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## **JA Goals and Objectives JA**

The goal set forth in this policy and rule section is to create the best possible educational climate. These student policies are designed to prevent misunderstanding by students about their responsibilities and privileges. 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 approved by the board and adopted, by reference, as a part of these policies and rules. (See BDC) Approved: KASB Recommendation–7/96

## **JB Attendance Records 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 building principal. A cumulative attendance record for each student shall be kept in the principal's office.

The building principal shall include attendance data in the annual report to the board. Attendance problems shall be reported to the board as necessary. Approved:

## **JBC Enrollment JBC**

### **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, stepparents 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

## **JBC Enrollment JBC-2**

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. (See JQKA)

### Non-resident Students

Ten days after moving out of the USD 289 school district a student shall be considered a non-resident student and must make application following the criteria given below. Non resident students who are permitted to attend the district must satisfy the following criteris:

- A. The parent/guardian must submit a written request on the form provided by the school district, including reasons for the transfer request, to the superintendent before the student's first attendance year in the district. Thereafter, a written request on succeeding year of desired attendance. The written requests are printed on the following pages.
- B. Admittance will not be made if: 1) facilities or classes are deemed to be overcrowded 2) equipment and supplies are not available.
- C. The student must be in good standing in the previous district.
- D. Out of district transportation will not be provided nor will mileage be paid for private transportation. If adequate seating is available, students may be transported if they meet the bus at the nearest in-district bus stop.
- E. Non-resident students will not be allowed to enroll after September 15.
- F. All non-resident student applications are subject to administrator approval. 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. Any student who has been suspended or expelled from another district will not be admitted to the district unless approved by the board.

## **JBC Enrollment JBC-3**

### 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 or other documentation which the building principal determines to be satisfactory. Students enrolling in grades 2-12 shall provide a certified transcript or similar pupil records.

### 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, telephone number of the lawful custodian. The records shall also provide the identity of the student as evidenced by a certified birth certificate, copy of a court order placing the student in the custody of Kansas Social and Rehabilitation Services, a certified transcript of the student, a baptismal certificate or other documentation the building principal considers satisfactory. If proper proof of identity is not provided within 30 days of enrolling, the building principal shall notify local law enforcement officials as required by law and shall not notify any person claiming custody of the child.

### Assignment to a School Building, Grade Level or Classes

The building principal 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. 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 in writing to the superintendent. If the parents are still dissatisfied with the assignment, they may appeal in writing to the board.

### Transferring Credit

In the middle (junior high) school and in the senior high school, full faith and credit shall be given to units earned in other accredited schools, unless the principal determines there is valid

reason for not doing so.

## **JBC Enrollment JBC-4**

### 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:

**Wellsville USD 289 Request for Permission to Enroll Student living with parents, residing outside of the District**

Full name of student \_\_\_\_\_

Date of birth \_\_\_\_\_

Grade last enrolled \_\_\_\_\_ Grade this school year \_\_\_\_\_

Name of last school attended \_\_\_\_\_

Address of last school attended \_\_\_\_\_

Telephone number of principal of last school attended \_\_\_\_\_

School district number where student resides \_\_\_\_\_

Full name of Father \_\_\_\_\_

Address of Father \_\_\_\_\_

Occupation of Father \_\_\_\_\_

Telephone number of Father \_\_\_\_\_

Full name of Mother \_\_\_\_\_

Address of Mother \_\_\_\_\_

Occupation of Mother \_\_\_\_\_

Telephone number of Mother \_\_\_\_\_

State reasons student wants to attend school in this district:

Number of other children in school in this district. \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent Action of Principal: Approved Not Approved Date \_\_\_\_\_

Signed \_\_\_\_\_ Signature of Principal Action of Superintendent:

Approved Not Approved Date \_\_\_\_\_ Signed \_\_\_\_\_ Signature

of Superintendent

**JBD Absences and Excuses (See IHEA, JDD and JBE) JBD**

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. Approved: KASB Recommendation—7/96; 9/97

**JBD-R Absences and Excuses JBD-R**

Procedures for notifying parents on the day of a student's absence shall be published in the student handbook. Excused/Unexcused Absences (See student handbook) Significant Part of a School Day (See student handbook) Make-Up Work

It is the student's responsibility to obtain make-up assignments from teachers following an excused or unexcused absence. Approved: KASB Recommendation—7/96; 9/97

**JBE Truancy (See JBD) JBE**

The building principal or assistant principal 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. Students who are absent for a significant part of any school day shall be considered truant. Prior to reporting to either S.R.S. (if the student is under 13)

## **JBE Truancy JBE-2**

or the county or district attorney (if the student is over 13), a letter shall be sent to the students parent(s) or guardian notifying them that the students 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 exempted from compulsory attendance regulations if the parent(s) or person acting as parent attend(s) the counseling session required by law and signs the appropriate consent and waiver form; if the student earns a GED; or if the student is exempted 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. Approved: KASB Recommendation 7/96; 9/97; 8/98

**PARENT CONSENT AND WAIVER FOR CHILD 16 OR OLDER TO BE EXEMPT  
FROM COMPULSORY ATTENDANCE REQUIREMENTS.**

I, \_\_\_\_\_, understand that pursuant to Kansas law, my child, \_\_\_\_\_, 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. 72-1111, as amended, Unified School District No. 289 encourages \_\_\_\_\_ to remain in school or to pursue an education alternative.

The academic skills listed below have not been achieved by my child,  
\_\_\_\_\_.

Based on *Career Opportunity News* the difference in future earning power between a high school graduate and a high school drop out is approximately \$200,000.

\_\_\_\_\_ is encouraged to attend one of the following alternative education programs:

I (we) the undersigned hereby give written consent to allow my child, \_\_\_\_\_, who is [16] [17] years of age, to be exempt from the Kansas compulsory attendance requirement and state we have attended the final counseling session conducted by USD No. 289 in which the above information was presented to us.

Signature of Parent(s) or Person Acting as Parent

Date

Date

**COMPULSORY ATTENDANCE INFORMATION FOR HIGH SCHOOL PRINCIPALS**  
KSBE provided these lifetime earning differentials to all USD superintendents in 1997. Their

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information is an analysis compiled by Career Opportunities News based on data from the U.S. Bureau of Census.

## **JCAB Searches of Property JCAB**

Principals are authorized to search property if there is reasonable suspicion that district policies, rules or directives are being violated. In addition all lockers shall be subject to random searches without prior notice or reasonable suspicion. All searches by the principal shall be carried out in the presence of another adult witness. Approved: KASB Recommendation–7/96; 8/98

## **JCAB-R Searches of Property JCAB-R**

Search of Lockers Lockers in the district schools shall be under supervision of the principal. Students shall have no expectation of privacy in any school locker.

The combinations and/or keys to all locker locks shall be in the possession of the principal and stored in a place designed to guard against unauthorized access or use. The principal may search any locker at any time without notice. Students shall not place locks, other than those approved by the school, on any locker.

### Searches of Property

Any person other than the principal who wishes to search a student's locker or property shall report to the principal before proceeding. In no event shall any person be permitted to search a student's locker or property without the principal's consent unless the person has a valid search warrant authorizing a search.

If a law enforcement officer desiring to search a student's locker or property has a search warrant, the principal shall permit the search which shall be made in the presence of the principal.

Prohibited items found during the search shall remain in the custody of either the building principal or the law enforcement officer. If any items are turned over

to law enforcement officials the principal shall receive a receipt for the items.

### **JCAB-R Searches of Property JCAB-R-2**

(Whenever the principal is mentioned in this rule, it shall be construed so as to include the superintendent “or designated representative.”) Approved: KASB Recommendation—7/96; 8/98

### **JCABB Searches of Students JCABB**

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. Approved: KASB Recommendation 7/96; 8/98

### **JCABB-R Searches of Students JCABB-R**

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. (See JDD and JCAC)

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.

### **JCABB-R Searches of Students JCABB-R-2**

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.

A written report of each search shall be made by the principal and submitted to the superintendent. The superintendent shall keep a copy of the written report on file. (Whenever the principal is mentioned in this rule, it shall be construed so as to include the superintendent or designated representative.) Approved: KASB Recommendation 7/96; 8/98

**USD 289 WELLSVILLE SCHOOL DISTRICT**

**Search Report Form**

Name of the student \_\_\_\_\_ Parents contacted  
\_\_\_\_\_yes \_\_\_\_\_no Time of search \_\_\_\_\_ Date \_\_\_\_\_ Place of  
search \_\_\_\_\_ Reason or reasons for the  
search \_\_\_\_\_

Law enforcement officials were called by \_\_\_\_\_ Name of the person  
who conducted the actual search \_\_\_\_\_ Names of the persons present while the  
student was being searched:

Result of the search

Object/s confiscated

Guardian \_\_\_\_\_ Name Time Results

Law enforcement \_\_\_\_\_ Name Time Results

\_\_\_\_\_ Name Time Results

Student's file  
Superintendent

## **JCAC Interrogation and Investigations (See EBC and GAAD) JCAC**

Building administrators and others designated by the superintendent may conduct investigations and question students about infractions of school rules or the student conduct code.

If there is reason to believe a violation of a criminal law has been committed, the principal shall notify the appropriate law enforcement agency and may request further investigation of the alleged violation. (See EBC)

### Coordination with Law Enforcement

School administrators shall/may meet periodically with local law enforcement officials to discuss the district's policies and rules regarding law enforcement contacts with the district.

Approved: KASB Recommendation-7/96

## **JCAC-R Interrogation and Investigations JCAC-R**

### Initiated by School Administrators and Conducted by Law Enforcement Officers

When law enforcement officers conduct an investigation and/or question a student(s) during school hours, the building principal shall make reasonable attempts to contact parents, guardian or representative of the student(s) prior to questioning. To the extent possible, reasonable requests of the parents, guardian or representative shall be observed. Notification or attempted notification of parents, guardian or representative shall be documented by the administrator involved. If a student's parents, guardian or representative is not present during questioning of a student, the principal shall be present.

Initiated and Conducted by Law Enforcement Officers The administration shall cooperate with law enforcement officers who are conducting investigations of suspected child abuse. (See GAAD) Law enforce

ment officers shall not be permitted to conduct investigations during school hours

## **JCAC-R Interrogation and Investigations JCAC-R-2**

except in demonstrated emergency situations. If a demonstrated emergency is found, the principal shall require identification of law enforcement officials and reasons for the interrogation or investigation of a student. If the principal is not satisfied with either the identification or the reason, the request shall not be granted. The principal shall attempt to notify the superintendent and the officer's superiors of the reasons for the refusal.

Violations of Criminal Law Information on criminal conduct shall be turned over to law enforcement officials. (See EBC) 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 or SRS. Reasonable effort shall be made to notify the student's parents, guardian or representative when students are removed from school for any reason by law enforcement authorities.

Notification efforts shall be documented. Parents shall not be notified by school officials when their child is taken into custody by SRS and/or law enforcement as a result of allegations of abuse or neglect.

When a student has been taken into custody or arrested on school premises without prior notification to the building principal, the school staff present shall ask the law enforcement officer to notify the principal of the circumstances as quickly as possible.

### **JCAC-R Interrogation and Investigations JCAC-R-3**

#### **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. Approved: KASB Recommendation–7/96

#### **JCDA Student Conduct JCDA**

Each principal shall develop rules and regulations to govern student conduct consistent with board policies. The rules shall be reviewed by the board and adopted as policy by reference. A copy of the current rules shall be filed with the state board of education. Approved: KASB Recommendation–7/96

#### **JCDA-R Student Conduct JCDA-R**

The rules of conduct shall be published in student handbooks. (See JA)

Violation of any provision of the behavior code may result in disciplinary action up to and including suspension and/or expulsion. (See JDD) Approved: KASB Recommendation–7/96

#### **JCDAA Tobacco Use (See GAOC) JCDAA**

Smoking by students and/or the possession and use of any other tobacco product is prohibited in any attendance center, at school-sponsored events or on school property.

Administrators may report students who are in violation of this policy to the appropriate law enforcement agency. Approved: KASB Recommendation 7/96; 9/97

## **JCDB Dress Code JCDB**

Neatness, decency and good taste are guidelines of the district dress code. Dress codes shall be published in the appropriate student handbooks. Approved: KASB Recommendation—7/96

## **JCDBB Weapons (see JDD, EBC and KGD) JCDBB**

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 item being used as a weapon or destructive device;  
any facsimile of a weapon

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;

### **JCDBB Weapons (see JDD, EBC and KGD) JCDBB-2**

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 or 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 Possession

Possession of a firearm or other weapon shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis (see JDC). Possession of a facsimile of a weapon may result in suspension or expulsion. Expulsion hearings for possession of a weapon shall be conducted by the superintendent or the superintendent's designee.

Students violating this policy shall be reported as having a felony or misdemeanor and also referred to the appropriate law enforcement agency(ies) and if a juvenile to SRS or the Commissioner of Juvenile Justice. Approved: 6/01

### **JCE Complaints JCE**

#### Complaints About Discrimination

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

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

## **JCE Complaints JCE-2**

conduct shall be subject to disciplinary action, up to and including termination from employment or expulsion from school.

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 districts programs and activities is prohibited. Superintendent of Schools at 6th and Walnut, Wellsville, KS 785-883-2388 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 student who believes that he or she has been discriminated against may file a complaint with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of discrimination or harassment from a student shall inform the student of the employees 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. Any student complaint of discrimination shall be resolved under the districts discrimination complaint procedures. (See KN)

### **Complaints About School Rules**

Any student may file a complaint with the principal concerning a school rule or regulation as it applies to the student. The complaint shall be in writing, filed within 20 days following the application of the rule or regulation, and must specify the basis for the complaint. The principal shall investigate the complaint and inform the student of the resolution within 10 days after the complaint is filed.

Approved: KASB Recommendation - 7/96; 8/98

### **JCEC Demonstrations JCEC**

Student demonstrations on school property shall be conducted in an orderly and non-disruptive manner. Demonstrations may be terminated at any time by the principal or the superintendent. (See JCAC) Approved: KASB Recommendation–7/96

### **JDA Corporal Punishment JDA**

Corporal punishment shall not be permitted in the school district. Approved: KASB Recommendation–7/96

### **JDB Detention JDB**

Detention periods may be established by building principals and administered according to rules approved by the board. Approved: KASB Recommendation–7/96

### **JDC Probation (See JCDBB and JDD) JDC**

Any punishment, suspension or expulsion, may be deferred by the principal (add other positions as appropriate). The student involved may be placed on probation for a set period of time. The punishment, suspension or expulsion, shall remain deferred so long as the student meets the conditions of the probation. If a student is placed on probation, written notification shall be sent to the student's parent or guardian. Any decisions on probation for students found to be in violation shall be handled by the superintendent. Approved: KASB Recommendation–7/96

### **JDC-R Probation JDC-R**

A student placed on probation shall be given a written list of the terms and conditions of the probation. The student shall sign a statement that: the terms and conditions have been explained, the student understands the conditions, the student agrees to abide by the conditions and failure to abide by the conditions may be reason to reinstate the original punishment. Approved: KASB  
Recommendation-7/96

### **JDD Suspension and Expulsion Procedures (See IHEA, JBD, JCDBB) JDD**

Except as limited by Section 504 or 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. Approved: KASB  
Recommendation-7/96; 8/98; 6/99; 6/00

### **JDD-R Suspension and Expulsion Procedures JDD-R**

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;

## **JDD-R Suspension and Expulsion Procedures JDD-R-2**

- Conduct which constitutes the commission of a felony;
- Conduct 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 sort-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 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.

### **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), a hearing shall be conducted by a hearing officer who has authority to suspend or expel. The superintendent/ principal shall designate a hearing officer authorized by the board. Formal

hearings shall be conducted according to procedures outlined in current Kansas

### **JDD-R Suspension and Expulsion Procedures JDD-R-3**

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 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.

#### **JDD-R Suspension and Expulsion Procedures JDD-R-4**

●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)

●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.(See EBC,JCDBB andJDC)

●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:

d. Be on school property or in any school building without the permission of the principal.

d. 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 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;

## **JDD-R Suspension and Expulsion Procedures JDD-R-5**

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 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 the hearing.
- The board shall schedule an appeal with the board or a hearing officer appointed by the board within 20 calendar days.
- 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 the same rules noted earlier for expulsion hearings.
- The board shall record the hearing.
- The board shall render a final decision within 5 calendar days after the

conclusion of the appeal hearing. Approved: KASB Recommendation - 7/96; 8/98; 6/99;  
6/00

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## **JDDA Drug Free Schools JDDA**

Maintaining drug free schools is important in establishing an appropriate learning environment for the district's students. The unlawful possession, use, sale or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928. Approved: KASB Recommendation 7/96; 9/97

Student Conduct As a condition of continued enrollment in the district, 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 will be reported to the appropriate law enforcement officials, and will be subject to any one or more of 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;

## **JDDA-R Drug Free Schools JDDA-R-2**

- 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.
- 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. Drug and alcohol counseling and rehabilitation programs are available for district students. 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.

### **JDDA-R Drug Free Schools JDDA-R-3**

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.

Bert Nash Mental Health Center 336 Missouri, Suite 202 Lawrence, Kansas 66046 785-843-9192

Franklin County Mental Health Clinic 216 Hickory Ottawa, Kansas 66067

DCCCA Counseling and Resource Center 2200 West 25th Lawrence, Kansas 66046 785-841-4138

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: KASB Recommendation 7/96; 9/97

### **JDDB Reporting Crimes to Law Enforcement (See JDD and EBC) JDDB**

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:

**JDDDB Reporting Crimes to Law Enforcement (See JDD and EBC) JDDDB-2**

- in possession of a weapon,
- in possession of controlled substance or illegal drug; or
- 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 building principal and/or superintendent shall report such act to the appropriate law enforcement agency if any of the behaviors noted above occur.

Approved: 6/01

**- 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 #289**

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; possession of a weapon at school, on school property, or at a school activity; or possession, use, sale or distribution of an illegal drug or controlled substance at school, on school property or at a school activity; or behavior at school, on school property, or at a school activity, which resulted in, or is likely to result in, serious bodily injury to others.

School/Location	Student/s or Person/s	Brief Description
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School Districts are required by Federal Law and K.S.A. 72-6214 to protect the privacy rights of students under the age of 18.

Signed: \_\_\_\_\_  
Administrator or other school employee

c/superintendent, USD 289; c/student's file

### **JF Academic Achievement JF**

Staff shall establish high expectations for all students. These expectation shall be based on individual student ability to meet the board approved learning objectives for each subject.

Reporting (See JR et seq.) Periodic reports on each student's mastery of the approved learning objectives shall be issued to the parents. Report Cards (See JR et seq.)

Report cards shall be issued to each student at the end of each specific grading period for each subject taken. Reasons for deficiencies and/or failures shall be given. The superintendent shall develop standard reporting forms for each grade level. Approved: KASB Recommendation 7/96

### **JFA Peer Grading of Assignments JFA**

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, students shall not be asked to publicly reveal either their own grade or the grade of another student. Approved: KASB Recommendation - 7/02

### **JFAB Student Conferences JFAB**

Teachers shall be available for student conferences at mutually convenient times. Approved: KASB Recommendation–7/96

### **JFAC Parent Conferences JFAC**

Teachers shall be available for parent conferences at mutually convenient times. The principal may schedule individual or building-wide parent-teacher conferences as necessary. Approved:

KASB Recommendation–7/96

### **JFB Promotion and Retention JFB**

Students may be promoted when they have demonstrated mastery of the board-approved learning objectives. Approved: KASB Recommendation–7/96

### **JFB-R Promotion and Retention JFB-R**

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:

KASB Recommendation–7/96

### **JFC Graduation Exercises JFC**

Students who have completed the requirements for graduation may be allowed to participate in graduation exercises unless participation is denied for appropriate reasons. Graduation exercises shall be under the control and direction of the building principal. Approved: KASB

Recommendation–7/96

### **JFCA Early Graduation (See IHF) JFCA**

Students who complete all state and local graduation requirements may request permission to graduate early. Approved: KASB Recommendation–7/96

### **JFCA-R Early Graduation (See IHF) JFCA-R**

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, shall state the reasons supporting the request, 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: KASB Recommendation–7/96

### **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.

Principals shall keep a record of the students who enroll in the group insurance program.

Approved: KASB Recommendation–7/96

### **JGC Health Assessments and Physicals (See JGCB) JGC**

All students up to 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.

All students engaged in activities covered by appropriate KSHSAA rules shall provide the building principal with proof of a physical examination. Approved: KASB recommendation - 7/96

### **JGC-R Health Assessments and Physicals JGC-R**

Principals shall work cooperatively with local, county and state health agencies to disseminate materials related to the availability of health assessments and inoculations. Approved: KASB recommendation - 7/96

### **JGCB Inoculations JGCB**

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 required by the Secretary of the Department of Health and Environment are also required.

A copy of this policy and the applicable state law shall be distributed to students, prospective students or their parents 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. If the parent is not reasonably available, and the authority to consent has not been denied as provided in law, individuals other than the parent may consent to the immunizations as provided for in current law.

### **JGCB Inoculations JGCB-2**

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.

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. Approved: KASB Recommendation—7/96; 9/97

### **JGCC Communicable Diseases JGCC**

Any student noted by a physician or the school nurse as having a communicable disease may be required to withdraw 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 or as authorized by a health assessment team.

The board reserves the right to require a written statement from the student's physician indicating that the student is free from all symptoms of the disease. Approved: KASB Recommendation 7/96

### **JGCC-R Communicable Diseases JGCC-R**

If a student is absent from regular classes for more than three consecutive days or 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.

## **JGCC-R Communicable Diseases JGCC-R-2**

Decisions regarding the type of education and the setting for provision of educational services for a student with a severe communicable disease of long duration shall be based on the medical condition of the child, the behavior and neurological development, and the expected type of interaction with others in that setting. These decisions will be made 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, this will require written permission from the student's parent(s) or guardian(s), or school employee.

### **AIDS**

In each case involving a student with AIDS, ARC, or a positive test for the HIV virus, 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.

No information regarding students with communicable diseases shall be released by district personnel without the student's, parent's or guardians' written consent or in order to comply with state or federal statutes.

### **Guidelines for Dealing with Individuals Infected with AIDS in District Schools**

A. The district establishes the following guidelines for dealing with the problems presented by students and school employees who have or could transmit AIDS to other students or school employees. The guidelines should be reviewed periodically and revised as necessary to reflect new medical information regarding AIDS.

B. Based upon the present knowledge that AIDS is primarily transmitted by blood or sexual contact, and that casual person-to-person contact as would occur

among school children appears to pose no risk, individuals known to be infected

### **JGCC-R Communicable Diseases JGCC-R-3**

with HIV virus should not be restricted from the school setting unless otherwise medically indicated. Those individuals include the following: students and school personnel with positive antibodies to the HIV virus; students and school personnel who have illness due to the virus but do not meet the AIDS CASE definition; and students and school personnel with AIDS.

#### **Case Review**

The determination of the appropriate educational setting for HIV infected individuals should be done on a case-by-case basis by a Review Board and should be weighed against the risk and benefits to both the infected individual and to others who will share the same setting. The school nurse will serve as Chairperson of the Review Board and is the contact source for all referred cases.

A. In the case of a student, the Review Board may consist of, but not necessarily limited to, the student's physician, appropriate school officials including the school principal, guidance counselor, student's primary teacher, office secretary to keep a written record of the proceedings, superintendent of schools, the student's parents or guardian and the county health officer. The school attorney may act as an observer to advise the Review Board on legal questions.

#### **Dealing With Students With AIDS**

A. Most school-aged children and adolescents infected with HIV should be allowed to attend school in an unrestricted manner with the approval of the student's physician. HIV infection, in these recommendations, includes cases of AIDS, ARC and seropositivity since the potential for transmission of the virus is present in any of these three clinical conditions. Based on present data, the benefits of unrestricted school attendance of these students outweigh the possibility that they will transmit the infection in the school environment.

#### **JGCC-R Communicable Diseases JGCC-R-4**

B. Some infected students may pose a greater risk than others in the school setting. Students who lack control of their body secretions, who display behavior such as biting, or have open skin sores which cannot be covered, require a more restricted school environment until more is known about the transmission of the virus under these conditions. Alternative settings may be provided in these instances.

C. In cases where the student's regular educational program is altered because of the risk of infecting others, the Review Board will meet regularly to evaluate and assess the need for alternatives to continuing in the regular school setting. Also, those students who have AIDS and have an unrestricted program will be reevaluated and re-assessed by the Review Board to determine if a need may exist for alternatives to continuing in the regular school setting. Hygienic practices of an infected student may improve with maturation or deteriorate if the condition worsens. The Review Board may determine that a risk exists and the student be recommended for removal from the classroom and an appropriate alternative education program be established until a subsequent review determines that the risk has abated. A plan for periodic review should be established at the time a decision has been made, by the appropriate official, to exclude a child.

D. Before HIV infected individuals attend class in a district school, they will participate in a conference with appropriate school personnel at which time reasonable expectations regarding the individual's responsibilities in the school setting will be discussed. Appropriate recommendations are to be developed from these discussions and submitted to the appropriate official.

## **JGCC-R Communicable Diseases JGCC-R-5**

### **Confidentiality**

The student's teacher(s), the guidance counselor, the office secretary, the school principal, the school nurse, the designated school custodian(s), the superintendent, the county health officer and the school attorney may be among the appropriate personnel who would be knowledgeable about the student's case and shall keep information regarding the student's health confidential. In some situations it may be necessary that other personnel also be advised. This will be determined by the superintendent. Approved: KASB Recommendation 7/96

### **JGD Student Psychological Services 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: KASB Recommendation—7/96

### **JGEC Sexual Harassment JGEC**

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. Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

## **JGEC Sexual Harassment JGEC-2**

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 Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further 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 is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when: (1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

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; 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. The district will promptly investigate all complaints of sexual harassment and take prompt corrective action to end the harassment.



### **JGEC Sexual Harassment JGEC-3**

Any student who believes that he or she has been subjected to sexual 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 sexual 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 or district compliance coordinator 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. (See KN)

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.

An employee who witnesses an act of sexual harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of sexual 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 sexual harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the building coordinator or district coordinator shall report such conduct to the appropriate law enforcement or SRS authorities. (See GAAD)

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 con



### **JGEC Sexual Harassment JGEC-4**

duct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a sexual 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 sexual harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent and employee handbooks 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. Approved: July 28, 2003

### **JGECA Racial Harassment: Students (See GAF) JGECA**

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 or national origin. Discrimination or harassment on the basis of race, color or national origin ("racial harassment") shall not be tolerated in the school district. Racial harassment of employees or students of the district by board members, administrators, certificated and support personnel, student, vendors, and any others having business or other contact with the school district 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. All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored

## **A Racial Harassment: Students (See GAF) JGECA-2**

activities, programs or events. Racial harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to racially harass any student, employee or other individual associated with the school. It shall further 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.

Racial Harassment is racially motivated conduct which:

- 1 Affords a student different treatment, solely on the basis of race, color or national origin, 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;
- 2 Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment; or
- 3 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 harassment may result from verbal or physical conduct or written graphic material.

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

Any student who believes he or she has been subject to racial harassment or has witnessed an act of alleged racial 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 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 stud

**JGECA Racial Harassment: Students (See GAF) JGECA-3**

ent 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 (see KN).

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial harassment under the definition outlined above. Unacceptable student conduct may or may not constitute racial 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 motivated.

An employee who witnesses an act of racial harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of racial 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 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 SRS authorities. (See GAAD)

To the extent possible confidentiality will be maintained through-out 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 harassment shall not reflect upon the student's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a racial harassment complaint is prohibited.

Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion

**JGECA Racial Harassment: Students (See GAF) JGECA-4**

for a student or termination of employment for an employee. False or malicious complaints of racial harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent and employee handbooks 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. Approved: July 28, 2003

**JGFB Supervision of Students JGFB**

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 make a school day duty roster of teachers, aides, paraprofessionals and administrators for supervising students at specific times and in designated areas. (See GAO) Employees' Children

Employees shall not bring their own child/children or children of neighbors, friends or relatives not enrolled in the district's schools, to school if it requires the staff member to supervise the child/children during duty hours. Approved: July 28, 2003

### **JGFF Use of Vehicles JGFF**

The superintendent shall develop procedures regulating the driving, parking and use of vehicles during the school day. Failure to observe district regulations may result in disciplinary action.

Rules and regulations concerning use of motorized vehicles on school property shall be approved by the board and included in the student handbook. Approved: KASB Recommendation—  
7/96

### **JGFG Student Accidents JGFG**

When a staff member sees a student who has been involved in an accident at school, on school property or at a school-sponsored event, the staff member shall follow the rules for the care of an injured student and report the accident to the building principal. If a student has an accident which appears to require medical treatment, no action shall be taken by an employee except to send for medical help and to make the student as comfortable as possible while waiting for medical assistance to arrive. If an employee is qualified to administer first aid, that aid may be given. Qualified employees, for the purpose of this policy, are those employees who have successfully completed an approved Red Cross first aid program or the school nurse.

Appropriate records shall be kept in case a student accident occurs. Approved:

### **JGFG-R Student Accidents JGFG-R**

When appropriate, the student's parent(s) shall be notified of the injury 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.

**JGFG-R Student Accidents JGFG-R-2**

Records

Appropriate records documenting student accidents shall be kept on file in the principals office.

Approved:

**STUDENT ACCIDENT INFORMATION FORM**

Student Name \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ Mailing

Address \_\_\_\_\_ Street

Address \_\_\_\_\_ Home

Phone \_\_\_\_\_ Business

Phone \_\_\_\_\_ Name(s) and phone

number(s) of some other person(s) to be called in the event of an accident if the parent(s) cannot be contacted: 1. \_\_\_\_\_

2. \_\_\_\_\_ Name and office phone

number of family physician: \_\_\_\_\_

Physical conditions staff members should be alerted to:

**SAMPLE CONSENT FOR EMERGENCY MEDICAL TREATMENT**

I, the undersigned, being the natural parent (or legal guardian) of \_\_\_\_\_, a minor, do hereby consent to the securing of emergency medical treatment, including the necessary transportation to receive such treatment, for said \_\_\_\_\_ by \_\_\_\_\_, the superintendent of schools USD 289, Franklin County, or designee.

Dated this \_\_\_\_ day of \_\_\_\_\_ and valid for the remainder of school year \_\_\_\_\_ or until specifically revoked.

Parent

Witnessed By:

**JGFGB Supervision of Medications JGFGB**

The supervision of oral medications shall be in strict compliance with the rules and regulations of the board as carried out by district personnel. Approved: KASB Recommendation 9/96

**JGFGB-R Supervision of Medications JGFGB-R**

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

## **JGFGB-R Supervision of Medications JGFGB-R-2**

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 schools 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 the medication 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. Only oral medications should be administered except in emergency situations.

Any changes in type of drugs, dosage and/or time of administration should be accompanied by new 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 re

### **JGFGB-R Supervision of Medications JGFGB-R-3**

actions 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.

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: KASB Recommendation 9/96

**Permission for Medication**

Name of Student \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

Teacher \_\_\_\_\_

Medication \_\_\_\_\_ Dosage \_\_\_\_\_

Date Started \_\_\_\_\_

Time of day medication is to be given \_\_\_\_\_

Date \_\_\_\_\_ Signature of Physician \_\_\_\_\_

I hereby give my permission for \_\_\_\_\_ to take the above medication at school as ordered. I understand that it is my responsibility to furnish this medication. I further understand that any school employee who administers any drug or nonprescription medication pursuant to parental written request to my student in accordance with written instructions from the physician or dentist shall not be liable for damages as a result of an adverse medication reaction suffered by the student because of administering such medication.

Date Signature of Parent or Guardian

NOTE: The medication is to be brought to school in the original container appropriately labeled by the pharmacy, or physician, stating the name of the medication, the dosage and times to be administered.

USD 289 School \_\_\_\_\_

**Medications Given at School**

Name of Student \_\_\_\_\_ Parent/Guardian

\_\_\_\_\_ Physician's Name

\_\_\_\_\_ Phone \_\_\_\_\_ Medication

\_\_\_\_\_ Prescribed by \_\_\_\_\_ Dosage

\_\_\_\_\_ Time to be Given \_\_\_\_\_ Duration of Orders

\_\_\_\_\_

Administered By Date Time Dosage (signature) Comments

## **JGG Transportation JGG**

Bus transportation shall be provided 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.

All rules shall be published in the student handbook.

Approved: KASB Recommendation 7/96

## **JGG-R Transportation JGG-R**

### **Operation of School Buses**

The system of school bus transportation shall be operated to transport pupils to and from school. The school buses must comply with regulations of the State of Kansas regarding school bus transportation.

Bus routes will be established in the most efficient and safest manner possible. In the interest of efficiency and safety, students may be asked to walk a reasonable distance.

### **Pupils Permitted to Ride School Bus to School**

Only those pupils residing outside the city limits of the city of Wellsville and those students living within the city limits who utilize child care services outside of the city limits, if the bus has seating available and goes directly by the child care service providers residence, shall be permitted to ride the school bus to and from school. The District Transportation Director shall determine if the bus has seating available and the route of the bus.

**Buses do not Operate Beyond District Boundaries** The buses of Unified School District No. 289 shall not operate beyond the boundaries of the district for the purpose of transporting students to and from school.

## **JGG-R Transportation JGG-R-2**

Activity Buses The school buses may be operated to transport students to and from school activities such as athletic contests, music contests, field trips, etc. Coaches who drive activity buses shall be paid at a flat rate per trip. Self-Transportation of Pupils

Those pupils who drive vehicles to school shall park their vehicles in the designated student parking area if they use the school parking lot. The vehicles are not to be driven without permission of the principal until school is dismissed in the afternoon. Violations of this policy may result in suspension from school. Vocational students must use district transportation, unless they have written permission from parents and permission from the principal.

School Buses Not Used by Outside Organizations The school buses may not be used by any organization not connected with the school. Disclosure Form

Any district employee who plans to drive a school vehicle must file a disclosure form with the transportation director prior to driving. Approved:

## **JGGA Use of Video Cameras (See JR and JRB) JGGA**

The district may use video cameras to monitor student activity.

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

Video tapes that are records of student behavior shall be secured in a locked file until the tapes are either reused or erased. The video tape shall be considered a

**JGGA Use of Video Cameras (See JR and JRB) JGGA-2**

student record and shall be subject to current law for the release of student record information.

Approved: KASB Recommendation–7/96

**JGH School Food Service Programs JGH**

The district shall provide a school food service program. Food service rules shall be published in student handbooks. Building principals shall develop individual building rules. Free or Reduced Price Meals Free or reduced price meals shall be provided for students who qualify under state and federal rules and regulations. The eligibility forms, rules and regulations governing this program shall be provided by the administration to students or their parents. Contracts With Other Agencies

The board may enter into contracts with the governing authority of any nonpublic school or any child-care institution to provide meals for children who attend these institutions. The board may also contract for meal service with any municipality, any state university or any corporation whose operations are substantially controlled by a state university. Contracts shall provide for payment of the costs incurred by the district to provide the service. Income received by the district under any contract to provide this service shall be deposited in the district food service fund and may be expended whether budgeted or not. Approved: July 28, 2003

**JGHB Vending Machines and Other Automated Play Machines JGHB**

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

Approved: KASB Recommendation7/96

## **JGHB-R Vending Machines & Other Automated Play Machines JGHB-R**

The building principal shall manage the machine(s). A monthly report shall be prepared by each principal showing all receipts and expenditures for the machines. Proceeds from machines shall be deposited in the appropriate activity account. (See DK) Approved: KASB Recommendation 7/96

## **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;  
Subject to board approval and KSHSAA regulations, students enrolled in accredited virtual schools may be allowed participation in school activities;
- 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 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

Approved: KASB Recommendation – 6/00; 4/07; 5/10

## Sample Only: Adapt for local use

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### Public Input Form: Request to Add/Eliminate an Activity

1. Name:
2. Address:
3. Represents:      Self      Group:
4. Name of Group:
5. Activity to eliminate: Explain rationale
6. Activity to add:
7. Proposed start-up budget: \$ \_\_\_\_\_
  - Prepare a detailed budget sheet for board consideration.
  - Where would you get the money?
    - If no new money is available, what existing program would you propose reducing or eliminating to fund the proposed budget?
8. On-going budget: \$ \_\_\_\_\_

Prepare a reasonably detailed on-going budget which describes the on-going expenses necessary to maintain the program.
9. Indicate need to add program:
10. OTHER:

Use additional paper as necessary.

Signed: \_\_\_\_\_

Date submitted to administration: \_\_\_\_\_, 200\_

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## **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 facilities then, during non-instructional time, non-school sponsored student clubs may also meet in school facilities.

### **Non-School Sponsored Student Clubs**

Non-school sponsored clubs shall submit a request for use of school facilities prior to using the facilities. A faculty member (or other adult approved in advance) shall attend the meetings as a supervisor but shall not participate in the group's activities.

### **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

## **JHC Student Organizations JHC-2**

authority expressly delegated to them by the building principal. Approved: KASB

Recommendation 7/96

## **JHCA Student Publications JHCA**

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:

1. Is obscene according to current legal definitions;
2. Is libelous according to current legal definitions; or
3. Creates a material or substantial interference with normal school activity or 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. If the material is obscene or libelous, or creates a material or substantial

disruption of normal school activity or interferes with the operation of the school, distribution will not be allowed. Distribution in violation of this policy may result

### **JHCA Student Publications JHCA-2**

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:

### **JHCAA Gang Activity JHCAA**

Gang activities which threaten the safety or well-being of persons or property on school grounds or at school activities, or which disrupt the school environment, are prohibited.

The building principal shall establish procedures and regulations for disciplinary action to be taken against any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in gang-related activities. (See JCAC, JCDA, JCDBB and JDD)

District staff may be provided in-service training in gang behavior and characteristics to facilitate identification of students involved in gang activities. Approved:

### **JJ Community Activities JJ**

Students shall not participate in any community activities during school hours without the prior permission of the principal. Approved: KASB Recommendation–7/96

## **JJ Employment of Students 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 (See IDAA)

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. Approved: KASB Recommendation-7/96

## **JK Solicitations JK**

Commercial firms shall not be permitted to solicit students during school hours or on school property without prior approval of the administration.

Solicitations by students of students during school hours and on school property shall be done only when they are related to school sponsored activities. All student sales projects shall require the principal's prior approval.

Representatives from commercial schools, colleges, armed forces or other agencies shall be permitted to meet with students only by permission of the principal. Student contact by these organizations shall be arranged for and super

## **JK Solicitations JK-2**

vised by the guidance office. (See KI) Approved: KASB

Recommendation–7/96

## **JL Gifts (See GAJ, KH) JL**

The giving of gifts between students and staff members is discouraged. Approved: KASB

Recommendation–7/96

## **JL-R Gifts (See GAJ, KH) (See DK) JL-R**

Student Gifts to Staff Members Students shall be allowed to collect money or purchase gifts for faculty members with the principal's approval. Faculty Gifts to Students

A gift by a faculty member to an individual student or to classes of students during school hours or on school property shall require prior approval of the principal.

### Student Organization Gifts to the School

Student organizations, with prior approval of the organization sponsor and building principal, may donate a portion of the organization's funds to the district. These donations shall require prior board approval.

A gift is defined as any donation, present or endowment in the form of cash, merchandise or personal favor.

Any student organization gift to the district shall become district property when accepted by the board.

Approved: KASB Recommendation–7/96

### **JM Contests for Students JM**

No student shall enter any contest as a school representative unless the contest is approved by the KSHSAA or by the administration. (See JH) Approved: KASB Recommendation–7/96

### **JN Awards JN**

Awards for participation in interscholastic activities shall be limited to those approved by the KSHSAA. Approved: KASB Recommendation–7/96

### **JQ Exceptional Students JQ**

All programs for exceptional students shall be managed in accordance with the local plans for exceptional students, the policy and rules of the local board, and the rules and regulations of the state board of education. Approved: KASB Recommendation–7/96

### **JQA Physically Disabled Students JQA**

Physically disabled students, including those temporarily disabled by illness, operation or accident authenticated by a physician's order, may be eligible for alternative educational services or accommodations in their regular program which allow for meaningful participation in the program. Approved: KASB Recommendation–7/96

### **JQA-R Physically Disabled Students JQA-R**

Students with injuries which prohibit participation in physical education or other classes shall present to the building principal a physician's statement prohibiting such activity.

### **JQA-R Physically Disabled Students JQA-R-2**

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 appropriate accommodation for the student. Approved: KASB Recommendation–7/96

### **JQE Alternative Arrangements JQE**

Married students, pregnant students and students who are parents shall have access to the same educational opportunities, special services and extracurricular activity considerations provided to other students.

A pregnant student may be required to provide a physician's release statement to be allowed to participate in school activities.

If there is a delay in obtaining a physician's release statement, in the student's best interest, the administration may deny activity participation until the permission slip is made available. Approved: KASB Recommendation–7/96

### **JQI Adult Students JQI**

Adult students who have not graduated from high school are encouraged to attend high school classes. Approved: KASB Recommendation–7/96

**JQKA Foreign Exchange Students JQKA**

Foreign exchange students from organizations approved each year by the KSHSAA shall be admitted to the district on a tuition-free basis. 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 State Department of Education.

(See JBC) Approved: KASB Recommendation—7/96; 9/97

**APPLICATION FORM**

Foreign Exchange Student/Host Family (To Be Completed by Host Family and School Administrator)

**Host Family Information**

Name \_\_\_\_\_ Address \_\_\_\_\_  
\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
\_\_\_\_\_ Phone No. \_\_\_\_\_ Names, ages, and class of

host family children attending the schools of the district:

Name Age Class or Grade Level 1)

\_\_\_\_\_) 2)  
\_\_\_\_\_) 3)  
\_\_\_\_\_) 4)

**Foreign Exchange**

**Student** Name \_\_\_\_\_ Nationality \_\_\_\_\_ Age \_\_\_\_\_ Address \_\_\_\_\_  
\_\_\_\_\_ City \_\_\_\_\_ Country \_\_\_\_\_  
\_\_\_\_\_ Phone No. \_\_\_\_\_ Sponsoring Agency \_\_\_\_\_  
\_\_\_\_\_ School diploma received from home  
country? \_\_\_\_\_ Yes \_\_\_\_\_ No Check courses that student has completed. (verified from official  
transcript)

We, acting as host family, assume full responsibility for (student's name) while he/she is residing with us. We are not sponsoring this student for personal profit and will ensure that all of the policies, rules, and regulations of the board are followed.

### **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. A hearing shall be held for the purpose of ascertaining whether a staffing/placement committee's recommendations for assignment, reassignment, exclusion, transfer or withdrawal of a student are warranted.

Approved: KASB Recommendation—7/96

### **JR Student Records JR**

All student records shall be treated as confidential and primarily for local school use unless otherwise stipulated. Approved: KASB Recommendation 7/96

### **JR-R Student Records JR-R**

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,

## **JR-R Student Records JR-R-2**

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.

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 building principal 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 building principal of the categories of information the institution has determined to be directory information. Approved: KASB

Recommendation 7/96

## **JRA Types of Records JRA**

### **Permanent Student Records**

Each school shall permanently retain records relating to each students academic performance, attendance and activities. Information about students collected and stored by any school personnel shall be separated into one of the following class

ifications:

## **JRA Types of Records JRA-2**

### **Administrative records**

The official administrative records that constitute the minimum personal information necessary for operating the educational system. It shall include birth date, sex, race, names, telephone numbers, addresses and places of employment of parents, academic work completed, grades, attendance records, withdrawal and reentry records, honors and activities, date of graduation and follow-up records of a student.

### **Supplementary records**

Records of verified information 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 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**

A record of 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: KASB Recommendation 7/96; 6/00

## **JRB Release of Student Records (See ECA) JRB**

Individual student files are not available for public inspection. The custodian of student records shall disclose the student's educational records only as provided for in policy.

## **JRB Release of Student Records (See ECA) JRB-2**

### **Directory Information**

Annual notice shall be given to parents and eligible students concerning the student's 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 object to 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, 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 (name, address, and telephone listing) available to military recruiters and postsecondary institutions unless parents or eligible students request the information not be released without written consent.

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:

### **JRB Release of Student Records (See ECA) JRB-3**

- 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;
- 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; 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, 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, parents, guardian and the student shall be

notified of the orders or subpoenas in advance of compliance, with the order or subpoena unless the

### **JRB Release of Student Records (See ECA) JRB-4**

order or subpoena specifically forbids such disclosure.

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 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: July 28, 2003

### **JRC Disposition of Records (See JRA and JRB) JRC**

All student records will be maintained and screened periodically. Approved: KASB  
Recommendation–7/96

### **JRC-R Disposition of Records JRC-R**

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 usefulness. Tentative records shall be destroyed when the use for which they were collected is ended. However, tentative records may be placed in the supplementary classification if the continuing usefulness of the information is demonstrated and its validity verified.

The official custodian shall review a student's records when the student moves from elementary to a middle school or junior high, from a middle school or junior high to high school and upon high school graduation. During each review obsolete or unnecessary information shall be removed and destroyed.

Following a reasonable amount of time after a student has graduated or ceases to attend school in the district, the records of the student that are determined to be appropriate for retention may be placed on microfilm. Approved: KASB Recommendation–7/96

### **JRD Hearing Request JRD**

When a hearing has been requested by a parent, guardian or an eligible student to challenge the content of the student's education record, the procedure to be followed in the hearing shall be:

The hearing shall be conducted and the decision rendered by a person who does not have a direct interest in the hearing outcome.

## **JRD Hearing Request JRD-2**

The parent, guardian 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 parent, guardian or the eligible student may be assisted or represented by individuals of their choice at their own expense, including an attorney. Parents, guardian or the eligible student shall be afforded a full and fair opportunity to present relevant evidence.

A written decision shall be rendered within a reasonable time after the hearing concludes. The decision of the hearing official shall be based solely upon the evidence presented at the hearing and include a summary of the evidence and the reasons for the decision. Approved: KASB Recommendation-7/96

## **JS Student Fees and Charges JS**

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 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

## **JS Student Fees and Charges JS-2**

- 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 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: 6/01