the principal language used in the home.

No action to exclude, reassign or transfer a student on the ground of exceptionality nor to place in, transfer to or from, or deny placement in special education services shall be taken by a staffing/placement committee within the period afforded the parents or guardians to request a hearing, held within not less than 30 days, except that the proposed action may be taken at any time with the written consent of the parents or guardians. When a determination has been made that a child is an exceptional child and that special education services are necessary for such child, it shall be the duty of the

JQ-R EXCEPTIONAL STUDENTS (continued)

parent or guardian of such exceptional child to require such child to enroll in and attend the special education services which are indicated in the determination. The parent or guardian has the right to revoke consent and request a hearing at any time.

When it is determined that an exceptional child can no longer materially benefit from the district's regular instruction or the program of special education offered by the district and/or needs more specialized remedial instruction in a state institution and is officially admitted therein, the district may not be required to provide such exceptional child with special education services.

Procedural Due Process Hearing

The hearing which is provided for shall be held at a time and place reasonably convenient to the parents or guardians of the involved child, be a closed hearing unless the parents or guardians shall request an open hearing, and be conducted according to the rules and regulations as specified below.

Upon receipt of a request for a hearing from one of the parents or guardians of the involved child, the hearing officer shall convene the hearing not less than fifteen, nor more than thirty days from the date of receipt of notice. During the hearing, both parties shall have the right to have counsel of their own choice present and to receive the advice of such counsel or other person whom they may select. The parents or guardians have the right to be present at the hearing. Both parties and their counsel or advisor shall have the right to read a full report of and hear and cross-examine the testimony of witnesses responsible for recommending the proposed action and any other materials witnesses appearing. The child has a right to present his own witnesses in person or their

JQ-R EXCEPTIONAL STUDENTS (continued)

testimony by affidavit, including expert medical, psychological or educational testimony; also the child has the right to testify in his own behalf and give reasons in opposition to the proposed action. Both parties have a right to prohibit presentation of evidence not disclosed to the opposite party at least five days prior to the hearing. The child has a right to an orderly hearing and a fair and impartial decision based upon substantial evidence. Both parties have a right to have a record of the hearing made by mechanical or electronic recording or by an official court reporter.

At a reasonable time prior to the hearing, the parents or guardians or counsel of the involved child shall be given access to all records, tests, reports or clinical evaluation relating to the proposed action.

Written notice of the results of any hearing held pursuant to law shall be sent by restricted mail to the affected child, his/her parents or guardians, or his/her counsel within twenty-four hours after such result is determined.

Any such hearing officer shall not be a member of the board, an employee of the school district or the state board of education, a person responsible for recommending the proposed action, or a person with a conflicting personal or professional interest.

Any such appointment shall apply to a particular hearing or to a set or class of hearings as specified by the board in making such appointment.

The hearing officer appointed by the board shall, after the hearing, prepare a written report thereon and present it to the board. Any decision by the hearing officer in accordance with this section shall be final, subject to appeals as provided by law.

JQ-R EXCEPTIONAL STUDENTS (continued)

Any hearing officer holding a hearing under these regulations may administer oaths for the purpose of taking testimony therein.

The cost of any hearing shall be paid by the school district.

Appeal Provision

Both parties have the right of appealing such decision to the state board of education according to law.

Approved:

JQA Temporarily Disabled Students (See IDACB and JGFGBA) JQA

Students who are temporarily disabled by illness, operation, or accident authenticated by a health care provider's order, may be eligible for alternative educational services or accommodations in their regular program which allow for meaningful participation in the program.

Students with injuries which prohibit participation in physical education or other classes shall present to the building principal a health care provider's statement prohibiting such activity.

Teachers shall follow medical instructions relating to limitations on the student's participation, and shall either provide alternative methods for the student to earn a credit/grade in the class during the period of the disability or contact the district 504 coordinator for consideration of an evaluation under Section 504.

For the purposes of this policy, health care provider shall have the meaning subscribed to it in board policy JGFGBA.

Approved: 02/08/2016

JQA-R PHYSICALLY HANDICAPPED STUDENTS

Students who are injured and have difficulty walking or climbing stairs may secure permission from the building principal to be late to class.

Each such permit will expire Friday at 4 p.m. of each week and must be renewed at the beginning of school each Monday morning.

Students with injuries that would prohibit normal participation in physical education must present a physician's statement prohibiting such activity to the building principal at the time the student re-enters school after sustaining his injury.

Those students who are permanently handicapped will be identified at the beginning of each year by the school district's staff.

Each staff member in the district will be given a list of the names of such student with the appropriate remarks describing the handicap.

Each staff member will make appropriate allowances for physical performance of such students as they proceed through the school day and the educational program.

Approved:

JQE Alternative Arrangements for Nontraditional Students JQE

Married students, pregnant students, and students who are parents shall have access to the same educational opportunities, services, and extracurricular activities provided to other students.

A pregnant student may be required to provide a health care provider's release to be allowed to participate in school activities which could pose a health or safety risk.

If there is a delay in obtaining a health care provider's release, in the student's best interest, the administration may deny activity participation until the release is made available.

Approved: 02/08/2016

JQE-R PREGNANT STUDENTS

Each pregnant student's case will be handled on an individual basis by the school's staff in relation to full participation in school activities.

The advice of the student's consulting physician will be considered in regards to physical activity and other school activities.

Pregnant students will be allowed to participate in all phases of the school program unless their physician advises to the contrary or their behavior results in material and substantial disruption of the school program.

In the event a pregnant student's child is born during the school year, the student will be readmitted to regular classes upon written consent of her physician.

Approved:

JQF MARRIED STUDENTS

The board of education recognizes that students who marry need the educational opportunities made available through the public schools as much or more than other students. These students shall have access to the same educational opportunities, special services and considerations that are provided other students enrolled in the district.

Marital status shall not affect the rights and privileges of students to take part in any extra-curricular activity offered by the school unless their participation is regulated by an outside agency such as KSHSAA.

The administration is authorized, in terms of the statements above, to make special arrangements for attendance, promotion, graduation, etc., for married students who wish to continue and complete their education in the schools of the district.

Approved:

JQF-R MARRIED STUDENTS

To clarify questions that may arise and to make possible fair arrangements for all classes in which married students may be involved, the board has established the following regulations and principles.

Students who are married must declare their status at the time of marriage or at the time of enrollment in school.

Married students shall be expected to conduct themselves in the same manner as other students, observing all policies and rules of the board of education. They shall, however, be classified as special students, and attendance requirements shall be mutually agreed upon.

All cases will be handled on an individual basis. Consideration will be shown so that the best possible arrangements regarding credits and graduation can be made.

Failure of a student to comply with these provisions and any applicable board policies and rules may result in suspension or expulsion from school.

Approved:

JQG UNWED MOTHERS

For the reasons enunciated in policy JQE, unwed mothers will not be prohibited from attending regular classes or from participating in extra-class activities, under the same conditions set forth in JQE.

Approved:

JQH DROP-OUTS

The school district's employees will make every effort to encourage students to continue their education until completion of their high school program.

Approved:

JQH-R DROP-OUTS

In the event a student does drop out of school, the school counselor will make an attempt to determine whether the student will return to regular classes and to follow up on each case history in the eventuality the student fails to re-enroll in school.

The school district's counselor, and other employees working with drop-outs, will present to the board of education, at an appropriate time, a report analyzing such case histories, with recommendations, if any, for improvement of the educational program to reduce further drop-outs.

Approved: 05/07/2012

JQKA Foreign Exchange Students (See JBC)

JQKA

Foreign exchange students from approved organizations may be admitted to the district on a tuition-free basis to the extent staff, facilities, equipment, and supplies are available. Other foreign exchange students who meet residency requirements may be allowed to enroll in the district under rules established by the board. Students who enter the country on an F-1 visa shall pre-pay tuition equal to the current cost per pupil as calculated by the Kansas State Department of Education.

Approved: 07/13/2020

JQL Hearing Procedures for Exceptional Students

JQL

A hearing procedure shall be available to parents or guardians of exceptional students according to state board of education regulations, the state special education plan, locally adopted procedures, and applicable laws.

Approved: 02/08/2016

JQLA Class-size/Caseload Limits for Exceptional Students JQLA

The superintendent shall develop and review periodically class-size/caseload limits for students with exceptionalities.

Approved: 02/08/2016

JR Student Records

JR

(See BCBK, CN, CNA, ECA, IDAE, JGGA, JR et seq. and KBA)

All student records shall be treated as confidential and primarily for local school use unless otherwise stipulated. Access to student records, excluding student data submitted to or maintained in a statewide longitudinal data system in accordance with board policy IDAE, shall be permitted as set forth in board policies JR and JRB.

When records include information on more than one student, the parents/guardians of any student shall have access to copies of that part of the record that pertains to their child. Each school shall establish procedures for the granting of a request by parents/guardians for access to their child's school records within a reasonable period of time, but in no case more than 45 days after the request has been made.

In situations where the parents of a student are divorced or separated, each parent, custodial and/or non-custodial, shall have equal rights to their child's records unless a court order specifies otherwise. Private agreements between the student's parents shall not be recognized by the district's personnel.

Parents/guardians shall have an opportunity for a hearing to challenge the content of their child's school records to ensure that the records are not inaccurate, misleading or otherwise in violation of the privacy or other rights of students; to have an opportunity for the correction or deletion of any inaccurate, misleading or otherwise inappropriate data contained therein; and to insert into records the parent's/guardian's written explanation of the content of the records

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Any eligible parent/guardian or student may inspect the personal records of the student during regular school office hours. The district reserves the right to interpret selected records to students and/or parent/guardians at the time of the inspection.

When a student attains 18 years of age, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student.

The parents/guardians of students, or the students if they are 18 years of age or older shall be informed annually by the superintendent of the rights accorded them by this section and by the Family Educational Rights and Privacy Act. In addition, the public shall be informed annually by the superintendent of the categories of information the institution has determined to be directory information.

Approved: 10/13/2014

JR-R STUDENT RECORDS

The superintendent or his/her designated representative shall develop a system of student personnel records in conformity with these policies.

The superintendent is designated as the official custodian of all student records on file in the central office.

All student record files shall be kept in a safe and secure place at all times. The official custodian or his/her designated representative is responsible for maintaining and preserving the confidentiality of student records. The official custodian or his/her designated representative is responsible for classifying records and maintaining them so that each record can clearly be identified by classification. He/she is responsible for reviewing the files and deleting supplementary and tentative records when necessary or as otherwise provided for herein.

Each building principal is designated as the official custodian of student personnel record files kept in his/her attendance center.

Each guidance counselor is designated as the official custodian of student records developed and maintained by the counselor.

District employees are cautioned about the placing of anecdotal statements that might tend to be defamatory in student record files. Anecdotal statements should be written so as to reflect only the necessary facts of a given incident or situation. Personal judgments or biases are not to be included in said statements.

Only carefully worded professional opinion rendered in the line of duty should be written by a physician, psychiatrist, psychologist, guidance counselor, administrator or

JR-R STUDENT RECORDS (continued)

teacher. All such opinions should be reasonably related to the educational process and accurately reflect true facts.

Approved:

JRA TYPES

Student personnel record files shall include but shall not be limited to the following: administrative, supplemental and tentative record files.

Approved:

JRA-R TYPES

Information about students that is collected and stored by school personnel shall be separated into one of the following three classifications:

Administrative records. This classification includes official administrative records that constitute the minimum personal data necessary for operating the educational system. It includes birth date, sex, race, names, addresses, and places of employment of parents, academic work completed, grades, attendance records, withdrawal and re-entry records, honors and activities, date of graduation, and follow-up records.

Supplementary records. This classification includes verified information that is important in operating the educational system but is of a more sensitive nature and of less historical importance. It includes test data, such as scores on standardized achievement, aptitude, and intelligence tests; observational data, such as systematically gathered teacher or counselor evaluations and observations of social and personal assets; clinical data, such as findings and verified reports of serious or recurrent deviant behavior patterns; general data, such as health data, family background information, and educational and vocational plans.

Tentative records. This classification includes useful information that has not been verified or is not clearly needed beyond the immediate present. It includes unevaluated reports of teachers or counselors that may be needed in ongoing counseling or disciplinary actions.

Approved:

JRB **Release of Student Records**

JRB

(See BCBK, CN, CNA, ECA, IDAE, JGGA, JR et seq. and KBA)

Individual student files are not available for public inspection. Except as provided in IDAE with regard to student records which are student data submitted to or maintained in a statewide longitudinal data system, the custodian of student records shall disclose the student's educational records only as provided for in this policy.

Directory Information

Annual notice shall be given to parents and eligible students concerning their rights with regard to student records. In addition, the custodian of the educational records shall give annual public notice of the class of records the institution has designated as directory information and of the right of the parent or eligible student to opt-out of the release of directory information without prior written consent. The appropriate forms for providing notice shall be on file in the office of the custodian of the educational records.

After giving notice and allowing a reasonable period of time for parents or eligible students to inform the district that any or all of the directory information should not be released without prior written consent, the custodian of records may make directory information available without parental or eligible student's consent.

The custodian of records shall make student recruiting information (including student name, address, and telephone listing) available to military recruiters and postsecondary institutions unless parents or eligible students provide a written request to the district providing that the specified information not be released without prior written consent. Notice of the option to opt-out of the release of recruitment information shall be provided to parents and eligible

students in the district's annual notice of rights under the Family Educational Rights and Privacy Act.

For the purposes of this policy, school official means teacher, administrator, other certified employee or board of education. The district may disclose, without the parents or eligible students' consent, personally identifiable information to school officials with a legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support-staff member (including health or medical staff and law enforcement unit personnel); the school board (in executive session); a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The custodian may disclose students' education records to the following persons without the prior consent of the parents:

- Other school officials, including teachers within the district who have legitimate educational interests;
- Officials of other schools or school systems in which the student intends to enroll. The school district will forward student records to such institutions without further notice to the parents or eligible student when the disclosure is initiated by a parent or eligible student or an annual notice provided to parents and eligible students by the district informs them that such records will be automatically disclosed to these institutions for the purposes of enrollment or transfer of the student;

- Authorized persons to whom a student has applied for or from whom a student has received financial aid;
- State and local officials or authorities to whom such information is specifically required to be reported or disclosed pursuant to state statutes;
- Organizations conducting studies for educational agencies for the purpose of developing, validating or administering student tests or programs;
- Accrediting organizations;
- Parents of a student 18 years of age if parents claim the student as a dependent for income tax purposes;
- Appropriate persons if knowledge of any information is necessary to protect the health or safety of the student or other persons in an emergency;
- An agency caseworker or representative of a state or local child welfare agency or tribal organization who has the right to access a student's case plan when such agency or organization is legally responsible for the care and protection of the student and when any further disclosure of such information thereby will be limited in accordance with law; and
- In compliance with a lawfully issued subpoena or judicial order.

Access will be granted to any third party upon written authorization of the eligible student, parent or guardian.

No personally identifiable information contained in personal school records shall be furnished to any person other than those named herein. When there is written instruction from the student's parents, guardian or the eligible student specifying the records, the reasons and the person(s) to whom the release is to be made, a copy of the records to be released shall be made available to the student, parents or guardian upon request. When information is requested in compliance with a judicial order or pursuant to any lawfully issued

subpoena, parent(s)/guardian and the student shall be notified of the orders or subpoenas in advance of compliance with the order or subpoena unless:

- the order or subpoena specifically forbids such disclosure; or
- the order is issued in the context of a court proceeding where a parent is a party and the proceeding involves child abuse and neglect or dependency matters.

Nothing contained in this policy shall preclude authorized representatives of the Comptroller General of the United States, the Secretary and an administrative head of an educational agency or state authorities from having access to student or other records which may be necessary in connection with the audit and evaluation of federally supported education programs or the enforcement of the federal legal requirements which relate to these programs.

The data collection by such official with respect to individual students shall not include information (including social security numbers) which would permit the personal identification of students or their parents or guardian on the data collected and provided.

All persons, agencies or organizations desiring access to the records of a student shall be required to sign a form, which shall be kept permanently with the student's file, but only for inspection by the parents/guardian, the student or a school official responsible for record maintenance. The form signed shall indicate the specific educational or other interest of each person, agency or organization has in seeking this information.

Personal information shall be transferred to a third party only on the

JRB Release of Student Records

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condition that such party shall not permit any other party to have access to such information without the written consent of the student's parents or the eligible student. The board and staff shall protect the rights of privacy of students and their families in connection with any surveys or data-gathering activities conducted, assisted or authorized by the board or administration.

Regulations established under this policy shall include provisions controlling the use, dissemination and protection of such data.

Forwarding Pupil Records

Administrators shall forward student's school records upon request and may not withhold them for any reason.

Approved: 01/09/2017

JRC DISPOSITION

All student records will be maintained and screened periodically as provided for in JRC-R.

Approved:

JRC-R DISPOSITION

Annual notice shall be given to parents and eligible students concerning student records. In addition, the custodian of the educational records shall give annual public notice of the class of records the institution has designated as directory information. The appropriate forms for said notices are on file in the office of the custodian of the educational records.

When a hearing has been requested by parents or an eligible student for the purpose of challenging the content of the student's education record, the procedure to be followed in the hearing shall include the following:

The hearing shall be conducted and the decision rendered by a person who does not have a direct interest in the hearing outcome;

The parent of the student or eligible student shall be given notice of the date, place and time of the hearing within a reasonable time in advance of the hearing;

The parents or the eligible student may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney;

Parents or the eligible student be afforded a full and fair opportunity to present relevant evidence;

The decision be rendered in writing within a reasonable time after the hearing concludes; and

The decision of the school shall be based solely upon the evidence presented at the hearing and include a summary of the evidence and the reasons for the decision.

Administrative records shall be permanent records and maintained by the school for an indefinite period of time. When the student graduates, supplementary records shall be destroyed or shall be transferred to the administrative records if they have permanent

JRC-R DISPOSITION (continued)

usefulness. Tentative records shall be destroyed when the use for which they were collected has ended. However, tentative records may be placed in the supplementary classification if the continuing usefulness of the information is demonstrated and its validity verified.

To eliminate unnecessary or outdated information, a student's records shall be reviewed by the official custodian of said records when the student moves from elementary to junior high and from junior high to high school and when the student graduates.

Approved:

Building principals shall be authorized to collect fees approved by the board or to seek restitution for any school property lost, damaged or destroyed by a student.

Credit Card Payments

Credit and debit cards may be accepted to pay fees, fines, and charges due the district. A fee {may/shall} be collected to cover costs of accepting credit or debit cards.

Fee Schedules

The superintendent shall distribute a schedule of enrollment fees and other fees approved in advance by the board to all building principals. The fee schedule shall include:

- A list of all items for which a charge is to be collected;
- The amount of each charge;
- The date due;
- Classifications of students exempt from the fee or charge;
- A system for accounting for and disposing of fees; and
- An appeal procedure to be used by students or parents to claim exemption from paying the fees or charges.

Debt Collection

Building principals shall attempt to collect unpaid fees and the justifiable value owed by a student of school property lost, damaged, or destroyed by a student. If, after the attempt to collect, the amount remains unpaid, the principal shall report the matter to the superintendent who shall

consult with the school board's attorney, and they shall jointly recommend a course of action to the board.

Forwarding Pupil Records

Administrators shall forward student's school records upon request and may not withhold them for any reason.

Approved: 02/08/2016

JS-R STUDENT FEES, FINES, AND CHARGES

Fees & Charges At the time of enrollment of classes at the beginning of each school year, the superintendent will distribute to all building principals and other school personnel designated by him/her as being authorized to charge and collect certain fees, a detailed list of all items for which a charge is to be collected, the amount of such charge, the date due, those exempt from the fee or charge, and a system for accounting for and disposing of such fees.

Fines Building principals shall make a reasonable effort to collect justifiable value of school property willfully or recklessly lost, damaged, or destroyed by a student. If, after a reasonable amount of time, such amount remains unpaid, the principal shall report the matter to the superintendent who shall consult with the school board's attorney and they shall jointly recommend a course of action to the board.

The board will establish a uniform textbook rental fee each year.

The procedure for refunding book rental money shall be as follows:

Students entering school in the fall or during the first semester will pay the full rental fee.

Students entering school at the beginning of or during the second semester will pay one-half the regular book rental fee.

Students dropping out of school at the end of or during the second semester will receive no refund.

Students dropping out of school after the opening of the second semester will receive no refund.

Refunds will not be made without receipt and recommendation from the principal of the attendance center.

JS-R

STUDENT FEES, FINES, AND CHARGES (continued)

Principals may refund from the “petty cash” fund and claim reimbursement from the textbook rental fund.

No refund will be made for re-arrangement of high school schedules.

Approved: