

**JA      Goals and Objectives**

**JA**

(See BDA, CM, GAA and JCDA)

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

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

Approved: USD 303 Board of Education July 11, 2022

**JAA Equal Educational Opportunities (cf. GAAA)**

**JAA**

It is the policy of the board to offer an educational program which attempts to meet the needs of the students of the district. All school personnel will be encouraged to utilize the suggestions of students in the development and formulation of policies, rules and regulations which are directly related to student concerns. All administrators and teachers, in developing curriculum and activity program recommendations for the consideration of the board, shall give a high priority to the meeting of individual student needs in the overall context of school concerns.

Approved: USD 303 Board of Education May 4, 1992

**JB      Attendance**

**JB**

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

The superintendent shall include attendance data in an annual report to the board. Attendance problems shall be reported to the board as necessary.

Approved: USD 303 Board of Education February 8, 2016

## **JBC Enrollment (See IIBGB, JBCA, JBCB, JBCC and JQKA)**

**JBC**

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

### 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.

### Nonresident Students

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

### 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

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

- Is also enrolled in a nonaccredited private elementary or secondary school or in any other private, denominational, or parochial school as required by law;
- requests to enroll part-time in the school district; and
- meets the age of eligibility requirements for school attendance.

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

Part-time students, other than those specified previously in this policy may enroll with the administration's permission if they complete all paperwork in a timely fashion. Such 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 junior high 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.

Approved: USD 303 Board of Education July 10, 2023

## **Enrollment of Nonresident Students**

**JBCC**

(See JBC, JBCA, JBCB, and JQKA)

Kansas law requires the board to allow nonresident students to enroll in and attend the schools of the district if the board's capacity determination finds there are open seats for such students. In order to determine the district's capacity to accept nonresident students at each grade level in each district school, the board has adopted this policy.

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

### Definitions

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

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

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

"Nonresident student" means a student who is enrolled and in attendance at or seeking to enroll and attend a school located in a district where such student is not a resident.

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

"Person acting as parent" means:

- A. A guardian or conservator; or
- B. a person, other than a parent, who:
  - i. Is liable by law to maintain, care for or support the child;
  - ii. has actual care and control of the child and is contributing the major portion of the cost of support of the child;

- iii. has actual care and control of the child with the written consent of a person who has legal custody of the child; or
- iv. has been granted custody of the child by a court of competent jurisdiction.

"Receiving school district" means a school district of nonresidence of a student who attends school in such school district.

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

#### Determining Capacity for Nonresident Enrollment

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

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

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

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

- Present building or program student-teacher ratios;
- projected enrollment shifts based on the resident student population, which may include a percentage adjustment for anticipated growth or decline based on documented enrollment trends;



## **Enrollment of Nonresident Students**

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- anticipated demand for particular courses or programming; and
- maximum capacity of the classroom and associated learning, activity, and common area spaces.

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

- Capacity based on the study conducted by the superintendent or the superintendent's designee;
- the number of students expected to attend school in the school district; and
- the number of open seats available to nonresidents at each grade, building, or program level.

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

From June 1 through June 30, district administration shall accept applications from nonresident students.

If the number of applications for a grade level in a school building is less than the number of available seats for that grade level in the school building, the nonresident students shall be accepted for enrollment and attendance at the school district, except as provided below for nonresident students regarding continued enrollment.

If the number of applications for a grade level in a school building is greater than the number of available seats for the grade level in the school building, district administration shall randomly select nonresident students using a confidential lottery process. This process shall be completed on or before July 15 of each year.

The district shall provide to the parent or person acting as a parent of a nonresident student who was not accepted for or denied enrollment at such school district the reason for the nonacceptance or denial and an explanation of the nonresident student selection process.

**Priority in Filling Open Seats**

Subject to having capacity to enroll nonresident students, the district shall give priority in enrollment to the following nonresident students, who shall receive open seats without necessity of being selected through the open-seat lottery:

- Any sibling of a nonresident student who was accepted to enroll in and attend school in the district, with priority given when the nonresident student is first accepted and, if necessary, at any other time the district considers transfer applications;
- any nonresident student who is a military student as defined in K.S.A. 72-5139, with priority given when the student is first accepted and, if necessary, at any other time the district considers transfer applications;
- any child who is in the custody of the Department for Children and Families and who is living in the home of a nonresident student who transfers to the district;

Nonresident students may be denied enrollment if:

- The student meets the definition of chronically absent in their current district
- The student has been expelled and/or suspend (ISS or OSS) for any reason in the last 12 months
- The student has been long term expelled for drug possession/use on school property, violent acts against students or staff, and/or possession of a weapon on school property at anytime during the student's education
- The student is not currently in good standing in his/her current school, and/or is not on course to graduate with his/her current cohort.

Nonresident students that unenroll from USD 303 of their own volition without a boni-fide move, may be denied reenrollment.

- any nonresident student who has a parent or person acting as parent employed by the district shall be permitted to enroll in and attend school in the district as if the student is a resident of the district while the parent or person acting as a parent remains employed by the district;

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- any nonresident students residing outside of the state of Kansas but attending school in the district during the 2023-2024 school year shall be treated as if resident students and not required to apply for nonresident status, although continued enrollment may be evaluated each year under the factors outlined below; or
- any child who is experiencing homelessness shall be permitted to enroll in and attend the school district of origin or the school district of residence.

If one of these exceptions no longer applies to the student, the student's enrollment status would be subject to review under the terms for continued enrollment under this policy.

### Prohibitions Regarding Open Enrollment Provisions of this Policy

The district shall not:

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

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

### Transportation of Nonresident Students

The district, by virtue of being a receiving school district of a nonresident student, shall not be required to provide transportation to nonresident students unless otherwise required to do so by state and/or federal law, as a related service through a student's individualized education program, or as an accommodation pursuant to the student's Section 504 plan. If space is available on district transportation vehicles, the district may assign nonresident students **an existing bus route** to and from which transportation may be provided by the district for nonresident students. The district

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shall ensure that transportation for nonresident homeless students is provided comparably to that of housed students.

### KSHSAA Eligibility

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

### Information Share with the Kansas State Department of Education

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

### Nonresident Student Continued Enrollment

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

Except as otherwise specified herein, nonresident students who have previously been accepted for enrollment by the school district will be allowed to continue enrolling in the district as specified above. The district will not require parents to resubmit a new application each school year and will advance the previous application of an enrolled student amending only the grade placement of the student unless the district provides notification to the parent, person acting as a parent, or student that enrollment is not going to be continued for the upcoming school year for reasons specified as follows.

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

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

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

- The nonresident student failed to maintain a 90% attendance rate in the last school year, excluding excused absences under board policy JBD and/or any relevant student handbook language;
- the nonresident student or the student's parent or person acting as a parent provided false or fraudulent information in the application process;
- the nonresident student is not a resident of Kansas;
- the student is currently under a period of suspension or expulsion from any Kansas school district, and such suspension or expulsion will not expire until after the next school year has begun.
- the student has had three or more out of school suspensions in the current school year, excluding suspensions a manifestation determination determined to be a manifestation of the student's disability or a failure on the part of school staff to implement an individualized education program, Section 504 plan, or behavior intervention plan; or
- the student has been given a long-term suspension or expulsion by the district in the current school year.
- the student fails to meet adequate yearly progress to remain with his/her graduating cohort class
- the student fails to pay all incurred fees during the school year

**Enrollment of Nonresident Students****JBCC-8**

Parents shall be informed of any administrative decision not to continue enrollment of a nonresident student no later than June 1.

Approved: USD 303 Board of Education July 10, 2023

## **HOMEBOUND STUDENTS**

### **Policy JBC – Enrollment – transfers from Non-Accredited Schools**

Students transferring from non-accredited schools shall be tested to determine grade level placement. Placement will be made by the principal after consultation with the parents or guardians, and guidance personnel. Criteria for final placement shall include past educational experience and successful performance and/or examination at the level of initial assignment.

## **ELEMENTARY SCHOOL STUDENTS**

1. Non-accredited Students
  - a. Students may enter grades one to eight (1-8) at any time upon the basis of credentials submitted from other school systems.
  - b. Students who enter Ness City Elementary School from non-accredited schools or from accredited non-graded schools where students are not assigned to a specific grade.

When the above conditions exist for incoming students, the following procedure will be used:

1. The student will be administered a battery of tests in reading, math, written expression and/or other tests as recommended by the student's placement committee.
2. The placement committee will be established to review the test data and make a placement decision. If the committee feels they need additional information other than that obtained from the initial testing, they may request additional testing be completed. Other information to be used in making the decision shall include input from the sending school, parent input, observation by committee members, age, social maturity and physical size.
3. The placement committee shall consist of:
  - a. Principal
  - b. Three classroom teachers – one at the age equivalent grade level and one at the grade level on either side of the age equivalent grade level.
  - c. School counselor
  - d. School psychologist
  - e. All individuals administering the tests

The placement committee shall make its decision as soon as possible, however, until that decision is made, the student will be enrolled in the age-appropriate grade level.

## **GRADE PROMOTION and CLASSIFICATION**

Pupils in grades one to eight (1-8) are promoted on the basis of the teachers' estimate of the work done by the pupil and such evidence of mental capacity and ability as the school system is able to gather. Pupils entering from other school systems must be given an adequate trial in the grades to which they are assigned by the other school systems. Subject matter and intelligence tests are used as an aid in classification. The results of such tests and the teachers' judgment of work being done in the grade to which the pupil is temporarily assigned will form the basis of permanent classification.

**SECONDARY SCHOOL STUDENTS**

1. Four Year Period. The period of secondary education comprises grades nine through twelve (9-12). For curriculum purposes, the entire four-year period is considered as one unit.
2. Senior High School Entrance

Students may enter the senior high school:

- a. When regularly transferred from an accredited high school or junior high school and/or upon successful completion of 8<sup>th</sup> grade work.
- b. By special promotion or transfer, on joint recommendation of the junior and senior high school principal, when it is clear that they will profit more by senior high school work.
- c. Students entering the school system from non-accredited schools will be required to establish, through objective means, credit to be received for specific subject areas for grades 9-12. Students shall be placed at a level consistent with mastery of established objectives. Placement will be at the appropriate level of achievement as determined by guidelines as set forth by USD 303.

High school credit will be granted only on the basis of objective testing for each unit or part-unit course. Objective testing may consist of standard test(s) and/or teacher made tests which will be administered by USD 303. Such objective testing will be consistent with established objectives as set forth by USD 303. No credit will be given for any course which is normally a laboratory course involving practical application of the skills or data learned in the course unless there is clear documentation of the student having satisfactorily participated in such laboratory experiences consistent with and equivalent to the USD 303 course requirements. The teacher(s), in consultation with the school administration, will evaluate the student's performance and any objective testing which is administered and determine if the level of achievement is consistent with expected achievement level of student having taken such courses. Placement may also take into consideration age, physical size, and social maturity of the student. As practical application, the student must attain a passing grade, as determined by the subject area teacher(s) before credit will be considered. The level of expectations shall be made known to the student prior to the test. The teacher(s) and administrator may determine that there are extenuating circumstances which justify an alternative achievement level, such as demonstrated accomplishments related to course objectives which might be allocated a differential weight for determining competence.



For the purpose of this policy, laboratory courses shall include, but not be limited to the following:

- a. Vocational Courses
- b. Home Economics
- c. General Shop (all levels)
- d. Art (all levels)
- e. Lab Science (Biology, Physics, etc.)
- f. Band
- g. Vocal Music
- h. Journalism and Yearbook
- i. Computer Sciences
- j. Physical Education
- k. Driver Education
- l. Business Education (Typing, Accounting, etc.)

In order to be eligible for consideration of any waiver of graduation requirements, a student must:

- a. Have received their most recent twelve (12) credits from an accredited high school.
- b. Have attended Ness City High School for two years prior to the date of graduation.

Initial grade placement or credit may be on a probationary basis subject to final evaluation for determination of final grade placement or credit.

3. Classification of Senior High Students. The minimum credit for individual grade classification (as of September of each year) is as follows:

- A. Grade 10 – 5 credits
- B. Grade 11 – 10 credits
- C. Grade 12 – 17 credits

Note: The school will cooperate with district patrons by allowing any student(s) who is home school to take any and all standardized tests that are administered by the district. All testing shall take place in the appropriate school building at a time selected by the building principal.

**JBCA Homeless Students****JBCA**

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.

Approved: USD 303 Board of Education January 9, 2017

## **Homeless Student Regulations Required by Federal and State Law**

**JBCA**

Homeless students shall, by definition include the following:

1. Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters or are abandoned in hospitals;
2. Children and youth who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.
3. Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.
4. Migratory children who meet one of the above-described circumstances.

### Enrollment/Placement (See JBC)

The district, according to the child's or youth's best interest, shall either continue the child's or youth's education in the school of origin for the duration of homelessness in any case in which: 1) a family becomes homeless between academic years or during an academic year; and 2) for the remainder of the academic year, if the child or youth becomes permanently housed during an academic year; or enroll the child or youth in any public school that nonhomeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

### School Stability

In determining the best interest of the child or youth, the district homeless student liaison shall:

1. Presume that keeping the child or youth in the school of origin is in the child's or youth's best interest, except when doing so is contrary to the request of the child's or youth's parent or guardian, or (in the case of an unaccompanied youth) the youth;
2. Consider student-centered factors related to the child's or youth's best interest, including factors related to the impact of mobility on achievement, education, health, and safety of homeless children and youth, giving priority to the request of the child's or youth's parent or guardian or (in the case of an unaccompanied youth) the youth;

## **Homeless Student Regulations Required by Federal and State Law**

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3. If, after conducting the best interest determination based on consideration of the presumption in clause (1) and the student-centered factors in clause (2), it is determined that it is not in the child's or youth's best interest to attend the school or origin or the school requested by the parent or guardian, or (in the case of an unaccompanied youth) the youth, provide the child's or youth's parent or guardian or the unaccompanied youth with a written explanation of the reasons for its determination, in a manner and form understandable to such parent, guardian, or unaccompanied youth, including information regarding the right to appeal such determination; and
4. In the case of an unaccompanied youth, ensure that the district homeless student liaison assists in placement or enrollment decisions under this subparagraph, gives priority to the views of such unaccompanied youth, and provides notice to such youth of the right to appeal.

### **Immediate Enrollment**

The school selected shall immediately enroll the homeless child or youth, even if the child or youth:

1. Is unable to produce records normally required for enrollment, such as previous academic records, records of immunization and other required health records, proof of residency, or other documentation; or
2. Has missed application or enrollment deadlines during any period of homelessness.

### **Relevant Academic Records**

The enrolling school shall immediately contact the school last attended by the child or youth to obtain relevant academic and other records.

### **Relevant Health Records**

If the child or youth needs to obtain immunizations or other required health records, the enrolling school shall immediately refer the parent or guardian of the child or youth, or (in the case of an unaccompanied youth) the youth, to the district homeless student liaison, who shall assist in obtaining necessary immunizations or screenings, or immunization or other required health records.

**Records**

Any record ordinarily kept by the school, including immunization or other required health records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, regarding each homeless child or youth shall be maintained so that the records involved are available, in a timely fashion, when a child or youth enters a new school or school district and in a manner consistent with the Family Educational Rights and Privacy Act. See policies JR through JRD.

**Enrollment Disputes**

If a dispute arises over eligibility, school selection, or enrollment in a school:

1. The child or youth shall be immediately enrolled in the school in which enrollment is sought (whether sought by the parent, guardian, or unaccompanied youth), pending final resolution of the dispute, including all available appeals;
2. The parent or guardian of the child or youth or (in the case of an unaccompanied youth) the youth shall be provided with a written explanation of any decisions related to school selection or enrollment made by the school, the local educational agency, or the State educational agency involved, including the rights of the parent, guardian, or unaccompanied youth to appeal such decisions; and
3. The parent, guardian, or unaccompanied youth shall be referred to the district homeless student liaison, who shall carry out the dispute resolution process as expeditiously as possible after receiving notice of the dispute.

**Placement Choice**

The choice regarding placement shall be made regardless of whether the child or youth lives with the homeless parents or has been temporarily placed elsewhere.

**Privacy**

Information about a homeless child's or youth's living situation shall be treated as a student education record, and shall not be deemed to be directory information, under policy JRB.

**Contact Information**

Nothing shall prohibit the district from requiring a parent or guardian of a homeless child or youth to submit contact information.

**Definition**

The term “school of origin” means the school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including a preschool.

When the child or youth completes the final grade level served by the school of origin, the term “school of origin” shall include the designated receiving school at the next grade level for all feeder schools.

**Comparable Services**

Each homeless child or youth shall be provided services comparable to services offered to other students in the school selected, including:

1. Transportation services;
2. Education services for which the child or youth meets the eligibility criteria, such as services provided under title I of the Elementary and Secondary Education Act of 1965 or similar state or local programs, educational programs for children with disabilities, and educational programs for English learners;
3. Programs in career and technical education;
4. Programs for gifted and talented students; and
5. School nutrition programs.

**Coordination**

The district shall coordinate the provision of services under these regulations with the Department for Children and Families and other agencies or entities providing services to homeless children and youths and their families, including services and programs funded under the Runaway and Homeless Youth Act (42 U.S.C. 5701 et seq.), and transportation, transfer of school records, and other interdistrict activities, with other local educational agencies.

**Housing Assistance**

If applicable, the district shall coordinate with state and local housing agencies responsible for developing the comprehensive housing affordability strategy to minimize educational disruption for children and youths who become homeless.

The coordination required shall be designed to:

1. Ensure that all homeless children and youths are promptly identified;
2. Ensure that all homeless children and youths have access to, and are in reasonable proximity to, available education and related support services; and

## **Homeless Student Regulations Required by Federal and State Law**

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3. Raise the awareness of school personnel and service providers of the effects of short-term stays in a shelter and other challenges associated with homelessness.

### Homeless Children and Youths with Disabilities

For children and youths who are both homeless and eligible for services under the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.), the district shall coordinate the provision of services under these regulations with the provision of programs for children with disabilities served by the district and other involved local educational agencies.

### District Homeless Student Liaison

The board designates annually an individual to act as the district's homeless student liaison (refer to current Appointments approved by Board). The district shall inform school personnel, service providers, and advocates working with homeless families of the duties of this liaison. The district homeless student liaison shall ensure:

1. Homeless children and youths are identified by school personnel through outreach and coordination activities with other entities and agencies;
2. Homeless children and youths are enrolled in, and have a full and equal opportunity to succeed in, district schools;
3. Homeless families and homeless children and youths have access to and receive educational services for which such families, children, and youths are eligible, including services through Head Start programs (including Early head Start programs) under the Head Start Act (42 U.S.C. 9831 et seq.), early intervention services under part C of the Individuals with Disabilities Education Act (20 U.S.C. 1431 et seq.), and other preschool programs administered by the local educational agency;
4. Homeless families and homeless children and youths received referrals to health care services, dental services, mental health and substance abuse services, housing service, and other appropriate services;
5. The parents or guardians of homeless children and youths are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.

## **Homeless Student Regulations Required by Federal and State Law**

**JBCA-6**

6. Public notice of the educational rights of homeless children and youths is disseminated in locations frequented by parents or guardians of such children and youths, and unaccompanied youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form understandable to the parents and guardians of homeless children and youths, and unaccompanied youths;
7. Enrollment disputes are mediated in accordance with these regulations;
8. The parent or guardian of a homeless child or youth, and any unaccompanied youth, is fully informed of all transportation services, including transportation to the school of origin, and is assisted in accessing transportation to the school that is selected;
9. School personnel providing services under these regulations receive professional development and other support; and
10. Unaccompanied youths:
  - a. Are enrolled in school;
  - b. Have opportunities to meet the same challenging state academic standards as Kansas establishes for other children and youth; and
  - c. Are informed of their status as independent students under federal law regarding student financial assistance for higher education acquisition and that the youths may obtain assistance from the district homeless student liaison to receive verification of such status for purposes of the Free Application for Federal Student Aid.

The liaison shall also work with the state coordinator for education of homeless children and youth to request and receive needed technical assistance and monitoring to ensure the district complies with federal and state law regarding homeless students. Similarly, the liaison will coordinate with the state coordinator in order to provide professional development opportunities for district personnel to aid them in identifying and meeting the needs of homeless children and youths and will respond to inquiries from parents, guardians, and homeless children and youths to ensure they are provided with the full protection of the law and services they are due.

### Notice

The district shall inform school personnel, service providers, advocates working with homeless families, parents and guardians of homeless children and youths, and homeless children and youths of the duties of the district homeless student liaison, and publish annually updated contact information for the liaison on the district's website.



**Local and State Coordination**

The district homeless student liaison, as a part of assigned duties, shall coordinate and collaborate with state coordinators, the community, and school personnel responsible for the provision of education and related services to homeless children and youths. Such coordination shall include collecting and providing to the state coordinator the reliable, valid, and comprehensive data.

**Homeless Status**

The district homeless student liaison may affirm, without further agency action by the Department of Housing and Urban Development, that a child or youth who is eligible for and participating in a program provided by the district, or the immediate family of such a child or youth, who meets the eligibility requirements, is eligible for such program or service.

**Dispute Resolution Process**

A complaint regarding the placement or education of a homeless child or youth shall first be presented orally and informally to the district's homeless student liaison. If the complaint is not promptly resolved, the complainant may present a formal written complaint (grievance) to the homeless student liaison. The written complaint must include the following information: date of filing, description of concerns, the name of the person or persons involved, and a recapitulation of the action taken during the informal charge stage. Within five (5) working days after receiving the complaint, the student liaison shall state a decision in writing to the complainant, with supporting evidence and reasons. In addition, the student liaison will inform the superintendent of the formal complaint and the disposition.

**Transportation (See EDAA, JBC and JGG)**

If it is in the best interest of the homeless child or youth to attend the school of origin, transportation to and from that school will be provided at the request of the parent or guardian or, in the case of an unaccompanied youth, the homeless coordinator. If the student's temporary housing is outside the attendance area of the school of origin, then the district will work with the school of origin to agree on a method to apportion the responsibility and costs for transporting the child. If an agreement cannot be reached, the costs will be shared equally.

## COMPLAINT FORM

### PROGRAMS FOR HOMELESS STUDENTS

*(Assignment to a School Other than School of Origin/School Requested by the Parent)*

After reviewing the situation, it would be in the best interest of your child or youth to be educated at

\_\_\_\_\_.

Explanation of decision: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If you so choose, you may appeal this decision in the following manner:

You may verbally and informally state your complaint to the district's homeless student liaison. If the complaint is not promptly resolved, you may complain in writing to the district homeless student liaison. You must include the following information: date of filing, description of the complaint, the name of the person or persons involved and an explanation of the action taken during the informal charge stage. Within five (5) working days after receiving the complaint, the liaison will provide you a written decision, with supporting evidence and reasons. In addition, the liaison will inform the superintendent of the formal complaint and the result.

Approved: USD 303 Board of Education January 9, 2017

## **JBCB Foster Care Students**

**JBCB**

The district, in accordance with state and federal law and the Kansas state plan, will ensure 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.

### Mobile Crisis Helpline

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

- Problem solving to resolve behavioral health crisis;
- Referral to community resources or recommendation to engage in stabilization services;
- In-person support via mobile crisis response; and
- Contacting mobile crisis response unit to assist in emergency situations.

Services are available to all Kansans 20 years or younger including anyone in foster care or formerly in foster care.

Approved: USD 303 Board of Education January 10, 2022

The Every Student Succeeds Act (“ESSA”) addresses additional protections for students in foster care and establishes a system of joint responsibility for school districts, the Kansas State Department of Education (“KSDE”), and the Kansas Department for Children and Families (“DCF”) to ensure the educational stability of students in foster care.

For the purposes of these 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. This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child-care institutions, and pre-adoptive homes.

#### Transportation of Students in Foster Care

ESSA requires each Kansas school district to collaborate with child welfare agencies, such as DCF and tribal child welfare agencies, to develop and implement clear, written procedures for how transportation to maintain a student in foster care in his or her school of origin (when in the student’s best interest) will be provided, arranged, and funded. The procedures must ensure that the transportation will be provided promptly, in a cost-effective manner, and in accordance with federal law. Also, they must address how additional costs will be absorbed. Therefore, if there are any additional costs incurred to maintain a foster care student in his or her school of origin, the district will provide the transportation if:

1. DCF agrees to reimburse the district for the additional costs;
2. The district agrees to pay the additional costs; or
3. DCF and the district split the additional costs.

Upon request, the district will provide an assurance to KSDE that the district has transportation procedures meeting the above requirements.

#### Additional Costs

“Additional costs” reflect the difference between what the district would spend to transport a student to the assigned school and the cost of transporting a student in foster care to his or her school of origin. Title I, Part A funds may be used to pay for additional transportation costs in Title I districts.

School of Origin

The “school of origin” is the school in which a student is enrolled at the time of placement in foster care or of a change in placement. A student in foster care is entitled to remain enrolled in his or her school of origin unless it is determined not to be in the student’s best interest to stay at that school.

Best-Interest Determination

DCF will make the final decision regarding whether it is in a student’s best interest to remain in the school of origin. District staff may be asked to provide information on the “educational best interest” of the student to support educational decision-making based on what is best for the student academically. For students receiving special education and related services under the Individual with Disabilities Education Act or for students on Section 504 accommodation plans, it is recommended that relevant team members should be consulted in the best interest determination process, as the district will still be required to ensure compliance with Least Restrictive Environment requirements.

The United States Department of Education has provided a list of factors that may be considered in determining the student’s educational best interest, which include appropriateness of the current setting, proximity of placement to school attendance centers, the child’s preference, the parents’ preference, the child’s attachment to the school of origin, where siblings will be placed, and the availability of needed services. The “best-interest determination” may not be made based on transportation costs or funding.

District Foster Care Liaison

The “district foster care liaison” is a district employee who facilitates the enrollment in or transfer to a public school of a student in the district who is a ward of the state. The district’s foster care liaison is considered the designated point of contact for collaboration with DCF on transportation procedures.

Child Welfare Agency

In Kansas, DCF is the regular child welfare agency for collaboration on transportation procedures. The Child Protective Services (“CPS”) division of DCF will typically be the division that works with the district on issues related to students in foster care, however, tribal child welfare agencies may also be involved with this process. Therefore, whenever DCF is used in these regulations, it may be deemed to apply to any child welfare agency based on the circumstances.

Child Welfare Contact

The district, if receiving Title I, Part A funds, must collaborate on transportation procedures with the DCF-designated contact if DCF notifies the district in writing that DCF has designated an employee to serve as a point of contact for the district.

Approved: USD 303 Board of Education January 9, 2017

**JBCBA Automated External Defibrillators (AED)****JBCBA**

If the board approves their use in district schools and other facilities, automated external defibrillators shall be used only by qualified persons as required by law.

To be qualified, a district employee shall have completed all training, and have demonstrated proficiency in the use of the AED as required by current law. The district and qualified person/s designated by the board shall be immune from civil liability for operation of an automated external defibrillator.

Approved: USD 303 Board of Education December 15, 2004

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

1. Each time a student is absent, parents will contact the high school office at 798-3991 or the elementary school office at 798-2222 to explain the reason for the absence. Calls will be initiated as necessary to verify absences.
2. The principal or his designee will determine if any absence is excused or unexcused.

Generally, excused absences will fall in one of the following categories:

- Personal illness (beginning with the 6<sup>th</sup> absence due to personal illness, a note from a medical provider must be presented to the school for the absence to be considered excused)
  - An unforeseen or uncontrollable natural occurrence
  - A death in the immediate family
  - Family or personal emergencies verified as such by the principal or his designee
  - Doctor or dental appointments that cannot be scheduled outside the school day
  - Participation in school-sponsored academic or extra-curricular functions
  - Religious activities verified by parents to the principal or his designee
3. Students cutting classes will make up two hours for each hour missed. Generally, students well enough to meet job commitments will be expected to meet school commitments. Students and parents who are in doubt whether an absence will be excused or unexcused are encouraged to contact the principal or his designee prior to the planned absence. Cutting class is defined as being absent from the entirety of a class period without permission from the classroom teacher or school administration, and the student's parent has not notified the school of the student's absence.
  4. Students who are unexcusably absent from Ness City Schools for either three consecutive days or five or more days in any given semester shall be considered truant as defined by KSA 72-113.



5. Upon accumulation of a 3<sup>rd</sup> unexcused absence in a semester as determined by building administration, a letter will be sent to the parent to inform them of the attendance policy, and consequences for continued unexcused absences. Upon the accumulation of a 6<sup>th</sup> unexcused absence in a semester as determined by building administration, the student and his/her parent/guardian will be required to attend the next regularly scheduled Board of Education meeting to request an attendance waiver. The Board of Education will layout the process each individual student must follow to obtain an attendance waiver for the school year. Failure of the student to obtain an attendance waiver will result in the loss of credit for class and/or retention in the current grade. All out of school suspensions will count as unexcused absences.
6. Students who are absent any portion of the school day due to illness shall be excluded from participation in all school-related activities on that day. Exception may be granted at the discretion of the administration.
7. Absences for family vacations and other such non-school group activities must be arranged in advance if such absences are to be excused. Arrangements to complete work missed during planned absences must be made at least three days in advance of the absence. A Request to be Absent form will be completed and returned to the office indicating that arrangements have been made to complete work.

#### Procedure for Re-Admittance

Following an absence, the following procedures will apply:

1. Office personnel will verify contact with parents concerning absences.
2. Students in grades K-6 who have been absent will pick up an admit slip from the elementary office before reporting to class. All students must also have a pass from the office to leave the building.
3. Students will have a maximum of one day more than the total number of days missed to make up work. A zero will be recorded in each class where work is not made up within the allotted time. Example: A student is absent for two days (Wednesday and Thursday). He/she will have three days (Friday, Monday and Tuesday) to complete make-up work for all classes missed. This applies to all excused absences.
4. Students in attendance when tests are announced will be expected to take the test as scheduled or on the first date selected by the teacher.

5. Should a pattern of absences occur which the administration deems excessive, future absences may be recorded as unexcused unless written verification from a doctor is obtained.
6. Students will be held responsible for keeping track of their admit slip until all teachers (except substitutes) have recorded make-up assignments and initialed the slip.
7. Under unusual circumstances, parents may request an extension of time allowed to complete make-up work. This request shall be directed to the principal or his designee.

Significant Part of a School Day

A significant part of a school day is defined as one or more hours.

The days a student is suspended or expelled shall not be counted as unexcused absences in allowing make-up work, since the loss of those days have already served as the basis for a penalty for the behavior causing the suspension or expulsion.

Make-Up Work

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

Approved: USD 303 Board of Education July 11, 2022

**JBE Truancy (See AEB, IDCE, JBD, and JQ)****JBE**

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

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

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

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

Waiver of Compulsory Attendance Requirements

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

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

Involvement of Law Enforcement

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

Approved: USD 303 Board of Education February 13, 2023

## WAIVER OF COMPULSORY ATTENDANCE FORM

I, \_\_\_\_\_, understand that pursuant to Kansas law,  
Name of Parent(s) or Person Acting as Parent  
\_\_\_\_\_ is required to attend school until he/she  
Name of Student  
receives a high school diploma or general educational development (GED) credential or reaches  
the age of 18, whichever occurs first.

Pursuant to KSA 72-3120, as amended, USD 303 encourages \_\_\_\_\_  
Student's Name  
to remain in school or to pursue an education alternative.

The academic skills listed below have not been achieved by \_\_\_\_\_:  
Student's Name

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Based on information attached, I understand the difference in future earnings power between a  
high school graduate and high school drop out.

The school has indicated to me and to my child that \_\_\_\_\_ is encouraged  
to attend one of the following alternative educational programs:

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The undersigned, hereby give(s) written consent to allow \_\_\_\_\_  
Name of Student  
who is \_\_\_\_\_ 16 or \_\_\_\_\_ 17 years of age, to be exempt from the Kansas compulsory attendance  
requirement and state I/we have attended the final counseling session conducted by USD 303 in  
which the aforementioned information was presented to us.

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Signature of Student

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Date

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Signature of Parent(s) or Legal Guardian

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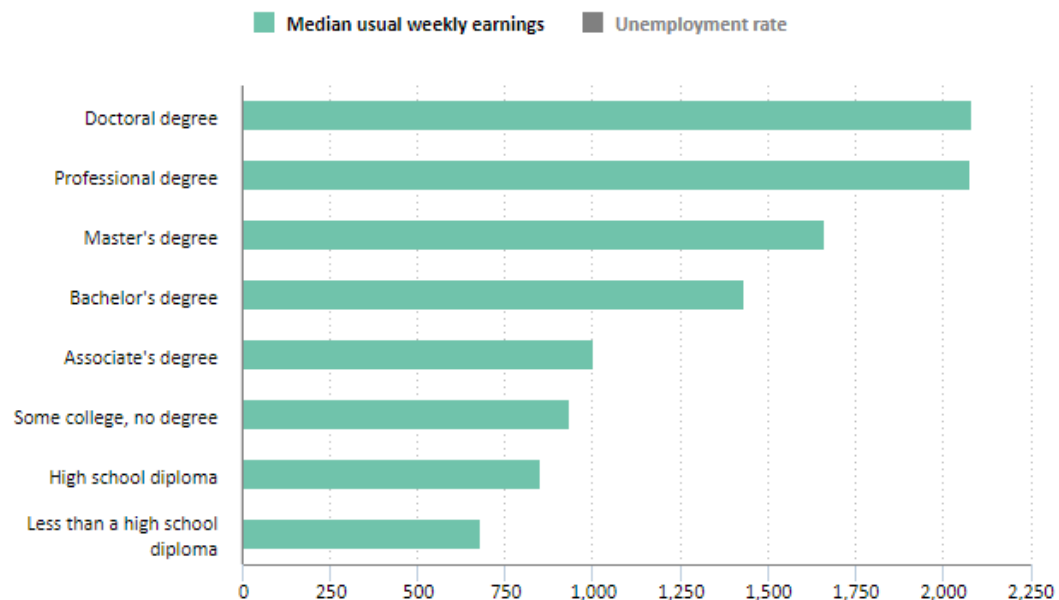
Date

## Earnings and unemployment rates by educational attainment, 2022

Educational attainment	Median usual weekly earnings	Unemployment rate
Doctoral degree	\$2,083	1.0%
Professional degree	2,080	1.4
Master's degree	1,661	1.9
Bachelor's degree	1,432	2.2
Associate's degree	1,005	2.7
Some college, no degree	935	3.5
High school diploma	853	4.0
Less than a high school diploma	682	5.5

Note: Data are for persons age 25 and over. Earnings are for full-time wage and salary workers.  
Source: U.S. Bureau of Labor Statistics, Current Population Survey.

### Earnings and unemployment rates by educational attainment, 2022



Click legend items to change data display. Hover over chart to view data.

Note: Data are for persons age 25 and over. Earnings are for full-time wage and salary workers.

Source: U.S. Bureau of Labor Statistics, Current Population Survey.



**JBG Readmissions****JBG**

Students whose enrollment has been terminated, either voluntarily or otherwise, may be readmitted by following the procedures established by the board.

Approved: USD 303 Board of Education May 4, 1992

**JBG-R Readmissions****JBG- R**

At the appropriate time, all applications for readmission to school shall be submitted in writing to the building principal. If the student applying for readmission has been previously expelled from the school, the principal shall attempt to establish communication with the parent or guardian and to counsel with both parents and student concerning readmission. If the student who is applying for readmission has previously withdrawn, either formally or otherwise, the principal or counselor shall assist the student in planning a schedule, in obtaining the necessary books and supplies and in being reestablished as an active participant in the school program.

Approved: USD 303 Board of Education May 4, 1992

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

Building principals will not release a student during the school day except to a student's lawful parent or custodian as defined by Kansas law and whose identification is verified to the satisfaction of the principal or upon written or verbal request of a parent or lawful custodian. The name, address and telephone number of the parent or lawful custodian shall be entered on the permanent record of the student in accordance with board policy JBC and JBH-R.

At the time of school enrollment and admission, the building principal shall complete the student's permanent record from which will identify the student's legal name and the name, address and telephone number of the student's parents or lawful custodian(s). (cf. JBC)

Before releasing a student during the school day, the building principal shall be responsible for the verification of the identity of any parent or lawful custodian or anyone seeking release of a student.

If the principal is not satisfied with the identification of the person seeking release of a student, he may refuse to grant the release.

Approved: USD 303 Board of Education May 4, 1992



**JCAA Due Process****JCAA**

When appropriate circumstances dictate, students will be afforded due process as required by current law.

Approved: USD 303 Board of Education May 4, 1992

## **JCAB Searches of Property**

**JCAB**

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

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

### Searches of Lockers

Lockers in the district schools shall be under the 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.

Approved: USD 303 Board of Education February 9, 2015

## **JCABB Searches of Students**

## **JCABB**

Principals are authorized to search students if there is reasonable suspicion that district policies, rule 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.

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 refused to cooperate, the principal may take disciplinary action and/or seek assistance from law enforcement. (see JDD and JCAC)

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 rule, it shall be construed so as to include the superintendent "or designated representative.")

Approved: USD 303 Board of Education February 8, 2016

## **JCAC Interrogation and Investigations (See EBC and GAAD)**

**JCAC**

Building administrators and 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 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.

### Coordination with Law Enforcement

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

### Notification of Investigations Conducted by Law Enforcement Officers

When law enforcement officers initiate an investigation involving questioning of a student(s) 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 or designee shall make reasonable attempts 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 questioning of a student, the principal or designee shall 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 or involving the student's identity, school staff shall follow the procedures outlined in board policy GAAD instead of the requirements of this policy. (See GAAD)

**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 or the 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 and/or law enforcement as a result of allegations of abuse or neglect. And there is reason to believe sharing the information may lead to harm of the child or others. Except as provided above and/or as specified in a court order or arrest warrant, if a student has been taken into custody by a law enforcement 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.

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.

Approved: USD 303 Board of Education July 11, 2022

**JCB Policies and Rules Development Involvement****JCB**

The board shall consider ideas and recommendations of students of the school system in adopting policies, rules and regulations governing the conduct of students and their rights and responsibilities.

Approved: USD 303 Board of Education May 4, 1992

**JCB-R Policies and Rules Development Involvement****JCB-R**

Each building principal shall develop a plan whereby students may present their ideas in regard to rules and regulations governing their conduct. At least once each year principals may submit ideas and suggestions to the superintendent for consideration by the board.

Approved: USD 303 Board of Education May 4, 1992



**JCD    Conduct****JCD**

Students shall assume their share of responsibility in maintaining a positive school climate in all classes and activities.

Approved: USD 303 Board of Education May 4, 1992

**JCDA Student Conduct****JCDA**

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. A copy of current rules shall be filed with the State Board of Education.

Approved: USD 303 Board of Education August 9, 2006

**JCDA-R Student Conduct****JCDA-R**

The rules of conduct shall be published in student handbooks. (See JA)

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

Approved: USD 303 Board of Education August 9, 2006

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

**JCDAA**

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

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

The following definitions apply to this policy.

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

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

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

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

Approved: USD 303 Board of Education July 13, 2020

**JCDAB Alcohol Use (cf. JCDA, JDD)**

**JCDAB\**

The consumption and/or possession of any alcoholic beverage by students is prohibited in any attendance center, on school grounds or at any school-sponsored activity.

Any student who consumes alcoholic beverage before entering any school grounds or attendance center, at any school-sponsored activity off school grounds or traveling to and from any school-sponsored activity, shall be refused entrance and admission and may be suspended or expelled in accordance with the provisions of JDD and state law.

District personnel may refer students to any medical, treatment or social service agency when such student is reasonably believed to be abusing or incapacitated by the use of alcohol or other drugs.

Approved: USD 303 Board of Education may 4, 1992

## JCDB Dress Code

## JCDB

Appearance does affect the learning atmosphere of a school. Neatness, decency and good taste are emphasized as guidelines for the understanding and interpretation of this dress code. Students must dress in a manner that is not obscene; offensive; or substantially or materially disruptive to the learning environment. The code is not intended to work a financial hardship upon any student or family; neatness and good taste are emphasized, not expensive clothing.

The universal dress code for school days and school activities at USD 303 is as follows:

- A. Appearance must be neat and clean.
  - 1. Hair must be clean and well-groomed.
  - 2. Facial hair must be trimmed and maintained.
  - 3. Clothing must not be unreasonably soiled or badly worn.
- B. Decency and good taste are required.
  - 1. Shorts (skorts, city shorts, etc.) may be worn any time, provided they are decent and in good taste.
  - 2. Wearing apparel that is excessively short, excessively tight, or excessively low-cut may not be worn. Any student sent home to change clothes will make up that time in detention after school.
  - 3. Apparel that is sexually suggestive; promotes violence, illegal activities, drugs, alcohol, and/or tobacco; or is determined to be gang related is prohibited.
  - 4. Hats will not be worn in the classrooms or hallways, they will be kept in lockers, except when the student is entering or leaving the building.
- C. Any student involved in extra or co-curricular activity in which the student represents the schools in activities outside school, must dress in accordance with the sponsor's requirements, subject to approval by the administration.

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

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

Dress codes shall be published in the appropriate student handbooks.

Approved: USD 303 Board of Education January 10, 2022

## **JCDBB Weapons (See EBC, JDC, JDD, JHCAA and KGD)**

**JCDBB**

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 item being used as a weapon or destructive device;
- any facsimile of a weapon;
- any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- the frame or receiver of any weapon described in the preceding example;
- any firearm muffler or firearm silencer;
- any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 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 open automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement.
- any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

**Penalties for Weapon Violations**

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

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 referred to the appropriate law enforcement agency(ies) and if a juvenile, to the Secretary for to DCF or the Secretary of KDOC, as appropriate.

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

Approved: USD 303 Board of Education July 11, 2016

## **JCE Complaints**

**JCE**

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

### 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.

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. Greg Flax, 207 S Penn Ness City, KS 67560, 785-798-2843 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990.

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

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

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



**Informal Procedures**

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

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

**Formal Complaint Procedures**

- A formal complaint shall be filed in writing and contain the name and address of the person filing the complaint. The complaint shall briefly describe the alleged violation. If an individual does not wish to file a written complaint, and the matter has not been adequately resolved through the informal procedures described herein, the building principal may initiate the complaint. Forms for filing written complaints are available in each school building office and the central office.
- A complaint should be filed as soon as possible after the conduct occurs but not later than 180 days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.

- If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board may appoint an investigating officer. In other instances, the investigation shall be conducted by the building principal, the compliance coordinator, or another individual appointed by the board or the superintendent. The investigation shall be informal but thorough. The complainant and the respondent will be afforded an opportunity to submit written or oral evidence relevant to the complaint and to provide names of potential witnesses who may have useful information.
- A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator, and a copy forwarded to the complainant and the respondent within 30 days after the filing of the complaint. If the investigator anticipates a determination will not be issued within 30 days after the filing of the complaint, the investigator shall provide written notification to the parties including an anticipated deadline for completion. In no event, shall the issuance of the written determination be delayed longer than 10 days from the conclusion of the investigation.
  - If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.
  - If the investigation results in a recommendation that an employee be suspended without pay or terminated, procedures outlined in board policy, the negotiated agreement (as applicable), and state law will be followed.
- Records relating to complaints filed and their resolution shall be forwarded to and maintained in a confidential manner by the district compliance coordinator.

#### Formal Complaint Appeal

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

- The appeal officer shall review the evidence gathered by the investigator at the lower level and the investigator's report and shall afford the complainant and the respondent an opportunity to submit further evidence, orally or in writing, within 10 days after the appeal is filed.
- The appeal officer will issue a written determination of the complaint's validity on appeal and a description of its resolution within 30 days after the appeal is filed.

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

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

Approved: USD 303 Board of Education February 13, 2023

**JCEC Demonstrations and Strikes****JCEC**

The principal of each school will establish rules for orderly demonstrations by students subject to the following conditions: that there is no disruption of the operation of any class or school function and that the demonstration is peaceful and does not violate any state or federal law, any city ordinance or school regulation.

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

Approved: USD 303 Board of Education May 4, 1992

**JCEC-R Demonstrations and Strikes****JCEC-R**

Any demonstration which is disruptive of a class(es) or school function or is about to become so, may be ended by the building principal. Demonstrations on school property are a privilege and may be revoked at any time by the principal or the superintendent (see JCAC).

Approved: USD 303 Board of Education May 4, 1992

**JDA Corporal Punishment**

**JDA**

Corporal punishment shall not be permitted in the school district.

Approved: USD 303 Board of Education May 4, 1992

## **JDB Detention**

**JDB**

Students may be detained before or after regular school hours by any certified staff member of USD 303. Teachers assigning detention time in their own classroom will be responsible for the supervision of the detained students.

Students may be assigned detention time in the detention center by the administration as a consequence for violating rules and regulations of USD 303, or for disturbing good order and decorum during the school day or at school activities.

Detentions will be served within one school day of being assigned unless other arrangements have been made with the building principal (participation in school sponsored activities is not considered an extenuating circumstance).

If detention is not served at this time, one hour will be added, and the student will be considered not in good standing and therefore ineligible for school sponsored activities.

If detention time is not served within two school days, two hours will be added and parents will be notified.

If a third detention session is missed before all detention time is served, the student will be assigned to Saturday School. Parents will be notified.

Once the accumulated detention time surpasses 6 hours, an alternate, more significant consequence, may be assigned.

The administrator assigning detention will complete and sign the detention form in triplicate. The original will be placed in the detention center notebook. One copy will be given to the student, and one copy will be mailed to parents.

The following regulations will govern the detention center:

- Detention will be served from 3:35 to 4:35. Students serving detention will be seated by 3:30 and remain seated during the entire detention period.
- Students shall bring school assignments or reading materials to the detention center. Students must study or read during the entire period.

**JDB Detention****JDB-2**

Failure to maintain strict compliance with these regulations will void credit for the detention and an hour will be added. Voided detention will be made up beginning the next school day.

The detention center supervisor will maintain a record of detention required by the detention center notebook form. The notebook will be returned to the principal or his designee each morning, along with any communication concerning detention attendance and behavior.

Approved: USD 303 Board of Education July 11, 2022

**JDC Probation (See JCDBB and JDD)****JDC**

Any punishment, suspension or expulsion, may be deferred by the superintendent, principal or designee. (For example, in the case of a student bringing a dangerous weapon to school requiring a one calendar year expulsion, the law provides that only the superintendent may modify the one calendar year expulsion.) 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.

Approved: USD 303 Board of Education February 9, 2015



## **JDD Suspension and Expulsion Procedures**

**JDD**

**(See AEB, EBC, IHEA, JBD, JCDBB, JDC, JCDA, JDDB, JDDC, AND JHCAA)**

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

### Reasons for Suspension or Expulsion

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

- Willful violation of any published, adopted student conduct regulation;
- Conduct which substantially disrupts, impedes, or interferes with school operation;
- Conduct which endangers the safety or substantially impinges on or invades the rights of others;
- Conduct which constitutes the commission of a felony;
- Conduct at school, on school property, or at a school supervised activity which constitutes 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 statement in his/her defense after receiving notice of the charges.

**Long-Term Suspension or Expulsion**

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

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

## **JDD Suspension and Expulsion Procedures**

**JDD-3**

- 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. (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.

### Students Rights During a Long-Term Suspension/Hearing/Expulsion Hearing

The student shall have the right:

- to counsel of his/her own choice;
- to have a parent or guardian to be 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/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 the hearing.
- The Board or hearing officer appointed by the board shall hear the appeal within 20 calendar days, after the notice of appeal is filed.
- The student and the student's parent 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 the same rules noted earlier for expulsion hearings.
- The Board shall record the hearing.
- The Board shall render a final decision within 5 calendar days after the conclusion of the appeal hearing.

Approved: USD 303 Board of Education February 13, 2023

## **Report to Staff Member**

### **USD 303**

Pursuant to KSA 72-89b03, administrative, professional or paraprofessional employees of a school who have information that a pupil has engaged in the following shall report the information and the identity of the student to the superintendent. The superintendent shall investigate the matter and if it is determined the student has been involved in the following, the superintendent shall provide information, and the identity of the pupil to all employees who are involved, or likely to be directly involved, in teaching or providing related services to pupil:

1. Any student who has been expelled for conduct which endangers the safety of others;
2. Any student who has been expelled for commission of felony type offenses;
3. Any student who has been expelled for possession of a weapon;
4. Any student who has been adjudged to be a juvenile offender and whose offense, if committed by an adult, would constitute a felony, except a felony theft offense involving no direct threat to human life;
5. Any student who has been tried and convicted as an adult of any felony, except theft involving no direct threat to human life.

You are notified that \_\_\_\_\_, within the past 365 days, has been expelled, adjudged or convicted for an activity listed above.

School district staff are required by both Federal Law and KSA 72-6214 to protect the right of privacy of any student under the age of 18 and the student's family regarding personally identifiable records, files, data and information directly related to the student and his/her family. I acknowledge this responsibility and agree that I will disclose the above information only to other USD 303 employees and officials. Violation of these privacy rights could include sanctions up to and including termination.

Signed: \_\_\_\_\_  
School employee who receives the report

Signed: \_\_\_\_\_  
Administrator or school employee making report

## **JDD Discipline (Special Ed/504/IDEA)**

**JDD**

Any student eligible under IDEA must be afforded the following:

### **General Provision**

Discipline, when legally appropriate, may be imposed by only to the same extent discipline would be imposed on a non-special education student;

Discipline is prohibited if the behavior for which discipline is being imposed is a manifestation of the student's disability.

If discipline is imposed, the student must be provided not only the special education and related services pursuant to the IEP, the student must also be provided free and appropriate public education (i.e., general education services); and

Short-term suspensions in the aggregate cannot exceed ten (10) days.

### **Changing Placement**

School personnel can order a change in placement of a student to an appropriate interim alternative educational setting or suspension for not more than 10 days;

School personnel can place a student in an appropriate interim alternative educational setting for not more than 45 days if the student:

- Carries a weapon to school or to a school function
- Knowingly possesses or uses illegal drugs at school or at a school function; or
- Sells or solicits the sale of a controlled substance at school or a school function.

“Weapon” under this law is defined as a “dangerous weapon” as:

- “weapon, device, instrument, material, or substance, animate or inanimate, this I used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2 ½ inches in length.”

Student remains in the interim placement only for a periods of 45 days and must be returned to the placement he or she was in prior to the interim placement if the 45 days have expired before the hearing and ensuing appeals are completed.

If IEP team proposes a permanent change of placement following the interim placement, the student must be returned to the “current placement” i.e., the placement immediately prior to placement in the interim alternative educational placement.

Before taking disciplinary action or not later than ten (10) days after taking action, including short-term suspension or placement in an alternative setting less than ten (10) days, the district must do on of the following:

- If the student has not had a functional behavior assessment and the district has not implemented a behavior intervention plan for the child, the district must convene the IEP team to develop an assessment plan to address the behavior that resulted in the suspension or placement in an interim setting.
- If the student has a behavioral intervention plan, the IEP team must meet to review the plan and modify it, as necessary, to address the behavior.

#### Hearing Officer Authority

If the current placement of the student is substantially likely to result in the injury to the student or others, the Hearing Officer can order a change in placement to an appropriate interim alternative educational setting for not more than 45 days if the hearing officer:

- Determines that the school demonstrates that maintaining the current placement of the student is substantially likely to result in injury to the student or others;
- Considers the appropriateness of the student's current placement;
- Considers whether the school has made reasonable efforts to minimize the risk of harm in the student's current placement, including the use of supplementary aids and services;
- and
- Determines that the interim setting will enable the student to continue to participate in the general education curriculum, although in another setting, and to continue to receive those services and modifications described in the student's IEP, that will enable the student to meet the goals set out in the IEP, and includes services and modifications designed to address the behavior so that it does not recur.

The district must have made every effort to reduce the risk of the student causing injury to self or others before requesting a hearing officer to order an interim placement. The measures required include the training of teachers and other affected personnel, the use of behavior intervention strategies and the provision of appropriate special education and related services.

The district bears the burden of proof using a substantial evidence standard which is defined in the law as evidence beyond a preponderance of the evidence.

### The Manifestation Determination

The relationship between the student's disability and the behavior for which discipline is proposed must be established.

The IEP team and other qualified personnel must meet and determine the relationship between the student's disability and the behavior for which discipline is proposed as soon as possible but not later than ten (10) school days after the date on which the decision is made to take the action.

The IEP team can make a determination the behavior was not a manifestation of the disability only if:

1. The IEP team considers, in terms of the behavior subject to disciplinary action, all relevant information, including:
  - Evaluation and diagnostic results, including such results or other relevant information supplied by the parents;
  - Observations of the student; and
  - The student's current IEP and placement.
2. After considering the information, the IEP team then determines that:
  - In relationship to the behavior subject to the disciplinary action, the student's IEP and placement were appropriate and the special education services, supplementary aids and services, and behavior intervention strategies were provided consistent with the IEP and placement;
  - The student's disability did not impair the ability of the student to understand the impact and consequences of the behavior subject to disciplinary action; and
  - The student's disability did not impair the ability of the student to control the behavior subject to the disciplinary action.

Only if the IEP team makes these determinations can the student be subject to suspension in excess of ten (10) days or expulsion.

If the student's parent disagrees with the determination that the behavior was not a manifestation of the student's disability or any decision regarding placement, the parent may request a due process hearing.



The student remains in the interim alternative setting if the offense involved weapons of drugs or is so ordered by a hearing officer. If the 45 days expire before the due process proceeding is completed, the student must “stay put” in the placement the student was in prior to the interim alternative setting.

If the IEP team recommends a permanent change of placement, the student must “stay put” in the placement the student was in **prior** to the interim alternative setting.

#### Unidentified Children

Students not yet identified as eligible for IDEA services may not seek IDEA protection after disciplinary proceedings are initiated providing the district had no knowledge that the student was one with a disability before the behavior that precipitated the disciplinary action occurred.

The district is deemed to have such knowledge if:

- The student’s parent has expressed concern in writing to district personnel that the student is in need of special education and related services (the writing requirement is waived if the parent is illiterate or has a disability which would prevent compliance);
- The student’s behavior or performance demonstrates the need for such services;
- The student’s parent has requested an evaluation of the student; or
- The student’s teacher or other district personnel expressed concern about the student’s behavior or performance to the director of special education or other district personnel.

District may proceed with disciplinary action if the district had no knowledge that the student was in need of special education and related services.

If requested by the student’s parent, an expedited evaluation must be conducted.

Pending results of the evaluation, the student remains in the educational placement determined by the district which may be the out-of-school suspension or expulsion.

If the student is determined to be a student with a disability based upon the evaluation and review of information supplied by the parents, the district must provide special education and related services.

If the student is determined to be a student with a disability based upon the evaluation and review of information supplied by the parents, the district must provide special education and related services.

If the student is determined to be a student with a disability, a manifestation determination must be conducted to determine if the disciplinary action is appropriate.

#### Reporting Crime

Nothing in IDEA prohibits the district from reporting a crime committed by a student with a disability to appropriate law enforcement authorities. The law does require that the district ensure that copies of these student's special education and disciplinary records be transmitted for consideration by the appropriate authorities to whom the crime is reported.

#### Section 504 Students

The district must also determine whether the behavior is a manifestation of the disability prior to suspending or expelling the student for more than ten (10) days if the student is identified under Section 504 but is not eligible for services under IDEA.

If the behavior is a manifestation of the disability, under Section 504, the district cannot impose discipline for the behavior in question.

If the behavior is not a manifestation of the disability, the student may be suspended or expelled, and under Section 504, the district need not continue education services.

A student's Section 504 accommodation plan or IEP may specify disciplinary techniques. If so, it is essential all staff be informed of and trained to implement the alternate procedures.

Failure to notify all staff may result in a denial of a free and appropriate public education under IDEA or a violation of the student's rights under Section 504.

Approved: USD 303 Board of Education August 11, 2004

**(See GAOB, JGFGB, JGFGBA, and LDD)**

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, and will be subject to:

1. First Offense. A first time violator shall be subject to the following sanctions:
  - a. A punishment up to and including short-term suspension;
  - b. Suspension from all student activities for a period of not less than one month.
2. Second offense. A second time violator shall be subject to the following sanctions:
  - a. A punishment up to and including long-term suspension;
  - b. Suspension from all student activities for a period of not less than one semester or four months.

- c. A student placed on long-term suspension under this policy may be readmitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program. (Name(s) of acceptable programs are on file with the board clerk.)
- 3. Third and Subsequent Offenses.
  - a. A punishment up to and including expulsion from school for the remainder of the school year;
  - b. Suspension from participation and attendance at all school activities for the year.
  - c. A student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion only if the student has completed a drug and alcohol education and rehabilitation program at an acceptable program.

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.

Approved: USD 303 Board of Education, July 9, 2018

**JDDDB Reporting to Law Enforcement (See EBC and JDD)****JDDDB**

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 controlled substance or illegal drug; or 3) to have engaged in behavior at school which has resulted in, or was substantially likely to have resulted in, serious bodily injury to others, the principal/superintendent shall report such act to the appropriate law enforcement agency.

Approved: USD 303 Board of Education July 25, 2016

**REPORT TO LOCAL LAW ENFORCEMENT**  
**USD 303**

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

(Briefly describe each incident and the person/s involved in a misdemeanor or felony; possession of a weapon at school, on school property, or at a school activity; or possession, use, sale or distribution of an illegal drug or controlled substance at school, on school property or at a school activity; or behavior at school, on school property, or at a school activity, which resulted in, or is likely to result in, serious bodily injury to others.)

Date: \_\_\_\_\_

School Location: \_\_\_\_\_

Student Involved: \_\_\_\_\_

Address of Student: \_\_\_\_\_

Student's Date of Birth: \_\_\_\_\_ Student's Driver's License Number: \_\_\_\_\_

Brief Description: \_\_\_\_\_

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School districts are required by Federal Law and K.S.A. 72-6214 to protect the privacy rights of students under the age of 18.

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

Administrator or other school employee

CC: Superintendent  
Student's File

Approved: USD 303 Board of Education September 8, 2008

## **JDDC Bullying**

**JDDC**

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

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

Approved: USD 303 Board of Education February 8, 2016

**JE      Guidance Program**

**JE**

The guidance and counseling services of the district may be made available to any student. The guidance program may assist students in the areas of educational guidance, personal guidance and vocational guidance.

Approved: USD 303 Board of Education May 4, 1992

**JE-R   Guidance Program**

**JE-R**

In the program of educational guidance, the guidance counselor will acquaint students with the educational system and its offerings. Students will be given assistance in selecting and enrolling in programs and courses.

Guidance and counseling on a personal basis shall attempt to assist students to understand themselves, their capabilities and limitations; to identify alternate courses of action; and to make appropriate personal decisions.

Vocational guidance will be available to assist students in career goals and objectives and to pursue programs of study related to those ends and assistance in job placement may be given students both directly and by working with other agencies.

Approved: USD 303 Board of Education May 4, 1992



**JF Academic Achievement**

**JF**

Each student should be encouraged to achieve the highest academic standing commensurate with his abilities.

Reporting (cf. JR et seq.)

Periodic reports shall be issued to the parents of all students on the academic progress of the student. Parent and student conferences shall be held at regularly scheduled intervals.

Report Cards (cf. JR et seq.)

Report cars 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.

Approved: USD 303 Board of Education October 4, 1995

**JF-R Academic Achievement**

**JF-R**

Report Cards (cf. JR et seq.)

Report cards will be given to students as scheduled following the end of each nine weeks grading period. Report cards of elementary students will be returned with a parental acknowledgment to the teacher within five school days of the date of distribution. The superintendent shall develop standard reporting forms for each grade level.

Approved: USD 303 Board of Education October 4, 1995

**JFA Peer Grading of Assignments****JFA**

No student shall be allowed to grade another student's work. Teachers who assign work to students are expected to grade each assignment and to enter the grade or mark in the appropriate grade book.

Approved: USD 303 Board of Education January 13, 2003

**JFB    Promotion and Retention**

**JFB**

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.

Approved: USD 303 Board of Education February 8, 2016

**JFC    Graduation Exercises**

**JFC**

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.

Approved: USD 303 Board of Education May 12, 2003

**JFCA Early Graduation (cf. IHF)****JFCA**

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.

Approved: USD 303 Board of Education February 8, 2016

**JG Student Welfare**

**JG**

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

Approved: USD 303 Board of Education May 4, 1992

**JG-R Student Welfare**

**JG-R**

The superintendent and his staff shall develop and enforce the necessary rules and regulations relating to student welfare.

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

The building principal, in cooperation with the district nurse and building custodian, will periodically inspect areas of the school building and grounds, for potential health and safety hazards; and, if found, such hazards are to be reported to the superintendent immediately or as provided herein.

Every building principal shall have the authority to correct any health or safety hazard without consulting with the superintendent if no costs are involved.

If the building principal determines that the costs of correcting a potential or real health or safety hazard exceed his allocated funds for building maintenance or that his custodial staff or school nurse does not have the equipment to correct the hazard, the principal shall requisition from the superintendent the necessary funds or personnel to correct the situation. (cf. JGF-R)

Approved: USD 303 Board of Education May 4, 1992

**JGA Student Insurance Program****JGA**

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.

Approved: USD 303 Board of Education February 8, 2016

## **JGC Health Assessments and Physicals**

**JGC**

Kansas Law and USD #303 Board Policy require each student, age 9 or under, enrolling in a Kansas school for the first time, to provide a copy of a Child Health Assessment (Physical Exam) completed within 12 months of school entry. This should be completed prior to the first day of school and can be completed by your healthcare provider or the health department. Any student who continues to be non-compliant after 30 days from the first day of school will be excluded from school attendance until the student has complied with this requirement.

Any student in grades 6-12 desiring to participate in athletics or cheerleading is required by the Kansas State High School Activities Association to have undergone a physical prior to starting practice. The school also requires for each student athlete to complete concussion screening before the first day of practice. KSHSAA guidelines will be followed regarding when a student is placed in concussion protocol and when they are released to return to practice and competition. Written authorization from a health care professional must be provided before a student can return to practice/competition. It is recommended that all students in physical education classes (grades 7-12) have a physical. It is also recommended that all students in physical education classes (grades 7-12) have a physical.

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.

Approved: USD 303 Board of Education July 10, 2023



The board is committed to providing a school environment that promotes student health and wellness as part of the total learning experience for its students. To this end, the board shall promote and monitor a local health and wellness plan that includes methods to promote student health and wellness, prevent and reduce childhood obesity, and provide assurance that school meals and other food and beverages sold are 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;
- 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;
- Provide students with opportunities to improve personal health and disease prevention;
- Develop essential health skills necessary to maintain and enhance personal and community health behaviors;
- Include goals for addressing student social and mental health needs;
- Develop skills to prevent injury; and
- Understand the effects and consequences of nicotine, alcohol and drug use.

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.

**Health and Wellness Committee**

The board shall establish a health and 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 health and 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 health and wellness policy and plan that complies with law to recommend to the board for adoption.

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

The superintendent or designee and the health and 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 health and wellness;
- The extent to which this policy and plan compare to model local health and wellness policies, and
- A description of the progress made by the district in attaining the goals of this policy.

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

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

#### Recordkeeping

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

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

The district wellness plan is available on-line or in the District Office.

Approved: USD 303 Board of Education January 11, 2021

Kansas Statue K.A.R. 28-1-20 defines the immunizations that are required for school attendance. Each school year, each student enrolling in USD 303, shall present certification from a physician, local health department, or transferring school district that the student has received at least one of each required immunization per age and grade as determined by KDHE. If immunizations are not complete, the student is deemed noncompliant with this statue and may be subject to exclusion K.S.A 72-6265 until they have complied with the requirements. Students may attend school while completing the immunization catch up schedule if the student has received the most recent vaccines in all required series. Any student who continues to be non-compliant after 30 days from the first day of school will be excluded from school attendance until the student has complied with these immunization requirements.

For exempt students, an annual written statement signed by a licensed physician stating the physical condition of the child to be such that the tests or immunizations would seriously endanger the life or health of the child, or a written statement signed by one parent or guardian that the child is an adherent of a religious denomination whose religious teachings are opposed to such tests or immunizations must be presented at enrollment. Forms are available upon request.

In the event an outbreak of vaccine preventable disease occurs, exempt students will be excluded from school. Length of exclusion period varies by disease and is determined by KDHE.

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 school nurse and/or 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.

**JGCB Inoculations (See JGC)****JGCB-2**

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.

Approved: USD 303 Board of Education July 10, 2023

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

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

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

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

Approved: USD 303 Board of Education January 11, 2021

## **JGCD Health Screenings**

**JGCD**

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

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

### Vision Screenings

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

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

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

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

### Hearing Screening

Each year hearing screening procedures will be conducted for students in their first year of school attendance in the district. Such procedures will be provided for other students at a frequency of not less than once every three years unless otherwise specified by state law. Students known to have hearing

difficulties and students referred by teachers, parents, and/or physicians will be screened regardless of grade level.

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

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

#### Dental Screenings

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

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

#### Selected Screenings

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

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

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

Approved: USD 303 Board of Education July 11, 2022



**JGD Student psychological Services****JGD**

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

Approved: USD 303 Board of Education February 8, 2016

## **JGEAA Crisis Planning**

**JGEAA**

The board directs the superintendent to develop and implement an organized plan to deal with any crisis which may arise in an attendance center. The administration and staff must have a plan on file in each building and a copy of the plan shall be filed with the clerk. Staff will be trained in the implementation of the building crisis plan. All such plans shall be approved and adopted by the board. As necessary, students and parents will be informed about the details of any approved crisis plan.

Crisis plans approved by the board shall be subject to regular review by the administration. If the plan is implemented at any time, the board shall receive a report at the next meeting which outlines how well the plan worked. The report shall include administrative recommendations to improve the plan. (cf. IDDA, IDCG)

Approved: USD 303 Board of Education May 4, 1992

**JGEB Child Abuse****JGEB**

Any employee of the district who has reasonable cause to know or suspect that a child has been subject to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect will immediately report or cause a report to be made to the local Social Rehabilitation Services (SRS) office or to the local law enforcement agency if the SRS office is not open.

School employees will not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of the school employees to prove that the child has been abused or neglected.

**SRS Access to Students on School Premises (cf. JCAC)**

The building principal is authorized to act in loco parentis to protect the interests of the student when allowing a student to be interviewed by SRS representatives on school premises.

**Cooperation between School and Agencies**

Elementary and secondary school, SRS and law enforcement agencies shall cooperate with each other in the investigation of reports of suspected child abuse or neglect. To the extent that safety and practical consideration allow law enforcement officers on school premises for the purposes of investigating a report of suspected child abuse or neglect shall not be in uniform.

Approved: USD 303 Board of Education May 4, 1992

**JGEB-R Child Abuse****JGEB-R**

To comply with the child abuse law, any teacher or other school employee who suspects that a child's physical or mental health or welfare is being adversely affected by abuse or neglect will immediately report such suspicions in the following manner:

**Emergency Situations**

An emergency situation includes but is not limited to life-threatening situations, reports of sexual abuse, obvious physical impairment, marks of abuse or overt behavior changes.

The building principal shall notify the superintendent of the disposition of the initial report to the SRS.

**Non-Emergency Situations**

It is recommended that the person suspecting abuse or neglect shall report his suspicions to the building principal. The principal will confer with the school's social worker, guidance counselor or psychologist, if any, and notify the local SRS office. AT no time shall the principal or any other staff member prevent or interfere with the intent to prevent the making of a report of suspected child abuse.

As much of the following information shall be given by the person making the initial report: name, address and age of the student; name and address of the parents or guardians; nature and extent of injuries or description of neglect or sexual abuse; and any other information that might help establish the cause of the child's condition.

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

An oral report to the principal must be made as soon as possible and will be followed by a written report.

In Kansas, anyone making a report in accordance with state law or participating in a resulting judicial proceeding is presumed to be acting without malice or in good faith and, in so doing, is immune from any civil or criminal liability that might otherwise be imposed.

Approved: USD 303 Board of Education May 4, 1992

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. The district does not discriminate on the basis of sex in admissions, employment, or the educational programs or activities it operates and is prohibited by Title IX from engaging in such discrimination. Discrimination on the basis of sex, including sexual harassment will not be tolerated in the school district. Discrimination on the basis of sex of employees or students of the district in any district education program or activity is strictly prohibited.

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

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

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

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

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

The Title IX Coordinator will coordinate compliance with nondiscrimination requirements contained in Title IX of the Education Amendments of 1972, Title VII of the civil Rights Act of 1967 and the Kansas Act Against Discrimination. Information concerning the provisions of these acts and the rights provided thereunder, are available from the Title IX Coordinator. Inquiries about the application of the Title IX to the district may be referred to the Title IX coordinator; to the Assistant Secretary for Civil rights at the U.S. Department of Education, Office of Civil Rights, 400 Maryland Avenue, SW, Washington D.C. 20202-1100, (800) 421-3481, or at [OCR@ed.gov](mailto:OCR@ed.gov); or both.

#### Response to Harassment Complaints

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

Any students who believe that he or she has been subjected to sexual harassment should report the alleged harassment to the building principal, another administrator, the guidance counselor, the Title IX Coordinator or another certified staff member. All employees receiving reports of sexual harassment from a student shall notify the Title IX coordinator.

#### Definitions

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

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

“Dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved.

The “decision-maker” reviews all the evidence and prepares an impartial written responsibility determination as to whether the alleged conduct occurred and provides an opportunity for the parties and their representatives to prepare written questions to be

answered by the other party. The decision-maker shall not be the Title IX Coordinator or investigator.

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

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

The “investigator” is the person who carries out the investigation after the formal complaint is filed and conducts interviews of the witnesses, collects and documents evidence, and drafts an investigative report.

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

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

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

The “Title IX Coordinator” is the individual designated at the district level who has responsibility to coordinate compliance with Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Act Against Discrimination.

The Title IX Coordinator’s responsibilities include, but are not limited to: developing materials and

ensuring professional development occurs for staff involved in Title IX compliance, creating systems to centralize records, gathering relevant data, contacting the complainant (and/or parents or guardians, if applicable) once the district has actual knowledge of alleged sexual harassment, coordinating the implementation of supportive measures, signing a formal complaint to initiate a grievance process, and ensuring any remedies are implemented.



The Title IX Coordinator, any investigator, decision-maker, or any person who facilitates an informal resolution process shall not have a conflict of interest or bias for or against the complainant or respondent. These individuals shall receive training on the definition of sexual harassment; the scope of the education program and activities; how to conduct an investigation, including appeals and informal resolution processes; and how to serve impartially, including avoiding prejudgment of the facts, conflicts of interest, and bias. Decision-makers shall receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant. Investigators shall receive training on issues of relevance of questions and evidence in order for them to create investigative reports that fairly summarize relevant evidence.

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

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable 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 stop it and prevent its reoccurrence.

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

- Contact the complainant within 10 business days and discuss the availability of supportive measures, with or without the filing of a formal complaint, and consider the complainant's wishes as to supportive measures; and
- Inform the complainant of the right to a formal complaint investigation consistent with Title IX and the informal resolution process.

**JGEC Sexual Harassment: Students** (See GAAC, GAAD, GAF, JDDC, KN)

**JGEC-6**

### Supportive Measures

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

### The Formal Complaint

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

A formal complaint is a document filed by the complainant or signed by the Title IX Coordinator alleging sexual harassment and requesting an investigation. The procedures for filing a formal complaint are as follows:

- At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the district concerning which the formal complaint is filed.
- A formal complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation. Filing of the complaint with the Title IX Coordinator may be done in person, by mail, or by email. If an individual does not wish to file a written complaint, and the matter has not been adequately resolved, the Title IX Coordinator may initiate the complaint. Forms for

filing written complaints are available in each school building office and the central office.

- A complaint should be filed as soon as possible after the conduct occurs, but not later than 180 calendar days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.

**JGEC Sexual Harassment: Students (See GAAC, GAAD, GAF, JDDC, KN) JGEC-6**

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

**Formal Complaint Notice Requirements**

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

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

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

## **JGEC Sexual Harassment: Students (See GAAC, GAAD, GAF, JDDC, KN) JGEC-7**

### **Formal Complaint Investigation Procedures**

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

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

### **Formal Complaint Investigation Report**

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

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

**Decision-Maker's Determination**

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

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

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

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

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

The range of disciplinary sanctions and remedies may include, but may not be limited to, supportive measures, short term suspension, long term suspension, expulsion for students, and/or termination for employees. Complainants and respondents shall be treated equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made. The Title IX Coordinator is responsible for the effective implementation of any remedies. If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.

If the investigation results in a recommendation that an employee be suspended with or without pay or terminated, procedures outlined in board policy, the negotiated agreement (as applicable), and/or state law will be followed.

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

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

### Appeals

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

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

The request to appeal shall be made in writing to the Title IX Coordinator within 10 days after the date of the written determination. Appeals shall be a review of the record, by an attorney, an independent hearing officer appointed by the board, or the board. The appeal decision-maker may not be the Title IX Coordinator, the Investigator, or the decision-maker from the original determination.

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

The appeal decision-maker shall:

- Review the evidence gathered by the investigator, the investigator's report, and the original decision-maker's determination;
- Notify both parties in writing of the filing of an appeal and give an opportunity to submit further evidence in writing;

- Not have a conflict of interest or bias for or against complainant or respondent and receive the required training;
- Issue a written decision and the rationale for the decision within 30 days after the appeal is filed;
- Describe the result of the appeal and the rationale for the result in the decision; and
- Provide the written decision simultaneously to both parties and to the Title IX Coordinator.

**Informal Resolution Process**

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

The informal resolution process may be facilitated by a trained educational professional, consultant, or other individual selected by the Title IX Coordinator under the following conditions:

- The parties are provided a written notice disclosing the allegations, the requirements of the informal resolution process, information on when it may preclude the parties from resuming a formal complaint arising from the same allegations;
- At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the investigation of the formal complaint and be informed of any consequences resulting from participating in the informal resolution process;
- The parties voluntarily and in writing consent to the informal resolution process; and
- The informal resolution process cannot be used to resolve allegations that an employee sexually harassed a student.



If the matter is resolved to the satisfaction of the parties, the facilitator shall document the nature of the complaint and the proposed resolution, have both parties sign the documentation and receive a copy, and forward it to the Title IX Coordinator. Within 20 days after the complaint is resolved in this manner, the Title IX Coordinator shall contact the complainant to determine if the resolution of the matter remains acceptable. If the matter is not resolved, or if the individual does not believe the resolution remains acceptable within 20 days after the informal resolution document is executed, the individual or the Title IX Coordinator may proceed with the formal complaint process.

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

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

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

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

**JGEC Sexual Harassment: Students** (See GAAC, GAAD, GAF, JDDC, KN)

**JGEC-12**

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

Approved: USD 303 Board of Education July 12, 2021

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

**JGECA**

**(See GAACA, GAAD, GAF, JDDC and KN)**

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 or national origin. Discrimination or harassment on the basis of race, color, national origin or disability shall not be tolerated in the school district. Racial or disability harassment of employees or students of the district in any district education program or activity is strictly prohibited.

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

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:

1. 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;
2. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment; or
3. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student's academic performance or ability to participate in or benefit from the services, activities or programs of the school.

Racial 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.

## **JGECA Racial and Disability Harassment**

**JGECA-3**

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.

Approved: USD 303 Board of Education July 12, 2021

**JGFF Student Safety****JGF**

The district will endeavor to provide a safe environment for students while in school attendance or in extra-class activities.

**Bicycle Use**

Each building principal will formulate plans and procedures for the safe use of and parking of bicycles on school property.

**Walkers and Riders**

Any student who uses school-provided transportation will be under the jurisdiction of the vehicle driver which is in the vehicle and will be subject to all rules and regulations developed by the superintendent and building principals to cover such activities.

Students who walk to and from school are urged to become familiar with traffic safety laws governing such activities.

Approved: USD 303 Board of Education May 4, 1992

**JGF-R Student Safety****JGF-R**

The superintendent together with the staff will develop and determine the necessary rules and regulations relative to student safety.

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

Each teacher will be provided with an outline of safety rules and regulations for the district as recommended by the superintendent and approved by the board.

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

**Safety Units**

Those teachers who instruct in hazardous curriculum areas such as physical education, shop or science laboratories will teach a unit of work each year or semester, as the case may be, dedicated to safety rules inherent in the particular subject matter.

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

## **JGF-R Student Safety**

**JGF-R-2**

Each student enrolled in a hazardous curriculum area will be given a test concerning the appropriate safety rules of the particular class. The test results will be kept on file until the end of the school year or the end of the class term, whichever is sooner. No student will be permitted to participate in the class until satisfactory knowledge of the safety rules is demonstrated to the teacher.

Teacher will conduct periodic reviews of safety rules during the school year.

### **Inspection of Buildings and Ground**

The building principal, together with his custodial staff, will make frequent inspections of areas of the building and grounds which may be potential safety hazards. If any such hazards are found, the building principal will order the hazard removed, corrected or marked in some appropriate way as a "dangerous area." (cf. JG-R)

Students will be notified of such "dangerous areas."

All hazards or "dangerous areas" will be reported in writing to the superintendent if the costs exceed the local building maintenance budget, and the building principal will immediately submit a requisition to the superintendent asking for the appropriate funds to correct the situation. (cf. JG-R)

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

### **Bicycle Use**

At the beginning of each school year, every student will be notified in writing by the principal of the rules and regulations concerning the use of bicycles at school.

### **Walkers and Riders**

Every building principal will issue instructions to his faculty to review with the students at the first of every school year all traffic regulations for pedestrians along with other safety rules and regulations.

Approved: USD 303 Board of Education May 4, 1992

**JGFA Emergency Drills (cf, AFC-R, EDAA-R, JGFC)****JGFA**

Each building principal on a periodic basis will conduct the minimum emergency drills required by law to instruct students in the proper procedures to follow in contingencies such as a tornado alert, civil defense disaster, fire or any other such emergencies.

Since many parents may not be at home during an actual emergency period when there is less than one hour of warning time, the district will keep all students under school jurisdiction and supervision. The staff will remain on duty with the students during such emergency periods. Parents may come to the designated premises to pick up their children if they so desire under procedures as outlined in the rules and regulations which pertain to this policy or to a specific publication designed to implement civil defense procedures pertaining to emergency situations.

Approved: USD 303 Board of Education May 4, 1992

**JGFA-R Emergency Drills (cf, AFC-R, EDAA-R, JGFC)****JGFA-R**

Each building principal will develop a written plan for all emergency drills required by law. Each emergency plan developed for individual buildings will include a “student pick-up” procedure through which parents may come to school and pick up their children during an emergency as defined by these rules and regulations.

Each plan for emergency drills will be forwarded to the superintendent.

Each principal shall conduct briefings with the staff concerning the emergency plan.

Each teacher will explain the emergency plan to students under his jurisdiction at a time to be determined by the building principal.

Parents of students enrolled in the district will be notified of the emergency plans at the beginning of each school year.

In the fall of each year, the principal will conduct a practice drill following the explanation of the emergency plan to the students.

Within one week thereafter, each building principal will conduct a surprise drill. Other such drills will be held as deemed appropriate by the building principal. However, at least one of the three tornado drills must be held prior to the tornado season beginning in April of each year.

Approved: USD 303 Board of Education May 4, 1992



**JGFB Supervision of Students (GAO, GBR, JH)****JGFB**

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.

Approved: USD 303 Board of Education February 8, 2016

**JGFC Dismissal Precautions (see AFC-R)****JGFC**

In the event of an emergency, such as a blizzard or any other event during the school day which interferes with the normal conduct of school affairs, school will be dismissed only upon action of the superintendent or designated representative. The superintendent shall formulate plans and procedures to instruct all students and their parents of the rules and regulations pertaining to emergency school dismissal.

If adverse weather conditions exist, the building principals will consult with the superintendent concerning dismissal of school.

Approved: USD 303 Board of Education December 14, 1992

**JGFC-R Dismissal Precautions (see AFC-R)****JGFC-R**

School will not be dismissed because of storms that arise during the school day as long as it is feasible for students and teachers to remain at school in safety.

Parents are urged not to send their children to school when storm condition exists or when road conditions are such as to create a definite hazard.

If adverse weather condition exist before school begins, the building principals will consult with the superintendent concerning dismissal of school.

If the superintendent decides the weather to be of such a nature that the safety of students is threatened, he will notify the radio/TV stations: KAYS; KJLS; KBSH; KGNO; KHAZ; KSNC; KTVC; KVGB; and Ness Cable ITV and have a school closing announcement broadcast.

Every student will be notified of these rules and regulations at the beginning of each school term.

In the event of a bomb scare or similar emergency, the principal may immediately vacate the school and conduct the students to a place of safety.

The principal will notify the police station, the county sheriff's office or the Kansas Highway Patrol of the threat and request a thorough inspection of the building and grounds.

If students are evacuated from the building, if no threat is found to the safety of the students and if there is sufficient time remaining in the school day to warrant continuation of classes, school may be resumed.

Emergency procedures will be formulated by the superintendent and administrative staff covering situations where the local building administrator or staff has been isolated or incapacitated by any group during an emergency situation. Such plans are to be held in strict confidence by each staff member having a direct responsibility in the implementation of the plan.

Approved: USD 303 Board of Education May 4, 1992

## **JGFF Student Transportation (See JGG)**

**JGFF**

### Use of Vehicles and Bicycles

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

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

### 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 surrounds, 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 procedures relevant to their use of transportation to school and school-related activities.

Approved: USD 303 Board of Education July 11, 2022

## **JGFG Student Accidents**

**JGFG**

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.

Approved: USD 303 Board of Education February 8, 2016

**USD #303 --INJURY/INCIDENT REPORT**

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date Injury Occurred: \_\_\_\_\_ Time: \_\_\_\_\_

Under whose supervision? \_\_\_\_\_ Was he/she a witness?    Y    N

Location/Sport/Activity: \_\_\_\_\_

Part of the body injured: \_\_\_\_\_

Describe where, why and how incident/injury occurred:

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Witnesses:

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Description/assessment of injury, if any:

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Action or steps taken at time of incident/injury:

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\_\_\_\_ Sent to nurse    \_\_\_\_ Checked by athletic trainer    \_\_\_\_ Returned to class    \_\_\_\_ Went home

\_\_\_\_ Parent notified    \_\_\_\_ Parent took to doctor/ER    \_\_\_\_ Called 911

\_\_\_\_ Other : \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

## **JGFGA First Aid**

## **JCFGA**

The district may provide appropriate first aid and CPR training for identified personnel. This training may be provided as a part of the district's in-service plan or other program established by the board.

First aid and CPR may be administered to students only by those school employees qualified by training approved by the district and then only in case of emergency. School employees shall not attempt to treat any student injury after the initial treatment of emergency first aid. The district will not assume liability for employees acting outside the scope of their authority under these policies.

Personnel identified by the district as eligible to receive first aid and CPR training may include those who are regularly assigned to the work site such as: the building principal or head teacher, the building secretary, the physical education instructor and other personnel as the district may identify.

First aid shall be limited to the applying of simple bandages or infection preventatives and to any justifiable emergency aid such as stopping excessive bleeding to prevent further injury, disability or death.

Neither diagnosis or treatment, except under emergency conditions, are within the responsibilities of school personnel, since school personnel are not trained to make what are essentially medical decisions.

At least one person in every school building in the district shall be qualified to administer first aid and CPR.

Approved: USD 303 Board of Education May 4, 1992

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

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

Therefore, to prioritize student health and safety in its schools, programs, and activities, the board authorizes the district to obtain, store, and administer naloxone, Narcan, and/or other opioid antagonists for emergency use in its schools. The school nurse or other properly trained staff member may administer such medication in emergency situations. Opioid antagonists may be available during the regularly scheduled school day. They may be available at other times at the discretion of the superintendent.

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

#### Training

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

- Techniques to recognize signs of an opioid overdose;
- Standards and procedures to store, distribute, and administer an emergency opioid antagonist;

- Emergency follow-up procedures, including the requirement to summon emergency ambulance services either immediately before or immediately after administering an emergency opioid antagonist to a patient; and
- Inventory requirements and reporting any administration of an emergency opioid antagonist to the school nurse or another healthcare provider.

#### Procurement of the Product

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

#### Storage

The following storage protocols shall be followed:

- The product will be clearly marked and stored in an accessible place at the discretion of the school nurse or the superintendent's designee.
- The product will be stored in accordance with the manufacturer's instructions to avoid extreme cold, heat, and direct sunlight.
- Inspection of the product shall be conducted at least quarterly.
- The individual responsible for the product's safekeeping shall check, document, and track the expiration date found on the box and replace the product once it has expired.

#### Use of the Product

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

#### Follow-up

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



**Protection from Liability**

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

Approved: USD 303 Board of Education July 8, 2024

# JGFGAA - NALOXONE (NARCAN) INCIDENT REPORT

## NALOXONE (NARCAN) INCIDENT REPORT

**Instructions:** *To be completed as soon as possible after the incident occurred and appropriate response actions/interventions were taken. File form with the building principal.*

Date of report: \_\_\_\_\_

Name of person completing this report: \_\_\_\_\_

Patient name: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Grade: \_\_\_\_\_ Date incident occurred: \_\_\_\_\_

Time: \_\_\_\_\_ ☐ am ☐ pm Person providing medication: \_\_\_\_\_

Dose: \_\_\_\_\_

### SUMMARY OF INCIDENT

Provide a summary of the incident and describe how it occurred: \_\_\_\_\_

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### ACTION TAKEN/INTERVENTION

911 Called: ☐ Yes ☐ No

School nurse notified: ☐ Yes, Date: \_\_\_\_\_ Time: \_\_\_\_\_ ☐ No ☐ N/A

Parent/Guardian notified: ☐ Yes, Date: \_\_\_\_\_ Time: \_\_\_\_\_ ☐ No ☐ N/A

If yes, name of the parent/guardian who was notified: \_\_\_\_\_

Describe interventions taken and outcome: \_\_\_\_\_

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### FOLLOW-UP AND PREVENTION (To be completed by building principal)

List any follow-up information related to the incident and prevention measures enacted to prevent similar incidents in the future: \_\_\_\_\_

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Building Administrator Signature: \_\_\_\_\_ Date \_\_\_\_\_

## **JGFGB Supervision of Medications**

## **JGFGB**

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. (See JGFGBA)

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

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

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

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

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

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

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

## **JGFGB Supervision of Medications**

**JGFGB-2**

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.

Approved: USD 303 Board of Education February 8, 2016

## **USD 303 Medication Authorization Form**

USD 303 requires that all students who need medications to comply with the following:

1. All medications will be stored in an area designated by the school nurse.
2. Authorization forms must be signed by the parent or legal guardian before medications can be dispensed. The medication must have an expiration date and **CANNOT** be expired. This request will expire at the end of each school year. Parents/guardian will be responsible for picking up medications the last week of the school year or they will be disposed of. No meds will be sent home with the child.
3. Only medication/treatment that is necessary so the student can attend school or benefit his/her educational program should be given during the school day.
4. Zero tolerance for student's self-carrying any prescription/OTC medications at school. Students are allowed to carry their emergency medications (i.e. inhalers/epinephrine) however medication authorization forms will still need signed by the provider and parent/guardian. The student must be able to safely self-administer medication. It is highly recommended that an additional supply of this medication be kept on file with the school.
5. The administrator and/or school nurse may choose to discontinue administration of medication at school at any time provided that the parents and/or medical provider are notified in advance of the date and the reasons for the discontinuance.

**Prescription** medication must be sent to school by the parent or guardian in the original pharmacy container with the pharmacy label. The student's name, name of the medication, dosage, date, instructions, and physician's name must be clearly noted on the label. Any change in time or dosage of medication requires a new prescription from the physician. The first dose of medication must be given by the parent or guardian at home. An authorization form must be completed and signed by the licensed health care professional before prescription medication will be given at school.

**Over-the-counter medication (OTC)** must be sent to school by the parent or guardian in the original container, marked with the student's name. Only the instructions on the container will be followed (instructions on container must be readable) unless a physician provides alternative instructions.

### USD 303 Medication Authorization Form

**TO BE COMPLETED BY APPROPRIATE HEALTH CARE PROVIDER:**  
(If OTC medication, parent/guardian to complete. No provider signature required.)

Student Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Grade: \_\_\_\_\_

Medication: \_\_\_\_\_ Dosage: \_\_\_\_\_

Orders/Instructions: \_\_\_\_\_

Time to be given: \_\_\_\_\_ Reason for taking: \_\_\_\_\_

Additional comments: \_\_\_\_\_

**If above medication is considered an emergency medication, student has been instructed on self-administration and is authorized to do so in school:** ☐ Yes ☐ No

Name of Physician: \_\_\_\_\_ Phone #: \_\_\_\_\_

Signature of Physician: \_\_\_\_\_ Date: \_\_\_\_\_

### TO BE COMPLETED BY PARENT/GUARDIAN

I hereby give permission for designated school personnel to dispense the above named prescription or OTC medication to my child, named above. I certify that he/she has previously had at least one dose of the medication and did not have an adverse reaction from it (unless an emergency medication). I understand that any school employee who administers this medication to my child in accordance with the written instruction from the medication label shall not be liable for damages as a result of an adverse drug reaction suffered by the student because of administering such drug.

**For medications self-administered,** I acknowledge 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 agree to release, indemnify and hold the school, and its officers, employees and agents, harmless from and against any claims relating to the self-administration of such medications. The district is not responsible for any risk involved with improper handling of this medication including: overuse, improper administration, breakage, theft, loss, sharing, playing with, or careless storage of the inhaler.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: USD 303 Board of Education July 10, 2023

## **JGFGBA Student Self-Administration of Medications (See JGFGB)**

**JGFGBA**

Self-managed administration of emergency medications (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-injectible epinephrine) must be evaluated individually by the health care provider and school nurse before the student will be able to carry/administer the medicine at school. Only 6<sup>th</sup>-12<sup>th</sup> graders that require these medications will be allowed to self-administer emergency medications. All other student emergency medications will be stored in the health office or student classroom, per school nurse discretion.

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:

1. Have a written statement from the student's health care provider stating the name and purpose any prescription medication/s or written authorization from the student's parent for use of over-the-counter medication/s;
2. Know the prescribed or recommended dosage;
3. Know the time the medication is to be regularly administered;
4. Be able to articulate any additional special circumstances under which the medication is to be administered;
5. Know the length of time for which the medication is prescribed;
6. 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.

## **JGFGBA Student Self-Administration of Medications (See JGFGB) JGFGBA-2**

### **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 must be updated during enrollment or when a change in medication is made.

### **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 such medication.

### **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**

**JGFGBB**

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 non-disruptive 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.

Approved: USD 303 Board of Education September 8, 2014

**JGG Transportation (ED and EDDA)****JGG**

School-provided transportation shall be available 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.

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. Such requests must be approved by the building principal.

All rules shall be published in the student handbook.

Approved: USD 303 Board of Education July 11, 2022

Note: This form must be signed and returned to the school by \_\_\_\_\_  
(date)  
if the student name below is to participate in the field trip or activity.

**CONSENT TO PARTICIPATE IN FIELD TRIP OR OTHER ACTIVITY AND  
CONSENT FOR TREATMENT**

I, \_\_\_\_\_, the parent and legal guardian of  
\_\_\_\_\_ give my consent for my child to  
participate in the field trip/other activity described here:

On \_\_\_\_\_. I further give my legal consent and authorize any  
representative of Ness City USD 303 to authorize emergency medical treatment, including any  
necessary surgery or hospitalization, for my above-named child, for any injury or illness of an  
emergency nature he/she incurred while participating in the field trip or other activity noted  
above by any physician or dentist licensed in accordance with the provisions of the Kansas  
Healing Arts Act, KSA 65-2801, or any hospital.

I agree to pay and assume all responsibility for medical and hospital expenses and any  
emergency services incurred on behalf of my child.

I acknowledge and agree that Ness City USD 303 is not responsible for any medical, hospital  
expenses and/or other charges that are incurred in the medical treatment or hospitalization of my  
child. A photocopy of this document shall have the same force and effect as the original. If my  
child requires emergency medical treatment, I understand that school personnel will make a  
reasonable attempt to contact me to see my permission to authorize that treatment. To facilitate  
contacting me, I agree to continue to provide current work and home phone numbers to the  
school.

\_\_\_\_\_  
Parent or Legal Guardian Date

\_\_\_\_\_  
Parent or Legal Guardian Date

Approved: USD 303 Board of Education March 5, 1997

**JGGA Use of Surveillance Cameras (See CN and JR et seq)**

**JGGA**

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 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 subject to current law for the release of student record information.

Approved: USD 303 Board of Education March 10, 2014

## **JGH School Food Service Programs**

**JGH**

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.

### Contracts With Other Agencies

The board may enter into contracts with the governing authority of any nonpublic school or any child-care institution to provide meals for children who attend these institutions. The board may also contract for meal service with any municipality, any state university or any corporation whose operations are substantially controlled by a state university. Contracts shall provide for payment of the costs incurred by the district to provide the service. Income received by the district under any contract to provide this service shall be deposited in the district food service fund and may be expended whether budgeted or not.

Approved: USD 303 Board of Education November 10, 2003

**JGHA Free or Reduced Price Meals****JGHA**

Free or reduced price meals are provided for students who are qualified under district, state and federal rules and regulations governing this program.

Approved: USD 303 Board of Education December 21, 1992

**JGHA-R Free or Reduced Price Meals****JGHA-R**

The necessary forms, rules and regulations governing this program will be provided by the superintendent or the appropriate building principal to any student and his parents to determine their eligibility to receive free or reduced price meals.

In order to determine which students are eligible for free or reduced price meals, the food service supervisor together with the superintendent and appropriate building principals will design a form to be made available to every parent in August of each year in conformance with state and federal requirements for free or reduced price meal eligibility.

Those students qualifying for free or reduced price meals will be notified by the building principal in whose meal program the student will participate.

A conscious effort will be made by each school participating in the program to see that such qualified students are not singled out and discriminated against because they receive free or reduced price meals.

Approved: USD 303 Board of Education December 21, 1992

## **JGHB Vending Machines and Other Automated Play Machines**

**JGHB**

No vending machines or play machines of any type will be placed in any attendance center of the district without prior approval of the superintendent.

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

Advertising associated with product vending will be limited to signage on equipment, paper cups and other serving containers, and will promote a positive nutrition message.

The building principal shall manage the machine(s). A monthly report shall be prepared by the principal showing all receipts and expenditures for each machine. Proceeds from machines shall be deposited in the appropriate activity account.

Approved: USD 303 Board of Education August 14, 2017



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

Unless otherwise provided herein, 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.

Participation in Kansas State High School Activity Association Activities

Any student meeting the following requirements shall be permitted to participate in any district activities that are regulated, supervised, promoted, and developed by the Kansas State High School Activities Association (KSHSAA). The requirements include:

- Being a resident of the school district;
- being enrolled and attending a virtual school as defined in KSA 72-3712 or a nonpublic elementary or secondary school;
- complying with the health certification and inoculation requirements of KSA 72-6262, as amended, prior to participation in any such activity;
- meeting applicable age and eligibility requirements required by KSHSAA;
- paying any fees required by the district for participation in such activity, if such fees are generally imposed upon all other students who participate in the activity; and
- seeking participation at the appropriate school of the district that corresponds to where the student resides within the school district's respective school attendance boundaries established by the board.

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

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

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

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

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

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

#### 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.

#### Activity Fund Management

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

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



## **JHC Student Organizations**

**JHC**

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-instruction 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 and have such granted prior to using the facilities. The non-school sponsored club shall specify in its facility use request the adult who will provide supervision of the activity.

### 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.

Approved: USD 303 Board of Education July 11, 2022

**JHCAA Gang Intimidation (see JCAC, JCDA, JCDBB, JDD)****JHCAA**

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

Disciplinary action may be taken against any student for participating in gang intimidation or causing and/or participating in gang-related activities on school owned or operated property or at school-sponsored activities, programs, or events. District staff may be provided in-service training regarding gang behavior and characteristics to facilitate identification of students involved in gang activities.

Approved: USD 303 Board of Education January 11, 2021

## **JI      Community Activities**

**JI**

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.

Approved: USD 303 Board of Education February 8, 2016

## **JJ      Employment of Students (IDAA)**

**JJ**

### 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.

Approved: USD 303 Board of Education February 8, 2016

**JK      Solicitations**

**JK**

Commercial firms shall not be permitted to solicit students during school hours or on school property without prior approval of the administration.

Solicitations by students of students during school hours and on school property shall be done only when they are related to school sponsored activities. All student sales projects shall require the principal's prior approval.

Representatives from commercial schools, colleges, armed forces or other agencies shall be permitted to meet with students only by permission of the principal. Student contact by these organizations shall be arranged for and supervised by the guidance office.

Approved: USD 303 Board of Education September 8, 2008



**JL      Gifts (cf. GAJ, KH)**

**JL**

Because of the potential for abuse, the giving or receiving of gifts between faculty or staff and students shall be discouraged.

Students Gifts to Staff Members

Students shall be discouraged from collecting money, allocating activity funds or purchasing gifts for faculty members.

Student Gifts to the School

Student organizations, with prior approval of the organization's sponsor and building principal, may donate a portion of the organization's funds to a school or to the district for specific purposes enumerated by them. Such donations must have final approval of the superintendent or the board.

Faculty Gifts to Students

Faculty members are discouraged from giving gifts to individual students or to classes of students during school hours in any attendance center or on school property.

Approved: USD 303 Board of Education May 4, 1992

**JL-R   Gifts (cf. GAJ, KH)**

**JL-R**

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

Student Gifts to Staff Members

Nothing in these rules and regulations will be construed to prohibit the giving of gifts where there is a family relationship. If such a gift is contemplated, the giving of said gift shall not be during a school day or school activity.

Student Gifts to the School (cf. DK)

The superintendent, in cooperation with building principals and representatives of faculty and students, will develop forms to be used by student organizations to seek approval from the superintendent or the board to donate gifts to the school or district. Any such gift shall become the property of the district upon acceptance.

Approved: USD 303 Board of Education May 4, 1992

**JM     Contests for Students****JM**

Students may enter any contest as a representative of a school when the contest has been approved by the building principal and superintendent according to guidelines approved by the board.

Students shall be advised by the appropriate sponsor that accepting cash or merchandise for participation in an activity may jeopardize the student's amateur standing and eligibility with KSHSAA.

Approved: USD 303 Board of Education May 4, 1992

**JM-R   Contests for Students****JM-R**

Students may participate in contests provided that the event is approved by the principal and superintendent and is approved by the: 1) Kansas State Department of Education; or 2) Kansas State High School Activities Association; or 3) Western Kansas Educational Association; or 4) National Association of Secondary School Principals; or 5) Ness County Soil Conservation District; or 6) the event is a county fair or the Kansas State Fair entered by the vocational education student organization; and 7) the event is held within the state of Kansas.

Contests which are exceptions to the guidelines must be recommended by the building principal and superintendent and approved by the board.

A contest is an activity in which student or groups of students are adjudicated, ranked, placed, winners declared and/or awards given.

Approved: USD 303 Board of Education May 4, 1992

**JN      Awards and Scholarships**

**JN**

Student awards for having represented a school in the district shall be limited to those approved by the administration and the board. Awards for interscholastic activities shall be limited to those approved by the KSHSAA.

Approved: USD 303 Board of Education May 4, 1992

**JQ      Exceptional Students (see IDCE, JBE)**

**JQ**

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 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.

Approved: USD 303 Board of Education August 9, 2006

**JQA Temporarily Disabled Students (JDACB and JGFGBA)****JQA**

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 would 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.

Approved: USD 303 Board of Education February 8, 2016

**JQE    Alternative Arrangement for Nontraditional Students**

**JQE**

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.

Approved: USD 303 Board of Education February 8, 2016

**JQF Married Students****JQF**

Married students shall have access to the same educational opportunities, special services and considerations that are provided other students enrolled in the district.

Marital status shall not affect the rights and privileges of students to take part in any extracurricular activity offered by the school.

The administration is authorized, in terms of the statements above, to make special arrangements for attendance, promotion, graduation, etc., for married students who wish to continue and complete their education in the schools of the district.

Approved: USD 303 Board of Education May 4, 1992

**JQF-R Married Students****JQF-R**

To clarify questions that may arise and to make possible fair arrangements for all cases in which married students may be involved, the board has established the following regulations and principles.

They may be classified as special students for attendance purposes, subject to mutual agreement.

All cases will be handled on an individual basis. Consideration will be shown by the administration so that the best possible arrangement regarding credits and graduation can be made.

Approved: USD 303 Board of Education May 4, 1992

**JQH Drop-Outs (cf. JB)**

**JQH**

The district's employees will make an effort to encourage students to continue their education until completion of their high school program.

Approved: USD 303 Board of Education May 4, 1992

**JQH-R Drop-Outs (cf. IDDA)**

**JQH-R**

In the event a student does drop out of school, the school counselor will make an attempt to determine whether the student will return to regular classes and to follow up on each case history in the eventuality the student fails to re-enroll in school.

The school district's counselor and other employees working the drop-outs shall present a report to the board analyzing such case histories with recommendations, if any, for improvement of the educational program to reduce further drop-outs.

Approved: USD 303 Board of Education May 4, 1992



**JQI    Post-Secondary Students**

**JQI**

The district encourages post-secondary students to attend high school classes in subject areas open to them.

Approved: USD 303 Board of Education May 4, 1992

**JQKA Foreign Exchange Students.** (See JBC)

**JQKA**

Foreign exchange students from approved organizations may be admitted to the district on a tuition-free basis to the extent staff, facilities, equipment and supplies are available. 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 a F-1 visa shall pre-pay tuition equal to the current cost per pupil as calculated by the Kansas State Department of Education

Approved: USD 303 Board of Education July 13, 2020

## APPLICATION FORM

### Foreign Exchange Student/Host Family

(To be completed by Host Family and School Administrator)

#### Host Family Information

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Zip Code \_\_\_\_\_ Phone No. \_\_\_\_\_

Names, ages, and class of host family children attending the schools of the district:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Foreign Exchange Student

Name \_\_\_\_\_ Nationality \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Country \_\_\_\_\_ Phone No. \_\_\_\_\_

Sponsoring Agency \_\_\_\_\_

School diploma received from home country? \_\_\_\_\_ Yes \_\_\_\_\_ No

Check courses that student has completed (verified by official transcript):

_____ English	Number of verified units	_____
_____ Science	Number of verified units	_____
_____ Social Studies	Number of verified units	_____
_____ Physical Education	Number of verified units	_____
_____ Native language class	Number of verified units	_____

We, acting as host family, assume full responsibility for \_\_\_\_\_

(student's name) while he/she is resident with us. We are not sponsoring this student for personal profit and will see that all of the policies, rules and regulations of the board are followed.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of head of host family

## **JR      Student Records**

**JR**

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

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

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.

**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 are 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 students.

**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.

Approved: USD 303 Board of Education August 9, 2006

**JRB Release of Student Records (See ECA)****JRB**

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

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

## **JRB Release of Student Records (See ECA)**

**JRB-2**

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; and
- In compliance with a lawfully issued subpoena or judicial order.

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

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

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

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



**JRB Release of Student Records (See ECA)**

**JRB-4**

Forwarding Pupil Records

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

Approved: USD 303 Board of Education January 9, 2017

## **JRC    Disposition of Records**

**JRC**

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

All student records will be maintained and screened periodically.

Administrative records shall be permanent records and maintained by the school for an indefinite period of time. When the student graduates, supplementary records shall be destroyed or shall be transferred to the administrative records if they have permanent usefulness. Tentative records shall be destroyed when the use for which they were collected is ended. However, tentative records may be placed in the supplementary classification if the continuing usefulness of the information is demonstrated and its validity verified.

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

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

Approved: USD 303 Board of Education September 13, 2010

**JRD    Hearing Request****JRD**

When a hearing has been requested by parents or an eligible student for the purpose of challenging the content of the student's education record, the procedure to be following the hearing shall be as provided in board policy.

Approved: USD 303 Board of Education May 4, 1992

**JRD    Hearing Request****JRD**

If a hearing is requested, it shall be conducted and the decision rendered by a person who does not have a direct interest I the hearting outcome.

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

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

Approved: USD 303 Board of Education May 4, 1992

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 Schedule

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 such charges;
- The date due;
- Classifications of students exempt from the fee or charge;
- A system for accounting for and disposing of such fees; and
- An appeal procedure to be used by students or parents to claim exemption from paying the fees or charges.

#### Debt Collection

Building principals shall attempt to collect unpaid fees and the justifiable value owed by a student of school property lost, damaged or destroyed by a student. If, after the attempt to collect, the amount remains unpaid, the principal shall report the matter to the superintendent who shall consult with the 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.

Approved: USD 303 Board of Education February 8, 2016