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1 **JA** **Goals and Objectives**

JA

2 (See BDA, CM, GAA and JCDA)

3
4 These student policies are designed to prevent misunderstanding by students and parents/
5 guardians about their rights and responsibilities. The ideas and recommendations of students
6 shall be considered when adopting policies, rules, and regulations governing the conduct of
7 students and their rights and responsibilities.
8

9 All student handbooks shall be consistent with board policy, approved by the board, and
10 adopted, by reference, as a part of these policies and regulations.
11

12 Approved: June 12, 2001

13 Revised: June 14, 2011

14 Revised: November 8, 2016

15 Revised: October 11, 2022

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

JB

2
3 Daily attendance records shall be maintained for each student in each school. The
4 primary responsibility for recording attendance shall be assigned to teachers using forms
5 prescribed by the superintendent. A cumulative attendance record for each student shall also be
6 maintained.

7
8 The superintendent shall include attendance data in an annual report to the board.
9 Attendance problems shall be reported to the board as necessary.

10
11 Approved: September 4, 1991
12 Revised: June 12, 2001
13 Reviewed: June 14, 2011
14 Revised: November 8, 2016

2 (See IIBGB, JBCA, JBDB, JBCC and JQKA)

3
4 Resident Students

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

14
15 Non-Resident Students

16 Details concerning the enrollment and continued enrollment process for nonresident
17 students may be found in board policy JBCC.

18
19 Enrollment Restriction

20 No student, regardless of residency, who has been suspended or expelled from another
21 school district will be admitted to the district until the period of such suspension or expulsion has
22 expired.

23
24 Enrollment Procedures

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

28
29 Part-Time Students

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

- 32 • is also enrolled in a non-accredited private elementary or secondary school or in any
33 other private, denominational, or parochial school as required by law;
- 34 • requests to enroll part-time in the school district; and
- 35 • meets the age of eligibility requirements for school attendance.

36
37 District administrators shall make a good faith attempt to accommodate scheduling
38 requests of students enrolling in the school district in these situations but shall not be required to
39 make adjustments to accommodate every such request.

40
41 Part-time students, other than those specified previously in this policy, may enroll with
42 the administration’s permission if they complete all paperwork in a timely fashion and are in
43 attendance no later than the first day of school. Such part-time students may be admitted only to
44 the extent that staff, facilities, equipment, and supplies are available, and the students follow the
45 district’s student conduct policies and rules.

46
47 Identification of Students

48 All students enrolling in the district for the first time shall provide required proof of

50 (See IIBGB, JBCA, JBDB, JBCC and JQKA)

51
52 identity. Students enrolling in kindergarten or first grade shall provide a certified copy of their
53 birth certificate; a certified copy of the court order placing the child in the custody of the
54 Secretary of the Department for Children and Families, or other documentation which the board
55 determines to be satisfactory. Students enrolling in grades 2-12 shall provide a certified
56 transcript, similar pupil records or data, and other documentary evidence the board deems
57 satisfactory.

58
59 The above requirements are not to serve as barriers to immediate enrollment of students
60 designated as homeless or foster children as required by the Every Student Succeeds Act (ESSA)
61 and the McKinney-Vento Act as amended by ESSA. The district shall work with the Department
62 for Children and Families, the school last attended, or other relevant agencies to obtain necessary
63 enrollment documentation.

64
65 If proper proof of identity is not provided within 30 days of enrolling, the superintendent
66 shall notify local law enforcement officials as required by law and shall not notify any person
67 claiming custody of the child.

68
69 Enrollment Information

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

74
75 Assignment to a School Building, Grade Level, or Classes

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

79
80 If required by law, students placed in foster care or students who are homeless may be
81 educated in their "school of origin" instead of the building corresponding to the assigned
82 attendance area. (For definition of "school of origin," see regulations for JBCA and JBCB.)

83
84 Assignments to a particular grade level or particular classes shall be determined by the
85 building principal based on the educational abilities of the student. If the parents disagree, the
86 principal's decision may be appealed to the superintendent. If the parents are still dissatisfied
87 with the assignment, they may appeal in writing to the board.

88
89 Transferring Credit

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

94
95
96

98 (See IIBGB, JBCA, JBDB, JBCC and JQKA)

99

100 Transfers from Non-Accredited Schools

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

106

107 Approved: January 20, 1982

108 Revised: July 16, 1986

109 Revised: August 1, 1990

110 Revised: September 4, 1991

111 Revised: December 1, 1993

112 Revised: April 6, 1994

113 Revised: May 28, 1996

114 Revised: November 12, 1996

115 Revised: February 4, 1997

116 Revised: May 12, 1998

117 Revised: June 8, 1999

118 Revised: June 12, 2001

119 Revised: December 9, 2003

120 Revised: October 12, 2004

121 Revised: June 14, 2011

122 Reviewed: October 8, 2013

123 Revised: November 10, 2015

124 Reviewed: November 8, 2016

125 Revised: June 13, 2017

126 Revised: November 12, 2019

127 Revised: October 13, 2020

128 Revised: July 12, 2022

129 Revised: August 8, 2023

2
3 The district, in accordance with state and federal law and the Kansas state plan, will
4 ensure that homeless children in the school district have access to a free and appropriate public
5 education. Homeless students are individuals who lack a fixed, regular and adequate nighttime
6 residence. For the purposes of this policy, a student awaiting foster care placement shall not be
7 considered homeless.

8
9 Coordinator

10 The board shall designate a homeless coordinator for the district.

11
12 Approved: December 9, 2003

13 Reviewed: June 14, 2011

14 Revised: June 13, 2017

2
3 The district, in accordance with state and federal law and the Kansas state plan, will
4 ensure students placed in foster care within the school district have access to a public education
5 in a stable educational environment. For the purposes of this policy and its applicable
6 regulations, “foster care” means 24-hour substitute care for children placed away from their
7 parents and for whom a child welfare agency has placement and care duties.
8

9 Point of Contact

10 The executive director of educational programs shall serve as a point of contact for child
11 welfare agencies on behalf of the district.
12

13 Mobile Crisis Helpline

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

- 17 • problem-solving to resolve behavioral health crisis;
- 18 • referral to community resources or recommendation to engage in stabilization
19 services;
- 20 • in-person support via mobile crisis response; and
- 21 • contacting mobile crisis response unit to assist in emergency situations.
22

23 Services are available to all Kansans 20 years of age or younger including anyone in
24 foster care or formerly in foster care.
25

26 Approved: June 13, 2017
27 Revised: October 13, 2020
28 Revised: April 12, 2022

1 **JBCC Enrollment of Nonresident Students**

JBCC

2 (See JBC, JBCA, JBCB, and JQKA)

3
4 Kansas law requires the board to allow nonresident students to enroll in and attend the
5 schools of the district if the board’s capacity determination finds there are open seats for such
6 students. In order to determine the district’s capacity to accept nonresident students at each grade
7 level in each district school, the board has adopted this policy.

8
9 Details concerning the nonresident enrollment and continued enrollment processes for
10 nonresident students may be found in this policy, while general processes on enrollment
11 documentation, assignment to buildings and classes, etc., may be found in board policy JBC.

12
13 This policy does not apply to any virtual school, as defined by Kansas law, or to any school
14 located on a military installation.

15
16 Any child who is experiencing homelessness shall be permitted to enroll in and attend the
17 school district of origin or the school district of residence without application and acceptance
18 through this policy.

19
20 Definitions

21 For the purposes of this policy, the following definitions apply.

22 “Homeless Child” means a child who lacks a fixed, regular and adequate nighttime
23 residence and whose primary nighttime residence is:

- 24 A. a supervised publicly or privately operated shelter designed to provide temporary
25 living and accommodations, including welfare hotels, congregate shelters and
26 transitional housing for the mentally ill;
27 B. an institution that provides a temporary residence for individuals intended to be
28 institutionalized; or
29 C. a public or private place not designed for, or ordinarily used as, a regular sleeping
30 accommodation for humans.

31
32 “Nonresident Student” means a child of school age, pursuant to Kansas law, who resides in
33 Kansas and is enrolled and in attendance at or seeking to enroll and attend a school located in a
34 district where such student is not a resident.

35
36 “Parent” means and includes natural parents, adoptive parents, stepparents and foster
37 parents.

38
39 “Person Acting as Parent” means:

- 40 A. a guardian or conservator; or
41 B. a person, other than a parent, who:
42 i. is liable by law to maintain, care for or support the child;
43 ii. has actual care and control of the child and is contributing the major portion
44 of the cost of support of the child;
45 iii. has actual care and control of the child with the written consent of a person
46 who has legal custody of the child; or

48 (See JBC, JBCA, JBCB, and JQKA)

49
50 iv. has been granted custody of the child by a court of competent jurisdiction.

51
52 “Receiving School District” means a school district of nonresidence of a student who
53 attends school in such school district.

54
55 “Sibling” means a brother or sister of the whole or half blood, adoptive brother or sister, a
56 stepbrother or stepsister or a foster brother or foster sister.

57
58 Determining Capacity for Nonresident Enrollment

59 The superintendent has the responsibility for studying capacity in each school of the school
60 district and at each grade level within each school and for making recommendations to the board
61 regarding the district’s capacity to accept nonresident students. To make recommendations to the
62 board to assist with determining capacity, the superintendent shall do the following.

63
64 The superintendent shall develop recommendations on capacity and classroom student-to-
65 teacher ratios in each grade level in each school serving kindergarten students and students in grades
66 one through eight. Such recommendations may be based on, but not limited to, the following
67 factors:

- 68 • present classroom student-teacher ratios in each grade level in each school;
- 69 • projected enrollment shifts based on the resident student population, which may include
70 a percentage adjustment for anticipated growth or decline based on documented
71 enrollment trends; and
- 72 • maximum capacity of the classroom and associated learning, activity and common area
73 spaces.

74
75 The superintendent shall develop recommendations on capacity and student-to-teacher ratios
76 for each school building or program serving students in grades nine through twelve. Such
77 recommendations may be based on, but not limited to, the following factors:

- 78 • present building or program student-teacher ratios;
- 79 • projected enrollment shifts based on the resident student population, which may include
80 a percentage adjustment for anticipated growth or decline based on documented
81 enrollment trends;
- 82 • anticipated demand for particular courses or programming; and
- 83 • maximum capacity of the classroom and associated learning, activity and common area
84 spaces.

85
86 On or before May 1 of each year, the superintendent shall present the recommendations
87 concerning capacity and student-to-teacher ratios to the board for adoption or modification, and the
88 board shall determine, for each grade level in each school building of the school district for the next
89 succeeding school year, the following:

- 90 • capacity based on the study conducted by the superintendent;
- 91 • the number of students expected to attend school in the school district; and
- 92 • the number of open seats available to nonresidents at each grade, building or program
93 level.

94 **JBCC Enrollment of Nonresident Students**

JBCC-3

95 (See JBC, JBCA, JBCB, and JQKA)

96
97 On or before June 1 of each year, the district shall publish the number of open seats
98 available to nonresident students in each grade level for each school building of the district for the
99 next succeeding school year on the school district's website.

100
101 From January 1 through June 15, district administration shall accept applications from
102 nonresident students seeking to enroll in and attend the district in the next school year.

103
104 If the number of applications for a grade level in a school building is less than the number of
105 available seats for that grade level in the school building, the nonresident students shall be accepted
106 for enrollment and attendance at the school district, unless the nonresident student is deemed not in
107 good standing.

108
109 If the number of applications for a grade level in a school building is greater than the
110 number of available seats for the grade level in the school building, district administration shall
111 randomly select nonresident students deemed in good standing using a confidential lottery process.
112 This process shall be completed on or before July 15 of each year.

113
114 The district shall provide to the parent or person acting as a parent of a nonresident student
115 who was not accepted for or denied enrollment at such school district the reason for the
116 nonacceptance or denial and an explanation of the nonresident student selection process on or
117 before July 30 of each year.

118
119 **Priority in Filling Open Seats**

120 Regardless of capacity determinations, the following categories of students shall be allowed
121 to enroll as if resident students if they are deemed to be in good standing by district administration:

- 122
- 123 • any child who is in the custody of the Department for Children and Families and who is
124 living in the home of a nonresident student who transfers to the district; or
 - 125 • any nonresident student who has a parent or person acting as a parent employed by the
126 district, while the parent or person acting as a parent remains employed by the district.

127 Subject to having capacity to enroll nonresident students, the district shall give priority in
128 enrollment to the following nonresident students deemed in good standing to enroll. These students
129 shall receive open seats without necessity of being selected through any open-seat lottery:

- 130
- 131 • any sibling of a nonresident student who is enrolled in and attending school in the
132 district or who is accepted to enroll in and attend school in the district, with priority
133 given when the nonresident student is first accepted and, if necessary, at any other time
134 the district considers transfer applications; and
 - 135 • any nonresident student who is a military student as defined in K.S.A. 72-5139, with
136 priority given when the student is first accepted and, if necessary, at any other time the
137 district considers transfer applications.

138 If one of these exceptions no longer applies to the student, the student's enrollment status would be
139 subject to review based upon the consideration for determining good standing in this policy.

140 **JBCC Enrollment of Nonresident Students**

JBCC-4

141 (See JBC, JBCA, JBCB, and JQKA)

142
143 Prohibitions Regarding Open Enrollment Provisions of this Policy

144 The district shall not:

- 145 • change tuition or fees to any nonresident student who transfers to the district pursuant to
- 146 this policy, except fees that are otherwise charged to every student enrolled in and
- 147 attending school in the district; or
- 148 • accept or deny a nonresident student transfer based on ethnicity; national origin; gender;
- 149 income level; disabling condition; proficiency in the English language; or measure of
- 150 achievement, aptitude or athletic ability.

151
152 Except for a child in the custody of the Department for Children and Families or a child who
153 is experiencing homelessness, a nonresident student shall not transfer more than once per school
154 year to one or more receiving school districts pursuant to the provisions of this policy or authorizing
155 Kansas law.

156
157 Transportation of Students

158 Neither a resident school district nor a receiving school district shall be required to provide
159 transportation to nonresident students unless otherwise required by applicable law. If space is
160 available on district transportation vehicles, the district may assign nonresident students an in-
161 district bus stop to and from which transportation may be provided by the district for nonresident
162 students. The district shall ensure that transportation for nonresident homeless students is provided
163 comparably to that of housed students.

164
165 KSHSAA Eligibility

166 Nothing in this policy or state law shall exempt a nonresident student who transfers into the
167 district from the requirements of the Kansas State High School Activities Association (KSHSAA)
168 regarding eligibility to participate in KSHSAA activities.

169
170 Information Share with the Kansas State Department of Education

171 The superintendent shall annually submit or have submitted to the Kansas State Department
172 of Education this policy, the number of nonresident student transfers approved and denied in each
173 grade level and whether the denials were based on capacity or in accordance with the policy's terms.

174
175 Nonresident Student Continued Enrollment

176 A nonresident student who has been accepted for enrollment and attendance at a district
177 school shall be permitted to continue enrollment and attendance in the district until such student
178 graduates from high school, reaches the age of 21 (if the student is a student with an exceptionality,
179 not solely eligible for gifted services under an individualized education program), or receives a
180 GED, unless such student is no longer deemed by district administration to be in good standing.

181
182 Except as otherwise specified herein, nonresident students who were enrolled in and
183 attending the district during school year 2023-2024, who were attending the district as a resident
184 student in 2023-2024 but have since moved out of the district, or who have been accepted for
185 enrollment by the school district on or after June 1, 2024, will be allowed to continue enrollment in

187 (See JBC, JBCA, JBCB, and JQKA)

188

189 the district as specified above. The district will not require parents of such students or adult or
190 emancipated students to submit a new application each school year.

191

192 Determining Good Standing

193 Regardless of capacity to accept nonresident students at a nonresident student’s grade level
194 or in the student’s designated school or program, an individual student may be denied enrollment or
195 continued enrollment for not being in good standing. Nonresident student applicants for enrollment
196 and nonresident students already enrolled in and attending school in the district shall be evaluated
197 by district administration to determine standing for enrollment or continued enrollment.

198

199 Students may be denied enrollment or continued enrollment for the next school year based
200 on the results of these evaluations. However, if the student has a disability, the student’s ability to
201 meet these expectations shall be considered prior to denying continued enrollment in the district.
202 Similarly, administration shall consider the adverse impact of homelessness on a student’s
203 attendance and any resulting suspensions or expulsions before making a determination on the
204 enrollment or continued enrollment of a student who is homeless. As part of this reflection,
205 administration shall consider the obstacles a homeless student faces to arrive at school on time or
206 each day due to housing instability, lack of transportation, or lack of other basic resources that can
207 hinder consistent attendance.

208

209 A student meeting one or more of the following criteria shall automatically be deemed not in
210 good standing and may be denied enrollment or continued enrollment based solely thereon:

211

- the nonresident student failed to maintain a 90% attendance rate in the last school year;
- the nonresident student or the student’s parent or person acting as a parent provided false or fraudulent information in the application process;
- the nonresident student is not a Kansas resident;
- the student is currently under a period of suspension or expulsion from any Kansas school district, and such suspension or expulsion will not expire until after the next school year has begun;
- the student has had three or more out-of-school suspensions in the current school year, excluding suspensions determined to be a manifestation of the student’s disability or a failure on the part of school staff to implement an individualized education program, Section 504 plan, or behavior intervention plan; or
- the student has been given a long-term suspension or expulsion by the district in the current school year.

212

213

214

215

216

217

218

219 Parents shall be informed of any administrative decision not to enroll or to discontinue
220 enrollment of a nonresident student.

221

222 If district administration denies the enrollment application of a nonresident student due to
223 the school district deeming the nonresident student as not in good standing, the parent or person
224 acting as a parent of such student may appeal the decision of the board. A current nonresident
225 student who is determined not to be in good standing shall not be entitled to the appeal process

226

232 **JBCC Enrollment of Nonresident Students**

JBCC-6

233 (See JBC, JBCA, JBCB, and JQKA)

234

235 outlined herein.

236

237 Any student who has been denied enrollment or continued enrollment due to being deemed
238 not in good standing may reapply for nonresident enrollment in subsequent school years.

239

240 Appeal Process

241 If a nonresident student’s application for enrollment is denied because the student is
242 determined not to be in good standing, the parent or person acting as a parent may appeal the
243 administrative decision to the board.

244

245 If a parent or person acting as a parent wishes to appeal this decision, a written request for
246 an appeal must be submitted to the clerk of the board within 10 days of receiving notice the
247 student’s application has been denied for lack of good standing. Such request shall include the
248 individual’s reasons for disagreeing with the administration’s decision.

249

250 The board shall consider any appeal of these decisions and any supplemental documentation
251 provided herewith at the next regularly scheduled board meeting following receipt of the request for
252 appeal, and the board’s designee shall notify the requestor of the result of the appeal in writing
253 within 10 days of the board’s decision thereon.

254

255 Enrollment of Out-of-State Students

256 If capacity for nonresident student enrollment remains after the aforementioned application,
257 enrollment, and the disenrollment process has concluded, district administration may consider
258 applications for enrollment submitted by students who are not Kansas residents. However, priority
259 in enrollment shall be given to Kansas residents.

260

261 If a student who is an out-of-state resident is in good standing and has a parent or person
262 acting as a parent who is employed by the district, district administration may allow the student to
263 enroll in and attend school in the district as if they were a resident of the district.

264

265 Approved: October 10, 2023

266 Revised: June 11, 2024

3 A student shall enroll in his/her assigned attendance center except where a special
4 assignment is granted or made. A lawful custodian or school administrator may request a pupil be
5 assigned to a school other than the school indicated by the student's legal residence. Requests must
6 be approved by the executive director of educational programs.
7

8 The student's legal residence will be construed to mean the abode or home where the legal
9 guardian(s) resides except when the student is 18 years of age or older and is no longer dependent
10 upon his/her family.
11

12 Reasons for considering a special assignment are the following:
13

14 1) Health of Student

- 15 a) A statement prepared by a licensed physician must accompany the request for
16 assignment. The statement must state explicitly the nature of the disability and why
17 the desired school will be more beneficial to the student's health.
- 18 b) Length of Assignment: Determined by the executive director of educational
19 programs.
20

21 2) Administrative Recommendation

- 22 a) A building administrator or the executive director of educational programs may
23 recommend the initiate a special assignment when there are substantial educational
24 reasons to indicate that a change in schools may be in the best interest of the pupil.
25 This includes matters of personal safety and/or emotional well-being.
- 26 b) Length of Assignment: For the current school year.
27

28 3) Change of Residence

- 29 a) When a change of residence within USD 305 occurs, students shall normally make
30 an immediate transfer to the school serving the area of the new residence. However,
31 the student may complete the semester and/or school year in the school he/she was
32 attending at the time of residence change through the completion of the Application
33 of Special Assignment.
- 34 b) Length of Assignment: Determined by the executive director of educational
35 programs.
36

37 Additional conditions for special assignments include the following:

- 38 a) Transportation is the responsibility of the legal guardian(s) or the student.
- 39 b) The special assignment can be accommodated within the receiving building's
40 capacity and established class and grade size.
- 41 c) The special assignment does not place the district in violation of any rules,
42 regulations and guidelines of state and federal agencies.
- 43 d) USD 305 and the Kansas State High School Activities Association rules and
44 regulations for interscholastic competition and activities are preserved.
45
46

48
49 The board reserves the right to cancel a special assignment at any time. Reasons include but
50 are not limited to

- 51 a) disruption of the school environment or violation of school rules,
- 52 b) falsification of place of residence, or
- 53 c) overcrowding of classrooms at the receiving school.

54
55 Approved: January 20, 1982
56 Revised: August 1, 1990
57 Revised: September 4, 1991
58 Revised: October 20, 1999
59 Revised: March 14, 2000
60 Revised: June 12, 2001
61 Revised: June 14, 2011
62 Revised: October 13, 2020

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

JBD

2
3 When a student is absent from school, an attempt shall be made to contact the parent or
4 guardian to determine the reason for the absence. The principal has been designated to
5 determine the acceptability and validity of excuses presented by the parent(s) or the student.

6
7 Approved: June 12, 2001
8 Revised: June 14, 2011
9 Reviewed: November 10, 2015
10 Reviewed: June 6, 2023

11
12 **JBD-R Absences and Excuses**

JBD-R

13
14 Procedures for notifying parents on the day of a student’s absence shall be published in
15 the student handbook.

16
17 Excused Absences

18 Excused absences are defined as personal illness, family illness, death in family or of
19 friends, doctor or dental appointments, court proceedings, religious observances, school activities
20 and other necessary absences as approved by the principal.

21
22 Unexcused Absences

23 Absences for any portion of the school day are marked as unexcused when a parent/
24 guardian does not communicate with the school in regards to their child being absent from
25 school, or the reason is deemed inexcusable by the building principal.

26
27 Make-Up Work

28 It is the teacher’s responsibility to provide and the student’s responsibility to obtain
29 make-up assignments following an excused or unexcused absence. For secondary students, all
30 work for unexcused absences will be graded and reduced 20%.

31
32 Approved: June 12, 2001
33 Revised: June 14, 2011
34 Reviewed: November 10, 2015
35 Revised: June 6, 2023

2 (See AEB, IDCE, JBD and JQ)

3
4 Unless reporting would violate the terms of any memorandum of understanding between
5 the district and the authority to which reports would be made, the superintendent shall report
6 students who are inexcusably absent from school to the appropriate authority.
7

8 Truancy is defined as any three consecutive unexcused absences, any five unexcused
9 absences in a semester, or seven unexcused absences in a school year, whichever comes first.
10 Truancy shall not apply to students who have attained a high school diploma, a general
11 educational development credential, or a high school equivalency credential. Exceptions also
12 exist for students attending the Kansas academy of mathematics and science and for students
13 who are part of a recognized church or religious denomination objecting to a regular public high
14 school education under circumstances specified in state law.
15

16 For truancy purposes, being enrolled and continuously attending a public school; a
17 private, denominational, or parochial school taught by a competent instructor for a period of time
18 which is substantially equivalent to the period of time public school is maintained in the school
19 district in which the private, denominational, or parochial school is located; or a combination of
20 attendance in both a public school and a private, denominational, or parochial school may satisfy
21 compulsory attendance requirements. School year means the period from July 1 to June 30.
22 Students who are absent without a valid excuse for a significant part of any school day shall be
23 given an unexcused absence for truancy accounting purposes considered truant.
24

25 Prior to reporting to either the Department for Children and Families (if the student is
26 under 13) or the county or district attorney (if the student is 13 or more years of age but less than
27 18 years of age), a letter shall be sent to the student’s parent(s) or guardian notifying them that
28 the student’s failure to attend school without a valid excuse shall result in the student being
29 reported truant.
30

31 Waiver of Compulsory Attendance Requirements

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

- 33 • the student is regularly enrolled in and attending a program recognized by the board
- 34 as an approved alternative educational program;
- 35 • the parent(s) or person acting as parent provides written consent to allow the student
- 36 to be exempt from the compulsory attendance requirement and the student and the
- 37 student’s parent or person acting as parent attend the counseling session required by
- 38 law and signs the appropriate consent and waiver form;
- 39 • the student is not subject to truancy law in accordance with law or this policy;
- 40 • the child is regularly enrolled and continuously attending school as required by law
- 41 and is concurrently enrolled in a postsecondary educational institution; or
- 42 • the student is exempt from compulsory attendance requirements pursuant to a court
- 43 order.
44

45 Involvement of Law Enforcement

46 Law enforcement officers may return truant children to the school where the child is

48 (See AEB, IDCE, JBD and JQ)

49
50 enrolled, to the child’s parent or guardian, or to another location designated by the board to
51 address truancy issues.

52
53 Reporting to Parents

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

56
57 Dual Enrollment Students

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

- 62
63 Approved: June 12, 2001
64 Revised: May 27, 2003
65 Revised: January 25, 2005
66 Revised: October 24, 2006
67 Revised: June 14, 2011
68 Revised: November 13, 2012
69 Revised: November 8, 2016
70 Revised: July 12, 2022
71 Revised: February 14, 2023

1 **JBH Release of a Student During the School Day**

JBH

2 (See EBB and EBBD)

3
4 Building principals shall only release a student during the school day upon receiving a
5 written or verbal request from the student's lawful parent or person acting as a parent.

6
7 Before releasing a student during the school day, the building principal shall be
8 responsible for verifying the identity of the person seeking release of the student.

9
10 If the principal is not satisfied with the identification provided by the person seeking
11 release of a student or if the safety of student(s), staff member(s) or others would be endangered
12 by orchestrating the student's release from school, the student's release may be refused.

13
14 Students shall not be allowed to run personal errands for school employees off school
15 premises during the school day.

16
17 Approved: March 15, 1989
18 Reviewed: September 4, 1991
19 Revised: June 12, 2001
20 Reviewed: June 14, 2011
21 Reviewed: June 6, 2023
22 Revised: March 5, 2024

1 **JCAB Searches of Property**

JCAB

2
3 Principals are authorized to search property if there is reasonable suspicion that district
4 policies, rules or directives are being violated. In addition all lockers shall be subject to random
5 searches without prior notice or reasonable suspicion. All searches by the principal shall be
6 carried out in the presence of another adult witness.

7
8 Approved: September 4, 1991

9 Revised: January 9, 1996

10 Revised: June 12, 2001

11 Reviewed: June 14, 2011

12 Revised: November 10, 2015

13
14 **JCAB-R Searches of Property**

JCAB-R

15
16 Search of Lockers

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

19
20 The combinations and/or keys to all locker locks shall be in the possession of the
21 principal and stored in a place designed to guard against unauthorized access or use. The
22 principal may search any locker at any time without notice. Students shall not place locks other
23 than those approved by the school on any locker.

24
25 Searches of Property

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

30
31 If a law enforcement officer desiring to search a student’s locker or property has a search
32 warrant, the principal shall permit the search which shall be made in the presence of the
33 principal.

34
35 Prohibited items found during the search shall remain in the custody of either the building
36 principal or the law enforcement officer. If any items are turned over to law enforcement
37 officials the principal shall receive a receipt for the items.

38
39 Use of Trained Dogs to Search

40 At the request of the administration, law enforcement officers or licensed private agencies
41 may use trained dogs on school premises to identify student property which may contain illegal or
42 illicit materials and to determine whether materials are present which may threaten the general
43 health, welfare, or safety of students and/or district employees. Trained dogs may be used to check
44 lockers, hallways, classrooms, bathrooms, vehicles on school property, and other suspected
45 locations. All searches will be made in the presence of two district employees including one
46 administrator. The use of trained dogs to search individuals is not permitted.

47 **JCAB-R Searches of Property**

JCAB-R-2

48

49 Approved: September 4, 1991

50 Revised: January 9, 1996

51 Revised: June 12, 2001

52 Revised: June 14, 2011

53 Revised: November 10, 2015

1 **JCABB Searches of Students**

JCABB

2
3 Principals are authorized to search students if there is reasonable suspicion that district
4 policies, rules or directives are being violated. Strip searches shall not be conducted by school
5 authorities. All searches by the principal shall be carried out in the presence of another adult
6 witness. At least one of the adults in the room must be the same sex as the student being
7 searched.

8
9 Approved: June 12, 2001
10 Revised: June 14, 2011
11 Reviewed: November 8, 2016

12
13 **JCABB-R Searches of Students**

JCABB-R

14
15 The student shall be told why a search is being conducted. The student shall be requested
16 to empty items such as, but not limited to, pockets, purses, shoulder bags, book bags and
17 briefcases. The principal shall attempt to call the student’s parent/s and may call law
18 enforcement. Items which the principal believes may be connected with illegal activity shall
19 remain in the custody of the principal unless the items are turned over to law enforcement
20 officials. If the student refuses to cooperate, the principal may take disciplinary action and/or
21 seek assistance from law enforcement. (See JDD and JCAC)

22
23 If law enforcement assistance is present, further search of the student shall be with
24 cooperation and assistance of law enforcement officials. The principal shall remain with the
25 student and be present during any search of the student made by law enforcement officials on
26 school property.

27
28 If the principal believes a student is in possession of an object which can jeopardize the
29 health, welfare or safety of the student or others, the student shall be removed to a safe location.
30 This determination may be based on any information received by the principal or any member of
31 the faculty or staff.

32
33 Written documentation of each search shall be maintained by the principal.

34
35 Approved: June 12, 2001
36 Revised: June 14, 2011
37 Revised: November 8, 2016

1 **JCAC Interrogation and Investigations**

JCAC

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

3
4 Building administrators, school security officers, and/or others designated by the
5 superintendent may conduct investigations and question students about violation of school rules,
6 the student conduct code, and/or law. Unless otherwise provided herein, such investigators shall
7 not be required to contact the student’s parent, guardian, or representative prior to questioning
8 and may request law enforcement, school resource officer(s), and/or school security officer(s) for
9 assistance in conducting the investigations.

10
11 If there is a reason to believe a violation of a criminal law has been committed, the
12 building administrator and/or the superintendent shall notify the appropriate law enforcement
13 agency of criminal conduct as required by law and may request further investigation of the
14 alleged violation.

15
16 When a school resource officer or campus police officer initiates an investigation of a
17 potential violation of criminal law by a student on the officer’s own initiative and not at the
18 behest of a building administrator or superintendent, such officer will notify the building
19 administrator and will make a reasonable attempt to contact the student’s parent, guardian, or
20 representative prior to initiating questioning.

21
22 Coordination with Law Enforcement

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

27
28 Notification of Investigations Conducted by Law Enforcement Officers

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

37
38 Child Abuse and Identity Investigations Conducted by Law Enforcement Officers

39 The administration shall cooperate with law enforcement officers who are conducting
40 investigations of suspected child abuse or neglect or concerning the student’s identity. For any
41 investigation concerning known or suspected child abuse or neglect, school staff shall follow the
42 procedures outlined in board policy GAAD instead of the requirements in this policy.

43
44 Law Enforcement Initiated Investigations at School

45 In cases not involving the investigation of known or suspected child abuse or neglect or
46 involving the student’s identity, law enforcement officers shall not be permitted to initiate and

49 conduct investigations involving the questioning of students during school hours unless the
50 student's parent or guardian has given the school permission to allow the questioning, a valid
51 warrant has been presented to the building administrator for such purpose, or in demonstrated
52 emergency situations. If a demonstrated emergency is found, the building administrator shall
53 require identification of law enforcement officials and reasons for the interrogation or
54 investigation of a student. If the building administrator is not satisfied with either the
55 identification or the reason, the request shall not be granted. The building administrator shall
56 attempt to notify the superintendent and the officer's superiors of the reasons for the refusal.
57

58 Taking Students Into Custody

59 Students shall not be voluntarily released by school officials to law enforcement
60 authorities unless the student has been placed under arrest or taken into custody by law
61 enforcement, school resource officers, campus police officers, or Department for Children and
62 Families (DCF) authorities pursuant to a child abuse investigation. Except as otherwise specified
63 in this policy, a reasonable effort shall be made to notify the student's parent, guardian, or
64 representative when students are removed from school for any reason. Parents shall not be
65 notified by school officials when their child is taken into custody by DCF, school resource
66 officers, campus police officers, and/or law enforcement as a result of allegations of abuse or
67 neglect and there is reason to believe sharing the information may lead to harm of the child or
68 others. Except as provide above and/or specified in a court order or arrest warrant, if a student is
69 taken into custody by a law enforcement officer, school resource officer, or campus police
70 officer, building administrators shall make a good-faith effort to contact the student's parent or
71 guardian. Notification efforts shall be documented.
72

73 When a student has been taken into custody or arrested on school premises without prior
74 notification to the building administrator, the school staff present shall ask the law enforcement
75 officer to notify the building administrator of the circumstances as quickly as possible and shall
76 themselves contact the building administrator with any information they have regarding the child
77 being taken into custody. School resource officers and campus police officers are expected to
78 contact the building administrator as soon as practicable after taking a student into custody.
79

80 Disturbance of School Environment

81 Law enforcement officers may be requested to assist in controlling disturbances at school
82 and, if necessary, to take students or other persons into custody.
83

84 Definition

85 For the purposes of this policy, "campus police officer" is a school security officer
86 employed by and designated by the board to aid and supplement law enforcement agencies of the
87 state, city, and/or county in which the school district is located.
88

89 For the purposes of this policy, students will not be deemed to be "taken into custody"
90 when they are being questioned by a school resource officer, school security officer, and/or
91 campus police officer about a violation of state law, county resolutions, city ordinances, board
92 policy or regulation, and/or school rules on property owned, occupied, or operated by the school

93 **JCAC Interrogation and Investigations**

JCAC-3

94

95 district or at the site of a function sponsored by the school district.

96

97 Approved: October 16, 1991

98 Revised: December 9, 1997

99 Revised: April 27, 1999

100 Revised: June 12, 2001

101 Revised: January 25, 2005

102 Reviewed: November 13, 2007

103 Revised: June 14, 2011

104 Revised: October 9, 2018

105 Revised: February 26, 2019

106 Revised: October 11, 2022

1 **JCDA Behavior Code**

JCDA

2
3 The principal of each school shall develop such rules and regulations consistent with
4 policies, rules and regulations of the board which may be necessary to govern the conduct of the
5 students under his/her supervision. Such rules shall be reviewed by the board and adopted by
6 reference. Provisions of this policy apply in any attendance center, at school-sponsored events, or on
7 the school grounds.
8

9 Violation of any provision of this behavior code may result in suspension and/or expulsion.
10 Students who are suspended or expelled under the terms of this policy will be afforded the due
11 process rights contained in board policies and Kansas statutes, K.S.A. 72-6114, et. seq.
12

- 13 Approved: November 6, 1991
- 14 Revised: April 21, 1993
- 15 Revised: March 16, 1994
- 16 Revised: December 14, 1994
- 17 Revised: May 9, 1995
- 18 Revised: October 24, 1995
- 19 Revised: February 4, 1997
- 20 Revised: October 28, 1997
- 21 Revised: May 12, 1998
- 22 Revised: February 23, 1999
- 23 Revised: June 12, 2001
- 24 Reviewed: June 14, 2011
- 25 Revised: June 6, 2023

26
27 **JCDA-R Behavior Code**

JCDA-R

28
29 Disruption of School

30 A student shall not use any conduct intentionally to cause the substantial and material
31 disruption or obstruction of any lawful function of the school. Neither shall he/she urge other
32 students to engage in such conduct for the purpose of causing a disruption or obstruction of any
33 lawful function of the school.
34

35 While this list is not intended to be all-inclusive, the following acts--when done for the
36 purpose of causing a disruption or obstruction of any lawful mission, process or function of the
37 school--illustrate the kinds of offenses encompassed here: (1) occupying any school building,
38 school grounds or part thereof with intent to deprive others of its use; (2) blocking the entrance or
39 exit of any school building or corridor or room therein with intent to deprive others of lawful access
40 to or from, or use of, the building or corridor or room; (3) setting fire to or damaging any school
41 building or property; (4) firing, displaying or threatening use of firearms, explosives or other
42 weapons on the school premises for any unlawful purpose; (5) preventing of or attempting to
43 prevent by physical act the convening or continued functioning of any school, class or activity or of
44 any lawful meeting or assembly on the school campus; (6) preventing students from attending a
45 class or school activity; (7) except under the direct instruction of the principal, blocking normal
46 pedestrian or vehicular traffic on a school campus; (8) continuously and intentionally making noise
47

49
50 or acting in any manner so as to interfere with the teacher's ability to conduct his/her classes; (9)
51 appearing in the nude on the school grounds, in any attendance center or at any school-sponsored
52 activity in the presence of members of the opposite sex; and (10) exhibiting and/or participating in
53 gang-related activities.

54
55 Theft, Damage to, or Destruction of School/Private Property

56 A student shall not intentionally cause or attempt to cause damage to school/private property
57 or steal or attempt to steal school/private property. A student who intentionally causes damage to or
58 steals a U.S.D. #305 employee's private property on or off school grounds or who intentionally
59 causes damage to or steals U.S.D. #305 property may be subject to disciplinary action. Repeated
60 damage or theft involving school/private property also shall be a basis for long-term suspension or
61 expulsion from school.

62
63 Acts of Behavior not Tolerated

64 Acts of behavior which interfere with the maintenance of good learning environment or
65 which are antagonistic to the welfare of other students will not be tolerated. The specific acts of
66 behavior applicable to students in respect to school activities or on school property which are
67 deemed to be grounds for suspension or expulsion include, but are not limited to, the following:

- 68
- 69 Breaking of school rules repeatedly;
- 70 Bullying (See JDDC);
- 71 Assault (verbal or physical);
- 72 Extortion;
- 73 Failure to comply with reasonable request of all authorized personnel (willful disobedience);
- 74 Fighting;
- 75 Harassment (including, but not limited to sexual harassment); (See JGEC)
- 76 Intimidation;
- 77 Obscenity;
- 78 Open defiance;
- 79 Possession, use or peddling of alcoholic beverages;
- 80 Possession or use of weapons;
- 81 Possession, use or peddling of narcotics or drugs;
- 82 Profanity;
- 83 Smoking or use of tobacco (See JCDA);
- 84 Stealing;
- 85 Threats (by word or deed);
- 86 Unruly conduct that disrupts school; and
- 87 Vandalism. (See EBCA)
- 88

89 Approved: November 6, 1991
 90 Revised: April 21, 1993
 91 Revised: March 16, 1994
 92 Revised: December 14, 1994
 93 Revised: May 9, 1995

95 **JCDA-R Behavior Code**
96
97 Revised: October 24, 1995
98 Revised: February 4, 1997
99 Revised: October 28, 1997
100 Revised: May 12, 1998
101 Revised: February 23, 1999
102 Revised: June 12, 2001
103 Revised: January 22, 2008
104 Revised: June 14, 2011
105 Reviewed: June 6, 2023

JCDA-R-3

1 **JCDAA Tobacco-Free School Grounds for Students**

JCDAA

2 (See GAOC & KMA)

3
4 The use, possession, or promotion of any tobacco products by any students is prohibited at
5 all times in any district facility; in school vehicles; at school-sponsored activities, programs, or
6 events; and on school owned or operated property.

7
8 The following definitions apply to this policy.

- 9 • “Tobacco-product” means any product that is made from or derived from tobacco or that
10 contains nicotine which is intended for human consumption or is likely to be consumed
11 whether smoked, heated, chewed, absorbed, dissolved, inhaled, or ingested by any other
12 means, including, but limited to, electronic nicotine-delivery system (hereafter
13 “ENDS”), cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or snus.
- 14 • “Tobacco product” also means any component or accessory used in the consumption of
15 a tobacco product such as filters, rolling papers, pipes, charging devices, cartridges, and
16 any substances used in ENDS, whether or not they contain nicotine. This definition does
17 not include FDA-approved nicotine replacement therapies including transdermal
18 nicotine patches, nicotine gum, and nicotine lozenges prescribed to the employee by a
19 medical practitioner or obtained over the counter and used in accordance with label
20 requirements.
- 21 • “Electronic nicotine-delivery system” or “ENDS” means any device that delivers a
22 vaporized solution (including nicotine, THC, or any other substance) by means of
23 cartridges or other chemical-delivery systems. Such definition shall include, but may not
24 be limited to, any electronic cigarette, vape pen, hookah pen, cigar, cigarillo, pipe, or
25 personal vaporizer. ENDS are not FDA-approved nicotine replacement therapy devices.
- 26 • “Promotion” includes, but is not limited to, product advertising via branded gear, bags,
27 clothing, any personal articles, signs, structures, vehicles, flyers, or any other materials.

- 28
- 29 Approved: November 6, 1991
- 30 Revised: December 14, 1994
- 31 Revised: June 8, 1999
- 32 Revised: November 9, 1999
- 33 Revised: June 12, 2001
- 34 Reviewed: June 14, 2011
- 35 Revised: October 8, 2013
- 36 Revised: November 8, 2016
- 37 Revised: November 12, 2019
- 38 Revised: October 13, 2020

39
40 **JCDAA-R Tobacco-Free School Grounds for Students**

JCDAA-R

41
42 Student violations will result in disciplinary actions as outlined by board policy and/or
43 student handbooks. Disciplinary actions may include parent/guardian notification, participation in a
44 tobacco and ENDS education program, referral to a cessation program, and/or community service.
45 Student violations may be reported to law enforcement if use or possession is deemed to be illegal.

46
47 At the beginning of each school year, all middle school and high school students will be
48 informed of policy JCDAA and rules for its enforcement. Parents will also be informed through

50

51 announcements prior to the beginning of school and newsletters. The district will make tobacco use
52 cessation clinics available periodically during the school year.

53

54 Middle school and high school students who violate the policy will be subject to the
55 following:

56

57 First Offense: Three days in-school suspension will include successful completion
58 of a smoking cessation information packet. Failure to complete the
59 packet will be considered willful disobedience. Parents will be noti-
60 fied in writing and parental assistance requested.

61

62 Second Offense: Three days out-of-school suspension, a conference with parents.

63

64 Third Offense: Five days out-of-school suspension and a hearing for a long-term
65 suspension.

66

67 Students who receive long-term suspension and return during the same school year will be
68 placed on probation.

69

70 Approved: November 6, 1991

71 Revised: December 14, 1994

72 Revised: June 8, 1999

73 Revised: November 9, 1999

74 Revised: June 12, 2001

75 Revised: June 14, 2011

76 Revised: October 8, 2013

77 Revised: November 8, 2016

78 Reviewed: November 12, 2019

79 Revised: October 13, 2020

1 **JCDAB Portable Breath Screening Device**

JCDAB

2
3 Students shall not possess, sell, distribute, be under the influence, or consume alcoholic
4 beverages (including cereal malt beverages), on school grounds, at any attendance center or at
5 school-sponsored events as prohibited by the Drug Free Schools and Communities Act and USD
6 305 Board of Education Policy JCDA. Because of the potential harm that can result from the use
7 of such beverages, trained school personnel are authorized to use certified breath analyzers in
8 identifying usage.

9
10 Approved: October 28, 1997
11 Revised: June 12, 2001
12 Revised: June 14, 2011
13 Revised: June 6, 2023

14
15 **JCDAB-R Portable Breath Screening Device**

JCDAB-R

16
17 USD 305 student attending any school-sponsored activity, regardless of location, may be
18 subject to an alcohol breath screening as follows:

- 19 All students may be given a screening prior to entering the activity.
- 20 Students may be selected randomly for a screening prior to entering the activity using
- 21 random sampling techniques.
- 22 Students may be given a screening at any time if the school administration has a
- 23 reasonable suspicion of alcohol consumption.

24
25 USD 305 students also may be subject to an alcohol breath screening at any attendance
26 center during regular school hours, or on school grounds at any time if the school administration
27 has a reasonable suspicion of alcohol consumption.

28
29 Consequences

30 Students who test positive
31 will be denied entrance to, or removed from, the activity, attendance center or
32 school grounds,
33 will receive consequences according to USD 305 Policy, and
34 parents/guardian or designee will be contacted, informed of the positive test and
35 required to remove the student.

36
37 Students who refuse to take the test
38 will not be forced to take the test,
39 will be denied entrance to or removed from the activity, attendance center or
40 school grounds,
41 may receive consequences according to USD 305 policy, and
42 parents/guardian or designee will be contacted and informed of the refusal.

43
44 If necessary, i.e., reasonable suspicion of alcohol consumption exists, the parent/guardian or
45 designee will be contacted and required to remove the student. If the school is unable to make
46

48

49 such contact, or if after contact such person does not remove the student, or if the student is 18 or
50 older and has not made such a designation, the school may contact law enforcement.

51

52 Approved: October 28, 1997

53 Revised: June 12, 2001

54 Revised: June 14, 2011

55 Reviewed: June 6, 2023

1 **JCDB Dress Code**

JCDB

2
3 Neatness, decency, and good taste are guidelines of the district dress code. Students must
4 dress in a manner that is not obscene; offensive; or substantially or materially disruptive to the
5 learning environment. Apparel that is sexually suggestive; promotes violence, illegal activities,
6 drugs, alcohol, and/or tobacco; or is determined to be gang related is prohibited.

7
8 Student apparel and grooming must also meet requirements of any courses which are part
9 of the approved curriculum in which they are enrolled.

10
11 Traditional tribal regalia or objects of cultural significance shall not be prohibited at a
12 public event.

13
14 Dress codes shall be published in the appropriate student handbooks.

15
16 Approved: December 4, 1991
17 Revised: June 12, 2001
18 Revised: June 14, 2011
19 Revised: November 8, 2016
20 Revised: April 12, 2022

2
3 Without prior administrator approval, a student shall not knowingly possess, handle or
4 transmit any object that can reasonably be considered a weapon at school, on school property or
5 at a school-sponsored event. This shall include any weapon, any item being used as a weapon or
6 destructive device, or any facsimile of a weapon.

7
8 Weapons and Destructive Devices

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

- 11 • any weapon which will or is designed to or may readily be converted to expel a
12 projectile by the action of an explosive;
- 13
- 14 • the frame or receiver of any weapon described in the preceding example;
- 15
- 16 • any firearm muffler or firearm silencer;
- 17
- 18 • any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant
19 charge of more than four ounces, missile having an explosive or incendiary charge of
20 more than 1/4 ounce, mine or similar device;
- 21
- 22 • any weapon which will, or which may be readily converted to, expel a projectile by
23 the action of an explosive or other propellant and which has any barrel with a bore of
24 more than 1/2 inch in diameter; any combination of parts either designed or intended
25 for use in converting any device into a destructive device described in the two
26 immediately preceding examples, and from which a destructive device may be readily
27 assembled;
- 28
- 29 • any bludgeon, sand club, metal knuckles or throwing star;
- 30
- 31 • any knife, commonly referred to as a switchblade, which has a blade that opens
32 automatically by hand pressure applied to a button, spring or other device in the
33 handle of the knife, or any knife having a blade that opens or falls or is ejected into
34 position by the force of gravity or by an outward, downward or centrifugal thrust or
35 movement;
- 36
- 37 • any electronic device designed to discharge immobilizing levels of electricity,
38 commonly known as a stun gun.

39
40 Penalties for Weapons Violations

41 Possession of a weapon or destructive device defined above shall result in expulsion from
42 school for a period of one calendar year, except that the superintendent may recommend this
43 expulsion be modified on a case-by-case basis (see JDC). Possession of a weapon of a type not
44 defined above, an item being used as a weapon or destructive device, or a facsimile of a weapon
45 may result in suspension or expulsion. Expulsion hearings for weapons violations shall be
46 conducted by the superintendent.

49

50 Any student who uses an article that is not commonly used or designed to inflict bodily
51 harm for the purpose of inflicting bodily harm or to cause a person to be placed in fear of bodily
52 harm shall be subject to immediate suspension and possible expulsion.

53

54 Any student violating this policy shall be reported to the appropriate law enforcement
55 agency(ies) and, if a juvenile, to the Secretary for the Department of Children and Families
56 (DCF) or the Secretary of the Kansas Department of Corrections (KDOC).

57

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

61

62 Approved: June 12, 2001
63 Revised: December 9, 2003
64 Revised: January 25, 2005
65 Revised: June 14, 2011
66 Revised: November 10, 2015
67 Revised: November 8, 2016

2
3 District schools have a responsibility to maintain a school environment free of violence,
4 intimidation, or other activities which threaten the safety and well-being of students and staff and
5 interfere with the educational process. Therefore, anti-social and/or gang activities will not be
6 tolerated, and the district bars all gangs, gang affiliations and gang-related activities (dress,
7 symbols, or other attributes or implying gang membership) from school buildings, school buses,
8 school activities, and school property.

9
10 A “gang” is defined as any identifiable group or club which exists without the
11 sponsorship or authorization of the school and which engages in anti-social or criminal activity
12 which is disruptive of the school environment.

13
14 School district employees have a responsibility to report to their immediate supervisor
15 suspected gang members or gang-related activities. If an administrator verifies a student’s
16 involvement in gang activity, law enforcement agencies will be informed and the parent/guardian
17 will be notified.

18
19 Students violating this policy may be subject to appropriate disciplinary action including
20 suspension and/or expulsion.

21
22 Approved: May 12, 1998
23 Revised: June 12, 2001
24 Revised: June 14, 2011
25 Reviewed: June 6, 2023

1 **JCE Complaints of Discrimination**

JCE

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

3
4 Complaints About Discrimination

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

8
9 Discrimination against any student on the basis of race, color, national origin, sex, disability, or
10 religion in the admission or access to, or treatment in the district's programs and activities is prohibited.
11 The executive director of human resources/legal services, 1511 Gypsum, P.O. Box 797, Salina KS
12 67402-0797, compliance.coordinator@usd305.com, 785-309-4726 has been designated to coordinate
13 compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964,
14 Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the
15 Americans with Disabilities Act of 1990.

16
17 Any incident of discrimination, including acts of harassment, shall promptly be reported for
18 investigation and corrective action by the building principal or district compliance coordinator. Any
19 student or employee who engages in discriminatory conduct shall be subject to disciplinary action, up to
20 and including termination from employment or expulsion from school.

21
22 Any perceived incident of discrimination in any form shall be promptly reported to the building
23 principal, another administrator, the counselor, another certified staff member, or the district compliance
24 coordinator for investigation and corrective action by the building or district compliance officer. Any
25 school employee who receives a complaint of discrimination or harassment from a student shall inform
26 the student of the employee's obligation to report the complaint and any proposed resolution of the
27 complaint to the building principal. If the building principal is the alleged harasser, the report shall be
28 made to the district compliance coordinator. Complaints alleging discriminatory and/or harassing
29 conduct on the part of the superintendent shall be addressed to the board of education. Any general
30 student complaint, not alleging an act of discrimination, shall be resolved under the district's general
31 complaint procedures in policy KN.

32
33 Except as otherwise provided in this policy or board policies GAAC, JGEC, or KNA regarding
34 complaints of discrimination on the basis of sex or regarding child nutrition programs, complaints about
35 discrimination, including complaints of harassment, will be resolved through the following complaint
36 procedures.

37
38 Informal Procedures

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

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

51
52 If the matter is not resolved to the satisfaction of the individual in the meeting with the principal,
53 or if the individual does not believe the resolution remains acceptable, the individual may initiate a
54 formal complaint.
5556 Formal Complaint Procedures

- 57
- 58 • A formal complaint shall be filed in writing and contain the name and address of the person
59 filing the complaint. The complaint shall briefly describe the alleged violation. If an
60 individual does not wish to file a written complaint, and the matter has not been adequately
61 resolved through the informal procedures described herein, the building principal may initiate
62 the complaint. Forms for filing written complaints are available in each school building
63 office and the central office.
 - 64 • A complaint should be filed as soon as possible after the conduct occurs but not later than
65 180 days after the complainant becomes aware of the alleged violation, unless the conduct
66 forming the basis for the complaint is ongoing.
 - 67 • If appropriate, an investigation shall follow the filing of the complaint. If the complaint is
68 against the superintendent, the board may appoint an investigating officer. In other instances,
69 the investigation shall be conducted by the building principal, the compliance coordinator, or
70 another individual appointed by the board or the superintendent. The investigation shall be
71 informal but thorough. The complainant and the respondent will be afforded an opportunity
72 to submit written or oral evidence relevant to the complaint and to provide names of potential
73 witnesses who may have useful information.
 - 74 • A written determination of the complaint's validity and a description of the resolution shall
75 be issued by the investigator, and a copy forwarded to the complainant and the respondent
76 within 30 days after the filing of the complaint. If the investigator anticipates a determination
77 will not be issued within 30 days after the filing of the complaint, the investigator shall
78 provide written notification to the parties including an anticipated deadline for completion. In
79 no event, shall the issuance of the written determination be delayed longer than 10 days from
80 the conclusion of the investigation.
 - 81 ○ If the investigation results in a recommendation that a student be suspended or
82 expelled, procedures outlined in board policy and state law governing student
83 suspension and expulsion will be followed.
 - 84 ○ If the investigation results in a recommendation that an employee be suspended
85 without pay or terminated, procedures outlined in board policy, the negotiated
86 agreement (as applicable), and state law will be followed.
 - 87 • Records relating to complaints filed and their resolution shall be forwarded to and maintained
88 in a confidential manner by the district compliance coordinator.

89 Formal Complaint Appeal

- 90
- 91 • The complainant or respondent may appeal the determination of the complaint.
 - 92 • Appeals shall be heard by the district compliance coordinator, a hearing officer appointed by
93 the board or the superintendent, or by the board itself.
 - 94 • The request to appeal the resolution shall be made within 20 days after the date of the written
95 determination of the complaint at the lower level.
 - 96 • The appeal officer shall review the evidence gathered by the investigator at the lower level
and the investigator's report and shall afford the complainant and the respondent an

99
100 opportunity to submit further evidence, orally or in writing, within 10 days after the appeal is
101 filed.

- 102 • The appeal officer will issue a written determination of the complaint’s validity on appeal
103 and a description of its resolution within 30 days after the appeal is filed.

104
105 The district prohibits retaliation or discrimination against any person for opposing
106 discrimination, including harassment; for participating in the complaint process; or making a complaint,
107 testifying, assisting, or participating in any investigation proceedings, or hearing.

108
109 Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies
110 including the right to file a complaint with the Office for Civil Rights of the U.S. Department of
111 Education or the Kansas Human Rights Commission.

112
113 Approved: June 12, 2001
114 Revised: June 14, 2011
115 Reviewed: March 13, 2012
116 Reviewed: November 10, 2015
117 Revised: February 14, 2023

1 **JCEC Demonstrations and Strikes**

JCEC

2
3 Student demonstrations on school property shall be conducted in an orderly and non-
4 disruptive manner. Demonstrations may be terminated at any time by the principal or the
5 superintendent. (See JCAC)

6
7 Strikes by students are prohibited. A strike shall mean the concerted effort by two or more
8 students in any of the following activities: refusal to go to class, refusal to leave a class; refusal to
9 obey an order of a teacher, principal or other person having authority to give the order which is
10 being refused; and refusal to leave a school building, area, or grounds.

11
12 Approved: December 4, 1991

13 Revised: June 12, 2001

14 Revised: June 14, 2011

15 Reviewed: June 6, 2023

1 **JDA Corporal Punishment**

JDA

2

3

Corporal punishment shall not be permitted.

4

5 Approved: July 2, 1986

6 Revised: December 4, 1991

7 Revised: June 12, 2001

8 Reviewed: June 14, 2011

9 Reviewed: June 6, 2023

2

3 Detention periods may be established by building principals and administered according
4 to rules approved by the board.

5

6 Approved: December 4, 1991

7 Revised: June 12, 2001

8 Reviewed: June 14, 2011

9 Reviewed: June 6, 2023

2
3 Punishment, suspension or expulsion may be deferred by the appropriate administrator.
4 The student involved may be placed on probation for a set period of time. The punishment,
5 suspension or expulsion shall remain deferred so long as the student meets the conditions of the
6 probation. If a student is placed on probation, written notification shall be sent to the student's
7 parent or guardian. Decisions concerning students found to be in violation of their probation
8 shall be handled by the building administrator.
9

10 A student is placed on probation shall be given a written list of the terms and conditions
11 of the probation. The student shall sign a statement that the terms and conditions have been
12 explained, the student understands the conditions, the student agrees to abide by the conditions
13 and failure to abide by the conditions may be reasons to reinstate the original punishment.
14

15 Approved: December 4, 1991
16 Revised: December 14, 1994
17 Revised: June 12, 2001
18 Revised: June 14, 2011
19 Reviewed: November 10, 2015

1 **JDD Suspension and Expulsion Procedures**

JDD

2 (See AEB, EBC, IHEA, JBD, JCDBB, JDC, JDCA, JDBB, JDDC and JHCAA)

3
4 Except as limited by Section 504 or the Individuals with Disabilities Education Act (“IDEA”),
5 a student may be suspended or expelled, for reasons set forth in Kansas law. Any student who is
6 suspended for a period of more than 10 days or expelled shall receive a copy of the current suspension
7 and expulsion law and this policy. Suspension/expulsion hearings shall be conducted by the
8 superintendent or other certificated employee, or committee of certificated employees of the school in
9 which the pupil is enrolled, or by any other hearing officer appointed by the board.

10
11 Reasons for Suspension or Expulsion

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

- 13 • willful violation of any published, adopted student conduct regulation;
- 14 • conduct which substantially disrupts, impedes, or interferes with school operation;
- 15 • conduct which endangers the safety or substantially impinges on or invades the rights of
16 others;
- 17 • conduct which constitutes the commission of a felony;
- 18 • conduct at school, on school property, or at a school supervised activity which
19 constitutes the commission of a misdemeanor;
- 20 • disobedience of an order of a school authority if the disobedience results in disorder,
21 disruption, or interference with school operation; and
- 22 • possession of a weapon at school, on school property, or at a school-sponsored event.

23
24 Short-Term Suspension

25 Except in an emergency, a short-term suspension (not exceeding 10 school days) must be
26 preceded by oral or written notice of the charges to the student and an informal hearing. If a hearing is
27 not held prior to the suspension, an informal hearing shall be provided no later than 72 hours after
28 imposition of a short-term suspension.

29
30 Written notice of any short-term suspension shall be delivered to the student’s parent or
31 guardian within 24 hours after the suspension has been imposed. Short-term suspension hearings may
32 be conducted by any person designated in policy as having the authority to suspend.

33
34 At the informal suspension hearing, the student shall have the right to be present and to be
35 notified of the charges and the basis for the accusation. The student shall have the right to make
36 statements in his/her defense after receiving notice of the charges.

37
38 Long-Term Suspension or Expulsion

39 Before a student is subject to long-term suspension (not to exceed 90 school days) or expulsion
40 (not to exceed 186 school days or one calendar year for certain weapon and/or destructive device
41 violations), a hearing shall be conducted by a hearing officer who has been authorized by the board.
42 Formal hearings shall be conducted according to procedures outlined in current Kansas law, and:

- 43 • the student and parents/guardians shall be given written notice of the time, date, and
44 place of the hearing;
- 45 • the notice shall include copies of the suspension/expulsion law and appropriate board
46 policies, regulations, and handbooks;
- 47 • the hearing may be conducted by a certificated employee or committee of certified
48 employees authorized by the board, the chief administrative officer, or other certified

50 **JDD** **Suspension and Expulsion Procedures**

JDD-2

51 (See AEB, EBC, IHEA, JBD, JCDBB, JDC, JDCA, JDBB, JDDC and JHCAA)

52
53 employee of the district in which the student is enrolled, or by an officer appointed by
54 the board;

- 55 • expulsion hearings for weapons violations shall be conducted in compliance with
- 56 Kansas law by persons appointed by the board;
- 57 • findings required by law shall be prepared by the person or committee conducting the
- 58 hearing;
- 59 • a record of the hearing shall be available to students and parents or guardians according
- 60 to Kansas law; and
- 61 • written notice of the result of the hearing shall be given to the pupil and to parents and
- 62 guardians within 24 hours after determination of such result.

63
64 **Rules Which Apply in all Cases When a Student May be Suspended or Expelled**

- 65 • Refusal or failure of the student and/or the student’s parents or guardians to attend the
- 66 hearing shall result in a waiver of the student’s opportunity for the hearing.
- 67 • A student suspended for more than 10 school days or expelled from school shall be
- 68 provided with information concerning services or programs offered by public and
- 69 private agencies which provide services to improve the student’s attitude and behavior.
- 70 • A student who has been suspended or expelled shall be notified of the day the student
- 71 can return to school.
- 72 • If the suspension or expulsion is not related to a weapons violation, the principal may
- 73 establish appropriate requirements relating to the student’s future behavior at school and
- 74 may place the student on probation. (See JDC)
- 75 • If the expulsion is related to a weapons violation, the superintendent may establish
- 76 appropriate requirements relating to the student’s future behavior at school and may
- 77 place the student on probation if the student is allowed to return. (See EBC, JCDBB,
- 78 and JDC)
- 79 • The days a student is suspended or expelled are not subject to the compulsory
- 80 attendance law.
- 81 • During the time a student is suspended or expelled from school, the student may not be
- 82 on school property or in any school building without the permission of the principal or
- 83 attend any school activity as a spectator, participant, or observer.

84
85 A student over the age of 18 or the parents or guardians of a student who is suspended for more
86 than 10 days or expelled from school may appeal to the board within 10 calendar days of receiving
87 written notice of the hearing results.

88
89 When a suspension is imposed during the school day, the student shall not be removed from
90 school until a parent or guardian has been notified. If a parent or guardian cannot be notified during
91 regular school hours, the student shall remain at school until the regular dismissal time.

92
93 **Student Rights During a Long-Term Suspension/Expulsion Hearing**

94 The student shall have the right

- 95 • to counsel of his/her own choice,
- 96 • to have a parent or guardian present,

98 **JDD** **Suspension and Expulsion Procedures**

JDD-3

99 (See AEB, EBC, IHEA, JBD, JCDBB, JDC, JDCA, JDBB, JDDC and JHCAA)

- 100
- 101 • to hear or ready a full report of testimony of witnesses,
 - 102 • to confront and cross-examine witnesses who appear in person at the hearing,
 - 103 • to present his or her own witnesses,
 - 104 • to testify in his or her own behalf and to give reasons for his or her conduct,
 - 105 • to have an orderly hearing, and
 - 106 • to receive a fair and impartial decision based on substantial evidence.

107

108 Appeal to the Board

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

- 111 • written notice of the appeal shall be filed with the clerk within 10 calendar days of
112 receiving the results of the hearing;
- 113 • the board or hearing officer appointed by the board shall hear the appeal within 20 calendar
114 days after the notice of appeal is filed;
- 115 • the student and the student’s parent or guardian shall be notified in writing of the time and
116 place of the appeal at least five calendar days before the hearing;
- 117 • the hearing shall be conducted as a formal hearing using rules similar to those noted earlier
118 for expulsion hearings;
- 119 • the board shall record the hearing; and
- 120 • the board shall render a final decision no later than the next regularly scheduled board
121 meeting after the conclusion of the appeal hearing.

122

123 Approved: December 4, 1991

124 Revised: April 11, 1995

125 Revised: June 12, 2001

126 Revised: October 24, 2006

127 Revised: June 14, 2011

128 Revised: October 14, 2014

129 Reviewed: November 10, 2015

130 Revised: November 8, 2016

131 Revised: August 10, 2021

132 Revised: February 14, 2023

2
3 Maintaining drug free schools is important in establishing an appropriate learning
4 environment for the district's students. The manufacture, possession, use, sale or distribution of
5 illicit drugs, alcohol, controlled substances, or facsimiles thereof by students on or in district
6 property or as a part of any district activity is prohibited. The use or possession of any substance
7 that has a mind-altering effect is prohibited, excluding a prescription only medication prescribed
8 by a physician or over the counter medications which are being taken according to label
9 directions for legitimate ailment.

10
11 Narcotics, Alcohol Beverages including Cereal Malt Beverages, and Intoxicant Drugs,
12 Penalties Thereon

13 A student shall not possess, sell, use, distribute, or be under the influence of any narcotic
14 drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, any controlled substance,
15 inhalants, alcoholic beverage or intoxicant of any kind, or any other prohibited product not designed
16 for ingestion that causes a mind-altering effect. (See JCDA for Use of Tobacco Products). Use of
17 a drug authorized by a medical prescription from a registered physician, when used as prescribed,
18 shall not be considered a violation of this rule. This provision of this policy is required by the 1989
19 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928.

20
21 A student who is found to be in possession of or selling any prohibited substance will be
22 detained immediately with the evidence. A school administrator will contact the police department
23 and the student's parents or guardian. A short term suspension (5 school days) will be imposed and a
24 formal hearing will be scheduled. The student may be subject to expulsion. In the event a long-term
25 suspension is imposed, the student may be referred to an alternative setting provided by U.S.D.
26 #305. Prior to re-admission to the school, the student will be referred for a substance abuse
27 evaluation to an agency licensed for same by the State of Kansas and located in the City of Salina.

28
29 A student found to have consumed any prohibited substance will be detained. A school
30 administrator will contact the police department and the student's parents or guardian. A short term
31 suspension (5 school days) will be imposed and a formal hearing will be scheduled and the student
32 may be subject to expulsion. The student will be referred for a substance abuse evaluation to an
33 agency licensed for same by the State of Kansas and located in the City of Salina, and this
34 evaluation will be a part of the student's re-admission to school.

35
36 Failure to complete the substance abuse evaluation as scheduled will result in a hearing for
37 an expulsion.

38
39 A list of available programs along with names and addresses of contact persons for the
40 program is on file with the board clerk. Parents or student should contact the directors of the
41 program to determine the cost and length of the program. A copy of this provision of this policy will
42 be provided to all students, and the parents of all students. Parents of all students will be notified
43 that compliance with this policy is mandatory.

44
45 Approved: June 12, 2001

46 Revised: May 27, 2003

47 **JDDA Drug Free Schools**

JDDA-2

48

49 Revised: March 29, 2011

50 Revised: November 13, 2012

51 Reviewed: October 9, 2018

52

53 **JDDA-R Drug Free Schools**

JDDA-R

54

55 Student Conduct

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

58

59 Students shall not manufacture, distribute, dispense, possess or use illicit drugs,
60 controlled substances, inhalants or alcoholic beverages or facsimiles thereof on, while in or using
61 school district property, or at any district activity. Any student violating the terms of this policy
62 will be reported to the appropriate law enforcement officials, and will be subject to punishment
63 up to and including expulsion.

64

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

72

73 A list of available programs along with names and addresses of contact persons for the
74 program is on file with the board clerk. Parents or students should contact the directors of the
75 programs to determine the cost and length of the program.

76

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

79

80 Approved: June 12, 2001

81 Revised: May 27, 2003

82 Revised: March 29, 2011

83 Revised: November 13, 2012

84 Revised: October 9, 2018

1 **JDDAA Student Misuse of Medication**

JDDAA

2 (See JDDA, JGFGB, JGFGBA and LDD)

3
4 Unless otherwise provided herein, students found to be self-administering their own
5 medication at a dosage or rate exceeding product label instructions; distributing over-the-counter
6 or prescription medications to other students; or using or possessing another person's over-the-
7 counter or prescription medication will be subject to disciplinary action, up to and including
8 suspension and expulsion from school.

9
10 Notwithstanding the misuses of medication outlined in this policy, based on Kansas law
11 and board policy the administration of an opioid antagonist to a person believed to be
12 experiencing an opioid overdose is not a violation of this policy.

13
14 Approved: March 5, 2024

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

2 **JDDB**

3 Unless reporting would violate the terms of any memorandum of understanding between
4 the district and local law enforcement, whenever a student engages in conduct which constitutes
5 the commission of any misdemeanor or felony at school, on school property, or at a school-
6 supervised activity and/or has been found

- 7 • in possession of a weapon,
- 8 • in possession of a controlled substance or illegal drug, or
- 9 • to have engaged in behavior at school which has resulted in or was substantially
10 likely to have resulted in serious bodily injury to others,

11
12 the principal shall report such act to the appropriate law enforcement agency.

13
14 Approved: June 12, 2001
15 Reviewed: December 9, 2003
16 Revised: November 13, 2007
17 Revised: June 14, 2011
18 Revised: November 8, 2016

2 (See GAAB, JCE, JGEC, JGECA, JDD and EBC)

3
4 The board prohibits acts of bullying in any form, including cyberbullying, on or with
5 district property, in district vehicles or at district-sponsored activities or events. The board
6 believes that a safe, healthy and supportive environment during all school-related functions is
7 necessary for students to learn and achieve high academic standards. Bullying, like other
8 disruptive or violent behaviors, is conduct that interferes with both a student’s ability to learn and
9 the district’s ability to educate students. All Salina USD 305 staff members, students, parents and
10 volunteers are expected to treat others with dignity, civility and respect and to refuse to tolerate
11 bullying in order to provide positive examples for acceptable student behavior.

12
13 Bullying is defined as any intentional gesture or any intentional written, verbal or
14 physical act or threat by any student, staff member or parent towards a student or towards a staff
15 member which is sufficiently severe, persistent or pervasive to create an intimidating, threatening
16 or abusive educational environment that a reasonable person, under the circumstances, knows or
17 should know will have the effect of

- 18
- 19 • harming a student or staff member, whether physically or mentally,
- 20 • damaging a student’s or staff member’s property,
- 21 • placing a student or staff member in reasonable fear of harm to the student or staff
- 22 member, or
- 23 • placing a student or staff member in reasonable fear of damage to the student’s or
- 24 staff member’s property.

25
26 “Cyberbullying” is defined as bullying by use of any electronic communication device
27 through means, including, but not limited to, email, instant messaging, text messages, blogs,
28 mobile phones, pagers, online games and websites.

29
30 “District vehicle” means any school bus, school van, other school vehicle and private
31 vehicle used to transport students or staff members to and from school or any school-sponsored
32 activity or event.

33
34 The board expects students to conduct themselves in a manner in keeping with their
35 levels of development, maturity, and demonstrated capabilities with a proper regard for the rights
36 and welfare of other students, school staff and volunteers.

37
38 The board believes the standards for appropriate student behavior must be established
39 cooperatively with input from students, parents/guardians, staff and the community. These
40 standards must encourage the development of student self-discipline in an atmosphere of respect
41 for self and others and respect for district and community property.

42
43 The board believes that the best discipline is acceptance of personal responsibility and is
44 self-imposed. It is the responsibility of staff to use disciplinary situations as opportunities for
45 helping students learn to assume responsibility and to learn from the consequences of their
46 behavior. Staff members who interact with students shall apply best practices designed to *prevent*

48
49 discipline problems and encourage students’ abilities to develop self-discipline.

50
51 The district prohibits both active and passive bystander support for acts of bullying. The
52 staff should encourage students to support students who walk away from these acts when this
53 would defuse the situation, constructively attempt to stop them, or report them to the designated
54 authority.

55
56 The board requires school administrators to develop and implement procedures ensuring
57 that individualized attention be given to both perpetrators and victims of bullying, when
58 incidents occur. It is important not to target either bully or victim for criticism, but rather to
59 make sure that all the factors contributing to the bullying are recognized and understood.

60
61 Complaint Procedures

62 It is the responsibility of all students, staff members and volunteers to report acts of
63 bullying. All reports of bullying will be taken seriously. Staff members receiving the reports will
64 record the details as reported. The school staff or administrator will support students, coworkers
65 and volunteers making such reports and protect against any potential retaliation. An investigation
66 to determine the facts will take place immediately or as soon as practicable in order to verify the
67 validity and seriousness of the report.

68
69 Filing a report in good faith will not reflect upon the individual’s status, nor will it affect
70 his or her grades, employment or volunteer status with the district. The district shall keep the
71 complaint confidential for both the accused and the accuser, until such time as the misconduct is
72 confirmed and sanctions are imposed.

73
74 The board specifically prohibits any person from falsely accusing another as a means of
75 bullying. The consequences and appropriate remedial action for a *student* found to have falsely
76 accused another as a means of bullying may range from positive behavioral interventions up to
77 and including suspension or expulsion. A *school employee* found to have falsely accused another
78 as a means of bullying shall be disciplined in accordance with district policies, procedures, and
79 agreements.

80
81 The board prohibits reprisal or retaliation against any person who reports an act of
82 bullying. The consequences and appropriate remedial action for a person who engages in reprisal
83 or retaliation shall be determined by the administrator after consideration of the nature, severity,
84 and circumstances of the act.

- 85
86 Approved: January 22, 2008
87 Revised: October 28, 2008
88 Revised: June 14, 2011
89 Revised: October 8, 2013
90 Revised: November 8, 2016
91 Revised: July 12, 2022

1 **JDE** Assignments During Suspensions

JDE

2
3 Students shall be responsible for their reading and written class assignments during out-
4 of-school short-term suspension. All work to be turned in for credit must be given to the teacher
5 no later than the first class period following the completion of the suspension. Arrangements for
6 tests or examinations missed during out-of-school suspension will be made. If possible, credit
7 will be allowed for make-up work on the same basis as for regular in-class performance. In the
8 case that an assignment could only be satisfied by being present in the classroom, an alternative
9 assignment will be provided.

10
11 Approved: December 4, 1991

12 Revised: June 12, 2001

13 Revised: April 13, 2010

14 Revised: June 14, 2011

15 Revised: June 6, 2023

1 **JF** Reporting Academic Achievement

JF

2
3 Periodic reports on the academic progress of the student shall be issued to the parents of
4 all students. Teachers will give the parents a mid-quarter report concerning students making poor
5 academic progress. Teachers are also encouraged to give parents positive progress reports.
6

7 Report cards and/or evaluation reports for each subject taken shall be issued to each
8 student at the end of each specific grading period. Reasons for deficiencies and/or failures shall
9 be given.
10

11 Approved: February 5, 1992
12 Revised: October 24, 1995
13 Revised: June 12, 2001
14 Revised: June 14, 2011
15 Reviewed: June 6, 2023
16

17 **JF-R** Reporting Academic Achievement

JF-R

18
19 Report cards will normally be issued within five school days following the end of each
20 nine weeks grading period or during parent-teacher conferences. The superintendent shall
21 develop standard reporting forms for each grade level.
22

23 Approved: February 5, 1992
24 Revised: October 24, 1995
25 Revised: June 12, 2001
26 Reviewed: June 14, 2011
27 Reviewed: June 6, 2023

2
3 Students will be expected to progress in a continuous growth pattern of academic
4 achievement in harmony with normal intellectual, social and emotional development. The best
5 interest of the student will be the guiding philosophy for determining acceleration, promotion, or
6 retention.

7
8 The district recognizes that promotion, retention, and acceleration of students can be used
9 as opportunities to provide for the best educational interests of students. These terms shall be
10 defined as follows:

11 Definitions

- 12
13 1. Acceleration: Advancing a student more than one grade level.
14 2. Promotion: Advancing a student annually from one grade level to another.
15 3. Retention: Having a student remain at grade level for a second year.

16
17 Acceleration and retention shall be used advisedly when special circumstances warrant.

18
19 Acceleration, retention, or promotion may be recommended by certified staff and/or
20 parents. When a recommendation for acceleration or retention is made, the principal shall
21 convene a study committee made up of the student’s parents(s)/guardian(s), teacher(s), and other
22 appropriate persons to advise the principal on the merit of the recommendation. The principal
23 shall approve or disapprove the recommendation following a review of the student’s
24 achievement in relation to the district’s content standards, and the mental, social, physical, and
25 emotional development of the child. When acceleration or retention of a student is being
26 considered, school personnel must confer with the student’s parent(s)/guardian(s) according to
27 guidelines established by the executive director of school improvement.

28
29 The final decision in any case pertaining to promotion, retention, or assignment will rest
30 with the appropriate principal.

31
32 Approved: February 5, 1992
33 Revised: April 9, 1996
34 Revised: January 13, 1998
35 Revised: June 12, 2001
36 Revised: November 25, 2003
37 Revised: June 8, 2004
38 Revised: June 14, 2011
39 Revised: November 8, 2016

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11

Graduation exercises are under the control and direction of the building principal. Student participation in graduation ceremonies is at the discretion of the building principal. All students who have completed the requirements for graduation may be allowed to participate unless the building principal, in his or her discretion, determines that participation should be denied.

- Approved: February 5, 1992
- Revised: June 12, 2001
- Reviewed: June 14, 2011
- Revised: June 6, 2023

2
3 Early Graduation Guidelines

4 Students who complete all state and local graduation requirements may request
5 permission to graduate early. Procedures to be completed by high school students to give notice
6 about the intent to graduate early shall be publicized in the enrollment guide. Students who
7 graduate early shall no longer be considered USD 305 students. However, students shall be
8 invited to participate in the graduation exercises conducted at the end of the school year in which
9 they receive their diploma.

10
11 Early Graduation Procedures

12 Students must submit an application by December 1 of their junior year and must have
13 attended USD 305 the two semesters prior to the semester of application, unless a waiver is
14 granted by the principal. The student and parent/guardian shall consult with the student's
15 guidance counselor to develop a graduation plan, a copy of which they shall forward to the
16 principal along with the student's written statement of reasons for the request and a letter of
17 support from the parents/guardians. The principal shall approve or deny each request based on
18 the circumstances of the individual student. The decision of the principal shall be final unless
19 appealed to the board of education.

20
21 Approved: June 3, 1992
22 Reviewed: December 12, 1995
23 Revised: June 12, 2001
24 Revised: June 14, 2011
25 Reviewed: November 8, 2016

1 **JG** **Student Safety and Welfare**

JG

2
3 The district will provide a safe and suitable environment conducive to the general health,
4 safety and welfare of each student in school attendance and in school-sponsored activities.

5
6 The superintendent shall develop and enforce the necessary rules and regulations relating
7 to student safety and welfare.

8
9 All rules and regulations relating to student safety and welfare are to be presented to the
10 board for its action.

11
12 It shall be the responsibility of each principal to instruct the faculty to stress the
13 importance of safety to the students periodically during the school year.

14
15 Local building safety rules and regulations will be explained to students and
16 communicated to parents at the beginning of each school year and periodically thereafter by the
17 principal or classroom teacher.

18
19 Those teachers who instruct in hazardous curriculum areas such as physical education,
20 industrial technology or science laboratories will teach safety rules inherent in the particular
21 subject matter. No student will be permitted to participate in the class until satisfactory
22 knowledge of the safety rules and safety equipment are demonstrated to the teacher.

23
24 Inspection of Buildings and Grounds

25 The principal, together with his/her staff, will make periodic inspections of areas of the
26 building and grounds which may be potential safety hazards. If any such hazards are found, the
27 principal will order the hazard removed, corrected or marked in some appropriate way as a
28 “dangerous area.” (See JG) Appropriate safety signs, slogans or other safety items are to be
29 posted on or in the near vicinity of potentially dangerous devices or machinery.

30
31 Students will be notified of such “dangerous areas.” All hazards of “dangerous areas”
32 will be reported in writing to the superintendent if the costs of repair exceed the building
33 maintenance budget, and the principal will immediately submit a requisition to the
34 superintendent asking for the appropriate funds to correct the situation. (See JG)

35
36 All equipment acquired by the district shall be inspected and/or tested for any defects
37 immediately at the time of assembly and periodically thereafter by the appropriate administrator.
38 Such defects, if found, shall be brought to the attention of the vendor for repair or replacement.

39
40 Every principal shall have the authority to correct any condition that imposes a threat to
41 student health, safety or welfare without consulting with the superintendent if no costs are
42 involved.

43
44 If the principal determines that the cost of correcting a potentially hazardous condition to
45 student health, safety or welfare exceeds his/her allocated funds for building maintenance, the
46 principal shall requisition from the superintendent the necessary funds or personnel to correct the

47 **JG** **Student Safety and Welfare**

JG-2

48

49 situation.

50

51 Approved: March 18, 1992

52 Revised: June 12, 2001

53 Revised: June 14, 2011

54 Revised: June 6, 2023

2

3 Parents or guardians shall be notified annually in writing that student insurance is not
4 provided by the district. Medical expenses are the responsibility of the parents.

5

6 Approved: March 18, 1992

7 Revised: June 12, 2001

8 Reviewed: June 14, 2011

9 Reviewed: November 8, 2016

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

JGC

2
3 Unless otherwise provided herein, all students up to the age of nine shall submit evidence
4 they have undergone a health assessment prior to entering kindergarten or before enrolling in the
5 district for the first time and upon entry to the 6th and 9th grades.
6

7 The above requirement is not to serve as a barrier to immediate enrollment of students
8 designated as homeless or foster children as required by the Every Student Succeeds Act (ESSA)
9 and the McKinney-Vento Act as amended by ESSA. The district shall work with the Department
10 for Children and Families, the school last attended, or other relevant agencies to obtain necessary
11 enrollment documentation.
12

13 All students engaged in activities covered by appropriate KSHSAA rules shall provide
14 the building principal with proof of a physical examination that has been done after May 1st for
15 the upcoming school year. (KSHSAA requires physicals done after May 1st for the upcoming
16 school year.)
17

- 18 Approved: March 18, 1992
- 19 Revised: January 6, 1993
- 20 Revised: June 12, 2001
- 21 Revised: June 14, 2011
- 22 Reviewed: November 8, 2016
- 23 Revised: June 13, 2017

24
25 **JGC-R Health Assessments and Physicals**

JGC-R

26
27 Principals shall work cooperatively with local, county and state health agencies to
28 disseminate materials related to the availability of health assessments.
29

- 30 Approved: March 18, 1992
- 31 Revised: January 6, 1993
- 32 Revised: June 12, 2001
- 33 Reviewed: June 14, 2011
- 34 Reviewed: November 8, 2016
- 35 Revised: June 13, 2017

2
3 The board is committed to providing a school environment that promotes student health
4 and wellness as part of the total learning experience for its students. To this end, the board shall
5 promote and monitor a local health and wellness plan that includes methods to promote student
6 health and wellness, prevent and reduce childhood obesity, and provide assurance that school
7 meals and other food and beverages sold and otherwise made available on the school campus
8 during the school day are consistent with applicable minimum federal standards.

9
10 The plan shall:

- 11 • include goals for providing proper student nutrition promotion and education,
12 physical activity, and other school-based activities designed to promote student
13 wellness which are based on evidence-based strategies and techniques;
- 14 • meet federal nutrition standards and guidelines for all foods and beverages provided
15 to students in each school during the school day;
- 16 • ensure standards and nutrition guidelines for all foods and beverages sold to students
17 during the school day at each district school are consistent with the requirements of
18 the School Breakfast Program, the National School Lunch Program, and the
19 competitive food standards established pursuant to the National School Lunch
20 Program;
- 21 • provide students with opportunities to improve personal health and disease
22 prevention;
- 23 • develop essential health skills necessary to maintain and enhance personal and
24 community health behaviors;
- 25 • include goals for addressing student social and mental health needs;
- 26 • develop skills to prevent injury; and
- 27 • understand the effects and consequences of nicotine, alcohol, and drug use.

28
29 The superintendent shall be responsible for the implementation and oversight of this
30 policy and plan to ensure each of the district’s schools, programs, and curriculum is compliant
31 with this policy, the plan, and existing law and regulations.

32
33 Each building principal shall annually report to the superintendent regarding compliance
34 in his/her school. Staff members responsible for programs related to school health and wellness
35 shall also report to the superintendent regarding the status of such programs. The superintendent
36 shall then annually report to the board on the district’s compliance with law, policy, and the
37 district’s plan related to school wellness.

38
39 Health and Wellness Committee

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

44
45 The health and wellness committee shall serve as an advisory committee regarding
46 student health issues and shall be responsible for developing, implementing, and periodically

48
49 reviewing and updating a school health and wellness policy and plan that complies with law to
50 recommend to the board for adoption.

51
52 The health and wellness committee shall review and consider evidence-based strategies
53 and techniques in establishing goals for nutrition education and promotion, physical activity, and
54 other school-based activities that promote student health and wellness as part of the policy and
55 plan development and revision process.

56
57 The superintendent and the health and wellness committee shall conduct an assessment at
58 least once every three years on the contents and implementation of this policy and plan as part of
59 a continuous improvement process to strengthen them and ensure proper implementation. This
60 triennial assessment shall be made available to the public in an accessible and easily understood
61 manner and include

- 62 • the extent to which district schools are in compliance with law, policy, and its plan
63 related to school health and wellness;
- 64 • the extent to which this policy and plan compare to model local health and wellness
65 policies; and
- 66 • a description of the progress made by the district in attaining the goals of this policy.

67
68 At least once every three years, the district shall update or modify this policy and health
69 and wellness plan based on the results of the most recent triennial assessment and/or as district
70 and community needs and priorities change; health and wellness goals are met; new health
71 science, information, and technologies emerge; or new federal or state guidance or standards are
72 issued.

73
74 The district shall annually inform and update the public, including parents/guardians,
75 students, and others in the community, about the contents, updates, and implementation of this
76 policy and plan via the district website, student handbooks, newsletters, or other efficient
77 communication methods. This annual notification shall include information on how to access the
78 school health and wellness policy and plan; information about the most recent triennial
79 assessment; information on how to participate in the development, implementation, and periodic
80 review and update of the school health and wellness policy and plan; and a means of contacting
81 health and wellness committee leadership.

82
83 Recordkeeping

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

- 86 • the written school health and wellness policy and plan;
- 87 • documentation demonstrating that the district has informed the public, on an annual
88 basis, about the contents of the school health and wellness policy and plan and any
89 updates to these documents;
- 90 • documentation of efforts to review and update the school health and wellness policy
91 and plan, including who was involved in the review and methods used by the district
92 to inform the public of their ability to participate in the review; and

94

- 95 • documentation demonstrating the most recent assessment on the implementation of
96 the school health and wellness policy and plan and notification of the assessment
97 results to the public.
98

99 Approved: June 27, 2006

100 Reviewed: June 14, 2011

101 Reviewed: October 14, 2014

102 Reviewed: November 8, 2016

103 Revised: December 12, 2017

104 Revised: May 11, 2021

2
3 Unless provided otherwise herein, all students enrolling in any district school shall
4 provide the building principal with proof of immunization of certain diseases or furnish
5 documents to satisfy statutory requirements. Booster shots mandated by the Secretary of the
6 Department of Health and Environment are also required.
7

8 Notice of this policy and the applicable state law shall be distributed to parents or
9 guardians of current and prospective district students on or before May 15th of each school year.
10 The superintendent shall issue a news release each August explaining the required inoculations
11 and booster shots and listing sources for additional information and related standards issued by
12 the National Centers for Disease Control and Prevention. Parents may delegate in writing their
13 authority to consent to immunizations.
14

15 Students who fail to provide the documentation required by law may be excluded from
16 school by the superintendent until statutory requirements are satisfied. Notice of exclusion shall
17 be given to the parents/guardians as prescribed by law. Students who are not immunized against
18 a particular disease(s) may be excluded from school during any outbreak.
19

20 The above requirements are not to serve as barriers to immediate enrollment of students
21 designated as homeless or foster children as required by the Every Student Succeeds Act (ESSA)
22 and the McKinney-Vento Act as amended by ESSA. The district shall work with the Department
23 for Children and Families, the school last attended, or other relevant agencies to obtain necessary
24 enrollment documentation.
25

26 Each principal shall forward evidence of compliance with the inoculation law to other
27 schools or school districts when requested by the school or by the student's parents/guardians and
28 shall work cooperatively with local, county, and state health agencies to disseminate materials
29 related to the availability of inoculations.
30

31 Approved: March 18, 1992
32 Revised: October 24, 1995
33 Revised: June 12, 2001
34 Revised: October 28, 2008
35 Reviewed: June 14, 2011
36 Revised: November 8, 2016
37 Revised: June 13, 2017

2
3 The board approves the use of automated external defibrillators (AEDs) in district
4 schools and other facilities subject to the following:

- 5
6 a) AEDs will be located so that they can be retrieved and used as quickly as possible.
7 b) Signs will be placed where AEDs are located.
8 c) The Salina Fire/EMS Department will be notified in writing of the location of all
9 district AEDs.
10 d) Appropriate training will be given to USD 305 employees on the use of AEDs.
11 e) The use of AEDs will not be restricted to district personnel, but may be used by any
12 qualified person as defined by statute.
13 f) AEDs will comply with current American Heart Association standards.
14 g) AEDs shall be properly maintained as required by law and used in accordance with
15 recommended instructions.

16
17 Approved: January 26, 2010
18 Reviewed: June 14, 2011
19 Revised: November 8, 2016

2
3 Kansas law creates standards governing the use and administration of emergency opioid
4 antagonists approved by the U.S. Food and Drug Administration (FDA) to inhibit the effects of
5 opioids and for the treatment of an opioid overdose. Any first responder or school nurse is
6 authorized to possess, store, distribute, and administer emergency opioid antagonists as clinically
7 indicated, provided that all personnel with access to emergency opioid antagonists are trained in
8 proper protocol.

9
10 Similarly, Kansas law allows a patient or bystander (meaning a family member, friend,
11 caregiver, or other person in a position to assist a person who the bystander believes to be
12 experiencing an opioid overdose) to acquire and utilize emergency opioid antagonists.

13
14 Therefore, to prioritize student health and safety in schools, programs, and activities, the
15 board authorizes the district to obtain, store, and administer naloxone, Narcan, and/or other
16 opioid antagonists for emergency use in its schools. The school nurse or other properly trained
17 staff member may administer such medication in emergency situations. Opioid antagonists may
18 be available during the regularly scheduled school day. They may be available at other times at
19 the discretion of the superintendent.

20
21 The board establishes the following rules governing the utilization and administration of
22 emergency opioid antagonists, such as, but not necessarily limited to, naloxone and Narcan, by
23 members of district staff.

24
25 Training

26 If obtaining the emergency opioid antagonist through a pharmacy, the providing
27 pharmacy of the emergency opioid antagonist (hereafter “the product”) shall provide written
28 education and training materials to the individual to whom the product is dispensed. First Aid for
29 Opioid Overdose must be obtained by each school nurse and other staff members designated by
30 the superintendent to respond to potential opioid overdose situations. In addition, all district staff
31 members with access to emergency opioid antagonists shall be trained, at a minimum, on the
32 following:

- 33 • techniques to recognize signs of an opioid overdose;
- 34 • standards and procedures to store, distribute, and administer an emergency opioid
35 antagonist;
- 36 • emergency follow-up procedures, including the requirement to summon emergency
37 ambulance services either immediately before or immediately after administering an
38 emergency opioid antagonist to a patient; and
- 39 • inventory requirements and reporting any administration of an emergency opioid
40 antagonist to the school nurse or another healthcare provider.

41
42 District staff members personally acquiring such products for use as a patient or
43 bystander shall inform the school nurse or the superintendent’s designee so that they may be
44 trained in proper protocol and included in the school or district’s crisis response plan regarding
45 potential opioid overdose.

48
49 Procurement of the Product

50 The school nurse or other staff member(s) designated by the superintendent will be
51 responsible for the procurement of the product.

52
53 Storage

54 The following storage protocols shall be followed:

- 55 • the product will be clearly marked and stored in an accessible place at the direction of
- 56 the school nurse or the superintendent’s designee;
- 57 • the product will be stored in accordance with the manufacturer’s instructions to avoid
- 58 extreme cold, heat, and direct sunlight;
- 59 • inspection of the product shall be conducted at least quarterly; and
- 60 • the individual responsible for the product’s safekeeping shall check, document, and
- 61 track the expiration date found on the box and replace the product once it has expired.

62
63 Use of the Product

64 In case of a suspected opioid overdose, the school nurse, designee, or other individual
65 shall follow the protocols outlined in the training or product instructions.

66
67 Follow-Up

- 68 • After administration of the product, the school nurse, or other designated staff, will
- 69 report appropriate information to emergency services, parents/guardians, and central
- 70 office personnel, and, if determined necessary, the patient will be transported to a
- 71 hospital.
- 72 • The school nurse or other designated staff will complete the designated incident
- 73 report and file the report with the school nurse or district office, whichever is
- 74 applicable.

75
76 Protection from Liability

77 Any patient, bystander, school nurse, a first responder, or technician operating under a
78 first responder agency, who, in good faith and with reasonable care, receives and administers an
79 emergency opioid antagonist pursuant to this policy to a person experiencing a suspected opioid
80 overdose shall not, by an act or omission, be subject to civil liability or criminal prosecution,
81 unless personal injury results from the gross negligence or willful or wanton misconduct in the
82 administration of the emergency opioid antagonist.

83
84 Approved: October 11, 2022
85 Revised: August 8, 2023
86 Revised: August 13, 2024

2
3 Any student noted by a physician, the school nurse, or local health officer as having a
4 communicable disease may be excluded from school for the duration of the illness. The student
5 will be readmitted to regular classes upon termination of the illness, as authorized by the
6 student's physician, the local health officer, or after the expiration of any period of isolation or
7 quarantine.
8

9 The board reserves the right to require a written statement from the student's physician or
10 local health officer indicating that the student is free from all symptoms of the disease.
11

12 If a student is absent from regular classes for more than three consecutive days or the
13 principal has been notified that a student has or is suspected of having a communicable disease,
14 the principal shall determine whether a release shall be obtained from the student's physician or
15 local health department before the student reenters school.
16

17 Decisions regarding the type of education and the setting for provision of educational
18 services for a student with a communicable disease shall be based on the child's medical
19 condition, the child's educational needs, and the expected type of interaction with others in the
20 educational setting. Final decisions will be made by school administration after receiving input
21 from the student's physician, public health personnel, the student's parent or guardian, and
22 personnel associated with the proposed care or educational setting.
23

24 Approved: March 18, 1992
25 Revised: June 12, 2001
26 Revised: June 28, 2011
27 Reviewed: November 8, 2016
28 Revised: May 11, 2021

2
3 Vision, hearing, and dental screenings will be conducted in the district as part of the
4 overall health services program. Such screenings will be administered in accordance with state
5 law. When appropriate, other screenings deemed beneficial to students may be performed in the
6 school health program.

7
8 When these screenings cannot be performed by district staff, the board authorizes the
9 superintendent to identify healthcare service providers to provide them. Such healthcare service
10 providers shall be required to enter into a contract with the district prior to providing any
11 screenings or other services to students in the school setting.

12
13 Vision Screenings

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

- 16 • annually for every child participating in IDEA Part B programs;
- 17 • at least once each school year for students in kindergarten and grades one, two, three,
18 five, seven, and ten;
- 19 • within the first year of enrollment in the district; or
- 20 • upon request by the parent or guardian of a student enrolled in an accredited
21 nonpublic school who resides in the school district.

22
23 These basic vision screenings shall be performed by a vision screener designated by the
24 board, who shall follow current state vision screening guidelines for performing the screenings.
25 The results of the screening and, if necessary, referral for an examination by an ophthalmologist
26 or optometrist shall be reported to the parents or guardians of the student. Any referral shall not
27 show a preference in favor of any particular ophthalmologist or optometrist to provide an
28 additional examination.

29
30 While not part of the board-provided vision screening program, each student needing
31 assistance in achieving mastery of basic reading, writing, and mathematics skills shall be
32 encouraged to obtain an eye examination by an optometrist or ophthalmologist to determine if
33 the student suffers from conditions impairing the ability to read. Expense for such an
34 examination, if not reimbursed through Medicaid, private insurance, or any other governmental
35 or private program, shall be the responsibility of the student's parent or guardian.

36
37 Hearing Screenings

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

43
44 Under certain conditions, hearing screening services are provided for students residing
45 within district boundaries who are enrolled in accredited non-public schools. These services are
46 coordinated between the administration of the accredited nonpublic school and district

48

49 administration and require a request from the student's parent or guardian. Implementation of the
50 program for nonpublic school students followed the same guidelines as for district students.

51

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

54

55 Dental Screenings

56

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

60

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

67

68 Selected Screenings

69

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

72

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

74

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

78

79 Approved: July 12, 2022

1 **JGD** **Student Psychological Services**

JGD

2
3 Various psychological services are available to students through the district, cooperative
4 special education programs, the county and the state. Results of any such psychological service,
5 testing program or consultation services will be kept in strict confidence by school authorities
6 and shall be governed by JR through JRD.
7

8 Approved: March 18, 1992

9 Revised: June 12, 2001

10 Reviewed: June 28, 2011

11 Reviewed: November 8, 2016

2 (See GAAC, GAAD, GAF, JDDC, KN)

3
4 The board of education is committed to providing a positive and productive learning and
5 working environment, free from discrimination on the basis of sex, including sexual harassment.
6 The district does not discriminate on the basis of sex in admissions, employment, or the
7 educational programs or activities it operates and is prohibited by Title IX from engaging in such
8 discrimination. Discrimination on the basis of sex, including sexual harassment, will not be
9 tolerated in the school district. Discrimination on the basis of sex of employees or students of the
10 district in any district education program or activity is strictly prohibited.

11
12 Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the
13 Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Act
14 Against Discrimination. All forms of sexual harassment are prohibited at school, on school
15 property, and at all school-sponsored activities, programs or events within the United States.

16
17 It shall be a violation for any employee to discourage a student from filing a complaint,
18 or to fail to investigate or refer for investigation, any complaint lodged under the provisions of
19 this policy.

20
21 Sexual harassment shall include conduct on the basis of sex involving one or more of the
22 following: (1) a district employee conditioning the provision of an aid, benefit, or service of the
23 district on an individual's participation in unwelcomed sexual conduct; (2) unwelcomed conduct
24 determined by a reasonable person to be so severe, pervasive, and objectively offensive that it
25 effectively denies a person equal access to the district's educational program or activity; or (3)
26 sexual assault, dating violence, domestic violence, or stalking.

27
28 Sexual harassment may result from verbal or physical conduct or written or graphic
29 material. Sexual harassment may include, but is not limited to: verbal harassment or abuse of a
30 sexual nature; pressure for sexual activity; repeated remarks to a person with sexual or
31 demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement
32 accompanied by implied or explicit threats concerning a student's grades, participation in extra-
33 curricular activities, etc.

34
35 The district encourages all victims of sexual harassment and persons with knowledge of
36 such harassment to report the harassment immediately. Complaints of sexual harassment will be
37 promptly investigated and resolved. Any person may make a verbal or written report of sex
38 discrimination by any means and at any time.

39
40 The executive director of human resources has been designated to coordinate compliance
41 with nondiscrimination requirements contained in Title IX of the Education Amendments of
42 1972, Title VII of the Civil Rights Act of 1964 regarding discrimination on the basis of sex, and
43 the Kansas Act Against Discrimination. Information concerning the provisions of these Acts, and
44 the rights provided thereunder, or about the application of Title IX to the district is available
45 from the Title IX Coordinator:

48
49 Title IX Coordinator
50 1511 Gypsum
51 P.O. Box 797
52 Salina, KS 67402-0797
53 compliance.coordinator@usd305.com
54 785-309-4726
55

56 Inquires about the application of Title IX to the district may also be referred to the
57 Assistant Secretary for Civil Rights at the U.S. Department of Education, Office of Civil Rights,
58 400 Maryland Avenue, SW, Washington D.C. 20202-1100, 800-421-3481, or at OCR@ed.gov,
59 or both.
60

61 Response to Harassment Complaints

62 The district takes all reports of sexual harassment seriously and will respond
63 meaningfully to every report of discrimination based on sex, including sexual harassment, of
64 which the district has actual knowledge. Any students who believe that he or she has been
65 subjected to sexual harassment should report the alleged harassment to the building principal,
66 another administrator, the guidance counselor, the Title IX Coordinator, or another licensed staff
67 member. All school employees receiving reports of sexual harassment from a student shall notify
68 the Title IX Coordinator.
69

70 Definitions

71 The following definitions apply to the district in responding to complaints of sexual
72 discrimination including sexual harassment as defined by Title IX of the Education Amendments
73 of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Act Against Discrimination.
74

75 The “complainant” means an individual who is alleged to be a victim of conduct that
76 could constitute sexual harassment.
77

78 “Dating violence” means violence committed by a person who is or has been in a social
79 relationship of a romantic or intimate nature with the victim where the existence of such a
80 relationship shall be determined based on a consideration of the length of the relationship, the
81 type of relationship, and the frequency of interaction between the persons involved.
82

83 The “decision-maker” reviews all the evidence and prepares an impartial written
84 responsibility determination as to whether the alleged conduct occurred and provides an
85 opportunity for the parties and their representatives to prepare written questions to be answered
86 by the other party. The decision-maker shall not be the Title IX Coordinator or the investigator.
87

88 “Domestic violence” includes crimes of violence committed by a person who is a current
89 or former spouse, partner, person with whom the victim shares a child, or who is or has
90 cohabited with the victim as a spouse or partner, by a person similarly situated to a spouse of the
91 victim under Kansas or applicable federal law, or by any other person against an adult or youth
92 victim having protection from such person’s acts by Kansas or applicable federal law.
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96
97 A “formal complaint” means a document filed by a complainant or signed by the Title IX
98 Coordinator alleging sexual harassment against a respondent and requesting that the district
99 investigate the allegation of sexual harassment.

100
101 The “investigator” is the person who carries out the investigation after the formal
102 complaint is filed and conducts interviews of the witnesses, collects and documents evidence,
103 and drafts an investigative report.

104
105 A “respondent” is an individual who has been reported to be the perpetrator of conduct
106 that could constitute sexual harassment.

107
108 “Sexual assault” means an offense classified as a forcible or non-forcible sex offense
109 under the uniform crime reporting system of the Federal Bureau of Investigation.

110
111 “Stalking” means engaging in a course of conduct directed at a specific person that would
112 cause a reasonable person to fear for his or her safety or the safety of others or to suffer
113 substantial emotional distress.

114
115 The “Title IX Coordinator” is the individual designated at the district level who has
116 responsibility to coordinate compliance with Title IX of the Education Amendments of 1972,
117 Title VII of the Civil Rights Act of 1964 regarding discrimination on the basis of sex, and the
118 Kansas Act Against Discrimination. The Title IX Coordinator’s responsibilities include, but are
119 not limited to, developing materials and ensuring professional development occurs for staff
120 involved in Title IX compliance, creating systems to centralize records, gathering relevant data,
121 contacting the complainant (and/or parents or guardians, if applicable) once the district has actual
122 knowledge of alleged sexual harassment, coordinating the implementation of supportive
123 measures, signing a formal complaint to initiate a grievance process, and ensuring any remedies
124 are implemented.

125
126 The Title IX Coordinator, any investigator, decision-maker, or any person who facilitates
127 an informal resolution process shall not have a conflict of interest or bias for or against the
128 complainant or respondent. These individuals shall receive training on the definition of sexual
129 harassment; the scope of the education program and activities; how to conduct an investigation,
130 including appeals and informal resolution processes; and how to serve impartially, including
131 avoiding prejudgment of the facts, conflicts of interest, and bias. Decision-makers shall receive
132 training on issues of relevance of questions and evidence, including when questions and evidence
133 about the complainant’s sexual predisposition or prior sexual behaviors are not relevant.
134 Investigators shall receive training on issues of relevance of questions and evidence in order for
135 them to create investigative reports that fairly summarize relevant evidence.

136
137 Any employee who witnesses an act of sexual harassment or receives a complaint of
138 harassment from another employee or a student shall report the complaint to their immediate
139 supervisor, building administrator, or Title IX Coordinator. Employees who fail to report
140 complaints or incidents of sexual harassment to appropriate school officials may face
141 disciplinary action. District officials who fail to investigate and take appropriate corrective action
142 in response to complaints of sexual harassment may also face disciplinary action.

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

151
152 If discrimination or harassment has occurred, the district will take prompt, remedial
153 action to stop it and prevent its reoccurrence.

154
155 The Title IX Coordinator shall promptly respond in a meaningful way to any reports of
156 sexual discrimination including sexual harassment of which the district has actual knowledge as
157 follow:

- 158 • contact the complainant within 10 business days and discuss the availability of
159 supportive measures, with or without the filing of a formal complaint, and consider
160 the complainant's wishes as to supportive measures; and
- 161 • inform the complainant of the right to a formal complaint investigation consistent
162 with Title IX and the informal resolution process.

163 Supportive Measures

164 The district will treat the complainant and respondent equitably by offering supportive
165 measures. These non-disciplinary and non-punitive measures will be offered as appropriate, as
166 reasonably available, and without cost to the complainant or the respondent. Supportive
167 measures are designed to restore or preserve equal access to the education program or activity
168 without unreasonably burdening the other party. "Support Measures" shall include, but not be
169 limited to, measures designed to protect the safety of all parties, to protect the district's
170 educational environment, or to deter sexual harassment. These measures may include counseling,
171 extensions of deadlines or course-related adjustments, modifications of work or class schedules,
172 escort services, mutual restrictions on contact between the parties, changes in work locations,
173 leaves of absence, increased security and monitoring, and other similar measures. The Title IX
174 Coordinator is responsible for coordinating the effective implementation of supportive measures.
175

176 Formal Complaint

177 No investigation of alleged sexual harassment may occur until after a formal complaint
178 has been filed.
179

180
181 A formal complaint is a document filed by the complainant or signed by the Title IX
182 Coordinator alleging sexual harassment and requesting an investigation. The procedures for
183 filing a formal complaint are as follows.

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

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complaint, and the matter has not been adequately resolved, the Title IX Coordinator may initiate the complaint. Forms for filing written complaints are available in each school building office and the central office.

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

207 **Formal Complaint Notice Requirements**208 Upon filing of a formal complaint, the district shall provide written notice to the known
209 parties including:

- 210
- notice of the allegations of sexual harassment including sufficient details to prepare a
211 response before any initial interview including:
 - the identities of the parties involved, if known;
 - the conduct allegedly constituting sexual harassment; and
 - the date and location of the alleged incident, if known.
 - an explanation of the district’s investigation procedures, including any informal
216 resolution process;
 - a statement that the respondent is presumed not responsible for the alleged conduct
217 and that a determination regarding responsibility will be made by the decision-maker
218 at the conclusion of the investigation;
 - notice to the parties they may have an advisor of their choice and may inspect and
221 review any evidence; and
 - notice to the parties of any provision to the district’s code of conduct or policy that
222 prohibits knowingly making false statements or knowingly submitting false
223 information.
224

225
226 If, in the course of an investigation, the investigator decides to investigate allegations
227 about the complainant or respondent that are not included in the notice initially provided, notice
228 of the additional allegations shall be provided to known parties.
229230 **Formal Complaint Investigation Procedures**231 To ensure a complete and thorough investigation and to protect the parties, the
232 investigator shall:

- 233
- ensure that the preponderance of the evidence burden of proof and the burden of
234 gathering evidence is sufficient to reach a determination regarding responsibility rests
235 on the district and not the parties;
 - provide an equal opportunity for the parties to present witnesses and evidence;
 - not restrict either party’s ability to discuss the allegations under investigation or to
237

239

240 gather and present relevant evidence;

- 241 • allow the parties to be accompanied with an advisor of the party's choice;
- 242 • provide written notice of the date, time, location, participants, and purpose of any
- 243 interview or meeting at which a party is expected to participate;
- 244 • provide the parties equal access to review all the evidence collected which is directly
- 245 related to the allegations raised in a formal complaint, including the investigation
- 246 report, and the opportunity to respond to that evidence before a determination is
- 247 made;
- 248 • be impartial and objectively evaluate all relevant evidence without relying on sex
- 249 stereotypes;
- 250 • not have conflicts of interest or bias for or against complainants or respondent; and
- 251 • not make credibility determinations based on the individual's status as complainant,
- 252 respondent, or witness.

253

254 Formal Complaint Investigation Report

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

257

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

261

262 Decision-Maker's Determination

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

267

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

- 270 • identify the allegations potentially constituting sexual harassment;
- 271 • describe the procedural steps taken, including any notifications to the parties, site
- 272 visits, methods used to gather evidence, and interviews;
- 273 • include the findings of fact supporting the determination;
- 274 • address any district policies and/or conduct rules which apply to the facts;
- 275 • a statement of, and rationale for, the result as to each allegation, including a
- 276 determination regarding responsibility; and
- 277 • the procedures and permissible bases for the complainant and/or respondent to appeal
- 278 the determination.

279

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

283

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

286

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

295

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

299

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

302

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

305

306 Appeals

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

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- procedural irregularity that affected the outcomes;
- new evidence that was not reasonably available at the time that could affect the outcome; and/or
- the Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias against either party that affected the outcome.

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The request to appeal shall be made in writing to the Title IX Coordinator within 20 days after the date of the written determination. Appeals shall be a review of the record by an attorney, an independent hearing officer appointed by the board, or the board. The appeal decision-maker may not be the Title IX Coordinator, the investigator, or the decision-maker from the original determination.

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

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The appeal decision-maker shall:

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- review the evidence gathered by the investigator, the investigator's report, and the original decision-maker's determination;
- notify both parties in writing of the filing of the appeal and give an opportunity to submit further evidence in writing;
- not have a conflict of interest or bias for or against complainant or respondent and receive the required training;
- issue a written decision and the rationale for the decision within 30 days after the

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appeal is filed;

- describe the result of the appeal and the rationale for the result in the decision; and
- provide the written decision simultaneously to both parties and to the Title IX Coordinator.

340 Informal Resolution Process341 At any time during the formal complaint process and prior to reaching a determination
342 regarding responsibility, the district may facilitate an informal resolution process, such as
343 mediation, that does not involve a full investigation and determination of responsibility.
344345 The informal resolution process may be facilitated by a trained educational professional,
346 consultant, or other individual selected by the Title IX Coordinator under the following
347 conditions:

- 348
- the parties are provided a written notice disclosing the allegations, the requirements
349 of the informal resolution process, and information on when it may preclude the
350 parties from resuming a formal complaint arising from the same allegations;
 - at any time prior to agreeing to a resolution, any party has the right to withdraw from
351 the informal resolution process and resume the investigation of the formal complaint,
352 and be informed of any consequences resulting from participating in the informal
353 resolution process;
 - the parties voluntarily and in writing consent to the informal resolution process; and
 - the informal resolution process cannot be used to resolve allegations that an employee
354 sexually harassed a student.
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359 If the matter is resolved to the satisfaction of the parties, the facilitator shall document the
360 nature of the complaint and the proposed resolution, have both parties sign the documentation
361 and receive a copy, and forward it to the Title IX Coordinator. Within 20 days after the
362 complaint is resolved in this manner, the Title IX Coordinator shall contact the complainant to
363 determine if the resolution of the matter remains acceptable. If the matter is not resolved, or if
364 the individual does not believe the resolution remains acceptable within 20 days after the
365 informal resolution document is executed, the individual or the Title IX Coordinator may
366 proceed with the formal complaint process.
367368 If discrimination or harassment has occurred, the district will take prompt, remedial
369 action to prevent its reoccurrence. The district prohibits retaliation or discrimination against any
370 person for opposing discrimination, including harassment, for participating in the complaint
371 process, or making a complaint, testifying, assisting, or participating in any investigation,
372 proceeding, or appeal.
373374 Use of this complaint procedure is not a prerequisite to the pursuit of any remedies,
375 including the right to file a complaint with the Office for Civil Rights of the U.S. Department of
376 Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights
377 Commission.
378379 The filing of a complaint or otherwise reporting sex discrimination including sexual
380 harassment shall not reflect upon the individual's status or grades. Any act of retaliation or

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383 discrimination against any person who has filed a complaint or testified, assisted, or participated
384 in any investigation, proceeding, or hearing involving sex discrimination including sexual
385 harassment is prohibited. Any person who retaliates is subject to immediate disciplinary action,
386 up to and including expulsion for a student or termination of employment for an employee.

387

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

390

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

401

- 402 Approved: April 6, 1994
- 403 Revised: June 12, 2001
- 404 Reviewed: December 9, 2003
- 405 Reviewed: June 28, 2011
- 406 Revised: October 8, 2013
- 407 Revised: November 10, 2015
- 408 Revised: February 26, 2019
- 409 Revised: October 13, 2020
- 410 Revised: August 10, 2021

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

3
4 The board of education is committed to providing a positive and productive learning and
5 working environment, free from discrimination, including harassment, on the basis of race, color,
6 national origin, or disability. Discrimination or harassment on the basis of race, color, or national
7 origin (“racial harassment”) or on the basis of disability (“disability harassment”) shall not be
8 tolerated in the school district. Racial or disability harassment of employees or students of the district
9 in any district education program or activity is strictly prohibited.

10
11 Racial harassment is unlawful discrimination on the basis of race, color or national origin
12 under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Act Against Discrimination.
13 Disability harassment is unlawful discrimination on the basis of disability under Section 504 in the
14 Rehabilitation Act of 1973 and the Americans with Disabilities Act. All forms of racial or disability
15 harassment are prohibited at school, on school property, and at all school-sponsored activities,
16 programs or events.

17
18 It shall be a violation for any employee to discourage a student from filing a complaint, or to
19 fail to investigate or refer for investigation any complaint lodged under the provisions of this policy.

20
21 Prohibited conduct under this policy includes racially or disability-motivated conduct which:

- 22 • affords a student different treatment, solely on the basis of race, color, national origin, or
23 disability in a manner which interferes with or limits the ability of the student to
24 participate in or benefit from the services, activities or programs of the school;
- 25 • is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating
26 a hostile academic environment; or
- 27 • is sufficiently severe, pervasive or persistent so as to have the purpose or effect of
28 interfering with a student’s academic performance or ability to participate in or benefit
29 from the services, activities or programs of the school.

30
31 Racial or disability harassment may result from verbal or physical conduct or written graphic
32 material.

33
34 The district encourages all victims of racial or disability harassment and persons with
35 knowledge of such harassment to report the harassment immediately. The district will promptly
36 investigate all complaints of racial or disability harassment and take prompt corrective action to end
37 the harassment.

38
39 Any student who believes he or she has been subject to racial or disability harassment or has
40 witnessed an act of alleged racial or disability harassment, should discuss the alleged harassment with
41 the building principal, another administrator, the guidance counselor, or another certified staff
42 member. Any school employee who receives a complaint of racial or disability harassment from a
43 student shall inform the student of the employee’s obligation to report the complaint and any
44 proposed resolution of the complaint to the building principal. If the building principal is the alleged
45 harasser, the complaint shall be reported to the district compliance coordinator. The building
46 principal shall discuss the complaint with the student to determine if it can be resolved. If the matter
47 is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal
48 complaint under the district’s discrimination complaint procedure (see KN).

50
51 Complaints received will be investigated to determine whether, under the totality of the
52 circumstances, the alleged behavior constitutes racial or disability harassment under the definitions
53 outlined above. Unacceptable student conduct may or may not constitute racial or disability
54 harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence.
55 Behaviors which are unacceptable but do not constitute harassment may provide grounds for
56 discipline under the code of student conduct. The discipline of a student for violation of any provision
57 of the code of student conduct may be enhanced if the conduct is racially or disability motivated.

58
59 If discrimination or harassment has occurred, the district will take prompt, remedial action to
60 prevent its occurrence.

61
62 An employee who witnesses an act of racial or disability harassment shall report the incident
63 to the building principal. Employees who fail to report complaints or incidents of racial or disability
64 harassment to appropriate school officials may face disciplinary action. School administrators who
65 fail to investigate and take appropriate corrective action in response to complaints of racial or
66 disability harassment may also face disciplinary action.

67
68 When a complaint contains evidence of criminal activity or child abuse, the compliance
69 coordinator shall report such conduct to the appropriate law enforcement or DCF authorities.

70
71 To the extent possible confidentiality will be maintained throughout the investigation of a
72 complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a
73 thorough investigation, to take appropriate corrective action or to provide due process to the accused.

74
75 The filing of a complaint or otherwise reporting racial or disability harassment shall not
76 reflect upon the student's status or grades. Any act of retaliation or discrimination against any person
77 who has filed a complaint or testified, assisted, or participated in any investigation, proceeding, or
78 hearing involving a racial or disability harassment complaint is prohibited. Any person who retaliates
79 is subject to immediate disciplinary action, up to and including expulsion for a student or termination
80 from employment for an employee.

81
82 False or malicious complaints of racial or disability harassment may result in corrective or
83 disciplinary action against the complainant.

84
85 A summary of this policy shall be posted in each district facility and shall be published in
86 student handbooks, on the district's website, and as otherwise directed by the district compliance
87 coordinator. Notification of the policy may be included in the school newsletter or published in the
88 local newspaper annually, if applicable.

89
90 Approved: June 12, 2001
91 Reviewed: December 9, 2003
92 Reviewed: June 28, 2011
93 Revised: October 14, 2014
94 Revised: November 10, 2015
95 Revised: February 26, 2019
96 Revised: August 10, 2021

1 **JGFB Supervision of Students**

JGFB

2
3 Students shall be supervised by school district personnel when they are under the
4 jurisdiction of the school.

5
6 Each building principal shall coordinate and assign certified and classified staff to
7 supervise students engaged in school-sponsored activities. All school-sponsored activities shall
8 be supervised by an adult approved by the administration.

9
10 Each building principal shall ensure appropriate staff members are available for
11 supervising students at specific times and in designated areas. (See GAO)

12
13 Approved: May 6, 1992
14 Revised: June 12, 2001
15 Revised: June 28, 2011
16 Revised: November 8, 2016

17
18 **JGFB-R Supervision of Students**

JGFB-R

19
20 Every principal will make a duty roster comprised of certified and classified staff to
21 supervise students before school, during the lunch hour, after school or as the need arises.

22
23 Every school-sponsored activity held will have at least one staff member or
24 administratively-approved designee in attendance who shall have general supervisory
25 responsibilities over the student group.

26
27 The school does not have general authority to supervise students in normal coming to
28 school and going home. Teachers who observe students in a potentially dangerous situation
29 should attempt, as they are reasonably able, either to halt or prevent injury to students or
30 property.

31
32 No K-12 student will be allowed to run personal errands off school premises for any staff
33 member, but may run school-related errands off school premises and for school activities with
34 parental permission.

35
36 Approved: May 6, 1992
37 Revised: June 12, 2001
38 Reviewed: June 28, 2011
39 Reviewed: November 8, 2016

2
3 Use of Vehicles and Bicycles

4 The superintendent may develop procedures relating to the driving, parking, and use of
5 vehicles and the use and parking of bicycles or other similar equipment during the school day.
6 Failure to observe district rules and/or procedures may result in disciplinary action.
7

8 Rules and procedures concerning use of vehicles and bicycles on school property may be
9 included in the student and/or other district handbooks.
10

11 Walkers

12 Students who walk to and from school are urged to become familiar with traffic safety
13 laws governing such activities, to be alert to their surroundings, and to exercise caution while
14 crossing streets in high traffic areas.
15

16 Notice

17 At the beginning of each school year, the district staff will provide students with
18 appropriate notice of the rules and procedures relevant to their use of transportation to school and
19 school-related activities.
20

21 Approved: June 12, 2001
22 Reviewed: June 28, 2011
23 Revised: October 8, 2013
24 Revised: October 11, 2022

1 **JGFG Student Accidents**

JGFG

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3 Non-Emergency Accidents

4 When a staff member becomes aware that a student has been involved in an accident at
5 school, on school property or at a school-sponsored event, the staff member shall follow the rules
6 for the care of an injured student and report the accident to the building principal.

7
8 Emergency Accidents and Care

9 If a student has an accident that appears to require emergency medical treatment, an
10 employee shall call 911 and report the accident to the building principal.

11
12 If at the scene of an emergency or accident when medical help is not readily available to
13 assist in the care of an injured student, an employee qualified to administer first-aid may render
14 emergency care or assistance, including, but not limited to, first-aid, as deemed reasonably
15 necessary until medical help arrives. Kansas law provides protection from civil liability for any
16 person who, in good faith and without compensation, renders emergency care or assistance to
17 any person, including a minor, without first obtaining the consent of the parent/guardian of such
18 minor, at the scene of an emergency or accident. However, this protection does not extend to
19 individuals whose acts or omissions in rendering emergency care in these circumstances were
20 grossly or wantonly negligent.

21
22 Parent Notification

23 The student's parent/guardian shall be notified of any injury as soon as possible.

24
25 Records

26 Appropriate records documenting student accidents shall be maintained.

27
28 Approved: March 18, 1992
29 Revised: June 12, 2001
30 Revised: June 28, 2011
31 Revised: November 8, 2016
32 Revised: February 26, 2019

1 **JGFGA Do Not Resuscitate Requests**

JGFGA

2
3 Do Not Resuscitate (DNR) orders shall not be accepted or implemented by district staff
4 and all DNR requests shall be denied.

5
6 USD 305 will treat all life-threatening emergencies by calling 911 and performing life-
7 saving procedures until emergency services personnel arrive.

8
9 Approved: June 28, 2011

10 Reviewed: June 6, 2023

3 The supervision of oral medications shall be in strict compliance with the rules and
4 regulations of the board as carried out by district personnel. Diagnosis and treatment of illness
5 and the prescribing of medicines are not the responsibility of the public schools and are not to be
6 practiced by any school personnel.
7

8 When medication is necessary in order that the student remain in school, the school may
9 cooperate with parents in the supervision of medication that the student will use. However, the
10 licensed healthcare provider authorized to prescribe medication or the parent, if it is a non-
11 prescription medication, must send a written order to the building administrator who may
12 supervise the administration of the medication or treatment. The parents must submit a written
13 request to the building administrator requesting the school's cooperation in such supervision and
14 releasing the school district and personnel from liability. In the event the student requiring
15 medication has reached age 18, the student shall sign the written request and release. (See
16 JGFGBA)
17

18 School personnel shall not be required to be custodians of any medication except as
19 required by a written order of a licensed healthcare provider or, in the case of nonprescription
20 medication, when requested in writing by parents.
21

22 Prescription medication is to be brought to school in the original container appropriately
23 labeled by the pharmacy or physician, stating the name of the medication, the dosage and time to
24 be administered. Any changes in type of medication, dosage and/or time of administration shall
25 be accompanied by a new physician order and parent signature and a newly labeled pharmacy
26 container. Over-the-counter medication must be in the original container. Such medication shall
27 be dispensed only according to label directions and must be accompanied by the USD 305
28 Medication Consent Form. Any variance from label directions must have a physician's order.
29

30 In the administration of medication, the school employee shall not be deemed to have
31 assumed any legal responsibility other than acting as a duly authorized employee of the school
32 district.
33

34 The first dose of a new medication or dosage change of medication must be administered
35 at least once by parent/guardian prior to administration at school.
36

37 After medication is administered, students should be observed for any possible reactions.
38 This observation may occur at the site of administration or in the classroom as a part of the
39 normal routine.
40

41 An individual record shall be kept of each medication administered. The record shall
42 include student identification, date prescribed, name of medication, time and date(s)
43 administered, signature of person administering and section for comments. Controlled substances
44 must be counted and documented when received by any school personnel. Expired medication
45 and/or medication no longer used should be returned to the parent or destroyed.
46

47 All medication maintained in the school setting shall be kept in a locked area, including
48 medication requiring refrigeration.

49 **JGFGB Supervision of Medications (See JGFGBA)**

JGFGB-2

50

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

54

55 This policy shall be shared with any health care provider or dentist upon request.

56

57 Approved: January 25, 2005

58 Revised: June 28, 2011

59 Revised: October 14, 2014

60 Reviewed: November 8, 2016

1 **JGFGBA Student Self-Administration of Medications**

JGFGBA

2 (See JDDA, JDDAA and JGFGB)

3
4 The self-administration of medication is allowed for eligible students in grades K-12. As
5 used in this policy, medication includes, but is not limited to, a medicine for the treatment of
6 anaphylaxis or asthma listed in current federal regulation as an inhaled bronchodilator or auto-
7 injectable epinephrine.

8
9 As used in this policy, “health care provider” means a physician licensed to practice
10 medicine and surgery; an advanced registered nurse practitioner or a licensed physician assistant
11 who has authority to prescribe drugs under the supervision of a responsible physician.

12
13 **Student Eligibility**

14 An eligible student shall meet all of the following requirements:

- 15 • have a written statement from the student’s health care provider stating the name and
16 purpose of any prescription medication(s);
- 17 • know the prescribed or recommended dosage;
- 18 • know the time the medication is to be regularly administered;
- 19 • be able to articulate any additional special circumstances under which the medication
20 is to be administered; and
- 21 • know the length of time for which the medication is prescribed.

22
23 The student shall also demonstrate to the health care provider or the provider’s designee,
24 as applicable, and the school nurse or the nurse’s designee the skill level necessary to use the
25 medication and any device that is necessary to administer the medication. In the absence of a
26 school nurse, the school shall designate a person who is trained to witness the demonstration.

27
28 **Authorization Required**

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

36
37 **Employee Immunity**

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

43
44 **Waiver of Liability**

45 The student’s parent/guardian shall sign a statement acknowledging that the school
46 district and its officers, employees or agents incur no liability for damage, injury or death

48

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

52

53

Additional Requirements for Students Prone to Specified Emergencies

54

- The school district shall require that any back-up medication provided by the student's parent/guardian be kept at the student's school in a location to which the student has immediate access if there is an asthma or anaphylaxis emergency;

55

56

- The school district shall require that all necessary and pertinent information be kept on file at the student's school in a location easily accessible if there is an asthma or anaphylaxis emergency;

57

58

59

- Eligible students shall be allowed to possess and use approved medications at any place where the student is subject to the jurisdiction or supervision of the school district, its officers, employees or agents; or

60

61

62

- The board may adopt policy or handbook language which imposes additional requirements relating to the self-administration of medication allowed for in this policy and may establish a procedure for, and the conditions under which, the authorization for student self-administration of medication may be revoked.

63

64

65

66

67

68

Approved: January 25, 2005

69

Revised: June 28, 2011

70

Revised: October 14, 2014

71

Revised: November 12, 2019

72

Revised: March 5, 2024

2
3 As used in this policy, diabetes management and treatment plan means a plan prepared and
4 implemented for a student with diabetes which is prescribed by a physician licensed to practice medicine
5 and surgery; a certified, advanced registered nurse practitioner who has authority to prescribe drugs; or a
6 licensed physician assistant who has authority to prescribe drugs pursuant to a written protocol with a
7 responsible physician.

8
9 Student Eligibility

10 Self-care of diabetes may be allowed for students in grades K-12, the Salina Adult Education
11 Center and the Diploma Completion Program. To be eligible, a K-12 student shall meet all requirements
12 of this policy.

13
14 If the student is under the age of 18, parents or guardians shall submit a written diabetes
15 management and treatment plan from the student’s health care provider.

16
17 The student shall provide written authorization from the student’s health care provider and parent
18 or guardian if the student is under age 18, stating the student has been instructed on managing and caring
19 for his/her diabetes and is authorized to do so in school. An annual written renewal of the appropriate
20 authorization for the self-care of diabetes shall be required.

21
22 While at school, each student capable of managing and caring for his/her diabetes will be
23 allowed to

- 24 • perform blood glucose level check;
- 25 • administer insulin through the delivery system the student uses;
- 26 • treat hypoglycemia and hyperglycemia;
- 27 • possess the supplies or equipment necessary to monitor and care for his/her diabetes; and
- 28 • otherwise attend to the management and care of his/her diabetes in the classroom, in any area
29 of the school, or school grounds, or at any school-related activity.

30
31 Notwithstanding the above, the district reserves the right to establish reasonable place and
32 manner procedural safeguards for the safe and non-disruptive exercise of such rights by all students with
33 diabetes.

34
35 Employee Immunity

36 The board and its employees and agents who authorize the self-administration of medication and
37 treatment for diabetes in compliance with the provision of this policy shall not be liable for any action
38 for any injury resulting from the self-administration of medication. The district shall provide written
39 notification to the student or the student’s parent or guardian if under the age of 18 for whom this policy
40 is applicable or to the student (if the student has reached age 18) that the board and its employees and
41 agents are not liable for any injury resulting from self-administration of medication. The parent or
42 guardian or student (if appropriate) shall sign such notice and acknowledge that the district incurs no
43 liability for any injury resulting from self-administration and agrees to indemnify and hold the board and
44 its employees and agents harmless against any claims relating to the self-administration of medication
45 pursuant to this policy.

46
47 Approved: October 14, 2014

48 Revised: June 6, 2023

1 **JGG Transportation** (See ED and EDDA)

JGG

2
3 School-provided transportation shall be available to and from school for those students who
4 qualify. Transportation may be provided by the district for all school activities. Transportation may be
5 denied to students who are detained after school for disciplinary reasons.

6
7 Students who use school-provided transportation shall be under the jurisdiction of the vehicle
8 driver while in the vehicle. Students shall be subject to the district’s student behavior code and other
9 regulations developed by the superintendent and approved by the board.

10
11 Drivers shall report violations of the rules to the building principal who may discipline
12 students. The principal may suspend or revoke the transportation privilege of a student who violates
13 any rule or regulation.

14
15 When the district provides transportation to an activity, participating students are prohibited
16 from driving personal automobiles to and from district-sponsored activities held during or after the
17 school day unless authorized in writing by the student’s parent or guardian.

18
19 All rules shall be published in the student handbook.

- 20
21 Approved: November 19, 1986
22 Revised: February 3, 1988
23 Revised: May 20, 1982
24 Revised: May 25, 1999
25 Revised: June 12, 2001
26 Revised: October 28, 2008
27 Revised: June 28, 2011
28 Revised: November 8, 2016
29 Revised: July 12, 2022

1 **JGGA Use of Electronic Surveillance (See JR and JRB)**

JGGA

2
3 The district may use electronic surveillance to monitor student activity.

4
5 Electronic surveillance may be used to monitor students riding in district vehicles and to
6 monitor student behavior in or around any district facility.

7
8 Electronic surveillance of personally identifiable students recording their involvement in
9 an altercation or other violation of law or district policy shall be considered a student record.
10 Electronic surveillance, which is a record of student behavior, shall be secured in a secure
11 location until the digital storage mechanism or tape on which it is maintained is either reused or
12 erased. Such records shall be subject to current law for the release of student record information.

13
14 Approved: June 12, 2001

15 Revised: June 28, 2011

16 Revised: June 6, 2023

1 **JGH School Food Service Programs**

JGH

2
3 The district shall provide a school food service program. Building principals shall
4 develop individual building rules.

5
6 Free or Reduced Price Meals

7 Free or reduced price meals shall be provided for students who qualify under state and
8 federal rules and regulations.

9
10 The eligibility forms, rules and regulations governing this program shall be provided by
11 the administration to students or their parents.

12
13 Contracts With Nonpublic Schools or Child-Care Institutions

14 The board may enter into contracts with the governing authority of any nonpublic school
15 or any child-care institution to provide meals for children who attend these institutions. Any
16 contract shall provide for payment of the costs incurred by the district to provide the service.
17 Income received by the district under any contract to provide this service shall be deposited in
18 the district food service fund and may be expended whether budgeted or not.

19
20 Approved: May 20, 1982
21 Revised: June 12, 2001
22 Reviewed: December 9, 2003
23 Reviewed: June 28, 2011
24 Revised: June 6, 2023

1 **JGHB Vending Machines**

JGHB

2 (See JGCA)

3
4 No vending machine may be placed in any building without prior approval of the
5 superintendent.

6
7 Vending machine foods and beverages available for sale to students will comply with
8 established federal nutrition standards and guidance on snacks in school.

9
10 Approved: June 12, 2001

11 Reviewed: June 28, 2011

12 Revised: December 12, 2017

13
14 **JGHB-R Vending Machines**

JGHB-R

15
16 The building principal shall manage the machine(s). The service vendor will provide the
17 receipts and expenditures for each machine. Proceeds from machines shall be deposited in the
18 appropriate activity account.

19
20 Approved: June 12, 2001

21 Revised: June 28, 2011

22 Reviewed: December 12, 2017

1 **JH** **Student Activities**

JH

2 (See DK, JGFB, JM and KG)

3
4 The principal shall be responsible for the organization and approving all student activities. All
5 school-sponsored activities shall be supervised by an adult approved by the administration.

6
7 Eligibility for Activities

8 Unless otherwise provided herein, students who participate in any school activity shall meet the
9 following requirements:

- 10 • all applicable KSHSAA regulations,
11 • academic eligibility requirements noted in handbooks, and
12 • other requirements requested by administration and approved by the board.

13
14 Participation in Kansas State High School Activities Association Activities

15 Any student enrolled and attending a virtual school as defined in K.S.A. 72-3712 or a nonpublic
16 elementary or secondary school shall be permitted to participate in any district activities that are regulated,
17 supervised, promoted, and developed by the Kansas State High School Activities Association (KSHSAA)
18 provided the student meets the following requirements:

- 19 • being a resident of the school district;
20 • complying with the health certification and inoculation requirements of K.S.A. 72-6262, as
21 amended, prior to participation in any such activity;
22 • meeting applicable age and eligibility requirements required by KSHSAA;
23 • paying any fees required by the district for participation in such activity, if such fees are
24 generally imposed upon all other students who participate in the activity; and
25 • seeking participation at the appropriate school of the district that corresponds to where the
26 student resides within the school district's respective school attendance boundaries established
27 by the board.

28
29 Except as otherwise provided in this policy, any student attending a virtual school, who seeks to
30 participate in an activity in the student's resident school district shall not be required to enroll in or attend
31 a minimum number of courses at such school district.

32
33 Any student attending a home school, who is a resident of the district and seeks to participate in a
34 KSHSAA activity sponsored by the district, shall be deemed to meet any academic eligibility
35 requirements established by KSHSAA for participation in such activity if:

- 36 • the student is maintaining satisfactory progress towards achievement or promotion to the next
37 grade level; and
38 • the parent, teacher, or organization that provides instruction to the student submits an affidavit
39 or transcript to KSHSAA indicating the student meets these academic eligibility requirements.

40
41 Upon submission of an affidavit, the student attending a home school shall be deemed to meet any
42 academic eligibility requirements established by KSHSAA and shall retain such academic eligibility
43 during the activity season for which the affidavit was submitted.

44
45 The board may require a student who participates in an activity pursuant to this policy, including,
46 but not limited to, virtual school students, to enroll in or complete a particular course as a condition of
47 participation, if such requirement is imposed upon all other students who participate in a particular
48 KSHSAA activity.

(See DK, JGFB, JM and KG)

51
52 Except as provided in this policy regarding modified academic eligibility requirements for
53 homeschool students, any student who seeks to participate in an activity pursuant to this policy, shall be
54 subject to any tryout or other participation requirements that are otherwise applicable to all other students
55 for participation in the activity.

56
57 Adding or Eliminating Activities

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

61
62 Activity Fund Management

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

67
68 Receipts shall be issued for all revenue taken into the activity fund of each attendance center. All
69 payments from the activity fund shall be by checks provided for that purpose.

70
71 Approved: May 20, 1992
72 Revised: June 12, 2001
73 Revised: February 27, 2007
74 Revised: June 28, 2011
75 Reviewed: November 8, 2016
76 Revised: August 8, 2023
77 Revised: August 13, 2024

1 **JHA Fundraising Activities**

JHA

2
3 Fund drives must be conducted under the supervision of a faculty sponsor and will
4 require prior administrative approval. Teachers and sponsors will submit a written application to
5 the principal in accordance with the time limits listed in each section below. The application will
6 include the following information: purpose of the project, amount of money to be raised, ways
7 and means (plan) for raising funds, dates of the project, and a statement of why the money is
8 needed.

9
10 Fundraising Activities On-Campus

11 The principal will be authorized to approve all fundraising projects which are planned to
12 take place on the school campus. Teachers and sponsors will submit a written application to the
13 principal at least two weeks prior to the beginning date of the project for approval or disapproval.

14
15 Fundraising Activities Off-Campus

16 All fund drives involving sales, solicitations or collections of money off the school
17 campus will require prior approval by the principal and executive director of educational
18 programs. Sponsors will be required to submit written applications at least two weeks prior to the
19 starting date for the project.

20
21 Ticket sales for school activities, journalism advertising solicitations and requests to use
22 props and furniture for school plays are exempt from the provisions of these policies.

23
24 Major Fund Drives

25 Fundraising requests for any school group or organization that exceed \$5,000 in one
26 school year will require prior administrative and board approval. Requests for major fundraising
27 projects must be submitted to the principal on or before September 30 of the school year in
28 which the fundraising activity is planned. Sponsors are required to submit a written application
29 to the principal for approval or disapproval. If approved, the project will be forwarded to the
30 executive director of educational programs for review and approval or disapproval. Final
31 acceptance of the fundraising project requires formal board approval.

32
33 In the event that the purpose of the fundraising project is to take an extended field trip
34 (out-of-state), then the provisions of the field trip policy shall apply and the applications will be
35 submitted in accord with that policy. (See IFCB)

36
37 The provisions of this policy shall not apply to fundraising projects by parent groups,
38 booster clubs, PTA/PTO units, but the policy on gifts and bequests to schools shall be applicable
39 when a school gift is the purpose of the fundraising activity.

40
41 Approved: May 20, 1982
42 Revised: April 27, 1999
43 Revised: June 12, 2001
44 Revised: June 28, 2011

47 **JHA Fundraising Activities**
48
49 Revised: June 6, 2023

JHA-2

2
3 Students may form clubs and other groups organized to promote or pursue specialized
4 activities outside the regular classroom. Membership in student organizations, whether school-
5 sponsored or non-school-sponsored, must be open to all interested and eligible students. The
6 building principal and the board shall approved school-sponsored student organizations, and a
7 staff member shall attend the meetings or activities to supervise use of the facilities by all student
8 organizations as an advisor or supervisor.

9
10 Student Clubs

11 The building principal shall establish regulations for the operation of school-sponsored
12 clubs, and for the use of school facilities by non-school-sponsored clubs.

13
14 School-sponsored clubs shall be under the direct control of school personnel. Every
15 school-sponsored club shall have a constitution, which has been approved by the building
16 principal and filed in the school office. If non-curriculum related school-sponsored clubs are
17 allowed to meet on school property during non-instructional time, then non-school-sponsored
18 student clubs may also meet on school property at such times.

19
20 Non-School-Sponsored Student Clubs

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

24
25 Student Government

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

29
30 Approved: November 21, 1990
31 Revised: June 3, 1992
32 Revised: May 9, 1995
33 Revised: June 12, 2001
34 Revised: June 28, 2011
35 Reviewed: November 8, 2016
36 Revised: October 11, 2022

2
3 Student publications, whether school-sponsored or non-school-sponsored, which are not
4 libelous, slanderous, disruptive, obscene, or unlawful may be distributed on school property
5 during school hours in areas and at times and places designated by the building principal.
6 Distribution which substantially interferes with the normal flow of traffic within the school
7 corridors and entrance ways, which is coercive of any other person’s right to accept or reject any
8 publication, or which causes substantial and material interference with “normal school activities”
9 shall not be permitted. Distribution in violation of this policy may result in suspension,
10 expulsion or other discipline of the students involved.

11
12 Should the principal render a decision to disapprove the distribution of a student
13 publication and approval is not granted, the principal shall state his/her reasons to the student.

14
15 If the student is dissatisfied with the decision of the principal, the student may appeal this
16 decision to the superintendent.

17
18 If the student is dissatisfied with the decision of the superintendent, the student may
19 appeal this decision to the board by notifying the clerk of the board.

20
21 A hearing date must be established within ten days after receipt of the notice of appeal
22 has been filed with the clerk of the board, and the board shall render its decision in writing
23 within three school days of the hearing.

24
25 At every level of the appeal process as outlined above, the student or his/her
26 representative or both shall have the right to appear and present his/her case supported by
27 relevant witnesses and materials as to why distribution of the student publication is appropriate.

28
29 In order for a student publication to be considered disruptive, there must exist specific
30 articulable facts upon which it would be reasonable to forecast that a clear and present likelihood
31 of an immediate, substantial and material disruption to normal school activity or school
32 discipline would occur if the material were distributed. Mere undifferentiated fear or
33 apprehension of disturbance is not enough; school personnel must be able to affirmatively show
34 substantial facts which reasonably support a forecast of likely disruption. Such disruption would
35 include, for example, student rioting, unlawful seizures of property, destruction of property,
36 threats or acts of violence, widespread shouting or boisterous conduct, or substantial
37 participation in a school boycott, sit-in, stand-in, walk-out or other related forms of activity. On
38 the other hand, material that stimulates heated discussion or debate does not constitute the type
39 of disruption prohibited herein.

40
41 Ads

42 Ads concerning drug paraphernalia, tobacco, alcohol, any controlled substances, or any
43 illegal activity are prohibited in all school-sponsored publications and in all non-school-
44 sponsored publications for which distribution is desired on school property.

47
48 Definitions of Terms Used in Discussing Student Publications

49 “Building staff member” means any employee of the district who works in the building
50 where a club is based.

51
52 “Distribution” means circulation or dissemination of the student publication to students at
53 the time and place of normal school activity or immediately prior or subsequent thereto by means
54 of handing out free copies, selling or offering copies for sale, accepting donations for copies of
55 the publication or displaying the material in areas of the school building or school property
56 which are generally frequented by students. In dealing with material which is “obscene” or
57 “libelous” the term “distribution” refers to dissemination of one or more copies, whereas in
58 dealing with all other types of material, the term “distribution” refers to a substantial circulation
59 or dissemination of the student publication so as to make the student publication generally
60 available to the students of the school.

61
62 “Libel” is the false and unprivileged (unprotected by immunity) publication in writing or
63 the printing of pictures, effigies or other fixed representations to the eye which expose a person
64 to public hatred, contempt, ridicule or obloquy which causes thee person to be shunned or
65 avoided or which has a tendency to injure the person in his/her occupation. When the
66 publication concerns “public officials,” i.e. those who hold government office or “public figures”
67 i.e., those who, by reason by the notoriety of their achievements or employment or by reason by
68 the vigor and success with which they seek the public’s attention, the defamatory falsehood must
69 be made with actual malice in order to be libelous, i.e., knowledge that it was false or reckless
70 disregard of whether or not it was false. “Public figures” also includes administrators, teachers
71 and coaches.

72
73 “Minor” means any person under the age of 18 years.

74
75 “Non-school-sponsored publication” means any student publication as defined herein
76 which is composed, published or distributed by students without school sponsorship. “Normal
77 school activity” means organized educational activity of students under the direct supervision of
78 a member of the school staff which includes classroom work, library activities, physical
79 education classes, official assemblies and other similar gatherings, school athletic contests, band
80 concerts, school plays, and scheduled in-school lunch periods.

81
82 “Obscene” means that an average person, applying contemporary community standards
83 would find that the publication, taken as a whole, appeals to the prurient interest and has no
84 redeeming social value; that the publication depicts or describes, in a patently offensive way,
85 sexual conduct specified in applicable law; and that the work taken as a whole lacks serious
86 literacy, artistic, educational, political or scientific value.

87
88 “School day” means any day during the regular school year or summer session on which
89 regularly scheduled classroom instruction takes place and excludes Saturdays, Sundays and
90 official school holidays.

93

94 “School-sponsored publication” means any student publication, as defined herein, which
95 is composed, compiled, published or distributed under the supervision and control of a building
96 staff member acting as the official sponsor advisor.

97

98 “Slander” means the oral communication to a person false information tending to expose
99 another living person to public hatred, contempt or ridicule, or to deprive another person of the
100 benefits of public confidence and social acceptance, or tending to degrade and vilify the memory
101 of one who is dead and to scandalize or provoke his/her surviving relatives and friends.

102

103 “Student Publication” means any oral communication, book, magazine, pamphlet,
104 newspaper, yearbook, picture, photograph, drawing or any other written or printed material or
105 visual representation, however produced, both school-sponsored and non-school-sponsored.

106

107 Approved: June 28, 2011

108 Reviewed: November 8, 2016

1 **JHCAA Gang Intimidation**

JHCAA

2 (See JCAC, JCDA, JCDBB and JDD)

3
4 Gang intimidation is the communication of any threat of personal injury to another, actual
5 personal injury to another, or any threat of or actual damage to another's property. Gang intimi-
6 dation on school owned or operated property, at school-sponsored activities, programs, or events,
7 or which disrupt the school environment is prohibited.

8
9 Disciplinary action may be taken against any student for participating in gang intima-
10 tion or causing and/or participating in gang-related activities on school owned or operated
11 property or at school-sponsored activities, programs, or events.

12
13 District staff may be provided in-service training regarding gang behavior and character-
14 istics to facilitate identification of students involved in gang activities.

15
16 Approved: June 12, 2001
17 Revised: June 28, 2011
18 Reviewed: November 8, 2016
19 Revised: May 11, 2021

1 **JJ** **Student Volunteers**

JJ

2
3 Students are encouraged to volunteer their time and services to school-sponsored
4 activities and to community activities so long as their studies are not adversely affected.

5
6 The district encourages students to become involved in civic activities. The district,
7 however, prohibits students from working for such organizations in a volunteer capacity during
8 school time unless prior approval is granted by the principal or those activities are undertaken as
9 part of a course’s approved curriculum.

- 10
11 Approved: July 1, 1992
12 Revised: June 12, 2001
13 Reviewed: June 28, 2011
14 Revised: November 8, 2016

1 **JJ** Employment of Students

JJ

2
3 While formal education with its related services is a primary function of the district, the
4 board recognizes that employment during school hours will be desirable for some students and
5 necessary for others. Student employment, then, must strike a balance between “education for
6 living” on the one hand and “education for making a living” on the other. The district’s first
7 objective is that students satisfactorily complete their educational experiences commensurate
8 with their abilities and the educational requirements of state law, the State Board of Education
9 and the board

10
11 Approved: July 1, 1992
12 Revised: June 12, 2001
13 Revised: June 28, 2011
14 Reviewed: November 8, 2016

15
16 **JJ-R** Employment of Students

JJ-R

17
18 In-School Employment

19 Students may be employed by the district. The district shall not employ students in
20 hazardous jobs.

21
22 Outside Employment

23 A student who needs to work on a regular basis during the school day shall file a written
24 request with the principal. If the request is approved, the student shall file a work schedule and
25 flex schedule agreement with the principal. Changes in the work schedule shall be reported by
26 the student to the principal. The student shall not begin the new schedule unless the change is
27 approved by the principal. Any approved flex schedule agreement must be made in accordance
28 with the full-time enrollment requirement in board policy JBC.

29
30 Vocational or Other Work Experience

31 A student who works in a board-approved vocational or other work-experience program
32 shall have a schedule developed cooperatively by the employer and the supervising teacher and
33 approved by the principal prior to beginning the work activity.

34
35 All board policies remain applicable to students participating in vocational or other work
36 experience programs.

37
38 Approved: July 1, 1992
39 Revised: June 12, 2001
40 Revised: June 28, 2011
41 Revised: November 8, 2016

1 **JK Solicitations**

JK

2
3 The board believes that students should not be subjected to social pressure through
4 solicitation, and it further believes that instructional time should be conserved as much as
5 possible for the classroom. Therefore, solicitation of students or by students within the schools
6 for any cause is prohibited except as they relate to school-sponsored activities and/or approved
7 by the building principal.

8
9 Approved: July 1, 1992
10 Revised: June 12, 2001
11 Reviewed: June 28, 2011
12 Reviewed: June 6, 2023

13
14 **JK-R Solicitations**

JK-R

15
16 The students and staff of the district shall not promote commercial or private financial
17 interest either through direct sales or through promotion of goods and services.

18
19 No person shall be permitted to distribute solicitation emails, circulars, bills, cards or
20 advertisements of any kind or make announcements of any nature without proper authorization
21 in writing from the executive director of educational programs.

22
23 Advertising in student publications shall be regulated by rules developed by the
24 superintendent. Ads concerning drug paraphernalia and any controlled substance or promoting
25 any illegal activity are prohibited in any school-sponsored publication.

26
27 Approved: July 1, 1992
28 Revised: June 12, 2001
29 Revised: June 28, 2011
30 Revised: June 6, 2023

1 **JM** **Contests for Students**

JM

2

3 Students may enter contests as a representative of a school only with approval of the
4 principal.

5

6 Approved: July 1, 1992

7 Revised: June 12, 2001

8 Reviewed: June 28, 2011

9 Revised: June 6, 2023

2
3 Student awards for having represented a school in the district shall be limited to those
4 approved by the administration and the board. The monetary value of awards for interscholastic
5 activities shall be limited to those approved by the KSHSAA.
6

7 Approved: July 1, 1992
8 Revised: June 12, 2001
9 Revised: June 28, 2011
10 Reviewed: June 6, 2023

1 **JQ** **Exceptional Students**

JQ

(See IDAC, IDCE, JBE & JQL)

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11

12

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: July 1, 1992

Revised: June 12, 2001

Reviewed: October 24, 2006

Revised: June 28, 2011

Revised: June 6, 2023

1 **JQA Temporarily Disabled Students (See IDACB and JGFGBA)**

JQA

2
3 Students who are temporarily disabled by illness, operation or accident as authenticated
4 by a healthcare provider's order, may be eligible for alternative educational services or
5 accommodations in their regular program which allow for meaningful participation in the
6 program.

7
8 Approved: July 1, 1992
9 Revised: June 12, 2001
10 Revised: June 28, 2011
11 Revised: November 8, 2016

12
13 **JQA-R Temporarily Disabled Students**

JQA-R

14
15 Students with injuries which prohibit participation in physical education or other classes
16 shall present to the building principal a healthcare provider's statement prohibiting such activity.

17
18 Teachers shall follow medical instructions relating to limitations on the student's
19 participation and shall either provide alternative methods for the student to earn a credit/grade in
20 the class during the period of the disability or contact the district 504 coordinator for
21 consideration of an evaluation under Section 504.

22
23 For the purpose of this policy, healthcare provider shall have the meaning subscribed to it
24 in board policy JGFGBA.

25
26 Approved: July 1, 1992
27 Revised: June 12, 2001
28 Revised: June 28, 2011
29 Revised: November 8, 2016

1 **JQE Alternative Arrangements**

JQE

2
3 Married students, pregnant students and students who are parents shall have access to the
4 same educational opportunities, services and extracurricular activities provided to other students.
5

6 A pregnant student may be required to provide a healthcare provider's release to be
7 allowed to participate in school activities which could pose a health or safety risk.
8

9 If there is a delay in obtaining a healthcare provider's release, in the student's best
10 interest, the administration may deny activity participation until the release is made available.
11

12 Approved: June 12, 2001

13 Reviewed: June 28, 2011

14 Revised: November 8, 2016

1 **JQH Drop-Outs (See JB)**

2

3 The board believes that students should continue their education until completion of their
4 high school program. The principal will follow state expectations for students seeking a waiver
5 from the compulsory attendance law and will provide information about alternate options to
6 complete a high school diploma.

7

8 Approved: July 15, 1992

9 Revised: June 12, 2001

10 Reviewed: June 28, 2011

11 Revised: June 6, 2023

JQH

1 **JQKA Foreign Exchange Students**

JQKA

2
3 The board believes that participation in a well-planned and executed program of foreign
4 student exchange can be a worthwhile cultural experience both for the students involved, as well
5 as for the community at large. The board, therefore, will consider the admission of exchange
6 students at the high school level provided the provisions of this policy have been met.
7

8 Approved: September 2, 1992

9 Revised: March 17, 1993

10 Revised: March 25, 1997

11 Revised: June 12, 2001

12 Revised: June 28, 2011

13 Reviewed: November 8, 2016

14 Reviewed: October 13, 2020

15 Reviewed: April 12, 2022

16
17 **JQKA-R Foreign Exchange Students**

JQKA-R

18
19 Foreign exchange students from approved organizations may be allowed to attend the
20 Salina Public Schools on a tuition-free basis to the extent staff, facilities, equipment, and
21 supplies are available, if they have met the following conditions:

- 22 • they come through a sponsoring organization that is on the list approved by the Council
- 23 on Standards for International Educational Travel;
- 24 • they come with the ability to speak and write in English and have been successful
- 25 academically in school in their native country;
- 26 • they are sponsored locally by a school district resident or civic or community
- 27 organization which is able to demonstrate that arrangements have been made for
- 28 appropriate housing, supervision, financial support, and medical coverage;
- 29 • they are registered with the local school no later than August 1 prior to the school year in
- 30 which they plan to attend; and
- 31 • they present a transcript of previous schoolwork upon enrollment in the local school.

32
33 Exchange students will not be eligible to receive a diploma from the Salina Public
34 Schools but will receive a certificate of attendance as well as an updated transcript reflecting the
35 grades and credits earned while in attendance.
36

37 No more than two foreign exchange students from any approved program, with a total of
38 not more than eight students per school year, will be accepted at each high school.
39

40 Approved: September 2, 1992

41 Revised: March 17, 1993

42 Revised: March 25, 1997

43 Revised: June 12, 2001

44 Revised: June 28, 2011

45 Revised: November 8, 2016

46 Revised: October 13, 2020

47 Reviewed: April 12, 2022

2

3 A hearing procedure shall be available to parents or guardians of exceptional students
4 according to state board of education regulations, the state special education plan, locally
5 adopted procedures and applicable laws.

6

7 Approved: June 12, 2001

8 Reviewed: June 28, 2011

9 Revised: November 8, 2016

1 **JR Student Records**

JR

2
3 Records are maintained for the invaluable assistance they provide the professional staff in
4 dealing with students as individuals. It is the policy of the board to assure that the welfare of
5 each individual student is the only criterion used in releasing information from student personnel
6 files.

7
8 All student records are to be treated as confidential and primarily for local school use
9 unless otherwise stipulated. Access to student records, excluding student data submitted to or
10 maintained in a statewide longitudinal data system in accordance with board policy, shall be
11 permitted as set forth in board policies JR and JRB. When records include information on more
12 than one student, the parents of any student shall have access to copies of that part of the record
13 that pertains to their child. Each school shall establish appropriate procedures for the granting of
14 a request by parents for access to their child's school records within a reasonable period of time,
15 but in no case more than 45 days after the request has been made.

16
17 In situations where the parents of a student are divorced or separated, each parent,
18 custodial and/or non-custodial, has equal rights to his/her student's records unless a court order
19 specifies otherwise. Private agreements between the student's parents shall not be recognized by
20 the district's personnel.

21
22 Parents shall have an opportunity for a hearing to challenge the content of their child's
23 school records to ensure that the records are not inaccurate, misleading or otherwise in violation
24 of the privacy or other rights of the students; to provide an opportunity for the correction or
25 deletion of any such inaccurate, misleading or otherwise inappropriate data contained therein;
26 and to insert into such records the parent's written explanation of the content of such records.

27
28 Approved: July 15, 1992
29 Revised: June 12, 2001
30 Revised: June 28, 2011
31 Revised: October 14, 2014
32 Reviewed: June 6, 2023

33
34 **JR-R Student Records**

JR-R

35
36 Any eligible parent or student may inspect the personal records of the student. The
37 district reserves the right to interpret selected records to students and/or parents at the time of the
38 inspection.

39
40 When a student attains 18 years of age and is declared independent, the permission or
41 consent required of and the rights accorded to the parents of the student shall thereafter be
42 required of and accorded only to the student.

43
44 The parents of students, or the students if they are declared independent, will be informed
45 annually by the superintendent of the rights accorded them in this section. In addition, the public

46 **JR-R Student Records**

JR-R-2

47

48 must be informed annually by the superintendent of the categories of information the institution
49 has determined to be directory information. This information will be provided by public notice
50 in the district's official newspaper.

51

52 Approved: July 15, 1992

53 Revised: June 12, 2001

54 Revised: June 28, 2011

55 Reviewed: October 14, 2014

56 Reviewed: June 6, 2023

2
3 Permanent Student Records: Each school shall permanently retain records relating to
4 each student’s academic performance, attendance and activities. Information about students
5 collected and stored by any school personnel shall be separated into one of the following
6 classifications:
7

8 Administrative records are official administrative records that constitute the minimum
9 personal information necessary for operating the educational system. They shall include birth
10 date, sex, race, names, telephone numbers, addresses and places of employment of parents,
11 academic work completed, grades, attendance records, withdrawal and reentry records, honors
12 and activities, date of graduation and follow-up records of a student.
13

14 Supplementary records include verified information important in operating the
15 educational system but of a more sensitive nature and of less historical importance. They include
16 test data, such as scores on standardized achievement, aptitude and intelligence tests;
17 observational data such as systematically gathered teacher or counselor evaluations and
18 observations of social and personal assets; clinical findings and verified reports of serious or
19 recurrent deviant behavior patterns; general data such as health data and legal documents.
20

21 Approved: July 15, 1992
22 Revised: June 12, 2001
23 Revised: June 28, 2011
24 Revised: June 6, 2023

2
3 Annual notice shall be given to parents and eligible students concerning their rights with
4 regard to student records. The general public shall not be allowed to inspect a student's personal
5 record files. Except as provided in board policy IDAF with regard to student records which are
6 student data submitted to or maintained in a statewide longitudinal data system, the custodian of
7 student records shall disclose the student's educational records only as provided for in this
8 policy.

9
10 Release of Records with Consent

11 Except as specifically listed below, no personally identifiable information contained in a
12 student's personal school records shall be furnished to any person without the consent of the
13 student's parents or guardian or the consent of the eligible student who has reached the age of
14 eighteen.

15
16 Permission for access will be granted to a third party if requested in writing to the official
17 custodian of the student's records by the eligible student, parent, or guardian, stating what
18 records, the reasons for the release and the person(s) to whom the release is made. A copy of the
19 records to be released shall be made available to the student, parents, or guardian upon request.

20
21 Release of Records without Consent

22
23 Directory Information

24 The custodian of the educational records shall give annual public notice of the class of
25 records the institution has designated as directory information. The appropriate forms for said
26 notices shall be on file in the office of the custodian of the educational records.

27
28 The custodian of records may make directory information available without parental or
29 eligible student's consent if public notice of the categories of information designated as directory
30 information has been given and the parents or eligible students have had a reasonable period of
31 time to opt-out of the release of the information without their consent.

32
33 The custodian of records shall make student recruiting information (including student
34 name, address, and telephone listing) available to military recruiters and postsecondary
35 institutions unless parents or eligible students provide a written request to the district providing
36 that the specified information not be released without prior written consent. Notice of the option
37 to opt-out of the release of recruitment information shall be provided to parents and eligible
38 students in the district's annual notice of rights under the Family Educational Rights and Privacy
39 Act.

40
41 Personally Identifiable Information

42 The custodian may disclose students' education records to the following persons without
43 the prior consent of the parents/guardian or eligible student:

- 44 • other school officials, including teachers within the district, who have legitimate
45 educational interests;

- 49
- 50 • officials of other schools or school systems in which the student intends to enroll.
51 The school district will forward student records to such institutions without
52 further notice to the parents or eligible student;
 - 53 • authorized persons to whom a student has applied for or from whom a student has
54 received financial aid;
 - 55 • state and local officials or authorities to whom such information is specifically
56 required to be reported or disclosed pursuant to state statutes;
 - 57 • organizations conducting studies for educational agencies for the purpose of
58 developing, validating or administering student tests or programs;
 - 59 • accrediting organizations;
 - 60 • parents of a student at least 18 years of age who is considered a dependent student
61 under the Internal Revenue Code;
 - 62 • appropriate persons necessary to protect the health or safety of the student or
63 other persons in an emergency;
 - 64 • an agency caseworker or representative of a state or local child welfare agency or
65 tribal organization who has the right to access a student's case plan when such
66 agency or organization is legally responsible for the care and protection of the
67 student and when any further disclosure of such information thereby will be
68 limited in accordance with law; and
 - 69 • in compliance with a lawfully issued subpoena or judicial order. When
70 information is requested in compliance with a judicial order or pursuant to any
71 lawfully issued subpoena, the eligible student or the parent(s)/guardian and the
72 non-eligible student shall be notified of the orders or subpoenas in advance of
73 compliance with the order or subpoena unless (1) the order or subpoena
74 specifically forbids such disclosure; or (2) the order is issued in the context of a
75 court proceeding where a parent is a party and the proceeding involves child
76 abuse and neglect or dependency matters.

77 For the purpose of this policy, school official means teacher, administrator, other certified
78 employee, board of education member, or a member of the support staff. A school official also
79 may include a volunteer or contractor outside of the school who performs an institutional service
80 or function for which the school would otherwise use its own employees and who is under the
81 direct control of the school with respect to the use and maintenance of personally identifiable
82 information from education records; a parent or student or other volunteer serving on an official
83 committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer
84 assisting another school official in performing his or her tasks. Legitimate educational interest
85 means the school official must participate in discussions involving an identifiable student leading
86 to education intervention, disciplinary action, discussions of eligibility for athletics or other
87 activities, or honors or awards involving a student.

88
89 Nothing contained in this policy shall preclude authorized representatives of the
90 Comptroller General of the United States, the United States Secretary of Education and an
91 administrative head of an educational agency or state authorities from having access to student or
92 other records which may be necessary in connection with the audit and evaluation of federally

94
95 supported education programs or the enforcement of the federal legal requirements which relate
96 to these programs, provided that, except as the collection of personally identifiable data is
97 specifically authorized by federal law, the data collection by such official with respect to
98 individual students shall not include information (including social security numbers) which
99 would permit the personal identification of students or their parents or guardian on the data
100 collected and provided.

101
102 With respect to the above, all persons, agencies or organizations desiring access to the
103 records of a student shall be required to sign a form which shall be kept permanently with the
104 student's file, but only for inspection by the parents/guardian, student or a school official
105 responsible for record maintenance, indicating specifically the legitimate educational or other
106 interest each person, agency or organization has in seeking this information. Such forms shall be
107 available to parents and to the school official responsible for record maintenance as a means of
108 auditing the system's operation.

109
110 Personal information shall be transferred to a third party only on the condition that such
111 party shall not permit any other party to have access to such information without the written
112 consent of the student's parents or the student if age 18 or older. The board and staff shall protect
113 the rights of privacy of students and their families in connection with any surveys or data-
114 gathering activities conducted, assisted or authorized by the board or administration.
115 Regulations established under this policy shall include provisions controlling the use,
116 dissemination and protection of such data.

117
118 Forwarding Pupil Records

119 Administrators shall forward a student's school records upon request by the parent,
120 guardian, or eligible student and may not withhold them for any reason.

- 121
122 Approved: July 15, 1992
123 Revised: June 12, 2001
124 Reviewed: December 9, 2003
125 Revised: June 28, 2011
126 Revised: October 8, 2013
127 Revised: October 14, 2014
128 Revised: June 13, 2017

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

JRC

2
3 All student records will be maintained and screened periodically.

4
5 Approved: July 15, 1992
6 Revised: June 12, 2001
7 Reviewed: June 28, 2011
8 Reviewed: June 6, 2023

9
10 **JRC-R Disposition of Records**

JRC-R

11
12 Administrative records shall be permanent records and maintained by the school for an
13 indefinite period of time. When the student graduates, supplementary records shall be destroyed
14 or shall be transferred to the administrative records if they have permanent usefulness.

15
16 The official custodian shall review a student's records when the student moves from
17 elementary to a middle school, from a middle school to high school and upon high school
18 graduation. During each review obsolete or unnecessary information shall be removed and
19 destroyed.

20
21 Following a reasonable amount of time after a student has graduated or ceases to attend
22 school in the district, the records of the student that are determined to be appropriate for retention
23 may be stored electronically.

24
25 Approved: July 15, 1992
26 Revised: June 12, 2001
27 Revised: October 24, 2006
28 Revised: June 28, 2011
29 Reviewed: June 6, 2023

1 **JRD Hearing Request**

JRD

2
3 When a hearing has been requested by a parent, guardian or an eligible student to
4 challenge the content of the student's education record, the procedure to be followed in the
5 hearing shall be:

6
7 The hearing shall be conducted and the decision rendered by a person who does not have
8 a direct interest in the hearing outcome.

9
10 The parent, guardian or eligible student shall be given notice of the date, place and time
11 of the hearing within a reasonable time in advance of the hearing.

12
13 The parent, guardian or the eligible student may be assisted or represented by individuals
14 of their choice at their own expense, including an attorney. Parents, guardian or the eligible
15 student shall be afforded a full and fair opportunity to present relevant evidence.

16
17 A written decision shall be rendered within a reasonable time after the hearing concludes.
18 The decision of the hearing official shall be based solely upon the evidence presented at the
19 hearing and include a summary of the evidence and the reasons for the decision.

20
21 Approved: July 15, 1992
22 Revised: June 12, 2001
23 Reviewed: June 28, 2011
24 Reviewed: June 6, 2023

1 **JS** **Student Fees and Charges**

JS

2
3 Building principals shall be authorized to collect fees approved by the board or to seek
4 restitution for any school property lost, damaged or destroyed by a student.

5
6 The superintendent shall distribute to all building principals a schedule of enrollment fees
7 and other class fees approved in advance by the board. The fee schedule shall include

- 8
9 • a list of all items for which a charge is to be collected,
10 • the amount of each charge,
11 • the date due,
12 • classifications of students exempt from the fee or charge,
13 • a system for accounting for and disposing of fees, and
14 • an appeal procedure to be used by students or parents to claim exemption from paying the
15 fees or charges.

16
17 Building principals shall attempt to collect unpaid fees and the justifiable value owed by
18 a student of school property lost, damaged or destroyed by a student. If, after the attempt to
19 collect, the amount remains unpaid, the principal shall report the matter to the superintendent
20 who may consult with the school board's attorney and recommend a course of action to the
21 board.

22
23 Forwarding Pupil Records

24 Student records will not be withheld because of non-payment of fees.

25
26 Approved: July 15, 1992
27 Revised: June 12, 2001
28 Revised: December 9, 2003
29 Revised: June 28, 2011
30 Revised: November 8, 2016

1 **JT** **Least Restrictive Environment**

JT

2
3 Students with disabilities are to receive their education pursuant to state and federal rules
4 and regulations, as well as the Kansas State Board of Education’s policy on least restrictive
5 environment. The determination of appropriate special education programs and services and the
6 extent to which the student participates in the general education programs shall be determined by
7 the participants of the individualized educational planning meeting and be based on the student’s
8 individual needs.

- 9
10 Approved: December 14, 1994
11 Revised: June 12, 2001
12 Revised: June 28, 2011
13 Reviewed: June 6, 2023