



**Winfield Scott Elementary
Parent/Student
Handbook
2022-2023**

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Winfield Scott Elementary School

Winfield Scott Schedule

Office Hours 7:30 a.m. – 4:00 p.m.
School Hours 7:50 a.m. – 3:20 p.m.

Phone Numbers

Board Office 620-223-0800
Winfield Scott Office 620-223-0450
Winfield Scott Fax 620-223-2760

USD 234 Mission Statement: USD 234 will lead in the SUCCESS of each student in becoming Independent, Responsible, and Productive global citizens!

USD 234 Vision: USD 234 will provide an exemplary education for ALL.

Winfield Scott Mission Statement: The mission of Winfield Scott is to provide an appropriate education for each student according to his or her individual needs.

Winfield Scott Vision: Parents are their children's first and most important teachers. Research tells us that parent involvement makes a big difference. When schools welcome families, establish personal relationships among families and staff, help parents understand how the system works, and encourage family-staff collaboration to improve student achievement, students do better in school, and the schools get better. Our school is committed to being family-friendly and to work as partners with our families to help ALL our students learn to high levels.

USD 234 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Superintendent, 424 S. Main Street, Fort Scott, KS 66701, telephone: 620-223-0800

Absences/Tardiness

If your child is going to be absent or late to school, please call the school office starting at 7:30 a.m. If a child does not arrive at school, we want to be sure that he/she is safe with the parents. A phone call or a note is the only way that we have to excuse student absences. An attempt shall be made to contact the parent or guardian to determine the reason for the absence if a call or note is not received. The administration has been designated to determine the acceptability and validity of excuses presented by the parent(s) or the student. Parents have 48 hours after an absence to call the school. After that time, the unexcused absence will stand.

Your child will be counted tardy if he/she is not in the classroom when the 7:50 a.m. bell rings. An absence of two or more hours in any school day shall be considered an absence for a significant part of the school day. Every five tardies will count as one unexcused absence. Students who have more than ten (10) tardy days will not be considered for the Perfect Attendance Awards.

Anytime a student accrues ten or more absences, excused or unexcused, the appropriate notices will be sent to parents.

Excused/Unexcused Absences:

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

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

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

Acceptable Use Guidelines

Purpose:

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

Acceptable Use Guidelines:

Users shall adhere to the following guidelines of acceptable use:

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

Prohibitions:

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

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

Monitoring:

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

Internet Safety:

In compliance with the Children's Internet Protection Act (CIPA) and the Kansas Children's Internet Protection Act, the school district will implement filtering and/or blocking software to restrict access to Internet sites containing child pornography, obscene depictions, or other materials harmful to minors. The school district, however, cannot and does not guarantee the effectiveness of filtering software. Any student who connects to such a site must immediately disconnect from the site and notify a teacher. An employee who accidentally connects to such a site must immediately disconnect from the site and notify a supervisor. If a user sees another user is accessing inappropriate sites, he or she should notify a teacher or supervisor immediately. The school district administration reserves the right to prohibit access to any network of Internet it deems inappropriate or harmful. The school district shall instruct students regarding appropriate online behavior including cyberbullying.

Penalties for Improper Use

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

Accidents/Illnesses/School Nurse

Our school nurse will be responsible for compiling accurate health records for each student. The school needs the cooperation of all parents in compiling this information. The school nurse screens all students for hearing and vision deficiencies.

ALICE Procedures

Purpose:

An active shooter or armed intruder on school property involves one or more individual's intent on causing physical harm and/or death to students and staff. Such intruders may also possess a gun, a knife, a bomb, or other harmful device. An active shooter or armed intruder will result in law enforcement and other safety and emergency services responding to the scene as quickly as possible.

Once law enforcement arrives, it is critical to follow the instructions of, and cooperate with, law enforcement officers. The School Incident Commander/Principal will be relieved by a law enforcement official as soon as possible. The law enforcement official will now be the Incident Commander with complete jurisdiction over the scene. The school is a crime scene and will require a thorough search and processing.

A-Alert
L-Lockdown
I-Inform
C-Counter
E-Evacuate

Responsibilities:

A. School Incident Commander/Principal

Upon notification of an active shooter or armed intruder on campus, immediately direct staff to call 911 as it is unknown if 911 notification has already taken place. The 911 call should provide the name and exact location of the school, the nature of the emergency, number and description of intruders (if known), type of weapon(s), area of the school where last seen, actions taken by the school, and whether there are on-site security or law enforcement officers (School Resource Officer). The caller will remain on the line to provide updates.

Initiate **ALERT** protocols. Notification to the building occupants will be made using all available means. Notification shall provide any information regarding the ongoing situation that will assist the building occupants in making a good decision as to their best survival response option. Typically, information that answers the basic questions of "Who? What? Where? When? How?" will provide the necessary details to make an informed decision.

Secure the administration office as a command post and retrieve the critical information and data about the school's emergency systems including communications, staff and student's locations, detailed floor plans, and other important

information, documents, items, and supplies that are prepared and readily available for use during the incident. If the incident is occurring at the administration office, designate an alternate command post.

Direct command post staff to maintain contact with teachers reporting pertinent emergency information via intercom, e-mail, and/or text. All information received via eye-witnesses or through the in-house surveillance camera system will be used to **INFORM** the building occupants of the event in as real-time as possible.

Notify the Superintendent's office and request activation of the communications plan for media and parent notification protocols.

Staff and students outside the building will **EVACUATE** to an off-site relocation center/Rally Point.

Direct support staff outside to stop pedestrians and vehicles from entering the school grounds until law enforcement arrives.

Ensure that any buses in route to the school are redirected to a designated relocation site.

B. Teachers and Staff:

As soon as it is safe to do so, the first person to note indication of an active shooter or armed intruder should call 911; then notify the School Incident Commander/Principal.

If in close proximity to the danger, assess the situation for the best survival option. **EVACUATE**, if possible. If not, gather assistance and engage in conducting a **LOCKDOWN** of the area. If the active shooter or armed intruder has made contact, immediately begin **COUNTER** strategies and then **EVACUATE** or take control of the intruder.

Individuals who are not in the immediate danger area should gather information about their classroom's immediate situation. Account for all students or other individuals sheltered in their room.

Assess the ability to safely **EVACUATE** the building.

If there is no safe manner to **EVACUATE** the building, have others assist in conducting a **LOCKDOWN** of the room.

Rooms in **LOCKDOWN** shall pay attention to all announcements providing event details. If the circumstances change and **EVACUATION** becomes a viable option, a decision can be made to leave the location and **EVACUATE** to the Rally Point.

Unless evacuating, rooms in **LOCKDOWN** shall remain secured until personally given the all clear

by the Incident Commander or a law enforcement officer in uniform.

If an active shooter or armed intruder enters the classroom, individuals are to use whatever **COUNTER** strategies necessary to keep the students safe. This may include any and all forms of resistance to the threat.

If an active shooter or armed intruder enters and begins shooting, any and all actions to stop the shooter are justified. This includes making noise, moving about the room to lessen accuracy, throwing items (books, computers, phones, book bags) to interfere with the ability to shoot accurately, safely exiting out windows, and taking control of the intruder. Anyone not involved in **COUNTER** strategies should get out any way possible and move to another location.

Other Procedures:

After the active shooter or armed intruder(s) has been subdued, the School Incident Commander/Principal, in consultation with the law enforcement Incident Commander, will announce an all clear and **EVACUATION** and relocation to an alternate site for family reunification.

If staff or students are injured, assist them out of the building to the nearest emergency medical personnel.

The School Incident Commander/Principal will notify officials at the relocation site of the **EVACUATION** and to activate family reunification protocols.

The School Incident Commander/Principal will request bus transportation or alternate transportation to the relocation site.

The School Incident Commander/Principal will activate the communications plan to deal with media and parent notification protocols and direct parents to go to the relocation site.

Those who remain secured in **LOCKDOWN** will **EVACUATE** the building using the designated exit routes and alternate routes to the assigned assembly areas, take attendance, and move to the buses for transport.

The School Incident Commander/Principal will activate the crisis response team and active mental health and healing procedures and/or notify area mental health agencies to provide counseling and mental health services at the relocation site.

The School Incident Commander/Principal will debrief appropriate school personnel.

The Superintendent or designee, in consultation with law enforcement officials, will determine when the school can resume normal activities and communicate the information to parents and the public.

Attendance at High School Activities

USD 234 K-5 elementary students are encouraged to attend and support our Fort Scott High School and Fort Scott Middle

School athletic events; however, a parent or guardian must accompany elementary students attending these events. Students will be expected to show respect during the playing of the National Anthem and to obey school rules during the events.

Bicycles/Scooters/Skateboards

Students are allowed to ride their bicycles or scooters to school; however, they must walk their bicycles or scooters while on school grounds or in the crosswalks. Bicycles and scooters must be locked in the bike racks during the school day. Please discuss bike and scooter safety with your child before allowing him/her to ride to and from school. Staying close to the side of the road is important, and all bike and scooter riders are strongly encouraged to wear helmets when riding. Improper use of one's bike or scooter may mean that the child will be asked to leave the bike or scooter at home for a period of time. Skateboards are not allowed on school property during school hours.

Blue Cross/Blue Shield Pathways Grant

All students in grades K-5, including those with disabilities, special health care needs, and in alternative education settings have the opportunity to participate in moderate to vigorous physical activity every day during the entire school year. This will provide all-inclusive playground equipment for Winfield Scott and Eugene Ware: comet spinner, soccer goals, Percussion Play Rainbow Cavatina and Congas, and Freedom Swing seats (\$20,000 total).

Bringing Things to School

Students should not bring toys, games, radios, CD/MP3 players, i-Pods, sports equipment, cell phones, collector cards, etc. to school unless a teacher requests them to do so for special projects or "Show and Tell." The student will assume responsibility for any item brought to school. Students are not to bring chewing gum to school as treats or for any other purpose. Money should not be brought to school unless it is for a specific purpose. If a student chooses not to follow these guidelines, appropriate discipline will be given.

Building Security

Security devices have been installed at district attendance centers. Other measures may be taken to prevent intrusion or disturbances from occurring in school buildings or trespassing on school grounds. The district will cooperate with law enforcement in security matters and shall, as required by law, report criminal acts committed at school, on school property, or at school-sponsored activities.

Bullying Policy

The board prohibits bullying in any form either by any student, staff member, or parent towards a student or by a student or a staff member on or while using school property, in a school vehicle, or at a school-sponsored activity or event. For the purposes of this policy, the term "bullying" shall have the meaning ascribed to it in Kansas law.

The administration shall propose, and the board shall review and approve a plan to address bullying as prohibited herein. The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the board.

Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and/or expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

72-8256. Bullying, school district policies.

(1) "Bullying" means:

- A. Any intentional gesture or any intentional written, verbal, electronic, or physical act or threat either by any student, staff member, or parent towards a student, or by any student, staff member, or parent towards a staff member that is sufficiently severe, persistent, or pervasive that such gesture, act, or threat creates 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;
- B. cyberbullying; or
- C. any other form of intimidation or harassment prohibited by the Board of Education of USD 234 in policies concerning bullying adopted pursuant to this section or subsection (e) of K.S.A. 72-8256 or subsection (e) of K.S.A. 72-8205, and amendments thereto.

(2) "Cyberbullying" means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games, and websites.

(3) "Parent" includes a guardian, custodian, or other person with authority to act on behalf of the child.

(4) "School district" or "district" means any unified school district organized and operating under the laws of this state.

(5) "School 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.

(6) "Staff member" means any person employed by a school district.

Training concerning identifying, reporting, investigating, and preventing bullying behaviors as outlined in district policies and this plan shall be provided to students and staff members using district resources available for such purpose and shall be provided through school assemblies, staff development, or other appropriate forums.

Retaliation against a victim, good faith reporter, or a witness to bullying is prohibited. A student or staff member who engages in an act of bullying, reprisal, retaliation or false reporting of bullying, shall be subject to discipline in accordance with school district policy and procedures. The school administration and/or board may take into account the following factors when determining an appropriate disciplinary action for such prohibited conduct: the ages of the parties involved; the developmental and maturity levels, special education needs of the parties involved, and the severity of the behavior.

Offenses over time or single offenses which are severe in nature may result in discipline up to and including suspension and/or expulsion or termination from employment. Parents participating in prohibited bullying conduct aimed at district students and/or staff members may jeopardize their access to district facilities; district property; school-sponsored activities, programs, and events; and/or district students and or staff members through the district's communication systems. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors.

Bus Transportation/Bus Loading Zone

Bus transportation shall be provided to and from school for those students who qualify. Transportation may be provided by the district for all school activities. Transportation may be denied to students who are detained after school for disciplinary reasons.

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

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

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

The bus loading zone is on the east side of the building. Parents/guardians should not park in this area.

When a child is to ride a bus to another child's house, a note is required from the parents of both families.

Bus Conduct Rules:

1. The bus driver shall be in charge of all passengers while they are riding, loading, or unloading from the bus.

2. The bus driver shall have the authority to assign a seat to each passenger.
3. Students shall not stand in the traveled portion of a roadway while waiting for a bus.
4. Students shall not extend any part of their body out of the bus windows.
5. Students shall not get on or off the bus or move about while the bus is in motion.
6. Intoxicating liquor or alcohol or illegal drugs shall not be consumed or carried on a bus.
7. Animals shall not be transported on a bus.
8. No weapons of any type, except side arms carried by a law enforcement officer, shall be transported on a bus.
9. No glass containers or aerosol cans can be transported on a bus.
10. Tobacco in any form may not be used on the bus.
11. Rowdiness or scuffling at the pick-up point is not allowed. The driver will not admit anyone on the bus until order is restored.
12. Students may not bring any object on the bus that will block the aisle or obstruct the view of the driver.
13. Students must be seated when the bus is in motion.
14. Obscene language, shouting and loud conversations are not permitted.
15. Scuffling, fighting, jostling, playing "keep away," or throwing any object is not permitted.
16. Students must obey any reasonable request by the driver.
17. No beverages or food of any kind (except lunches) will be allowed on the bus without the driver's permission.
18. Any object (water guns, rubber band, firecrackers, etc.) not allowed in a school building will not be permitted on a bus.
19. Students may not create a hazard, unnecessary delay, or damage to the bus before entering, while on, or after leaving the bus. This includes unnecessary conversation with the driver.

Bus Discipline Procedure:

A student may be immediately suspended for severe disruptions or inappropriate behavior, e.g. physical harm to a student or driver, property damage, any action causing a safety hazard, etc.

1. Bus drivers will keep a daily log of any disciplinary infractions by the students on their buses. If a student does not respond to the bus driver's counseling, a bus conduct report will be made in writing to the administrator, and the bus driver will meet with the administrator for the purpose of correcting the student's conduct. A warning will be given to the student. The administrator will mail a copy of this and all reports to the parents, and a copy will be sent to the Director of Transportation and the bus driver.
2. If the student's actions on the bus continue to be inappropriate, the bus driver will file another bus conduct report. Appropriate punishment will be issued by the administrator. At this time, a warning will be sent to the parents, alerting them of the possibility of the child being removed from the bus for these violations if the poor behavior continues.
3. If the student continues to violate bus procedures, a third bus conduct report will be written by the bus

driver and presented to the administrator. At this time, the administrator may suspend the student from riding the bus for up to five days. The parents will be notified of this action by phone or letter. A written notice to parents will be sent within 24 hours of the date of the bus suspension. The parents of the student receiving a short-term suspension may request a hearing with the administrator, Director of Transportation, or their designee. The hearing must be held within 72 hours of the date of notice to the parents concerning the short-term suspension.

4. If the student continues to be a discipline problem on the bus after the short-term suspension, which is not to exceed five days, the bus driver will take the bus conduct report to the administrator who will notify the student that he/she will be suspended from riding the bus for the remainder of the semester. The parents of the student receiving the long-term suspension may request a hearing with the administrator, Director of Transportation, or their designee. The hearing will be held within 72 hours of the date that the parents receive the written notice concerning the long-term suspension. If the parents of the student with the short or long-term suspension are not satisfied with the results of the hearing conducted by the administrator, Director of Transportation or their designee, they may appeal to the superintendent for a hearing on the matter.

Care of Facilities

Students should take pride in their school. They are expected to have respect for school property and to take good care of books, desks, furniture, and equipment. Any defacing or marring of property will be considered a breach of conduct and will result in disciplinary action as well as proper financial payment for the damage that occurred. Students are expected to keep their areas neat and free of trash.

Children's Internet Protection Act (CIPA)

Goals:

It is the policy of USD 234 to take the following technology protection or other specified measures in order to better protect our district students from harmful online and electronically transmitted content:

- Install blocks or Internet filters to the district network in order to limit access by both minors and adults to child pornography and visual depictions or materials that are obscene, inappropriate, or harmful to minors and/or the transmission thereof;
- monitor the online activities of students while at school, at school-sponsored activities, or while utilizing the district's network, computer system, computers, e-mail system, or electronic devices having access to the Internet;
- address issues related to the safety of students when using e-mail, chat rooms, and other electronic communication;
- educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms,

as well as on cyberbullying awareness and response;

- hinder unauthorized access (hacking) and other unlawful online activities by students; and
- prevent unauthorized disclosure, use, or dissemination of personal information regarding minors, which shall include but may not be limited to, personally identifiable information contained in student records; and
- comply with the Children's Internet Protection Act.

Access to Inappropriate Material:

To the extent practicable, technology protection measures or Internet filters shall be used to block or filter the Internet or other forms of electronic devices from accessing child pornography as well as obscene, inappropriate, or harmful material given the age and maturity levels of district students. It is the district's goal to implement and enforce technology protection measures under this plan in such a way as to ensure no minor has access to visual depictions that are child pornography, harmful to minors, or obscene.

Subject to administrative approval, technology protection measures may be minimized only for bonafide research or other lawful purposes that are closely monitored by district staff.

Inappropriate Network Usage:

To the extent practicable, steps shall be taken to promote the safety and security of users of the district's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, in accordance with CIPA, measures to prevent inappropriate network usage shall include frequent monitoring of the district's network, computer systems, and equipment to detect any unauthorized access to prohibited materials as described earlier in this plan, hacking, and other unlawful activities by students or staff members. Such monitoring shall also strive to detect unauthorized disclosure, use, and dissemination of personally identifiable information regarding students.

Education, Supervision, and Monitoring:

It shall be the responsibility of all members of the district's staff to educate, supervise, and monitor appropriate usage of online computer network access to the Internet in accordance with this policy and CIPA. If, during the course of such monitoring, a student or staff member discovers a violation of this policy, the student or staff member shall make a report as follows:

1. Students shall report suspected violation of this policy to any classroom teacher.
2. Staff members shall report suspected violations of this policy to their immediate supervisor when possible.

Disciplinary Measures:

The district retains the right to discipline any student, up to and including expulsion, and any employee, up to and including termination, for violation of this policy.

Complaints/Discrimination

The district is committed to maintaining a working and learning environment free from discrimination, insult, intimidation, or harassment due to race, color, national origin, religion, sex, age, genetic information, or disability. Any incident of discrimination in any form shall promptly be reported to an employee's immediate supervisor, the building principal, or the district compliance coordinator for investigation and corrective action by the building or district compliance officer. Any employee who engages in discriminatory conduct shall be subject to disciplinary action, up to and including termination. Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, genetic information, or religion in the admission to, , access to, treatment, or employment in the district's programs and activities is prohibited. The Superintendent of Schools, 424 S. Main Street, KS 66701, 620-223-0800 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI and Title VII of the Civil Rights Act of 1964, except discrimination on the basis of sex, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, the Personal Responsibility Work Opportunity Reconciliation Act of 1996, and the Food Stamp Act of 1977, as amended..Complaints regarding alleged discrimination on the basis of sex, as prohibited by Title IX of the Education Amendments of 1972 and other federal and state laws regulating such discrimination and discriminatory harassment, shall be handled in accordance with the procedures outlined in board policies GAAC and JGEC and shall be directed to the Title IX Coordinator, Superintendent of Schools, 424 S. Main Street, KS 66701., 620-223-0800. More information may be obtained on discrimination on the basis of sex by contacting the Title IX Coordinator. Complaints alleging discrimination in child nutrition programs offered by the district shall be handled in accordance with the procedures outlined in board policy KNA, and more information may be obtained on procedures for such complaint by contacting the district compliance coordinator. Complaints of discrimination should be addressed to an employee's supervisor or to the building principal or the compliance coordinator. Complaints against the superintendent should be addressed to the board of education. Unless otherwise provided herein, complaints of discrimination will be resolved using the district's discrimination complaint procedures in policy KN. The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process, or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.

Complaints About Discrimination or Discriminatory Harassment

Complaints of discrimination or discriminatory harassment by an employee should be addressed to the employee's supervisor, the building principal, or the district compliance coordinator. Complaints by a student should be addressed to the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of discrimination or harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal.

If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. Complaints by any other person alleging discrimination should be addressed to the building principal or the district compliance coordinator. Complaints about discrimination, including complaints of harassment, will be resolved through the following complaint procedures:

Informal Procedures:

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

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence. The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.

Formal Complaint Procedures:

- 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. If an individual does not wish to file a written complaint and the matter has not been adequately resolved, the building principal may initiate the complaint. Forms for filing written complaints are available in each 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 shall 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. The investigation shall be informal, but thorough. All interested persons, including the complainant and the person against whom the complaint is lodged, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.

- 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 accused no later than 30 days after the filing of the complaint.
 - 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, or 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.
- The complainant may appeal the determination of the complaint. Appeals shall be heard by the district compliance coordinator, a hearing officer appointed by the board, or by the board itself as determined by the board. The request to appeal the resolution shall be made within 20 days after the date of the written resolution of the complaint at the lower level. The appeal officer shall review the evidence gathered by the investigator and the investigator's report and shall afford the complainant and the person against whom the complaint is filed an 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 and a description of its resolution within 30 days after the appeal is filed.
- If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence. The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.
- Use of this complaint 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 Equal Employment Opportunity Commission, or the Kansas Human Rights Commission.

Complaints About Policy:

The superintendent shall report any unresolved complaint about policies to the board at the next regularly scheduled board meeting.

Complaints About Curriculum (See IF in board policy):

The superintendent shall report a failure to resolve any complaint about curriculum to the board at the next regularly scheduled board meeting.

Complaints About Instructional Materials:

The building principal shall report any unresolved complaint about instructional materials to the superintendent immediately after receiving the complaint.

Complaints About Facilities and Services:

The superintendent shall report any unresolved complaint about facilities and services to the board at the next regularly scheduled board meeting.

Complaints About Personnel:

The superintendent or the building principal involved shall report any unresolved complaint about personnel to the board at the next regularly scheduled board meeting.

Complaints About Emergency Safety Intervention Use:

Complaints concerning the use of emergency safety interventions by district staff shall be addressed in accordance with the local dispute resolution process outlined in board policy GAAF.

Computer and Device Use

Use of District Computers and Devices/Privacy Rights:

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

Copyright:

Software acquired by staff, using either district or personal funds, and installed on district computers or electronic devices must comply with copyright laws. Proof of purchase (copy or original) for software must be filed in the district office.

Installation:

No software, including freeware and shareware, or other applications may be installed on any district computer or electronic device until cleared by the network administrator. The administrator will verify the compatibility of the software or application with existing software, hardware, and applications and prescribe installation and de-installation procedures. Program files must have the superintendent's approval to be installed on any district server or computer.

Hardware:

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

Audits:

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

E-mail Privacy Rights:

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

Ownership of Employee Computer and Device Materials:

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

Lost, Stolen, or Damaged Computers and/or Equipment:

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

Counseling Services

We have several community counseling sources that we work closely with to provide counseling services for our students when needed. Parents may refer their children for counseling, teachers may refer them, and the children may refer themselves. If there are any questions about these services, parents should visit with any teacher, the Student Care Coordinator, or the principal.

Curriculum

All students receive instruction in reading, English, mathematics, science, social science, technology, art, music, physical education, and character education. . Our school district has a written curriculum which includes objectives at each grade level for each subject area that is taught.

Discipline/Detention

It is necessary that children learn to develop self-discipline in order to further their learning. In an effort to improve our educational environment, we have implemented a school-wide discipline plan.

The staff at Winfield Scott will acknowledge positive behaviors that students exhibit during the school day. We ask that you discuss with your children the importance of good behavior and a good attitude while at school. We will not tolerate misbehavior, including but not limited to fighting, biting, disrespect toward others, obscene language, stealing, lying, cheating, using items as weapons, or destruction of school property. Students will be subject to the appropriate discipline measures as determined by the principal and/or the classroom teachers.

Discipline measures could include loss of recess, preferred activity, or reporting to the focus/ALC area.

Dress Code

Students must dress in a manner that is not obscene; offensive; or substantially or materially disruptive to the learning environment. Apparel that is sexually suggestive,

promotes violence, illegal activities, drugs, alcohol, and/or tobacco, or is determined to be gang-related is prohibited.

Students shall dress in a manner that does not endanger their own safety or the safety of others. If we feel that a child is dressed inappropriately, parents may be contacted by school officials.

Shorts should not be worn to school when the weather is not conducive to such attire; please use good judgment when allowing your student to wear summer clothing. Inappropriate dress relating to weather conditions will not excuse a student from participation in outdoor activities.

Thongs, flip-flops (or any sandal without heel straps), or open-toed shoes should not be worn to school. They are inappropriate for many activities and may cause injuries for students. Tennis shoes need to be worn on days students have PE.

Drug-Free Schools

Maintaining drug-free schools is important in establishing an appropriate learning environment for the district's students. Unless otherwise specified in this policy, the possession, use, sale, distribution, and/or being under the influence of illicit drugs, controlled substances, and/or alcohol by students at school, on or in school property, or at school-sponsored activities or events is prohibited.

Possession, use, and/or being under the influence of a controlled substance by a student for the purposes of this policy shall only be permitted if such substance was:

1. Obtained directly from or pursuant to a valid prescription or order issued to such student from a person licensed by the state to dispense, prescribe, or administer controlled substances;
2. In the case of use or possession, approved and administered, if administered at all, in accordance with board policy; and
3. Used, if at all, in accordance with label directions.

Student Conduct:

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

Students shall not manufacture, sell, distribute, dispense, possess, use, and/or be under the influence of illicit drugs, controlled substances, or alcoholic beverages at school, on or in school district property, or at any school activity, program, or event. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials and will be subject to discipline action set forth in student handbooks.

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. If a student agrees to enter and complete a drug education or rehabilitation program, the cost of such a program will be borne by the student and his or her parents.

A list of area drug and alcohol counseling and rehabilitation programs, along with names and addresses of contact persons for the programs, 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 are notified that compliance with this policy is mandatory.

Early Dismissal

When possible, medical and dental appointments should be made outside of school hours. Getting a haircut is not considered an appropriate reason for early dismissal. The building principal shall not release a student during the school day except upon a written or verbal request from the student's lawful parent or person acting as a parent. Before releasing a student during the school day, the building principal shall be responsible for verifying the identity of the person seeking release of the student. The parent, or authorized person, must come to the office and present identification when signing the child out of school. The child will then be called to the office. Parents/guardians should not go to the classroom to pick up students. If the principal is not satisfied with the identification provided by the person seeking release of a student, the student's release may be refused. These precautions are for the safety of our students.

Elementary Wellness Policy

Fort Scott USD 234 is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating, nutrition education, physical activity, and integrated school-based wellness.

Nutrition – General Atmosphere

- Substitutions are provided for students with medical disabilities, identified by a licensed physician, who require meal modifications per the signed Meal Modification Form.
- The food service area is clean, orderly, and has an inviting atmosphere.
- All school food service personnel receive required food safety training at a minimum of every five years. Continuing education training for all food service personnel meets federal and state requirements.
- All student food service personnel receive required food safety training at a minimum of every three years.
- The dining area has seating to accommodate all students during each serving period.
- The dining area has adult supervision.
- The students are allowed to converse with one another at least part of the meal time.
- Reimbursable meals and/or parts of a reimbursable meal are not withheld or denied as a disciplinary action.
- One "Smarter Lunchroom" or a Behavioral Economics technique is used on the serving line to encourage healthy choices by students.
- Two "Smarter Lunchroom" or Behavioral Economics techniques are used on the serving line to encourage healthy choices by students.
- Identify content of reimbursable lunch and breakfast near or at the beginning of the serving line(s).

Nutrition – Breakfast

- All school breakfasts comply with USDA regulations and state policies.
- At least three different fruits are offered each week on three different days. At least one fruit per week is served fresh.
- Students have at least 10 minutes "seat time" to eat breakfast (not including time spent walking to and from class or waiting in line).
- Students have at least 15 minutes "seat time" to eat breakfast (not including time spent walking to and from class or waiting in line).

Nutrition – Lunch

- All school lunches comply with USDA regulations and state policies.
- At least three different fruits are offered each week. Two fruits per week are served fresh.
- Students have at least 15 minutes "seat time" to eat lunch (not including time spent walking to and from class or waiting in line).

Nutrition – All Food Sold in Schools

- No foods or beverages are sold except reimbursable school meals or snacks.
- All foods and beverages sold in schools are in compliance with the USDA's Smart Snacks in School" and "All Foods Sold in Schools" standards from the midnight before to 30 minutes after the end of the official school day.

Nutrition – Other Child Nutrition Programs

- Meals and snacks served under the USDA At-Risk Afterschool Meals, Afterschool Care Snack Program, Fresh Fruit and Vegetable Program and/or Summer Food Service Program comply with all federal regulations and state policies.

Nutrition – During the School Day

- Students have access to free drinking water throughout the school day, including during meal service. Hygiene standards for all methods delivering drinking water will be maintained.
- Students are allowed to have clear/translucent water bottles in the classroom.
- Teachers and parents are provided with information on healthy options for classroom rewards, parties, and celebrations that meet "Smart Snacks in School" and "All Foods Sold in Schools" standards.
- All foods and beverages brought in for classroom parties and celebrations meet "Smart Snacks in School" and "All Foods Sold in Schools" standards. The focus of classroom celebrations is not on food.
- Fundraising within the school day meets "All Foods Sold in Schools" standards (sans the exempted fundraisers).

Nutrition Education – Nutrition Promotion

- School promotes participation in the National School Lunch Program (NSLP) and School Breakfast Program (SBP), if applicable, and to choose nutritious foods and beverages throughout the day. Menus are posted on school website and/or distributed to families via another method.

Nutrition Education:

- All students in grades K-12, including those with disabilities, special health care needs, and in alternate education settings will have the opportunity to participate in culturally relevant participatory activities and a variety of learning experiences that support development of healthful eating habits that are based on the most recent Dietary Guidelines for Americans and evidence-based information.

- School administrators inform teachers and other school personnel about opportunities to attend training on nutrition and encourage them to attend training on teaching nutrition.
- Teachers and other school personnel participate in nutrition training at least once a year.
- Active learning experiences are provided, such as involving students in food preparation or other hands-on activities.
- School uses qualified personnel or organizations from the community to provide nutrition education to students such as the Kansas State Department of Education, K-State Research and Extension, health and agriculture organizations, universities, and consulting registered dietitians or other qualified individuals or organizations. Education should be provided under the direct supervision of a teacher.
- Integrate nutrition education into other core subjects such as math, science, language arts, and social sciences, as well as in non-core and elective subjects.
- Integrate nutrition education into two or more core subjects such as math, science, language arts, and social sciences, as well as in two or more non-core and elective subjects.
- Include nutrition and health posters, signage, or displays in the cafeteria food service and dining areas, classrooms, hallways, gymnasium, and/or bulletin boards that are rotated, updated, or changed quarterly.
- Offer information to families at least once per semester that encourages them to teach their children about health and nutrition and assists them in planning nutritious meals for their families.
- Offer information to families at least once per quarter that encourages them to teach their children about health and nutrition and assists them in planning nutritious meals for their families.

Physical Activity – PE General Guidelines

- All students in grades K-12, including those with disabilities, special health care needs, and in alternative education settings have the opportunity to participate in moderate to vigorous physical activity at least two times per week during the entire school year.
- Physical activity facilities in and on school property are safe with sufficient age-appropriate equipment for all students, including those with disabilities. Adequate adult supervision is provided.
- School encourages extra physical activity time as an option for classroom rewards.
- School offers lifetime physical activity that teaches basic motor skills, enhances knowledge of concepts related to movement needed to achieve and maintain health. Students learn the benefits of and an appreciation for regular physical activity.

Physical Activity – Throughout the Day

- Elementary school students have at least 15 minutes a day of supervised recess (not including time spent getting to and from the playground), preferably outdoors. Supervisory staff encourage moderate to vigorous physical activity.
- Elementary school students have two supervised recess periods per day (not including time spent getting to and from the playground), totaling at least 20 minutes. Supervisory staff encourage moderate to vigorous physical activity.
- Elementary school students have two supervised recess periods per day, totaling at least 20 minutes (not including time spent getting to and from the playground), with one being offered in the morning. Supervisory staff encourage moderate to vigorous physical activity.

- Students who participate in indoor recess are provided moderate to vigorous physical activity opportunities.
- Structured physical activity opportunities, in addition to physical education and recess (where applicable), are encouraged for all students.
- Structured physical activity opportunities, in addition to physical education and recess (where applicable), are offered to all students at least one time daily. School staff are encouraged to participate.
- Structured physical activity opportunities, in addition to physical education and recess (where applicable), are offered to all students at least two times daily. School staff are encouraged to participate.
- Structured physical activities are planned by a licensed physical education teacher and integrated into health education and one or more core subjects, such as math, science, language arts, and social sciences, as well as in non-core and elective subjects.
- Structured physical activities are planned by a licensed physical education teacher and integrated into two or more core curriculum subjects, such as math, science, language arts, and social sciences, as well as in non-core and elective subjects.
- Structured physical activities are planned by a licensed physical education teacher and integrated into all core curriculum subjects, such as math, science, language arts, and social sciences, as well as in non-core and elective subjects.
- Professional development on integrating physical activity into core/non-core subjects is provided to all staff.

Physical Activity – Physical Education

- The physical education curriculum is sequential and consistent with Kansas State Board of Education approved physical education teaching standards for pre-kindergarten through grade 12.
- Elementary students receive 60-99 minutes of physical education per week, which includes at least 40 minutes of moderate to vigorous physical activity.
- Physical education curriculum encourages a multi-dimensional fitness assessment.
- Physical education is taught by teachers licensed by the Kansas State Department of Education.
- Physical education teachers participate in physical education and/or physical activity specific professional development every two years.
- Physical education teachers have advanced certification and/or education.

Physical Activity – Before and After School

- Extracurricular physical activity programs, such as a physical activity club or intramural programs, are offered.
- An assessment on walking and/or biking to school has been completed to determine safety and feasibility.
- The school has developed a walk and/or bike to school plan and encourages students to walk and/or bike to school.
- The school has implemented a walk and/or bike to school plan and has communicated it to the community.

Physical Activity – Family and Community – PE

- Community members are provided access to the school's outdoor physical activity facilities.
- Community members are provided access to the school's indoor and outdoor physical activity facilities at specified hours.
- Offer information via multiple channels at least once per semester to all families that encourages them to teach their

children about physical activity and assists them in planning physical activity for their families.

- Offer information via multiple channels and provide opportunities for physical activity at least once per quarter to all families that encourages them to teach their children about physical activity and assists them in planning physical activity for their families.

Integrated School-Based Wellness:

- Annual staff wellness activities and/or professional development opportunities related to nutrition, physical activity, and abstaining from tobacco are provided to encourage school staff to serve as healthy role models. Staff wellness activities and training may also include additional components of the Whole School, Whole Community, and Whole Child Model.

- Each semester provides staff wellness activities and/or professional development opportunities related to nutrition, physical activity, and abstaining from tobacco are provided to encourage school staff to serve as healthy role models. Staff wellness activities and training may also include additional components of the Whole School, Whole Community, and Whole Child Model.

- Each quarter provides staff wellness activities and/or professional development opportunities related to nutrition, physical activity, and abstaining from tobacco are provided to encourage school staff to serve as healthy role models. Staff wellness activities and training may also include additional components of the Whole School, Whole Community, and Whole Child Model.

- School staff are aware of Team Nutrition and the HealthierUS School Challenge Award opportunity.

- Complete the CDC School Health Index.

- Annually, offer school-sponsored wellness family activities that address one or more components of the Whole School, Whole Community, and Whole Child Model.

- Each semester, offer school-sponsored wellness family activities that address one or more components of the Whole School, Whole Community, and Whole Child Model.

- Quarterly, offer school-sponsored wellness family activities that address one or more components of the Whole School, Whole Community, and Whole Child Model.

- Annually partner with community health agencies/organizations and/or allow community use of school facilities for wellness activities.

- Each semester, partner with community health agencies/organizations and/or allow community use of school facilities for wellness activities.

- Quarterly, partner with community health agencies/organizations and/or allow community use of school facilities for wellness activities.

- Each semester, health education is provided to families via handouts, postings on the school website, newsletters, presentations, and workshops.

- Quarterly, culturally relevant health education is provided to families via handouts, postings on the school website, newsletters, presentations, and workshops.

- The local school wellness policy team meets at least twice per year.

- The local school wellness policy team meets at least once per quarter.

- The local school wellness policy team meets at least once per month during the school year.

Emergency Drills

Emergency drills are conducted on a regular basis. During tornado drills each classroom goes to a designated area within the building. For fire drills, each class has a designated escape route to an outside area a safe distance from the building.

Emergency Operations Plan

All educational institutions are vulnerable to threats, hazards, and disasters that have the potential to cascade into emergencies or disasters. It is critical for school officials, along with first responders, emergency management, and local government officials to prevent or mitigate, plan for, respond to, and recover from these potential incidents.

The intent of an emergency operations plan is to provide an overview of the school district's approach to emergency operations. It describes the school district, its emergency response policies and procedures, and assigns tasks. The primary audience for this plan is the Superintendent's staff, building administrators, key staff, committee members, and policy makers (board members).

The Fort Scott School District is committed to the safety and preparedness of its students, staff, and its visitors. The EOP will assist the district in saving lives, minimizing property damage, and preserving the environment.

Emergency Safety Interventions

The board of education is committed to limiting the use of Emergency Safety Intervention ("ESI"), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student's conduct necessitates the use of an emergency safety intervention as defined below. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school's code of conduct, school safety plan, or student handbook. Notice of the online availability of this policy shall be provided to parents during enrollment each year.

Definitions:

"Campus police officer" means a school security officer designated by the board of education of any school district pursuant to K.S.A. 72-6146, and amendments thereto.

"Chemical Restraint" means the use of medication to control a student's violent physical behavior or restrict a student's freedom of movement.

"Emergency Safety Intervention" is the use of seclusion or physical restraint, but does not include physical escort or the use of time-out.

"Incident" means each occurrence of the use of an emergency safety intervention.

"Law enforcement officer" and "police officer" mean a full-time or part-time salaried officer or employee of the state, a county, or a city, whose duties include the prevention or detection of crime and the enforcement of criminal or traffic

law of this state or any Kansas municipality. This term includes a campus police officer.

"Legitimate law enforcement purpose" means a goal within the lawful authority of an officer that is to be achieved through methods or conduct condoned by the officer's appointing authority.

"Mechanical Restraint" means any device or object used to limit a student's movement.

"Parent" means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-3122(d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; (6) a foster parent, unless the student is a child with an exceptionality; or (7) a student who has reached the age of majority or is an emancipated minor.

"Physical Escort" means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.

"Physical Restraint" means bodily force used to substantially limit a student's movement, except that consensual, solicited, or unintentional contact and contact to provide comfort, assistance, or instruction shall not be deemed to be physical restraint.

"School resource officer" means a person who is employed by a board of education of any school district for the purpose of aiding and supplementing state and local law enforcement agencies in which the school district is located, but is not a law enforcement officer or police officer.

"Seclusion" means placement of a student in a location where all of the following conditions are met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that he or she will be prevented from leaving the enclosed area.

"Time-out" means a behavioral intervention in which a student is temporarily removed from a learning activity without being secluded.

Prohibited Types of Restraint:

All staff members are prohibited from engaging in the following actions with all students:

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student's airway;
- Using physical restraint that impacts a student's primary mode of communication;
- Using chemical restraint, except as prescribed treatments for a student's medical or psychiatric condition by a person appropriately licensed to issue such treatments; and
- Use of mechanical restraint, except:
 - Protective or stabilizing devices required by law or used in accordance with an order from a person appropriately licensed to issue the order for the device;
 - Any device used by a certified law enforcement officer to carry out law enforcement duties; or
 - Seatbelts and other safety equipment when used to secure students during transportation.

Use of Emergency Safety Interventions:

ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to effect such physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student's behavior prior to the use of any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of an ESI. Use of an ESI for purposes of discipline, punishment, or for the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

ESI Restrictions:

A student shall not be subjected to ESI if the student is known to have a medical condition that could put the student in mental or physical danger as a result of ESI. The existence of such medical condition must be indicated in a written statement from the student's licensed health care provider, a copy of which has been provided to the school and placed in the student's file.

Such a written statement shall include an explanation of the student's diagnosis, a list of any reasons why ESI would put the student in mental or physical danger, and any suggested alternatives to ESI. Notwithstanding the provisions of this subsection, a student may be subjected to ESI, if not subjecting the student to ESI would result in significant physical harm to the student or others.

Use of Seclusion:

When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times.

All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of emergency, such as fire or severe weather.

A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent. Such room shall be free of any condition that could be a danger to the student, well-ventilated, and sufficiently lighted.

Training:

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on ESI. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain written or electronic documentation regarding the training that was provided and a list of participants, which shall be made available for inspection by the state board of education upon request.

Notification and Documentation:

The principal or designee shall notify the parent the same day as an incident. The same-day notification requirement of this subsection shall be deemed satisfied if the school attempts at least two methods of contacting the parent. A parent may designate a preferred method of contact to receive the same-day notification. Also, a parent may agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day.

Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day of the incident. Such written documentation shall include (A) The events leading up to the incident; (B) student behaviors that necessitated the ESI; (C) steps taken to transition the student back into the educational setting; (D) the date and time the incident occurred, the type of ESI used, the duration of the ESI, and the school personnel who used or supervised the ESI; (E) space or an additional form for parents to provide feedback or comments to the school regarding the incident; (F) a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and (G) e-mail and phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together when documenting the items in subparagraphs (A), (B), and (C) if the triggering issue necessitating the ESIs is the same.

The parent shall be provided the following information after the first and each subsequent incident during each school year: (1) a copy of this policy which indicates when ESI can be used; (2) a flyer on the parent's rights; (3) information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and the complaint process of the state board of education; and (4) information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas. Upon the first occurrence of an incident of ESI, the foregoing information shall be provided in printed form or, upon the parent's written request, by e-mail. Upon the occurrence of a second or subsequent incident, the parent shall be provided with a full and direct website address containing such information.

Law Enforcement, School Resource and Campus Security Officers:

Campus police officers and school resource officers shall be exempt from the requirements of this policy when engaged in an activity that has a legitimate law enforcement purpose. School security officers shall not be exempt from the requirements of this policy.

If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the parent the same day using the parent's preferred method of contact. A school shall not be required to provide written documentation to a parent, as set forth above, regarding law enforcement use of an emergency safety intervention, or report to the state department of education any law enforcement use of an emergency safety intervention. For purposes of this subsection, mechanical restraint includes, but is not limited to, the use of handcuffs.

Documentation of ESI Incidents:

Except as specified above with regard to law enforcement or school resource officer use of emergency safety interventions, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

- Date and time of the ESI,
- Type of ESI,
- Length of time the ESI was used,
- School personnel who participated in or supervised the ESI,
- Whether the student had an individualized education program at the time of the incident,
- Whether the student had a Section 504 plan at the time of the incident, and whether the student had a behavior intervention plan at the time of the incident.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent or the superintendent's designee on at least a biannual basis. At least once per school year, each building principal or designee shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

Reporting Data:

District administration shall report ESI data to the state department of education as required.

Parent Right to Meeting on ESI Use:

After each incident, a parent may request a meeting with the school to discuss and debrief the incident. A parent may request such meeting verbally, in writing, or by electronic means. A school shall hold a meeting requested under this subsection within 10 school days of the parent's request. The focus of any such meeting shall be to discuss proactive ways to prevent the need for emergency safety interventions and to reduce incidents in the future.

For a student with an IEP or a Section 504 plan, such student's IEP team or Section 504 plan team shall discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan, or amend the behavior intervention plan if already in existence.

For a student with a Section 504 plan, such student's Section 504 plan team shall discuss and consider the need for a special education evaluation. For students who have an individualized education program and are placed in a private school by a parent, a meeting called under this subsection shall include the parent and the private school, who shall consider whether the parent should request an individualized education program team meeting. If the parent requests an individualized education program team meeting, the private school shall help facilitate such meeting.

For a student without an IEP or Section 504 plan, the school staff and the parent shall discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parents, a school

administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting.

The student who is the subject of such meetings shall be invited to attend the meeting at the discretion of the parent. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student if each student would benefit from such measures.

Local Dispute Resolution Process:

If a parent believes that an emergency safety intervention has been used on the parent's child in violation of state law or board policy, the parent may file a complaint as specified below.

The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. Once an informal complaint is received, the administrator handling such complaint shall investigate such matter, as deemed appropriate by the administrator. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent shall share the informal resolution with the board of education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent within thirty (30) days after the parent is informed of the incident.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such an investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigators shall be informed of the obligation to maintain confidentiality of student records and shall report the findings of fact and recommended corrective action, if any, to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education and shall be mailed to the parents and the state department within 30 days of the board's receipt of the formal complaint.

If desired, a parent may file a complaint under the state board of education administrative review process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

Exclusion from PE and/or Recess

Occasionally students who have been sick need to limit their activity by not participating in PE and/or recess. If you feel this is necessary, send a note with your child indicating his/her limitations. If these limitations are needed for more than one day, have your doctor send a note stating the limitations required and their duration.

Field Trips

Field trips within our community and to nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum. Parents will receive notices about upcoming field trips well in advance of the scheduled trip date.

Food Service

USD 234 provides a school food service program. Free or reduced-price meals shall be provided for students who qualify under state and federal rules and regulations. The eligibility forms, rules, and regulations governing this program shall be provided by the administration to students or their parents. The meal prices for the 2022-23 school year are:

- \$1.65 for a full-price breakfast
- \$.30 for a reduced-price breakfast
- \$2.60 for a full-price lunch
- \$.40 for a reduced-price lunch

Students may bring their lunches if they prefer. Breakfast is served from 7:15 to 7:45 a.m. each school day. Thirty-minute lunch periods are scheduled for each grade level. Parents are welcome to eat with their children and should check with the office for specific lunch times.

If a student chooses to carry his/her lunch, he/she may elect to have a milk ticket.

If the student maintains a negative balance and the charges are not paid, the student will receive an alternate meal consisting of a peanut butter, peanut butter alternative, or cheese sandwich and milk.

Any student failing to keep his/her account solvent as required by the district shall not be allowed to charge further meals until the negative account balance has been paid in full. However, such students will be allowed to purchase a meal if the student pays for the meal when it is received. Students who cannot pay out of pocket for a meal will be provided an alternate meal consisting of a peanut butter, peanut butter alternative, or cheese sandwich and milk.

At least one written warning shall be provided to a student and his/her parent or guardian prior to denying meals for exceeding the district's charge limit.

Payments for school meals may be made at the school, district office, or online at <https://usd234.revtrak.net/tek9.asp>. Students, parents, and guardians of students are encouraged to prepay meal costs.

Lunch Deliveries

Food may not be delivered by a restaurant establishment during the meal period in competition with the National School Lunch and Breakfast Programs per USDA law. If you wish for your child to have something different than school lunch, please send it with him/her to school or take it to the school for your child.

Hazing

"Hazing" is recklessly coercing, demanding, or encouraging another person to perform, as a condition of membership in a social, academic, athletic, or other school-sponsored activity or group, any act which could reasonably be expected to result in great bodily harm, disfigurement, or death, or which is done in a manner whereby great bodily harm, disfigurement, or death could be inflicted.

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

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

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

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

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

Head Lice

Students who are found to have head lice or nits are required to be removed from the school setting by parents. Should your child be found to have lice, you will be contacted and asked to pick up your student. Students who have head lice cannot utilize school transportation. When parents have the head lice or nits removed, school personnel must check the

student before he/she is readmitted to school. Absences due to head lice are considered to be excused for the first two days and unexcused beginning with the third day of absence. At this point, the truancy policy is enforced.

Homeroom Assignments

The assignment of students to each teacher is the responsibility of the school principal. If a parent has a reason for wanting input in the decision about their child's classroom placement, a form designed for this purpose must be completed during the spring of the previous school year. The principal must receive the form no later than March 15. This is only one source of information used to determine placement and does not guarantee that the request will be granted. The office has forms available upon request.

Immunizations

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 vaccinations and booster shots. Parents may delegate in writing their authority to consent to immunizations. At the beginning of a school year, school boards shall provide information on immunizations applicable to school-age children to parents and guardians of students in grades six through 12. The information on immunizations shall include:

- (1) a list of sources for additional information; and
- (2) related standards issued by the National Centers for Disease Control and Prevention.

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

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 documentation of inoculations.

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.

The following immunizations are required:

- **Diphtheria, Tetanus, Pertussis (DTaP/Tdap):** Five doses required. Doses should be given at 2 months, 6 months, 15-18 months, and 4-6 years (prior to kindergarten entry). The 4th dose may be given as early as 12 months of age, if at least 6 months have elapsed since dose 3. The 5th dose is not necessary if the 4th dose was administered at age 4 years or older. A dose of Tdap is required at entry to 7th grade.
- **Hepatitis A (Hep A):** Two doses required. Doses should be given at 12 months with a minimum interval of 6 months between the 1st and 2nd dose.
- **Hepatitis B (Hep B):** Three doses required. Doses should be given at birth, 1-2 months, and 6-13 months. Minimum age for the final dose is 6 months.
- **Measles, Mumps, and Rubella (MMR):** Two doses required. Doses should be given at 12-15 months and 4-6 years (prior to kindergarten entry). Minimum age is 12 months and interval between doses may be as short as 28 days.
- **Meningococcal-Serogroup A,,C,W,Y (MenACWY):** Two doses required. Doses should be given at entry to 7th grade (11-12 years) and 11th grade (16-18 years). For children 16-18 years, with no previous MenACWY, only one dose is required.
- **Poliomyelitis (IPV/OPV):** Four doses required. Doses should be given at 2 months, 4 months, 6-18 months; and 4-6 years (prior to kindergarten entry). Three doses are acceptable if 3rd dose was given after 4 years of age and at least 6 months have elapsed since dose 2.
- **Varicella (chickenpox):** Two doses are required. Doses should be given at 12-15 months and 4-6 years (prior to kindergarten entry). The 2nd dose may be administered as early as 3 months after the 1st dose; however, a dose administered after a 4-week interval is considered valid. No doses are required when student has history of varicella disease documented by a licensed physician.

Legal alternatives to school vaccination requirements are found in K.S.A. 72-6262. In addition to the immunizations required for school entry, the following vaccines are recommended to protect students.

- **Human Papillomavirus (HPV):** Two doses recommended at 11 years of age or three doses if the series is started after 15 years.
- **Influenza:** Annual vaccination recommended for all ages > 6 months of age. Number of doses is dependent on age and number of doses given in previous years.

Inclement Weather

The following stations will provide school dismissal announcements at 6:00 a.m. on the inclement weather day:
Radio:

KMDO (AM 1600)
KOMB (FM 103.9)
KNEW (AM 1240)
KKOW (FM 96.9)

Television:

KOAM (channel 7)

KSN (channel 16)

Facebook, text caster, and the district website are other options to check for inclement weather and school closings.

Interrogations and Investigations

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

If there is reason to believe a violation of a criminal law has been committed, the superintendent's designee, and/or school security officer with authorization of the superintendent or the superintendent's designee shall notify the appropriate law enforcement agency of criminal conduct as provided in law and/or board policy and may request further investigation of the alleged violation.

When a school resource 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 bequest of a building administrator or the designee of the superintendent, such officer will notify the building administrator and will make a reasonable attempt to contact the student's parent, guardian, or representative prior to initiating questioning.

Coordination with Law Enforcement:

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

Notification of Investigations Conducted by Law Enforcement Officers:

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

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 investigations concerning known or suspected child abuse or neglect, school staff shall follow the procedures

outlined in board policy GAAD instead of the requirements of 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. If a demonstrated emergency is found, the building administrator shall require identification of law enforcement officials and reasons 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, school resource officers, campus police officers, or Department for Children and Families ("DCF") authorities pursuant to a child abuse investigation. Except as otherwise specified in this policy, a reasonable effort shall be made to notify the student's parent, guardian, or representative when students are removed from school for any reason. Parents shall not be notified by school officials when their child is taken into custody by DCF, school resource officers, campus police officers and/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. Except as provided above and/or as specified in a court order or arrest warrant, if a student is taken into custody by a law enforcement officer, school resource officer, or campus police officer, building administrators shall also make a good-faith effort to contact the student's parent or guardian. Notification efforts shall be documented.

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 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, "campus police officer" is a school security officer employed by and designated by the board to aid and supplement law enforcement agencies of the state, city, and county in which the school district is located.

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.

Kansas School Safety Hotline

A hotline has been set up to give students an opportunity to report "impending school violence." The hotline is staffed by the Kansas Highway Patrol. The safety hotline number is **1-877-626-8203**. Parents, please talk to your children about the importance of reporting information that may put them or others in danger.

Library Services

Our library contains collections for students, staff, and parents. Materials are checked out for one week and may be rechecked weekly by bringing the material to the library and extending the time. No charge is made for overdue books if they are returned in good condition. Lost or damaged books may be paid for at the price of a replacement copy. A copy of the board-approved policy for the selection of library media and procedure for challenged material may be seen at the library.

Lost and Found

Anyone finding something that doesn't belong to them should immediately turn the item(s) into the lost and found box located in the cafeteria. Students and their parents are encouraged to check the box often in an attempt to locate missing items. At various times throughout the school year, any items remaining in this box are donated to a local charity. All coats, personal items, etc. should be properly marked for easy identification.

Make-Up Opportunities

Within time limits established by the administration, all teachers shall supply make-up work assignments when requested. Students are allowed one day for each day missed to complete their make-up work.

Newsletters

Newsletters are posted monthly online for all parents. These are issued to keep parents informed of school events and any other items of special interest. In addition, school notes are sent home regularly with students when more immediate attention of the parents is needed.

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's

education records within 45 days of the day the school receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal (or appropriate school official) a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend their child's or their education record should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends

to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. FERPA requires a school or school district to make a reasonable attempt to notify the parent or student of the records request unless the disclosure is initiated by the parent or eligible student.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

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

Parent Involvement

Our school encourages families to be:

- teachers of their children at home,
- supporters of our school and of public education,
- advocates for their own and other children, and
- participants in the development of school policy and practice.

To be fully family-friendly, our school will provide:

1. A welcoming environment
 - We will make available books, games, and education information for families to borrow and use at home.
2. Programs and activities to engage families in improving student achievement
 - Current student work is displayed throughout the building so that visitors can understand the purpose of the work and the high standards to meet.
 - Programs and activities help families understand what their children are learning and promote high standards.
 - Workshops, learning kits, and other activities show families how to help their children at home – and respond to what families say they want to know.
 - The school reports to parents about student progress and how teachers and parents can work together to make improvements.
3. Strong relationships between teachers and families
 - Teachers make personal contact with each family on a regular basis.
4. Opportunities for families to develop their skills, self-confidence and contacts
 - Families are involved in planning how they would like to be involved at the school.
 - Site Council and the PTO reflect the diversity of the school community and actively recruit and welcome families from all backgrounds.
 - Instruction on effective parenting is provided to parents who choose to attend.
5. Professional development for families and staff on how to work together productively
 - Families learn how the school system works and how to be effective advocates for their children.

- Teachers learn about successful approaches to work with families of diverse cultural backgrounds
- Families and staff can learn together how to collaborate to improve student achievement.
- The school reaches out to identify and draw in local community resources that can assist staff and families.

This policy was developed with input from parents, teachers, support staff, and community members. Here is what was done:

1. Focus groups with families, staff, and community members were conducted.
2. The policy was drafted and distributed widely for comment.
3. The policy was revised using the comments and was ratified by the Site Council, the parent organization, the faculty, and the board of education.

Parent/Teacher Conferences

Parent/Teacher conferences are scheduled following the first and third grading periods. Parental attendance at conferences is very important. Parents may request a conference with their child's teacher at any time during the school year. Please call the school for an appointment if a conference is desired. Likewise, a teacher may find it necessary to request a special conference with a parent. Please make every effort to meet with the teacher if you receive such a request

Parent/Teacher Organization

We have a very active elementary parent/teacher organization. They have one or more fundraising projects each year in addition to the annual Fun Night. They help with school parties as well as provide countless other services to our students. PTO meetings are held monthly. You may call the office for dates or check the school calendar.

Parking/Crosswalks/Pick-up/Drop-off

Students and parents should cross the street only at the crosswalks.

From 7:00 to 8:15 a.m. and from 2:00 to 3:45 p.m., parents should not pull into the east parking lot. **The east side of the school is designated as a bus loading zone.**

Parking stalls are available on the north side of the school. The west and north sides of the building are available for pick-up and drop-off. School staff members use the east and west parking lots.

Parties

With prior arrangements made between the teacher and parent, students may treat the class on the student's birthday. No chewing gum is allowed for treats, and only a small amount of time will be set aside for these activities. Pre-packaged treats are preferred.

Pets

Non-service pets are not allowed at school except when a suitable cage or box is brought to contain the pet and arrangements have been made with the teacher. Non-service pets may not be transported on a school bus.

Pictures

School pictures are taken at least once each year. Parents are given an opportunity to purchase any or all of the prints. Preschoolers are also welcome to have their pictures taken. A note explaining all of the details will be sent home with every student prior to picture day.

Playground Rules

In order to provide safe experiences on the playground, the following rules will be observed:

1. Follow playground supervisor's directions the first time given.
2. No throwing rocks, sticks, etc, on the playground.
3. No playing tag on any equipment that is on either playground.
4. No jumping off any equipment.
5. No tackling, pushing or pulling on one another will be permitted.
6. One student at a time on the slide as well as the ladder, the next student will go up the ladder when the student in front of them sits at the top of the slide. No climbing up the slide and student must always sit on their bottom with feet stretched out in front of them to go down the slide.
7. When student is on any bars - they **MUST** have one hand holding on to the equipment. Absolutely, **NO STANDING** on parallel bars.
8. Only one person sitting in a swing. Swings must swing in a straight line. No jumping from the swings. No student will be allowed to push another student. Students not swinging must stay away from swings.
9. Students are not allowed to climb fence for any reason. If a ball gets knocked over the fence, the ball is to remain there until an adult can retrieve the ball. If a student tries to flee the playground by climbing the fence, the playground supervisor will call the office immediately and get the help from administration.
10. Only school-provided playground equipment allowed on playground. Nothing from home will be allowed on playground.
11. No cursing, rude gestures, teasing, or put-downs.
12. Play on school-designated play areas.
13. Buddy benches are not for time out or adult recess supervisor use.
14. No climbing or hanging on the soccer goals or nets.
15. 3 students allowed on the comet spinner at a time. They must sit on the bar with their feet inside. No students may push.
16. Students waiting to play the musical instruments should line up single file on the rocks facing the instruments.

Students have a recess in the morning and a recess in the afternoon. These recesses last for 15 minutes each.

Playground privileges may be revoked if the above rules are violated.

PowerSchool

If you have not yet signed up for PowerSchool, please contact the office for further information. Signing up for PowerSchool will allow you to view your student's attendance, grades, and meal account balance.

Promotion and Retention

Students may be promoted when they have demonstrated mastery of the board-approved learning objectives.

The final decision to promote or retain a student shall rest with the principal after receiving information from parents/guardians, teachers, and other appropriate personnel.

Public Conduct on School Property

The superintendent or the superintendent's designee may deny access to the school buildings, facilities, and/or grounds of the district to persons who have no lawful business to pursue at the school, persons who are acting in a manner disruptive or disturbing to the normal educational functions of the school, or persons who are on school property in violation of board and/or building policy. Administrative personnel may demand identification and evidence of qualification for access of anyone desiring to use or come upon the premises of the particular school or facility.

Persons, including parents or persons acting as parents, who have legitimate reasons for being on school property must nevertheless abide by policies adopted by the board and building policies specifically applicable to each school. Such building policies shall be published annually in the school handbook and shall be posted at the school in a conspicuous place visible to all who enter the premises. Visitors must secure and wear a visitor's pass to enter school buildings during the school day.

Anyone who refuses or fails to leave district buildings, facilities, and/or grounds after being requested to do so by an authorized district employee shall be considered to be trespassing in violation of Kansas law. In such case, the police will be contacted, and arrest and criminal charges may result.

The administration will determine if the individual who has been asked to leave a district building, facility, or grounds is allowed to return in the future. If the individual is not to return in the future, the appropriate "Trespass Notification" is to be sent to the individual.

Racial and Disability Harassment

The board is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color, national origin, or disability. Discrimination or harassment on the basis of race, color, or national origin ("racial harassment") or on the basis of disability ("disability harassment") shall not be tolerated in the school district.

Racial or disability harassment of employees or students of the district in any district education program or activity is strictly prohibited.

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

No student, employee, or third party is to racially harass any student, employee, or other individual associated with the school. No school employee should discourage a student from filing a complaint or to fail to investigate or refer for investigation any complaint lodged under provision of this policy.

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

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

- Affords a student different treatment, solely on the basis of race, color, national origin, or disability, in a manner which interferes with or limits the ability to participate in or benefit from the services, activities, or programs of the school;
- Is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile academic environment; or
- Is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of interfering with a student's academic performance or ability to participate in or benefit from the services, activities or programs of the school.

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

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

Any student who believes he or she has been subject to racial or disability harassment or has witnessed an act of alleged racial or disability harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of racial or disability harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal shall discuss the complaint with the student to determine if it can be

resolved. If the matter is not resolved to the satisfaction of the student in the meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial or disability harassment under the definition 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 reoccurrence.

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 of employment for an employee.

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

Reporting Students to Administrators and Staff

Administrative, professional, or classified employees of a school who have information that any of the following has occurred shall report the information and the identity of the student responsible to the superintendent.

Security and Safety:

Reportable events include:

- A student being expelled for conduct which endangers the safety of others;
- A student being expelled for commission of felony-type offenses;
- A student being expelled for possession of a weapon;
- A student being adjudged to be a juvenile offender for an offense, which if committed by an adult, would constitute a felony, except a felony theft offense involving no direct threat to human life;
- A student being tried and convicted as an adult for any felony, except theft involving no direct threat to human life.

The superintendent shall investigate the matter and, if it is confirmed, the superintendent shall provide appropriate information and the identity of the student responsible to all employees who are involved in, or likely to be directly involved in, teaching or providing related services to the student.

Reporting to Law Enforcement

Unless reporting would violate the terms of any memorandum of understanding between the district and local law enforcement, whenever a student engages in conduct which constitutes the commission of any misdemeanor or felony at school, on school property, or at a school-supervised activity and/or has been found 1) in possession of a weapon, 2) in possession of a controlled substance or illegal drug, or 3) to have engaged in behavior at school which has resulted in or was substantially likely to have resulted in serious bodily injury to others, the principal and/or superintendent shall report such act to the appropriate law enforcement agency.

Rock-Climbing Wall

Our gym features a traverse rock-climbing wall. It measures approximately 8 feet high by 40 feet long, and participants climb horizontally with their feet no more than 3 feet from the floor. When used as part of the PE class, tennis shoes are required and no jewelry is allowed. Parents should feel free to contact the PE department with any questions or concerns.

School Hours

School is in session each school day from 7:50 a.m. to 3:20 p.m.

School Messenger

If you would like to receive emergency information on school closings, early dismissals, and event reminders by phone, e-mail, or text message, please call the school office at 620-223-0450, or go to the USD 234 website, www.usd234.org, to sign up for Tiger alerts.

School Telephones

The school office telephones are for business purposes. Students may use them if they have permission from a staff member. Only in emergency cases will a student be called out of class to receive a phone call. Office personnel will

conduct which constitutes the commission of any misdemeanor or felony at school, on school property, or at a school-supervised activity and/or has been found 1) in possession of a weapon, 2) in possession of a controlled substance or illegal drug, or 3) to have engaged in behavior at school which has resulted in or was substantially likely to have resulted in serious bodily injury to others, the principal and/or superintendent shall report such act to the appropriate enforcement agency.

School Hours

School is in session each school day from 7:45 a.m. to 3:15 p.m. The building is opened at 7:00 a.m. Students who have not reported to their homerooms by the 7:45 a.m. bell will be counted tardy for the day. No student should arrive before 7:00 a.m. because there is no supervision. When students arrive, they should report to the gym or cafeteria. School is dismissed at 3:15 p.m., and all students are expected to leave the building and the playground areas promptly at that time.

School Messenger

If you would like to receive emergency information on school closings, early dismissals, and event reminders by phone, e-mail, or text message, please call the school office at 620-223-3380, or go to the USD 234 website, www.usd234.org, to sign up for Tiger alerts.

School Telephones

The school office telephones are for business purposes. Students may use them if they have permission from a staff member. Only in emergency cases will a student be called out of class to receive a phone call. Office personnel will deliver messages to students.

Searches of Property

Administrators 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 administrator shall be carried out in the presence of another adult witness.

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

Searches of Property

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

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

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

Use of Trained Dogs in Conducting Sweeps

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

Searches of Students

Principals are authorized to search students if there is reasonable suspicion that district policies, rules or directives are being violated. Strip searches shall not be conducted by school authorities. All searches by the principal shall be carried out in the presence of another adult witness.

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

If law enforcement assistance is present, further search of the student shall be with cooperation and assistance of law enforcement officials. The principal shall remain with the student and be present during any search of the student made by law enforcement officials on school property. The principal shall receive and file a receipt for items turned over to law enforcement officials.

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

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

Sexual Harassment

The board of education is committed to providing a positive and productive working and learning environment, free from discrimination on the basis of sex, including sexual harassment. The district does not discriminate on the basis of sex in admissions, employment, or the educational programs or activities it operates and is prohibited by Title IX

from engaging in such discrimination. Discrimination on the basis of sex, including sexual harassment, will not be tolerated in the school district. Discrimination on the basis of sex of employees or students of the district in any district education program or activity is strictly prohibited.

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

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

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

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

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

The Superintendent of Schools, 424 S. Main Street, Fort Scott, KS 66701, 620-223-0800 has been designated to coordinate compliance with nondiscrimination requirements contained in Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, regarding discrimination on the basis of sex, and the Kansas Act Against Discrimination. Information concerning the provision of these acts, and the rights provided thereunder, are available from the Title IX Coordinator. Inquiries about the application of Title IX to the district may be referred to the Title IX Coordinator; to the Assistant Secretary for Civil Rights at the U.S. Department of Education, Office of Civil Rights, 400 Maryland Avenue, SW Washington D.C. 20202-1100, (800) 421-3481, or at OCR@ed.gov; or both.

Response to Harassment Complaints

The district takes all reports of sexual harassment seriously and will respond meaningfully to every report of

discrimination based on sex, including sexual harassment, of which the district has actual knowledge. Any students who believes they have been subjected to sexual harassment should report the alleged harassment to the building principal, another administrator, the guidance counselor, the Title IX Coordinator, or another licensed staff member. All employees receiving reports of sexual harassment from a student shall notify the Title IX Coordinator.

Definitions:

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

The "complainant" means an individual who is alleged to be a victim of conduct that could constitute sexual harassment.

"Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim where the existence of such a 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.

The "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 or investigator.

"Domestic violence" includes crimes of violence committed by a person who is a current or former spouse, partner, person with whom the victim shares a child, or who is or has cohabited with the victim as a spouse or partner, by a person similarly situated to a spouse of the victim under Kansas or applicable federal law, or by any other person against an adult or youth victim having protection from such person's acts by Kansas or applicable federal law.

A "formal complaint" means a document filed by a complainant or signed by the Title IX Coordinator allowing sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment.

The "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.

A "respondent" is an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

"Sexual assault" means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

"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.

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

The Title IX Coordinator, any investigator, decision-maker, or any person who facilitates an informal resolution process 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 by avoiding prejudgment of the facts, conflicts of interest, and bias. Decision-makers shall receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant. Investigators shall receive training on issues of relevance of questions and evidence in order for them to create investigative reports that fairly summarize relevant evidence.

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

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

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

The Title IX Coordinator shall promptly respond in a meaningful way to any reports of sexual discrimination including sexual harassment of which the district has actual knowledge, as follows:

- Contact the complainant within 10 business days and discuss the Contact the complainant within 10 business days and discuss the availability of

supportive measures, with or without the filing of a formal complaint, and 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.

Supportive Measures

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

The Formal Complaint

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

A formal complaint is a document filed by the complainant or signed by the Title IX Coordinator alleging sexual harassment and requesting an investigation. 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 concerning which the formal complaint is filed.
- A formal complaint shall 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 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 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.

- An investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board shall appoint and is against the superintendent, the board shall appoint an investigating officer. In other instances, the investigation shall be conducted by a qualified individual designated by the Title IX Coordinator or another individual appointed by the board. The investigation shall be thorough. All interested persons, including the complainant and the respondent, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.

Formal Complaint Notice Requirement

Upon filing of a formal complaint, 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;
 - the conduct allegedly constituting sexual harassment, and
 - the date and location of the alleged incident, if known.
- 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 in 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, notice of the additional allegations shall be provided to known parties.

Formal Complaint Investigation Procedures

To ensure a complete and thorough investigation and to protect the parties, the investigator shall:

- Ensure that the preponderance of the evidence burden of proof and the burden of gathering evidence 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 with an advisor of the party's choice;
- Provide written notice of the date, time, location, participants, and purpose of any interview, meeting, or hearing at which a party 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, including the investigative 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;
- Not make credibility determinations based on the individual's status as complainant, respondent, or witness.

Formal Complaint Investigation Report

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

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

Decision-Maker's Determination

Upon receiving the investigator's report, the decision-maker must make a determination regarding responsibility and afford each party the opportunity to submit written, relevant questions that the parties want asked of any party or witness, provide each party with the answers, 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;
- 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 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.

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

The range of disciplinary sanctions and remedies may include, but may not be limited to: supportive measures, short-term suspension, long-term suspension, expulsion for students, and/or termination for employees. Complainants and respondents shall be treated equitably by providing remedies to a complainant where a determination of

responsibility for sexual harassment has been made. The Title IX Coordinator is responsible for the effective implementation of any remedies. 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 with or without pay or terminated, procedures outlined in board policy, the negotiated agreement (as applicable), and/or state law will be followed.

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

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

Appeals

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

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

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, or the decision-maker from the original determination.

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

The appeal decision-maker shall:

- Review the evidence gathered by the investigator, the investigator's report, and the original decision-maker's determination;
- Notify both parties in writing of the filing of an appeal and give an opportunity to submit further evidence in writing;
- Not have a conflict of interest or bias for or against the complainant or respondent and receive the required training;
- Issue a written decision and the rationale for the decision within 30 days after the appeal is filed;
- Describe the result of the appeal and the rationale for the result in the decision; and
- Provide the written decision simultaneously to both parties and to the Title IX Coordinator.

Informal Resolution Process

At any time during the formal complaint process 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 may be facilitated by a trained educational professional, consultant, or other individual selected by the Title IX Coordinator under the following conditions:

- The parties are provided a written notice disclosing the allegations, the requirement of the informal resolution process, 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 has the right to withdraw from the informal resolution process and resume the investigation of the formal complaint and be informed of any consequences resulting from participating in the informal resolution process;
- The parties voluntarily and in writing consent to the informal resolution process; and
- The informal resolution process cannot be used to resolve allegations that an employee 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 proposed resolution, have both parties sign the documentation and receive a copy, and forward it to the Title IX Coordinator. Within 20 days after the complaint is resolved in this manner, the Title IX Coordinator shall contact the complainant to determine if the resolution of the matter remains acceptable. If the matter is not resolved, or if the individual does not believe the resolution remains acceptable within 20 days after the informal resolution document is executed, the individual or the Title IX Coordinator may proceed with the formal complaint process.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence. The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or appeal.

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 Equal Employment Opportunity Commission, or the Kansas Human Rights Commission.

The filing of a complaint or otherwise reporting sex discrimination, including sexual harassment, shall not reflect upon the individual'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 sex discrimination, including sexual harassment, is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

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

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

Special Education Services

In accordance with the provisions of federal and state law, it is the policy of this district to provide a free appropriate public education for every exceptional child who is a resident of this district or attends a private or parochial school located in this district. Special education services are provided for such children, including individual educational programs offered in the least restrictive environment.

Child Find, Identification, and Eligibility

The district shall coordinate and maintain a system which schedules available services for students who are referred to determine eligibility for special education services in accordance with procedural processes established in federal and state law.

Actions and Due Process for Students

Parental involvement and cooperation are important to the success of these educational programs. In order to encourage the involvement and cooperation of parents in special education services and to safeguard the rights of exceptional children to a free appropriate public education, the board utilizes and refers parents to the "Procedural Safeguards in Parent Rights in Special Education" published by the Kansas State Department of Education.

In the provision of special education and related services, the district will implement all federal and Kansas statutes, rules, and regulations.

Staff Directory Information

Staff names and job titles with e-mail addresses are located on the USD 234 website, www.usd234.org.

Staff-Student Relations

Staff members shall maintain professional relationships with students which are conducive to an effective educational environment. Staff members shall not submit students to bullying, harassment, or discrimination prohibited by board policy. Staff members shall not have any interaction of a romantic and/or sexual nature with any student at any time regardless of the student's age or consent.

Student Fees and Charges

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

Credit Card Payments

Credit and debit cards may be accepted to pay fees, fines, and charges due the district. Credit card payments must be paid at the board office (424 S. Main St). A fee may be collected to cover costs of accepting credit or debit cards.

Fee Schedules

The superintendent shall distribute a schedule of enrollment fees and other fees approved in advance by the board. The fee schedule shall include:

- A list of all items for which a charge is to be collected;
- The amount of each charge;
- The date due;
- Classifications of students exempt from the fee or charge;
- A system for accounting for and disposing of fees; and
- An appeal procedure to be used by students or parents to claim exemption from paying the fees or charges.

Debt Collection

Building principals shall make three attempts to collect unpaid fees and the justifiable value owed by a student or school property lost, damaged, or destroyed by a student. If after three attempts to collect the amount remains unpaid, the principal shall report the matter to the superintendent who shall recommend a course of action to collect the debt.

Forwarding Pupil Records

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

A current list of student fees and charges is available on the district website, www.usd234.org.

Student Permanent Files

Educational records are maintained at the four district schools as follows:

Fort Scott High School 1005 S. Main Fort Scott, KS 66701	Fort Scott Middle School 1105 E. 12 th Fort Scott, KS 66701
Winfield Scott Elementary School 316 W. Tenth Fort Scott, KS 66701	Eugene Ware Elementary School 900 E. Third Fort Scott, KS 66701

Student Privacy Policy

The superintendent, the board, and staff shall protect the right of privacy of students and their families in connection with any surveys or physical examinations conducted, assisted, or authorized by the board or administration. The district shall annually provide parents notice of their rights under the Protection of Pupil Rights Amendment and the Student Data Privacy Act, at the beginning of each school

year and at any other time the school district policies in the area are substantially changed.

Student Data Restrictions

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

A written notice presented to parents and legal guardians of district students shall: 1) require parent or guardian's signature; and 2) shall state student data submitted to or maintained in a statewide longitudinal data system only be disclosed as listed below.

Student data may be disclosed to:

- The authorized personnel of an educational agency or the state board of regents who require disclosures to perform assigned duties; and
- The student and the parent or legal guardian of the student, provided the data pertains solely to the student.

Student data may be disclosed to authorized personnel of any state agency or to a service provider of a state agency, educational agency, or school performing instruction, assessment, or longitudinal reporting, provided a data-sharing agreement between the educational agency and other state agency or service provider provides the following:

- purpose, scope, and duration of the data-sharing agreement;
- recipient of student data uses such information solely for the purposes specified in agreement;
- recipient shall comply with data access, use, and security restrictions specifically described in agreement; and
- student data shall be destroyed when no longer necessary for purposes of the data-sharing agreement or upon expiration of the agreement, whichever occurs first.

*A service provider engaged to perform a function of instruction may be allowed to retain student transcripts as required by applicable laws and rules and regulations. Destruction shall comply with the NISTSP800-88 standards of data destruction.

Unless an adult student or parent or guardian of a minor student provides written consent to disclose personally identifiable student data, student data may only be disclosed to a governmental entity not specified above or any public or private audit and evaluation or research organization if the data is aggregate data. "Aggregate data" means data collected or reported at the group, cohort, or institutional level and which contains no personally identifiable student data.

The district may disclose:

- student directory information when necessary, and the student's parent or legal guardian has consented in writing;
- directory information to an enhancement vendor providing photography services, class ring

services, yearbook publishing services, memorabilia services, or similar services;

- any information requiring disclosure pursuant to state statutes;
- student data pursuant to any lawful subpoena or court order directing such disclosure; and
- student data to a public or private post-secondary educational institution for purposes of application or admission of a student to such post-secondary educational institution with the student's written consent.

Student Data Security Breach

If there is a security breach or unauthorized disclosure of student data or personally identifiable information of any student submitted to or maintained on a statewide student longitudinal data system, each affected student or the parent or legal guardian of the student, if a minor, shall be immediately notified, and an investigation into the causes and consequences of the breach or unauthorized disclosure will be conducted.

Biometric Data

The district shall not collect biometric data from a student or use any device or mechanism to assess a student's physiological or emotional state, unless the adult student or the parent or legal guardian of the minor student consents in writing. "Biometric data" includes measurable biological or behavioral characteristics that can be used for automated recognition of an individual, such as fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting.

Nothing in this policy shall prohibit the collection of audio voice recordings, facial expression information, and student handwriting for:

- provision of counseling or psychological services,
- conducting student threat assessments,
- completing student disciplinary investigations or hearings, or
- conducting child abuse investigations.

Select Student Surveys

No nonacademic test, questionnaire, survey, or examination containing any questions about the personal and private attitudes, values, beliefs, or practices of the student or the student's parents, guardians, family members, associates, friends, or peers that is administered during the school day shall be administered to any kindergarten through 12th grade student unless:

- the parent or guardian is notified in writing not more than four months in advance of the administration of such test, questionnaire, survey, or examination that such is to be administered; and;
- the parent or guardian of the student gives consent through a written or electronic signature or, in the event of an immediate need, gives verbal consent for the student to participate.

Advance notification to a parent or guardian must include:

- A copy of the test, questionnaire, survey, or examination that is to be administered;
- Information on how the parent or guardian may provide written consent to authorize the student to

take such test, questionnaire, survey, or examination;

- The name of the company or entity that produces or provides the test, questionnaire, survey, or examination to the school; and
- Whether the school will receive or maintain the resulting data and an explanation of how the school intends to use and maintain such data.

For written consent to be accepted, timely notice in compliance with the requirements of this policy must be provided, and the parent or guardian must have had an opportunity to review the information contained in the notice. Written consent must be provided separately for each individual test, questionnaire, survey, or examination that is to be administered. Prior to administering any such test, questionnaire, survey, or examination, a copy of it must be posted and maintained on the district's website.

A student has the right to refuse to take any test, questionnaire, survey, or examination as described herein at any time, regardless of receipt of parent or guardian consent to participate. Prior to administering any such test, questionnaire, survey, or examination, each student shall be informed that such student has the right to refuse to take it and that the student will not suffer any adverse consequences based on refusal to participate.

No personally identifiable student data shall be collected through any such test, questionnaire, survey, or examination.

Except as otherwise provided in this policy, the provisions of this subsection shall apply to any test, questionnaire, survey, or examination as described herein that is administered or proposed to be administered to any student by any employee of a school district, including, but not limited to, any administrator, teacher, counselor, social worker, psychologist, or nurse.

If, however, any district employee becomes aware that a student may be at risk of suicide by a credible report from the student, the student's peers, or another school district employee, the school personnel who are designated to administer a suicide risk assessment or screening tool may administer such risk assessment or screening tool in accordance with the provisions of this subsection to determine whether the student could be at risk for suicide. Such designated school personnel may include, but is not limited to, any administrator, teacher, counselor, social worker, psychologist, or nurse. Prior to the administration of any such risk assessment or screening tool, the designated staff member shall verbally notify the parent or guardian before the administration of such risk assessment or screening tool and obtain the consent of the parent or guardian.

If the designated staff member is unable to verbally notify the parent or guardian of the student and obtain consent after reasonable attempts to do so, the designated staff member may administer the risk assessment or screening tool without such consent. If a risk assessment or screening tool is administered without the parent or guardian's consent, as soon as contact with the parent or guardian is made, the designated staff member shall notify the parent or guardian of the administration of such assessment or screening tool

and provide to the parent or guardian all information obtained from the risk assessment or screening tool and provide to the parent or guardian all information obtained from the risk assessment or screening tool administered to the student.

Student Self-Administration of Medications

The self-administration of medication is allowed for eligible students in grades K-12. As used in this policy, medication includes, but is not limited to, a medicine for the treatment of anaphylaxis or asthma listed in current federal regulation as an inhaled bronchodilator or auto-injectable epinephrine. Self-administration is the student's discretionary use of an approved medication for which the student has a prescription or written direction from a health care provider or written parental authorization on file in the school office for over-the-counter medications. Self-administration of medication at a dosage or rate exceeding product label instructions may result in denial of privilege to self-administer medications and/or disciplinary action as appropriate.

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

Student Eligibility – An eligible student shall meet all the following requirements:

- Have a written statement from the student's health care provider stating the name and purpose of any prescription medication/s or written authorization from the student's parent for use of over-the-counter medication/s;
- Know the prescribed or recommended dosage;
- Know the time the medication is to be regularly administered;
- Be able to articulate any additional special circumstances under which the medication is to be administered;
- Know the length of time for which the medication is prescribed;
- The student shall also demonstrate to the health care provider or the provider's designee, and the school nurse of the nurse's designee the skill level necessary to use the medication and any device that is necessary to administer the medication. In the absence of a school nurse, the school shall designate a person who is trained to witness the demonstration.

Authorization Required

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

Employee Immunity

All teachers responsible for the student's supervision shall be notified that permission to carry medications and self-administer has been granted. The school district and its officers, employees, and agents are not liable for damage, injury, or death resulting directly or indirectly from the self-administration of medication.

Waiver of Liability

The student's parent or guardian shall sign a statement acknowledging that the school district and its officers, employees, or agents incur no liability for damage, injury, or death resulting directly or indirectly from the self-administration of medication and agreeing to release, indemnify, and hold the district and its officers, employees, and agents, harmless from and against any claims relating to the self-administration of 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 or 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 all necessary and pertinent information be kept on file at the student's school in a location easily accessible if there is an asthma or anaphylaxis emergency;
- Eligible students shall be allowed to possess and use approved medications at any place where the student is subject to the jurisdiction or supervision or the school district, its officers, employees, or agents;
- 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.

Supervision of Medications

The supervision of medications shall be in strict compliance with the rules and regulations of the board as carried out by district personnel. Diagnosis and treatment of illness and the prescribing of drugs and medicines are not the responsibility of the public schools, are not to be practiced by any school personnel, including school nurses, unless authorized.

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

School personnel shall not be required to be custodians of any medication except as required by a written order of a

licensed medical person or in the case of nonprescription medication when requested in writing by the parents.

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

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

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

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

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

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

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

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.

Supply Lists

School supply lists are posted on the district website, www.usd234.org.

Suspension and Expulsion Procedures

Except as limited by Section 504 or IDEA, a student may be suspended or expelled for reasons set forth in Kansas law. Any student who is suspended for a period of more than 10 days or expelled shall receive a copy of the current suspension and expulsion law and this policy. Suspension/expulsion hearings shall be conducted by the superintendent/designee or other certificated employee, or committee of certificated employees of the school in which the student 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 ten school days) must be preceded by oral or written notice of the charges to the student and an informal hearing. If a hearing is not held prior to the suspension, an informal hearing shall be provided no later than 72 hours after imposition of a short-term suspension.

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

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

Long-Term Suspension or Expulsion

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

- The student and parents or guardians shall be given written notice of the time, date, and place of the hearing.
- The notice shall include copies of the suspension/expulsion law and appropriate board policies, regulations, and handbooks.
- The hearing may be conducted by either a certified employee or committee of certified employees authorized by the board, the chief administrative officer, or other certified employee of the district in which the student is enrolled, or by an officer appointed by 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 guardian according to Kansas law.
- Written notice of the result of the hearing shall be given to the student and to parents and guardians within 24 hours after determination of such result.

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

- Refusal or failure of the student and/or the student's parents to attend the hearing shall result in a waiver of the student's opportunity for the hearing.
- A student suspended for more than 10 school days or expelled from school shall be provided with information concerning services or programs offered by public and private agencies which provide services to improve the student's attitude and behavior.
- A student who has been suspended or expelled shall be notified of the day the student can return to school.
- 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.
- 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.
- The days a student is suspended or expelled are not subject to the compulsory attendance law.
- During the time a student is suspended or expelled from school, the student may not:
 - Be on school property or in any school building without the permission of the principal
 - Attend any school activity as a spectator, participant, or observer.

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

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

Student Rights During a Long-Term Suspension/Expulsion Hearing

The student shall have the right:

- to counsel of his/her own choice;
- to have a parent or guardian present;
- to hear or read a full report of testimony of witnesses;
- to confront and cross-examine witnesses who appear in person at the hearing; to present his or her own witnesses;
- to testify in his or her own behalf and to give reasons for his or her conduct;

- to an orderly hearing; and
- to a fair and impartial decision based on substantial evidence.

Appeal to the Board

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

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

Tobacco-Free School Grounds for Students

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

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

The following definitions apply to this policy:

"Tobacco product" means any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled, or ingested by any other means including but not limited to, electronic nicotine delivery system (hereafter "ENDS"), a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus.

"Tobacco product" also means any component or accessory used in the consumption of a tobacco product, such as filters, rolling papers, pipes, charging devices, cartridges, and any substances used in ENDS, whether or not they contain nicotine. This definition does not include FDA-approved nicotine replacement therapies including transdermal nicotine patches, nicotine gum, and nicotine lozenges prescribed to the student by a medical practitioner or obtained over the counter and used in accordance with label requirements.

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

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

Tobacco-Free School Grounds for Visitors

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

The following definitions apply to this policy:

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

"Electronic nicotine delivery system" or "ENDS" means any device that delivers a vaporized solution (including nicotine, THC, or any other substance) by means of cartridges or other chemical delivery systems. Such definition shall include, but may not be limited to, any electronic cigarette, vape pen, hookah pen, cigar, cigarillo, pipe, or personal vaporizer.

Transportation

Please notify the office in advance and/or advise the teacher if there is to be a change in the transporting of your child. If no contact or written notification is received from the parent, your child will follow his/her established method of getting home.

Truancy

Unless reporting would violate the terms of any memorandum of understanding between the district and the authority to which reports would be made, the building principal or designee 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, or any child who is determined to be an exceptional child, except for an exceptional child who is determined to be a gifted child, under the provisions of the Special Education for Exceptional Children Act. 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 enrolled, to the child's parent or guardian, or to another location designated by the board to address truancy issues.

Reporting to Parents

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

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.

Use of Surveillance Cameras

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

Surveillance footage which is a record of student behavior shall be secured in a secure location until the digital storage mechanism or tape on which the footage is maintained is either reused or erased. Surveillance footage of personally identifiable students depicting their involvement in an altercation or other violation of law or district policy shall be considered a student record and shall be subject to current law for the release of student record information.

Visitors

The board encourages patrons and parents to visit district facilities. Patron visits shall be scheduled with the teacher and the building principal.

Notices shall be posted in school buildings to require visitors to check in at the office before proceeding to contact any other person in the building or on the grounds.

Any person who visits a building and/or grounds of the district will be under the jurisdiction of the building principal who shall be responsible for developing rules and regulations governing the presence of visitors in the buildings.

The principal has authority to request assistance from law enforcement if any visitor to the district's buildings or grounds refuses to leave or creates a disturbance. Violation of this rule may lead to removal from the building or grounds and denial of further access to the building or grounds. Violators of this board policy may be subject to the state trespass law.

Children of preschool age and visiting friends are not permitted to visit unless accompanied by an adult. Special periods of visitation may be planned by the school in order for all parents to visit by special invitation.

Lunchroom Visitors at School

Providing a safe environment during the school day for our students is a priority. Therefore, non-employee visitors in the schools during breakfast and lunch periods will be limited. A parent or guardian may eat with his/her student at the discretion of the building principal.

Other visitors who have a direct school-related reason for eating at one of the schools must be approved on a case-by-case basis by the building administrator.

Weapons

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.

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.

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 ¼ ounce, mine, or similar device;
- any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter;
- any combination of parts either designed or intended for use in converting any device into a destructive device described in the two 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 Weapon Violations

Possession of a weapon and/or destructive device listed under the "Weapons and Destructive Devices" heading of this policy shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion be modified on a case-by-case basis.

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

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