

USD 456 - Marais des Cygnes Valley Schools



Student Handbook

District Office	MdCV Junior High/High School	MdCV Elementary School
105 SW Main	508 NE Main	213 N 8th Street
Melvern, KS 66510	Melvern, KS 66510	Quenemo, KS 66528
785-549-3521	785-549-3313	785-759-3512

Website: usd456.org

Social Media: Facebook - @usd456, Twitter - @MdcV_Trojans

Phone App: USD 456 MdcV

School Hours

8:00 A.M. - Begin School Day

3:30 P.M. - Dismissal Time

USD 456
MARAIS DES CYGNES VALLEY
WE BELIEVE

All students will
achieve
postsecondary
success

All students will
achieve ACT success

All students will
achieve academic
growth

All students will
graduate

All students will
attend school
regularly

All students'
stakeholders will be
engaged

All students' well-
being will be
supported

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GAAB Complaints of Discrimination

The district is committed to maintaining a working and learning environment free from discrimination, insult, intimidation or harassment due to race, color, religion, sex, age, national origin or disability. Any incident of discrimination in any form shall promptly be reported to an employee's immediate supervisor, the building principal or the district compliance coordinator for investigation and corrective action by the building or district compliance officer. Any employee who engages in discriminatory conduct shall be subject to disciplinary action, up to and including termination.

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to, or treatment or employment in the district's programs and activities is prohibited. The superintendent, 105 S. Main, Melvern, Kansas 66510, 785-549-3521 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI and Title VII 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.

Complaints of discrimination should be addressed to an employee's supervisor or to the building principal or the compliance coordinator. Complaints against the superintendent should be addressed to the board of education.

Complaints of discrimination will be resolved using the district's discrimination complaint procedures in policy KN.

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

GAAC Sexual Harassment

The board of education is committed to providing a positive and productive working and learning environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual 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 third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student or another employee from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. Violation of this policy by any employee shall result in disciplinary action, up to and including termination.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning an employee's job status.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of sexual harassment will be promptly investigated and resolved.

Employees who believe they have been subjected to sexual harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the building principal or the district compliance coordinator. Employees who do not believe the matter is appropriately resolved through this meeting may file a formal complaint under the district's discrimination complaint procedure in policy KN.

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

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

Any employee who witnesses an act of sexual harassment or receives a complaint of harassment from another employee or a student shall report the complaint to the building principal. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

Initiation of a complaint of sexual harassment in good faith will not adversely affect the job security or status of an employee, nor will it affect his or her compensation. Any act of retaliation or discrimination against any person who has filed a complaint or testified, assisted, or participated in any investigation, proceeding, or hearing involving a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including termination of employment.

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to

conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

False or malicious complaints of sexual harassment may result in corrective or 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 district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

GAAF Emergency Safety Interventions

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

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

Definitions

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

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

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

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

“Law enforcement officer” and “police officer” mean a full-time or part-time salaried officer or employee of the state, a county, or a city, whose duties include the prevention or detection of crime and the enforcement of criminal or traffic law of this state or any Kansas municipality. This term includes a campus police officer.

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

“Mechanical Restraint” means any device or object used to limit a student’s movement.

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

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

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

“School resource officer” means a law enforcement officer or police officer employed by a local law enforcement agency who is assigned to a district through an agreement between the 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 or police officer.

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

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

Prohibited Types of Restraint

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

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

Use of Emergency Safety Interventions

ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to effect such physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student’s behavior prior to the use of any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of an ESI. Use of an ESI for purposes of discipline, punishment, or for

the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

ESI Restrictions

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

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

Use of Seclusion

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

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

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

Training

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

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

Notification and Documentation

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

Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day of the incident. Such written documentation shall include: (A) The events leading up to the incident; (B) student behaviors that necessitated the

ESI; (C) steps taken to transition the student back into the educational setting; (D) the date and time the incident occurred, the type of ESI used, the duration of the ESI, and the school personnel who used or supervised the ESI; (E) space or an additional form for parents to provide feedback or comments to the school regarding the incident; (F) a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and (G) 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 this policy) and the complaint process of the state board of education; and (4) information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas. Upon the first occurrence of an incident of ESI, the foregoing information shall be provided in printed form or, upon the parent's written request, by 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 ESI,
- Length of time the ESI was used,
- School personnel who participated in or supervised the ESI,
- Whether the student had an individualized education program at the time of the incident,
- Whether the student had a section 504 plan at the time of the incident, and whether the student had a behavior intervention plan at the time of the incident.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent or the

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

Reporting Data

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

Parent Right to Meeting on ESI Use

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

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

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

For a student without an IEP or Section 504 plan, the school staff and the parent shall discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's 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 30 days of the board's receipt of the formal complaint.

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

IDAB Support Programs

Support program information approved by the board shall be filed with the clerk and made available to staff as needed.

Drug Education

All students shall be made aware of the legal, social and health consequences of drug and alcohol use. Students shall be instructed on effective techniques for resisting peer pressure to use illicit drugs or alcohol. Students shall be informed that the use of illicit drugs and the unlawful possession and use of alcohol is both wrong and harmful.

The board's comprehensive drug and alcohol abuse and prevention program shall be included as part of the district's curriculum. The curriculum at each grade level shall be age-appropriate and developmentally based.

A student who voluntarily seeks assistance, advice or counseling from school personnel regarding drugs or drug abuse shall not be disciplined by school authorities because the student sought assistance.

Student Mental Health

The superintendent may develop and implement a student mental health awareness program. The superintendent shall identify community or area mental health agencies able to provide assistance.

Dropout Prevention

The programs to prevent students from dropping out of school, or to encourage dropouts to return to school shall be approved by the board. The staff shall incorporate the philosophy and goals of this policy into the schools' programs.

At-Risk Students

The superintendent shall be responsible for developing a program for identifying and working with at-risk students.

Academic/Behavior Remediation

To meet the academic needs of our students, and in addition to the academic intervention steps, the following remediation process will be followed to provide structure and organization so that students can be positively affected:

- *Level 1 – Teacher/Parent/Student – Problem Solving*
- *Level 2 – Teacher Involvement of Resources*
- *Level 3 – Team/Student/Parent – Develops Improvement Plan*
- *Academic intervention qualification defaults to level 3*
- *Level 4 – Student Referred for 504 Plan/IEP*

During scenarios where students are failing classes, teachers can employ a number of different techniques to address the situation. Typically, these situations are composed of two basic academic components – assignment issues or assessment issues. Below is a list of examples detailing the typical interventions that a teacher can utilize:

- *Assignment Issues*
 - *organization assistance*
 - *after school tutoring*
 - *teacher-led before/after school help*
 - *elective pullout*
 - *in-class individual instruction*
 - *advisory/study hall pullout*
 - *additional materials*
 - *parent communication*
- *Assessment Issues*
 - *reteaching of primary knowledge*
 - *additional practice*
 - *educational organizers*
 - *alternate setting*
 - *preferential seating*
 - *in-class individual instruction*

In addition to teacher interventions, there are a number of practices that have proven successful when employed between parents and students. Below is a list of suggestions for parents and students to ensure that the potential for success is maximized:

- *monitor PowerSchool consistently*
- *check assignment notes for accuracy*
- *endorse organization*

- *provide structured time and place for school work or studying*
- *communication with staff*
- *advocate appropriate sleeping pattern, eating pattern, social pattern*
- *provide accountability (expectations/rewards)*
- *give moral support*
- *emphasize education*

Academic Intervention

A student in good standing is defined as one whose cumulative grade point average (GPA) is 2.00 or above. A student whose cumulative GPA is below 2.00 at the end of each quarter during the course of the school year will be considered an academic intervention. Any student who has been identified for academic intervention will perform the following actions before the next academic period:

- *Meet with either a counselor, a social worker, a coordinating teacher and/or an administrator to:*
- *Discuss past academic history,*
- *Identify strategies for future academic success, and*
- *Brainstorm and implement an academic plan.*

A created academic plan will be created with input from the student, parents/guardians, teachers, administrators, and any additional support staff. This plan will outline:

- *Short Term Goals,*
- *Long Term Goals,*
- *Identified strategies that will assist in having successful academic performance, and*
- *Description of positive behavior reinforcement plan.*

Students whose cumulative GPA still does not meet the required standards the next grading period will continue to receive assistance through the developed plan, but could also be subject to enrollment in the building's at-risk class period.

Behavior Interventions

A student in good standing is defined as one who meets expected and communicated behavior standards. A student who receives two or more in-school or out-of-school suspensions during the course of a semester will be considered as needing behavior interventions. Any student who has been identified for behavior interventions will perform the following actions once identified:

- *Meet with either a counselor, a social worker, a coordinating teacher and/or an administrator to:*
- *Discuss past behavior history,*
- *Identify strategies for future behavior success, and*
- *Brainstorm and implement a behavior plan.*

The behavior plan will be created with input from the student, parents/guardians, teachers, administrators, and any additional support staff. This plan will outline:

- *Short Term Goals,*
- *Long Term Goals,*
- *Identified strategies that will assist in having successful behavior performance, and*
- *Description of positive behavior reinforcement plan.*

Students who still do not meet the required standards outlined in the behavior plan will continue to receive assistance through the developed plan, but could also be subject to enrollment in a setting that is better served for their behavior needs.

Guidance

The guidance program shall be organized to serve all students. Counselor(s) shall provide guidance services consistent with district philosophy, job descriptions and board policies.

Homebound Instruction

If a child is unable to attend school because of lengthy illness or injury, homebound instruction may be provided if: The parent makes the request for homebound instruction; and The Superintendent or principal, the student's IEP team or a section 504 team recommends homebound placement based on information indicating homebound instruction is medically necessary. The principal shall be responsible for obtaining a teacher for the student. When appropriate, the director of special education is responsible for filing the necessary papers with the Division of Student Support Services, State Board of Education.

IDACA 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.

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.

IDACB Section 504 Accommodations 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.

IDAD Title I Programs

The board shall ensure 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 program; assessing the educational needs of all students, particularly the needs of educationally disadvantaged children; developing appropriate communication channels between all parties; to the extent practicable, providing full opportunities for the participation of parents/guardians with limited English proficiency, parents/guardians with disabilities, and parents/guardians of migrant children, including providing information and school reports required under federal law in a format and language such parents/guardians can understand; developing in-service training for parents and staff; and developing appropriate evaluation procedures.

Annual Parent Meeting

The board shall designate at least one meeting date each school year to provide parents of Title I students an opportunity to meet with school personnel in order to participate in the design and implementation of the Title I program.

IDAE Student Privacy Policy

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

Student Data Restrictions

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

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

Student data may be disclosed to:

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

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

- purpose, scope, and duration of the data-sharing agreement;

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

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

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

The district may disclose:

- Student directory information when necessary and the student's parent or legal guardian has consented in writing;
- directory information to an enhancement vendor providing photography services, class ring services, yearbook publishing services, memorabilia services, or similar services;
- any information requiring disclosure pursuant to state statutes;
- student data pursuant to any lawful subpoena or court order directing such disclosure; and
- student data to a public or private postsecondary educational institution for purposes of application or admission of a student to such postsecondary educational institution with the student's written consent.

Student Data Security Breach

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

Biometric Data

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

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

- provision of counseling or psychological services,
- conducting student threat assessments,

- completing student disciplinary investigations or hearings, or
- conducting child abuse investigations.

Select Student Surveys

No test, questionnaire, survey, or examination containing any questions about a student's or the student's parents' or guardians' personal beliefs or practices on issues such as sex, family life, morality, or religion shall be administered to any 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 school district. Storage of such information on personal laptops, tablets, phones, flash drives, external hard drives, or virtual servers not owned by the district is 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 in these limited circumstances is permitted without prior written consent of the parent, guardian, or adult student.

IDCE College Classes

With parental permission, eligible students who can complete graduation requirements as prescribed by the board are eligible to be released from school during the regular school day to attend classes at a Regent's university, community college, technical college, vocational educational school or Washburn University.

Concurrent Enrollment

A student enrolled in grades 10, 11 or 12, or a gifted child in grades 9 through 12 who has demonstrated the ability to benefit from participation in the regular curricula of eligible postsecondary education institutions, may apply to the principal for permission to enroll at an eligible postsecondary education institution.

The district may enter into an agreement with the college for the purpose of allowing these students to receive dual credit.

Enrollment

Juniors and Seniors in good standing are eligible to take college credit classes in lieu of high school classes. The cost of tuition for these college credits are the responsibility of the student. The cost of tuition is to be paid directly to the institution attended. The tuition fees must be paid according to the stipulations of the institution before the beginning of the class. To be eligible for dual credit, a student must:

- *Have pre-approval from the principal, counselor, and parent/guardian.*

- *Students must be enrolled in a course from a Kansas college.*
- *Meet class requirements of USD #456 and the college or institution involved (including asset testing qualifications).*
- *Take the course during the school day.*
- *Have sufficient credits for high school graduation.*

If, for any reason, a student drops or is dropped from classes after the first week of school at MdCV, the student will be enrolled in a full schedule of classes at MdCV.

IDFA Athletics

Any district elementary or middle school that includes any of the grades six through nine may conduct athletic practice during the school day only at times when one or more elective academic courses or a study period is offered to students.

District high school/s shall not conduct athletic practice during the school day, and practice shall not be counted for credit or as a part of the school term.

District schools shall neither offer credit for athletic practice nor count athletic practice as a physical education course.

Absences

Participants in extra-curricular activities must be in attendance at least half of the day on the day of the event to be qualified to participate in that event. Exceptions will be dealt with on an individual basis by the administration in consultation with the activity sponsor.

Attendance Policy

Participating students must be in attendance all day on the day of the event to be qualified to participate in that event. Participating students must be in attendance at least four hours to participate in practices. Exceptions are as follows:

- *Students with long-standing doctor/dentist appointments*
- *Students with doctor's appointments need to gain a release to participate in the activity.*
- *Emergency doctor's appointment (school office must be notified by the parent)*
- *All other exceptions will be dealt with on an individual basis by the administration in consultation with the activity sponsor.*

Lettering

The athlete must participate the entire season. The athlete must abide by the rules and regulations for that activity. The final decision for lettering is made by the coach of the sport involved.

Initial Eligibility

To be eligible to participate in athletics the student must have passed 5 subjects the preceding semester. The student must be covered by either a sufficient family accident policy or a school accident policy. The student must have a current KSHSAA Physical form on file.

Extracurricular Academic Eligibility

It is important for students to maintain passing grades while representing the school in athletics or extracurricular activities. A student's eligibility will be based upon weekly grade updates completed by their respective teachers. Students who have at least one failing grade during a week in which eligibility is reported will be subject to the academic interventions listed

below. Teachers will update grades by 8:00am each Monday. Students will be notified of their status on the following Monday. The eligibility report will be taken after the first full week of each quarter. Potentially affected activities include athletic & cheer participation, club participation, competitions, and trips (FFA, FBLA, FCCLA, Robotics, Forensics, Stuco, Scholar's Bowl, Band and Choir).

Students with a failing grade:

- *First Time – Warning. Sponsor/coach may recommend the student not practice/participate/compete until the grade is improved so that the student can focus on school work.*
- *Second Time – The student cannot not practice/participate for that week until the grade is improved. Once the grade has improved, the student can practice/participate, but cannot compete for the remainder of the week.*
- *Third Time – The student cannot compete for the remainder of the quarter, but can practice/participate once the grade has improved.*

Eligibility will start over at the conclusion of each quarter. At any time a student is failing a class, it is highly recommended that they directly communicate with the corresponding teacher, gain understanding about the failing grade, gather and complete potential missing assignments, or work with the teacher to obtain enhanced learning related to the class to improve the grade.

Students not associated with any extracurricular activity will still experience feedback and guidance according to the eligibility policy, with an emphasis on improving grades within the short term.

IFCB Field Trips

USD Approved Field Trips

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

Advance requests for field trips including transportation and other resource needs shall be submitted by the teacher to the principal. Each building principal shall develop a form to notify parents of a forthcoming field trip. The form shall include the nature of the trip, departure time, expected return time, name of sponsor(s) and mode of travel. The form shall also include a space where a parent may ask that a child be excused and the reasons for the excuse.

Field Trips: are class trips taken by classes for educational purposes. For these trips, the district will provide transportation but nothing else. Students will be responsible for meals, admission fees, etc.

Activity Trips: are trips for ball games or other school sponsored student competition/events. Transportation and expenses will be covered by the district. The fewest number of vehicles possible will be provided. Students and sponsors are expected to sit at least 2 to a seat in buses. Suburbans will be used as necessary to carry additional participants.

Organizational Trips: are trips by school sponsored organizations such as FBLA, FCCLA, FFA, etc. They may or may not be for competitive purposes. If a trip is to a

competition or event required as part of the organization, transportation will be provided. (state conference for example). if a trip is a benefit or "extra event" sponsored by the organization (going to the Chiefs game, for example), the organization will be to pay their own transportation expenses. if the group uses a suburban, they must simply return the vehicle full of fuel. If a bus is required, they must reimburse the district at the rate of \$1.15 per mile (this is for fuel costs as well as driver's costs). The 8th grade class and senior class will be expected to pay for transportation for their trips.

Non-Sanctioned Field Trips

Non-sanctioned field trips organized by employees acting as independent contractors/agents involving students on a volunteer, self-supporting basis are not approved by the board and are not considered a part of the curriculum. Total responsibility for privately planned field trips or tours rests with the individual(s) and agency sponsoring them. The district assumes no legal or financial responsibilities for non-sanctioned field trips.

Every attempt should be made to schedule non-board approved trips during weekends and/or vacation periods. If travel arrangements necessitate that some school days are missed, normal procedures for staff and students absences must be followed.

If recruitment of students is sought through the schools(s), the request for recruitment shall be made in accordance with those of private citizens. Recruitment efforts may not occur during class time or the employee's work day.

Senior Trip

The Board of Education considers the Senior Trip to be a rewarding and educational experience for the members of the Senior Class and thus, takes pride in continuing the tradition of allowing it's students to have the opportunity to conduct a trip outside of district boundaries. In the execution of this endeavor, the following aspects will be applied:

The Board of Education each year shall have the right to approve the date and destination of the Senior Trip. Trip date and destination approval will be made at or before the January board meeting during the corresponding school year. Dates and destination for the trip must be the recommendation of the Senior Class sponsor and building principal.

A minimum of two chaperones (one male, one female) will accompany the students on the trip. Preference is to be given to the Senior Class sponsor, Junior Class sponsor, the Concessions supervisor and other school staff, with the possibility of spouses chaperoning the trip. The expenses of the chaperones will be covered by the Senior Trip fund. Sponsors will be responsible to pay for any snacks, drinks, or other personal items purchased outside of the customary plans of the trip.

- Senior students must fulfill all of obligations of their Senior Contract signed by the last day of their Junior year:
 - Students must pay all class dues and all district fees, participate in money-making projects, not have any out-of-school suspensions that school year, not had a drug/alcohol/tobacco violation, be passing all scheduled classes, meet all requirements for graduation in May, and be a full-time student.
 - A points system will be established and followed by the class sponsors and approved by the building principal. The points system will track the time worked

during designated fundraisers. All students will be required to log hours during the "Senior Stand" at the annual Melvern Sunflower Days

- Any student judged to be ineligible by the sponsors or building principal may appeal this decision in writing to the Superintendent.

The day of departure, students will be required to perform a breathalyzer and submit all baggage for contraband inspection.

Funds left over after all expenses for the trip have been paid will be divided evenly among the seniors who attend the trip and dispensed during the course of the trip by the sponsor. Left over funds will not be used for the purchase of extensive personal items. The trip sponsor will specifically reserve a sufficient amount for each student to be utilized in case of emergencies during the return trip. Any remaining funds not disbursed during the trip will be transferred back to the school district.

While on the trip, students and sponsors will still be under school board and school policy, including policies pertaining to behavior, drugs, and alcohol, as well as the jurisdiction of local, state, and federal statutes/laws.

Sponsors will be responsible for the supervision of students while on the trip and will have authority to make group or individual decisions based upon safety, conduct, or various extenuating circumstances.

Students violating trip rules may be subject to involvement of law enforcement officials, being sent home from the trip, not being allowed to participate in commencement exercises or other consequences as determined by the sponsor during the trip or the building principal after the trip. Group violations may result in termination of the trip by the sponsors. If the trip is terminated early, it may be required that the class return to school until commencement.

Students will discuss with administration about buying into their class if they decide they wish to participate in the trip during the course of their Senior year. The buy in will be equal to the per person money raised by the class at the point the student decided to buy in. Students will not be permitted to buy into the trip after the date/destination have been determined. All buying into requests will be subject to building principal approval.

Ineligible students will be required to attend school during the trip and any absences may be unexcused.

Additional Trip Guidelines

Student participants in school sponsored events are to ride school-provided transportation to and from the event with the following exceptions: A student may ride home from the event with a parent/guardian if the parent/guardian signs out with the sponsor/coach. A student may ride home from the event with another set of parents provided prior permission has been given by parent/guardian. A School Activity Consent Form must be filled out each year to allow your student to attend elementary events. Parents also, will be notified if student does not meet qualifications for activity.

IHA Grading System

The district shall have board-approved methods for assessing and reporting the quality of student academic progress. Information shall be published in appropriate handbooks.

Grading Scale

MdCV Elementary - Student report cards will be distributed at the close of each nine-week grading period. Mid-term progress reports will be issued during the fifth week of each grading period to 3rd-12th students.

MdCV JH/HS – Grades will be determined on a semester basis. Student progress reports will be distributed in the sixth and twelfth weeks of each semester.

Students in grades PK-2 will receive Satisfactory/Unsatisfactory marks. Students in grades 3-12 will receive letter grades. Letter grades are determined as follows:

- *A - 90% - 100%*
- *B - 80% - 89%*
- *C - 70% - 79%*
- *D - 60% - 69%*
- *F - 0% - 59%*

IHB Homework

Homework shall not be used as a means to discipline students. Homework shall be assigned as needed to reinforce lessons introduced in the classroom.

Expectations

All students will have 2 days to make up assigned work from an absence. If an assignment has been assigned more than two days in advance and the student misses the day it is due, the assignment is due the day they return. For extended absences, 3 or more days in a row, students are to consult with the teacher as to a due date.

For late work, if the assignment is turned in the day after it was due, 90% of the overall earned score. The student will have one week (7 calendar days) from the date due to turn in the assignment for 70% of the overall earned score. After one week, credit for the late work will be at the teacher's discretion. Late work cannot be made up after the end of each quarter. Major projects may have teacher specific guidelines.

IHEA Make-Up Opportunities

Within time limits established by the administration, all teachers shall supply make-up work assignments when requested. The time limits shall be included in the staff and student handbooks each year.

IHF Graduation Requirements

The board may adopt graduation requirements exceeding the minimums set forth by state regulation. Unless otherwise provided herein, in order to qualify for graduation, the board requires each candidate to earn 24 academic credits of a type meeting state and district requirements.

Exceptions may be granted by the board to waive local graduation requirements that are in excess of the state minimum requirements for students on a case by case basis.

The board shall award a student a diploma if the student is at least 17 years old; is enrolled or resides in the district; was in custody of the Secretary of the Kansas Department of Corrections (KDOC), the Secretary for DCF, or a federally recognized Indian tribe in this state at any time on or after the student's 14th birthday; and has achieved at least the minimum high school graduation requirements adopted by the state board of education.

Other situations which may warrant waiver of graduation requirements in excess of the minimum requirements adopted by the state board include, but may not be limited to, the following circumstances:

- If such student is an adult learner whose four-year cohorts have graduated; or
- if such student is attending an alternative school or program and has experienced high mobility, teen pregnancy, long-term illness, or other hardship conditions.

Requirement Listing

The board requires 24 units of credit for graduation. Of the last 3 credits earned toward graduation, 2 must be earned through USD 456. The required courses are as follows:

- 4 units of English/Language Arts
- 3 units of Social Science (American History & American Government are required)
- 3 units of Science, one of which must be a laboratory course
- 3 units of Mathematics
- 1 unit of Health and Physical Education
- 1 unit of Fine Arts
- 1 unit of Computer /Business
- 1 unit of Personal Finance

Valedictorian/Salutatorian

Classes with a modified curriculum will not be counted towards valedictorian/ salutatorian or class rank. Students must be a full-time student at Marais des Cygnes Valley High School for his/her last four consecutive semesters and met or exceeded all other grade and credit requirements for graduation to be considered for the honor.

Drivers Education

Students will be charged a \$200 fee for retaking class the second year.

II Educational Testing Program

The district educational testing program shall consist of multiple assessments. These assessments shall include, as a minimum, individual teacher subject matter tests, district group achievement tests, and state required tests.

Test Integrity

The board requires all licensed staff members to protect the integrity of the student assessment process. Honest administration of the test and accurate reporting of student achievement to the board, the community and the state of Kansas is necessary to maintain accountability measures. All students and staff are required to maintain a high level of integrity in the administration and completion of student assessments.

Reporting Test Results

The superintendent shall report annually in writing to the board the results of the district's academic achievement testing program. State required test results shall be disaggregated as required by current regulation and shall be reported annually to the board, district patrons and the State Board of Education.

IIA Performance-Based Credits

A student may earn credits towards high school graduation by demonstrating mastery of the course outcomes through a performance instrument. The standards for designing and passing the performance instrument shall be set sufficiently high to ensure credits earned by such means shall be equivalent to those offered in the framework of the Carnegie unit.

A written request to "test out" of a class must be submitted prior to the beginning of each semester/year. A student may not request to "test out" of a class in which he or she is currently enrolled or has been enrolled.

The request is to be evaluated within 30 school days by a review committee composed of: a building administrator, a school counselor, a faculty member appointed by the principal and the students' parent(s) or guardian(s).

If the request is approved, the course instructor will have 30 school days to design a performance instrument that reflects mastery of all course outcomes. Commercially available instruments may be used if they cover all course objectives.

The student has 10 school days in which those designated tasks developed by the teacher and approved by the administration must be performed. The principal, in consultation with the instructor, will determine the setting and the timelines for the administration of the instrument, as well as the criteria for successful completion of those tasks.

Credit for such classes shall be awarded only on a pass/fail basis. Students will be allowed only one opportunity to "test out" of any particular class. It will not be the responsibility of the school or the instructor to provide instructional and/or review time for the student. However, the outcomes, as noted in the district curriculum guide, and class syllabus will be made available.

IIBF Acceptable Use Guidelines

Purpose

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

Acceptable Use Guidelines

Users shall adhere to the following guidelines of acceptable use:

- All use of the Internet will be in support of educational activities.
- Users will report misuse and breaches of network security.
- Users shall not access, delete, copy, modify, nor forge other users' e-mails, files, or data.
- Users shall not use other users' passwords nor disclose their password to others.

- Users shall not pursue unauthorized access, disruptive activities, nor other actions commonly referred to as “hacking,” internally or externally to the district.
- Users shall not disclose confidential information about themselves or others.
- User shall not utilize unlicensed software.
- Users shall not access or permit access to pornography, obscene depictions, or other materials harmful to minors.
- Students shall not disable or attempt to disable Internet filtering software.

Prohibitions

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

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

Monitoring

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

Internet Safety

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

Penalties for Improper Use

Access to the network and Internet is a privilege, not a right, and inappropriate use will result in the restriction or cancellation of the access. The school district has the right to make the determination of what constitutes inappropriate use and use as an educational tool.

Inappropriate use may lead to any disciplinary and/or legal action, up to and including suspension and/or expulsion of district students and suspension and/or termination of employees. Law enforcement shall be notified of inappropriate use which may constitute a violation of Federal or state law, and such use may result in criminal prosecution.

IIBG Computer and Device Use

Use of District Computers and Devices/Privacy Rights

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

Copyright

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

Installation

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

Hardware

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

Audits

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

E-mail Privacy Rights

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

Ownership of Employee Computer and Device Materials

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

Lost, Stolen, or Damaged Computers and/or Equipment

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

Personal Electronic Device

High School students will follow a limited use policy for personal electronic devices, including cell phones. This policy allows for students to use their devices during non-instructional time only. Device use in the classroom is permitted if the classroom teacher has given the student direct permission. The ring tone for all cell phones should be on silent during the school day. The principal reserves the right to restrict cell phone use if needed. PK-8 student usage of personal electronic devices during school hours is prohibited. It is recommended they be left in the office until the end of the school day. School office phones can be used if a call is necessary during school hours.

Student Use of District Technology

The Marais des Cygnes Valley School District strongly believes in the educational value of technology and electronic services and recognizes the potential of such to support our curriculum and student learning. The use of technology and information systems is a privilege, not a right. Students need to be reminded that the traditional "Parent's Warnings" against "talking to strangers" apply in this case for the same safety reasons. Abuse is considered misconduct as detailed in the District Handbook. Never respond to any messages that are suggestive obscene or threatening. Show such messages to an adult/teacher. They can forward a copy to the service provider for investigation. Students should not use their full names, or give out their home phone number, home address, or school names. We also recommend that you do not give out your social security number, bank account number, or credit card numbers.

USD 456 reserves the right to log Internet use, district email and monitor file server space utilization by users while respecting user accounts. USD 456 reserves the right to remove a user from the network to prevent further unauthorized activity. Unauthorized activity by student users will result in that student being referred through the district discipline policy, which involves loss of computer privileges and possible suspension from school depending on the seriousness of the violation.

Consequences for inappropriate technology use are as follows:

- *1st Offense: Student will have restricted Internet and/or technology privileges for Two Weeks. Computers may be used for class assignments (during class time) with supervision of the classroom teacher only. Work missed due to loss of privilege must be made up and worked out with the teacher involved.*
- *2nd Offense: Restricted use of internet/technology for Four Weeks. (See 1st offense.).*
- *3rd Offense: Student will lose Internet and/or technology privileges for the remainder of the school year. If a student is enrolled in an Internet/technology-based class, he/she will receive a grade of "F".*

Activities not permitted include but are not limited to: Students are not allowed to use a personal computer or wireless device to access the internet or network. Using any mechanism, device, or password to bypass the school's internet filter or connect to their own hotspot. Using another's

password to login through that person's account. Using obscene language. Hate mail, harassment, discriminatory remarks, flaming, spamming, placing unlawful information on or through the Internet, entering inappropriate addresses, and the use of objectionable language in either public or private files or messages and other anti-social behaviors are prohibited. The use of "Chat Rooms" is prohibited and will be grounds for suspension from Internet privileges. Sending or displaying offensive messages or pictures. Sending threats of violence towards persons or property. Intentionally wasting limited resources Trespassing in another's folders, work, or files. Violating copyright laws or material protected by trade secret. Using the computer system or network for commercial purposes, personal business, political lobbying, or illegal activity. Damaging, hacking, or attempting to damage, modify or abuse computers, computer systems, or computer networks in any way. Uploading or creating computer viruses. Duplicating, using, or installing illegal or copyrighted software. District students email account privileges are only for those students who are enrolled in classes that use e-mail for the purpose of the class. Any email, mobile app, computer application or information on district equipment is subject to monitoring by the administration. Chain letters or broadcasting messages to lists or individuals is prohibited.

Plagiarism: Plagiarism is "taking ideas of writings from another person and offering them as your own." Cutting and pasting ideas into a document from electronic sources is very easy to do, but could be unethical and illegal. When using someone else's work, be sure that the author is given credit. Users will face disciplinary action for academic dishonesty as listed in the student handbook.

Network Etiquette: Computer users are expected to abide by the generally accepted rules of network etiquette. Users should be polite and use appropriate language. Users should not reveal home addresses or personal phone numbers or similar identifications about themselves, fellow students, or teachers. Users should not forward personal communications without the author's prior consent.

The use of the network to access obscene, objectionable or pornographic materials is prohibited; material must be moral, legal, and ethical. The material shall be deemed obscene, objectionable, or pornographic at the discretion of the District, Administration, Teachers, or other supervising adults or substitutes. The use of the network to transmit material likely to be offensive or objectionable to recipients is prohibited. Again this is at the discretion of the District, Administration, Teachers, or other supervising adults or substitutes.

Security: If a user identifies a security problem, a teacher or supervising staff member should be notified at once. Any user identified as a security risk may be denied access to the technology/information system. MdCV School District uses a technology protection measure that blocks or filters Internet access to some Internet sites that are not in accordance with the Acceptable Use Policy. MdCV staff will monitor students' use of the internet through either direct supervision and by monitoring Internet use history to ensure enforcement of the Policy.

Acceptable Use: Individual users of the district computer networks are responsible for their behavior and communications over those networks. Users will comply with district standards. The use of assigned accounts, the Internet, and electronic resources must be in support of educational research and the educational goals and objectives of the MdCV School District. Network storage areas may be treated like school lockers. Network managers may review files

and communications to maintain system integrity and ensure that users are using the system responsibly. Users should recognize that files stored on district systems are NOT private.

IIBGA Children's Internet Protection Act

The district shall implement and enforce an internet safety plan meeting the requirements of both the federal and the Kansas Children's Internet Protection Acts (CIPA). The superintendent shall develop a plan to implement the Children's Internet Protection Acts.

Such plan shall include technology protection measures and such other measures as deemed appropriate to address the following issues:

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

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

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

IIBGB Online Learning Opportunities

Application

Students may apply for permission to enroll in an online course for credit. Applications for enrollment in such a course shall be submitted to the principal before the start of the academic semester they wish to enroll.

Students may not enroll in an online course as an alternative to any course offered by the high school, except as an attempt to earn credit for a class already attempted but failed by the student.

Guidelines

The following guidelines shall be used by the administration:

1. Only administration approved courses shall be posted on student transcripts.
2. Approval of any course shall be based upon the course content and rigor, its length and scope, its method of assessing knowledge acquired by the student, the qualifications of the instructor, and other appropriate factors.

3. Enrollment in an online course will be allowed only if an appropriately certified staff member is available and willing to supervise the student's participation in the course.
4. Suspended or expelled students may also apply for permission to enroll in online course work.

Other Regulations or Guidelines

Approval by the administration of online coursework shall be based on Kansas State Department of Education regulations and/or guidelines in effect at the time the student request is made.

IKB Controversial Issues

When a controversial subject arises in the classroom, teachers may use the opportunity to teach about the controversy.

Teachers shall ensure that various positions concerning any controversial subject are presented and that students have the opportunity to freely discuss the topic.

IKCA Human Sexuality and AIDS Education

Opt-Out Procedure and Form

Parents or guardians (or a student over eighteen years of age) who do 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 class. Following review of the curriculum goals on file at the board of education office, the parent or guardian must complete the district opt-out form and state the portion(s) of the curriculum in which the student is not to be involved.

Opt-Out Form

Parents or guardians (or students eighteen years of age or older) may obtain the opt-out request form from the principal, completing and signing the form and returning the form to the principal. The signed form will be kept on file in the principal's office.

The building principal shall receive a copy of the signed form so the named student shall be excused from all or a portion of the Human Sexuality and AIDS classes. Arrangements shall also be made for class reassignment of the student during the opt-out period.

Annual Request Required

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

Notice of Availability

Availability of the Human Sexuality and AIDS curriculum goals and objectives shall be available upon request.

IKD Religion in Curricular or School Sponsored Activities

No religious belief or non-belief shall be promoted or disparaged by the district or its employees. Students and staff should be tolerant of each other's religious views. Students and staff members may be excused from participating in practices contrary to their religious beliefs unless there are clear educational issues of overriding concern which prevent it.

Teaching About Religion

Teachers may teach about religion, religious literature and history but are prohibited from promoting, expounding upon, criticizing or ridiculing a religion. Religious texts may be used to teach about religion, but the use of religious texts is prohibited if used to promote a particular religious doctrine.

Religion in the Curriculum and School Activities

In compliance with this policy, religious themes may be presented in the curriculum and as part of school activities. Music, art, literature and drama having a religious theme or basis are permitted as part of the curriculum or as part of a school activity if they are presented in a balanced and objective manner and are a traditional part of the cultural and religious tradition of a particular holiday or field of study. The emphasis on religious themes in the arts, literature and history should be only as extensive as necessary for a balanced and thorough study of these areas. These studies should never foster any particular religious tenets or demean any religious beliefs or non-beliefs.

Religious Symbols in the Classroom

Temporary display of religious symbols is permitted as part of the curriculum. The temporary use of religious symbols such as a cross, menorah, crescent, Star of David, creche, symbols of native American religions or other symbols that are a part of a religious holiday are permitted as a teaching aid if they are displayed as an example of a holiday's cultural and religious heritage.

Religious Holidays

Holidays which have a religious and a secular basis may be observed. School vacations shall have secular designations, e.g., Winter Vacation, Spring Break.

Graduation and Other Ceremonies

School ceremonies shall be secular in nature. While recognizing the significance of tradition, the board requires that graduation exercises and dedication ceremonies be secular in nature.

IKDA Religious Objections to Activities

A parent or guardian (or a student eighteen years of age or older) may request that the student be excused from participating in activities for religious reasons. The parent, guardian, or adult student must complete the district opt-out form for religious objections, stating the specific activity, the portion of the curriculum in which the activity exists, and the reasons for the request. The request may be granted, or denied, or partially granted and partially denied.

This policy shall not be interpreted to allow parents to prevent the dissemination of information which parents find religiously objectionable. Rather, this policy only extends to actual participation by their child in an activity, the performance of which is contrary to the child's religious teachings.

A parent or guardian seeking to opt-out their child from activities contrary to the child's religious teachings must complete the district's Activity Participation Opt-Out Form regarding religious objections which is available in the board office. Parents desiring to opt-out their children from activities due to religious reasons must return the completed and signed form to the principal. The form must be submitted within a reasonable amount of time prior to the

scheduled activity in order to allow time for the principal to consider the request. The completed form shall be kept on file with the clerk and the superintendent shall receive a copy.

The principal shall review the request and determine whether the request should be granted or denied. The principal shall notify the parents of the decision within a reasonable amount of time after the request is submitted. If the parents are dissatisfied with the principal's decision, they may appeal in writing to the superintendent.

If the opt-out request is granted, students who opt-out of activities for religious reasons may still be required to view the activity, to learn the subject matter of the activity, or to discuss the activity. The student may be reassigned during the activity or given alternative class assignments.

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

IKE Assemblies

Each building principal may schedule assemblies as needed.

Dances

To secure permission for a guest to attend a school- sponsored party, the host student must secure permission from the principal. One guest per student. Guests must be ninth grade and not older than 20 for the high school function and are expected to observe the same guidelines as MdCV students. Guests or high school students are not allowed at Jr. High dances. Students must meet eligibility requirements to attend the dance.

Prom

Prom is regarded as a special evening. Juniors attending prom must pay 1st and 2nd semester Junior class dues. Students must meet eligibility requirements to attend the prom.

Special Activities

To schedule a party, picnic, or some other type of extra-curricular activity, the students in charge must secure approval from the sponsor and clear the time and date with the Principal. At least one week notice in advance is the general practice.

ING Animals and Plants in the School

With the prior approval of the principal, animals or plants may be brought to school for instructional purposes.

If someone is injured by an animal or comes into contact with a toxic plant, the incident shall be immediately reported to the administration by the supervising teacher. The principal shall notify the appropriate persons.

Service Animals in the Schools

Service animals may be permitted in the schools and on school property in accordance with board-approved guidelines and may be used by employees, patrons, and students. In order for the district to accommodate the health and safety of our students and staff while maintaining our educational services, programs, and activities, employees and students are encouraged to notify their building administrator prior to bringing a service animal to school for the first time. Patrons or individuals attending functions or having short term business on school

property are not required to provide advance notice to school staff in order to be accompanied by a service animal on school property.

Access to school buildings will not be denied to a service animal as long as the animal is individually trained and required to do work or perform tasks for the benefit of an individual with a disability. Such work or tasks must be directly related to the individual's disability. District staff shall not be responsible to provide care or control of a service animal, and any service animal which is out of control or is not housebroken may be excluded by district staff.

This policy does not apply to animals provided by the school for instructional purposes or for therapy or comfort dogs.

JBC 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 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

Non-resident students are those who do not meet the definition of a resident student. Although the district is not required to admit non-resident students, non-resident students may be admitted to the extent that staff, facilities, equipment, and supplies are available. Other criteria regarding students seeking non-resident student admittance may be considered prior to acting on any annual non-resident student application as specified in this policy. Unless otherwise provided in board policy, all non-resident students must have board approval in order to enroll.

Non-resident Students-Continued Enrollment

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 no later than the end of the current academic year.

Enrollment Restriction

Unless approved in advance by the board, no student, regardless of residency, who has been suspended or expelled from another school 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 to the public.

Part-Time Students

Part-time students may enroll with the board's permission if they complete all paperwork in a timely fashion and are in attendance no later than September 20th. 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.

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 the court order placing the child in the custody of the Secretary of the Department for Children and Families, or other documentation which the board determines to be satisfactory. Students enrolling in grades 2-12 shall provide a certified transcript, 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 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 a student's legal name as it appears on the birth certificate or as changed by a court order and the name, address, and telephone number of the lawful custodian. The records shall also provide proper proof of identity.

Assignment to a School Building, Grade Level, or Classes

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

If required by law, students placed in foster care or students who are homeless may be educated in their "school of origin" instead of the building corresponding to the assigned attendance area. (For definition of "school of origin", see regulations for JBCA and JBCB.)

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 are still dissatisfied with the assignment, they may appeal in writing to the board.

Transferring Credit

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

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 guardians and guidance personnel. Final placement shall be made by the principal based on the student's documented past educational experiences and performance on tests administered to determine grade level placement.

Academic Placement

Any student at any level should meet the requirements of that level before he/she is advanced to the next level.

- *Freshman: A student who has received 0 –4 credits.*
- *Sophomore: A student who has received 5 –9 credits.*
- *Junior: A student who has received 10 – 16 credits.*
- *Senior: A student who has received 17 or more credits.*

The administration may grant senior placement to a student with 16 credits if that student has proof of enrollment in a community college class or an independent study which meets or exceeds high school credit requirements.

Student Aides

Only students in good standing will be eligible to become an aide. The principal reserves the right for final approval of aides.

JBCA Homeless Students

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

Coordinator

The board shall designate a homeless coordinator for the district.

JBCB Foster Care Students

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

Point of Contact

The board shall designate an employee to serve as a point of contact for child welfare agencies on behalf of the district.

JBD Absences and Excuses

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

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

Excused/Unexcused Absences

The definition of "excused absence" includes the following:

- Personal illness;
 - *When a student is absent three or more consecutive days a doctor's note will be required for the student to re-enter school. Doctor's note must include date of visit, date student may return to school.*
- Health-related treatment, examination, or recuperation;
 - *In most cases, a student will not be expected to miss a full day of school for routine appointments.*
- Serious illness or death of a member of the family;
- Obligatory religious observances;
- Participation in a district-approved or school sponsored activity or course;
- Absences pre-arranged by parents and approved by the principal
- Students of active duty military personnel may have additional excused absences at the discretion of the principal for visitations relative to leave or deployment.
- *Educational Activities*
 - *Activities such as 4-H events, farm shows, or the State Fair are considered to be educational and will be excused with prior notice.*

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

Significant Part of a School Day

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

Make-Up Work

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

Expectations

Students who are absent from the start of school for fifteen minutes or less will receive a late pass that will be either excused or unexcused. Students more than fifteen minutes late will be considered absent for that period. A student who is not present for one or more class periods of the school day or has missed a significant part of the school day will be considered absent for

the day. Absences will be recorded as either excused or unexcused. Parents/guardians are asked to call the school the day of the student's absence to report the nature of the absence. If the school has not been contacted, we will begin trying to contact the parent/guardian during the first hour.

Excused Absences

The school realizes that there are occasions when it is necessary for a student to be absent all or part of a day. The following are classified as possible valid excuses for being absent. The list is not an inclusive listing for excused or unexcused absences. The building administrator or other designated representative will determine if an absence is to be counted as excused or unexcused.

Unexcused Absences

Reasons other than those considered as valid excuses for absences will be classified as unexcused. The building administrator or other designated representative will determine if an absence is to be counted as excused or unexcused. Scenarios such as failure to notify the school of absence 48 hours after occurring, oversleeping, shopping, photo sessions, hair appointments, babysitting, missing the bus, leaving school grounds, or skipping class can be/are considered unexcused absences. Those scenarios are not considered inclusive due to various situations that can develop that can be considered for an unexcused absence.

Chronically Absent

As defined by the Kansas Department of Education, chronically absent students are students who have missed school 10 or more days in a school year. Once a student reaches 10 absences during the course of a school year, students will be required to provide a professional's note upon return in order for the day missed to be considered an excused absence. If a note is not presented upon return, the absence will be considered unexcused and subject to truancy policies. In an effort to ensure appropriate attendance, communication on accumulated days absent will be provided to parents. Once a student reaches:

- *6 excused absences - the parent will be sent a letter, detailing the number of absences, the potential resources available through the school, and a reminder of the chronically absent policy.*
- *8 excused absences - the parent will be sent a letter, detailing the number of absences, the potential resources available through the school, a reminder of the chronically absent policy and notification of the potential attributable truancy policy.*
- *10 absences - the parent will be sent a letter, detailing the number of absences, the potential resources available through the school, notification that the chronically absent policy is now in effect, and a reminder of the truancy policy that could potentially be utilized in the case of unexcused absences.*

College Visits

Each high school senior may use up to 2 days to make post- secondary school or job shadow visitations. The student must arrange the visitations. A student permission form must be completed and turned in before the visit. Failure to turn in form to office or the counselor will result in an unexcused absence. Students will be required to turn in a completed verification form upon return to school.

Tardies

Punctuality is another key to success in the classroom. Students are expected to be on time to every class during the school day. Therefore, once a student has reached 5 tardies for a semester, among all class periods, they will be subject to a number of interventions, including but not limited to detentions, before or after school.

JBE Truancy

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

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

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

Waiver of Compulsory Attendance Requirements

Students 16 or 17 years of age may be exempt from compulsory attendance regulations if the parent(s) or person acting as parent attend(s) the counseling session required by law and signs the appropriate consent and waiver form; if the student earns a GED; or if the student is exempt from compulsory attendance requirements pursuant to a court order.

Involvement of Law Enforcement

Law enforcement officers may return truant children to the school where the child is enrolled, to the child's parent or guardian, or to another location designated by the board to address truancy issues.

Reporting to Parents

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

Dual Enrollment Students

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

JBH Release of a Student During the School Day

Building principals shall not release a student during the school day except upon a written or verbal request from the student's lawful parent or person acting as a parent.

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

If the principal is not satisfied with the identification provided by the person seeking release of a student, the student's release may be refused.

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

Visitors

Persons visiting the school buildings during the normal school hours shall first obtain permission from the principal's office before having access to any other part of the school. Visitations on the part of a parent shall be encouraged and every courtesy shall be extended to them during such visitations. Visitations by other than parents shall be held at a minimum and must receive prior approval from the principal with 24-hour notice.

JCAB Searches of Property

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

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

Search of Lockers

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

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

Searches of Property

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

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

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

Use of Trained Dogs in Conducting Sweeps

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

JCABB Searches of Students

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

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

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

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

Written documentation of each search shall be maintained by the principal.
(Whenever the principal is mentioned in this policy, it shall be construed so as to include the superintendent "or designated representative.")

JCAC Interrogation and Investigations

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

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

When a school resource officer or campus police officer initiates an investigation of a potential violation of criminal law by a student on the officer's own initiative and not at the 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 to contact a parent, guardian, or representative of the student(s) prior to such questioning. Notification or attempted notification of a parent, guardian, or representative shall be documented by the administrator involved. If a student's parent, guardian, or representative is not present during such questioning of a student, the principal may be present unless otherwise specified in law or board policy.

Child Abuse and Identity Investigations Conducted by Law Enforcement Officers

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

Law Enforcement Initiated Investigations at School

In cases not involving the investigation of known or suspected child abuse or neglect or involving the student's identity, law enforcement officers shall not be permitted to initiate and conduct investigations involving the questioning of students during school hours unless the student's parent or guardian has given the school permission to allow the questioning, a valid warrant has been presented to the building administrator for such purpose, or in demonstrated emergency situations. If a demonstrated emergency is found, the building administrator shall require identification of law enforcement officials and reasons for the interrogation or investigation of a student. If the building administrator is not satisfied with either the identification or the reason, the request shall not be granted. The building administrator shall attempt to notify the superintendent and the officer's superiors of the reasons for the refusal.

Taking Students Into Custody

Students shall not be voluntarily released by school officials to law enforcement authorities unless the student has been placed under arrest or taken into custody by law enforcement, school resource officers, campus police officers, or Department for Children and Families ("DCF") authorities pursuant to a child abuse investigation. Except as otherwise specified in this policy, a reasonable effort shall be made to notify the student's parent, guardian, or representative when students are removed from school for any reason. Parents shall not be notified by school officials when their child is taken into custody by DCF, school resource officers, campus police officers, and/or law enforcement as a result of allegations of abuse or neglect. 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, to take students or other persons into custody.

Definition

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

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

JCDA Student Conduct

Each principal shall develop rules and regulations to govern student conduct consistent with board policies. The rules shall be reviewed by the board and adopted as policy by reference. The rules of conduct shall be published in student handbooks.

Violation of any provision of the behavior code may result in disciplinary action up to and including suspension and/or expulsion.

Expectations

A safe and respectful environment is necessary for students to learn and achieve academically. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that interferes with both a student’s ability to learn and a school’s ability to educate students in a safe and positive environment.

USD 456 is committed to providing a safe and orderly environment for all students and employees. A positive atmosphere occurs with non-violence, cooperation, teamwork understanding, citizenship and acceptance towards all students and staff. Positive and appropriate behavior should be demonstrated at school, all school events, and on the way to and from school and school events. Bullying intimidation and harassment by students, administrators, staff, parents or anyone else is not allowed.

Four Pillars of Behavior

The four pillars of Marais des Cygnes Valley’s Positive Behavior Program are: Responsibility, Respect, Honesty, and Safety.

- *Responsibility – Following classroom expectations, being someone others can depend on, being accountable for your decisions and actions, and doing what you say you will do.*
 - *What does this look like? - Coming to class prepared and on time. Taking part in class projects, activities, and discussions. Completing and turning homework in on time. Behaving as expected.*
- *Respect – Treating everyone including yourself with dignity and taking pride in your school.*
 - *What does this look like? - Allowing others the opportunity to learn, engaging in listening, raising your hand, following the dress code, and using classroom appropriate language.*
- *Honesty – Respectfully telling the truth and meaning what you say.*
 - *What does this look like? - Doing your own schoolwork to your best ability. Tell the truth even when it is difficult. Take ownership for your actions. Do what you know is right.*
- *Safety – Protection from danger, risk or injury.*
 - *What does this look like? - Walking, not running. Keeping hands, feet, body to self. Keep traffic moving in the hall. Don't rock back in your chair. Keep aisles and halls clear. Immediately report accidents or other safety issues to staff members. Leave unnecessary items at home. Store unused property.*

STUDENT BEHAVIOR DISCIPLINE MATRIX				
Level 1		Level 2	Level 3	Level 4
Minor Consequence or Detention		In-School Suspension	Out-of-School Suspension	Long-Term Suspension or Expulsion
Conference with Teacher/Student, Before/After School Detention, Lunch Detention, Loss of Privileges, etc.		1-5 Days	1-5 Days	Determined by Hearing Officer
Excessive Tardies	Isolated Bullying/Harassment Situations	Threats (minor)	Physical Fighting	Possession/Use/Distribution of Alcohol, Tobacco, or Drugs Assault and Battery Possession of Weapons or Dangerous Materials Serious Threats/Harm Criminal Violations Multiple Level 3 Violations
Computer Violation	Academic Dishonesty	Failure to Serve Detention	Vandalism (more than \$100)	
Inappropriate Behavior	Disruptive Behavior	Vandalism (less than \$100)	Threats (major)	
Inappropriate Language	Insubordination	Aggression or Conflict	Verbal or Physical Abuse	
Lunchroom Violation	Inappropriate Electronic Device Use	Leaving Building Without Permission	Endangerment	
Miscellaneous Rule Violation	Possession of Stolen Property	Theft (less than \$100)	Theft (more than \$100)	
	Unexcused Absence	Multiple Level 1 Violations	Extreme Behavior	
			Multiple Level 2 Violations	
The list items above are examples and should not be read as a complete list. Administration has the authority to set the level and consequences for any specific violation.				

Display of Affection

Relationships are a very important part of your life. However, school is NOT the place to display your affection. High school students are limited to holding hands, and junior high students are not to display any type of affection.

Academic Dishonesty

Academic dishonesty is not acceptable. Cheating, defined as copying another's work and claiming it is your own and plagiarism, defined as the use of another person's original ideas or writing without giving credit to the true author, are both prohibited practices. Materials taken from electronic sources are covered by this policy. A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question, as well as other disciplinary measures.

Electronic Devices

Using any electronic device in any manner within the school that disrupts education is prohibited. This includes using the device to view or capture inappropriate content, cheat, or otherwise violate student conduct rules or rights of others. All electronic devices must be kept silent and out-of-sight when in the classroom unless allowed and directed by individual classroom teachers. School personnel may request electronic devices not be used at other

times if they become a nuisance. School personnel may confiscate the device when in violation of the policy.

Check In-Check Out

Students wanting to leave the campus during the school day are required to check out through the main office. The student will be required to obtain permission from the parent or guardian to leave the campus. Upon the student's return to the building, the student must report to the office and obtain a pass to return to class. Students leaving the building without checking out in the office will be unexcused and consequences will be assigned accordingly.

Lockers

A hall locker is assigned upon enrollment and an athletic locker will be assigned per activity or class. It is the responsibility of the student to provide their own lock or one can be obtained from the office. Students are encouraged to lock their locker at all times. The school will not be responsible for personal possessions which are lost or stolen. Each student is responsible for the proper care of the locker. Students will be charged replacement/repair costs for vandalism or damage to school lockers. All book bags and athletic bags must remain in student lockers during the school day. These bags may not be carried to class.

KSHSAA Rule 52

The following interpretations and policies were adopted by the KSHSAA Executive Board on November 17, 1988, in regard to Citizenship/Sportsmanship Rule 52. These are meant to clarify and assist member schools in their enforcement of this regulation. (revised June 9, 2014)

Desirable and unacceptable behavior illustrations are "examples" and are not to be considered all inclusive. These examples can occur prior to, during, and after the game or contest.

Be courteous to all (participants, cheerleaders, coaches, officials, staff and fans):

Desirable Behavior – Host cheerleading squads welcome visiting squads; respect shown during National Anthem (hats removed, no talking, never change lyrics or yell mascot at the end); opposing coaches and contestants shaking hands before/after contest; applause during introduction of contestants, coaches and officials; contestants shaking hand of opponent fouling out while both sets of fans recognize contestant's performance with applause; all showing concern for injured contestant; respectfully addressing officials during competition and thanking them for their performance regardless of agreement with all calls; helping opponents up during a game; host school extending hospitality to visiting contestants, coaches, cheerleaders and fans; any supportive chants and cheers which are directed toward your team, i.e. "I believe we can win," "we've got spirit-how about you," "defense-defense" and other such supportive expressions.

Unacceptable Behavior – Any non-supportive chants, cheers, or actions which are directed toward the opposing team; chants or actions which single out individuals; fans or cheerleaders reading newspapers, turning their backs, making disrespectful actions, etc. during introduction of opponents or shooting of free throws; yelling, waving, etc., during opponent's free throws; derogatory/disrespectful yells, chants, songs, gestures, including "goodbye," "you let the whole team down," "air ball," "scoreboard," "you can't do that," "this is our house" at a visitor event,

“dribble-dribble-pass,” “bong-bong-bong-whooh” while opposing team has ball, and other such expressions directed toward opponents. .

Know the rules, abide by and respect the official’s decisions:

Desirable Behavior - Utilize every opportunity to promote understanding of the rules of the contest within the school and community; contestants utilize the team captain or coach for clarification of the call to maintain positive rapport with officials; accept the decisions of the officials; hand ball to officials; cheerleaders lead fans in positive school yells in a positive manner; cheerleaders lead by coordinating signals and timing of cheers with student body section leaders; cooperate with the news media in interpretation and clarification of the rules.

Unacceptable Behavior - Booing or heckling an official’s decision; criticizing the merits of officiating; displays of temper and arguing with an official’s call; derogatory remarks toward the official, coach constantly questioning calls.

Win with character and lose with dignity:

Desirable Behavior - Handshakes between opposing contestants and coaches at end of contest, regardless of outcome; opposing contestants, coaches and fans engaging in friendly conversations before and following contest; treating competition as a contest, not a war; applause at end of contest for performance of all contestants.

Unacceptable Behavior - Chants or actions which single out individuals; yells that antagonize opponents when you feel you have won the contest; refusing to shake hands or give recognition to winner for good performance; blaming loss on officials, coaching, individual contestant’s performance, or other rationalizations; rushing the field/floor or victory celebration on the playing surface/field.

Display appreciation for good performance regardless of the team:

Desirable Behavior - Coach/contestants search out opposing participants to recognize them for outstanding performance or coaching; all fans recognize an outstanding participant’s performance by applause, regardless of its impact on the contest; discuss outstanding performance of opponent with visiting and home fans.

Unacceptable Behavior - Laughing, pointing finger, name calling, yelling player name or number, etc., directed at opponents in an attempt to distract; to degrade an excellent performance by opponents.

Exercise self-control and reflect positively upon yourself, team and school:

Desirable Behavior - Support the activity by learning yells of cheerleaders and displaying total unity as fans in following their lead; cheerleaders leading by coordinating signals and timing of cheers with student body section leaders to redirect crowd from a controversial call.

Unacceptable Behavior - Displays of anger, boasting, use of profanity, bouncing beach balls, antics which draw attention to you instead of the contest; doing own yells instead of following lead of the cheerleaders; doing unsportsmanlike yells/gestures, such as “you can’t do that” while pointing finger at opponent; singling out individuals.

Permit only positive sportsmanlike behavior to reflect on your school or its activities:

Desirable Behavior - Positively encourage those around you to display only sportsmanlike conduct; report poor sportsmanship to school officials; member schools insist that sportsmanship be a priority; administrators help coaches teach, model and reinforce sportsmanship; recognize coaches for sportsmanlike conduct; coaches playing those who

exhibit positive sportsmanship; administrators taking appropriate action to ensure sportsmanlike behavior.

Unacceptable Behavior - Fans', cheerleaders', contestants', coaches', administrators', or member schools' unwillingness to get involved and take a stand to defend one of the main tenets of school activities - teaching and promotion of sportsmanship.

JCDAA Tobacco and Nicotine Delivery Devices

Use and/or possession of any tobacco product or nicotine delivery device by students is prohibited in any district facility; in school vehicles; at school-sponsored, activities, programs, or events; and on school owned or operated property.

Administrators may report students who are in violation of this policy to law enforcement, as appropriate.

For the purposes of this policy, "nicotine delivery device" means any device that can be used to deliver nicotine to the person inhaling from the device. Such definition shall include, but may not be limited to, any electronic cigarette, cigar, cigarillo, pipe, or personal vaporizer.

JCDB 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.

Dress codes shall be published in the appropriate student handbooks.

JCDBB Weapons

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon at school, on school property, or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

Weapons and Destructive Devices

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

- any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- the frame or receiver of any weapon described in the preceding example;
- any firearm muffler or firearm silencer;
- Any explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine, or similar device;
- any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant and which has any barrel with a bore of more than 1/2 inch in diameter;

- any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples and from which a destructive device may be readily assembled;
- any bludgeon, sand club, metal knuckles, or throwing star;
- any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife or any knife having a blade that opens, falls, or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;
- any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

Penalties for Weapon Violations

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

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

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

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.

JCE Complaints

Complaints About Discrimination

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

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

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment in the district’s programs and activities is prohibited. (Position, address, phone number of compliance coordinator) has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990.

Any student who believes that he or she has been discriminated against may file a complaint with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of discrimination or harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the report shall be made to the district compliance coordinator. Any student complaint of discrimination shall be resolved under the district's discrimination complaint procedures in policy KN. The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.

Complaints About School Rules

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

JCEC Demonstrations

Student demonstrations on school property shall be conducted in an orderly and non-disruptive manner. Demonstrations may be terminated at any time by the principal or the superintendent.

JDA Corporal Punishment

Corporal punishment shall not be permitted in the school district.

JDB Detention

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

Expectations

Detentions will be viewed as one of many intervention strategies used to motivate students to complete work and behave appropriately. Detentions can be assigned for various reasons, from missing work issues to classroom/building management issues. In all situations, parents will be notified either by the person assigning the detention. Detentions will be served either from 7:45am to 8:00am or 3:30pm to 3:45pm. Teachers reserve the right to issue detentions based on a student's behavior. The detention is to be served within 48 hours unless special circumstances prevail. If a student does not serve the detention, the detention will be doubled. If a student does not serve the doubled detention, the student will be referred to the office. The student will be issued either an in-school suspension or an out-of-school suspension, or other appropriate action will be taken.

JDC Probation

Any punishment, suspension or expulsion, may be deferred by the superintendent, principal, or designee. The student involved may be placed on probation for a set period of time. 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. Any decisions on probation for students found to be in violation shall be handled by the superintendent.

A student placed on probation shall be given a written list of the terms and conditions of the probation. The student shall sign a statement that: the terms and conditions have been explained, the student understands the conditions, the student agrees to abide by the conditions, and failure to abide by the conditions may be reason to reinstate the original punishment.

JDD Suspension and Expulsion Procedures

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

Expectations

There are times when isolation from peers is the best solution to multiple detentions or severe behavior problems. In those cases, in-school suspension (ISS), rather than out-of-school suspension is used. In the event of an in-school suspension, parents will be notified of the issue and length of the ISS. The student will work on and receive credit on assignments while in ISS. In significant instances, administration has the authority to determine that a student will be out-of-school suspended (OSS). To help determine those and previous circumstances, the student handbook discipline matrix will be consulted.

Reasons for Suspension or Expulsion

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

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

Short-term Suspension

Except in an emergency, a short-term suspension (not exceeding ten school days) must be preceded by oral or written notice of the charges to the student and an informal hearing. If a

hearing is not held prior to the suspension, an informal hearing shall be provided no later than 72 hours after imposition of a short-term suspension.

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

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

Long-Term Suspension or Expulsion

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

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

Written notice of the result of the hearing shall be given to the pupil and to parents and guardians within 24 hours after determination of such result.

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

- Refusal or failure of the student and/or the student's parents to attend the hearing shall result in a waiver of the student's opportunity for the hearing.
- A student suspended for more than 10 school days or expelled from school shall be provided with information concerning services or programs offered by public and private agencies which provide services to improve the student's attitude and behavior.
- A student who has been suspended or expelled shall be notified of the day the student can return to school.
- If the suspension or expulsion is not related to a weapons violation, the principal may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation. (See JDC)

- If the expulsion is related to a weapons violation the superintendent may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation if the student is allowed to return. (See EBC, JCDBB and JDC)
- The days a student is suspended or expelled are not subject to the compulsory attendance law.
- During the time a student is suspended or expelled from school, the student may not:
 - Be on school property or in any school building without the permission of the principal.
 - Attend any school activity as a spectator, participant or observer.

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

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

Student Rights During a Long-Term Suspension/Expulsion Hearing

The student shall have the right:

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

Appeal to the Board

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

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

JDDA Drug-Free Schools

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

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

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

Student Conduct

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

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

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

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

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

JDDB Reporting to Law Enforcement

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

JDDC Bullying

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

The administration shall propose, and the board shall review and approve a plan to address bullying as prohibited herein. The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the board. Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and/or expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

Bullying Plan

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.

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.

Expectations of Students

Students are expected to be considerate of other students and staff as well as conduct themselves in a respectful manner. Any action that interferes with another student's ability to learn is inappropriate. Students are not only expected to refrain from bullying, but also help other students who are being bullied. Students are encouraged to report bullying to school

personnel. USD 456 seeks to encourage a reporting environment in which everyone feels comfortable reporting bullying behavior.

Expectations of School Personnel

School personnel are expected to be vigilant in identifying acts of bullying. All school personnel should familiarize themselves with the bullying policy and any provided materials on bullying. School personnel should also participate in related training opportunities. School personnel are required to report incidents of bullying in accordance with the procedures outlined below. All reports of bullying are to be taken seriously and to be investigated. Appropriate sanctions, in accordance with the behavior policy, will be applied

Expectations of Parents or Guardians

Parents/guardians are expected to reinforce concepts of respect and to discourage bullying. Parents will be notified with regard to the discipline of their students for violations of the policy. Parents may also report bullying behavior if they witness or is reported to them by their student(s). Parents should contact school staff to file a report. Occurrence of bullying outside of school: If a bullying incident (even one that occurs outside of school) interferes with the learning or concentration of the student, the school reserves the right to address the issue and seek resolution.

JF Academic Achievement

Staff shall establish high expectations for all students. These expectations shall be based on individual student ability to meet the board approved learning objectives for each subject.

Reporting

Periodic reports on each student's mastery of the approved learning objectives shall be issued to the parents.

Report Cards

Report cards shall be issued to each student at the end of each specific grading period for each subject taken. Reasons for deficiencies and/or failures shall be given. The superintendent shall develop standard reporting forms for each grade level.

JFA Peer Grading of Assignments

Peer grading shall be allowed when the teacher believes peer grading will be a valuable learning experience for the class. During a peer grading activity, the teacher shall use the activity to help students review class concepts or objectives. If peer grading is allowed, students shall not be asked to publicly reveal either their own grade or the grade of another student.

JFB Promotion and Retention

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

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

Guidelines

Factors which should be considered in possible retention of a child are academic performance in core subject areas, maturity, test scores, ability, results of psychological evaluations, student motivation, previous retention, parent's comments and teacher recommendations.

JFC Graduation Exercises

Students who have completed the requirements for graduation may be allowed to participate in graduation exercises unless participation is denied for appropriate reasons. Graduation exercises shall be under the control and direction of the building principal.

JFCA Early Graduation

Students who complete all state and local graduation requirements may request permission to graduate early.

A student who wishes to graduate from high school early may request permission to do so. The student and parents shall consult with high school administrative and/or guidance personnel in order to develop a graduation plan. The board shall approve or deny each request based on the circumstances of the individual student. The student's request shall be in writing, addressed to the superintendent, state the reasons supporting the request, and include a copy of the graduation plan and a letter of support from the student's parents. The letters of request shall be sent to the superintendent, who shall forward them to the board.

Senior Opportunity for Accelerated Release (SOAR)

During the second semester of the senior year, seniors who choose to do so will be allowed to attend fewer than seven classes at MdCV HS by adhering to the following conditions. The senior must be on track for graduation; he/she must not be short of credits towards graduation. SOAR seniors would attend MdCV HS only for the courses they need to fulfill graduation requirements and/or State of Kansas Scholarship Curriculum requirements. The remainder of the day could be spent working, attending college, or vocational classes. Approval must be obtained and provided to the guidance counselor within the first week of the second semester. Parental permission is required. Students must also provide a signed form from their workplace, college, or vocational classes verifying their employment or enrollment in classes. If a student is working, student must have a weekly form signed to verify employment or class attendance. All obligations to MdCV HS must be fulfilled prior to graduation. SOAR privilege may be revoked at any time as deemed necessary by school administration.

Students participating in any activity governed by KSHSAA including athletics, music competitions, forensics, scholars bowl, and cheerleading must be enrolled in at least 5 courses. These must be worth at least a .5 credit for the semester to be considered a unit weight by KSHSAA.

JGA Student Insurance Program

Parents or guardians shall be notified annually in writing of student insurance provided by the district and that medical expenses not covered by such policies are the responsibility of the parents.

JGC Health Assessments and Physicals

Unless otherwise provided herein, all students under the age of nine shall submit evidence they have undergone a health assessment prior to entering kindergarten or before enrolling in the district for the first time.

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

All students engaged in athletic activities covered by KSHSAA rules shall provide the building principal with proof of a physical examination and clearance to participate.

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

JGCA Local Wellness

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 plan that includes methods to promote student wellness, prevent and reduce childhood obesity, and provide assurance that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum federal standards. The plan shall:

- Include goals for providing proper student nutrition promotion and education, physical activity, and other school-based activities designed to promote student wellness which are based on evidence-based strategies and techniques;
- Meet federal nutrition standards and guidelines for all foods and beverages provided to students in each school during the school day; and
- Ensure standards and nutrition guidelines for all foods and beverages sold to students during the school day at each district school are consistent with the requirements of the School Breakfast Program, the National School Lunch Program, and the competitive food standards established pursuant to the National School Lunch Program.

The Superintendent or designee shall be responsible for the implementation and oversight of this policy and plan to ensure each of the district's schools, programs, and curriculum is compliant with this policy, the plan, and existing law and regulations.

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

Wellness Committee

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

The wellness committee shall serve as an advisory committee regarding student health issues and shall be responsible for developing, implementing, and periodically reviewing and updating a school wellness policy and plan that complies with law to recommend to the board for adoption.

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

The superintendent or designee and the wellness committee shall conduct an assessment at least once every three (3) years on the contents and implementation of this policy and plan as part of a continuous improvement process to strengthen them and ensure proper implementation. This triennial assessment shall be made available to the public in an accessible and easily understood manner and include:

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

At least once every three (3) years, the district shall update or modify this policy and wellness plan based on the results of the most recent triennial assessment and/or as district and community needs and priorities change; wellness goals are met; new health science, information, and technologies emerge; or new federal or state guidance or standards are issued.

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

Recordkeeping

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

- The written school wellness policy and plan;
- Documentation demonstrating that the district has informed the public, on an annual basis, about the contents of the school wellness policy and plan and any updates to these documents;

- Documentation of efforts to review and update the school wellness policy and plan, including who was involved in the review and methods used by the district to inform the public of their ability to participate in the review; and
- Documentation demonstrating the most recent assessment on the implementation of the school wellness policy and plan and notification of the assessment results to the public.

JGCB Inoculations

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

Notice of this policy and the applicable state law shall be distributed to parents or guardians of current and prospective district students on or before May 15th of each school year. The superintendent shall issue a news release each August explaining the required inoculations and booster shots. Parents may delegate in writing their authority to consent to immunizations. At the beginning of a school year, school boards shall provide information on immunizations applicable to school age children to parents and guardians of students in grades six through 12. The information on immunizations shall include: (1) A list of sources for additional information; and (2) related standards issued by the national centers for disease control and prevention.

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

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

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

JGCC Communicable Diseases

Any student noted by a physician or the school nurse as having a communicable disease may be required to withdraw from school for the duration of the illness. 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.

If a student is absent from regular classes for more than three consecutive days or the principal has been notified that a student has a communicable disease, the principal shall

determine whether a release shall be obtained from the student's physician before the student reenters school.

Decisions regarding the type of education and the setting for provision of educational services for a student with a severe communicable disease of long duration shall be based on the child's medical condition, the child's behavior and neurological development, and the expected type of interaction with others in the educational setting. Final decisions will be made by school administration after receiving input from the student's physician, public health personnel, the student's parent or guardian, and personnel associated with the proposed care or educational setting.

Guidelines to Reduce the Spread of Illnesses

MdCV schools utilize guidelines which can help reduce the spread of illness to other students. This information is being provided to help parents decide when a student should stay home from school. Students should not attend school if these symptoms are present:

- *Fever – any temperature over 100 degrees. A child must be fever-free for 24 hours without medication before returning to school.*
- *Greenish nose discharge or chronic cough or both – child should see a health care provider for treatment.*
- *Sore throat – especially with fever, rash or swollen glands.*
- *Diarrhea – especially if the child acts or looks ill.*
- *Vomiting – more than once in 24 hours.*
- *Rash – especially with fever or itching.*
- *Ear pain or discomfort – especially with other symptoms.*
- *Behavior or appearance – pale, lack of appetite, unusually tired, sleepy, confused, or irritable.*
- *Eyes – thick white or yellow discharge from the eyes, matted eyelids, swelling, or redness.*
- *Lice or scabies – children should not return to school until they have been treated and are free of lice.*
- *Chicken pox – children must stay at home for five days after the onset of blisters or until all pox are scabbed over and dry.*

It is important that the school have accurate contact information for parents so they can be notified if a child gets sick at school. Parents should notify the school if home or work telephone numbers change. Parents could be asked to pick up their children at school if they exhibit these symptoms, and children should remain out of school until they have been free from these symptoms for 24 hours without medication.

Student health assessments and immunization records must be up to date. When your child receives additional immunizations, please notify the school by providing us with the physicians/nurses records. Parents who have questions about the health guidelines should call or visit the principal's office at their child's school.

JGCD Health Screenings

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

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

Vision Screenings

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

Hearing Screening

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

Under certain conditions, hearing screening services are provided for students residing within district boundaries who are enrolled in accredited non-public schools. These services are coordinated between the administration of the accredited nonpublic school and district administration and require a request from the student's parent or guardian. Implementation of the program for nonpublic school students follows the same guidelines as for district students.

Dental Screenings

Free dental inspections will be offered to students, planned for by designated school staff, and conducted by appropriate dental care providers.

Selected Screenings

Other screening procedures may be deemed appropriate and beneficial to students. Designated staff will assist in the planning and implementation of other screening programs following standard procedures. Screening results, and referrals when necessary, will be communicated to parents.

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

JGEC Sexual Harassment

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support

personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual 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 third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when: (1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

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

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

Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of sexual harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal or district compliance coordinator shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure in policy KN.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable student conduct may or may not constitute sexual harassment,

depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct.

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

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

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

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

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

False or malicious complaints of sexual harassment may result in corrective or 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 district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

JGECA Racial and Disability Harassment

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, national origin, or disability. Discrimination or harassment on the basis of race, color, or national origin ("racial harassment") or on the basis of disability ("disability harassment") shall not be tolerated in the school district. Racial or disability harassment of employees or students of the district by board members, administrators, certificated 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. Disability harassment is unlawful discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. All forms

of racial or disability harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial or disability 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 third party (visitor, vendor, etc.) to so harass any student, employee or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

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

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

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

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

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

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

violation of any provision of the code of student conduct may be enhanced if the conduct is racially or disability motivated.

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

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

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

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

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

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

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 district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually, if applicable.

JGFB Supervision of Students

Students shall be supervised by school personnel when they are under the jurisdiction of the school.

Each building principal shall coordinate and assign teachers, aides or paraprofessionals to supervise students engaged in school sponsored activities. All school-sponsored activities shall be supervised by an adult approved by the administration.

Each building principal shall ensure appropriate staff members are available for supervising students at specific times and in designated areas.

JGFF Student Transportation Regulation

Use of Vehicles and Bicycles

The superintendent shall develop procedures regulating the driving, parking, and use of vehicles and the use and parking of bicycles during the school day. Failure to observe district regulations may result in disciplinary action.

Rules and regulations concerning use of vehicles and bicycles on school property shall be approved by the board and may be included in the student handbook.

Walkers

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

Notice

At the beginning of each school year, district staff will provide students with appropriate notice of the rules and regulations pertinent to this policy.

Student Regulations

Students riding bicycles to and from school are asked not to ride their bikes until they are away from the building and the other students. Bicycles are to be parked in the bike rack and remain there for the school day. Skates of any kind, shoes with wheels and skateboards and scooters are not allowed on school property.

Student Vehicles

Students who have parental permission to drive to school will not be allowed to drive their cars during school hours, whether they are parked on or off school property. Underclassmen are to park in the east 2/3 of the parking lot east of the gym. Seniors are allowed to park east of the sidewalk on the SE side of the gym, and in the east parking stalls directly behind the gym. All students will enter the lot from the east entrance. Vehicles are to be parked only in areas, which have parking bumpers. Students who find it necessary to drive their vehicles in a reckless and dangerous manner on school property will be prohibited from school parking areas. First occurrence, the student will be warned and parent called. Any following instance of reckless driving will result in the student suspended from driving and parking on school property for a given number of days.

JGFG 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.

JGFGB Supervision of Medications

The supervision of medications shall be in strict compliance with the rules and regulations of the board as carried out by district personnel. Diagnosis and treatment of illness and the prescribing of drugs and medicines are not the responsibility of the public schools 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 from liability.

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

The medication shall be examined by the school employee administering it to determine that it appears to be in the original container, to be properly labeled, and to be properly authorized by the written order of 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 record should include student identification, date prescribed, name of medication, time and date(s) administered, signature of person administering and section for comments.

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

JGFGBA Student Self-Administration of Medications

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

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

Student Eligibility

An eligible student shall meet all the following requirements:

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

Authorization Required

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

Employee Immunity

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

Waiver of Liability

The student's parent or guardian shall sign a statement acknowledging that the school district and its officers, employees, or agents incur no liability for damage, injury, or death

resulting directly or indirectly from the self-administration of medication and agreeing to release, indemnify, and hold the district and its officers, employees, and agents, harmless from and against any claims relating to the self-administration of medication allowed by this policy.

Additional Requirements for Students Prone to Specified Emergencies

The school district shall require that any back-up medication provided by the student's parent or guardian be kept at the student's school in a location to which the student has immediate access if there is an asthma or anaphylaxis emergency.

The school district shall require that all necessary and pertinent information be kept on file at the student's school in a location easily accessible if there is an asthma or anaphylaxis emergency.

Eligible students shall be allowed to possess and use approved medications at any place where the student is subject to the jurisdiction or supervision of the school district, its officers, employees, or agents.

The board may adopt policy or handbook language which imposes additional requirements relating to the self-administration of medication allowed for in this policy and may establish a procedure for, and the conditions under which, the authorization for student self-administration of medication may be revoked.

JGFGBB Accommodating Students with Diabetes

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

Student Eligibility

Self-care of diabetes may be allowed for students in grades K-12. To be eligible, a student shall meet all requirements of this policy.

Parents or guardians shall submit a written diabetes management and treatment plan from the student's health care provider.

The student shall provide written authorization from the student's health care provider and parent or guardian stating the student has been instructed on managing and caring for their diabetes and is authorized to do so in school. An annual written renewal of parental authorization for the self-care of diabetes shall be required.

While at school, each student capable of managing and caring for the student's diabetes will be allowed to:

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

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

Employee Immunity

The board and its employees and agents, who authorize the self-administration of medication and treatment for diabetes in compliance with the provision of this policy, shall not be liable in any action for any injury resulting from the self-administration of medication. The district shall provide written notification to the parent or guardian of a student for whom this policy is applicable that the board and its employees and agents are not liable for any injury resulting from the self-administration of medication. The parent or guardian shall sign such notice and acknowledge that the district incurs no liability for any injury resulting from the self-administration of medication and agrees to indemnify and hold the board and its employees and agents harmless against any claims relating to the self-administration of medication pursuant to this policy.

JGG Transportation

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.

All rules shall be published in the student handbook.

Bus Conduct

Any action that is against the discipline code in the school building is forbidden on the bus. Students must keep head, hands, and feet inside the bus. Students must not deliberately delay the loading or unloading of a bus. Students must not throw anything out the windows. Students must not litter the bus. Students are not allowed to eat & drink on the bus except when approved for athletic and/or activity trips. Students must refrain from excessive talking and unnecessary noise. Students must stay seated. Students cannot stand or turn around in seats. Students are not to wear cleats on the bus. No public display of affection. Any action determined by the bus driver to be detrimental to the safety and well being of the school bus or occupants will be considered a violation of the bus conduct code.

Morning Load

The a.m. bus leaves both buildings at 7:30 a.m. For safety purposes, students should not be at either building before 7:20 a.m.

Evening Load

Students are asked to report to the bus pick-up area, on the south side of the main building, as soon as possible. All rules and regulations that apply during the school day are in effect. In the case of inclement weather, students are to report to the old gym.

Expectations

No students are permitted in the building before 7:20 a.m. unless the weather is inclement or unless they have a note from the teacher. The playground equipment will not be used in the mornings before school. AM bus duty will be outside, unless inclement weather occurs. In which case bus duty will be held in the gym. Students must stay in an area where you can see the supervisor at all times. Students must stay in line on the sidewalk before loading the bus. Students cannot load PM buses until ALL buses are here. Students who live in town must go home at 3:30 pm unless they have a note from a parent. All students should observe and use the crosswalks.

JGGA Use of Surveillance Cameras

The district may use surveillance cameras to monitor student activity.

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

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

JGH School Food Service Programs

The district shall provide a school food service program. Food service rules shall be published in student handbooks. Building principals shall develop individual building rules.

Free or Reduced Price Meals

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

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

Cafeteria Expectations

All students will eat in the lunchroom, unless a staff member has a special occasion lunch. The lunch period is "closed". High School students are not allowed to leave school grounds unless they live within 3 blocks of the school and have a parental permission slip on file with the office and approval by the principal. Students may bring a sack lunch to eat in the lunchroom.

JH 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 noted in handbooks; and
- other requirements requested by the administration and approved by the board.

Adding or Eliminating Activities

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

JHC Student Organizations

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

Student Clubs

The administrator shall establish regulations for the operation of school sponsored clubs, and for the use of school facilities by non-school- sponsored clubs.

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

Non-School Sponsored Student Clubs

Non-school sponsored clubs shall submit a request for use of school facilities prior to using the facilities. A faculty member (or other adult approved in advance) may attend the meetings as a supervisor but may not participate in the group's activities.

Student Government

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

JHCA Student Publications

School-Sponsored Student Publications

School-sponsored student publications shall be under the supervision of the building principal or designated faculty representative.

Students who have facts and opinions should be allowed to express them in print as well as through oral communications. However, student editors and writers must observe the same

legal responsibilities as those imposed upon conventional newspapers and communication media. No student shall distribute any school publication which:

- Is obscene according to current legal definitions;
- Is libelous according to current legal definitions; or
- Creates a material or substantial interference with normal school activity or with appropriate discipline in the operation of the school.

Student publications which are not libelous, disruptive, or obscene may be distributed on school property during school hours at times and in areas designated by the building principal.

If a decision to disapprove distribution of a publication is made, the principal shall state reasons for the decision to the student(s).

If the student is dissatisfied with the principal's decision, the student may appeal the decision to the superintendent.

Non-School Sponsored Student Publications

Non-school sponsored student publications may be distributed on school property at times and in areas designated by the building principal.

Distribution of any non-school-sponsored publication may be halted if the material is obscene, libelous, creates a material or substantial disruption of normal school activity, or interferes with the operation of the school.

Distribution in violation of this policy may result in suspension, expulsion, or other discipline of the students involved.

Advertisements

Ads concerning illegal drugs, any controlled substances, or any illegal activity are prohibited in school sponsored publications.

JHCAA Gang Activity

Gang activities which 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, or 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.

JI Community Activities

Students shall not participate in any community activities during school hours without the prior permission of the principal, unless those activities are undertaken as part of a course's approved curriculum.

JJ Employment of Students

In-School Employment

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

Outside Employment

A student who needs to work on a regular basis during the school day shall file a written request with the principal. If the request is approved, the student shall file a work schedule with the principal. Changes in the schedule shall be reported by the student to the principal. The student shall not begin the new schedule unless the change is approved by the principal.

Vocational or Other Work Experience

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

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

JL Gifts

The giving of gifts between students and staff members is discouraged.

Student Gifts to Staff Members

Students shall be allowed to collect money or purchase gifts for faculty members with the principal's approval.

Faculty Gifts to Students

A gift by a faculty member to an individual student or to classes of students during school hours or on school property shall require prior approval of the principal.

Student Organization Gifts to the School

Student organizations, with prior approval of the organization sponsor and building principal, may donate a portion of the organization's funds to the district. These donations shall require prior board approval.

A gift is defined as any donation, present or endowment in the form of cash, merchandise or personal favor.

Any student organization gift to the district shall become district property when accepted by the board.

Fundraisers

All fundraisers are subject to approval of the administration. Two organizations may have their fundraiser in the fall and two in the spring with prior approval by the office and noted on the district calendar. Those organizations are: Cheer, FFA, FBLA, FCCLA. All class projects must be community service projects with the exception of the junior class magazine sales. Classes are limited to two per year. Classes and organizations are also able to work district concession stands.

JM Contests for Students

No student shall enter any contest as a school representative unless the contest is approved by the KSHSAA or by the administration.

JN Awards

Awards for participation in interscholastic activities shall be limited to those approved by the KSHSAA.

National Honor Society

The National Honor Society is more than a group that honors scholastic achievement. Students who achieve a GPA high enough to be considered will be contacted and asked if they wish to submit an information form. Once the information forms have been turned in, the high school faculty rates each candidate on leadership, service, and character. Students achieving a high enough evaluation are then invited to join the NHS. Failure to comply with the ideals of NHS may result in the student's dismissal.

Royalty Selection

All seniors "in good standing" are eligible to be candidates. The king and queen candidates will not exceed three senior boys and three senior girls. The names of the students will be placed on a ballot and voted on to nominate three candidates. Female members of the student body will nominate the king candidates and male members of the student body will nominate the queen candidates. After three girls and three boys are selected, a vote by the student body will determine the king and queen. All ties will be broken by a coin flip. Student Council is responsible for choosing homecoming themes and activities.

JQ Exceptional Students

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

Concurrent Enrollment

A student enrolled in grades 10, 11, or 12, or a gifted child in grades 9 through 12 who has demonstrated the ability to benefit from participation in the regular curricula of eligible postsecondary education institutions, may apply to the principal for permission to enroll at an eligible postsecondary education institution.

JQA Temporarily Disabled Students

Students who are temporarily disabled by illness, operation, or accident authenticated by a health care provider's order, may be eligible for alternative educational services or accommodations in their regular program which allow for meaningful participation in the program.

Students with injuries which prohibit participation in physical education or other classes shall present to the building principal a health care provider's statement prohibiting such activity.

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

For the purposes of this policy, health care provider shall have the meaning subscribed to it in board policy JGFGBA.

JQE Alternative Arrangements for Nontraditional Students

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

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

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

JQKA Foreign Exchange Students

Foreign exchange students from approved organizations shall be admitted to the district on a tuition-free basis. Other foreign exchange students who meet residency requirements may be allowed to enroll in the district under rules established by the board. Students who enter the country on an F-1 visa shall pre-pay tuition equal to the current cost per pupil as calculated by the State Department of Education.

JR Student Records

All student records shall 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 IDAE, shall be permitted as set forth in board policies JR and JRB.

When records include information on more than one student, the parents/guardians of any student shall have access to copies of that part of the record that pertains to their child. Each school shall establish procedures for the granting of a request by parents/guardians 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, shall have equal rights to their child's records unless a court order specifies otherwise. Private agreements between the student's parents shall not be recognized by the district's personnel.

Parents/guardians 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 have an opportunity for the correction or deletion of any inaccurate, misleading or otherwise inappropriate data contained therein; and to insert into records the parent's/guardian'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 parent/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/guardians of students, or the students if they are 18 years of age or older shall be informed annually by the superintendent of the rights accorded them by this section and

by the Family Educational Rights and Privacy Act. In addition, the public shall be informed annually by the superintendent of the categories of information the institution has determined to be directory information.

JRA Types of Records

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

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

Supplementary records: verified information important in operating the educational system but is of a more sensitive nature and of less historical importance. It includes: test data, such as scores on standardized achievement, aptitude and intelligence tests; observational data such as systematically gathered teacher or counselor evaluations and observations of social and personal assets; clinical findings and verified reports of serious or recurrent deviant behavior patterns; general data such as health data, family background information and educational and vocational plans.

Tentative records: useful information that has not been verified or is not clearly needed beyond the immediate present. It includes unevaluated reports of teachers or counselors that may be needed in ongoing counseling or disciplinary actions.

JRB Release of Student Records

Individual student files are not available for public inspection. Except as provided in IDAE with regard to student records 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 this policy.

Directory Information

Annual notice shall be given to parents and eligible students concerning their rights with regard to student 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 and of the right of the parent or eligible student to opt-out of the release of directory information without prior written consent. The appropriate forms for providing notice shall be on file in the office of the custodian of the educational records.

After giving notice and allowing a reasonable period of time for parents or eligible students to inform the district that any or all of the directory information should not be released without prior written consent, 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 (including student name, address, and telephone listing) available to military recruiters and postsecondary

institutions unless parents or eligible students provide a written request to the district providing that the specified information not be released without prior written consent. Notice of the option to opt-out of the release of recruitment information shall be provided to parents and eligible students in the district's annual notice of rights under the Family Educational Rights and Privacy Act.

For the purposes of this policy, school official means teacher, administrator, other certified employee or board of education. The district may disclose, without the parents or eligible students' consent, personally identifiable information to school officials with a legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support-staff member (including health or medical staff and law enforcement unit personnel); the school board (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 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.

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

- 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 school district will forward student records to such institutions without further notice to the parents or eligible student when the disclosure is initiated by a parent or eligible student or an annual notice provided to parents and eligible students by the district informs them that such records will be automatically disclosed to these institutions for the purposes of enrollment or transfer of the student;
- Authorized persons to whom a student has applied for or from whom a student has received financial aid;
- State and local officials or authorities to whom such information is specifically required to be reported or disclosed pursuant to state statutes;
- Organizations conducting studies for educational agencies for the purpose of developing, validating or administering student tests or programs;
- Accrediting organizations;
- Parents of a student 18 years of age if parents claim the student as a dependent for income tax purposes;
- Appropriate persons if knowledge of any information is necessary to protect the health or safety of the student or other persons in an emergency;
- An agency caseworker or representative of a state or local child welfare agency or tribal organization who has the right to access a student's case plan when such agency or organization is legally responsible for the care and protection of the student and when any further disclosure of such information thereby will be limited in accordance with law;
- In compliance with a lawfully issued subpoena or judicial order.

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

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

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

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

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

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

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

Forwarding Pupil Records

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

JRD Hearing Request

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

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

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

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

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

JS 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 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.

Textbook Rentals

K thru 5th Grades \$15.00

6th thru 12th Grades \$20.00

(Textbook rental will be determined by the board prior to the beginning of school.)

No refunds or reductions will be made for partial years. Students enrolled second semester will be assessed 75% of the rental fee. Books lost or damaged will be replaced by the parent, guardian, or student at the school cost of the book.

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 school board's attorney, and they shall jointly recommend a course of action to the board.

Forwarding Pupil Records

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