****

2019-2020

**SERVICE VALLEY SCHOOL PERSONNEL**

**2019-2020**

Superintendent Douglas Beisel

Principal Theresa Farris

Kdg. Instructor Meagan Godfrey

1st Grade Instructor Todd Haraughty

2nd Grade Instructor Jessica Rea

3rd Grade Instructor Janelle DeGarmo

4th Grade Instructor Bethany Hamblin

5th Grade Instructor……………………………………………………….Rochelle Sheddrick

6th Grade Instructor……………………………………………………….Lesa Searles

7th-8th Grade Instructor Sheila Robison

7th-8th Grade Instructor Lydia Dainty

Library/Media Roberta Brightman

Physical Education Instructor Neal Cruse

Elementary Counselor Jessica Rider

Secretary Leslie Keller

Custodian Doug Smith

School Nurse Megan Gudde

Food Service . Tricia Mills

Food Service Amber Figura

Manager of Food Service Karla Cook

Scholar Bowl Coach

Head of Transportation Steve Stone

Title I Instructor Megan Baker

Para Educator Jane Hayward

Para Educator Opal Odaffer

Para Educator Barbara Long

**S.E.K. Special Education Coop Personnel**

School Psychologist Amber Hoffman

Special Education Instructor Shelley Merrick

Special Education Para Educator Jay Sramek

Special Education Para Educator………………………….................. Heather Sinclair

Speech Pathologist Rachel Valencia

Gifted Education Instructor Kelli Hendrickson

August 1997 -98

ASBESTOS INSPECTION IN THE OSWEGO-SERVICE VALLEY BUILDINGS

During August and September of 1988, an asbestos inspector from M.D. Environmental Consultants visited our building and inspected it for friable and non-friable asbestos. This was done according to the Asbestos Hazard Emergency Response Act (AHERA) with all school districts in the United States currently participating.

Areas of non-friable asbestos were found in the floor tile and wallboard behind the bookcases in the classrooms at Service Valley. At the Oswego Middle School, friable asbestos was located in pipe insulation and fittings on the pipe. These two items are encapsulated and will remain so permanently until the insulation is completely removed. Non-friable asbestos is also found in the Band building furnace room. This item is also found in the wallboard in the Shop building. It is non-friable and does not pose a health problem to any employee or student. Surveillance will be made of all areas every six months and re-inspected every three years.

Appropriate maintenance and surveillance will be conducted according to federal regulations to assure the continuance of employee safety. Eventually these areas will be removed completely.

The asbestos management plans for the Oswego-Service Valley Schools, which have been submitted to the state department according to federal law, will be housed in the Central Office. It is available to you to inspect any time you wish. Copies are available for public distribution at $1.00 per page.

Douglas Beisel

Superintendent of Schools

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**GENERAL ITEMS**

# Car Riders, and Walkers

Students not riding the bus should not arrive at school prior to 7:10. The school would appreciate the cooperation of parents on this arrival time. On student arrival at school they are to report to the gym.

Teachers are in the classroom preparing for the day and do not have time for supervision until students are dismissed to classrooms at 7:50.

# Building Hours

Kindergarten through 8th Grade 7:50-11:25

 12:00-3:30

# Cancellations - Weather Related

Students riding a bus during a stormy season should be advised to listen to their home radio for storm warnings and not attempt to reach school when so forewarned. (As to unsafe conditions such as heavy snows or floods.) If the superintendent decides the weather to be of such a nature that the safety of students is threatened, he will dismiss school and notify parents through School Messenger and notify the following radio and television stations to have the school closing announcement broadcast:

**RADIO**

**KKOW (96.9 FM) Pittsburg**

**KLKC (93.5 FM) Parsons**

**TELEVISION**

# KOAM (Channel 7) Pittsburg

**KODE (Channel 12) Joplin**

**KSNF (Channel 16) Joplin**

**Enrollment**

Resident Students

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

Non-resident Students

Any non-resident student who desires to be admitted to the schools of the district will make application to the superintendent. In the event a non-resident student is denied admission to the schools of the district the student may request a hearing before the Board. The decision of the Board on any such hearing shall be final. The status of all non-resident students admitted to the district’s schools shall be reviewed annually by the administration. If, for any reason, it is determined that it is not in the district’s best interest for any non-resident student to remain at any attendance center, the Board may deny and refuse any non-resident student admittance to the district’s schools for any subsequent school year.

Non-resident students admitted to the district shall be evaluated each spring by district administration on the following criteria: whether the student made academic progress; regularity and punctuality of attendance; and disciplinary record, specifically whether the student complied with the student conduct code and avoided 1) major disciplinary problems and/or 2) a large number of referrals for minor disciplinary problems.

Students may be re-admitted or denied admission for the next school year based on the results of these evaluations. However, if the student has a disability, the student’s ability to meet these expectations shall be considered prior to denying continued enrollment in the district. Parents shall be informed of any administrative decision on non-resident student applications.

Enrollment Restriction

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

Enrollment Procedures

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

Part-Time Students

Part-time students may enroll with the (board’s/administration’s) permission if they complete all paperwork in a timely fashion and are in attendance no later than . Part-time students may be admitted only to the extent that staff, facilities, equipment, and supplies are available and the students follow the district’s student conduct policies and rules. The Board, at its discretion, will consider part-time student status on an individual basis only for senior students who have completed the total number of credits required for graduation but still need specific courses required by either District policy or state regulations to qualify for a diploma.

Identification of Students

All students enrolling in the district for the first time shall provide required proof of identity. Students enrolling in kindergarten or first grade shall provide a certified copy of their birth certificate, a certified copy of a court order placing the child in the custody of the Secretary of the Department for Children and Families, or other documentation the board determines to be satisfactory. Students enrolling in grades 2-12 shall provide a certified transcript or similar pupil records or data, or other documentary evidence the board deems satisfactory. The above requirements are not to serve as barriers to immediate enrollment of students designated as homeless or foster children as required by the Every Student Succeeds Act (ESSA) and the McKinney-Vento Act as amended by ESSA. The district shall work with the Department for Children and Families, the school last attended, or other relevant agencies to obtain necessary enrollment documentation. If proper proof of identity is not provided within thirty (30) days of enrolling, the superintendent, shall notify local law enforcement officials as required by law and shall not notify any person claiming custody of the child.

Enrollment Information

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

Assignment to a School Building, Grade Level or Classes

The superintendent shall assign students to the appropriate building. Any student desiring to attend a school outside the normal attendance area in which the student resides may do so only with the prior approval of the board. Assignment to a particular grade level or particular classes shall be determined by the building principal based on the educational abilities of the student. If the parents disagree, the principal's decision may be appealed to the superintendent. If the parents disagree, the principal’s decision may be appealed to the superintendent. If the parent is still dissatisfied with the assignment, they may appeal in writing to the board.

Elementary School Attendance Boundary

Resident students residing south of 17,000 Road are required to enroll at Neosho Heights Elementary. Resident students residing north of 17,000 Road may enroll at either Neosho Heights Elementary or Service Valley Charter Academy.

Transferring Credit

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

Transfers from Non-Accredited Schools

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

**LUNCH & BREAKFAST PROGRAM**

 Money for breakfast, lunch and milk should be sent on Monday morning except in case of absence, then money may be paid the day the student returns to school. The cost of a school breakfast is $1.60 and the cost of a school lunch is $2.50 for grades kindergarten through sixth. Breakfast and lunch money should be paid for in advance, **not on a day-to-day basis.**

**A student will not be allowed to charge more than a combination of 5 breakfasts or lunches at any one time.**

Money will be collected through the office. All other transactions during the week, such as charges are to be handled in the office between 8:00 and 8:25

Breakfast begins at 7:35 a.m. Breakfast will not be served after 7:55 a.m.

Student Breakfast (K-6) - - $1.90 Student Breakfast (7-8) - $2.15

Reduced Breakfast (K-8) - .30¢ Adult Breakfast - $2.40

 Student Lunch (K-6) - $2.80 Student Lunch (7-8) - $2.90

 Reduced Lunch (K-8) - .40¢ Adult/Visitor Lunch - $3.85

 Extra Milk - .40¢

No pop allowed at breakfast or lunch.

\*If you would like to eat lunch with your child/children please call the office no later than 8:30 a.m. so you may be added to the lunch count. Adult breakfast is $2.40 - adult lunch is $3.85.

# Parties

 A tentative plan is for two school parties - Christmas and Valentine’s Day. Arrangements for a school parties other than these should be cleared through the principal. Students are not to bring birthday invitations to handout at school unless they give one to all the girls or all the boys or the entire class.

# Phone calls/Use

 Students will be allowed to use the telephone in the secretaries’ office, but only in emergencies and only with permission of a staff member. Any student using or attempting to use phones in any other part of the building will be disciplined according to the severity of their actions. Discipline will range from detention to possible suspension or expulsion. For phone messages, students will be called out of class only in emergency situations. Otherwise, messages will be delivered to students between classes. Calls to parents are the responsibility of the teacher. No student is to use their cell phone during school hours without the permission of an adult in the building.

# School Safety Hotline

 The 1999 Kansas Legislature has appropriated funds to assist the State Department, in cooperation with the Kansas Highway Patrol in establishing a school safety hotline. This hot line is a tollfree number available 24 hrs. per day, 365 days per year to give students, parents, and community members an opportunity to anonymously report impending school violence. The Kansas School Safety Hotline Number is 1-877-626-8203.

**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. A fee {may/shall} 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 to all building principals. 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 attempt to collect unpaid fees and the justifiable value owed by a student of school property lost, damaged or destroyed by a student. If, after the attempt to collect, the amount remains unpaid, the principal shall report the matter to the superintendent who shall consult with the board's attorney, and they shall jointly recommend a course of action to the Board.

**Unpaid Fees and Negative Account Balances**

Unpaid or overdue accounts disrupt accounting practices within the district. All persons who owe overdue fees or have negative account balances with the district shall be notified of the delinquency up to three times in not less than ten day increments by the superintendent or superintendent’s designee via letter sent by U.S. First Class Mail providing that the individual owes the district fees or that a specified account has insufficient funds or a negative balance and the reason for the fees or account withdrawals.

If, within ten days after the second notice was mailed, the debt is not paid in full or arrangements have not been made with the superintendent or superintendent’s designee to pay it, a third and final notice shall be sent to the debtor by mail. Postage and stationary costs may be added to the original bill.

If full payment is not received by the clerk within ten days after mailing of the final notice, authorization for the enforcement of collection may be obtained through the local small claims court in compliance with Kansas statutes or the superintendent or superintendent’s designee may turn the matter over to legal counsel to commence debt collection proceedings on behalf of the district.

Insufficient Funds Checks

The superintendent or the superintendent’s designee is authorized to request charges to be filed against a person or persons giving worthless or in-sufficient funds check to the school district. In addition, the board adopts the

following procedures for dealing with returned checks in the school setting.

Once the person is notified of the first returned check via U.S. First Class Mail, a fee of $25.00 will be charged.

• If a person has a second returned check, he/she will be notified and assessed a $25.00 fee. All future payments to the district or individual schools would then need to be in the form of cash, cashier's check, or credit/debit card payment.

• If restitution of the third check is not made within five working days from mailing the final notification, the superintendent or superintendent’s designee will be notified, and the superintendent or superintendent’s designee may turn the matter over to the county attorney • For a third returned check, the person will be notified, assessed a $30.00 fee, and informed that the district and its schools will not accept any future checks from such for legal action.

# Toys, Candy & Animals

 Unless there is a written request from the teacher, students will not be permitted to bring toys to school. Animals may be brought to school with the permission of the teacher if they are properly caged for the safety of the students. **Animals are never to be transported by the school bus.**

# Trips - Permission Slips

 From time to time throughout the year various classes or groups of students will have opportunities to participate in activities that will require travel outside our school district. Every activity involving travel outside our district will require a permission slip that has been signed by the child’s parent or guardian. If that slip is not returned by the deadline stated thereon, the child will not be permitted to phone home for it, nor will they be permitted to participate. A handwritten note from home will not be accepted as a substitute for the permission slip. Permission for field trips within our district is signed at enrollment on the back page of the enrollment form.

# Visitors & Visitor Policy

 Permission from the principal and the teacher is required before bringing a student visitor to school. Children too young to attend school will not be permitted to visit. A visit of one-half day will be permitted for most visits. Parents are welcome to visit school anytime but it is suggested they contact the teacher as to the best time of day for the classes they wish to visit.

 All visitors, including parents, during normal operational hours, will need to report to the front office, sign in, state the purpose of the visit, and wear a visitor’s pass. Upon completion of their visit, the visitor will need to sign out and return the visitor’s pass to the office.

 During normal school operations hours, parents will need to sign their child out through the office before picking them up for an appointment. If a child is admitted back to school after their appointment, the parent must sign their child back in through the office.

**ATTENDANCE**

 Kansas law requires students to attend school until the age of eighteen. Any person who is sixteen or seventeen years old may be exempted from the compulsory attendance requirement provided:

A. they have attained a diploma or G.E.D.;

B. they are enrolled in an approved alternative education program recognized by the USD

 #504 Board of Education;

1. a court orders the exemption; or
2. the parent, or person acting as parent, consents in writing to their child being exempt from the requirement and the child and parent attend a final counseling session conducted by the school, at which time a disclaimer (which complies with legal form and content) is signed by both the student and parent.

 It is the policy of the Board of Education to encourage all students to attend school on a regular basis. Any absence from school, other than for illness, is discouraged. Kansas law requires schools to adopt rules for determining a valid excuse for being absent from school and for determining what constitutes a “significant part of a school day.”

 This policy stipulates the following attendance requirement for all students grades K-12:

Any student that is absent from any class or classes in excess of nine (9) times during a semester shall not receive credit for any such class or classes for the semester.

 Days or periods of absence shall include any and all reasons, which preclude a student’s attendance at school, including the following:

--Personal illness or accident;

--Appointments that could not be scheduled at a time other than when school is in session;

--Personal/family business

--serious personal/family problems

 In the event that a student exceeds nine days of absence during a semester, the building principal shall have the authority to consider unique extenuating circumstances thereby restoring grades and credit, provided the student’s academic performance warrants such consideration. Hospitalization, accident and verifiable long-term illness are examples of such issues that will be considered. In the event the principal determines that grades and credit should be denied, the student still has appeal rights as stated below. Absences due to school sponsored/sanctioned activities for which the student has been properly pre-excused are exempt and shall not be counted as absences with regard to this policy.

**Excused Absence**

 An excused absence shall be that which is confirmed by a parent/guardian. Students absent from school for any reason other than that which is considered “excused” may be required to make-up time missed. Work missed due to an excused absence may be made-up for full credit. The time allowed for such makeup shall be a total of the actual number of days missed plus one day. Work missed due to an unexcused absence must be made-up within two (2) days following such absence. Students absent due to suspensions of five (5) days or longer will be permitted the number of days equal to one-half of the days absent, provided the principal shall have the discretionary authority to modify the deadline for submitting make-up work based on each individual situation. All work made up with the timeframe stated herein will be for full credit.

 Parents are expected to call the school office (620-795-4541) when their child is absent or going to be absent from school. The parent will receive an automated call through the PowerSchool system when an absence has been recorded as unexcused. If the student’s parent does not call the school to let the office know the student is sick or has some other excused reason for being absent, the absence shall remain on the record as unexcused. Work not made up in the time allotted shall be entered as a zero “0” by the appropriate instructor(s). Students who know in advance that they are going to have an extended absence may, with permission, complete assignments and other work prior to such absence for full credit. Such requests must be made through the principal’s office at least five (5) days prior to such absence.

 NOTE! The days of absence resulting from any student’s suspension from school, as provided by the discipline policies and state law, shall be applied to the 9-day allocation. A student who exceeds the number of allocated days as a result of a suspension may appeal his/her case as provided below.

Attendance Relative To School Activities

Any student that is absent during any part or all of a school day due to illness or for any “unexcused” reason shall NOT be eligible to participate in any extra-curricular activity scheduled during that particular day. Participation in activities on days any student is absent for other excused reasons shall be at the discretion of the principal.

Reentering School After Absence

 A student returning during the school day shall report to the office immediately upon entering the building. In the event a parent/guardian has not notified the school of the reason for absence, written explanation will be accepted. Medical appointments shall require a written verification from the physician, dentist, etc. Any student that does not provide a valid explanation from his/her parent/guardian for an absence shall have that absence classified as “unexcused” until such time as sufficient explanation provides the basis to determine otherwise. Any student whose absence is classified “unexcused” shall be listed as “unexcused” on the attendance register.

Significant Part of a School Day

 If a student is absent for a period of two hours or more during either the morning class session or the afternoon class session, that student shall be listed as absent for at least one half of the school day.

**Attendance Review Committee:** This committee shall be appointed by the principal on a case-by-case basis and shall consist of from three (3) to five (5) certified staff members from the school which the appellant attends. The committee shall have the authority to hear and review information submitted, deny the appeal and uphold the policy as written, determine that there is sufficient reason to award grades and credit based upon information submitted, and, based upon information submitted, determine that grades and credit may be awarded provisionally; such provisions to be specified by the committee. The findings and results of any action of the committee shall be submitted in writing to the student and parent/guardian by certified mail postmarked no later than two (2) school days after such decision is rendered. Copies of such decision shall also be submitted to the principal and superintendent at the time it is submitted to the student and parent/guardian.

**Tardy Policy**

Tardiness is defined as the appearance of a student after the scheduled starting time for school or a class period begins. Students that are late shall not be admitted until the student has received an “admit” form from the office.

The principal shall have the authority to determine whether a tardy is “excused” or “unexcused” relative to the administration of this policy. Legitimate excuses shall be those over which the student and/or parent has very little or no control.

Consecutive tardies in individual classes or subsequent tardies at any school during a particular semester will result in the following:

\_\_First Offense -- Verbal warning from the instructor

 \_\_Second Offense -- Verbal warning from the instructor

 \_\_Third Offense -- 30 minute after-school detention under the supervision of the instructor

 \_\_Fourth & Subsequent Offenses -- 60 minute after-school detention under the supervision of the principal

The building principal shall report students who are inexcusably absent from school to the appropriate authority.

**Truancy**

Truancy is defined as any three (3) consecutive unexcused absences, any five (5) unexcused absences in a semester, or seven (7) unexcused absences in a school year, whichever comes first. School year means the period from July 1 to June 30. Students who are absent without a valid excuse for a significant part of the school day shall be considered truant.

Prior to reporting to either S.R.S. (if the student is age 13 or under) or to the county attorney (if the student is over the age of 13 years), a letter shall be sent to the student’s parent(s) or guardian(s) notifying them that the student’s failure to attend school without a valid excuse shall result in the student being reported truant.

**Involving 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.

**ACADEMICS**

**Academic Credit**

 Students shall assume their share of personal responsibility for maintaining a positive school climate, both in classes and activities.

 The Principal shall develop rules and regulations to govern student conduct at each district school building. Such rules and regulations shall be consistent with the policies of the Board.

 Students must satisfy the following two criteria to be awarded academic credit:

 1. The student shall maintain a passing grade in any particular class or subject pursuant to the district grading scale; and

 2. The student must meet or exceed the minimum requirements for attendance as established by the Attendance Policy.

 A student shall receive the grade earned for course work completed as provided by the first criterion. When a student earns a passing grade and fulfills the attendance requirement, as provided by the second criterion, the student shall be awarded both the academic credit with the respective letter grade on that student’s official transcript of record.

**Promotions and retentions**

 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 school personnel.

**Academic Dishonesty**

 Academic dishonesty (ie. cheating, plagiarism) is not acceptable in U.S.D. 504 schools. Cheating includes copying another student’s work -- such as homework, class assignments, projects or worksheets; copying another student’s test answers; or having someone else complete an assignment, project or test and submit such as one’s own work. Plagiarism is the use of another person’s writing or original ideas without giving credit to the author.

 Any student who engages in any form of academic dishonesty will receive no grade or credit for the work in question. Further, the principal shall have the discretionary authority to impose other disciplinary measures as he/she deems necessary or appropriate. (See Disciplinary Sanctions beginning on page 13).

# Grading System/Power School

 Grades are an indication of each student’s progress. The grade shows the achievement from the first day of school until the end of each nine-week session or semester. Grades will be updated in Power School every Friday for parents to view. The following stipulations are applicable for all teachers in U.S.D. 504, Oswego, Kansas:

1. (K-5) teachers shall send out progress (proficiency & deficiency) reports to all parents. These reports are to be sent out during the 5th week of each nine weeks. Sixth - 8th grade

 teachers shall send out progress reports after the 3rd and 6th week in each 9 week grading period.

2. 3rd – 6th grade teachers shall send out progress reports after the third and sixth week in each nine- week grading period.

3. Teachers shall contact parents of students for conferences when the student’s attitude has substantially changed and/or their achievement has changed by one or more letter grades.

 4. Teachers shall contact parents of students who continually receive below average grades. In such cases a parent-teacher conference will be scheduled.

 A grade of “F” will not be given on a report card unless a deficiency report has been sent to the home prior to the reporting period.

 An exception to the above statement would be in the case of reports, notebooks, tests, make-up work or projects not being completed or turned in by the end of the reporting period. In those instances an “F” grade could be given. The Oswego-Service Valley Unified Schools will use the following grading system. Teachers should always take into consideration individual circumstances and differences when issuing grades:

 A .......................................... 100 - 90 Superior

 B .......................................... 89 - 80 Above Average

 C .......................................... 79 - 70 Average

 D .......................................... 69 - 60 Below Average

 F .......................................... Below 60 Failing

 WDP .................................... Withdrawn - Passing

 WDF ..................................... Withdrawn - Failing

 INC ....................................... Incomplete

 PE & Music Grades: ……100=S+, 99-70=S, 69-60=S-, 59-0=U

\*\*Kindergarten-2nd Grade will be on a performance checklist of developmentally appropriate skills.

# Honor Roll

We at Service Valley determine an Honor Roll each nine weeks for students in grades 3rd - 8th. Our Honor Roll is based on a 4 point scale with A = 4.0 B = 3.0 C = 2.0. Any student receiving a “D” or an “F” will not qualify for the Honor Roll. Qualifications for the Honor Roll are as follows: High Honors - 4.0 Honors - 3.5 - 3.99 Honorable Mention - 3.0 - 3.49

All A’s = Principal’s Honor Roll All A’s and B’s = Indian Honor Roll

**Music/Band Performance Requirements**

No student will be allowed to drop band during a semester without prior approval from the principal. (Only cases such as medical reasons or financial hardship will be considered a valid excuse to drop band.)

 Since the performances are the highlight of each year’s music classes, they are considered a mandatory part of the class. Attendance at these programs is also a mandatory part of the music class and will be reflected in the grades.

An unexcused absence from a required performance can result in a F for the grading period. The music teacher must be notified in advance of an absence when it is possible, and if not possible then upon return to school after the performance. It is the student’s and/or parent’s responsibility to contact the teacher concerning an absence or will be considered an unexcused absence.

Excused absences are: (1) Absence for illness (student absent part of the day). (2) Other excuses arranged in advance with the teacher/principal. The building principal will make all decisions as to whether a written excuse will be excused or unexcused.

Required performances: Grade school and Junior High and Senior High School Choral classes are required to attend all concerts and festivals. Junior and Senior High Band: (1) Football and Basketball games (2) Parades (3) Concerts (4) Festivals (5) Baccalaureate (6) Any other program, designated by the teacher, that involves the entire group.

 Absences to be excused are: for illness (when the student was absent from school during a part of the school day), trip out of town with parents, and other excused absences arranged in advance with the teacher. The principal will make all decisions as to whether absences will be excused or unexcused.

# Parent-Teacher Conferences

 Parent-Teacher Conferences are held twice a year. All parents are encouraged to attend these conferences. If a teacher requests a conference with a parent, the student’s name will be turned into the office and a form will be sent to the parent. A time schedule will be made for the parents to attend. At these conferences, teachers and parents can exchange ideas that could help improve and understand students better.

**Physical Education**

 Physical Education class is offered every day in grades kindergarten through six. Students are required to participate and receive a grade. If there is a medical reason that a student cannot participate, a note from the physician should be on file in the school nurse’s office. Notes from parents to exempt a student from physical education class should be kept to a minimum. Students that are exempt from P.E. class will also be exempt from recess activities.

 Students are required to wear athletic shoes in PE for safety reasons. Sandals, slip-ons, and boots are not permitted. Traditional type tennis shoes stay on the feet better than slip-ons.

**Human Sexuality and Aids Education**

**Opt-Out Procedure**

 Parents or guardians (or a student 18 years of age or older) who does not want the student involved in all or some portion of the District’s Human Sexuality and AIDS education classes shall be provided a written copy of the goals and objectives for the student’s appropriate Human Sexuality and AIDS curriculum. Following review of the curriculum goals on file at the student’s attendance center, the parent/guardian must complete the District opt-out form and state the portion(s) of the curriculum is not to be involved.

**Opt-Out Form**

 Parents or guardians (or students 18 years of age or older) may obtain the opt-out request form from the school principal, then complete and sign the form and return it to the principal. The signed form shall be filed in the principal’s office and a copy shall be forwarded to the superintendent.

In the event a completed and signed opt-out form is submitted, the named student shall be excused from all or a portion of the Human Sexuality and AIDS classes. Such student shall be assigned to a specific location where supervision and alternative educational assignments shall be provided.

**Annual Opt-Out Request Required**

 Opt-out requests shall be required annually and are valid only for the specific school year in which they are submitted.

**Notice of Availability**

Public notice of the availability of the Human Sexuality and AIDS curriculum goals and objectives shall be distributed at the time of enrollment.

**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 (as defined by K.S.A. 72-3404) 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. In the provision of special education and related services, the district will implement all Federal and Kansas statutes, rules, and regulations.

**Child Find, Identification, and Eligibility**

 The district shall coordinate and maintain a system which schedules and structures available services for pupils 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 is 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.

**Spelling Bee**

The Service Valley Spelling Bee is held every year for grades 3 - 8. Any student winning first for their respective grade will qualify for a spell-off to determine who will represent Service Valley in the Labette County Spelling Bee.

If there is no Service Valley 1st place finish in a respective grade, the top 8th grade speller will represent Service Valley in the county bee. Any student that placed first in the Labette County Spelling Bee the previous year shall be granted a “*free pass”* to compete at the building level spell off for the current year.

 The top school speller from the 4th, 5th & 6th grade will represent Neosho Heights in the Labette County Spelling Bee. The Labette County Bee only allows 4th through 8th graders to compete.

**EXTRA CURRICULAR ACTIVITIES**

**FOOTBALL, VOLLEYBALL, BASKETBALL, TRACK, SCHOLAR BOWL, ARCHERY**

# Student Activities

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

Eligibility for Activities

 Students who participate in any school activity shall meet the following requirements:

 \*all applicable KSHSAA regulations

 \* academic eligibility requirements stated in student handbooks and/or established by the Board

 \*other requirements requested by the administration and approved by the Board

Adding or Eliminating Activities

 Administrative recommendations to add or eliminate specific activities shall be considered by the Board. Individual patrons or groups of patrons may request the addition or elimination of activities by filing written notice of same with the Clerk of the Board.

**Athletic and Cheerleading Physicals**

Students in grades six, seven and eight, that plan to participate in sports, must have a physical examination. Examination forms will be given out at the first of school to each student. These forms must be properly filled out and returned to the principal. Parents are responsible for their child’s physical examination. No student will participate in any activity if the examination form is not returned prior to the first practice.

**Eligibility for Extracurricular Activities**

All athletic contests are scheduled through the athletic director for U.S.D. #504. Most volleyball and basketball contests will begin at 5:00 p.m. Parents are responsible for their child’s transportation home from practices. Most games have been scheduled with times to be announced. Students will have to meet eligibility requirements set by the Kansas State High School Athletic Association (KSHSAA) and have a current physical.

Any student who participates in any extra-class activity that is adjudicated (athletics, music, speech, drama, etc.), in any student body such as student council, in service as a class officer, or president of a student organization or association must meet the following scholastic requirements:

 The student must pass five new subjects (those not previously passed) of unit weight in your last semester of attendance. (If you are a first semester junior or senior high school student, you must have passed five new subjects (those not previously passed) of unit weight in your last semester of attendance.

This rule will apply to the last grading period of those students first entering middle school.

Any student who is ineligible will not be allowed to ride school transportation to any activity. When a student is ruled ineligible, the student and his parents shall be notified in writing.

You, as an individual involved in an activity offered at our school, are recognized as an official representative of the school and its community. Your conduct and sportsmanship on and off the school premises should display the highest possible standards.

# Activity Transportation Regulations

 When it is necessary for students to travel for interscholastic activities, extra-curricular activities, field trips, or any other school-sponsored trip, Unified School District No. 504 will provide transportation for all involved students. It will be the responsibility of the Activities Director, coaches, activity sponsors, and other school personnel to timely file Transportation Request forms, and it shall be the Transportation Supervisors responsibility to schedule buses and drivers to provide transportation services for all school trips.

The following rules shall regulate school activity trips:

 (1) The district will provide appropriate transportation for all school activities which involve the transportation of students.

 (2) **All students participating in an activity shall ride to and from the activity in a school vehicle, except that parents may elect to transport their child at the conclusion of an activity as provided by Number 7 of these regulations.**

(3) Any other arrangements for activity travel must be made in advance and approved by the appropriate building principal. Such other arrangements will be approved only in rare “special needs” cases and will require verifiable documentation supporting any such “special needs”. Approval must be in writing with a copy forwarded to the office of the Superintendent.

 (4) School personnel will not transport students to and from school activities in private vehicles.

(5) Kansas State Transportation Regulations place the bus driver in charge of the bus. The activity coach or sponsor will, however, cooperatively assist the driver with student discipline and control while on the bus. The sponsor, or assistant, shall be seated at the rear of the bus to sufficiently supervise any and all students traveling on the bus.

(6) The Bus Rules and Behavior Code shall be in full force and effect during activity trips, field trips, and other school-sponsored travel.

 (7) Parents may request that students return home with them after school activity trips. Arrangements shall be made as follows:

 (a) Students will be released to their parents only when the parent personally requests such to the sponsor in charge or the bus driver at the activity. The sponsor or driver will ask the parent to sign a release form before taking the student.

 (b) Students on activity trips will not be released to any person other than their parent(s).

(8) Any conflict which may occur on an activity trip involving any students, the driver, sponsor(s), and/or persons not under school authority shall immediately be reported to the principal or the superintendent. The sponsor and driver shall call police authorities when they deem such action to be necessary to protect the students and the school district.

 (9) Buses will not make unauthorized stops on activity trips. Authorized stops are only those approved by the principal prior to the departure of the bus for any trip.

 (10) Only district students and approved sponsors will be transported on school trips. Drivers shall not transport any other person unless approved in advance by the principal.

**Field Trip And Excursions (IFCB-R)**

School trips associated with the interscholastic athletic program and those activity trips sponsored by the Kansas State High School Activities Association or the league a particular school is a member of will comply with policies and regulations established for those purposes. All other school trips will comply with the provisions of this policy. Examples of such trips include, but are not limited to, instructional field trips, extra-curricular activity trips, student organization trips, class excursions, etc.

All student trips shall begin and end at school. Trips requiring bus transportation shall not interfere with the regularly scheduled transportation of pupils to and from school.

School employees and, when deemed appropriate, approved adult sponsors shall accompany students on all school trips and they shall assume responsibility for proper student conduct.

The bus driver(s) shall enforce all applicable rules and regulations regarding the use of school buses. Certified personnel and sponsors will assist.

Appropriate educational experience and proper supervision shall be provided for any student whose parent/guardian does not want them to participate in a school trip.

The following procedures shall be used in planning and conducting school trips:

1. The teacher/sponsor shall submit a trip request form (Exhibit IFCB-E1) to the principal at least ten (10) school days prior to the desired date of the trip. The purpose of the trip and its relationship to the curricular program must be stated.
2. The principal shall approve or disapprove the request based upon analysis of instructional purpose, availability of appropriate transportation, sufficient qualified supervision, and budget limitations. At the discretion of the principal, students may be requested to pay a participating fee to pay trip related expenses.
3. If the trip is approved by the principal and superintendent, the teach/sponsor shall complete and send a School Trip Notification-Parent Consent Form (IFCB-E2) to each participating student’s parent/guardian at least five days prior to the date of the trip. Notifications shall include all details relevant to the trip including date, purpose, departure time, return time, mode of transportation, itinerary, and if necessary, overnight accommodations.
4. It will be the responsibility of both the principal and the teacher/sponsor to assure that all participating students have returned the signed parent consent form. It shall be the further responsibility of the teacher/sponsor to have the signed parent consent forms in his/her possession during the trip in the event

a student should need medical attention. A final list of students and adult sponsors or supervisors, will be filed with the principal and maintained in the school office until the completion of the trip.

1. The teacher/sponsor/coach will present a duplicate list of all students and adults to be transported to the driver at the time of boarding.
2. The principal, or designate, will arrange for transportation services; such transportation to be

in complete compliance with all rules and regulations governing student transportation. (Request For Transportation Services, IFCB-E3)

1. Student safety shall be the primary consideration during any school trip. When a field trip is made to a

place of business or industry, the teacher must be assured prior to beginning such a trip that a representative of the host company will serve as a tour conductor.

1. In the event of an accident, the sponsoring teacher will immediately notify the principal or superintendent by telephone or the school district radio system.
2. If an unforeseen situation necessitates a change in plans, the sponsoring teacher shall notify the principal, or his/her designate, by radio or telephone.
3. The sponsoring teacher/coach is ultimately responsible for the deportment and discipline of participating students.
4. The sponsoring teacher/coach will be responsible for maintaining the interior cleanliness of the vehicle(s) used for the trip
5. Students should never be used as drivers for school trips.
6. Students will not be permitted to drive privately-owned vehicles to participate on school trips.

**STUDENT BEHAVIOR AND CONDUCT**

 Each building principal shall develop and establish rules for governing student behavior, consistent with Board policy, in each school relative to hall passes, leaving school during the school day, food and drink in classrooms, chewing gum, public displays of affection, attendance problems, tardy problems, homework and other instructional assignments, and other areas of regulation not included in this behavior code which may be necessary to manage and operate the school building.

 The principal, or his/her designee, shall impose disciplinary sanctions against a student for any of the following reasons:

**Assault**

 Any physical force or threat of such force that causes another person to fear for their safety and/or well-being. Any student who assaults a district staff member will, at a minimum, be suspended on a long-term basis. Additionally, assault is a violation of the Kansas Criminal Code and such action shall be reported to the appropriate legal authorities for prosecution.

**Bullying**

 The board of education prohibits bullying in any form by any student, staff member, or parent towards a student or 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.

**Bullying by Parents**

 The board of education, in its commitment to provide a positive and productive learning and working environment for its students and staff in accordance with state law, prohibits bullying in any form by any student, staff member, or parent towards a student or a staff member 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.

 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 system. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors.

This policy and the district bullying plan {shall/may} be posted on the district’s website, and copies of such documents shall be made available to parents of current students upon request.

**Detention**

 This sanction shall be assigned time either before or after the regular class schedule or on Saturdays at which the student is directed to be present due to violations of the Behavior Code or other school regulations. A certified staff member shall supervise detention, and the student shall be required to study work to complete assignments, or work as assigned by the supervisor. In no event shall detention be a time for sleeping, loafing, or recreation.

**Disciplinary Sanctions**

 The disciplinary sanctions listed in this section may be applied on a case-by-case basis depending upon the specific regulation and the severity of the Behavior Code violation. In no way shall the disciplinary measures listed herein be construed to be a step-by-step penalty system whereby a less severe penalty must be imposed before a more severe penalty is imposed. The administration reserves the right to apply other consequences as appropriate.

 Certain regulations in the Behavior Code provide for minimum or specific disciplinary sanctions for violations. Refer to “Assault”, “Fighting”, “Profanity”, “Theft”, “Weapons”, “Drug Free Schools”, and “Gang Activity”.

Make-Up Time

 The principal or any teacher who assigns make-up time to a student for class time missed due to tardiness or unexcused absence shall direct such student to be at a specific classroom or other designated location, such direction to specify time(s) and date(s). Make-up time shall be assigned either before or after the regular class schedule and will be for a designated period of time and the student shall be required to study or complete assignments which were relative to the class time missed, or other school work that the supervisor determines to be appropriate. The principal, the teacher assigning the make-up time, or other assigned certified staff member will be present to supervise make-up time.

**Dress Code**

 Neatness, decency, and good taste are guidelines of the district dress code. Students must dress in a manner that is not obscene; offensive; or substantially or materially disruptive to the learning environment. Apparel that is sexually suggestive; promotes violence, illegal activities, drugs, alcohol, and/or tobacco; or is determined to be gang related is prohibited. Student apparel and grooming must also meet requirements of any courses which are part of the approved curriculum in which they are enrolled.

The Board of Education advocates a dress code for all students. The Board believes that proper etiquette, good grooming, and appropriate dress are an essential part of the educational process. Therefore, the Board believes that students should wear to school and school functions neat, clean, and appropriate clothing that meets the standards of the specific educational environment. Any extremes in clothes, hairstyles, cosmetics, jewelry or appearance that may disrupt the normal operation of the school or adversely affect the safety or personal hygiene of any student will not be acceptable.

By establishing this regulation the Board in no way intends to usurp the authority of parents for determining what is appropriate dress and grooming for their children, but rather, the Board desires to work with parents in encouraging our students to assume responsibility for their personal grooming and dress. The purpose of the home and school working together should be to help students accept and cooperate with the guidelines established by the regulations.

The following rules regarding grooming and dress will be in effect for all students in the district:

* Hair will be clean, neat and well groomed. Hairstyles will not be outrageous, be a health hazard, or adversely affect the school environment. Unnatural hair color (fuchsia, green, blue, etc.) as the dominant hair color is not acceptable.
* There shall be no half-length, bare midriff, halter top, spaghetti straps or other such style shirts or blouses that will expose the midriff, chest or back. Sleeveless shirts must have modest armholes. Sleeveless shirts without sleeves will be hemmed and non-exposing.
* Mesh or other see-through material is not acceptable.
* Undergarments shall not be worn as outer garments. Traditional underwear, worn as outerwear, will not be permitted. Any exposed undergarments are not acceptable.
* All students shall wear shoes. Shoes regarded as house slippers are not acceptable.
* Students will not be permitted to wear any clothing, jewelry, belts, or accessories that advertise or display pictures, logos, phrases, letters, or words which are profane, obscene, vulgar, offensive or otherwise disruptive. This shall include, but not be limited to: nude/semi-nude human figures; alcoholic beverages; advertisements for bars or casinos; tobacco products; controlled, prohibited, illicit or illegal substances; sexual or sensual content; and any pictures, words or phrases which have obvious alternative sexual, vulgar, or obscene meanings or messages.
* Sunglasses will not be worn in school buildings unless prescribed by a physician.
* Students shall not wear hats, caps, or other headgear inside any school unless approved by the principal for a special occasion. This includes headbands and scarves worn on the forehead. Female headgear with good taste is permitted.
* Students shall be permitted to wear shorts to school provided “short-shorts,” bikini briefs, and cut-offs, which reveal the leg above the mid-thigh will not be permitted. After one warning, a student may lose the privilege of wearing shorts to school.
* Dresses and/or skirts must be to the knee.
* Jeans, slacks, pants, or shorts that are worn below the waistline are prohibited, as well as torn or cut up clothing. No skin shall be exposed.
* Torn or tattered clothing is not acceptable. NO HOLES in jeans.
* Leggings may be worn under dresses or skirts that extend to the knees. Leggings may not be worn as pants.
* Spandex pants are not acceptable.
* Yoga pants are acceptable as long as the shirt or sweater completely covers the buttocks.
* Regulations regarding grooming and dress for those students who participate in the activity program (athletics, fine arts, performing arts, and other organizations) that publicly represent the school district shall be established by the sponsor responsible for coaching or directing such activity, provided such additional regulations shall be approved by the principal. Students are to follow dress code on any school sponsored event.
* Alternative clothing for dress code violators shall be in the office as to not lose valuable instructional time.
* ***Definitions*:** Exposed midriff is defined by waistline showing when standing or walking. The length of shorts/skirts should be as long as the placement of finger tips, when arms are placed down the length of body. Low cut blouses will not exceed the hand width from collarbone. Tank tops and/or blouses must be a minimum of two-inch width centered over the top of shoulders.

All clothing must be in good taste and worn the way it was designed to be worn. Appropriate personal dress and grooming is conductive to the desired learning environment. Any clothing or grooming practice determined to be distracting or disruptive will be dealt with on an individual basis. The building administrator shall make any decision concerning questionable dress. The Board of Education authorizes the principal to employ appropriate disciplinary procedures to administer and enforce this regulation.

**Drug Free Schools** (Policy JDDA)

 The unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928

 As a condition of continued enrollment in the district, students shall abide by the terms of this policy. Students shall not unlawfully manufacture, sell, distribute, dispense, possess, or use illicit drugs, controlled substances or alcoholic beverages on school district property, or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and subject to the following sanctions:

1. A first time violator shall be subject to one or more of the following sanctions:

 (A) a punishment up to and including short-term suspension;

 (B) suspension from all student activities for a period of not less than two weeks; and

 (C) an evaluation from an acceptable drug and alcohol program.

2. A second time violator shall be subject to the following sanctions:

 (A) a punishment up to and including long-term suspension;

(B) suspension from all student activities for a period of one semester or four consecutive months; and

 (C) a student placed on long-term suspension under this policy may be readmitted on a

 probationary status if such student agrees to complete a drug and alcohol rehabilitation program.

 (Names of acceptable programs are on file with the clerk of the Board of Education).

3. A student who violates this policy for the third time, and any subsequent violations, shall be subject to the following sanctions:

 (A) a punishment up to and including expulsion from school;

(B) suspension from participation in and attendance at all student activities for a period of one year; and

 (C) a student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion only if such student satisfactorily completes an acceptable drug and alcohol education and rehabilitation program. (A list of available programs with names and addresses of contact persons for the program is on file with the clerk of the Board of Education. Parents or students should contact the directors of the programs to determine the cost and length requirements of each individual program).

Student Conduct

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

Students shall not unlawfully manufacture, sell, distribute, dispense, possess or use illicit drugs, controlled substances or alcoholic beverages at school or on school district property, or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to disciplinary sanctions as stipulated in the following regulation, JDDA-R.

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

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

**Fighting**

 Students that engage in any physical form of fighting will, at a minimum, be suspended from classes and activities on an in-school basis, provided that the principal, after completing an investigation of the circumstances shall have the information to determine that one student was the aggressor. He/she may determine that one student was the aggressor, and he/she may elect to impose a lesser penalty, or impose no penalty, against a student who was simply defending himself/herself.

**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 72-8222, 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 educational advocate for a student with an exceptionality; ~~or~~ (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 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 physical restraint.

“Physical Escort” means the temporary touching or holding of 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.

“School resource officer” means a law enforcement officer or police officer employed by a local law enforcement agency and the district.

“School security 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 of 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 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:

º 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;

º Any device used by a certified law enforcement officer to carry out law enforcement

 duties; or

º Seatbelts and other safety equipment when used to secure students during

 transportation.

**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 affect 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 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 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 provide notify the parent the same 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 item 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) email 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 the 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 email. 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 intervention,

• 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 and 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 parent, 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 such 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 will 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 investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator 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 thirty (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 pursuant to the local dispute resolution process.

**Extortion**

 Obtaining money, other personal items, or services from another student as a result of force, threats, intimidation, or other undue power will result in, at a minimum suspension from classes and activities on an in-school basis.

**Gang Activity**

 Gang activities that threaten the safety or well-being of persons or property on school grounds or at school activities or which disrupt the school environment are prohibited.

The superintendent shall establish procedures and regulations for disciplinary action to be taken against any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, causing and/or participating in gang-related activities.

District staff may be provided in-service training in gang behavior and characteristics to facilitate identification of students involved in gang activities.

**Hazing /Harassment/Intimidation/ Menacing**

 The board is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing or bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the district. Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or board. Individuals may also be referred to law enforcement officials.

**Interrogations and Investigations**

 Building principals and others designated by the superintendent may conduct investigations and question students about infractions of school rules, or violations of the Behavior Code, and violations of Board of Education policies. If there is reason to believe a violations of the Kansas Criminal Code has been committed, the principal shall notify the appropriate law enforcement agency and may request further investigation of the alleged violation.

**Initiated by School Administrators and Conducted by Law Enforcement Officers**

 When law enforcement officers conduct an investigation and/or question a student or students during school hours, the principal shall make reasonable attempts to contact parents, guardian, or a representative of the student(s) prior to questioning. To the extent possible, reasonable requests of the parents, guardians or representative shall be observed. Notification or attempted notification of parents, guardian or representatives shall be documented by the administrator involved. If a student’s parent, guardian or representative is not present during questioning of a student, the principal or a certified school staff member shall be present.

**Initiated and Conducted by Law Enforcement Officers**

 The administration shall cooperate with law enforcement officers who are conducting investigations of suspected child abuse or neglect. (See GAAD) Except for the investigations of suspected child abuse or neglect, law enforcement officers shall not be permitted to conduct investigations during school hours except in demonstrated emergency situations. If a demonstrated emergency is declared, the principal shall require identification of law enforcement officials and reasons for the interrogation or investigation of a student. If the principal is not satisfied with either the identification or the reason(s), the request shall not be granted. The principal shall attempt to notify the superintendent and the officer’s superiors to clarify the reasons for the refusal.

**Open Defiance**

 Willful failure to comply with the reasonable requests, instructions, directives or orders of a staff member will result in a verbal warning or, depending upon the severity of the offense, more severe sanctions may be imposed.

**Profanity and Obscenity**

 Any action or spoken or written language that is profane, obscene, offensive or indecent. All profane or obscene language, gestures or actions will result in disciplinary action, however, any student who directs profanity or obscenity towards a staff member shall, at a minimum, be suspended from classes and activities on an in-school basis.

**Racial Harassment** (Policy JGECA)

 The Board of Education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment on the basis of race, color, and national origin. Discrimination or harassment on the basis of race, color, or national origin (“racial harassment”) shall not be tolerated in the school district. Racial harassment of employees or students of the district by Board members, administrators, certified and support personnel, students, vendors, and any others having business or other contact with the school district 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. All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities, programs and events. Racial harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds. It shall be a violation of this policy for any student, employee, or other third party (vendor, visitor, etc.) to racially harass any student, employee, or other individual associated with the school. It shall further be 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.

Racial harassment is racially motivated conduct which:

 1. Affords a student different treatment, solely on the basis of race, color, or national origin,

 in a manner which interferes with or limits the ability of the student to participate in or

 benefit from the service, activities, or programs of the school;

 2. Is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of

 creating a hostile academic environment; or

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

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

 Any student who believes he/she has been subject to racial harassment or has witnessed an act of alleged harassment, should discuss the alleged harassment with the building principal, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of racial 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 superintendent of schools. Complaints against the superintendent shall be made to the Board of Education. The building principal or superintendent 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 through this process, the student may initiate a formal complaint under the district’s discrimination complaint procedure. (See KN)

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

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

 When a complaint contains evidence of criminal activity or child abuse, the principal or superintendent shall report such conduct to the appropriate law enforcement and/or SRS authorities. (See GAAD)

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

 The filing of a complaint or otherwise reporting racial harassment shall not reflect upon a student’s status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted or participated in an investigation of racial harassment complaint is prohibited. Any person who is found to have retaliated will be subject to immediate disciplinary action, up to and including expulsion for a student and termination of employment for an employee.

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

 A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent, and employee handbooks as directed by the superintendent. Notification of this policy shall be published in the local newspaper annually.

**Reporting to Law Enforcement**

 Whenever a student engages in conduct that constitutes the commission of a misdemeanor or felony at school, on school property or at a school supervised activity and/or has been found:

• in possession of a weapon;

• in possession of a controlled substance or illegal drug; or

• 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/superintendent} shall report such act to the appropriate law enforcement agency.

**Searches of Students**

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

 The student shall be told why the 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 such items are turned over to law enforcement officials. If the student to be searched 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 in cooperation and assistance of law enforcement officials. The principal shall remain with the student and be present during any search of the student 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 and/or isolated to a safe location. This determination may be based on any information received by the principal or any member of the faculty or staff.

 The principal shall maintain written documentation of each search.

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

**Sexual Harassment:** Sexual harassment shall not be tolerated in the school district. (Refer to Policy JGEC). Students who violate this policy shall, at a minimum, be suspended from school on a short-term basis in addition to any other sanctions determined to be appropriate. It is very important to note that the principal, or his/her designate, is authorized to impose a disciplinary sanction more severe than the stated minimum, depending upon the severity of an offense and/or the disciplinary record of the student. In addition to disciplinary sanctions being imposed for violations of the forgoing regulations, school personnel are authorized to and will discipline students for the following reasons:

- willful violation of any adopted, published student conduct regulation;

- conduct which substantially disrupts, impinges, 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 which constitutes the commission of a misdemeanor;

- disobedience of an order of a school authority if such 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.

 Violations of any provision of this Behavior Code may result in disciplinary action up to and including suspension and/or expulsion. Refer to “Suspension/Expulsion”.

 U.S.D. No. 504 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 or events.

**Suspensions**

In-School Suspension

 This disciplinary measure is designed to serve students who would normally be suspended from school for violations of the Behavior Code or other school regulations. Instead of being excluded from school for a specific number of days, a student may be assigned to disciplinary isolation whereby the student is segregated from the student population during the term of the suspension.

 The principal or other assigned certified staff member should be responsible for supervising students while suspended on an in-school basis. The supervisor may assist students with assignments and assure that the student is continuously working on assignments or studying throughout the term of the suspension. Assignments from each class will be provided and the student is expected to bring all necessary materials to do the assigned work. If the regular class assignments do not provide enough work to fill the entire time, the supervisor shall assign additional work, study or reading which will be of educational value.

Students assigned to in-school suspension shall report to the designated locations prior to the time regular classes begin and will be excused after regular classes are dismissed.

 All school rules and regulations shall apply to students assigned to in-school suspension. In addition, the following specific rules shall be in force throughout the term of the suspension:

1. Any resistance to comply with the directives or instructions of the supervisor or the rules stated
2. herein will result in additional days of being added to the in-school suspension. If a student is openly defiant or refuses to comply with the rules, the principal will immediately suspend such student for a period not to exceed five days as provided by the Suspension/Expulsion policy and laws of the State of Kansas.
3. The student shall not leave the designated area without the expressed permission of the supervisor,
4. including restroom breaks and the lunch period. Lunch will be eaten in the designated area.

3. The student shall not talk to anyone except the supervisor without the permission of the supervisor.

4. There will be no break in the routine; the student will be engaged in some educational activity at all times.

5. Sleeping is not allowed.

6. Students will be given full credit for work completed while assigned to in-school suspension.

7. Students are not counted absent from school while assigned to in-school suspension.

8. Absence due to illness will not fulfill the requirement of days assigned to in-school suspension.

 Students assigned to in-school suspension are technically suspended from school, therefore, the principal shall contact the parent/guardian by telephone immediately following the imposition of an in-school suspension to provide information regarding the student’s violation of the Behavior Code or other school rules or policies. In addition, a written notice to the parent/guardian shall be deposited in regular delivery mail.

Suspension and Expulsion

 Except as limited by Section 504 and 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. The superintendent or his/her designee or other certificated employee or committee of certificated employees of the school in which the pupil is enrolled, or by any other hearing officer appointed by the Board shall conduct Suspension/expulsion hearings.

 Handicapped students identified under Section 504 of the Rehabilitation Act of 1973 or special education students with an I.E.P. may be subject to other regulations when long-term suspension or expulsion is considered.

Suspension and Expulsion Procedures

 Students may be suspended or expelled for any 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 or invades the rights of others;

 - Conduct which constitutes the commission of a felony;

 - Conduct which constitutes the commission of a misdemeanor;

 - Disobedience of an order of a teacher, peace officer, security officer, or other school authority

 if disobedience results in disorder, disruption or interferes with school operation; and

 - Possession of a weapon at school, on school property, or at a school sponsored activity or event.

Short-Term Suspension

 Except in an emergency, a short-term suspension (not exceeding ten (10) 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/guardian by restricted delivery United States Mail within twenty-four (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 notified of:

 \* the charges;

 \* the basis for the accusation; and

 \* 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 ninety (90) school days) or expulsion (not to exceed one hundred eighty-six (186) school days), a formal hearing shall be conducted by a hearing officer who has authority to suspend or expel. The superintendent/principal shall designate a hearing officer authorized by the Board. Formal hearings shall be conducted according to procedures outlined in the current Kansas law and:

- the student and parent/guardian shall be given written notice of the time, date, and place of the hearing;

- the notice shall include copies of the suspension/expulsion law and appropriate Board policies, regulations

 and handbooks;

- the hearing may be conducted by a certificated employee or committee of certificated employees authorized

 by the Board, the chief administrative officer, or other employee of the school in which the pupil is enrolled,

 or an officer appointed by the Board;

- expulsion hearings for weapons violations shall be conducted in compliance with Kansas law by a person or

 persons appointed by the Board;

- findings required by law shall be prepared by the person or committee conducting the hearing;

- records of the hearing shall be available to the student and parent/guardian according to Kansas law;

- written notice of the result of the hearing shall be given to the student and to the parent/guardian within 24

 hours after the 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 parent to attend the hearing shall result in a waiver of the students opportunity for the hearing.

- Students who are suspended for more than ten (10) days or expelled from school shall be provided with information concerning services or programs offered by public and private agencies that provide services that might improve the student’s attitude and behavior.

- A student who has been suspended or expelled shall be notified of the day that student may return to school.

- If the suspension or expulsion is not related to a weapons violation, the principal may establish appropriate requirements relating to the student’s future behavior at school and may place the student on probation (See JDC).

- If the expulsion is related to a weapons violation, only the superintendent may establish appropriate requirements relating to the student’s future behavior at school and may place the student on probation (See EBC< JCDBB and JDC).

- The days a student is suspended or expelled from school 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 eighteen (18) or the parents or guardian of a student who is suspended for more than ten (10) days or expelled from school may appeal to the Board within ten (10) calendar days of receiving written notice of the hearing results.

 When a suspension is imposed during the school day, the student shall not be removed from school until a parent or guardian has been notified. If a parent or guardian cannot be notified during the 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 a right:

- to counsel of his/her choice;

- to have parents 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/her own witnesses;

- to testify in his/her own behalf and to give reasons for his/her conduct;

- to an orderly hearing; and

- to a fair and impartial decision based on substantial evidence.

Appeal to the Board of Education

 The following conditions shall apply if a student or student’s parent/guardian files a written appeal of a suspension or expulsion to the Board:

- written notice of the appeal shall be filed with the clerk within 10 calendar days after receiving notice of the decision;

- the Board shall schedule an appeal with the Board or a hearing officer appointed by the Board within 20

 calendar days after notice of appeal is filed;

- the student and the student’s parent/guardian shall be notified in writing of the date, time and place of the appeal hearing at least 5 calendar days prior to the day of the hearing;

- the appeal hearing shall be conducted as a formal hearing using the aforestated rules and procedures for

 expulsion hearings;

- the Board shall provide a certified court reporter to transcribe the appeal hearing; and

- the Board shall render a final decision no later than the next regularly scheduled Board meeting after the conclusion of the appeal hearing.

Reporting Suspended/Expelled Pupils to the Department of Motor Vehicles

 Whenever a pupil thirteen (13) years of age or older has been expelled from school or suspended for an extended term (more than 10 days), the superintendent shall give written notice of the expulsion or suspension which will include the pupil’s name, address, date of birth, driver’s license number (if applicable) and an explanation of the circumstances to the division of vehicles of the department of revenue if the expulsion or extended-term suspension was imposed upon the pupil for:

 \* Possession of a weapon at school, on school property or a school activity; or

 \* possession, use, sale or distribution of an illegal drug or controlled substance at school, on school grounds or at a school activity; or

\* behavior at school, on school property, or at a school activity which resulted in, or was substantially likely to have resulted in, serious bodily injury to others.

Probationary Status

 Any punishment, suspension or expulsion may be deferred by the principal or the superintendent. The student involved may be placed on probation for a specific period of time. (See Suspension and Expulsion.)

 The punishment, suspension or expulsion shall remain deferred so long as the student meets the conditions of the probation. If a student is placed on probation, written notification shall be sent to the student’s parent or guardian.

 A student placed on probation shall be provided written notice of such probation which includes the specific term of the probationary status and a list of the terms and conditions of the probation. The student shall also sign a statement acknowledging receipt of same and stipulating that: the terms and conditions have been explained; the student understands the terms and conditions; the student agrees to abide by the terms and conditions; and failure of the student to abide by the terms and conditions shall be considered sufficient cause to reinstate the original punishment. Any probationary arrangements resulting from violations of the weapons policy shall be handled by the superintendent. (Refer to “Weapons”.)

**Taking a Student 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 of Children and Families (“DCF”) authorities pursuant to a child abuse investigation

Reasonable effort shall be made to notify the student’s parent(s), guardian, or representative when students are removed from school for any reason by law enforcement authorities.

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.

**Interrogations and Investigations Conducted in School**

Building administrators, school security officers, and/or others designated by the superintendent may conduct investigations and question students about violation of school rules, ~~or~~ 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 my 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 criminal a criminal law has been committed, the building administrator, the superintendent’s designee, and/or school security officer with authorization of 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 behest 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/may meet periodically with local law enforcement officials to discuss the district's policies and rules regarding law enforcement contacts with the district.

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~~s~~ to contact a parent~~s~~, guardian, or representative of the student(s) prior to such questioning. Notification or attempted notification of a parent~~s~~, guardian or representative shall be documented by the administrator involved. If a student's parent~~s~~, 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 a Student 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 of 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~~s~~, 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. 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 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. School resource officers and campus police officers are expected to contact the building administrator as soon as practicable after taking a student into custody.

Disturbance of School Environment

Law enforcement officers may be requested to assist in controlling disturbances at school and, if necessary, 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 ordinance, 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.

**Theft:** Stealing school property or the property of any other person is a violation of the Kansas Criminal Code. In addition to disciplinary sanctions, the principal will report the theft of property to appropriate legal authorities. At a minimum, the offending student will be suspended from classes and activities on an in-school basis.

**Threats/Intimidation**

 Any student that threatens or intimidates another person with physical violence, and such threat or intimidation causes any person to fear for their safety and/or well-being, the offending student shall, at a minimum, be suspended from classes and activities on an in-school basis. The principal or designee, after completing a thorough investigation of the circumstances, shall have the authority to impose more severe sanctions up to and including long-term suspension.

Any threat which indicates or infers death or severe bodily harm, and such threat causes any person to fear for their life and/or safety, will result in a minimum sanction of five day suspension from classes and activities, provided that the principal shall, depending on the circumstances of each particular case, have the authority to reinstate the offending student under specific written terms as provided by the probation policy (JDC and JDC-R) or impose a more severe sanction up to and including expulsion.

**Vandalism**

 The willful defacing or destruction of school property, equipment or buildings or the property of another person shall result in serious disciplinary sanctions. In addition to disciplinary measures, any student guilty of vandalism, and his/her parents if such student is under 18 years of age, will be responsible for full and complete restitution as provided by law. (Refer to Policy EBCA) and, at a minimum, be suspended from classes and activities on an in-school basis.

**Violations of Criminal Law**

 Information on criminal conduct not related to school shall be turned over to law enforcement officials.

**Weapons**

Possession or Use of a Weapon

 Students shall not knowingly possess, handle, transmit or use any weapon or any object that can reasonably be considered a weapon at school, on school property, in any school vehicle, or at any school activity. This regulation shall include both air-powered and gas-powered devices designed to expel a projectile. (Refer to Policy JCDBB following.) Students violating this policy will be expelled from school for one calendar year.

Possession or Use of Tobacco Products

 Students under the age of eighteen who possess or use tobacco products are in violation of the law. Students, regardless of age, shall not possess and/or use any tobacco product in any school building, on school grounds, in any school vehicle, or at any school activity -- regardless of location. Any student that violates this policy shall, at a minimum, be suspended from classes and activities on a short-term basis.

Possession, Use, or Distribution of Alcohol or Drugs

 Students shall not possess, use or distribute illicit drugs or alcohol in any school building, on school grounds, in any school vehicle, or at any school activity -- regardless of location. Students who violate this policy shall have sanctions imposed as provided by Policy JDDA, Drug Free Schools (beginning on p. 9)

**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 activity or event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

Definition of Weapons or 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 silencer;

• any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, a 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 a 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, falls, or is ejected by force of gravity or by an outward, downward, or centrifugal thrust or

 movement;

• any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun

 gun.

Penalties for Weapons Violations

 Possession of a weapon 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 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 referred to the appropriate law enforcement agencies and, if a juvenile, to the Secretary of DCF or the Secretary of KDOC as appropriate.

 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.

**TRANSPORTATION**

**Student Transportation Rules and Regulations**

 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 following student discipline rules are established to ensure maximum safety for all students when they are using school district transportation services:

 (1) The driver is always in charge of both the pupils and the bus (or school vehicle). Students must obey the driver promptly and courteously.

(2) The driver has the authority to assign seats to students. Each student shall remain in their seat at all times, except that after the passenger load is lightened, the driver may grant permission for a student or students to change seats, but only when the bus is not in motion.

 (3) Students must be on time. The bus cannot wait for those who are tardy. When going to a bus stop, students shall walk on the sidewalk, if available, or the far left side of the road facing traffic.

 (4) Students shall never stand or play in the roadway while waiting for the bus. All students will wait for the bus on the side of the road off the traveled portion of the road. While waiting for the bus, students shall conduct themselves in an orderly, well-behaved manner.

(5) When boarding, leaving, and traveling on the bus, students will conduct themselves in an orderly manner. There will be no pushing or shoving.

 (6) Unnecessary conversations with the driver are prohibited. There shall be no loud talking or any behavior that is disruptive to or distracts the driver. Remember, your safety is in the driver’s hands.

 (7) Ordinary conversation between students sitting in the same or adjacent seats will be permitted to the extent that it does not distract the driver’s attention. With the exception of this type of conversation, all other rules of classroom conduct will be observed.

 (8) Students shall not leave waste paper or other rubbish in the bus. Help keep your bus clean and sanitary at all times.

 (9) Students shall not, at any time, extend arms, legs, or head out of a window.

 (10) Students shall not attempt to get on or off the bus or move around within while the bus is in motion.

 (11) When leaving the bus, students shall immediately comply with the driver’s directions and/or instructions. If a student must cross the road, do so in front of the bus after checking to see that the roadway is clear and the driver gives a sign to proceed.

 (12) Any damage to the bus shall be reported to the driver.

 (13) Animals, insects, reptiles, etc. shall not be transported on the bus.

 (14) Glass containers, such as bottles and jars, are not permitted on the bus.

 (15) Unless arrangements are made in advance, there shall be no food or beverages consumed on the bus.

# Bus Discipline Procedures

 Due to the fact that the district intends to promote the highest level of safety and safety awareness, bus rules will be rigidly and vigorously enforced. Students are advised that, in addition to these Bus Rules, the Behavior Code of the district is also in full force and effect at all times students are using district transportation services. STUDENTS AND PARENTS ARE ADVISED THAT SCHOOL TRANSPORTATION SERVICES ARE A PRIVILEGE WHICH MAY BE SUSPENDED OR REVOKED IF THE POLICIES AND RULES OF THE BOARD ARE NOT STRICTLY ADHERED TO!

 The district may monitor student activities and behavior on school buses by the use of video surveillance cameras. In cases where a student is guilty of misconduct or disobedience, pursuant to the stated Bus Rules, the following procedure shall be used. Drivers are required to maintain discipline on the bus, therefore, drivers have the authority to give directions and instructions to students in their charge. Further, drivers have the authority to correct or reprimand students that do not comply with Bus Rules or the directions of the driver.

 In the event the driver has not been able to correct any persistent discipline problem, or if a student’s behavior is so offensive or dangerous to affect the safety of others or school equipment, he/she shall refer the student to the appropriate building principal. When making the discipline referral, the driver will provide specific information regarding dates, times, and nature of violations and infractions using the approved bus discipline referral form. When a referral is made to a building administrator, he/she will use the procedural steps as follows:

1st offense = Warning

2nd offense = 3-Day Suspension

3rd Offense = 5-Day Suspension

4th Offense = 10-Day Suspension

5th Offense = 20-Day Suspension

6th Offense = Remaining of the Year Suspension

A phone call will be made with each offence, followed by the mailing of a written letter.

For each offense a student is referred for violating the Bus Rules, the principal will have a conference with the student and explain what the student has done or is doing wrong, and further, what is expected of the student. The principal will call the parent/guardian and explain the problem. The principal will follow-up the telephone call by sending a written “bus discipline” notice to the parent which fully explains what the student has done or is doing wrong and what is necessary to correct the problem. Said notice will include a signed parental return slip, a copy of the Board Student Transportation Policy, and a copy of the Bus Rules and Discipline Procedure. The building principal shall maintain a file of said written notifications. In cases where gross misconduct or persistent disobedience continues or if a student’s behavior is so offensive or dangerous to the safety of others or school equipment, the principal may expel the student whereby the student’s school transportation privilege is revoked for the remainder of the semester and/or school year. When a suspension is issued, the principal will telephone the parent/guardian to inform them of the suspension, and a written notice will also be mailed to the parent/guardian. A written report of each suspension, including full and complete details, will be sent to the office of the Superintendent of Schools. A five (5) day or longer suspension may be subject to review of the Superintendent if the parent requests such review by calling the Central Office within three (3) days after notice.

If the student is expelled from school transportation services, that student will still be required to attend school as provided by the Kansas Compulsory attendance law and/or the Board’s policy on school attendance.

 No expulsion from student transportation services shall extend beyond the current school year.

If the student or parent desires a hearing before the Board of Education concerning the expulsion from transportation services, they shall have fifteen (15) days from the date of notice to file a written request for such hearing at the Central Office.

The Board recognizes that situations and circumstances may arise which could result in a student’s immediate suspension or expulsion from transportation services, whereby Level of offenses are bypassed. In such cases, the principal shall have the discretionary authority to proceed to any of the level of discipline procedure.

**COMPUTER**

**Children’s Internet Protection Act**

The District shall implement the Children's Internet Protection Act (CIPA). The superintendent shall be responsible for the development and establishment of a plan to ensure the implementation of the Children's Internet Protection Act. This plan will be on file with the clerk of the board and in each school office. Copies shall be made available to all interested parties. The superintendent shall ensure compliance with CIPA by completing Federal Communications Commission reports and forms as required.

USD 504 shall:

 (1) provide reasonable public notice;

 (2) install blocks or internet filters to limit access by both minors and adults to child pornography and materials that are obscene, inappropriate or harmful;

 (3) monitor the online activities of minors;

 (4) address issues related to the safety of minors when using e-mail, chat rooms, and other electronic communications;

 (5) as part of its internet safety policy educate minors about appropriate online behavior, including interacting with other individuals on social networking websites, in chat rooms and cyber-bullying awareness and response;

 (6) hinder unauthorized access, hacking and other unlawful online activities by minors; and

 (7) prevent unauthorized disclosure of personal information regarding minors.

**Computer Use**

*Students shall have no expectation of privacy when using district e‑mail or computer systems. E‑mail messages shall be used for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration.*

*Any email or computer application or information in district computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules, or any other classroom rules relating to computer use are subject to disciplinary action up to and including suspension from school.*

# Computer Rules

 The use of school computer equipment and systems, including access to the internet, is a privilege, not a right. All student users must share the responsibility for assuring that our computer equipment is used in an effective, efficient, ethical, and lawful manner. Inappropriate use or transmission of any material that constitutes a violation of any United States or Kansas law or regulation is prohibited, including, but not limited to, materials protected by copyright; threatening, obscene, profane, or pornographic materials; materials protected by a trade agreement; and materials protected by a trade secret.

To ensure compliance with the policies and regulations of the Board of Education, student use of computers, systems, and networks shall be governed by the following rules:

 (1) Student users shall respect the integrity of the computer systems and networks; students are advised that systems and networks have been set up by the system administrator and are not to be altered in any manner. If, when an adult approaches, a student “freezes”, “locks”, or suddenly shuts down a computer, such action may be considered a violation of these rules.

 (2) Student users shall:

 (a) use all computer equipment in a careful respectful manner; having no expectation

 of privacy when using district email and/or computer systems.

 (b) use only the software assigned by an instructor or staff member;

 (c) immediately report equipment or software problems to the instructor or appropriate staff;

 (d) not bring food and/or drinks into the computer labs or work areas;

 (e) take the initiative to maintain the order and cleanliness of the labs and computer areas by picking up debris, recycling paper, picking up personal items, etc., and

 (f) leave all computer equipment and materials you have used in good working order.

 (3) Student users shall respect and comply with the legal protection provided by copyrights and/or licenses relative to programs, books, photographs, artwork, articles, etc.

(4) Students shall adhere to printing, file accessing, file-saving, e-mail transmission,

and e-mail distribution guidelines as directed by the instructor or authorized staff member.

(5) Student users shall access, use, or save only “school appropriate” text, language, pictures, data and any other materials available on or received from the internet.

 (6) Student users will agree to use the internet only for school related purposes. Email, Chat

 Rooms, and Instant Messaging is strictly prohibited unless under the direct supervision of

 school personnel.

 (7) Student users shall display appropriate conduct and courtesy and will respect the rights

 and privacy of others. Only appropriate language, which is not abusive, obscene, profane,

 or otherwise offensive will be used in all messages transmitted from school computers

 and networks.

 (8) Student users shall only contact host sites that are considered by the staff and

 administration to be appropriate for school or instructional use. Under no

 circumstances shall students access pornographic websites.

 (9) Student users shall not, when using Internet services, reveal their name, address,

 location, age or password, or the name, address, location, age or password of any other

 student, unless specifically authorized to do so by school personnel.

 (10) Students shall not access the Chooser, Control Panels, System Preferences, or Operating

 Systems available on the desktop of any computer or in any way change the configuration

 of any computer or network operating system, program or software.

 (11) Student users shall not attempt to learn the password of any other user or gain

 unauthorized access to any file, program, software, or operating system stored on any

 computer or network.

 Inappropriate computer or network system use, including any violation of the Appropriate Use of Computers and Networks regulations adopted by the Board of Education or the rules stated herein may result in the suspension or cancellation of your privilege to use the school’s computers. The principal, or his/her designee, has the authority to determine appropriate and inappropriate use and may deny, suspend or revoke the use of the school’s computers by any student who violates the regulations and rules pertaining to such use. Further, the principal shall have the authority to impose additional disciplinary sanctions as he/she deems appropriate to the number and severity of any student’s infraction(s).

# Disciplinary Sanctions For Violations of Computer Use Rules and Regulations

Level One

 Student shall at a minimum be suspended from non-essential computer use for one (1) week and the student’s parent/guardian will be notified.

Level Two

 Student shall, at a minimum, be suspended from non-essential computer use for a period of four to nine weeks and the student’s parent/guardian will be notified.

Level Three

 Student shall: (a) be suspended from non-essential computer use for a minimum of eighteen (18) weeks; and (b) also be placed on in-school suspension for a period of three (3) to five (5) days; and the student’s parent/guardian will be notified.

Level Four

 Student shall: (a) have all computer use privileges revoked for the remainder of the school year; and (b) also be suspended from attending all classes and activities for a period of three (3) to five (5) days; and the student’s parent/guardian will be notified.

# Severity Clause

 Any student who willfully accesses a pornographic web site or creates, stores or transmits inappropriate language will be disciplined at Level Four. Further, the principal shall have the authority, depending on the nature and severity of any particular infraction, to bypass the levels stated herein and recommend that a student be suspended on a long-term basis or expelled. If a student violates any law while using the school’s computers or networks, a report shall be filed with the appropriate law enforcement agency.

The Board shall approve rules and regulations pertaining to the acceptable use of computers and networks, including e-mail, all software and computer applications, and the Internet.

Copyright (See ECH)

Software acquired by staff using either district or personal funds, and installed on district computers, must comply with copyright laws. Proof of purchase (copy or original) and/or site license must be filed in the district office for all software installed on district computers or networks. The administration may conduct periodic audits of software installed on any district equipment to verify legitimate installation and use.

Installation

No software, including freeware or shareware, may be installed on any district computer or network until authorized by the network administrator. The administrator will provide installation and program de-installation procedures. Freeware and shareware may be downloaded only onto workstation floppy disks, not hard drives. Only the superintendent may authorize program files prior to being installed on any server or computer. Students shall not install software on any district computer or computer system.

Hardware

Staff shall not install or attach hardware to existing computers or networks, make changes to computer or system settings, or make changes to software settings unless specifically authorized to do so by the superintendent or network administrator.

Ownership of Employee/Student-Produces Computer Materials

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

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

The following rules and regulations pertaining to the use of computers and networks, including e-mail, software and computer program applications, and use of the Internet, shall apply to all faculty, staff, and students.

 (1) The user shall not erase, change, rename, or make unusable anyone else’s computer files, programs, or disks; except those who are authorized for instructional purposes, administration, or network security reasons only.

 (2) The user shall not permit other persons to use his/her name, logon, password, or files for any reason; except for authorized staff members only.

(3) The user shall not attempt to discover another user’s password or in any way access another person’s email, programs, or files; except for authorized staff members only.

 (4) The user shall not use the district’s computers or networks for non-instructional or non- administrative purposes, including games or activities for personal profit.

(5) The user shall not use any district computer for unlawful purposes, such as illegally copying or installing software. Transmission of any material which is in violation of United States or Kansas law is prohibited.

 (6) The user shall not copy, change, or transfer any software or documentation provided by district schools, teachers, or other students without permission.

 (7) The user shall not write, produce, generate, copy, propagate, or attempt to introduce any computer program or code which could self-replicate, damage, or otherwise hinder the

performance of any computer’s memory, operating system, drives, file system or software. Such software or code is commonly referred to as a bug, virus, worm, Trojan Horse, or similar name.

(8) The user shall not deliberately use the computer to harass or annoy others with language, images, innuendoes, or threats. The user shall not deliberately access or create any obscene, indecent, offensive or objectionable information, language or images or purposely send or receive messages which explicitly state, imply or suggest pornography or any other indecent or obscene language, subjects or images, unethical or illegal solicitations or activities, racism, sexism, or other such use which is not educationally proper and appropriate.

 (9) The user shall not intentionally damage the system, damage information belonging to others, misuse system resources, or permit others to misuse system equipment an/or software.

(10) The user shall not tamper with computers, networks, printers, modems, scanners, or other associated equipment except as directed by an instructor, including any computer’s operating system and/or control panels which might be accessible on the desktop.

(11) The user will not use the computer or network for the purpose of purchasing any product or item which may be advertised, promoted or sold over the Internet. The user shall not in any manner cause or create any purchase or action which otherwise obligates a school district access account; unless specifically authorized to do so by the superintendent.

 (12) All information on any school or district network is considered the property of U.S.D. No. 504. Unless specified by law, students and staff shall have no expectation of privacy for any information created, stored or used in any computer, computer system or network.

(13) The use of the computer information system is a privilege, not a right, therefore inappropriate use and/or violation of any term or provision of these rules and regulations will result in a suspension or revocation of those privileges.

 (14) Depending upon the severity of any particular action, or due to a number of infractions, additional sanctions and disciplinary action may be taken against any student or staff member who violates these rules and regulations. Such disciplinary action shall be as provided by the Board’s policies governing student and staff behavior.

(15) The district makes no warranties of any kind, expressed or implied, for the computer and network systems it provides. The district will not be responsible for any damage any student or staff member suffers while using such computer or network system. These damages include loss of data, non-deliveries, mis-deliveries, or service interruptions caused by the system or the user’s errors and/or omissions. Use of any information obtained via the system is at each staff members or students own risk. The district specifically denies any responsibility for the accuracy, validity or reliability of any information obtained through the computer or network system.

(16) STUDENTS ARE EMPHATICALLY ADVISED not to disclose their name, address, personal phone number, or the name, address and phone number of any other student to any person while communicating on

the Internet. Any indecent, pornographic, obscene, or offensive incoming communication shall be identified, if possible, and immediately reported to school personnel.

 (17) No student shall be authorized to use the computer information system unless he/she has both a signed Parent Agreement and Student Agreement on file pursuant to the Acceptable Use of

 Computers and Networks policy, rules and regulations.

# Use of District Computers/Privacy Rights

 Computers are for educational and professional use only. All information created by staff and students shall be considered district property and, unless specific laws or regulations apply, shall be subject to unannounced monitoring by district administrators. The district retains the right to discipline any student, up to and including expulsion and any employee, up to and including termination, for repeated violations of this policy.

# Prohibited Practice

 A teacher may not make multiple copies of a work for classroom use if it has already been copied for another class in the same institution; make multiple copies of a short poem, article, story, or essay from the same author more than once in a class term or make multiple copies from the same collective work or periodical issue more than three times a term; make multiple copies of works more than nine times in the same class term; make a copy of works to take the place of an anthology; and may not make a copy of “consumable” materials, such as workbooks.

# Permitted Practice

 A teacher may make, for use in scholarly research, in teaching or in preparation for teaching a class, a single copy of the following: a chapter from a book; an article from a periodical or newspaper; a short story or short poem (whether or not from a collected work); a chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper. Further, a teacher may make (for classroom use only and not to exceed one per student in a class) multiple copies of the following: a complete poem (if it be fewer than 250 worlds and not more than two pages); an excerpt from a prose work (if the excerpt has fewer than 1,000 words or ten percent of the work, whichever is less) and one chart, graph, diagram, cartoon or picture per book or periodical.

 A library may, for interlibrary-loan purposes, make up to six copies a year of a periodical published within the last five years, make up to six copies a year of small excerpts from longer works, make copies of unpublished works for purposes of preservation and security and make copies of out-of-print works that cannot be obtained at a fair price.

# Electronics

 Students are not permitted to bring any electronics to school. This includes but not limited to: CD Players/CD’s, DVD players, DS, iPods, MP3 players, Game Boys, and laser pens, etc. Any electronic confiscated at school will be returned at the end of each 9 weeks or when a parent picks up the electronic from the office. In the event a teacher requests a student bring an electronic for a specific lesson, he or she will need to secure permission from the parents and the principal.

**HEALTH AND WELLNESS**

**Communicable Diseases**

Any student afflicted with a communicable, contagious, and/or infectious disease may be required to withdraw from school for the duration of the illness in order to give maximum health protection to other students. The student will be readmitted to regular classes upon termination of the illness, as authorized by the student’s physician or as authorized by a health assessment team.

The Board reserves the right to require a written statement from the student’s physician indicating that the student is free from all symptoms of the disease. Criteria will be established to determine whether a student with a communicable, contagious, and/or infectious disease (including common childhood diseases) will be permitted to attend classes. All cases will be reviewed on an individual basis.

# Head Lice

 Head lice can happen to anyone. They are tiny insects that live in human hair and hatch from small eggs called nits, which are attached to the base of individual hairs. They multiply fast, so they must be treated promptly. The average adult louse is dull gray or brown in color, it cannot fly or hop. When fully grown, it is about the size of a half grain of rice. A louse will normally live about 30 days, long enough to lay 50 to 150 eggs. They live on the human head only and obtain their meals by stabbing the scalp, and sucking blood with their mouths. Head lice are acquired by personal contact with an infested individual or from infested garments such as coats, caps, scarves, etc. or articles such as combs or brushes. They may also be acquired from infested carpets, upholstered furniture or bed clothing. The school nurse or delegated staff member, will perform periodic head lice checks, as needed. Each student infested with lice shall be excluded from school until treatment with an antiparasitic drug is initiated. The school nurse will verify that the student has received the treatment before returning to class.

 Kansas Administrative regulation 28-1-6 requires that students who are infested with head lice be excluded from school until they have been treated with an adequate antiparasitic shampoo. Kansas truancy laws and regulations will be followed for students with excessive absences due to head lice.

# Health Procedures

 Illness - Screen the illness to see if resting their head, a drink, or the restroom is all that is needed. Scratches should be washed and bandaged by using first aid kits in the nurse's’ office. Should the teacher think the child has a communicable disease, the office should be notified. When a child is ill, they should be sent to the office until their parents arrive to get them.

**Immunizations**

**Exclusion from School for Non-immunized Students**

 Non-immunized students, including those with a religious, medical, or other statutory exemption, shall be excluded from attending school during an outbreak of a vaccine-preventable disease in their attendance building. This will be determined on a case-by-case basis by a licensed employee. Recommendations from a licensed physician and/or local health department official shall determine the duration of exclusion from school. Vaccine preventable diseases may include but are not limited to the following diseases: diphtheria, tetanus, pertussis, poliomyelitis, measles, mumps, and rubella.

 Any such child may be readmitted earlier to school upon the written authorization of the parent/guardian. The parent/guardian's signature on the prescribed release form signifies knowledge of the outbreak and risks to the child.

**Inoculations**

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 required 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.

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.

Article 52 -- Health Programs Immunization

**K.S.A. 72-5208.** **Health tests and inoculations; definitions. As used in this act:**

 (a) “School board means the board of education of a school district and the governing authority of any non-public school;

 (b) “School” means all elementary, junior high, or high schools within the state;

 (c) “Local health department” means any county or joint board of health established under the laws of Kansas and having jurisdiction over the place where any pupil affected by this act may reside;

 (d) “secretary” means the secretary of the state department of health and environment;

 (e) “Physician” means a person licensed to practice medicine and surgery.

**K.S.A. 72-5209**

 Health tests and inoculations; certification of completion required, alternatives, duties of school boards. (a) In each school year, every pupil enrolled in any school for the first time in this state, and each child enrolled for the first time in a preschool or day care program operated by a school, and other such pupils as may be designated by the secretary, prior to admission to and attendance at school, shall present to the appropriate school board certification from a physician or local health department that the pupil has received such tests and vaccinations as are deemed necessary by the secretary by such means as are approved by the secretary. Pupils who have not completed the required inoculations may enroll or remain enrolled while completing the required inoculations if a physician or local health department certifies that the pupil has received the most recent appropriate inoculations in all required series. Failure to timely complete all required series shall be deemed non-compliance.

(b) As an alternative to the certification required under subsection (a), a pupil shall present:

(1) An annual written statement signed by a licensed physician stating the physical condition of the child to be such that the tests or inoculations would seriously endanger the life or health of the child, or

 (2) A written statement signed by one parent or guardian that the child is an adherent of a religious denomination whose religious teachings are opposed to such tests or inoculations.

(c) On or before May 15 of each school year, the school board of every school affected by this act shall notify the parents or guardians of all known pupils who are enrolled or who will be enrolling in the school of the provisions of this act and any policy regarding the implementation of the provisions of this act adopted by the school board.

(d) If a pupil transfers from one school to another, the school from which the pupil transfers shall forward the pupils transcript the certification or statement showing evidence of compliance with the requirements of this act to the school to which the pupil transfers.

**Immunization**

**K.S.A. 72-5210**

 Same; duties of public health departments and officers; fees, exception to payment. A county; city-county, or multi-county health department shall provide without delay and to the extent that funds are available, the tests and inoculations required by this act to pupils who have not been provided immunizations therewith by their parents or guardians and who have not been exempted on religious or medical grounds. Such tests and vaccinations may be provided on a sliding-fee scale for administrative charges with the exception that no child may be denied inoculations for inability to pay an administrative fee. The local health officer shall counsel and advise school boards concerning the administration of this act.

**K.S.A. 72-5211**

 Same; duties of secretary; forms and certificates; regulations. The secretary shall prescribe the content of forms and certificates to be used by school boards in carrying out this act and shall provide, without cost to the school boards, sufficient copies of this act for distribution to pupils. Schools shall utilize the reporting form adopted by the secretary showing documentation of all immunizations. Adult information shall be obtained from the adopted form. The secretary may adopt such regulations as are necessary to carry out the provisions of this act.

**K.S.A. 72-5211a**

 Exclusion of pupils from school attendance; adoption of policy; notice; hearing; compulsory attendance law not applicable. (a) The school board of every school affected by this act may exclude from school attendance, by policy adopted by any such school board authorize any certificated employee or committee of certificated employees to exclude from school attendance, any pupil who has not complied with the requirements of K.S.A. 72-5209. A pupil shall be subject to exclusion from school attendance under this section until such time as the pupil shall have complied with the requirements of K.S.A. 72-5209. The policy shall include provisions for written notice to be given to the parent or guardian of the involved pupil. This notice shall (1) indicate the reason for the exclusion from school attendance, (2) state that the pupil shall continue to be excluded until the pupil has complied with the requirements of K.S.A. 72-5209, and (3) inform the parents or guardian that a hearing thereon shall be afforded the parent or guardian upon request therefore. (b) The provisions of K.S.A. 72-1111 do not apply to any pupil while subject to exclusion from school attendance under the provisions of this section.

**Physical Examinations**

 Prior to the administration of any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school, scheduled by the school in advance and not necessary to protect the immediate health and safety of the student, the school shall provide parents with notice of the activity and provide parents with an opportunity to opt their child out of the activity. This requirement does not apply to routine dental, hearing and vision screenings required under Kansas law.

# Medication Supervision

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 and 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 form 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 non-prescription 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 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 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.

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

 An individual record should be kept of each medication administered. The records should include 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.

**\*Supervision of Medications**

Prescription Drugs

In certain explained circumstances when medication is necessary in order that the student remain in school, the school may cooperate with parents in the supervision of prescription medication that the student will use. The parents must submit a written request to the building administrator requesting the school’s cooperation and releasing the school district and its personnel from liability.

School personnel shall not be required to be custodians of any medications except in circumstances where it is essential that students take such medication during school hours.

The medication shall be examined by the school employee administering the medication to determine in his judgment that it appears to be in the original container, to be properly labeled and to be properly authorized by the written order of licensed medical person.

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

Non-Prescription Drugs

Non-prescription drugs may be administered during school hours if the drugs are in their original container and the parent/guardian submits written permission for school staff to administer the drug.

The public school shall not provide students with aspirin or any other medication.

Guidelines for Prescription and Non-Prescription Drugs

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.

**\*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~~s~~ 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 of 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,

 as applicable, and the school nurse or 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 the 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 any written documentation required by the school, including the treatment plan prepared by the student's health care provider. Permission forms shall be updated annually at the time of enrollment.

Employee Immunity

All teachers responsible for the student’s supervision shall be notified that permission to carry medication and self-administer has been granted. The school district shall provide written notification to the parent or guardian of the student that the school district and it’s 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, it’s officers, employees or agents incur no liability for damage, injury or death resulting directly or indirectly from the self-administration of medication and agreeing to release, indemnify and hold the schools and it’s officers, employees and agents harmless from and against any claims relating to the self-administration of medication as provided by this policy.

## Additional Requirements

* 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 of the school district, it’s officers, employees or agents.
* The Board may adopt policy or handbook language which imposes additional requirements relating to
* the self-administration of medication permitted by this policy and may establish a procedure for, and the conditions under which, the authorization for student self-administration of medication may be revoked.

# Wellness Policy

The Board is committed to providing a school environment that promotes student wellness as part of the total learning experience for its students. To this end, the Board shall promote and monitor a local wellness program. The program shall:

 • Include goals for providing proper student nutrition at school, nutrition education,

 physical activity, and other school-based activities designed to promote student

 wellness in a manner that the board determines is appropriate;

 • Include nutrition guidelines for all foods available in each school during the school day,

 with the objectives of the guidelines to be promoting student health and reducing

 childhood obesity;

* Ensure foods and beverages sold at breakfast and lunch meet the nutrition guidelines for the School Breakfast Program and National School Lunch Program;

• Provide students with access to a variety of affordable, nutritious, and appealing

 foods that meet the health and nutrition needs of students;

• Provide opportunities, support, and encouragement for students in grade K-12 to

 be physically active on a regular basis;

• Assure that guidelines for reimbursable school meals shall not be less restrictive than

 Federal and state statutes, regulations, and guidance issued by the Secretary of

 Agriculture, as they apply to schools;

• Involve parents, students, representatives of the school food authority, district physical

 education teachers, school health professionals, the school board, administrators, and

 the public in the development, implementation, and periodic review of the school

 wellness policy; and

• Establish a plan for measuring implementation of the local wellness policy, including

 designation of one or more district employees who shall be charged with operational

 responsibility for ensuring the wellness policy is effectively enforced, is periodically

 measured, and that assessments of the implementation of the local school wellness

 policy available to the public. Such assessments shall measure the extent to which

 schools in the district are in compliance with this policy, shall compare the district’s

 wellness policy with other model local school wellness policies, and shall describe the

 progress made in attaining the goals of this policy.

**Wellness Policy-Action Plan**

 **Nutrition Education Goals**

* Students in grade pre-K-12 receive nutrition education that is interactive and teaches the skills they need to adopt healthy behaviors.
* Nutrition education is offered in the school dining room as well as in the classroom, with coordination between the foodservice staff and teachers.
* Students receive consistent nutrition messages throughout schools, classrooms, cafeterias, homes, community, and media.
* District health education curriculum standards and guidelines include both nutrition and physical education.
* Schools link nutrition education activities with the coordinated school health program.
* Staff who provide nutrition education have appropriate training.

 **Physical Activity Goals**

* Students are given opportunities for physical activity during the school day through physical education (PE) classes, daily recess periods for elementary school students, and the integration of physical activity into the academic curriculum.
* Students are given opportunities for physical activity through range of before- and/or after-school programs including but not limited to, intramurals, interscholastic athletics, and physical activity clubs.
* Schools encourage parents and guardians to support their children’s participation in physical activity, to be physically active role models, and to include physical activity in family events.
* Schools provide training to enable teachers, and other school staff to promote enjoyable, lifelong physical activity among students.

Nutrition Standard for All Foods Available on School Campus during the School Day

* The school district sets guidelines for foods and beverages sold in vending machines and

concession stands on school campuses.

* The school district recommends healthy choices for refreshments served at parties, celebrations, and meetings during the school day.
* The school district makes decisions on these guidelines based on nutrition goals, not on profit making.

Goals for Other School-Based Activities Designed to Promote Student Wellness Dining Environment

* The school district provides a clean, safe, enjoyable meal environment for students.
* The school district provides enough space and serving areas to ensure all students have access to school meals with minimum wait time.
* The school district makes drinking fountains available in all schools, so that students can get water at meals and throughout the day.
* The school district encourages all students participate in school meals program and protect the identity of students who eat free and reduced price meals.

 Time to Eat

* The school district will ensure an adequate time for students to enjoy eating healthy foods with friends in schools.
* The school district will schedule lunchtime as near the middle of the school day as possible.

Consistent School Activities and Environment

* The school district recommends that all schools’ fundraising efforts are supportive of healthy eating.
* The school district will provide opportunities for ongoing professional training and development for foodservice staff and teachers in the areas of nutrition and physical education.
* The school district will make efforts to keep school or district-owned physical activity facilities open for use by students outside school hours.
* The school district encourages parents, teachers, school administrators, students, foodservice professionals, and community members to serve as role models in practicing healthy eating and being physically active, both in school and at home.
* The school district encourages and provides opportunities for students, teachers, and community volunteers to practice health eating and serve as role models in school dining areas.
* The school district will provide information and outreach materials about other FNS programs such as Food Stamps, and Women, Infants, and Children (WIC) to students and parents.
* The school district encourages all students to participate in school meals program, I.e. the National School Lunch, including snacks for After School Program, and School Breakfast Programs.

 Goals for Measurement and Evaluation

* The Wellness Council will meet at least one time during each school year to evaluate compliance with this policy, the effectiveness of the Wellness Program, and to determine any needs for policy revision.
* The Wellness Council shall submit to the Board of Education any recommendations for revisions or addition as necessary.

**PRIVACY AND STUDENT RECORDS**

**Family Educational Rights Privacy Act Model Notification of Rights Under FERPA for Elementary and Secondary Institutions**

 The Family Educational 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. They are:

(1) The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal 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 students educations records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Alpha School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them 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 consent to disclosures of personally identifiable information contained in the students educations 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 is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel): a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

 A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. [Optional] Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. {NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.}

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District 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

600 Independence Avenue, SW

Washington, DC 20202-4605

{NOTE: In addition, a school may want to include its directory information public notice, as required by §99.37 of the regulations, with its annual notification of rights under FERPA.}

**Parent Rights**

 The district recognizes that divorced parents continue to share caregiving and custody of their children and that each parent, if not otherwise prohibited by court order, should have equal access to information regarding his/her child's school progress and activities.  The district recognizes the value of providing information to both parents regarding school progress and activities pertaining to their child(ren).

Upon request to a child's principal, either parent may obtain copies of school information such as report cards and progress reports.

**Surveys: Parental Inspection Rights**

 Parents shall have the right to inspect any survey created by a third party before it is administered or distributed to students in the school. Prior to distribution, parents shall have the right to inspect any survey that seeks information about: political affiliations or beliefs of the student or the student’s parent; mental or psychological problems of the student or the student’s family; sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; religious practices, affiliations, or beliefs of the student or student’s parent; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

**Written Permission Required**

 If such survey is funded in whole or in part by federal funds or if the survey concerns the students or student’s parents’ or guardians’ beliefs or practices on sex, family life, morality, or religion, it shall not be administered without providing notice to and the express written consent of a parent or guardian. If the survey is not federally funded and does not cover the aforementioned topics, parents must be given direct notification of the survey and be provided with an opportunity to opt their child out of the survey. If the survey is part of the curriculum, parents shall have the right to inspect any instructional materials used in conjunction with the survey.

**Parental Rights: Marketing Information**

 If the school collects, discloses or uses personal information from students for the purpose of marketing or selling that information, parents shall have a right to inspect any instrument used for the collection of such information before it is administered or distributed to students in school. Parents shall be provided with notice of such activities and provided with an opportunity to opt their child out of the activity. The requirements concerning activities involving the collection and disclosure of personal information from students for marketing purposes do not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for or to students or educational institutions, such as the following:

1. College or other postsecondary education recruitment or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

**Release of Information – FERPA Rights**

 Unless the information collected from students is designated as directory information and is maintained outside of a statewide longitudinal student data system, no information gathered about students shall be released to third parties without the express written consent of the parent or eligible student. (See JRB)

# Protection of Privacy Rights

 The superintendent, the board of education, and district 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 provide parents notice of their rights under the Protection of Pupil Rights Amendment and the Student Data Privacy Act as required by law.

# Release of Student Records

 The general public shall not be allowed to inspect any student’s personal record files. The custodian of student records shall disclose the student’s educational records only as provided for in policy.

**Student Records**

 All student records are to be treated as confidential and primarily for local school use unless otherwise stipulated. Access to student records, excluding student data submitted to or maintained in a statewide longitudinal data system in accordance with Board Policy IDEA, shall be permitted as set forth in Board Policies JR and JRB.

 Where records include information on more than one student, the parents of any student shall have access to copies of that part of the record that pertains to their child. Each school shall establish appropriate procedures for the granting of a request by parents for access to their child’s school records within a reasonable period of time, but in no case more than 45 days after the request has been made.

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

 School personnel shall affix only a student’s legal name on school records as such student’s name appears on the birth certificate or as otherwise changed by an order of a court.

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

 Any eligible parent/guardian or student may inspect the personal records of the student during regular school office hours. The district reserves the right to interpret selected records to students and/or parents/guardians at the time of the inspection.

 When a student attains 18 years of age, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student.

The parents of students, or the students if they are 18 years of age or older must be informed annually by the superintendent or his designated representative of the rights accorded them by this section. In addition, the public must be informed annually by the superintendent or his designated representative of the categories of information the institution has determined to be directory information.

**Release of Student Records**

 Individual student files or records wherein any student can be individually identified are not available for public inspection. Except as provided in Board Policy IDEA with regard to student record which are student data submitted to or maintained in a statewide longitudinal data system, the custodian of student records shall disclose the student's educational records only as provided for in policy.

**Directory Information**

 Annual notice shall be given to parents and eligible students concerning the student's records. In addition, the custodian of the educational records shall give annual public notice of the class of records the institution has designated as directory information. The appropriate forms for said notice shall be on file in the office of each custodian of educational records.

 After giving notice, the custodian of records may make directory information available without parental or eligible student's consent. The custodian of records shall make student recruiting information (name, address, and telephone listing) available to military recruiters and postsecondary institutions unless parents or eligible students request the information not to be released without written consent.

 For purposes of this policy, school official means teacher, administrator, other certified employee or board of education. The district may disclose, without parents’ or eligible student’s consent, personally identifiable information to a school official with a legitimate educational interest. School official may include a person employed by the district or participatory interlocal as an administrator, supervisor, instructor or support staff members (including health or medical staff and law enforcement unit personnel); the board of education (in executive session); a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official school committee such as a disciplinary, attendance or grievance committee, or assisting another school official in the performance of his or her duties. A school official has a legitimate educational interest if the official needs to review any student record in order to fulfill his or her professional responsibility.

 The custodian may disclose a student's education records to the following persons without the prior consent of the parents or eligible student:

• Other school officials, including teachers within the district who have legitimate educational

 interests;

• Officials of other schools or school systems in which the student intends to enroll. The

 district will forward such student records upon official notice to the appropriate institutions

 without further notice to the parents or eligible student.

• Authorized persons to whom a student has applied for or from whom a student has received

 financial aid;

• State and local officials or authorities to whom such information is specifically required to

 be reported or disclosed pursuant to state statutes;

• Organizations conducting studies for educational agencies for the purpose of developing,

 validating or administering student tests or programs;

• Accrediting organizations;

• Parents of a student 18 years of age if parents claim the student as a dependent for income

 tax purposes;

• Appropriate persons if knowledge of any information is necessary to protect the health or

 safety of the student or other persons in an emergency; and

• In compliance with a lawfully issued subpoena or judicial order.

 Permission for access will be granted to a third party if requested in writing to the official custodian of the student's records by the eligible student, parent or guardian. No personally identifiable information contained in personal school records shall be furnished to any person other than those listed herein. When there is written instruction from the student's parents or the eligible student specifying the records, the reasons and the person[s] to whom the release is to be made, with a copy of the records to be released to the student, parents or guardian upon request. When such information is requested in compliance with a judicial order, or pursuant to any lawfully issued subpoena, parents or guardian shall be notified of all such orders or subpoenas in advance of the compliance, with the order or subpoena unless the order or subpoena specifically forbids such disclosure.

 Nothing contained in this policy shall preclude authorized representatives of the Comptroller General of the United States, the Secretary and an administrative head of an educational agency or state authorities from having access to student or other records which may be necessary in connection with the audit and evaluation of federally supported education programs or the enforcement of the federal legal requirements which relate to such programs. The data collection by such official with respect to individual students shall not include information [including social security numbers] which would permit the personal identification of such students or their parents on the data collected and provided.

 All persons, agencies or organizations desiring access to the records of a student shall be required to sign a written form which shall be kept permanently with the file of the student, but only for inspection by the parents/guardian, student or a school official and his assistants responsible for record maintenance. This signed form shall indicate the specific educational or other legitimate interest of each person, agency or organization has in seeking this information. Such forms shall be available to parents and to the school official and his assistants responsible for record maintenance as a means of auditing the operation of the system.

 Personal information shall only be transferred to a third party only on the condition that such party shall not permit any other party to have access to such information without the written

consent of the parents of the student or the eligible student. The Board and staff shall protect the rights of privacy of students and their families in connection with any surveys or data-gathering

activities conducted, assisted or authorized by the Board or administration. Regulations

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

Forwarding Pupil Records

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

**Section 504 of the Rehabilitation Act of 1973 and Family Educational Rights and Privacy Act**

 Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with disabilities in any program receiving federal financial assistance. By definition, this Act specifies a disabled person as anyone who: (1) has a mental or physical impairment which substantially limits one or more major life activities such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working:

 (2) has a record of such impairment; or

 (3) is regarded as having such impairment.

 To comply with obligations of Section 504, Unified School District No. 504 has the responsibility to avoid discrimination in its programs and practices, therefore, the school district has adopted policies pertaining to its personnel, students, and programs which prescribe that no discrimination against any person with a disability shall knowingly be permitted in any of the programs and practices of the school system.

 The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. The Act gives the parent or guardian the right to: (1) inspect and review his/her child’s educational records; (2) make copies of these records; (3) receive a list of all individuals having access to those records; (4) ask for an explanation of any item in the records; (5) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child’s rights; and (6) to a hearing on the issue if the school refuses to make the amendments.

 Anyone who has questions or would like further information regarding Section 504 should contact Douglas G. Beisel, Section 504 Coordinator for Unified School District No. 504, at (620) 795-2126.

**Student Privacy Policy**

 The Board, the superintendent and staff shall protect the right of privacy of students and their families regarding any surveys on in connection with any 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 other time the school district policies relative to this area are substantially changed.

**Student Data Restrictions**

 Any student data submitted 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 Privacy Act (“FERPA”).

 Annual written notice presented to parents and legal guardians of district students shall: 1) require the 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 follows.

Student data may be disclosed to:

\* The authorized personnel of an educational agency or 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 only to the student.

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

purpose, scope and duration of the data sharing agreement; recipient of student data use such information solely for the purpose specified in the agreement;

recipient shall comply with data access, use and security restrictions specifically described in the agreement; and student data shall be destroyed when no longer necessary for the

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

 permitted to retain student transcripts as required by applicable laws and rules and regulations. Destruction shall comply with the NISTSP 800-88 standards of data destruction.

Unless an adult student or a parent or guardian of a minor students provides written consent to disclose personally identifiable student data, student data may only be disclosed to a government 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 as a 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 other 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 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, such 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 parent or legal guardian of the minor student consents in writing.

 “Biometric data” means measurable 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 test, questionnaire, survey or examination containing any questions about a student’s or student’s parents’ or guardians’ personal beliefs or practices on issues such as sex, family life, morality or religion shall be administered to any student unless:

-the parent or guardian is notified in writing, and

-the parent or guardian of the student gives written permission for the student to participate.

 Nothing shall prohibit school counselors from providing counseling services, including the administration of tests and forms as part of student counseling services. Any information obtained through such tests or counseling services shall not be stored on any personal mobile electronic device which is not owned by the district. Storage of such information on personal laptops, tablets, phones, flash drives, external hard drives, or virtual servers not owned by the district is expressly prohibited.

Students may be questioned:

-in the provision of psychological services,

-conducting of student threat assessments,

-completing student disciplinary investigations or hearings; or

-conducting child abuse investigations.

 Collection of such information pursuant to the afore stated limited circumstances is permitted without prior written consent of the adult student or a minor student’s parent or legal guardian.

**INFORMATIONAL ITEMS**

**Automated External Defibrillators**

 If the Board approves their use in district schools and other facilities, automated external defibrillators shall be properly maintained as required by law and used in accordance with recommended instructions.

**Custodial and Non-Custodial Parent Rights**

The district recognizes that divorced parents continue to share caregiving and custody of their children and that each parent, if not otherwise prohibited by court order, should have equal access to information regarding his/her child's school progress and activities.  The district recognizes the value of providing information to both parents regarding school progress and activities pertaining to their child(ren).
Upon request to a child's principal, either parent may obtain copies of school information such as report cards and progress reports.

**Child Abuse**

Any District employee who has reason to know or suspect a child has been injured as a result of physical, mental or emotional abuse or neglect or sexual abuse shall promptly report the matter to the local Social and Rehabilitation Services (SRS) office, or to the local law enforcement agency if the SRS office is not open. Employees may file a report of suspected abuse anonymously to either the Department of Social Rehabilitative Services (SRS) by phoning 1-800-922-5330 or to local law enforcement officials. The Code of Care of Children also provides civil immunity from prosecution if the report is made in good faith.

The employee making the report will not contact the child's family or any other person(s) to determine the cause of the suspected abuse or neglect.

SRS Access to Students on School Premises (See JCAC)

The building principal shall allow a student to be interviewed by SRS or law enforcement representatives on school premises and shall act as appropriate to protect the student's interests during such interviews.

Cooperation Between School and Agencies

Principals shall work with SRS and law enforcement agencies to develop a plan of cooperation for investigating reports of suspected child abuse or neglect. To the extent that safety is not compromised, law enforcement officers investigating complaints of suspected child abuse or neglect on school property shall not be in uniform.

Reporting Procedure

The employee shall promptly report to the local SRS office or law enforcement if the employee is unable to contact the SRS office. The building principal shall be notified of such report as soon as possible after the report is made.

If the building principal has been notified, the principal shall immediately notify the superintendent that the initial report to SRS or law enforcement has been made. If appropriate, the principal may confer with the school social worker, guidance counselor, psychologist or nurse. At no time shall the principal or other staff member prevent or interfere with the making of a suspected child abuse report.

If available to the employee making an initial report, the following information will be provided: name, address, and age of the student; name and address of the parent or guardian; nature and extent of the injuries or description of neglect or abuse; and any other information that might assist in establishing the cause of the child's condition.

Any personal interview or physical inspection of the child by any school employee shall be conducted in an appropriate manner with an adult witness present.

Kansas State law provides that anyone making a report in accordance with state law and without malice shall be immune from any civil liability that might otherwise be incurred or imposed.

**Concealed Observations**

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

 Exceptions to this prohibition include the use of video surveillance throughout district facilities and in district vehicles, provided in accordance with JGGA; the recording of meetings subject to the Kansas Open Meetings Act; the recording of due process hearings or student disciplinary hearings for evidentiary purposes; recording of students for use during the student’s evaluation or provision of special education services with the principal’s prior permission; and the recording of a school sponsored activity, program, or event which is open to the general public.

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

# Discrimination Complaints

 Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment or in the district’s programs and activities is prohibited. The district will comply with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Any student who believes that he or she has been discriminated against may file a complaint with the building principal or the compliance coordinator who is: Douglas Beisel, Superintendent, P.O. Box 129, Oswego, KS 67356, telephone (316) 795-2126. Any student complaint of discrimination shall be resolved under the district’s discrimination procedure which is specified in KN and KN-R.

# Fire Drill and Emergency Evacuation Procedures for Building Occupants with Disabilities

 It shall be the responsibility of the certified instructor of each class to provide for the safe and orderly egress from the building for any disabled student in their respective class(es) in case of a fire drill or emergency building evacuation. The certified instructor may provide for egress himself/herself, or the instructor may delegate procedures to a paraprofessional aide, however, such delegation shall be in writing which will be maintained by the principal for any authorized person’s inspection. This responsibility cannot be delegated to any other student.

 For purposes of administering this policy, disabled student shall be any student who is, either permanently or temporarily, impaired due to mobility, vision, hearing or cognitive functioning level, and such impairment could interfere with speedy evacuation during an emergency.

 Disabled students shall, in case of fire drill or emergency building evacuation, be exited with their class using the most expediently safe method and route (e.g. ramp) to a predetermined location designated for students requiring special assistance.

 The principal shall continually monitor and maintain a current list of students who are disabled as specified herein. It shall be the further responsibility of the building principal to designate a specific location where students who require special assistance for emergency exit to meet when the building is evacuated where the principal will account for all students maintained on such list.

**Fire Drills:** Fire drills will be held once a month in accordance with regulations mandated by the State Fire Marshal. They will be unannounced. During the first week of school, students should familiarize themselves with the fire drill procedures and various fire exits. A non-stop horn will signal the time to evacuate. Orderly lines, with no pushing or running, will be maintained at all times. When the building is clear, teachers will take count to see that all the students are out of the building. Building charts will show exits for all grades. The principal will be the last one to leave the building.

Storm Drills: The tornado drill switch located in the office just to the east of the bell clock box will be flipped when our immediate area goes under a tornado warning. All students and staff should go in an orderly, quiet fashion to the safe room/library and be seated on the floor to wait for further instructions. The tornado protocol listed in the office should be followed without exception.

**Lock Down Drills:** Lock Down drills will be held once a semester. The signal for a Lock Down drill will be announced over the school wide intercom system stating, “Lock Down there is a threat…..(outside the school, or keep all students inside until further notice) using specific information on the location of the threat. Teachers will close and lock classroom doors, place students in secure location out of sight of windows and doors, and remain quiet. The end of the drill will be concluded with an announcement made over the school intercom of an until the conclusion of the drill. Drill will be ended with an announce being made over the school intercom, “All Clear”

# Flag Salute and Period of Silence

 The school laws of Kansas states that the recitation of the Pledge of Allegiance of the Flag of the United States of America should be given daily. Also, a brief period of silence may be held in the classroom at the opening of each school day. This period shall not be conducted as a religious exercise but shall be an opportunity for silent prayer or for silent reflection on the anticipated activities of the day.

**Goals & Objectives**

 These student policies are designed to prevent misunderstanding by students about their rights and responsibilities. The ideas and recommendations of students shall be considered when adopting policies, rules, and regulations governing the conduct of students and their rights and responsibilities.

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

# Playground

 All of our school programs should be “learning situations” and play periods should be no exception. One, two, or three school employees are on duty on the playground for all play periods. Children who are allowed “free play” should be using the playground equipment or taking part in play activities using desirable behavior, without hazard to themselves or others. Children violating this regulation will be warned, and if they continue the same behavior, removed from the play area. All teachers supervising the play area should confer on acceptable playground behavior so supervision is much the same at all times. Playground rules will be posted and discussed of safe playground procedures should take place in each classroom.

**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.

# Recess

 Students who have been ill, or for some other reason are not to go out for recess or participate in recess, must bring a note for that particular day. Otherwise students will be expected to participate in outdoor recess, activities in the multi-purpose room or physical education. All children are expected to go outside except during inclement weather, such as very cold or rainy days.

# School Rules Complaints

 Any student may file a complaint with the building principal concerning a school rule or regulation as it applies to the student. The complaint shall be in writing, filed within twenty (20) days of the application of the rule or regulation, and must specify the basis for the complaint. The principal shall investigate the complaint and inform the student of his/her determination or resolution in writing within ten (10) days after such complaint is filed.

**Safety**

 The district shall make reasonable efforts to provide a safe environment for students and employees.

Safety Rules

The superintendent and staff shall develop necessary rules and regulations for student safety in school and at school activities.

Safety Unit

Teachers who instruct in hazardous curriculum areas will teach a unit each year or semester dedicated to safety rules inherent in the particular subject matter.

Appropriate safety signs, slogans or other safety items shall be posted on or in the near vicinity of potentially dangerous devices or machinery.

No student will be permitted to participate in the class until satisfactory knowledge of the safety rules are demonstrated to the teacher. Teachers will conduct periodic reviews of safety rules during the school year.

Warning System

The board will seek to cooperate with local government officials, emergency preparedness authorities and other related state agencies to maintain adequate disaster warning systems.

Safety Inspections

The superintendent, building principals and/or maintenance personnel will regularly inspect each attendance center, playground and playground equipment, boilers, bleachers and other appropriate areas to see that they are adequately maintained. Written records of these inspections shall be maintained.

If repairs are necessary, the individual conducting the investigation shall immediately inform the building principal, superintendent or immediate supervisor in writing. Necessary steps either to repair or to remove the defect will be taken as soon as possible. Any defects not immediately removed, repaired or otherwise eliminated shall be blocked off with fences or other restraining devices.

Heating and Lighting All furnaces, boilers and lighting fixtures will be inspected annually to ensure safety for students, district employees and patrons. These devices shall meet minimum state and federal standards.

The use if space heaters in district buildings is permitted only as follows: the heater must be UL approved; it must be connected directly into a wall outlet and not used with an extension cord; and it must have at least three feet clearance from any combustible items that may catch fire. Combustible items include, but are not limited to, paper products, clothing, and blankets. Staff members who wish to bring their own space heaters shall first request and get the approval from their immediate supervisor.

**Section 504 – Accommodation for students**

 In accordance with the provisions of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act, the district is committed to providing students with disabilities the opportunity to participate in and benefit from its programs and activities.  Accordingly, the district will make reasonable modifications to its programs and activities to accommodate otherwise qualified students with disabilities, unless such modifications would impose an undue burden on the operation of the particular program or activity or would fundamentally alter the nature or purpose of the program or activity. No district board member, employee, or contractor shall retaliate against any person because of his or her exercise of rights under Section 504

# School Site Councils

 A site council shall be established in each building in the district.

 Each council shall be responsible for providing advice and counsel for evaluating state, school district, and school site performance goals and objectives and in recommending methods which may be employed at the school to meet these goals and objectives. Discussions may include allocations of the school budget and administrative and management functions.

 The membership of each council shall include, at a minimum, the building principal and representatives of: teachers and other school personnel, parents of students attending the school, the business community, and community leaders.

**Student Accidents**

When a staff member becomes aware that a student has been involved in an accident at school, on school property or at a school-sponsored event, the staff member shall follow the rules for the care of an injured student and report the accident to the building principal. If a student has an accident which appears to require medical treatment, an employee shall send for medical help and to make the student as comfortable as possible while waiting for medical assistance to arrive. If an employee is qualified to administer first aid, that aid may be given. Qualified employees, for the purpose of this policy, are those employees who have successfully completed an approved Red Cross first aid program or the school nurse.

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

RECORDS Appropriate records documenting student accidents shall be maintained.

**Teachers Equal in Status**

All teachers in the Service Valley School building are equal in status. This means that any teacher may reprimand any other teacher’s students. Any student not obeying another teacher will be sent to their classroom teacher and the appropriate discipline will be carried out.

# Title I Program

 The major purpose of the Title I program is the provision of federal funds to local school districts that have high concentrations of children from low-income families in order to help these districts meet the special educational needs of educationally deprived children. The funds are to be used to provide extra services that supplement the regular education program offered with state and local resources to children who are most in need of educational assistance.

 The Board shall ensure that the district’s Title I programs operate in accordance with federal laws and conditions. The Superintendent is responsible for administering the district’s Title I programs, assessing the educational needs of all students, particularly the needs of educationally deprived children, developing appropriate communication channels between all parties, developing In-Service training for parents and staff, and developing evaluation procedures.

 The Board shall designate annually one meeting date for the purpose of providing Title I students an opportunity to meet with the administration in order to participate in the design and implementation of the Title I program. All parents of Title I students shall be invited to this meeting.

 The Board shall strongly encourage parental involvement in the district’s Title I program. The Board shall design a program to encourage parental participation that may include, but not be limited to, the following activities: providing parents access to meeting space and materials; providing parents with information concerning current Title I law, regulations, and instructional programs; and training programs to instruct parents how to become involved in their child’s Title I program.

 In order to fully comply with federal guidelines established for Title I programs, the Board shall: provide timely notification to parents about their child’s Title I selection, instructional objectives, progress reports, and parental recommendations; establish dates, times, and locations for parent-teacher conferences; help parents promote a child’s education at home by providing suggestions, educational materials, and training programs; help promote parental participation in school activities; designating parent coordinators in the district; and establish parent advisory councils in order to consult with parents about how the district can work with parents to achieve Title I program objectives, and solicit parents’ suggestions in the planning, development, and operation of the program.

**Video Cameras**

Video cameras may be used to monitor students riding in District vehicles and to monitor student behavior in or around any District facility. Videotapes that are records of student behavior shall be secured by the custodian of such records until the tapes are either reused or erased. The videotape shall be considered a student record and shall be subject to current law for the release of student record information.

**USD 504 Bullying Plan**

Bullying means: 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 it 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; or
* Placing a student or staff member in reasonable fear of damage to the student’s or staff member’s property.

Bullying also includes cyberbullying. "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.

Additionally, bullying means any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to K.S.A. 72-6147 or subsection (e) of K.S.A. 72-1138, and amendments thereto. USD 504 will not tolerate these actions by students, staff, or parents.

For the purposes of this plan and its authorizing policies, “parent” includes a biological, adoptive, or step-parent; guardian; custodian; or other person with authority to act on behalf of a student.

Similarly, a “staff member” means any person employed by the district.

Any act of bullying by either an individual student or group of students towards a student or staff member of the district is prohibited on or while utilizing school property, in a school vehicle, or at school-sponsored activities, programs, and events. This policy applies to students who directly engage in an act of bullying, to students who, by their behavior, support another student’s act of bullying, and to all staff members and parents who engage in similar behaviors.

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 at least {annually/biannually}.

The board or the district administration on behalf of the board may seek student, staff, parent, and/or community input on the adoption, revision, and/or implementation of the board’s bullying policies or plan as directed or approved by the board.

No teacher, administrator, or school district employee shall engage in, permit, or tolerate bullying.

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.

Discipline guidelines for student bullying may be found in student and employee handbooks. 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. (See Policies EBC, GAAC, GAACA, JGEC, JGECA and KN)

**Bullying Report to Local Law Enforcement**

**USD 504**

Pursuant to Kansas law, the administrator or other school employee whose signature appears below is reporting the following crimes.

Briefly describe each incident and the person/s involved in a misdemeanor or felony behavior at school, on school property, or at a school activity.

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **School/Location** | **Student/s or Person/s Involved** | **Brief Description of bullying incident/s.** |
| 1. |  |  |  |
| 2. |  |  |  |

School Districts are required by Federal Law and K.S.A. 72-6311 to protect the privacy rights of students under the age of 18.

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Administrator or other school employee

Adopted by the U.S.D. No. 504 Board of Education: 07/09/2018

c: superintendent, USD 504

 student’s file/employee’s file