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

JA

2 (See BDA, CM, GAA and JCDA)
3

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

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

12 Approved: June 12, 2001

13 Revised: June 14, 2011

14 Revised: November 8, 2016

15 Revised: October 11, 2022

JB Attendance Records

JB

(See JBC, JBD, JBE and JRB)

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

The superintendent shall include attendance data in an annual report to the board. Attendance problems shall result in disciplinary action and/or truancy reporting, as appropriate, and shall be reported to the board as necessary.

Approved: September 4, 1991

Revised: June 12, 2001

Reviewed: June 14, 2011

Revised: November 8, 2016

Revised: September 8, 2026

JBC **Enrollment**

JBC

(See IIBGD, JBCA, JBCB, JBCC and JQKA)

Resident Students

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

Homeless Students

Any student who has attained the age eligibility for school attendance may attend school in the district where the student resides or is staying if the student is homeless as defined by law. Details concerning the education of homeless students may be found in board policy JBCA.

Foster Students

Any student in the custody of the Secretary of the Department for Children and Families (“DCF”) who has attained the age of eligibility for school attendance shall be permitted to enroll in and attend school in any school district of the state or remain enrolled in and continue attending school in the student’s school of origin.

If a court or DCF changes the placement of a student across a school boundary within the school district, the student shall be permitted to:

- enroll in and attend the school where the student is placed; or
- remain enrolled in and continue attending the student’s school of origin.

DCF shall determine the child’s enrollment and attendance based on the best interests of the child.

The district shall not deny or delay enrollment and attendance of any foster student whose placement has changed on the basis that the school district or school is not in possession of the student’s educational records.

Details concerning the education of foster students may be found in board policy JBCB.

Non-Resident Students

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

Military Students

Details concerning the enrollment and attendance of military students, as defined in state law, may be found in board policy JBCCA.

Enrollment Restriction

47 **JBC Enrollment**

JBC-2

48 (See IIBGD, JBCA, JBCB, JBCC and JQKA)

49
50 Unless approved in advance by the board, no student, regardless of residency, who has been
51 suspended or expelled from another school district will be admitted to the district until the period of
52 such suspension or expulsion has expired.

53
54 Enrollment Procedures

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

58
59 Part-Time Students

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

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

66
67 District administrators shall make a good faith attempt to accommodate scheduling
68 requests of students enrolling in the school district in these situations but shall not be required to
69 make adjustments to accommodate every such request.

70
71 Part-time students, other than those specified previously in this policy, may enroll with
72 the administration's permission if they complete all paperwork in a timely fashion and are in
73 attendance no later than the first day of school. Such part-time students may be admitted only to
74 the extent that staff, facilities, equipment, and supplies are available, and the students follow the
75 district's student conduct policies and rules.

76
77 Identification of Students

78 All students enrolling in the district for the first time shall provide required proof of
79 identity. Students enrolling in kindergarten or first grade shall provide a certified copy of their
80 birth certificate; a certified copy of the court order placing the child in the custody of DCF, or
81 other documentation which the board determines to be satisfactory. Students enrolling in grades
82 2-12 shall provide a certified transcript, similar pupil records or data, and other documentary
83 evidence the board deems satisfactory.

84
85 The above requirements are not to serve as barriers to immediate enrollment of students
86 designated as homeless or foster children as required by the Every Student Succeeds Act (ESSA)
87 and the McKinney-Vento Act as amended by ESSA. The district shall work with DCF, the
88 school last attended, or other relevant agencies to obtain necessary enrollment documentation.

89
90 If proper proof of identity is not provided within 30 days of enrolling, the superintendent
91 shall notify local law enforcement officials as required by law and shall not notify any person
92 claiming custody of the child.

JBC Enrollment

JBC-3

(See IIBGD, JBCA, JBCB, JBCC and JQKA)

Enrollment Information

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

Assignment to a School Building, Grade Level, or Classes

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

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

Transferring Credit

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

Transfers from Non-Accredited Schools

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

Approved: January 20, 1982

Revised: July 16, 1986

Revised: August 1, 1990

Revised: September 4, 1991

Revised: December 1, 1993

Revised: April 6, 1994

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Revised: November 12, 1996

Revised: February 4, 1997

Revised: May 12, 1998

Revised: June 8, 1999

Revised: June 12, 2001

Revised: December 9, 2003

Revised: October 12, 2004

139 **JBC Enrollment**
140 (See IIBGD, JBCA, JBCB, JBCC and JQKA)
141
142 Revised: June 14, 2011
143 Reviewed: October 8, 2013
144 Revised November 10, 2015
145 Reviewed: November 8, 2016
146 Revised: June 13, 2017
147 Revised: November 12, 2019
148 Revised: October 13, 2020
149 Revised: July 12, 2022
150 Revised: August 8, 2023
151 Revised: September 9, 2025
152 Revised: June 9, 2026
153 Revised: September 8, 2026

JBC-4

2
3 The district, in accordance with state and federal law and the Kansas state plan, will
4 ensure that homeless children in the school district have access to a free and appropriate public
5 education. Homeless students are individuals who lack a fixed, regular and adequate nighttime
6 residence. For the purposes of this policy, a student awaiting foster care placement shall not be
7 considered homeless.
8

9 Coordinator

10 The board shall designate a homeless coordinator for the district.
11

12 Approved: December 9, 2003

13 Reviewed: June 14, 2011

14 Revised: June 13, 2017

1 **JBCB Foster Care Students**

JBCB

2 (See EDAA, JBC, JBCA and JRB)

3
4 The district, in accordance with state and federal law and the Kansas state plan, will
5 ensure students placed in foster care within the school district have access to a public education
6 in a stable educational environment. For the purposes of this policy and its applicable
7 regulations, “foster care” means 24-hour substitute care for children placed away from their
8 parents and for whom a child welfare agency has placement and care duties.
9

10 Point of Contact

11 The executive director of educational programs shall serve as a point of contact for child
12 welfare agencies on behalf of the district.
13

14 Mobile Crisis Helpline

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

- 18 • problem-solving to resolve behavioral health crisis;
- 19 • referral to community resources or recommendation to engage in stabilization
20 services;
- 21 • in-person support via mobile crisis response; and
- 22 • contacting mobile crisis response unit to assist in emergency situations.
23

24 Services are available to all Kansans 20 years of age or younger including anyone in
25 foster care or formerly in foster care.
26

27 Enrollment and Attendance in School

28 Foster students will be enrolled in and attend school as outlined in policy JBC.
29

30 Transfer of Records

31 The expedited transfer of student records for students experiencing a change in placement
32 within the foster care system is covered in policy JRB.
33

34 Approved: June 13, 2017

35 Revised: October 13, 2020

36 Revised: April 12, 2022

37 Revised: September 8, 2026

JBCC Enrollment of Nonresident Students

JBCC

(See JBC, JBCA, JBCB, and JQKA)

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. In order to determine the district's capacity to accept nonresident students at each grade level in each district school, the board has adopted this policy.

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

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

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

Any student in custody of the Department for Children and Families who has attained the age of eligibility for school attendance shall be permitted to enroll in and attend any school in any school district of the state or remain enrolled in and continue attending school in the student's school of origin without application and acceptance through this policy.

Any foreign exchange student who resides, or will reside, with a host family in the district may be permitted to enroll in and attend school in the district as if the student were a resident and shall not be subject to the open-seat lottery for enrollment and attendance purposes.

Definitions

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

"Homeless Child" means a child who lacks a fixed, regular and adequate nighttime residence and whose primary nighttime residence is:

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

Except as otherwise provided in this policy, "nonresident student" means a child of school age, pursuant to Kansas law, who resides in Kansas and 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.

"Parent" means and includes natural parents, adoptive parents, stepparents, and foster parents.

(See JBC, JBCA, JBCB, and JQKA)

“Person Acting as Parent” means:

- A. a guardian or conservator; or
- B. a person, other than a parent, who:
 - i. is liable by law to maintain, care for or support the child;
 - ii. has actual care and control of the child and is contributing the major portion of the cost of support of the child;
 - iii. has actual care and control of the child with the written consent of a person who has legal custody of the child; or
 - iv. has been granted custody of the child by a court of competent jurisdiction.

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

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

Determining Capacity for Nonresident Enrollment

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

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

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

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

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

94 **JBCC Enrollment of Nonresident Students**

JBCC-3

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

96
97 On or before May 1 of each year, the superintendent shall present the recommendations
98 concerning capacity and student-to-teacher ratios to the board for adoption or modification, and the
99 board shall determine, for each grade level in each school building of the school district for the next
100 succeeding school year, the following:

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

105
106 On or before June 1 of each year, the district shall publish the number of open seats
107 available to nonresident students in each grade level for each school building of the district for the
108 next succeeding school year on the school district's website.

109
110 From January 1 through June 15, district administration shall accept applications from
111 nonresident students seeking to enroll in and attend the district in the next school year.

112
113 If the number of applications for a grade level in a school building is fewer than the number
114 of available seats for that grade level in the school building, the nonresident students shall be
115 accepted for enrollment and attendance at the school district, unless the nonresident student is
116 deemed not in good standing.

117
118 If the number of applications for a grade level in a school building is greater than the
119 number of available seats for the grade level in the school building, district administration shall
120 randomly select nonresident students deemed in good standing using a confidential, open-seat
121 lottery process. This process shall be completed on or before July 15 of each year.

122
123 The district shall provide to the parent or person acting as a parent of a nonresident student
124 who was not accepted for or denied enrollment at such school district the reason for the
125 nonacceptance or denial and an explanation of the nonresident student selection process on or
126 before July 30 of each year.

127
128 **Priority in Filling Open Seats**

129 Regardless of capacity determinations, any nonresident student whose parent or person
130 acting as parent is employed by the district shall be allowed to enroll as if a resident student while
131 the parent or person acting as a parent remains employed by the district, and the student is deemed
132 to be in good standing by district administration.

133
134 Subject to having capacity to enroll nonresident students, the district shall give priority in
135 enrollment to the following nonresident students deemed in good standing to enroll. These students
136 shall receive open seats without necessity of being selected through any open-seat lottery:

- 137 • any sibling of a nonresident student who is enrolled in and attending school in the
138 district or who is accepted to enroll in and attend school in the district, with priority
139 given when the nonresident student is first accepted and, if necessary, at any other time

JBCC Enrollment of Nonresident Students

JBCC-4

(See JBC, JBCA, JBCB, and JQKA)

the district considers transfer applications; and

- any nonresident student who is a military student as defined in K.S.A. 72-5139, with priority given when the student is first accepted and, if necessary, at any other time the district considers transfer applications.

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

Prohibitions Regarding Open Enrollment Provisions of this Policy

The district shall not:

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

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

Transportation of Students

Neither a resident school district nor a receiving school district shall be required to provide transportation to nonresident students unless otherwise required by applicable law. If space is available on district transportation vehicles, the district may assign nonresident students an in-district bus stop to and from which transportation may be provided by the district for nonresident students. The receiving district may provide transportation from the student's residence by notifying the sending district of the receiving district's intent to provide transportation. The district shall ensure that transportation for nonresident homeless students is provided comparably to that of housed students.

KSHSAA Eligibility

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

Information Share with the Kansas State Department of Education

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

JBCC Enrollment of Nonresident Students

JBCC-5

(See JBC, JBCA, JBCB, and JQKA)

Nonresident Student Continued Enrollment

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

Except as otherwise specified herein, nonresident students who are enrolled in and attending the district during school year 2023-2024, who were attending the district as a resident student in 2023-2024 but have since moved out of the district, or who have been accepted for enrollment by the school district on or after June 1, 2024, will be allowed to continue enrollment in the district as specified above. The district will not require parents of such students or adult or emancipated students to submit a new application each school year.

Determining Good Standing

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

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

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

- the nonresident student failed to maintain a 90% attendance rate in the last school year, excluding excused absences under board policy JBD and/or any relevant student handbook language;
- the nonresident student or the student's parent or person acting as a parent provided false or fraudulent information in the application process;
- the nonresident student is not a Kansas resident;
- the student is currently under a period of suspension or expulsion from any Kansas school district, and such suspension or expulsion will not expire until after the next school year has begun;
- the student has had three or more out-of-school suspensions in the current school year,

JBCC Enrollment of Nonresident Students

JBCC-6

(See JBC, JBCA, JBCB, and JQKA)

- excluding suspensions determined to be a manifestation of the student's disability or a failure on the part of school staff to implement an individualized education program, Section 504 plan, or behavior intervention plan; or
- the student has been given a long-term suspension or expulsion by a school district in the current school year.

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

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

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

Appeal Process

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

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

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

Enrollment of Out-of-State Students

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

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

278 **JBCC Enrollment of Nonresident Students**
279 (See JBC, JBCA, JBCB, and JQKA)
280
281 Approved: October 10, 2023
282 Revised: June 11, 2024
283 Revised: March 10, 2026
284 Revised: September 8, 2026

JBCC-7

JBCCA Enrollment of Military Students

JBCCA

(See IIBGD, JBC, JBCCA, JBCCB, JBCC and JQKA)

For the purposes of this policy, the following terms will be defined as follows:

“Military student” is a person who is a dependent of a full-time active duty member of the military service or a dependent of a member of any of the United States military reserve forces who has been ordered to active duty under 10 U.S.C. §§ 12301, 12302, or 12304, or ordered to full-time active duty for a period of more than 30 consecutive days under 32 U.S.C. §§ 502(f) or 512 for the purposes of mobilizing for war, international peacekeeping missions, national emergency, or homeland defense activities.

“Parent” means the natural parents, adoptive parents, step-parents, and foster parents.

“Person acting as a parent” means a guardian or conservator, a person liable by law to care for or support the child, a person who has actual care and control of the child and provides a major portion of support, or a person who has actual care and control of the child with written consent of a person who has legal custody of the child.

Enrollment of Military Students in Grades K-12

If evidence is provided that a military student’s parent or person acting as a parent will be stationed at a military installation in Kansas during the current or immediately succeeding school year, the district shall enroll any military student in kindergarten or any of the grades one through 12 prior to the military student physically residing in this state, and no proof of address shall be required at the time of enrollment. Residency within the district may be required for attendance if the district does not have open seats at the time of enrollment as determined by board policy JBCC and Kansas law.

Enrollment of Military Students in District Pre-K Programs

If the district offers a pre-kindergarten program, it shall enroll any military student in a pre-kindergarten program if the military student is eligible to participate in the program and the military student or the military student’s parent or person acting as a parent provides evidence that the military student’s parent or person acting as a parent will be stationed at a military installation in Kansas during the current or immediately succeeding school year. If the district has no open seats for the program, then the military student shall be placed on a waiting list for enrollment. Proof of address shall not be required at the time of enrollment, but proof may be required for attendance.

Special Education and Section 504 Services

If the military student has an individualized education program (IEP) or a 504 plan, the district shall take appropriate measures to ensure the military student will receive the required education and related service upon attending school in the district.

Approved: September 9, 2025

Revised: June 9, 2026

JBCD Assignment of Students to Attendance Centers

JBCD

(See JBC)

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

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

Reasons for considering a special assignment are the following:

1) Health of Student

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

2) Administrative Recommendation

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

Additional conditions for special assignments include the following:

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

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

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

Approved: January 20, 1982
Revised: August 1, 1990
Revised: September 4, 1991
Revised: October 20, 1999
Revised: March 14, 2000
Revised: June 12, 2001
Revised: June 14, 2011
Revised: October 13, 2020
Revised: April 8, 2025

1 **JBD** **Absences and Excuses**

JBD

2 (See AEB, IHEA, JB, JBE, JBH and JDD)

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

7
8 Procedures for notifying parents on the day of a student's absence shall be published in
9 the student handbook.

10
11 Excused/Unexcused Absences

12 The definition of "excused absence" includes the following:

- 13 • personal illness;
14 • health-related treatment, examination, or recuperation;
15 • serious illness or death of a member of the family;
16 • obligatory religious observances;
17 • participation in a district-approved or school-sponsored activity or course;
18 • absences prearranged by parents and approved by the principal; and
19 • students of active-duty military personnel may have additional excused absences at
20 the discretion of the principal for visitations relative to leave or deployment.

21
22 All absences which do not fit into one of the above categories would be considered an
23 unexcused absence and would subject a student to appropriate disciplinary action. A student
24 serving a period of suspension or expulsion from the district shall not be considered inexcusably
25 absent.

26
27 Significant Part of a School Day

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

30
31 Make-Up Work

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

34
35 Approved: June 12, 2001
36 Revised: June 14, 2011
37 Reviewed: November 10, 2015
38 Revised: June 6, 2023
39 Revised: September 8, 2026

(See AEB, IDCE, JBD and JQ)

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

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

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

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

Waiver of Compulsory Attendance Requirements

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

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

Involvement of Law Enforcement

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

JBE Truancy

JBE-2

(See AEB, IDCE, JBD and JQ)

enrolled, to the child's parent or guardian, or to another location designated by the board to address truancy issues.

Reporting to Parents

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

Dual Enrollment Students

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

Approved: June 12, 2001
Revised: May 27, 2003
Revised: January 25, 2005
Revised: October 24, 2006
Revised: June 14, 2011
Revised: November 13, 2012
Revised: November 8, 2016
Revised: July 12, 2022
Revised: February 14, 2023

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

JBH

2 (See EBB and EBBD)

3
4 Building principals shall only release a student during the school day upon receiving a
5 written or verbal request from the student's lawful parent or person acting as a parent.
6

7 Before releasing a student during the school day, the building principal shall be
8 responsible for verifying the identity of the person seeking release of the student.
9

10 If the principal is not satisfied with the identification provided by the person seeking
11 release of a student or if the safety of student(s), staff member(s) or others would be endangered
12 by orchestrating the student's release from school, the student's release may be refused.
13

14 Students shall not be allowed to run personal errands for school employees off school
15 premises during the school day.
16

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

JCAB Searches of Property

JCAB

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

Approved: September 4, 1991

Revised: January 9, 1996

Revised: June 12, 2001

Reviewed: June 14, 2011

Revised: November 10, 2015

JCAB-R Searches of Property

JCAB-R

Search of Lockers

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

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

Searches of Property

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

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 to Search

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

Approved: September 4, 1991

Revised: January 9, 1996

Revised: June 12, 2001

Revised: June 14, 2011

Revised: November 10, 2015

1 **JCABB Searches of Students**

JCABB

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

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

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

JCABB-R

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

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

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

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

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

JCAC Interrogation and Investigations

JCAC

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

Building administrators and others designated by the superintendent may conduct investigations and question students about violation of school rules or the student conduct code. Unless otherwise provided herein, such investigators shall not be required to contact the student's parent, guardian, or representative prior to questioning. If administration requests law enforcement, including a school resource officer, school security officer, or campus police officer, for assistance in conducting interviews during an investigation, administration shall contact a parent, guardian, or representative of the student prior to any questioning.

If there is a reason to believe a violation of a criminal law has been committed, the building administrator or the superintendent shall notify the appropriate law enforcement agency of criminal conduct as required by law, the district's juvenile justice memorandum of understanding, or board policy and may request further investigation of the alleged violation.

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

Coordination with Law Enforcement

School administrators or the superintendent shall meet as needed with relevant stakeholders, including law enforcement agencies, the courts, and the district and county attorneys, to discuss the district's juvenile justice memorandum of understanding to establish clear guidelines for how and when school-based behaviors are referred to law enforcement or the juvenile justice system.

Child Abuse and Identity Investigations Conducted by Law Enforcement Officers

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

Law Enforcement Initiated Investigations at School

In cases not involving the investigation of known or suspected child abuse or neglect or involving the student's identity, law enforcement officers shall not be permitted to initiate and conduct investigations involving the questioning of students during school hours unless the student's parent or guardian has given the school permission to allow the questioning, a valid warrant has been presented to the building administrator for such purpose, or in demonstrated emergency situations. Contact with the parent, guardian, or representative shall be documented by the administrator involved. If a student's parent, guardian, or representative gives permission for the interview but is not present during the questioning of the student, the principal may be present unless otherwise specified in law or board policy. If a demonstrated emergency is found, the building administrator shall require identification of law enforcement officials and reasons

JCAC Interrogation and Investigations

JCAC-2

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

for the interrogation or investigation of a student. If the building administrator is not satisfied with either the identification or the reason, the request shall not be granted. The building administrator shall attempt to notify the superintendent and the officer's superiors of the reasons for the refusal.

Taking Students Into Custody

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

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

Disturbance of School Environment

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

Definition

For the purposes of this policy, "school security officer" and "campus police officer" are defined as outlined in Kansas statute.

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

Approved: October 16, 1991
Revised: December 9, 1997
Revised: April 27, 1999
Revised: June 12, 2001
Revised: January 25, 2005
Reviewed: November 13, 2007

93	JCAC <u>Interrogation and Investigations</u>	JCAC-3
94	(See EBC, GAAD, JCABB, JCEC and JHCAA)	
95		
96	Revised: June 14, 2011	
97	Revised: October 9, 2018	
98	Revised: February 26, 2019	
99	Revised: October 11, 2022	
100	Revised: March 10, 2026	

JCDA Behavior Code

JCDA

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

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

Approved: November 6, 1991
Revised: April 21, 1993
Revised: March 16, 1994
Revised: December 14, 1994
Revised: May 9, 1995
Revised: October 24, 1995
Revised: February 4, 1997
Revised: October 28, 1997
Revised: May 12, 1998
Revised: February 23, 1999
Revised: June 12, 2001
Reviewed: June 14, 2011
Revised: June 6, 2023

JCDA-R Behavior Code

JCDA-R

Disruption of School

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

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

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

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

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

Acts of Behavior not Tolerated

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

Breaking of school rules repeatedly;
Bullying (See JDDC);
Assault (verbal or physical);
Extortion;
Failure to comply with reasonable request of all authorized personnel (willful disobedience);
Fighting;
Harassment (including, but not limited to sexual harassment); (See JGEC)
Intimidation;
Obscenity;
Open defiance;
Possession, use or peddling of alcoholic beverages;
Possession or use of weapons;
Possession, use or peddling of narcotics or drugs;
Profanity;
Smoking or use of tobacco (See JCDA);
Stealing;
Threats (by word or deed);
Unruly conduct that disrupts school; and
Vandalism. (See EBCA)

Approved: November 6, 1991
Revised: April 21, 1993
Revised: March 16, 1994
Revised: December 14, 1994
Revised: May 9, 1995

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

JCDA-R-3

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

JCDAA

2 (See GAOC & KMA)

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

7
8 The following definitions apply to this policy.

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

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

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

JCDAA-R

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

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

JCDAA-R Tobacco-Free School Grounds for Students

JCDAA-R-2

(See GAOC & KMA)

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

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

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

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

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

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

Approved: November 6, 1991
Revised: December 14, 1994
Revised: June 8, 1999
Revised: November 9, 1999
Revised: June 12, 2001
Revised: June 14, 2011
Revised: October 8, 2013
Revised: November 8, 2016
Reviewed: November 12, 2019
Revised: October 13, 2020

1 **JCDAB Portable Breath Screening Device**

JCDAB

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

9
10 Approved: October 28, 1997

11 Revised: June 12, 2001

12 Revised: June 14, 2011

13 Revised: June 6, 2023

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

JCDAB-R

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

19 All students may be given a screening prior to entering the activity.

20 Students may be selected randomly for a screening prior to entering the activity using
21 random sampling techniques.

22 Students may be given a screening at any time if the school administration has a
23 reasonable suspicion of alcohol consumption.

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

28
29 **Consequences**

30 Students who test positive

31 will be denied entrance to, or removed from, the activity, attendance center or
32 school grounds,

33 will receive consequences according to USD 305 Policy, and
34 parents/guardian or designee will be contacted, informed of the positive test and
35 required to remove the student.

36
37 Students who refuse to take the test

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

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

48

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

51

52 Approved: October 28, 1997

53 Revised: June 12, 2001

54 Revised: June 14, 2011

55 Reviewed: June 6, 2023

1 **JCDB Dress Code**

JCDB

2
3 Neatness, decency, and good taste are guidelines of the district dress code. Students must
4 dress in a manner that is not obscene; offensive; or substantially or materially disruptive to the
5 learning environment. Apparel that is sexually suggestive; promotes violence, illegal activities,
6 drugs, alcohol, and/or tobacco; or is determined to be gang related is prohibited.
7

8 Student apparel and grooming must also meet requirements of any courses which are part
9 of the approved curriculum in which they are enrolled.
10

11 Traditional tribal regalia or objects of cultural significance shall not be prohibited at a
12 public event.
13

14 Dress codes shall be published in the appropriate student handbooks.
15

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

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

Weapons and Destructive Devices

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

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

Penalties for Weapons Violations

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

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

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

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

Approved: June 12, 2001
Revised: December 9, 2003
Revised: January 25, 2005
Revised: June 14, 2011
Revised: November 10, 2015
Revised: November 8, 2016

JCDC Student Personal Electronic Communications Devices

JCDC

(See BDA, JBD and JDD)

Students are prohibited from using or accessing personal electronic communication devices during the school day while on district-owned or operated property, except as expressly permitted by this policy or law.

This policy does not apply to any virtual school, as defined by Kansas law.

When personal electronic communication device use is not permitted, students are allowed reasonable access to school-provided telephone or communication device during the school day to contact a parent or person acting as a parent.

Device Storage

All student personal electronic communication devices shall be powered off and securely stored away from the student's person in an inaccessible location during the school day, unless an exception applies to this requirement as specified in this policy.

Students may choose not to bring personal electronic communication devices to school by leaving such devices at home or in a vehicle, including a vehicle located on school premises. As students will not have the ability to access or use such devices during the school day, students are encouraged to leave any personal electronic communication devices not necessary for the implementation of their Individualized Education Program (hereafter "IEP") or Section 504 accommodation plan (hereafter "504 plan"), communication during their commute to or from school, for work, or learning experience that is not located on the school premises at home. If students elect to leave such devices in their vehicle, students are encouraged to lock their vehicles to protect against theft of or damage to the devices.

Kansas law provides that the board, school district employees, and/or any agents thereof shall not be liable for any damage to personal electronic communication devices or for storage of such devices that are brought to school.

The superintendent shall develop procedures to ensure all personal electronic communication devices are turned off and securely stored away from the student's person in an inaccessible location during the school day. Such procedures shall be included in student handbooks as adopted by the board and communicated to students and parents/guardians as deemed appropriate by district administration.

Definitions

For the purposes of this policy, the following definitions apply:

- "Personal electronic communication device" is any wireless electronic communication device that both provides for voice, text, or video communication between two or more parties, including, but not limited to, a mobile or cellular phone, tablet, computer, watch, wireless headphones or earbuds, text messaging device, or personal digital assistant; and is not owned or issued to students by the school district.

(See BDA, JBD and JDD)

- “School day” is the time from the start of school until dismissal at the end of the day on the school premises, including, but not limited to, the time in any classroom, structured or unstructured learning setting, recess, lunch or passing period. The term “school day” excludes any time associated with a student’s travel to or from a learning experience that is not located on the school premises, including any postsecondary educational course, career technical education course, work-based learning program, or other alternative educational opportunity.

Permitted Exception

A student may be permitted to use a personal electronic communication device during the school day under the following circumstances.

- Any student may use a personal electronic communication device during the school day if it is the intervention of last resort such that there is no other reasonable alternative option available for such student, and the use is either:
 - required for the implementation of a student’s IEP or 504 plan; or
 - approved by a licensed physician as a medical necessity to support the health or well-being of the student.

Use During School-Sponsored Activities Before and After the School Day

Students may use or access personal electronic communication devices during school-sponsored activities, programs, or events occurring before and after the regular school day, subject to district-approved procedures, event-specific rules, and staff direction.

Enforcement and Disciplinary Action

Violations of this policy may result in disciplinary action in accordance with the district’s student code of conduct. Disciplinary measures may include, but are not limited to, confiscation of the device through the end of the school day, referral to administration for determination of appropriate consequence, parental notification, or other appropriate disciplinary response, up to and including suspension and/or expulsion from school.

Discipline shall be applied in a nondiscriminatory manner and shall not interfere with rights provided under an IEP, 504 plan, or applicable law.

Administrative Procedures and Directives

The superintendent may develop administrative procedures and provide directives necessary to ensure consistent implementation of this policy and any board approved regulations and handbooks across district buildings, so long as such procedures and directives are not in conflict with board approved policy, regulation, or handbook language.

Approved: June 9, 2026

JCDD Gangs (See JHCAA)
(See JHCAA)

JCDD

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

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

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

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

Approved: May 12, 1998
Revised: June 12, 2001
Revised: June 14, 2011
Reviewed: June 6, 2023
Revised: June 9, 2026

1 **JCE Complaints of Discrimination**

JCE

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

3
4 Complaints About Discrimination

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

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

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

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

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

37
38 Informal Procedures

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

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

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

Formal Complaint Procedures

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

Formal Complaint Appeal

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

JCE Complaints of Discrimination

JCE-3

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

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

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

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

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

Approved: June 12, 2001

Revised: June 14, 2011

Reviewed: March 13, 2012

Reviewed: November 10, 2015

Revised: February 14, 2023

1 **JCEC Demonstrations and Strikes**

JCEC

2
3 Student demonstrations on school property shall be conducted in an orderly and non-
4 disruptive manner. Demonstrations may be terminated at any time by the principal or the
5 superintendent. (See JCAC)
6

7 Strikes by students are prohibited. A strike shall mean the concerted effort by two or more
8 students in any of the following activities: refusal to go to class, refusal to leave a class; refusal to
9 obey an order of a teacher, principal or other person having authority to give the order which is
10 being refused; and refusal to leave a school building, area, or grounds.
11

12 Approved: December 4, 1991

13 Revised: June 12, 2001

14 Revised: June 14, 2011

15 Reviewed: June 6, 2023

JDA Corporal Punishment

JDA

Corporal punishment shall not be permitted.

Approved: July 2, 1986
Revised: December 4, 1991
Revised: June 12, 2001
Reviewed: June 14, 2011
Reviewed: June 6, 2023

2
3 Detention periods may be established by building principals and administered according
4 to rules approved by the board.
5

6 Approved: December 4, 1991

7 Revised: June 12, 2001

8 Reviewed: June 14, 2011

9 Reviewed: June 6, 2023

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

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

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

JDD **Suspension and Expulsion Procedures**

JDD

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

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

Reasons for Suspension or Expulsion

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

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

Short-Term Suspension

Except in an emergency, a short-term suspension (not exceeding 10 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/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 a certificated employee or committee of certified employees authorized by the board, the chief administrative officer, or other certified

JDD Suspension and Expulsion Procedures

JDD-2

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

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

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

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

- Refusal or failure of the student and/or the student's parents or guardians 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 or attend any school activity as a spectator, participant, or observer.

A student over the age of 18 or the parents or guardians 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 or guardian has been notified. If a parent or guardian cannot be notified during regular school hours, the student shall remain at school until the regular dismissal time.

Student Rights During a Long-Term Suspension/Expulsion Hearing

The student shall have the right

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

JDD Suspension and Expulsion Procedures

JDD-3

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

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

Appeal to the Board

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

- written notice of the appeal shall be filed with the clerk within 10 calendar days of receiving the results of the hearing;
- the board or hearing officer appointed by the board shall hear the appeal within 20 calendar days after the notice of appeal is filed;
- the student and the student's parent or guardian shall be notified in writing of the time and place of the appeal at least five 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; and
- the board shall render a final decision no later than the next regularly scheduled board meeting after the conclusion of the appeal hearing.

Approved: December 4, 1991
Revised: April 11, 1995
Revised: June 12, 2001
Revised: October 24, 2006
Revised: June 14, 2011
Revised: October 14, 2014
Reviewed: November 10, 2015
Revised: November 8, 2016
Revised: August 10, 2021
Revised: February 14, 2023

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

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

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

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

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

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

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

44
45 Approved: June 12, 2001

46 Revised: May 27, 2003

JDDA Drug Free Schools

JDDA-2

Revised: March 29, 2011
Revised: November 13, 2012
Reviewed: October 9, 2018

JDDA-R Drug Free Schools

JDDA-R

Student Conduct

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

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

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

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

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

Approved: June 12, 2001
Revised: May 27, 2003
Revised: March 29, 2011
Revised: November 13, 2012
Revised: October 9, 2018

1 **JDDAA Student Misuse of Medication**

JDDAA

2 (See JDDA, JGFGB, JGFGBA and LDD)

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

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

13
14 Approved: March 5, 2024

1 **JDDB Reporting Crimes to Law Enforcement**

JDDB

2 (See JDD and EBC
3

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

- 8 • in possession of a weapon,
9 • in possession of a controlled substance or illegal drug, or
10 • to have engaged in behavior at school which has resulted in or was substantially
11 likely to have resulted in serious bodily injury to others,
12

13 the principal shall report such act to the appropriate law enforcement agency.
14

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

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

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

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

- harming a student or staff member, whether physically or mentally,
- damaging a student's or staff member's property,
- placing a student or staff member in reasonable fear of harm to the student or staff member, or
- placing a student or staff member in reasonable fear of damage to the student's or staff member's property.

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

"District vehicle" means any school bus, school van, other school vehicle and private vehicle used to transport students or staff members to and from school or any school-sponsored activity or event.

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

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

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

discipline problems and encourage students' abilities to develop self-discipline.

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

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

Complaint Procedures

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

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

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

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

Approved: January 22, 2008
Revised: October 28, 2008
Revised: June 14, 2011
Revised: October 8, 2013
Revised: November 8, 2016
Revised: July 12, 2022

1 **JDE Assignments During Suspensions**

JDE

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

10
11 Approved: December 4, 1991

12 Revised: June 12, 2001

13 Revised: April 13, 2010

14 Revised: June 14, 2011

15 Revised: June 6, 2023

1 **JF** **Reporting Academic Achievement**

JF

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

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

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

17 **JF-R** **Reporting Academic Achievement**

JF-R

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

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

2
3 Students will be expected to progress in a continuous growth pattern of academic
4 achievement in harmony with normal intellectual, social and emotional development. The best
5 interest of the student will be the guiding philosophy for determining acceleration, promotion, or
6 retention.
7

8 The district recognizes that promotion, retention, and acceleration of students can be used
9 as opportunities to provide for the best educational interests of students. These terms shall be
10 defined as follows:
11

12 Definitions

- 13 1. Acceleration: Advancing a student more than one grade level.
14 2. Promotion: Advancing a student annually from one grade level to another.
15 3. Retention: Having a student remain at grade level for a second year.
16

17 Acceleration and retention shall be used advisedly when special circumstances warrant.
18

19 Acceleration, retention, or promotion may be recommended by certified staff and/or
20 parents. When a recommendation for acceleration or retention is made, the principal shall
21 convene a study committee made up of the student's parents(s)/guardian(s), teacher(s), and other
22 appropriate persons to advise the principal on the merit of the recommendation. The principal
23 shall approve or disapprove the recommendation following a review of the student's
24 achievement in relation to the district's content standards, and the mental, social, physical, and
25 emotional development of the child. When acceleration or retention of a student is being
26 considered, school personnel must confer with the student's parent(s)/guardian(s) according to
27 guidelines established by the executive director of school improvement.
28

29 The final decision in any case pertaining to promotion, retention, or assignment will rest
30 with the appropriate principal.
31

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

JFC Graduation Exercises

JFC

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

Approved: February 5, 1992

Revised: June 12, 2001

Reviewed: June 14, 2011

Revised: June 6, 2023

Early Graduation Guidelines

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

Early Graduation Procedures

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

Approved: June 3, 1992

Reviewed: December 12, 1995

Revised: June 12, 2001

Revised: June 14, 2011

Reviewed: November 8, 2016

2
3 The district will provide a safe and suitable environment conducive to the general health,
4 safety and welfare of each student in school attendance and in school-sponsored activities.
5

6 The superintendent shall develop and enforce the necessary rules and regulations relating to
7 student safety and welfare.
8

9 All rules and regulations relating to student safety and welfare are to be presented to the
10 board for its action.
11

12 It shall be the responsibility of each principal to instruct the faculty to stress the importance
13 of safety to the students periodically during the school year.
14

15 Local building safety rules and regulations will be explained to students and communicated
16 to parents at the beginning of each school year and periodically thereafter by the principal or
17 classroom teacher.
18

19 Those teachers who instruct in hazardous curriculum areas such as physical education,
20 industrial technology or science laboratories will teach safety rules inherent in the particular subject
21 matter. No student will be permitted to participate in the class until satisfactory knowledge of the
22 safety rules and safety equipment are demonstrated to the teacher.
23

24 Inspection of Buildings and Grounds

25 The principal, together with his/her staff, will make periodic inspections of areas of the
26 building and grounds which may be potential safety hazards. If any such hazards are found, the
27 principal will order the hazard removed, corrected or marked in some appropriate way as a
28 “dangerous area.” Appropriate safety signs, slogans or other safety items are to be posted on or in
29 the near vicinity of potentially dangerous devices or machinery.
30

31 Students will be notified of such “dangerous areas.” All hazards of “dangerous areas” will
32 be reported in writing to the superintendent if the costs of repair exceed the building maintenance
33 budget, and the principal will immediately submit a requisition to the superintendent asking for the
34 appropriate funds to correct the situation.
35

36 All equipment acquired by the district shall be inspected and/or tested for any defects
37 immediately at the time of assembly and periodically thereafter by the appropriate administrator.
38 Such defects, if found, shall be brought to the attention of the vendor for repair or replacement.
39

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

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

47 **JG Student Safety and Welfare**
48

JG-2

49 Approved: March 18, 1992
50 Revised: June 12, 2001
51 Revised: June 14, 2011
52 Revised: June 6, 2023
53 Revised: April 8, 2025

1 **JGA Student Insurance Program**

JGA

2
3 Parents or guardians shall be notified annually in writing that student insurance is not
4 provided by the district. Medical expenses are the responsibility of the parents.
5

6 Approved: March 18, 1992

7 Revised: June 12, 2001

8 Reviewed: June 14, 2011

9 Reviewed: November 8, 2016

1 **JGC Health Assessments and Physicals**

JGC

2 (See JGCB)

3
4 Unless otherwise provided herein, all students up to the age of nine shall submit evidence
5 they have undergone a health assessment prior to entering kindergarten or before enrolling in the
6 district for the first time and upon entry to the 6th and 9th grades.
7

8 The above requirement is not to serve as a barrier to immediate enrollment of students
9 designated as homeless or foster children as required by the Every Student Succeeds Act (ESSA)
10 and the McKinney-Vento Act as amended by ESSA. The district shall work with the Department
11 for Children and Families, the school last attended, or other relevant agencies to obtain necessary
12 enrollment documentation.
13

14 All students engaged in activities covered by appropriate KSHSAA rules shall provide
15 the building principal with proof of a physical examination that has been done after May 1st for
16 the upcoming school year. (KSHSAA requires physicals done after May 1st for the upcoming
17 school year.)
18

19 Approved: March 18, 1992
20 Revised: January 6, 1993
21 Revised: June 12, 2001
22 Revised: June 14, 2011
23 Reviewed: November 8, 2016
24 Revised: June 13, 2017
25

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

JGC-R

27
28 Principals shall work cooperatively with local, county and state health agencies to
29 disseminate materials related to the availability of health assessments.
30

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

2
3 The board is committed to providing a school environment that promotes student health
4 and wellness as part of the total learning experience for its students. To this end, the board shall
5 promote and monitor a local health and wellness plan that includes methods to promote student
6 health and wellness, prevent and reduce childhood obesity, and provide assurance that school
7 meals and other food and beverages sold and otherwise made available on the school campus
8 during the school day are consistent with applicable minimum federal standards.
9

10 The plan shall:

- 11 • include goals for providing proper student nutrition promotion and education,
12 physical activity, and other school-based activities designed to promote student
13 wellness which are based on evidence-based strategies and techniques;
- 14 • meet federal nutrition standards and guidelines for all foods and beverages provided
15 to students in each school during the school day;
- 16 • ensure standards and nutrition guidelines for all foods and beverages sold to students
17 during the school day at each district school are consistent with the requirements of
18 the School Breakfast Program, the National School Lunch Program, and the
19 competitive food standards established pursuant to the National School Lunch
20 Program;
- 21 • provide students with opportunities to improve personal health and disease
22 prevention;
- 23 • develop essential health skills necessary to maintain and enhance personal and
24 community health behaviors;
- 25 • include goals for addressing student social and mental health needs;
- 26 • develop skills to prevent injury; and
- 27 • understand the effects and consequences of nicotine, alcohol, and drug use.
28

29 The superintendent shall be responsible for the implementation and oversight of this
30 policy and plan to ensure each of the district's schools, programs, and curriculum is compliant
31 with this policy, the plan, and existing law and regulations.
32

33 Each building principal shall annually report to the superintendent regarding compliance
34 in his/her school. Staff members responsible for programs related to school health and wellness
35 shall also report to the superintendent regarding the status of such programs. The superintendent
36 shall then annually report to the board on the district's compliance with law, policy, and the
37 district's plan related to school wellness.
38

39 **Health and Wellness Committee**

40 The board shall establish a health and wellness committee comprised of, but not
41 necessarily limited to, at least one of each of the following: school board member, district
42 administrator, district food service representative, student, parent/guardian, school health
43 professional, physical education teacher, and member of the public.
44

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

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

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

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

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

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

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

Recordkeeping

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

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

JGCA Local Health and Wellness

JGCA-3

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

Approved: June 27, 2006

Reviewed: June 14, 2011

Reviewed: October 14, 2014

Reviewed: November 8, 2016

Revised: December 12, 2017

Revised: May 11, 2021

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

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

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

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

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

Approved: March 18, 1992
Revised: October 24, 1995
Revised: June 12, 2001
Revised: October 28, 2008
Reviewed: June 14, 2011
Revised: November 8, 2016
Revised: June 13, 2017

2
3 The board approves the use of automated external defibrillators (AEDs) in district
4 schools and other facilities subject to the following:
5

- 6 a) AEDs will be located so that they can be retrieved and used as quickly as possible.
7 b) Signs will be placed where AEDs are located.
8 c) The Salina Fire/EMS Department will be notified in writing of the location of all
9 district AEDs.
10 d) Appropriate training will be given to USD 305 employees on the use of AEDs.
11 e) The use of AEDs will not be restricted to district personnel, but may be used by any
12 qualified person as defined by statute.
13 f) AEDs will comply with current American Heart Association standards.
14 g) AEDs shall be properly maintained as required by law and used in accordance with
15 recommended instructions.
16

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

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

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

Therefore, to further prioritize student health and safety in schools, programs, and activities, the district shall obtain, store, and administer the emergency opioid antagonist Naloxone, which is commonly known by the brand name Narcan, for emergency use in its schools. A stock supply of Naloxone may consist of one or more standard-dose prepackaged nasal spray devices. The school nurse and other properly trained and designated district staff members may administer such medication in emergency situations to an individual who displays the signs and symptoms of opioid overdose at school, on school property, or at a school-sponsored event if such school nurse or designated school staff member reasonably believes that an individual is exhibiting the signs and symptoms of an overdose. Opioid antagonists may be available during the regularly scheduled school day. They may be available at other times at the discretion of the superintendent.

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

Training

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

- techniques to prevent opioid overdose, to recognize signs of such an overdose and to effectively respond thereto;
- standards and procedures to safely store the emergency opioid antagonist where readily accessible to the school nurse, if applicable, or other designated school staff members responsible for distribution and administration of the emergency opioid antagonist;
- spotting potential side effects or adverse events that may occur as a result of administering an emergency opioid antagonist;
- emergency follow-up procedures, including the requirement to summon emergency

medical services either immediately before or immediately after administering an emergency opioid antagonist to a patient;

- inventory requirements, recordkeeping, and reporting any administration of an emergency opioid antagonist to the school nurse or another healthcare provider; and
- availability of drug treatment programs.

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

Procurement of the Product

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

Storage

The following storage protocols shall be followed:

- the product will be clearly marked and stored in an accessible place at the discretion of the school nurse or the superintendent's designee;
- the product will be stored in accordance with the manufacturer's instructions to avoid extreme cold, heat, and direct sunlight;
- inspection of the product shall be conducted at least quarterly; and
- the individual responsible for the product's safekeeping shall check, document, and track the expiration date found on the box. Pursuant to Kansas law, "emergency opioid antagonist" is defined to include an expired emergency opioid antagonist up to 10 years past the product's expiration date. Therefore, the individual responsible for the product's safekeeping shall replace the product on or before the 10th anniversary of its expiration date.

Use of the Product

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

Follow-Up

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

Limitations on School Nurses

While Kansas law supports the use of emergency opioid antagonists for up to 10 years after their expiration dates, school nurses are not to prescribe, dispense, distribute, or furnish expired emergency opioid antagonist, in order to protect their professional licenses.

Gifts, Grants, and Donations

The board is authorized by law to accept monetary gifts, grants, and donations to provide a stock supply of Naloxone for emergency use in its schools or may accept Naloxone nasal spray devices from manufacture or wholesalers.

Protection from Liability

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

Publish Policies and Procedures

The district shall publish information related to its Naloxone policies and procedures in student handbooks and any other locations, as determined appropriate by the superintendent.

Approved: October 11, 2022
Revised: August 8, 2023
Revised: August 13, 2024
Revised: September 8, 2026

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

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

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

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

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

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

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

Vision Screenings

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

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

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

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

Hearing Screenings

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

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

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

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

Dental Screenings

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

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

Selected Screenings

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

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

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

Approved: July 12, 2022

1 **JGD Student Psychological Services**

JGD

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

8 Approved: March 18, 1992

9 Revised: June 12, 2001

10 Reviewed: June 28, 2011

11 Reviewed: November 8, 2016

1 **JGEC Sex-Based Discrimination**

JGEC

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

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

10
11 Sex-based discrimination, including sexual harassment, is unlawful discrimination under
12 Title IX of the Education Amendments of 1972. All forms of sexual harassment are prohibited at
13 school, on school property, and at all school-sponsored activities, programs, or events within the
14 United States.

15
16 The executive director of human resources has been designated to coordinate compliance
17 with nondiscrimination requirements contained in Title IX of the Education Amendments of
18 1972. Information concerning the provisions of this Act, and the rights provided thereunder, are
19 available from the Title IX Coordinator:

20
21 Title IX Coordinator
22 1511 Gypsum
23 P.O. Box 797
24 Salina, KS 67402-0797
25 compliance.coordinator@usd305.com
26 785-309-4726
27

28 Inquiries about the application of Title IX to the district may be referred to the Title IX
29 Coordinator, to the Assistant Secretary for Civil Rights at the U.S. Department of Education,
30 Office of Civil Rights, 400 Maryland Avenue, SW, Washington D.C. 20202-1100, 800-421-
31 3481; at OCR@ed.gov; or both.

32
33 Definitions

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

35
36 “Appeal decision-maker” reviews the appeal along with written statements in support of,
37 or challenging, the outcome of the written determination regarding responsibility, and other
38 relevant documentation collected during the formal grievance process. The appeal decision-
39 maker shall not be the Title IX Coordinator, investigator, decision-maker, or formal resolution
40 facilitator.

41
42 “Complainant” means an individual who is alleged to be a victim of conduct that could
43 constitute sexual harassment.

44
45 “Dating violence” means violence committed by a person who is or has been in a social
46 relationship of a romantic or intimate nature with the victim where the existence of such a

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

relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved.

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

“Domestic violence” includes felony or misdemeanor crimes committed by a current or former spouse or intimate partner of the victim under the family or domestic violence laws of Kansas.

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

“Informal resolution facilitator” is a neutral person, designated by the Title IX Coordinator, who has been trained to assist the parties through the voluntary informal resolution process. The informal resolution facilitator shall not be the Title IX Coordinator, investigator, decision-maker, or appeal decision-maker.

“Investigator” is the person who carries out the investigation after the formal complaint is filed and conducts interviews of the witnesses, collects and documents evidence, and drafts an investigative report. The investigator shall not be the Title IX Coordinator, decision-maker, appeal decision-maker, or informal resolution facilitator.

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

“Sex-based discrimination” means any unfair treatment, unequal opportunity, or harassment on the basis of sex in the district’s programs or activities.

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

“Sexual harassment” means 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.

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

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

“Supportive measures” mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent regardless of whether a formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the recipient’s educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the school, and other similar measures. The supportive measures provided to the complainant or respondent by the district must remain confidential to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

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

Reporting of Sex-Based Discrimination, including Sexual Harassment

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

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

Any act of retaliation or discrimination against any person who has opposed discrimination; filed a complaint; or testified, assisted, or participated in any investigation, proceeding, or appeal involving sex-based discrimination, including sexual harassment, is prohibited. The district will take appropriate available action to address retaliation, which may include student or employee discipline procedures.

JGEC Sex-Based Discrimination

JGEC-4

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

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

False or malicious complaints of sex-based discrimination, including sexual harassment, may result in corrective or disciplinary action against the complainant.

False statements made in the course of an investigation of sex-based discrimination, including sexual harassment, may result in corrective or disciplinary action against the individual.

Complaint Process for Sex-Based Discrimination (Not Sexual Harassment)

Complaints of sex-based discrimination that do not allege sexual harassment will be investigated through the complaint procedure outlined in policy KN to determine whether, under the totality of the circumstances, the alleged behavior constitutes a violation of this policy.

Actions determined to be in violation of this policy shall result in disciplinary action, up to and including termination for employees and expulsion for students. Actions which are in violation of other policies but do not constitute sex-based discrimination may also result in appropriate discipline.

Grievance Process for Sexual Harassment

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 the Title IX Coordinator, the employee's supervisor, or other designated district official. Employees who fail to appropriately report complaints or incidents of sexual harassment to the Title IX Coordinator, their supervisor, or other designated district official may face disciplinary action.

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

The Title IX Coordinator, any investigator, decision-maker, appeal decision-maker, or any informal resolution facilitator shall not have a conflict of interest or bias for or against the complainant or respondent. These individuals shall receive training on the definition of sexual harassment; the scope of the education program and activities; how to conduct an investigation, including appeals and informal resolution processes; and how to serve impartially, including avoiding prejudgment of the facts, conflicts of interest, and bias.

Investigators shall receive training on issues of relevance of questions and evidence in order to create investigative reports that fairly summarize relevant evidence.

Decision-makers shall receive training on issues of relevance of questions and evidence,

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

including when questions and evidence about the complainant's sexual predisposition or prior sexual behaviors are not relevant.

Within 10 business days of any reports of sexual harassment, the Title IX Coordinator shall contact the complainant and discuss the availability of supportive measures, with or without the filing of a formal complaint; consider the complainant's wishes as to supportive measures; and inform the complainant of the right to a formal complaint investigation consistent with Title IX and the informal resolution process.

Informal Resolution Process for Sexual Harassment Complaints

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

The informal resolution process requires:

- the informal resolution facilitator is to be a trained educational professional, consultant, or other individual selected by the Title IX Coordinator who has received training on their role;
- the parties to be provided a written notice disclosing the allegations, the requirements of the informal resolution process, and information on when it may preclude the parties from resuming a formal complaint arising from the same allegations;
- at any time prior to agreeing to a resolution, any party to have the right to withdraw from the informal resolution process and resume the investigation of the formal complaint and to be informed of any consequences resulting from participating in the informal resolution process;
- that the parties voluntarily consent, in writing, to the informal resolution process; and
- that the informal resolution process is not used to resolve allegations that an employee has sexually harassed a student.

If the matter is resolved to the satisfaction of the parties, the facilitator shall document the nature of the complaint and the resolution, have both parties sign the agreement, provide a copy of the agreement to both parties, and forward it to the Title IX Coordinator. If the matter is not resolved, the informal resolution facilitator will notify the Title IX Coordinator, who will resume the formal complaint process.

Formal Grievance Process for Sexual Harassment Complaints

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

The procedures for filing a formal complaint are as follows:

- At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the district

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

concerning which the formal complaint is filed.

- A formal complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation. Filing of the complaint with the Title IX Coordinator may be done in person, by mail, or by email. If an individual does not wish to file a written complaint, and the matter has not been adequately resolved, the Title IX Coordinator may initiate the complaint. Forms for filing written complaints are available in each school building office and the central office.
- A complaint should be filed as soon as possible after the conduct occurs, but not later than 180 calendar days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.

Upon receipt of a formal complaint, the Title IX Coordinator shall either dismiss the formal complaint or initiate the formal grievance process by providing notice to the parties of the complaint.

Dismissal of a Formal Complaint of Sexual Harassment

The Title IX Coordinator must dismiss the complaint if it is determined that:

- even if all the facts alleged are true, the conduct alleged in the formal complaint would not constitute sexual harassment as defined herein;
- the conduct did not occur in the recipient's education program or activity; or
- the conduct did not occur against a person in the United States.

During the course of the formal grievance process, the Title IX Coordinator may dismiss the complaint if:

- a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
- the respondent is no longer enrolled in or employed by the district; or
- specific circumstances prevent the recipient from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon dismissal of a complaint, the Title IX Coordinator must promptly send written notice of the dismissal and reason(s) therefor simultaneously to the parties.

Dismissal of a formal complaint does not preclude an investigation or disciplinary action under another district policy.

Initiation of Formal Grievance Process for Sexual Harassment Complaints

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

- notice of the allegations of sexual harassment including sufficient details to prepare a response before any initial interview including:
 - the identities of the parties involved, if known;

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

- the conduct allegedly constituting sexual harassment; and
- the date and location of the alleged incident, if known.
- the district's investigation procedures, including any informal resolution process;
- a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made by the decision-maker at the conclusion of the investigation;
- notice to the parties they may have an advisor of their choice and may inspect and review any evidence; and
- notice to the parties of any provision to the district's code of conduct or policy that prohibits knowingly making false statements or knowingly submitting false information.

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

Formal Complaint Investigations Regarding Sexual Harassment

To ensure a complete and thorough investigation of any sexual harassment complaint and to protect the parties, the investigator shall:

- ensure that the preponderance of the evidence burden of proof and the burden of gathering evidence is sufficient to reach a determination regarding responsibility rests on the district and not the parties;
- provide an equal opportunity for the parties to present witnesses and evidence;
- not restrict either party's ability to discuss the allegations under investigation or to gather and present relevant evidence;
- allow the parties to be accompanied by an advisor of their choice;
- provide written notice of the date, time, location, participants, and purpose of any interview or meeting at which a party or witness is expected to participate;
- provide the parties equal access to review all the evidence collected which is directly related to the allegations raised in a formal complaint of sexual harassment, including the investigation report, and the opportunity to respond to that evidence before a determination is made;
- be impartial and objectively evaluate all relevant evidence without relying on sex stereotypes;
- not have conflicts of interest or bias for or against complainants or respondent; and
- not make credibility determinations based on the individual's status as complainant, respondent, or witness.

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

The parties shall have 10 days to submit a written response to the initial report for the investigator's consideration.

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

Following the opportunity for the parties and their advisors to review and respond to the initial report, the investigator shall submit a final report to the parties and the Title IX Coordinator simultaneously. Upon receipt, the Title IX Coordinator shall provide a copy of the final report and supporting documentation to the decision-maker.

Decision-Maker's Determination Regarding Sexual Harassment Complaints

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

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

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

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

Actions determined to be in violation of this policy shall result in disciplinary action, up to and including termination for employees and expulsion for students. Actions which are in violation of other policies but do not constitute sex-based discrimination may also result in disciplinary action.

A copy of the written determination shall be provided to both parties and the Title IX Coordinator simultaneously.

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

If the formal grievance process determines the actions constituted sexual harassment in violation of this policy, the respondent shall be subject to disciplinary action, up to and including termination for employees or expulsion for students. If the formal grievance process determines the actions were in violation of other policies but do not constitute sexual harassment, the

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

respondent may be subject to discipline under those policies.

If it is determined that sexual harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence.

Appeals Regarding Sexual Harassment Complaints

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

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

The request to appeal shall be made in writing to the Title IX Coordinator within 10 days after the date of the written determination. Appeals shall be a review of the record by an attorney, an independent hearing officer appointed by the board, or the board. The appeal decision-maker may not be the Title IX Coordinator, the investigator, the decision-maker, or informal resolution facilitator that participated in any level of the grievance process that led to the original determination.

The Title IX Coordinator shall notify the parties in writing of the filing of an appeal and implement appeal procedures equally for both parties.

The appeal decision-maker shall give the parties an equal opportunity to submit a written statement in support of, or challenging, the outcome of the determination regarding responsibility. Within 30 days after the appeal is filed, the appeal decision-maker shall issue a written decision, including the rationale for the decision, and provide the written decision simultaneously to both parties and to the Title IX Coordinator.

Recordkeeping

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

Dissemination of Policy

A summary of this policy and the complaint procedures including how to report or file a formal complaint of sex discrimination or sexual harassment shall be published in district handbooks and on the district website as directed by the Title IX Coordinator. Notification of the policy may include posting informational notices in district or school publications, publishing in local newspapers, publishing in newspapers and magazines operated by the school, or distributing memoranda or other written communications to students and employees.

JGEC Sex-Based Discrimination

JGEC-10

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

In addition, the district is required to include a statement of nondiscrimination in any bulletins, announcements, publications, catalogs, application forms, or other recruitment materials that are made available to participants, students, applicants, or employees.

Approved: April 6, 1994
Revised: June 12, 2001
Reviewed: December 9, 2003
Reviewed: June 28, 2011
Revised: October 8, 2013
Revised: November 10, 2015
Revised: February 26, 2019
Revised: October 13, 2020
Revised: August 10, 2021
Revised: September 8, 2026

1 **JGECA Racial and Disability Harassment: Students**

JGECA

2 (See GAACA, GAAB, GAF, JDDC, KN)
3

4 The board of education is committed to providing a positive and productive learning and
5 working environment, free from discrimination, including harassment, on the basis of race, color,
6 national origin, or disability. Discrimination or harassment on the basis of race, color, or national
7 origin (“racial harassment”) or on the basis of disability (“disability harassment”) shall not be
8 tolerated in the school district. Racial or disability harassment of employees or students of the district
9 in any district education program or activity is strictly prohibited.
10

11 Racial harassment is unlawful discrimination on the basis of race, color or national origin
12 under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Act Against Discrimination.
13 Disability harassment is unlawful discrimination on the basis of disability under Section 504 in the
14 Rehabilitation Act of 1973 and the Americans with Disabilities Act. All forms of racial or disability
15 harassment are prohibited at school, on school property, and at all school-sponsored activities,
16 programs or events.
17

18 It shall be a violation for any employee to discourage a student from filing a complaint, or to
19 fail to investigate or refer for investigation any complaint lodged under the provisions of this policy.
20

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

- 22 • affords a student different treatment, solely on the basis of race, color, national origin, or
23 disability in a manner which interferes with or limits the ability of the student to
24 participate in or benefit from the services, activities or programs of the school;
- 25 • is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating
26 a hostile academic environment; or
- 27 • is sufficiently severe, pervasive or persistent so as to have the purpose or effect of
28 interfering with a student’s academic performance or ability to participate in or benefit
29 from the services, activities or programs of the school.
30

31 Racial or disability harassment may result from verbal or physical conduct or written graphic
32 material.
33

34 The district encourages all victims of racial or disability harassment and persons with
35 knowledge of such harassment to report the harassment immediately. The district will promptly
36 investigate all complaints of racial or disability harassment and take prompt corrective action to end
37 the harassment.
38

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

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

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

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

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

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

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

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

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

Approved: June 12, 2001
Reviewed: December 9, 2003
Reviewed: June 28, 2011
Revised: October 14, 2014
Revised: November 10, 2015
Revised: February 26, 2019
Revised: August 10, 2021

1 **JGFB Supervision of Students**

JGFB

2
3 Students shall be supervised by school district personnel when they are under the
4 jurisdiction of the school.
5

6 Each building principal shall coordinate and assign certified and classified staff to
7 supervise students engaged in school-sponsored activities. All school-sponsored activities shall
8 be supervised by an adult approved by the administration.
9

10 Each building principal shall ensure appropriate staff members are available for
11 supervising students at specific times and in designated areas. (See GAO)
12

13 Approved: May 6, 1992
14 Revised: June 12, 2001
15 Revised: June 28, 2011
16 Revised: November 8, 2016
17

18 **JGFB-R Supervision of Students**

JGFB-R

19
20 Every principal will make a duty roster comprised of certified and classified staff to
21 supervise students before school, during the lunch hour, after school or as the need arises.
22

23 Every school-sponsored activity held will have at least one staff member or
24 administratively-approved designee in attendance who shall have general supervisory
25 responsibilities over the student group.
26

27 The school does not have general authority to supervise students in normal coming to
28 school and going home. Teachers who observe students in a potentially dangerous situation
29 should attempt, as they are reasonably able, either to halt or prevent injury to students or
30 property.
31

32 No K-12 student will be allowed to run personal errands off school premises for any staff
33 member, but may run school-related errands off school premises and for school activities with
34 parental permission.
35

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

1 **JGFF Student Transportation**

JGFF

2 (See JGG)

3
4 Use of Vehicles and Bicycles

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

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

11
12 Walkers

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

16
17 Notice

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

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

2
3 Non-Emergency Accidents

4 When a staff member becomes aware that a student has been involved in an accident at
5 school, on school property or at a school-sponsored event, the staff member shall follow the rules
6 for the care of an injured student and report the accident to the building principal.
7

8 Emergency Accidents and Care

9 If a student has an accident that appears to require emergency medical treatment, an
10 employee shall call 911 and report the accident to the building principal.
11

12 If at the scene of an emergency or accident when medical help is not readily available to
13 assist in the care of an injured student, an employee qualified to administer first-aid may render
14 emergency care or assistance, including, but not limited to, first-aid, as deemed reasonably
15 necessary until medical help arrives. Kansas law provides protection from civil liability for any
16 person who, in good faith and without compensation, renders emergency care or assistance to
17 any person, including a minor, without first obtaining the consent of the parent/guardian of such
18 minor, at the scene of an emergency or accident. However, this protection does not extend to
19 individuals whose acts or omissions in rendering emergency care in these circumstances were
20 grossly or wantonly negligent.
21

22 Parent Notification

23 The student's parent/guardian shall be notified of any injury as soon as possible.
24

25 Records

26 Appropriate records documenting student accidents shall be maintained.
27

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

1 **JGFGA Do Not Resuscitate Requests**

JGFGA

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

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

8
9 Approved: June 28, 2011

10 Reviewed: June 6, 2023

2
3 Any school may maintain a stock supply of emergency medication, such as epinephrine
4 and/or albuterol, upon obtaining a prescription from a physician, certified nurse-midwife, a
5 licensed advanced practice registered nurse, or a licensed physician assistant.
6

7 A stock supply of epinephrine may consist of one or more standard-dose or pediatric-
8 dose epinephrine delivery systems. A school nurse or designated school personnel may
9 administer epinephrine in an emergency situation to any individual who displays the signs and
10 symptoms of anaphylaxis at school, on school property or at a school-sponsored event if the staff
11 member reasonably believes that an individual is exhibiting the signs and symptoms of an
12 anaphylactic reaction.
13

14 A stock supply of albuterol may consist of one or more albuterol metered-dose inhalers,
15 one or more doses of albuterol solution and one or more spacers or nebulizers. A school nurse or
16 designated school personnel may administer albuterol in an emergency situation to any
17 individual who displays the signs and symptoms of respiratory distress at school, on school
18 property or at a school-sponsored event if the staff member reasonably believes that an
19 individual is exhibiting the signs and symptoms of respiratory distress.
20

21 A school that maintains a stock supply of emergency medication shall adhere to the
22 following requirements and establish procedures in accordance therewith:

- 23 • the emergency medication will be stored in a safe location that is readily accessible to
24 the school nurse or designated school personnel in accordance with manufacturer
25 temperature recommendations;
- 26 • the school nurse or designated school personnel shall periodically monitor the
27 inventory and expiration dates of the emergency medication;
- 28 • emergency medication shall only be administered by designated school personnel;
29 and
- 30 • training requirements for designated school personnel shall be conducted as outlined
31 in this policy.
32

33 Information related to the school's emergency medication policies and procedures shall
34 be posted on the district website.
35

36 A school may accept monetary gifts, grants, and donations to carry out the provisions of
37 this section or may accept epinephrine delivery system, albuterol metered-dose inhalers,
38 albuterol solution, spacers, or nebulizers from manufacturer or wholesaler.
39

40 Training

41 Training shall be conducted by a school nurse, physician, or mid-level practitioner at
42 least annually for designated school personnel. Such training shall include, but may not be
43 limited to, the following:

- 44 • recognition of the symptoms of anaphylaxis and respiratory distress;
- 45 • administration of emergency medication;
- 46 • calling for emergency medical system responders;

- monitoring the condition of an individual after emergency medication has been administered;
- notification of the parent, guardian, or next of kin; and
- safe disposal and sanitation of used equipment.

The school shall maintain records of the training provided to designated school personnel.

Use of Stock Medication

If epinephrine or albuterol is administered in an emergency situation, the school nurse, designee, or other individual shall follow the protocols outlined in the training or product instructions.

Follow-Up

After administration of the emergency medication, the school nurse or other designated staff member will report appropriate information to emergency services, parents or guardians, central office personnel, and, if determined necessary, the patient will be transported to a hospital.

The school nurse or other designated staff member will complete an incident report and file the report with the school nurse or district office, whichever is applicable.

Protection from Liability

The practice of the healing arts shall not be construed to include any person administering epinephrine or albuterol in emergency situations to an individual if:

- the person administering the epinephrine reasonably believes that the individual is exhibiting the signs and symptoms of an anaphylactic reaction; or
- the person administering the albuterol reasonably believes that the individual is exhibiting the signs and symptoms of respiratory distress;
- a physician or mid-level practitioner, after reviewing the school's policies and procedures, has authorized, in writing, the school to maintain a stock supply of emergency medication; and
- the emergency medication is administered at school, on school property or at a school-sponsored event.

Any person who in good faith renders emergency care or treatment, without compensation, through the administration of emergency medication to an individual at school, on school property, or at a school-sponsored event, and any school that employs or contracts such person shall not be held liable for any civil damages as a result of such care or administration or as a result of any act or failure to act in providing or arranging further medical treatment when the person acts as an ordinary reasonably prudent person would have acted under the same or similar circumstances.

Approved: September 8, 2026

1 **JGFGFB Supervision of Medications**

JGFGFB

2 (See JGFGBA)

3
4 The supervision of medications shall be in strict compliance with the rules and
5 regulations of the board as carried out by district personnel. Diagnosis and treatment of illness
6 and the prescribing of drugs and medicines are not the responsibility of the public schools and
7 are not to be practiced by any school personnel, including school nurses, unless authorized. No
8 medications shall be dispensed or administered if prohibited by state law.

9
10 In certain circumstances when medication is necessary for the student to remain in
11 school, the school may cooperate with parents in the supervision of medication that the student
12 will use. However, the medical provider authorized to prescribe medication or the parent if it is a
13 non-prescription medication must send a written order to the building administrator who may
14 supervise the administration of the medication or treatment. The parents must submit a written
15 request to the building administrator requesting the school's cooperation in such supervision and
16 releasing the school district and personnel from liability.

17
18 School personnel shall not be required to be custodians of any medication except as
19 required by a written order of a licensed medical provider or in the case of nonprescription
20 medication when requested in writing by the parents.

21
22 The medication shall be examined by the school employee administering it to determine
23 that it appears to be in the original container, to be properly labeled, and to be properly
24 authorized by written order of licensed medical provider. Two containers, one for home and one
25 for school, should be requested from the pharmacist.

26
27 Any changes in type of drugs, dosage, and/or time of administration should be
28 accompanied by updated physician and parent permission signatures and a newly labeled
29 pharmacy container.

30
31 All medication maintained in the school setting should be kept in a locked container. This
32 includes medication requiring refrigeration.

33
34 Medications should be inventoried every semester. Out-of-date stock should be returned
35 to the parent or destroyed.

36
37 Over-the-counter medications should not be maintained on any school premises,
38 including athletic areas, unless written parent permission to administer is obtained.

39
40 The building administrator may choose to discontinue the administration of medication
41 provided that the parents or medical provider are notified in advance of the date and the reasons
42 for the discontinuance.

43
44 After medication is administered, students should be observed for any possible reactions
45 to the medication. This observation may occur at the site of administration or in the classroom as
46 part of the normal routine.

JGFGB Supervision of Medications
(See JGFGBA)

JGFGB-2

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

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

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

Approved: January 25, 2005
Revised: June 28, 2011
Revised: October 14, 2014
Reviewed: November 8, 2016
Revised: September 9, 2025

3
4 Epinephrine and Inhalers

5 The self-administration of medication is allowed for eligible students in grades K-12. As
6 used in this policy, medication includes, but is not limited to, a medicine for the treatment of
7 anaphylaxis or asthma listed in current federal regulation as an inhaled bronchodilator or
8 epinephrine delivery system. Self-administration is the student's discretionary use of an
9 approved medication for which the student has a prescription or written direction from a
10 healthcare provider.

11
12 As used in this policy, "healthcare provider" means a physician licensed by the state
13 board of healing arts to practice medicine and surgery or a mid-level practitioner as defined in
14 state law.

15
16 Student Eligibility

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

- 18 • have a written statement from the student's healthcare provider stating the name and
19 purpose of any prescription medication;
- 20 • know the prescribed or recommended dosage;
- 21 • know the time the medication is to be regularly administered;
- 22 • be able to articulate any additional special circumstances under which the medication
23 is to be administered;
- 24 • know the length of time for which the medication is prescribed; and
- 25 • the student shall also demonstrate to the healthcare provider or the provider's
26 designee, as applicable, and the school nurse or the nurse's designee, as applicable,
27 the skill level necessary to use the medication and any device that is necessary to
28 administer the medication. In the absence of a school nurse, the school shall designate
29 a person who is trained to witness the demonstration.

30
31 Authorization Required

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

39
40 Employee Immunity

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

(See JDDA, JDDAA and JGFGB)

Waiver of Liability

The student's parent/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 such medication allowed by this policy.

Additional Requirements for Students Prone to Specified Emergencies

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

Over-the-Counter Medications

Students in grades 9-12 may self-administer specified over-the-counter medications with written parental authorization on file in the school office.

The student's parent/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.

Misuse of Medications

The self-administration of any medication, including prescription and over-the-counter medication, at a dosage or rate exceeding product label instructions may result in denial of the privilege to self-administer any medication and/or disciplinary action as outlined in policy JDDAA.

Approved: January 25, 2005
Revised: June 28, 2011
Revised: October 14, 2014
Revised: November 12, 2019

93 **JGFGBA** **Student Self-Administration of Medications**
94 (See JDDA, JDDAA and JGFGB)
95
96 Revised: March 5, 2024
97 Revised: March 5, 2024
98 Revised: April 8, 2025
99 Revised: September 8, 2026

JGFGBA-3

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

8
9 **Student Eligibility**

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

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

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

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

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

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

34
35 **Employee Immunity**

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

46
47 Approved: October 14, 2014

48 Revised: June 6, 2023

1 **JGG Transportation**

JGG

2 (See ED and EDDA)

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

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

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

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

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

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

1 **JGGA Use of Electronic Surveillance**

JGGA

2 (See JR and JRB)

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

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

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

14
15 Approved: June 12, 2001

16 Revised: June 28, 2011

17 Revised: June 6, 2023

1 **JGH School Food Service Programs**

JGH

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

5
6 Free or Reduced Price Meals

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

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

12
13 Contracts With Nonpublic Schools or Child-Care Institutions

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

19
20 Approved: May 20, 1982

21 Revised: June 12, 2001

22 Reviewed: December 9, 2003

23 Reviewed: June 28, 2011

24 Revised: June 6, 2023

1 **JGHB Vending Machines**

JGHB

2 (See JGCA)

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

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

9
10 Approved: June 12, 2001

11 Reviewed: June 28, 2011

12 Revised: December 12, 2017

13
14 **JGHB-R Vending Machines**

JGHB-R

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

19
20 Approved: June 12, 2001

21 Revised: June 28, 2011

22 Reviewed: December 12, 2017

2 (See DK, JGFB, JM and KG)

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

6
7 Eligibility for Activities

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

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

13
14 Participation in Kansas State High School Activities Association Activities

15 Any student who meets the requirements outlined below shall be permitted to participate in any
16 activities, including any district-sponsored events, ceremonies, programs, or other functions directly
17 related to such district activity, offered by the district that are regulated, supervised, promoted and
18 developed by the Kansas State High School Activities Association (“KSHSAA”).

19
20 The board may require a student who participates in an activity pursuant to this policy, including,
21 but not limited to, virtual school students, to enroll in or complete a particular course as a condition of
22 participation, if such requirement is imposed upon all other students who participate in a particular
23 KSHSAA activity.

24
25 Except as provided in this policy regarding modified academic eligibility requirements for home
26 school students, any student who seeks to participate in an activity pursuant to this policy shall be subject
27 to any tryout or other participation requirements that are otherwise applicable to all other students for
28 participation in activity.

29
30 Virtual or Nonpublic Elementary or Secondary School Students

31 Any student meeting the following requirements shall be permitted to participate in any district-
32 sponsored KSHSAA activities. The requirements include:

- 33 • being a resident of the school district;
34 • being enrolled and attending a virtual school as defined in state law or a nonpublic elementary
35 or secondary school;
36 • complying with the statutory health certification and inoculation requirements prior to
37 participation in any such activity;
38 • meeting applicable age and eligibility requirements required by KSHSAA;
39 • paying any fees required by the district for participation in such activity, if such fees are
40 generally imposed upon all other students who participate in the activity; and
41 • seeking participation at the appropriate school of the district that corresponds to where the
42 student resides within the school district’s respective school attendance boundaries established
43 by the board.

44
45 Except as otherwise provided in this policy, any student attending a virtual school, who seeks to
46 participate in an activity in the student’s resident school district shall not be required to enroll in or attend
47 a minimum number of courses at such school district.

(See DK, JGFB, JM and KG)

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

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

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

Any student who withdraws from the district and subsequently enrolls in an accredited private school, a nonpublic elementary or secondary school or a virtual school shall not be eligible for full participation in any activities offered by the district immediately following the student's withdrawal in accordance with KSHSAA's academic eligibility policies, unless the student was eligible for full participation in any such activities pursuant to the eligibility policies of the district and KSHSAA on the date of withdrawal and the student participates in such activities at the school from which such student withdrew. The student may be permitted limited participation in any such activities in accordance with the eligibility policies of the district and KSHSAA.

Kansas Academy of Mathematics and Science Students

Any student who meets the following requirements shall be permitted to participate in any district-sponsored KSHSAA activities. The requirements include:

- being enrolled in and attending the Kansas Academy of Mathematics and Science;
- complying with statutory health certification and inoculation requirements prior to participation in any such activity;
- meeting applicable age and eligibility requirements required by KSHSAA;
- paying any fees required by the district for participation in such activity, if such fees are generally imposed upon all other students who participate in the activity; and
- seeking participation at the appropriate school of the district that corresponds to where the postsecondary educational institution designated by the state board of regents for the Kansas Academy of Mathematics and Science program.

Adding or Eliminating Activities

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

Activity Fund Management

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

JH Student Activities

JH-3

(See DK, JGFB, JM and KG)

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

Approved: May 20, 1992
Revised: June 12, 2001
Revised: February 27, 2007
Revised: June 28, 2011
Reviewed: November 8, 2016
Revised: August 8, 2023
Revised: August 13, 2024
Revised: September 9, 2025

1 **JHA Student Fundraising Activities**

JHA

2 (See DFH & IFCB)

3
4 Fund drives must be conducted under the supervision of a faculty sponsor and will
5 require prior approval of the superintendent. All approved student fundraising activities shall
6 comply with the requirements of Policy DFH.

7
8 Fundraising Activity Approval Procedure

9 Teachers and sponsors will submit a written application to the principal for approval or
10 disapproval at least two weeks prior to the starting date for the project. The application will
11 include the following information: purpose of the project, amount of money to be raised, ways
12 and means (plan) for raising funds, dates of the project, and a statement of why the money is
13 needed. The principal may then either deny the application or submit the application to the
14 superintendent for approval.

15
16 Ticket sales for school activities, journalism advertising solicitations and requests to use
17 props and furniture for school plays are exempt from the provisions of these policies.

18
19 Major Fund Drives

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

27
28 In the event that the purpose of the fundraising project is to take an extended field trip
29 (out-of-state), then the provisions of the field trip policy shall apply and the applications will be
30 submitted in accord with that policy. (See IFCB)

31
32 The provisions of this policy shall not apply to fundraising projects by parent groups,
33 booster clubs, PTA/PTO units, but the policy on gifts and bequests to schools shall be applicable
34 when a school gift is the purpose of the fundraising activity.

35
36 Approved: May 20, 1982
37 Revised: April 27, 1999
38 Revised: June 12, 2001
39 Revised: June 28, 2011
40 Revised: June 6, 2023
41 Revised: April 8, 2025
42 Revised: September 9, 2025

2
3 Students may form clubs and other groups organized to promote or pursue specialized
4 activities outside the regular classroom. Membership in student organizations, whether school-
5 sponsored or non-school-sponsored, must be open to all interested and eligible students. The
6 building principal and the board shall approve school-sponsored student organizations, and a
7 staff member shall attend the meetings or activities to supervise use of the facilities by all student
8 organizations as an advisor or supervisor.
9

10 Student Clubs

11 The building principal shall establish regulations for the operation of school-sponsored
12 clubs, and for the use of school facilities by non-school-sponsored clubs.
13

14 School-sponsored clubs shall be under the direct control of school personnel. Every
15 school-sponsored club shall have a constitution, which has been approved by the building
16 principal and filed in the school office. If non-curriculum related school-sponsored clubs are
17 allowed to meet on school property during non-instructional time, then non-school-sponsored
18 student clubs may also meet on school property at such times.
19

20 Non-School-Sponsored Student Clubs

21 Non-school-sponsored clubs shall submit a request for use of school facilities and have
22 such request granted prior to using the facilities. The non-school-sponsored club shall specify in
23 its facility use request the adult who will provide supervision of the activity.
24

25 Student Government

26 Student councils under the direct control of the building principal or designated faculty
27 representative may be established. Student councils may exercise only the authority expressly
28 delegated to them by the building principal.
29

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

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

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

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

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

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

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

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

40
41 Ads

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

Definitions of Terms Used in Discussing Student Publications

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

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

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

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

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

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

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

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

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

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

Approved: June 28, 2011

Reviewed: November 8, 2016

1 **JHCAA Gang Intimidation**

JHCAA

2 (See JCAC, JCDA, JCDBB and JDD)

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

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

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

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

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

2 **JJ**

3 Students are encouraged to volunteer their time and services to school-sponsored
4 activities and to community activities so long as their studies are not adversely affected.
5

6 The district encourages students to become involved in civic activities. The district,
7 however, prohibits students from working for such organizations in a volunteer capacity during
8 school time unless prior approval is granted by the principal or those activities are undertaken as
9 part of a course's approved curriculum.
10

11 Approved: July 1, 1992

12 Revised: June 12, 2001

13 Reviewed: June 28, 2011

14 Revised: November 8, 2016

1 **JJ** **Employment of Students**

JJ

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

10
11 Approved: July 1, 1992
12 Revised: June 12, 2001
13 Revised: June 28, 2011
14 Reviewed: November 8, 2016
15

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

JJ-R

17
18 In-School Employment

19 Students may be employed by the district. The district shall not employ students in
20 hazardous jobs.
21

22 Outside Employment

23 A student who needs to work on a regular basis during the school day shall file a written
24 request with the principal. If the request is approved, the student shall file a work schedule and
25 flex schedule agreement with the principal. Changes in the work schedule shall be reported by
26 the student to the principal. The student shall not begin the new schedule unless the change is
27 approved by the principal. Any approved flex schedule agreement must be made in accordance
28 with the full-time enrollment requirement in board policy JBC.
29

30 Vocational or Other Work Experience

31 A student who works in a board-approved vocational or other work-experience program
32 shall have a schedule developed cooperatively by the employer and the supervising teacher and
33 approved by the principal prior to beginning the work activity.
34

35 All board policies remain applicable to students participating in vocational or other work
36 experience programs.
37

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

1 **JK Solicitations**

JK

2
3 The board believes that students should not be subjected to social pressure through
4 solicitation, and it further believes that instructional time should be conserved as much as
5 possible for the classroom. Therefore, solicitation of students or by students within the schools
6 for any cause is prohibited except as they relate to school-sponsored activities and/or approved
7 by the building principal.
8

9 Approved: July 1, 1992
10 Revised: June 12, 2001
11 Reviewed: June 28, 2011
12 Reviewed: June 6, 2023
13

14 **JK-R Solicitations**

JK-R

15
16 The students and staff of the district shall not promote commercial or private financial
17 interest either through direct sales or through promotion of goods and services.
18

19 No person shall be permitted to distribute solicitation emails, circulars, bills, cards or
20 advertisements of any kind or make announcements of any nature without proper authorization
21 in writing from the executive director of educational programs.
22

23 Advertising in student publications shall be regulated by rules developed by the
24 superintendent. Ads concerning drug paraphernalia and any controlled substance or promoting
25 any illegal activity are prohibited in any school-sponsored publication.
26

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

JM Contests for Students

JM

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

Approved: July 1, 1992
Revised: June 12, 2001
Reviewed: June 28, 2011
Revised: June 6, 2023

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

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

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

JQ

2 (See IDAC, IDCE, JBE & JQL)

3
4 All programs for exceptional students shall be managed in accordance with the local
5 plans for exceptional students, the policy and rules of the local board, and the rules and
6 regulations of the state board of education.
7

8 Approved: July 1, 1992

9 Revised: June 12, 2001

10 Reviewed: October 24, 2006

11 Revised: June 28, 2011

12 Revised: June 6, 2023

1 **JQA Temporarily Disabled Students**

JQA

2 (See IDACB and JGFGBA)

3
4 Students who are temporarily disabled by illness, operation or accident as authenticated
5 by a healthcare provider's order, may be eligible for alternative educational services or
6 accommodations in their regular program which allow for meaningful participation in the
7 program.
8

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

14 **JQA-R Temporarily Disabled Students**

JQA-R

15
16 Students with injuries which prohibit participation in physical education or other classes
17 shall present to the building principal a healthcare provider's statement prohibiting such activity.
18

19 Teachers shall follow medical instructions relating to limitations on the student's
20 participation and shall either provide alternative methods for the student to earn a credit/grade in
21 the class during the period of the disability or contact the district 504 coordinator for
22 consideration of an evaluation under Section 504.
23

24 For the purpose of this policy, healthcare provider shall have the meaning subscribed to it
25 in board policy JGFGBA.
26

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

1 **JQE Alternative Arrangements**

JQE

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

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

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

12 Approved: June 12, 2001

13 Reviewed: June 28, 2011

14 Revised: November 8, 2016

1 **JQH Drop-Outs**

JQH

2 (See JB)

3
4 The board believes that students should continue their education until completion of their
5 high school program. The principal will follow state expectations for students seeking a waiver
6 from the compulsory attendance law and will provide information about alternate options to
7 complete a high school diploma.
8

9 Approved: July 15, 1992

10 Revised: June 12, 2001

11 Reviewed: June 28, 2011

12 Revised: June 6, 2023

2
3 Adult students who have not graduated from high school are encouraged to complete the
4 credits required to attain a high school diploma or equivalent. Placement will be determined by
5 the administration in accordance with applicable law.
6

7 Approved: March 10, 2026

1 **JQKA Foreign Exchange Student**

JQKA

2 (See JBC and JBCC)

3
4 Foreign exchange students from approved organizations may be admitted to the district
5 on a tuition-free basis to the extent staff, facilities, equipment, and supplies are available. Other
6 foreign exchange students who meet residency requirements may be allowed to enroll in the
7 district under rules established by the board. Students who enter the country on an F-1 visa shall
8 pre-pay tuition equal to the current cost per pupil as calculated by the Kansas State Department
9 of Education. In addition, they are registered with the local school no later than August 1 prior to
10 the school year in which they plan to attend.

11
12 Exchange students will not be eligible to receive a diploma from the Salina Public
13 Schools but will receive a certificate of attendance as well as an updated transcript reflecting the
14 grades and credits earned while in attendance.

15
16 No more than two foreign exchange students from any approved program, with a total of
17 not more than eight students per school year, will be accepted at each high school.

18
19 Any foreign exchange student admitted into the district in accordance with this policy
20 who resides, or will reside, with a host family residing therein may be permitted to enroll in and
21 attend school in the district as if the student were a resident of the school district.

22
23 Approved: September 2, 1992
24 Revised: March 17, 1993
25 Revised: March 25, 1997
26 Revised: June 12, 2001
27 Revised: June 28, 2011
28 Revised: November 8, 2016
29 Revised: October 13, 2020
30 Reviewed: April 12, 2022
31 Revised: September 8, 2026

1 **JQL Hearing Procedures for Exceptional Students**

JQL

2
3 A hearing procedure shall be available to parents or guardians of exceptional students
4 according to state board of education regulations, the state special education plan, locally
5 adopted procedures and applicable laws.
6

7 Approved: June 12, 2001

8 Reviewed: June 28, 2011

9 Revised: November 8, 2016

1 **JR Student Records**

JR

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

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

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

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

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

33
34 **JR-R Student Records**

JR-R

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

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

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

JR-R Student Records

JR-R-2

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

Approved: July 15, 1992
Revised: June 12, 2001
Revised: June 28, 2011
Reviewed: October 14, 2014
Reviewed: June 6, 2023

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

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

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

21 Approved: July 15, 1992

22 Revised: June 12, 2001

23 Revised: June 28, 2011

24 Revised: June 6, 2023

1 **JRB Release of Student Records**

JRB

2 (See BCBK, CN, CNA, ECA, IDEA, JGGA, JR et seq. and KBA)

3
4 Individual student files are not available for public inspection. Except as provided in
5 IDAE with regard to student records which are student data submitted to or maintained in a
6 statewide longitudinal data system, the custodian of student records shall disclose the student's
7 educational records only as provided for in this policy.

8
9 Directory Information

10 Annual notice shall be given to parents and eligible students concerning their rights with
11 regard to student records. In addition, the custodian of the educational records shall give annual
12 public notice of the class of records the institution has designated as directory information and of
13 the right of the parent or eligible student to opt-out of the release of directory information
14 without prior written consent. The appropriate forms for providing notice shall be on file in the
15 office of the custodian of the educational records.

16
17 After giving notice and allowing a reasonable period of time for parents or eligible
18 students to inform the district that any or all of the directory information should not be released
19 without prior written consent, the custodian of records may make directory information available
20 without parental or eligible student's consent.

21
22 The custodian of records shall make student recruiting information (including student
23 name, address, and telephone listing) available to military recruiters and postsecondary
24 institutions unless parents or eligible students provide a written request to the district providing
25 that the specified information not be released without prior written consent. Notice of the option
26 to opt-out of the release of recruitment information shall be provided to parents and eligible
27 students in the district's annual notice of rights under the Family Educational Rights and Privacy
28 Act.

29
30 For the purposes of this policy, school official means teacher, administrator, other
31 certified employee, or board of education. The district may disclose, without the parents' or
32 eligible students' consent, personally identifiable information to school officials with a legitimate
33 educational interest. A school official is a person employed by the school as an administrator,
34 supervisor, instructor, or support-staff member (including health or medical staff and law
35 enforcement unit personnel); the school board (in executive session); a person or company with
36 whom the school has contracted to perform a special task (such as an attorney, auditor, medical
37 consultant, or therapist); or a parent or student serving on an official committee such as a
38 disciplinary or grievance committee, or assisting another school official in performing his or her
39 tasks. A school official has a legitimate educational interest if the official needs to review an
40 education record in order to fulfill his or her professional responsibility.

41
42 The custodian may disclose students' education records to the following persons without
43 the prior consent of the parents:

- 44 • other school officials, including teachers within the district who have legitimate
- 45 educational interests;
- 46 • officials of other schools or school systems in which the student intends to enroll.

JRB Release of Student Records

JRB-2

(See BCBK, CN, CNA, ECA, IDEA, JGGA, JR et seq. and KBA)

The school district will forward student records to such institutions without further notice to the parents or eligible student when the disclosure is initiated by a parent or eligible student, or an annual notice provided to parents and eligible students by the district informs them that such records will be automatically disclosed to these institutions for the purposes of enrollment or transfer of the student;

- authorized persons to whom a student has applied for or from whom a student has received financial aid;
- state and local officials or authorities to whom such information is specifically required to be reported or disclosed pursuant to state statutes;
- organizations conducting studies for educational agencies for the purpose of developing, validating or administering student tests or programs;
- accrediting organizations;
- parents of a student 18 years of age if parents claim the student as a dependent for income tax purposes;
- appropriate persons if knowledge of any information is necessary to protect the health or safety of the student or other persons in an emergency;
- an agency caseworker or representative of a state or local child welfare agency or tribal organization who has the right to access a student's case plan when such agency or organization is legally responsible for the care and protection of the student and when any further disclosure of such information thereby will be limited in accordance with law; and
- in compliance with a lawfully issued subpoena or judicial order.

Access will be granted to any third party upon written authorization of the eligible student, parent or guardian.

No personally identifiable information contained in personal school records shall be furnished to any person other than those named herein. When there is written instruction from the student's parents, guardian or the eligible student specifying the records, the reasons and the person(s) to whom the release is to be made, a copy of the records to be released shall be made available to the student, parents or guardian upon request. When information is requested in compliance with a judicial order or pursuant to any lawfully issued subpoena, parent(s)/guardian and the student shall be notified of the orders or subpoenas in advance of compliance with the order or subpoena unless:

- the order or subpoena specifically forbids such disclosure; or
- the order is issued in the context of a court proceeding where a parent is a party and the proceeding involves child abuse and neglect or dependency matters.

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

JRB Release of Student Records

JRB-3

(See BCBK, CN, CNA, ECA, IDEA, JGGA, JR et seq. and KBA)

programs or the enforcement of the federal legal requirements which relate to these programs.

The data collection by such official with respect to individual students shall not include information (including social security numbers) which would permit the personal identification of students or their parents or guardian on the data collected and provided.

All persons, agencies or organizations desiring access to the records of a student shall be required to sign a form, which shall be kept permanently with the student's file, but only for inspection by the parent/guardian, the student or a school official responsible for record maintenance. The form signed shall indicate the specific educational or other interest of each person, agency or organization has in seeking this information.

Personal information shall be transferred to a third party only on the condition that such party shall not permit any other party to have access to such information without the written consent of the student's parents or the eligible student. The board and staff shall protect the rights of privacy of students and their families in connection with any surveys or data-gathering activities conducted, assisted or authorized by the board or administration.

Regulations established under this policy shall include provisions controlling the use, dissemination and protection of such data.

Prohibition on Withholding Pupil Records

Administrators shall forward a student's school records upon request and may not withhold them for any reason.

Expedited Transfer of Exceptional Student Records

All records of an exceptional student, who is transferred to another district or across a school boundary within the district, shall be transferred at the same time that the student is transferred, or as soon thereafter as possible.

If an exceptional student's transfer is a result of the student's change in placement by the Department for Children and Families (DCF), the Kansas Department of Corrections, or the Office of Juvenile Justice and Delinquency Prevention, it shall be the duty of the respective secretary or commissioner to notify the affected school district or districts that the student's placement has changed and request that the student's records be transferred.

It shall be the duty of the school district and school in possession of any records pertaining to the student to cooperate with the secretary or commissioner and transfer all such records to the school district or school where such student is transferred. Such records shall be transferred as soon as possible following receipt of such notice, but not later than two business days following the business day that such notice was received by the school district.

Records of Transferred Foster Care Students

JRB Release of Student Records

JRB-4

(See BCBK, CN, CNA, ECA, IDEA, JGGA, JR et seq. and KBA)

The school district and school in possession of any records pertaining to a foster care student transferred due to a change in placement from one school district to another or across a school boundary within the district shall cooperate with DCF and transfer all school records of the student to the school district or school where the student is transferred. These records shall be transferred as soon as possible following receipt of notice of the student's change of placement, but not later than two business days following the business day that such notice was received by the school district.

As used in this policy, "business day" means any weekday from Monday through Friday in which the school district or school's administrative office is open. "Business day" does not include any federal or state holiday, any weekday that the school district or school's administrative office is closed, or any weekday in which the school day has been cancelled due to inclement weather or any other unforeseen circumstance.

Approved: July 15, 1992
Revised: June 12, 2001
Reviewed: December 9, 2003
Revised June 28, 2011
Revised: October 8, 2013
Revised: October 14, 2014
Revised: June 13, 2017
Revised: September 8, 2026

1 **JRC Disposition of Records**

JRC

2 (See JRA and JRB)

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

5
6 Approved: July 15, 1992

7 Revised: June 12, 2001

8 Reviewed: June 28, 2011

9 Reviewed: June 6, 2023

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

JRC-R

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

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

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

25
26 Approved: July 15, 1992

27 Revised: June 12, 2001

28 Revised: October 24, 2006

29 Revised: June 28, 2011

30 Reviewed: June 6, 2023

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

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

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

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

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

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

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

JS

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

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

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

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

22
23 Forwarding Pupil Records

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

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

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

9
10 Approved: December 14, 1994

11 Revised: June 12, 2001

12 Revised: June 28, 2011

13 Reviewed: June 6, 2023