

Emp^oria

PUBLIC SCHOOLS

We Engage! We Empower! We Inspire!

PRE-KINDERGARTEN - 5TH GRADE STUDENT HANDBOOK

2025-2026

Dear Students and Parents/Guardians,

On behalf of the Emporia Public School staff, we welcome you to a new and exciting school year! Whether you are new to Emporia or a returning family, we look forward to building a partnership with you and your child that will last for many years. Our teachers, counselors, administrators and support staff are committed to providing a quality experience in our schools!

We believe that your child's success in school is dependent upon many factors. A few of these include: regular attendance, good communication between school and home, and the hard work of our students and staff. Parents are a key to student success, and we invite you to be actively involved in our schools and in your child's education.

Please refer to this handbook throughout the school year as a reference. It should provide answers to many questions that you may have, but feel free to call us or stop by the school office should you need more information. We are more than happy to answer any questions you may have.

It is a pleasure to have you as a member of the Emporia Public School family! We are looking forward to working with each of you in the coming year!

Sincerely,

Emporia PK-5 Principals

TABLE OF CONTENTS

	Nondiscrimination	4
	Elementary Principals	
	<u>Enrollment</u>	5
I.	Withdrawal from School - Admissions Requirements	
II.	Non-Resident Students	
III.	Student Information Form	
IV.	Address/Phone Number Changes	
V.	Assignment to School/Classes	
VI.	Fees/Fines/Charges	
VII.	Withdrawal from School	
VIII.	Release of Student Records	
	<u>Academics</u>	6
IX.	Progress Reports	
X.	Promotion and Retention	
XI.	Parent-Teacher Conferences	
XII.	Make-Up Work	
XIII.	Human Sexuality Curriculum Inspection	
	<u>Attendance</u>	7
XIV.	Compulsory Attendance Requirements	
XV.	Attendance	
XVI.	Truancy	
XVII.	Tardies	
XVIII.	Release of Student During School	
	<u>Student Conduct</u>	8
XIX.	Discipline	
XX.	Emporia Schools' Belief Statement Regarding Student Behavior and Discipline	9
XXI.	Identified Levels of Unacceptable Behaviors	
XXII.	Minor Infractions	
XXIII.	Major Infractions	
XXIV.	Weapons	
XXV.	Weapons and Destructive Devices	
XXVI.	Penalties for Possession	
XXVII.	Bullying	
XXVIII.	Harassment Policy	
XXIX.	Hazing	
XXX.	Sexual Harassment/Title IX	
XXXI.	Complaints About Discrimination	
XXXII.	Complaints About School Rules	
XXXIII.	Dress Code	
XXXIV.	Drug-Free Schools and Communities Act	
XXXV.	Comprehensive Tobacco-Free School Grounds	
XXXVI.	Transportation	
	<u>Discipline Measures</u>	16
XXXVII.	Suspension and Expulsion	
XXXVIII.	Searches of Students	
XXXIX.	Interrogations and Investigations	
XL.	Investigations Conducted by Law Enforcement Officers	

XLI.	Child Abuse Investigations Conducted by Law Enforcement Officers	
XLII.	Kansas Dept. of Children and Families or Law Enforcement Access to Students on School Premises	
XLIII.	Law Enforcement Initiated Investigations at School	
XLIV.	Use of Surveillance Cameras	
XLV.	Security Officer	
	<u>Activities</u>	18
XLVI.	Fund Raising	
XLVII.	Parties/Social Events	
XLVIII.	Field Trips	
	<u>Health and Safety</u>	19
XLIX.	Reporting accidents	
L.	Insurance	
LI.	Supervision of Medications	
LII.	Student Self-Administration of Medications	
LIII.	Student Misuse of Medication	
LIV.	Authorization Required	
LV.	Waiver of Liability	
LVI.	Immunizations	
LVII.	Physicals	
LVIII.	Communicable Diseases	
LIX.	Accommodating Students with Diabetes	
LX.	Student Health Screenings	
LXI.	Other Health Considerations	
LXII.	School Closing Emergency	
LXIII.	Custody Issues	
	<u>General Information</u>	23
LXIV.	Calendar	
LXV.	Personal Communication Devices	
LXVI.	Concealed Recordings	
LXVII.	Personal Property	
LXVIII.	Bicycles, Skateboards, Hoverboards, Rollerblades, Scooters	
LXIX.	Visitors in the Building/Observations of Students	
LXX.	Outside Recess	
	<u>School Property</u>	25
LXXI.	Computer and Device Use	
LXXII.	Internet Safety	
LXXIII.	Penalties for Improper Use	
LXXIV.	Children’s Internet Protection Act	
LXXV.	Publication of Photos	
	<u>Food Service</u>	27
LXXVI.	Purchasing Meals	
LXXVII.	Refunds	
	<u>Policy and Privacy Reminders</u>	28
LXXVIII.	Parent Involvement Policy Reminders	
LXXIX.	Emergency Safety Interventions	
LXXX.	Family Educational Rights and Privacy Act	
LXXXI.	Protection of Pupil Rights Amendment	
LXXXII.	Student Privacy Policy	

Nondiscrimination

(Refer to BOE Policy GAAB)

Emporia USD 253 does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, disability, or genetic information. Persons having inquiries may contact the Director of Human Resources, at 1700 W. 7th Ave., Emporia, KS 66801, 620-341-2330.

Elementary Principals

Walker Ayers	Logan Avenue Elementary School, 521 S East St, 341-2264
Joy McGhee	Jones Early Childhood Development Center, 327 S. Walnut, 412-8150
Emily Baker	Riverside Elementary School, 327 S West St, 341-2276
Laurie Kurzen	Timmerman Elementary School, 2901 Timmerman Dr, 341-2270
Brandi Mitchell	Village Elementary School, 2302 W 15th Ave, 341-2282
Jami Dakin	Walnut Elementary School, 801 Grove Ave, 341-2288
Tell Kirk	William Allen White Elementary School, 902 Exchange St, 341-2294

Enrollment

I. Withdrawal from School - Admission Requirements (Refer to Board Policy JBC)

All students who have attained the age of eligibility of school attendance and live with a parent or someone acting as a parent who is a resident within the district shall be admitted to attend school in the district unless they are currently serving a term of suspension or expulsion from a school district in Kansas. Preschool students must meet program qualifications to be admitted to the preschool classes.

Upon initially enrolling in the district, students shall provide proof of identity. Students enrolling in preschool, kindergarten or first grade shall provide a certified copy of their birth certificate or other documentation which the Board determines to be satisfactory. Students enrolling in grades 2-5 shall provide student records if transferring from another district.

The enrollment documentation shall include a student's permanent record with a student's legal name as it appears on the birth certificate, or as changed by a court order, and the name, address and telephone number of the lawful custodian. The records shall also provide the identity of the student as evidenced by a birth certificate, a certified copy of a court order placing the student in the custody of Kansas Department for Children and Families, a certified transcript of the student, a baptismal certificate, or other documentation the Board considers satisfactory. If proper proof of identity is not provided within 30 days of enrolling, the Superintendent or designee shall notify local law enforcement.

II. Non-Resident Students (Refer to Board Policy JBCC)

Kansas law requires the Board to allow nonresident students to enroll in and attend the schools of the district if the Board's capacity determination finds there are open seats for such students. Details concerning the open enrollment and continue enrollment processes for nonresident students may be found in policy JBCC, while general processes on enrollment documentation, assignment to buildings and class, etc., may be found in Board Policy JBC. A nonresident student is defined as a student who is enrolled and in attendance at or seeking to enroll and attend a school located in a district where such student is not a resident.

III. Student Information Form (Refer to Board Policy JBC and JRA)

Each year during enrollment, parents, and students must fill out an information form requesting:

- Name(s), phone number(s) and address of the student's parent(s)/guardian(s);
- Name and phone number of student's emergency contact(s);
- Name of the student's physician;
- Description of any medical conditions of which the staff needs to be aware.

IV. Address/Phone Number Changes

Please notify the school secretary within seven (7) days if any of the following change:

- Telephone numbers for home or parents' work;
- Mailing or street address;
- Emergency contacts;

V. Assignment to School/Classes (Refer to Board Policy JBC)

The district has established boundaries for K-5 schools. Any student desiring to attend a school outside the attendance area in which the student resides may do so only with the permission of the receiving and

sending principals and the Assistant Superintendent of Teaching, Learning, and Student Services. All in-district transfer requests must be made prior to July 1 and should be submitted to the office of Student and Family Resources at Mary Herbert Education Center. Grade level and class assignments shall be determined by the building principal. Teacher requests are not accepted. Students who transfer from a non-accredited school to an Emporia school will be placed in the appropriate school program as determined by the principal. If a student's change of residence during the school year places him/her in another school's boundary, the student may stay at their school of origin or transfer to the new school.

VI. Fees/Fines/Charges (Refer to Board Policy JS)

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

VII. Withdrawal from School

Parents must communicate with the school office prior to withdrawing a student from school. A student will not be withdrawn from our record management system until a records request has arrived from the receiving school.

VIII. Release of Student Records (Refer to Board Policies, CN, CNA, ECA, IDAE, JGGA, JR, JRB, et seq.) Individual student files are not available for public inspection. The school shall disclose the student's educational records only as provided for in policy and state and federal statute. The school shall forward student's school records upon request.

Academics

IX. Progress Reports (Refer to Board Policy JF)

Progress reports are issued to students at the end of each specific grading period. These reports show academic progress, absences, and tardies as well as information on pupil attitude and work habits. This allows parents to monitor their child's progress using the online grade book. Mid-term progress reports will be sent.

X. Promotion and Retention (Refer to Board Policy JFB)

Students may be promoted or retained when they have demonstrated mastery of the Board-approved learning objectives. The final decision to promote or retain a student shall rest with the Superintendent or Superintendent's designee after receiving information from parents/guardians, teachers, and other appropriate school personnel. Parents will be informed by early in the fourth quarter about the possibility of student retention.

XI. Parent-Teacher Conferences (Refer to Board Policy GBRF and JFAC)

Parent-teacher conferences will be held twice per year, once in the first semester and once in the second semester. Parents will be notified of scheduled dates and times. Parents are strongly urged to make a special effort to attend. Additional conferences may be scheduled by contacting the classroom teacher. Divorced or separated parents sharing child custody may request separate conferences. Teachers shall be available for student and/or parent conferences at mutually convenient times.

XII. Make-Up Work (Refer to Board Policy IHEA)

It is the student's and guardian's responsibility to obtain make-up assignments from teachers following an absence. The number of days missed is considered a satisfactory additional amount of time to make up missed assignments.

XIII. Human Sexuality Curriculum Inspection

The human sexuality curriculum is available for inspection from the Teaching and Learning Office, Mary Herbert Education Center, 1700 W 7th Ave, Emporia. A parent or guardian may opt to remove the student from the human sexuality classes.

Attendance

XIV. Compulsory Attendance Requirements (Refer to Board Policy JBE)

Students are required to attend school until graduation from high school, reaching the age of 18, or attaining a General Educational Development (GED) diploma.

XV. Attendance (Refer to Board Policy JB and JBD)

Parents shall notify the school when the student must be absent from school. Please REPORT THE ABSENCE BY 8:30 a.m. to the school office. Reasonable attempts to contact the parent will be made by the school or designee if a parent or guardian fails to notify the office of the absence or tardy. Schools that use automated calling will begin calling unreported absences soon after attendance has been taken.

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 or designee; 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.

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

In the event a child is absent for more than 3 consecutive days or for more than 10 days cumulative in a year, the school may require a note from a doctor verifying the need for these or any additional absences. School representatives will consult with parents of students with poor attendance records. If school attendance does not improve, appropriate authorities will be notified of the attendance concern.

Any unexcused absence from school is a violation of school policy/expectations. Students who miss more than twenty (20) days (excused or unexcused) during the school year may be required to:

- show significant progress toward mastery of grade level skills in reading and/or math; OR
- be considered for retention if the student is not performing at grade level.

Students absent for two weeks or more because of illness or injury may be eligible for home-bound instruction. Parents should contact the school to make these arrangements.

XVI. Truancy (Refer to Board Policy JBE)

Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in an 18-week period, or seven unexcused absences in a school year, whichever comes first. Repeatedly absent students will be referred to the Kansas Department for Children and Families. An affidavit will be filed with the county attorney's office, and the student's parent or guardian will be notified.

XVII. Tardies

Tardy students should report to the school office when they come to school. Tardiness is a disruption to the learning process and will result in disciplinary action. To excuse a tardy, the student's parent or guardian must telephone or send a note explaining the reason for the tardy. A parent may excuse a maximum of ten (10) tardies for being late to school. After ten (10) tardies, any further tardies will be considered unexcused, and may only be authorized by the principal. Remedial action for unexcused tardiness may include:

- Notification of appropriate authorities; or
- Other action as outlined in building attendance plans

XVIII. Release of Student During School (Refer to Board Policy JBH)

Building principals or designee shall only release a student during the school day with a written or verbal request from the student's lawful parent or guardian. Parents should come to the office to pick up their student. Before releasing a student during the school day, the building principal or designee shall verify the identity of the person seeking the release of the student. If the principal or designee is not satisfied with the identification provided by the person seeking the release of a student, or if the safety of student(s), staff members(s), or others would be endangered by orchestrating the student's release from school, the student's release may be refused. Students shall not be allowed to run personal errands for school employees off school premises during the school day.

School Hours

School hours are posted and provided to parents at enrollment and available throughout the year. Students should arrive at school no earlier than the posted supervision start time. Students not enrolled in an after-school program that have not been picked up within 30 minutes of the school dismissal time may necessitate a "child in need of care" call to local authorities after all emergency contacts have been exhausted.

Students must leave when school is dismissed unless they are attending a school-sponsored after-school activity. If they return to the building, they should report to the office and receive permission to go to other areas of the building.

Student Conduct

XIX. Discipline (Refer to Board Policy JCDA)

Students have the opportunity each day to make good decisions about their attitude and behavior at school, and good decisions are often made by students. However, when students make poor decisions,

consequences consistent with the offense will be initiated. The ultimate goal of any discipline plan is to teach self-discipline and responsible behavior.

XX. Emporia Schools' Belief Statement Regarding Student Behavior and Discipline

Teaching and learning of the intended curriculum for all students is essential. Therefore, the misbehavior of one student:

- shall not be allowed to interfere with the learning of other students,
- shall not be allowed to interfere with the teacher's responsibility to teach,
- and shall not excuse the misbehaving student from successfully completing learning objectives.

Students are expected to make good choices, be respectful of others, and be responsible for their own actions. Self-discipline is the expected outcome.

Consequences alone cannot change behaviors; changing behavior patterns takes time and the cooperation of the student, teacher, and parent. Parents share the responsibility to ensure their children's behaviors do not take away from a safe, respectful, and productive learning environment for others.

All students involved in any situation have the right to privacy. Information related to consequences or actions taken against another student will not be disclosed to anyone other than that student's parent or legal guardian.

XXI. Identified Levels of Unacceptable Behaviors and Consequences

The decision about the consequences will be determined by the staff and/or building administrators. Consequences may include, but not be limited to: conference with the student, parent/student/staff conference, parent contact, detentions, loss of privileges, behavior contracts, suspensions, and/or expulsion. NOTE: Minor Infractions REQUIRE parental contact a minimum of three times before moving to a Major Infraction for the same behavior(s).

XXII. Minor Infractions:

- Distracting behaviors
- Not following directions/rules
- Not listening
- Refusal to work
- Talking/blurting out
- Inappropriate use of technology (games, YouTube, being off task)
- Sleeping
- Tattling
- Not Prepared
- Spitting (not on others)
- Out of seat
- Poking
- Touching
- Shoving
- Argumentative
- Horseplay
- Tossing items
- Pushing
- Running

- Breaking pencils
- Not doing classwork
- Not turning in homework
- Not taking responsibility for actions
- Making excuses
- Dress code (distracts from learning environment)
- Inappropriate display of affection
- Cheating
- Showing disrespect to others
- Lying
- Inappropriate conduct, literature, and language
- Other behaviors of a minor nature

XXIII. Major Infractions:

- Severe disrespect
- Aggressive behavior (physical, verbal, etc.)
- Running/elopement
- Physical fighting/assault/battery
- Bullying
- Credible threat to do injury to person or property
- Intimidation to staff/students
- Spitting on others intentionally
- Forgery
- Sexual misconduct
- Use or possession of illegal substances
- Gang-related behaviors
- Theft or possession of stolen property
- Throwing with intent to harm - aggressively
- Self-injurious behaviors
- Possession or use of weapons, or manipulation of items to be weapons
- Destruction or damage of property
- Refusal to comply with administrative redirection
- Vandalism
- Inappropriate use of technology (violent or sexual content)
- Sexting (sending, receiving, sharing, posting, viewing, or possessing of video, picture, text message, email, or other material that is of a sexual nature in any form)
- Sexual harassment
- Inappropriate language towards staff or students
- Inappropriate language, literature, conduct - sexual and/or violence
- Filing a false report
- Excessive tardiness, absences, etc
- Other behaviors deemed to be of a severe nature

XXIV. Weapons (Refer to Board Policy JCDBB)

Students shall not possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property or at a school-sponsored event. This includes any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon (including toy weapons).

XXV. Weapons and Destructive Devices

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

- any item being used as a weapon or destructive device;
- any facsimile of a weapon;
- any weapon which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive;
- the frame or receiver of any weapon described in the preceding example;
- any firearm muffler or firearm silencer;
- any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine or similar device;
- any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter; any combination of parts either designed or intended for use in converting any device into a destructive device described in the two preceding examples, and from which a destructive device may be readily assembled;
- any bludgeon, sand club, metal knuckles or throwing star;
- any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement;
- any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

XXVI. Penalties for Possession

Possession of a weapon shall result in expulsion from school for a period of one calendar year, except the Superintendent may recommend this expulsion be modified on a case-by-case basis.

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

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

XXVII. Bullying (Refer to Board Policy JDDC and KGC)

Bullying is prohibited by any student, staff, and/or parent in any form on or while utilizing school property, in a school vehicle or at a school-sponsored activity or event. Violation of BOE policy may result in disciplinary action, up to and including suspension and/or expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement. For this purpose bullying

includes, but is not limited to: Any intentional gesture or written, verbal or physical or computerized or other electronically transmitted act or threat that is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening, or abusive educational environment for a student or staff member that a reasonable person under the same or similar circumstances knows or should know, will have the effect of:

- Physically or mentally harming the student or staff member;
- Damaging a student's or staff member's property;
- Placing a student or staff member in reasonable fear of harm;
- Placing a student or staff member in reasonable fear of damage to the student's or staff member's property;
- Cyberbullying; or
- Any other form of intimidation or harassment prohibited in policies adopted by the Board of Education.

Parents participating in prohibited bullying conduct aimed at district students and/or staff members may jeopardize their access to district facilities; district property; school-sponsored activities, programs, and events; and/or district students and/or staff members through the district's communication systems. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors.

XXVIII. Harassment Policy (Refer to BOE Policy GAAB, GAAC, GAACA, JGEC, JGECA)

The Board of Education is committed to providing a positive and productive working and learning environment, free from discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, disability, or genetic information. Sexual, racial, or disability harassment will not be tolerated in the school district. Sexual, racial, or disability harassment of employees or students of the district by Board members, administrators, licensed and support personnel, students, vendors, and any others having business or contact with the school district is strictly prohibited.

XXIX. Hazing (Refer to BOE Policy JCF)

“Hazing” is a recklessly coercing, demanding, or encouraging another person to perform, as a condition of membership in a social, academic, athletic, or other school-sponsored activity or group, any act which could reasonably be expected to result in great bodily harm, disfigurement or death or which is done in a manner whereby great bodily harm, disfigurement or death could be inflicted or any behavior or activity that one is subjected to that is humiliating, degrading, or endangering as a condition of membership in a school organization, team, or group.

Hazing is prohibited on school property, in school vehicles, and at school-sponsored activities or events. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

No administrator, teacher, or other employee of the district shall encourage, permit, condone, or tolerate any hazing activities. No students are permitted to plan, encourage, or engage in any hazing.

Administrators, teachers, and all other district employees shall be particularly alert to possible conditions, circumstances, or events that might include hazing. If any of the prohibited behaviors are planned or discovered, involved students shall be informed by the discovering district employee of the prohibition contained in this policy and shall be required to end all such activities immediately. All hazing incidents are to be reported immediately to the Superintendent, Director of Human Resources, or building principal, and appropriate discipline shall be administered.

Administrators, teachers, other employees, and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties under State and/or Federal law.

No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding, or hearing regarding a charge of hazing of an individual.

XXX. Sexual Harassment / Title IX (Refer to BOE Policy JGEC)

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

Sexual harassment may result from verbal or physical conduct or written or graphic material and may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extracurricular activities, etc.

The district takes all reports of sexual harassment seriously and will respond meaningfully to every report of discrimination based on sex, including sexual harassment, of which the district has actual knowledge.

Any student who believes that he or she has been subjected to harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another licensed staff member. All employee(s) receiving reports of sexual harassment from a student shall notify the Title IX Coordinator.

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

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

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

Supportive Measures:

The district will treat the complainant and respondent equitably by offering supportive measures. These non-disciplinary and non-punitive measures will be offered as appropriate, as reasonably available, and without cost to the complainant or respondent. Supportive measures are designed to restore or preserve equal access to the education program or activity.

Training materials and information regarding the formal complaint process related to Title IX can be found on the district website under “For Parents and Families” at www.usd253.org and in Board Policy JGEC.

XXXI. Complaints About Discrimination (Refer to BOE Policy JCE)

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

Discrimination against any student on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, genetic information, age, national origin, or disability in the admission or access to, or treatment in the district’s programs and activities is prohibited. The Director of Human Resources, 1700 W. 7th Ave., Emporia, KS, 66801, 620-341-2330 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990.

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

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

XXXII. Complaints About School Rules (Refer to BOE Policy JCE)

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

XXXIII. Dress Code (Refer to Board Policy JCDB)

Neatness, decency, and good taste are guidelines of the district dress code. Students must dress in a manner that is not obscene; offensive; or substantially or materially disruptive to the learning environment. Continued inappropriate dress or appearance will result in more severe consequences. The following rules are expectations of student dress:

- Apparel that is sexually suggestive; promotes violence, illegal activities, drugs, alcohol, and/or tobacco; or is determined to be gang related is prohibited.
- Bare midriffs or revealing clothing of any type is not permitted.
- Sagging pants or shorts (not fitted to the waist) will not be permitted.
- Footwear will be worn by all students (socks only are not considered “footwear”).
- Heavy chains worn as jewelry or attached to clothing will not be permitted.
- Any footwear with wheels will not be permitted.

XXXIV. Drug-Free Schools and Communities Act (Refer to Board Policy JDDA)

Maintaining drug-free schools is important in establishing an appropriate learning environment for the district’s students. Unless otherwise specified in this policy, the possession, use, sale, or distribution, and/or being under the influence of illicit drugs, controlled substances, and/or alcohol by students at school, on or in school property, or at school-sponsored activities or events is prohibited. As a condition of continued enrollment in the district, students shall abide by the terms of this policy. Students shall not manufacture, sell, distribute, dispense, possess, or use, and/or be under the influence of illicit drugs, controlled substances, or alcoholic beverages at school, on or in school district property, or at any school activity, program, or event. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials and will be subject to school discipline policies.

XXXV. Tobacco (Refer to Board Policy GAOC and JCDA)

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

Visitors:

The use of any tobacco product by parents, contractors, volunteers and all other visitors is prohibited at all times in any district facility; in school vehicles; at school-sponsored activities, programs, or events; and on school owned or operated property.

The following definitions apply to this policy.

Tobacco product

Any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled or ingested by any other means, including, but not limited to, Electronic Nicotine Delivery System (ENDS), cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or snus. Tobacco product also means any component or accessory used in the consumption of a tobacco product, such as filters, rolling papers, pipes, charging devices, cartridges and any substance used in ENDS, whether or not they contain nicotine. This definition does not include FDA-approved Nicotine Replacement Therapies including transdermal nicotine patches, nicotine gum, and nicotine lozenges.

Electronic Nicotine Delivery System (ENDS)

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

Promotion

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

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

XXXVI. Transportation (Refer to Board Policy JGG and JGGA)

Bus transportation shall be provided to and from school for those students who qualify. Transportation may be provided by the district for all school activities. Transportation may not be available to students who are detained after school for disciplinary reasons.

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

Bus drivers shall report violations of the rules to the transportation director who may discipline students and will notify building administration. The transportation director may suspend or revoke the transportation privilege of a student who violates any rule or regulation.

Examples of undesirable behavior on the school bus are:

- Failing to comply with a reasonable request from the driver
- Extending any part of the body out of bus windows
- Leaving the seat while the bus is in motion
- Eating or drinking on the bus
- Transporting animals
- Bringing an item on the bus or behaving in a manner that may harm or disturb other students or distract the driver
- Vandalizing the bus or tampering with its equipment
- Failing to be quiet at railroad crossings

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

Students must ride their assigned bus and route. They should become familiar with the bus route number in case of an emergency. However, if your student needs to ride another bus, written permission from a parent and approval of the school administrator is required before a student will be granted permission.

Discipline Measures

XXXVII. Suspension and Expulsion (Refer to Board Policy JCDA and JDD; K.S.A. 72-6114)

The Board of Education of any school district may suspend or expel, or by regulation authorize any certificated employee or committee of certificated employees to suspend or expel, any pupil guilty of any of the following:

- Willful violation of any published regulation for student conduct adopted or approved by the Board of Education.

- Conduct which substantially disrupts, impedes or interferes with the operation of any public school.
- Conduct which endangers the safety of others or which substantially impinges upon or invades the rights of others at school, on school property, or at a school-supervised activity.
- Conduct which, if the pupil is an adult, constitutes the commission of a felony or, if the pupil is a juvenile, would constitute the commission of a felony if committed by an adult.
- Conduct at school, on school property, or at a school-supervised activity which, if the pupil is an adult, constitutes the commission of a misdemeanor or, if the pupil is a juvenile, would constitute the commission of a misdemeanor if committed by an adult.
- Disobedience of an order of a teacher, peace officer, school security officer or other school authority when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any public school or substantial and material violation upon or invasion of the rights of others.
- Possession of a weapon at school, on school property, or at a school-sponsored event.

XXXVIII. Searches of Students or Property (Refer to Board Policy JCAB and JCABB)

Principals are authorized to search students or property if there is reasonable suspicion that district policies, rules or directives are being violated. When searching a student, they shall be told why a search is being conducted. Items that may be searched include, but are not limited to, pockets, purses, shoulder bags, book bags, briefcases, and lockers. Lockers shall be subject to random searches without prior notice or reasonable suspicion. Students shall have no expectation of privacy in any school locker.

XXXIX. Interrogations and Investigations (Refer to Board Policy GAAD and JCAC)

The principal, school security officers, and others designated by the Superintendent may conduct investigations and question students about infractions of school rules or the student conduct code. If there is a reason to believe a violation of a criminal law has been committed, the principal, or school security officer with authorization of the principal, shall notify the appropriate law enforcement agency as necessary and may request further investigation of the alleged violation.

XL. Investigations Conducted by Law Enforcement Officers

When law enforcement officers question a student on a topic unrelated to a report of child abuse during school hours, the building principal shall make a reasonable attempt to contact a parent, guardian or representative of the minor student(s) prior to questioning. Notification or attempted notification of parents, guardian or representative shall be documented by the administrator involved. If a minor student's parents, guardian or representative is not present during such questioning of a student, the principal shall be present.

XLI. Child Abuse Investigations Conducted by Law Enforcement Officers

The administration shall cooperate with law enforcement officers who are conducting investigations of suspected child abuse. For any investigations concerning known or suspected child abuse, school staff shall follow the procedure outlined in Board Policy GAAD instead of the requirements of this policy.

XLII. Kansas Department of Children and Families or Law Enforcement Access to Students on School Premises (Refer to Board Policy GAAD)

The building principal shall allow a student to be interviewed by the Kansas Department of Children and Families (DCF) or law enforcement representatives on school premises to investigate suspected child

abuse and shall act as appropriate to facilitate the agency's access to the child and to protect the student's interests during the process. State law grants the investigating agency the authority to determine whether a school employee may be present while the interview is being conducted, taking into account the child's best interests. If asked to sit in on the interview by the agency representative conducting it, the building principal or designee thereof shall oblige such request in order to provide comfort to the child throughout the process and to facilitate the investigation. In cases of suspected abuse or neglect, employees will not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect.

XLIII. Law Enforcement Initiated Investigations at School

In cases not involving the investigation of known or suspected child abuse, law enforcement officers shall not be permitted to initiate and conduct investigations involving the questioning of students during school hours unless the student's parent or guardian has given the school permission to allow the questioning, a valid warrant has been presented to the principal for such purpose, or in demonstrated emergency situations.

Investigations conducted by DCF during school hours shall be directed by the local DCF office. Parents should be referred to DCF if they have questions about such investigations.

XLIV. Use of Surveillance Cameras (Refer to BOE Policy JGGA)

The district may use surveillance cameras and other electronic devices to monitor student activity. Surveillance cameras may be used to monitor students riding in district vehicles and to monitor student behavior in or around any district facility. Surveillance footage, which is a record of student behavior, shall be secured in a secure location until the digital storage mechanism or tape on which the footage is maintained is either reused or erased. Surveillance footage of personally identifiable students depicting their involvement in an altercation or other violation of law or district policy shall be considered a student record and shall be subject to current law for the release of student record information.

XLV. Security Officer (Refer to Board Policy JCAC)

Emporia Public Schools provides a security officer whose primary duties are protection and prevention. The officer enforces state law, city ordinances, and local Board of Education policies. If the security officer is investigating an incident, which is against civil law and/or criminal law, he/she will make a report of that incident to the proper civil authorities.

Activities

XLVI. Fund Raising (Refer to Board Policy JK)

All student sales projects shall require the principal's approval.

XLVII. Parties/Social Events

- Classroom parties and other school social events must be approved in advance by the principal or teacher.
- If parents do not want their child to participate in classroom parties, they need to notify the classroom teacher in writing.
- Private party invitations should be handled outside of school, unless all students in the class are included.

XLVIII. Field Trips (Refer to Board Policy IFCB)

Field trips may be approved by the principal when reasonable educational objectives can be established.

- Parents will be notified prior to any field trips.
- There may be a charge to the student for field trips.
- Special permission forms are required for out-of-town trips.

Health and Safety

XLIX. Reporting Accidents (Refer to Board Policy JGFG)

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

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

Emergency Care - At the scene of an emergency or accident when medical help is not readily available to assist in the care of an injured student, an employee may render emergency care or assistance.

L. Insurance (Refer to Board Policy JGA)

We encourage all families to have accident coverage on their children prior to any sports or school-sponsored activity. All schools have brochures and applications for a student insurance program. During enrollment, parents receive information on the optional student insurance program. If parents choose not to purchase the insurance, they are to submit the Parental Insurance Waiver. In addition, schools have information and applications for HealthWave. HealthWave is an insurance program for children in families with limited income that provides insurance at little or no cost.

LI. Supervision of Medications (Refer to Board Policy JGFGB)

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

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

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

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

All medication maintained in the school setting should be kept in a locked container. This includes medication requiring refrigeration. Medications should be inventoried every semester. Out-of-date stock should be returned to the parent or destroyed.

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

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

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

LII. Student Self-Administration of Medications (Refer to Complete Board Policy JGFGB)

The self-administration of medication is allowed for eligible students in grades K–12. As used in this policy medication means medicine for the treatment of anaphylaxis or asthma including, but not limited to, any medicine defined in current federal regulation as an inhaled bronchodilator or auto-injectable epinephrine. Self-administration is the student’s discretionary use of approved medication for which the student has a prescription or written direction from a health care provider.

Over-the-Counter Medications

A student may self-administer specified over-the-counter medications with written parental authorization on file in the school office.

The student’s parent or guardian shall sign a statement acknowledging that the school district and its officers, employees, or agents incur no liability for damage, injury, or death resulting directly or indirectly from the self-administration of over-the-counter medication and agreeing to release, indemnify, and hold the district and its officers, employees, and agents, harmless from and against any claims relating to the self-administration of medication allowed by this policy.

LIII. Student Misuse of Medication (Refer to BOE Policy JDDAA)

Unless otherwise provided herein, students found to be self-administering their own medication at a dosage or rate exceeding product label instructions; distributing over-the-counter or prescription medications to other students; or using or possessing another person's over-the-counter or prescription medication may result in denial of the privilege to self-administer any medication and will be subject to disciplinary action, up to and including suspension and expulsion from school.

LIV. Authorization Required

Health care providers shall prepare a written treatment plan for managing the student’s asthma or chronic potential life threatening diagnosis (i.e. asthma, anaphylaxis, seizures) and for medication use by the student during school hours. The student’s parent or guardian shall annually complete and submit to the school any written documentation required by the school, including the treatment plan prepared by the student’s health care provider. Permission forms shall be updated during enrollment/or as needed throughout the year.

LV. Waiver of Liability

The student’s parent or guardian shall sign a statement acknowledging that the school district and its officers, employees or agents incur no liability for damage, injury or death resulting directly or indirectly from the self-administration of medication and agreeing to release, indemnify and hold the schools and its officers, employees and agents, harmless from and against any claims relating to the self-administration of medication allowed by this policy. The student’s parent or guardian shall sign a statement acknowledging that the school district and its officers, employees, or agents incur no liability for damage, injury, or death resulting directly or indirectly from the self-administration of medication and agreeing to release, indemnify and hold the district and its officers, employees, and agents, harmless from and against any claims relating to the self-administration of medication allowed by this policy. See BOE Policy JGFGBA for more specific details about self-administration of medications.

LVI. Immunizations (Refer to Board Policy JGCB)

All students enrolling in any USD 253 school shall provide the building principal with proof of immunizations of certain diseases or furnish documents to satisfy statutory requirements. Booster shots required by the Secretary of the State Department of Health and Environment are also required.

All students residing in the district on May 15 will be required to submit proof of immunizations by the following November 1. Failure to submit proof of immunizations by November 1 may result in exclusion from school from that date until statutory and policy requirements are met. Exceptions to this requirement are proof that the student has received the most recent appropriate inoculations in a required series, an annual written statement from a physician declaring it unsafe for the student to receive the inoculations, or a written statement provided by a parent or guardian requesting the child be exempt due to religious reasons. Students will not be excluded from school for non-compliance with the 10-year tetanus booster. In the event of an outbreak of a disease or illness for which a child has not been inoculated, the child may be excluded from school as per the guidelines within Kansas Department of Health and Environment regulations.

All students entering the district as new residents will be given 60 days from the first day of school or from the first date of attendance, whichever comes first, to comply with statutory and policy requirements.

LVII. Physicals (Refer to Board Policy JGC)

All students entering the Emporia Public Schools for the first time should submit evidence of a health assessment by the first day of school. For preschool and kindergarten students, this physical examination should be within 12 months prior to school entry. All other students (grades 1-12) entering the school district for the first time should provide evidence of a physical examination that has been completed sometime during their school career. Students who have not completed a physical examination by the first day of school should provide evidence that an appointment has been made for the physical. A student under the age of 9 who does not have a physical within 90 days of the first date of attendance will be excluded from school. These absences will be considered unexcused and will be subject to truancy laws.

All physical forms may be obtained from local doctors’ offices, school nurses, any school office or the Lyon County Health Department.

LVIII. Communicable Diseases (Refer to Board Policy JGCC)

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

officer, or after the expiration of any period of isolation or quarantine. The Board reserves the right to require a written statement from the student's physician or local health officer indicating that the student is free from all symptoms of the disease. If a student is absent from regular classes for more than three consecutive days or the principal has been notified that a student has or is suspected of having a communicable disease, the principal shall determine whether a release shall be obtained from the student's physician or local health department before the student re-enters school.

LIX. Accommodating Students with Diabetes (Refer BOE Policy JGFGBB)

Self-care of diabetes may be allowed for students in grades K-12. To be eligible, a student shall meet all requirements of this policy. Parents or guardians shall submit a written diabetes management and treatment plan from the student's health care provider. The student shall provide written authorization from the student's health care provider and parent or guardian stating the student has been instructed on managing and caring for their diabetes and is authorized to do so in school. An annual written renewal of parental authorization for the self-care of diabetes shall be required. While at school, each student capable of managing and caring for the student's diabetes will be allowed to:

- Perform blood glucose level check
- Administer insulin through the delivery system the student uses
- Treat hypoglycemia and hyperglycemia,
- Possess the supplies or equipment necessary to monitor and care for their diabetes, and
- Otherwise attend to the management and care of the student's diabetes in the classroom, in any area of the school, on school grounds, or at any school-related activity.

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

LX. Student Health Screenings (Refer to Board policy JGCD)

In Accordance to KS 72-6229, KS 72-6242, and KS 72-6251, free vision, hearing and dental screenings will be conducted throughout the school year based on the state's required schedule.

LXI. Other Health Considerations

If a student has a fever (Emporia nursing standard is 100 degrees or greater), his/her temperature must be normal for 24 hours without the use of fever reducing medication (i.e. Tylenol, Ibuprofen) before returning to school. Typically, if a student is vomiting or has diarrhea, they need to stay home until it has been 24 hours since those symptoms have passed. At times there are exceptions to this rule. Please reach out to your health office staff to assess special circumstances. The parent of a child who has head lice will be contacted and given evidence-based treatment options.

LXII. School Closings Emergency (Refer to Board Policy EBBB and JBH)

Parents and students shall be notified of school closings or cancellations due to severe weather, health or safety concerns, or other circumstances, by announcements made over the following media outlets and/or modes of communication:

- KVOE 1400 AM /101.7FM - Emporia
- Emporia Gazette online - www.emporiagazette.com
- WIBW Channel 13 - Topeka
- USD 253 website – www.usd253.org

- Parent Square - Parent Square will be our primary source for distributing information to our parents and families. Instructions for using this platform can be found on the 'For Parents and Families' page of the district website at <http://www.usd253.org/parents/>.

During an emergency period when there is insufficient warning time, the district will keep all students under school jurisdiction and supervision. Staff shall remain on duty to supervise students during the emergency period. Parents may come to school and pick up their children. Students shall be released according to Board policy for the release of students during the school day.

LXIII. Custody Issues (Refer to Board Policy JR)

In situations where the parents of a student are divorced or separated, each parent, custodial and/or non-custodial, shall have equal rights to their child's records unless a court order specifies otherwise. Such documentation may be in the form of a restraining order, results of a custody hearing, or other legal documents. Parents are also responsible for keeping the principal informed of all legal changes regarding child custody and visitation issues. Principals can only enforce denial of a parent's access to their child or their child's school records when legal documentation authorizing such is provided to the school. Private agreements between the student's parents shall not be recognized by the district's personnel.

General Information

LXIV. Calendar (Refer to Board Policy AEA)

The school calendar is available at all schools after enrollment and on the district website, www.usd253.org.

LXV. Personal Communication Devices

Cameras may be used at school, on school property or at school activities or functions ONLY if they are not disruptive, as determined by school staff. Cameras shall not be used in the classroom unless the photographs, audio, or videos taken are for an official or authorized school purpose. Cameras shall not be used in such a fashion as to inappropriately invade the privacy of others. No camera shall be used in any restroom, dressing area, or locker room. Cameras shall not be used, without permission, to record confidential material, such as classroom material, tests, or grade book entries. For the purposes of this section, "camera" shall be defined as any device capable of taking, storing, transmitting, or viewing pictures, audio recordings and/or video. This includes cell phones and any other electronic devices with a camera feature. The use of personal communication devices during school hours shall be prohibited unless given direct permission from school personnel. Students may wear smartwatches or similar wearable technology but may not use it as a communication device, ie. send or receive texts and or phone calls.

LXVI. Concealed Recordings (Refer to Board Policy KGB)

Unless otherwise provided in this policy or policy JGGA, individuals are prohibited from recording students, employees, and/or Board members surreptitiously or through the use of concealed audio and/or visual recording devices. This prohibition is in effect at school, on or in district property, and at meetings and conferences held for educational or disciplinary purposes.

Exceptions to this prohibition include the use of video surveillance throughout district facilities and in district vehicles, provided in accordance with JGGA; the recording of meetings subject to the Kansas Open Meetings Act; the recording of due process hearings or student disciplinary hearings for evidentiary purposes; recording of students for use during the student's evaluation or provision of special education

services with the principal's prior permission; and the recording of a school sponsored activity, program, or event which is open to the general public.

Individuals wishing to record students, employees, or Board members at school, on or in district property, or at meetings and conferences as previously described shall first notify the Superintendent or building principal in advance. If such recording is not prohibited by law or policy, the administrator shall allow the recording and may make arrangements to record on behalf of the district.

LXVII. Personal Property

The district is not responsible for students' personal property and does not provide insurance on students' personal property. If a student's personal property is broken, damaged or stolen, repair or replacement is the student's responsibility.

Personal listening devices, radios, pagers, cell phones and other forms of electronic equipment, and toys should not be brought to school. Items may be confiscated and continued violation will result in disciplinary action. An exception will be made for students who need an audio device prescribed by a doctor to assist learning. Teachers may give students individual permission for such items. Laser lights are strictly prohibited and will result in immediate confiscation and will be released only to a parent.

LXVIII. Bicycles, Skateboards, Hoverboards, Rollerblades, and Scooters

Many of our students ride bicycles to school. To maintain as safe an environment as possible, the following regulations apply to those vehicles and their use:

- Bicycles are to be walked while on school grounds.
- Students are to obey all safety regulations.
- Bicycles are to be parked in the bicycle racks and should be locked.

Skateboards, hoverboards, rollerblades (skates), footwear with wheels, and scooters are not to be brought to school.

LXIX. Visitors in the Building/Observations of Students (Refer to Board Policy KM)

Parents, guests, and students arriving after the start of school will need to use the building's electronic video buzz-in system for entry. To ensure safety and security, all visitors including parents must check in at the office before proceeding to contact any other person in the building or on the grounds. Except for academic reasons, the principal will refuse to allow student visitors in classrooms. Any person who visits a building and/or grounds of the district will be under the jurisdiction of the building principal, who shall be responsible for developing rules and regulations governing the presence of visitors in the buildings. Local law enforcement may be contacted if any visitor refuses to leave or creates a disturbance. Violation of this rule may lead to removal of the visitor from the building or grounds and denial of further access to the building or grounds.

Observations of Students

To protect the privacy of and confidentiality of all students and to avoid disruptions and distractions in the classroom, observations of students will not be allowed. An exception to this would be to observe an individual student due to a team decision related to an Individual Education Plan (IEP) or Independent Educational Evaluation (IEE). A separate location in the school will be arranged for such observation. These types of observations must be conducted individually with the student and must be arranged with the principal at least five (5) days in advance. Any observer must be approved by, and will be under the jurisdiction of, the principal. The principal reserves the right to ask the observer to leave at any time.

LXX. Outside Recess

Principals will use 15 degrees temperature and/or wind chill as a guideline for determining when students will stay inside for recess.

School Property

LXXI. Computer and Device Use (See Board Policies ECH, IIBF, IIBG, JCDA and KBA)

Use of District Computers and Devices/Privacy Rights

District-issued computer systems and electronic devices are for educational and professional use. All information created by staff and students or stored thereon shall be considered district property and shall be subject to unannounced monitoring by district administrators. Unauthorized access to and/or unauthorized use of the district server or security system (including, but not limited to, surveillance footage) is also prohibited. The district retains the right to discipline any student up to and including expulsion and any employee up to and including termination for violation of this policy.

Copyright

Software acquired by students or staff using either district or personal funds and installed on district computers or electronic devices must comply with copyright laws.

Installation

The network administrator can verify the compatibility of the software or application with existing software, hardware, and applications and prescribe installation and de-installation procedures.

Hardware

Students shall not install unapproved hardware on district computers or make changes to software settings that support district hardware.

Audits

The administration may conduct periodic audits of software and applications installed on district equipment to verify legitimate use.

E-mail Privacy Rights

Employees and/or students shall have no expectation of privacy when using district e-mail or other official communication systems. Any e-mail or computer application or information in district computers, computer systems, or electronic devices is subject to monitoring by the administration.

Privacy Rights

Any email, computer application or information stored in or transmitted through district computers, network systems or electronic devices is subject to monitoring by the administration with no expectation of privacy.

Ownership of Employee Computer and Device Materials

Computer materials, devices, software or applications created as part of an assigned district responsibility or classroom activity undertaken on school time shall be the property of the Board.

Lost, Stolen or Damaged Computers and/or Equipment

Students and staff members shall be responsible for reimbursing the district for replacement of or repair to district-issued computers or electronic devices which are lost, stolen or damaged while in the student's or staff member's possession.

Purpose

The district provides computer network and internet access for its students and employees. This service allows employees and students to share information, learn new concepts, research diverse subjects, and create and maintain school-based websites. The district has adopted the following Guidelines for Acceptable Use to govern the conduct of those who elect to access the computer network or district Internet.

Guidelines for Acceptable Use

Users shall adhere to the following guidelines for acceptable use:

- All use of the Internet will be in support of educational activities.
- Users will report the misuse and breaches of network security.
- Users shall not access, delete, copy, modify, nor forge other users' emails, files, or data.
- Users shall not use other users' passwords nor disclose their password to others.
- Users shall not pursue unauthorized access, disruptive activities, nor other actions commonly referred to as "hacking," internally or externally to the district.
- Users shall not disclose confidential information about themselves or others.
- Users shall not utilize unlicensed software.
- Users shall not access or permit access to pornography, obscene depictions, or other materials harmful to minors
- Students shall not disable or attempt to disable Internet filtering software.
- Utilization of the network to disseminate non-school/work-related material is discouraged

Prohibitions

Although the district reserves the right to determine what use of the district network is appropriate, the following actions are specifically prohibited:

- Transferring copyrighted materials to or from any district network without the express consent of the owner of the copyright.
- Use of the network for creation, dissemination, or viewing of defamatory, factually inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, cyberbullying, or other material prohibited by law or district policy.
- Dissemination of personnel or student information via the network when such information is protected by law, including the Family and Educational Rights Act or Student Data Privacy Act.
- Utilization of the network as a means for advertising or solicitation.

Monitoring

The school district reserves the right to monitor, without prior notice, any and all usage of the computer network and district Internet access, including, but not by way of limitation, email transmissions, and receptions. Any information gathered during monitoring may be copied, reviewed, and stored. All such information files shall be and remain the property of the school district, and no user shall have any expectation of privacy regarding his/her use of the computer network or the district Internet.

LXXII. Internet Safety

In compliance with the Children's Internet Protection Act (CIPA) and the Kansas Children's Internet Protection Act, the school district will implement filtering and or blocking software to restrict access to Internet sites containing child pornography, obscene depictions, or other materials harmful to minors. The school district, however, cannot and does not guarantee the effectiveness of filtering software. Any student who connects to such a site must immediately disconnect from the site and notify a teacher. An employee who accidentally connects to such a site must immediately disconnect from the site and notify a

supervisor. If a user sees another user is accessing inappropriate sites, he or she should notify a teacher or supervisor immediately. The school district administration reserves the right to prohibit access to any network or Internet access to any network or Internet it deems inappropriate or harmful. The school district shall instruct students regarding appropriate online behavior.

LXXIII. Penalties for Improper Use

Access to the network and Internet is a privilege, not a right, and inappropriate use will result in the restriction or cancellation of the access. The school district has the right to make the determination of what constitutes inappropriate use and use as an educational tool. Inappropriate use may lead to any disciplinary and/or legal action, up to and including suspension and/or expulsion of district students and suspension and/or termination of employees. Law enforcement shall be notified of inappropriate use which may constitute a violation of Federal or state law, and such use may result in criminal prosecution.

LXXIV. Children's Internet Protection Act (CIPA) – IIBGA

The district shall implement and enforce an internet safety plan meeting the requirements of the Children's Internet Protection Act (CIPA). The Superintendent shall develop a plan to implement the CIPA. Such plan shall include measures to address the following issues:

- Access by minors to inappropriate matter on the Internet and World Wide Web,
- The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications,
- Unauthorized access, including so-called "hacking," and other unlawful activities by minors online;
- Unauthorized disclosure, use, and dissemination of personal information regarding minors.
- Measures designed to restrict minors' access to materials that may be harmful to them.

For the purposes of this policy, "minor" shall be defined to mean any student who is 18 years of age or under. The Board charges the Superintendent to develop the CIPA implementing plan so that all of the protections provided by this policy and the corresponding plan may be afforded to all district students, regardless of age.

If the district is providing public access to any computer, the CIPA plan shall also implement and enforce technology protection measures to ensure no minor has access to visual depictions that are child pornography, harmful to minors, or obscene. This plan shall be on file with the Board Clerk and in each school office with Internet access, and copies shall be available upon request. The Superintendent shall ensure compliance with CIPA by completing the Federal Communication Commission forms as required.

LXXV. Publication of Photos

Publication of photos of Pre K-5 students on district websites must be of groups of three or more individuals. Only first names may be associated with the photographs.

Food Service

LXXVI. Purchasing Meals(Refer to Board Policy EE)

Breakfast or lunch may be purchased from the school nutrition program or brought from home. Milk or juice may be purchased to supplement lunches brought from home.

Free or reduced-price meals shall be provided for students who qualify under the state and federal rules and regulations. The eligibility forms, rules and regulations governing this program shall be provided by

the administration to students or their parents. Parents are responsible for maintaining a positive balance in student meal accounts. Meals should be paid in advance.

LXXVII. Refunds

Balances left in student(s) lunch accounts, both positive and negative, will move with the student throughout the district and until graduation. Should parents/guardians wish to have the money refunded to them, they must make this request in writing prior to the last two weeks of school.

Refunds of more than \$5 will be refunded in the form of a check issued through the District Business Office.

Parents/guardians of children requiring special diets must have all documentation on file in the Food Service office before substitutions can be made.

Parents are encouraged to communicate with Food Service office personnel located at Emporia High School in the northeast corner of the building.

Policy and Privacy Reminders

LXXVIII. USD 253 - Title I Parent Involvement Policy Reminders

As Title I schools, we are required to inform you of the following items:

- That you may request information regarding the professional qualifications of your student's classroom teachers and classroom paraprofessionals.
- That the school must notify you if your student is instructed for four continuous weeks by a teacher that does not meet the definition of "highly qualified".
- That you may request access to your student's state assessment scores.
- That an annual evaluation is conducted of our Title I program, and that you have the right to be actively involved in this evaluation that includes parent involvement policies and activities.
- Each Title I school has convened an annual meeting to which all parents of participating children are invited for the purpose of explaining the Title I program, its requirements, and their right to be involved, including parents of children who are disabled, migrant, or Limited English Proficiency (LEP).
- Each year, we want to remind parents about access to our district and school "Report Cards". Information can be found by following the link on our district website at <http://www.usd253.org> or using the Kansas State Department website at <http://online.ksde.org/rcard/county.aspx?cnty=056>

LXXIX. Emergency Safety Interventions (Refer to Board Policy GAAF)

The use of seclusion or physical restraint is considered to be an "emergency safety intervention (ESI)" and shall be used only when a student presents a reasonable and immediate danger of physical harm to the student or others with the present ability to effect such physical harm.

Restraint is defined to include the following:

1. "Chemical restraint" means the use of medication to control a student's violent physical behavior or restrict a student's freedom of movement. This term does not include prescribed treatments for a student's medical or psychiatric condition by a person appropriately licensed to issue these treatments.

2. “Mechanical restraint” means any device or object used to limit a student’s movement. This term does not include those protective or stabilizing devices either ordered by a person appropriately licensed to issue the order for the device or required by law, any device used by a law enforcement officer in carrying out law enforcement duties, and seat belts and any other safety equipment when used to secure students during transportation.
3. “Physical restraint” means bodily force used to substantially limit a student’s movement, except that consensual, solicited, or unintentional contact and contact to provide comfort, assistance or instruction shall not be deemed to be physical restraint.

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

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

Restraint Restrictions

The use of chemical and mechanical restraint is prohibited, except as allowed in the above limited circumstances. Physical restraint may only be used when a student presents an immediate danger to self or others.

Reports of Emergency Safety Interventions

In the event an emergency safety intervention is used with a student the parents/guardians will be notified the same day that the ESI was used. All ESI events are reported to the Kansas State Department of Education.

For detailed information visit our website under the Students and Families tab where you will find Emergency Safety Intervention Parent Information. This information includes: a copy of the district’s (ESI) policy; a copy of the Kansas State Department of Education’s Administrative Review Process; the State Administrative Review Guide for Parents; and, important local and state contact information.

LXXX. Annual Notice to Parents and Students of Rights Under the Family Educational Rights and Privacy Act

Rights of Parents and Students

Under the provisions of the Family Educational Rights and Privacy Act (FERPA), parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records which are kept and maintained by the Emporia public schools. In accordance with FERPA, you are required to be notified of those rights which include:

- I. The right to review and inspect all of your educational records except those which are specifically exempt. Records will be available within 45 days of the day the district receives a request for access.
- II. The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if:
 - A. we have your prior written consent for disclosure;
 - B. the information is considered “directory information” and you have not objected to the release of such information; or
 - C. disclosure without your prior consent is permitted by law, including:

1. The district may disclose, without your consent, personally identifiable information to school officials with a legitimate educational interest.
 2. The district shall disclose, without your consent, education records to officials of another school district in which a student seeks to enroll or intends to enroll.
- III. The right to request that your educational records be amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
- IV. The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe that the Emporia School District has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Avenue SW, Room 4074, Washington, DC 20202-4605.
- V. The right to obtain a copy of district policies for complying with FERPA. A copy may be obtained from the district website, www.usd253.org or the Clerk of the Board at 1700 W. 7th Ave.
- VI. Federal legislation states that military recruiters and institutions of higher education are entitled to directory information under the FERPA standards which allow parents to withdraw that entitlement in writing.

Directory Information

For purposes of FERPA, the Emporia School District has designated certain information contained in educational records as directory information which may be disclosed for any purpose without your consent. This information would not generally be considered harmful or an invasion of privacy if disclosed. The following information is considered directory information: name, address, telephone number, parent or guardian, date and place of birth, electronic mail address, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, honors and awards received, the most recent previous school attended by the student, class designation or grade level, enrollment status (e.g., full-time or part-time), major field of study and photographs.

You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file a written notification to this effect with the building principal at enrollment each school year. If a refusal is not filed, the district assumes you have no objection to release of the directory information designated.

LXXXI. Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

- It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and
- It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:
 - Political affiliations;

- o Mental and psychological problems potentially embarrassing to the student and his/her family;
- o Sex behavior and attitudes;
- o Illegal, anti-social, self-incriminating and demeaning behavior;
- o Critical appraisals of other individuals with whom respondents have close family relationships;
- o Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
- o Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact us at the following address:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW Washington, D.C. 20202-5901

LXXXII. Student Privacy Policy (Refer to Board Policy IDAE)

The Superintendent, the Board and staff shall protect the right of privacy of students and their families in connection with any surveys or physical examinations conducted, assisted or authorized by the Board or administration.

Any student data submitted to or maintained in a statewide longitudinal student data system shall only be disclosed in accordance with the Student Data Privacy Act. Disclosure of all other student data or student record information maintained is governed by the Family Educational Rights and Privacy Act (FERPA).

Unless an adult student or parent or guardian of a minor student provides written consent to disclose personally identifiable student data, student data may only be disclosed to agencies specified in BOE Policy IDEA.

No test, questionnaire, survey, or examination containing any questions about a student’s or the student’s parents’ or guardians’ personal beliefs or practices on issues such as sex, family life, morality, or religion shall be administered to any students unless:

- the parent or guardian is notified in writing; and
- the parent or guardian of the student gives written permission for the student to participate.

Nothing shall prohibit school counselors from providing counseling services, including the administration of tests and forms as part of student counseling services. More specifics of this policy can be found at the district website, www.usd253.org.