

# THE DRAGON WAY

PRACTICES OF POSITIVE BEHAVIOR  
AND EXPECTATIONS



**PITTSBURG**  
**COMMUNITY SCHOOLS**

Inspiring Excellence in All

# THE DRAGON WAY

2024

**PITTSBURG COMMUNITY SCHOOLS**

**510 DEILL ST, PO DRAWER 75**

**PITTSBURG, KS 66762**

**APPROVED BY THE USD #250**

**PITTSBURG COMMUNITY**

**SCHOOLS BOARD OF EDUCATION**

**September 9, 2024**

**WWW.USD250.ORG**

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Lakeside Elementary Assistant Principal  
Westside Elementary Principal

## THE DRAGON WAY

This document outlines the community's principals and beliefs concerning positive behavior and expectations based on feedback received by community stakeholders during its strategic planning process in the fall and spring of the 2018-19 school year. These practices and expectations are intended to express the positive values that we wish to instill in all of our students. It also outlines the responsibilities and expectations of staff, administration, Board of Education and community members relating to the school district. We strive to do it "THE DRAGON WAY".

**THE DRAGON WAY** is reviewed with the students at the beginning of each school year. Each parent/guardian and student shall sign a statement acknowledging electronic/written receipt of the document. All documents must be signed electronically or on file at the school.

**VISION** Pittsburg Community Schools will provide diverse learning pathways to empower students academically and socially for success throughout life.

**MISSION** Achieving success by inspiring excellence in all.

# THE DRAGON WAY

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# THE DRAGON WAY

No provisions in THE DRAGON WAY are intended to grant students or parents more rights than are provided by the United States Constitution, federal statutes, and/or Kansas statutes, and are instead solely intended to reflect the Pittsburg Community Schools' understanding and intended application of community values and expectations, and federal and state constitution statutory provisions.

## PHILOSOPHY AND RATIONALE

The Pittsburg Community Schools system is committed to the belief that every child has worth, dignity, and potential. It is our responsibility to assure that the children that attend our schools believe that of themselves. As educators, we will build positive relationships through a caring environment and a commitment to learning that empowers each child to experience positive growth and development.

Each student's growth and development must be cultivated in an environment where appropriate behaviors are modeled by adults and expected from each child. So, through our actions and instructional approaches, we intend to teach interpersonal, intrapersonal and cognitive skills.

- Interpersonal Skills
  - Empathy
  - Social Awareness
  - Conflict Management
  - Communication (verbal, written, nonverbal)
  - Adaptability
  - Teamwork
  - Networking
  - Assertiveness
- Intrapersonal skills
  - Initiative
  - Perseverance
  - Self-regulation
  - Self-efficacy
  - Self-care
  - Self-awareness
  - Integrity
  - Curiosity
  - Ethics

# THE DRAGON WAY

- Cognitive Skills
  - Goal Setting
  - Creative Thinking
  - Time Management
  - Organization
  - Problem Solving
  - Critical Thinking
  - Learning Schema
  - Content and Technical Knowledge and Skills

These values and skills will be taught within our curriculum programs and activities through instruction of Social-Emotional and Academic Learning (SEAL) standards. Students will learn, practice and model essential life skills that will contribute to their academic, vocational and personal success. These non-cognitive factors will encompass many skills and behaviors that will develop positive character, leading to success in academic, career and life outcomes. The district will intentionally teach, measure, provide feedback and report on these skills to students and parents.

To this end, we must work together as a community. It requires a commitment of students, educators, parents and the public at large. This effort must be one of cooperation and coordination among district, community, civic and business organizations, parents and students.

## **CORE BELIEFS**

- SEAL skills are teachable and measurable.
- SEAL skills are essential for academic achievement.
- SEAL skills are developed within a continuous growth process throughout life.
- SEAL skills are acquired by students through intentional, integrated efforts of the entire school, family and community.
- SEAL skills are best learned in a respectful, safe and civil school environment where adults are caring role models.

# THE DRAGON WAY

## WHERE AND WHEN APPLICABLE

Students are accountable to all supervisory adults, which include certified and classified staff. The school takes responsibility for each student while in the care of the district. Each student is accountable to school personnel at all times including attending school functions on or off district property and before or after hours. Each student is subject to the principles set forth in THE DRAGON WAY.

Any person who is on school property or attending school events shall be held accountable by the district and shall abide by all rules and regulations set forth in this document, the state of Kansas, the USD 250 Board of Education and school district officials.

## PRINCIPLES OF SEAL EDUCATION

- The school community promotes core ethical and performance values as the foundation of good character.
- The school defines “character” comprehensively to include thinking, feeling, and doing.
- The school uses a comprehensive, intentional, and proactive approach to character development.
- The school creates a caring community.
- The school provides students with opportunities for moral action.
- The school offers a meaningful and challenging academic curriculum that respects all learners, develops their character, and helps them to succeed.
- The school fosters students’ self-motivation.
- The school staff is an ethical learning community that share responsibility for character education and adheres to the same core values that guide the students.
- The school fosters shared leadership and long-range support of the character education initiative.
- The school engages families and community members as partners in the character- building effort.
- The school regularly assesses its culture and climate, the functioning of its staff as character educators, and the extent to which its students manifest good character.

# THE DRAGON WAY

## **PERSONNEL AUTHORIZED TO ADMINISTER**

Each teacher is primarily responsible for monitoring the conduct of students assigned to them. Classified personnel will also assist in the supervision of students. Each adult should assume the responsibility for correcting improper behavior of student at any level and when not directly supervised by another person at that time. The classroom teachers are expected to address discipline issues in a positive manner as much as possible. If it becomes necessary, student will be referred to school administration.

District Administration personnel including the Superintendent, Assistant Superintendent, Principals and Assistant Principals are empowered to determine appropriate discipline up to and including suspension or expulsion.

## **NOTICE OF NON-DISCRIMINATION AND HARASSMENT**

It is the policy of the Pittsburg Community School District to provide a positive and productive learning and working environment, free from discrimination, including discrimination or harassment on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and hiring practices. Harassment, hazing, intimidation, menacing behavior, or bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the district. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district superintendent, Mr. J.B. Elliott, 510 Deill, Pittsburg, KS, (620) 235-3100, [jelliott@usd250.org](mailto:jelliott@usd250.org).



# THE DRAGON WAY

## PRACTICES OF RESPONSIBLE BEHAVIOR AND EXPECTATIONS

Every citizen, both in and out of school, has rights and freedoms. At the same time, they have the responsibility to respect the identical rights of others. In the school environment these rights and responsibilities must correspond with the learning process. Guidelines which establish instruction for student behavior are basic building blocks for positive growth and development. It is the responsibility of the school district to teach these practices and expectations which reflect the community's beliefs about student behavior and essential life skills. Being an active leader in demonstrating by example that the Dragon Way applies to the entire USD 250 Community including the School Board, Administrators, Faculty, Staff and Students.

## STUDENT'S PRACTICES AND EXPECTATIONS

### STUDENT'S EXPECTATIONS:

1. Reasonable and timely notice of all rules, regulations, policies and penalties to which they may be subject.
2. Physical safety and protection of their person and/or property.
3. Courtesy from other students and school personnel.
4. Examination and confidentiality of their disciplinary records by the students or parents/guardians.
5. Presentation of complaints or grievances to school authorities and receiving replies from school officials concerning disciplinary matters.
6. All rights granted by the state of Kansas.

### STUDENTS HAVE THE RESPONSIBILITY TO:

1. Exhibit appropriate behavior in action, speech, dress and hygiene providing a role model of responsible citizenship.
2. Be a positive member of the school community by following school rules, regulations and staff directions.
3. Exercise courtesy and reason at all times, accept just consequences, avoid unreasonable appeals, and refrain from making false accusations.
4. Report bullying or any negative situation proactively to ensure other safety and avoid danger.

# THE DRAGON WAY

## PARENT'S/GUARDIAN'S PRACTICES AND EXPECTATIONS

### PARENT'S/GUARDIAN'S EXPECTATIONS:

1. Enroll their child in classes where there are minimal disruptions to their education.
2. Expect teachers to teach and demonstrate appropriate positive behaviors and expectations.
3. Expect all disruptive behavior to be dealt with fairly, firmly, and in a timely manner.
4. Exam their child's disciplinary records upon request.
5. Address grievances to proper school authorities concerning their child and receive replies pertaining to the grievance. At the building level the Principal or Assistant Principal is the proper school authority. At the district level the Superintendent or Assistant Superintendent is the appropriate authority.

### PARENTS HAVE THE RESPONSIBILITY TO:

1. Instill in their child a sense of responsibility and respect.
2. Demonstrate respect for all school personnel at school and related activities.
3. Exhibit appropriate behavior in action speech, dress and hygiene, providing a role model of responsible citizenship.
4. Become familiar with THE DRAGON WAY approved by the USD 250 Board of Education.
5. Aid their child in understanding THE DRAGON WAY: PRACTICES OF POSITIVE BEHAVIOR AND EXPECTATION, and the consequences/disciplinary procedures of the schools.
6. Encourage their child to follow all school regulations.
7. Inform school officials of concern pertaining to disciplinary procedures.
8. Ensure that their child is in regular attendance.
9. Instill in their child the need to learn, practice and model essential life skills taught by the schools.
10. Report bullying or negative situations proactively.

# THE DRAGON WAY

## TEACHER'S RESPONSIBILITIES AND EXPECTATIONS

### TEACHER'S EXPECTATIONS:

1. Expect appropriate behavior and conduct as well as courtesy from all students.
2. Working in a safe, clean and orderly environment.
3. Assistance from building administration with students whose behavior significantly disrupts the positive learning environment.
4. Prudent action taken in emergencies to protect person or property and/or the persons or property of those in their care.
5. Expect appropriate behavior and conduct as well as courtesy from all parents, community members and visitors to our district.

### TEACHERS HAVE THE RESPONSIBILITY TO:

1. Maintain a classroom environment conducive to learning, with mutual respect, trust, and appropriate discipline.
2. Build positive relationships with students, encouraging all to see themselves as worthwhile persons.
3. Assist in the administration of discipline that is necessary to maintain order throughout the school.
4. Exhibit appropriate behavior in action speech, dress and hygiene, providing a role model of responsible citizenship.
5. Refer students in need of interventions to the appropriate resources.
6. Communicate with parents to inform them of students' successes, as well as, problems in learning or behavior.

# THE DRAGON WAY

## ADMINISTRATION RESPONSIBILITIES

1. Administer THE DRAGON WAY: PRACTICES OF POSITIVE BEHAVIOR AND EXPECTATION, approved by the Board of Education.
2. Maintain a school climate conducive to learning, with mutual respect and trust, and with appropriate discipline.
3. Exhibit appropriate behavior in action, speech, dress and hygiene, providing a role model of responsible citizenship.
4. Direct a program of dissemination of information explaining THE DRAGON: WAY PRACTICES OF POSITIVE BEHAVIOR AND EXPECTATION to teachers, students and parents.
5. Support Staff in the implementation of THE DRAGON WAY: PRACTICES OF POSITIVE BEHAVIOR AND EXPECTATION.

## SUPPORTING DISTRICT POLICIES

### **ATTENDANCE**

School attendance is mandatory for students as outlined in K.S.A. 72-1111. When a student is absent from school, an attempt shall be made to contact the parent or guardian to determine the reason for the absence. The principal has been designated to determine the acceptability and validity of excuses presented by the parent(s) or the student.

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

#### Excused/Unexcused Absences

The definition of "excused absence" includes the following:

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

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

### **TRUANCY**

The building principal or assistant principal shall report students who are inexcusably absent from school to the appropriate authority. Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first. School year means the period from July 1 to June 30. Students who are absent without a valid excuse for a significant part of any school day shall be considered truant.

# THE DRAGON WAY

## **BUS TRANSPORTATION**

Although the state reimbursement limit for bus transportation is 2.5 miles, the district provides bus transportation to all students living beyond one mile from school. Please feel free to contact Vince Johnston, Transportation Director, at 235-3190 with any questions regarding bus transportation.

## **USD 250 BUS BEHAVIOR CODE**

Riding the school bus is a privilege that the district offers families who meet district transportation requirements. To ensure students enjoy a safe and pleasant ride, only those students who follow the USD 250 Bus Behavior Code will be allowed to ride the bus. The bus driver has jurisdiction over behavior on the bus. The building principal will determine consequences for misbehavior.

## **BEHAVIOR**

### **CLASS DISRUPTIONS**

Inappropriate behavior in classes will not be tolerated as it interferes with the educational process for others in the classroom. Most cases of inappropriate behavior will be handled by the classroom teacher through the use of our school wide discipline philosophy. Misbehavior of a serious nature or repeated misbehavior may result in the student being dismissed from the class and sent to the office. Students sent out must report promptly to the office. Disciplinary action from the office may result in a Friday Night School/In School suspension to be assigned. Students will be encouraged to take responsibility for their behavior and work through this issue. Reoccurring class disruptions may result in suspensions and/or PASS Academy.

### **FIGHTING**

Fighting and acts of physical aggression or intimidation will not be tolerated. Students must make every effort to avoid involvement in these situations. Teachers, counselors, and administrators will assist students who report such situations to help them avoid these situations. Students who engage in fighting will be subject to a minimum of three days suspension. Our SRO, along with an administrator, will be involved in the investigation where it will be determined if the students will be arrested. Any students involved in fighting will be placed on a No Contact Order. Repeated incidents may result in long term suspension or expulsion. Mediation of conflicts may be requested by students, teachers, counselors, or administrators.

# THE DRAGON WAY

## **THEFT**

Theft of student, teacher, or school property will not be permitted. Violators may be responsible for payment of restitution for items not recovered or returned. Failure to pay restitution may result in a long-term suspension hearing. Any student who engages in this inappropriate behavior will be subject to a short-term suspension from school.

Our school resource officer will review every case.

## **THREATS**

Threats against the school, students, or staff will be taken seriously. Students making threats will be subject to discipline up to and including suspension/expulsion depending on the nature and seriousness of the threat. Law enforcement authorities will be contacted. In addition, loss of class time due to bomb threats will be made up per board policy.

## **GRIEVANCE PROCEDURE**

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

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

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment in the district's programs and activities is prohibited. The superintendent, 510 Deill, Pittsburg, Kansas, 620-235-3100 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990.

Any student who believes that he or she has been discriminated against may file a complaint with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of discrimination or harassment from a student shall inform the student of the employee's obligation to report the complaint. If the building principal is the alleged harasser, the report shall be made to the district compliance coordinator (Superintendent of Schools).

## THE DRAGON WAY

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

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or board. Individuals may also be referred to law enforcement officials. The district encourages all victims of any form of harassment and other persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints and take prompt corrective action to end the harassment. Complete policies on harassment are available on the district website, from the building principals, and from the Bevan Education Center located at 510 Deill in Pittsburg.

### **ACCEPTABLE USE OF COMMUNICATION DEVICES AND SOCIAL MEDIA APPLICATIONS**

While individual school policies may vary regarding the privileges students may have as they pertain to cell phones and communication devices, certain restrictions and expectations apply to all USD 250 students. These restrictions and expectations apply to use or communication that is deemed to disrupt the learning environment or create a hostile environment at school, on or while utilizing school property, at school sponsored activities or events, or while using school transportation. Student cell phones and electronic devices may be searched by administration if there is reason to believe a student has used the phone or device to engage in behavior that violates any school policy, guideline, or rule or that may violate federal or state law. USD 250 students may not:

- Use electronic communication devices or social media in a manner that poses a threat to academic integrity at school (such as for plagiarism, cheating, modifying district-held electronic records of grades, and similar acts of dishonesty); creates a substantial or material disruption or is reasonably forecast to create such a disruption at school, on or while utilizing school property, in school vehicles, or at a school sponsored activities or events; endangers the safety of others or substantially impinges upon or invades the rights of others at school, on school property, or at school sponsored activities or event.



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- Possess, solicit, view, send or share pictures or text having sexual content using the phone or device or otherwise engage in sexting while at school, on or while utilizing school property, in a school vehicle, or at a school sponsored activity or event. “Sexting” is defined as sending sexually explicit messages or sexually explicit photos of themselves or others.
- Use electronic devices in a manner that is in conflict with USD 250 Anti-Bullying Policies (JDDC and corresponding handbook language) while at school, on or while utilizing school property, in a school vehicle, or at a school sponsored activity or event.

The electronic devices include, but are not limited to, any electronic communication device, computer or applications. Students who violate this policy may be subject to disciplinary actions, up to and including, suspension and/or expulsion from school, suspension from participation in school activities; and/or losing the privileges of bringing the device on to school property and/or utilizing district issued electronic devices. Law enforcement will be contacted regarding any conduct that appears to violate state or federal laws.

### **DRESS CODE**

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

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

### **GANG ACTIVITY**

A group of students who initiate, advocate, or promote activities that threaten the safety, well-being of persons or school property, or who disrupt school activities will not be tolerated. The type of dress, apparel, activities, acts, behavior, or manner of grooming displayed, reflected, or participated in by the student shall not:

- Lead school officials to reasonably believe that such behavior, apparel, activities, acts, or other 21 attributes are gang related and would disrupt or interfere with the school environment or activity and/or educational objectives.
- Present a physical safety hazard to self, student, staff, or other employees.
- Create an atmosphere in which a student, staff, or other person’s well-being, is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence; or Imply gang membership or affiliation by written communications, marks, drawing, painting, design, or emblem upon any school or personal property or on one’s person.

# THE DRAGON WAY

## **SUBSTANCE POLICY**

### **DRUG AND ALCOHOL ABUSE POLICY**

The unlawful possession, use, distribution or sale of illicit drugs or alcohol by students on school premises or as a part of any school activity or event is prohibited. This policy is required by the 1989 Amendment to the Drug Free Schools and Communities Act (PL 102-226, 103 St.1928). As a condition of continued enrollment in the district, students shall abide by the terms of this policy. Students shall not unlawfully manufacture, distribute, dispense, possess, sell or use illicit drugs, controlled substances, or alcoholic beverages on school district property, at any school activity/event or be under the influence in any way that will affect their behavior at school or school activities. "Under the influence" is defined as having any amount of illicit drugs or alcohol in the person's body. Students shall not intentionally misuse legal prescriptions or over the counter medications or substances.

### **SMOKING/TOBACCO USE**

Smoking or chewing of tobacco or tobacco products is prohibited on school property and at school sponsored activities. Possession of tobacco, tobacco products or paraphernalia related to the use of tobacco such as lighters, matches, pipes, e-cigarettes, etc. are also prohibited. Any student who uses or is in possession of these items may be subject to a minimum three-days suspension. Repeated incidents may result in a long-term suspension.

### **STUDENT SUBSTANCE ABUSE TESTING POLICY**

At USD 250, we are concerned for the health, safety and welfare of our students. In an effort to protect the health, safety, and welfare of our students involved in secondary activities, the USD 250 Board of Education has adopted the Student Substance Abuse Testing Policy.

#### *Rationale*

This policy includes preventative measures designed to assist students attending any extracurricular, or co-curricular activity, to avoid misuse or abuse of any over the counter, illegal, or performance- enhancing drug. Activities are relevant experiences to the education of each student; however, it is still a privilege to attend. We believe students attending activities should set an example for all other USD 250 secondary students. The full policy is available on the district website or in the Activities handbook.

## **SEARCHES OF PROPERTY**

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

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

## **SEARCHES OF LOCKERS**

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

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

## **SEARCHES OF PROPERTY**

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

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

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

## **USE OF TRAINED DOGS IN CONDUCTING SWEEPS**

At the request of the principal or on a schedule agreed upon by the service provider and the principal, law enforcement officers or licensed private agencies contracting with the school for such service, may use trained dogs on school premises to identify student property which may contain illegal or illicit materials and to determine whether materials, such as drugs, weapons, or other materials which may threaten the general health, welfare, and safety of the students and/or staff are present in the district parking lot, hallways, lockers, classrooms, and/or locker rooms. Students will never be sniffed by the dogs used to conduct the sweeps.

# THE DRAGON WAY

## **SUSPENSION / EXPULSION**

Except as limited by Section 504 or IDEA, a student may be suspended or expelled, for reasons set forth in Kansas law. Any student who is suspended for a period of more than 10 days or expelled shall receive a copy of the current suspension and expulsion law and this policy.

Suspension/expulsion hearings shall be conducted by the superintendent/designee or other certificated employee, or committee of certificated employees of the school in which the pupil is enrolled, or by any other hearing officer appointed by the board.

## **REASONS FOR SUSPENSION AND EXPULSION**

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

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

## **SHORT-TERM SUSPENSION**

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

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

At the informal suspension hearing, the student shall have the right to be present and to be notified of the charges and the basis for the accusation.

The student shall have the right to make statements in his/her defense after receiving notice of the charges.

## LONG-TERM SUSPENSION OR EXPULSION

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

- The student and parents or guardians shall be given written notice of the time, date and place of the hearing.
- The notice shall include copies of the suspension/expulsion law, and appropriate board policies, regulations and handbooks.
- The hearing may be conducted by either a certified employee or committee of certified employees authorized by the board, the chief administrative officer, or other certified employee of the district in which the student is enrolled, or by an officer appointed by board.
- Expulsion hearings for weapons violations shall be conducted in compliance with Kansas law by persons appointed by the board.
- Findings required by law shall be prepared by the person or committee conducting the hearing. JDD Suspension and Expulsion Procedures JDD-3.
- A record of the hearing shall be available to students and parents or guardians according to Kansas law.
- Written notice of the result of the hearing shall be given to the pupil and to parents and guardians within 24 hours after determination of such result.

# THE DRAGON WAY

## **RULES FOR SUSPENSION OR EXPULSION**

Rules which apply in all cases when a student may be suspended or expelled.

- Refusal or failure of the student and/or the student's parents to attend the hearing shall result in a waiver of the student's opportunity for the hearing.
- A student suspended for more than 10 school days or expelled from school shall be provided with information concerning services or programs offered by public and private agencies which provide services to improve the student's attitude and behavior.
- A student who has been suspended or expelled shall be notified of the day the student can return to school.
- If the suspension or expulsion is not related to a weapons violation, the principal may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation. (See JDC)
- If the expulsion is related to a weapons violation the superintendent may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation if the student is allowed to return. (See EBC, JCDBB and JDC)
- The days a student is suspended or expelled are not subject to the compulsory attendance law.
- During the time a student is suspended or expelled from school, the student may not:
  - Be on school property or in any school building without the permission of the principal.
  - Attend any school activity as a spectator, participant or observer.

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

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

# THE DRAGON WAY

## STUDENT RIGHTS DURING A SUSPENSION/EXPULSION HEARING

### **The student shall have the right:**

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

### **APPEAL TO THE BOARD**

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

- Written notice of the appeal shall be filed with the clerk within 10 calendar days of receiving the results of the hearing.
- The board shall schedule an appeal with the board or a hearing officer appointed by the board within 20 calendar days.
- The student and the student's parent shall be notified in writing of the time and place of the appeal at least 5 calendar days before the hearing.
- The hearing shall be conducted as a formal hearing using rules similar to those noted earlier for expulsion hearings.
- The board shall record the hearing.
- The board shall render a final decision no later than the next regularly scheduled board meeting after the conclusion of the appeal hearing.