

GAAA Equal Employment Opportunity and Nondiscrimination GAAA

The board shall hire all employees on the basis of ability and the district's needs.

The district is an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to hiring, compensation, terms, conditions, or privileges of employment because of an individual's race, color, religion, sex, age, disability, or national origin.

Inquiries regarding compliance may be directed to (position, address, phone number of the district compliance coordinator) or to:

Equal Employment Opportunity Commission
400 State Ave., 9th Floor
Kansas City, KS 66101
(913) 551-5655

or

Kansas Human Rights Commission
900 SW Jackson, Suite 568-S
Topeka, KS 66612-1258
(785) 296-3206

or

United States Department of Education
Office for Civil Rights
One Petticoat Lane
1010 Walnut Street, Suite 320
Kansas City, Missouri 64106

Approved:

KASB Recommendation - 2/98; 8/98; 6/06; 4/07; 12/15

GAAE Bullying by Staff (See EBC, GAAB, JDD, JDDC, and KGC) GAAE

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

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

Staff members who bully others in violation of this policy may be subject to disciplinary action, up to and including suspension and/or termination. If appropriate, staff members who violate the bullying prohibition shall be reported to local law enforcement.

Approved: 8.12.13

GBRF Student and Parent Conferences

GBRF

Teachers shall be available for student and/or parent conferences at mutually convenient times. The principal may schedule individual or building-wide parent-teacher conferences as necessary.

Approved:

KASB Recommendation – 12/15

Paid Leave

Teaching staff will be credited with 11 days of paid leave on the first day of the fiscal year. Unused leave will be accumulated to a maximum of 90 days. The annual credit of 11 days will be first applied to employee absences. The maximum number of days available in any fiscal year is 101 days.

The paid leave may be used as leave, bereavement leave, or personal leave.

~~Sick leave is available for the personal illness of the employee or the illness of the employee's spouse, child, grandchild, parent or the parent or child of the employee's spouse. The superintendent shall have the right to receive verification of any illness or disability.~~

Bereavement leave is paid leave in the event of the death of a member of the family covered ~~the Master Collective Bargaining Agreement, by sick leave.~~ Bereavement leave is limited to three days per occurrence. ~~Bereavement leave will be deducted from available paid leave.~~

~~Personal leave is for the purpose of conducting personal activities that may not be completed outside the workday. Personal leave is limited to two days per fiscal year and will be deducted from paid leave allowed. Requests for personal leave must be given to the employee's supervisor at least three days in advance of the period of leave.~~

If the employee leaves the employment of the district for any reason, no payment will be made for unused sick leave except as specified in the Master Collective Bargaining Agreement.

Unpaid Leave

The board may grant a period of unpaid leave as determined by the board. The period of leave and reason for unpaid leave shall be determined by the board. The board shall not be required to pay any salary or benefits during periods of unpaid leave except as may be required by law.

Jury Leave

Any employee called to jury duty will be granted paid leave and such leave will not be deducted from the employee's credited paid leave.

Approved: KASB Recommendation – 7/03; 4/07; 6/13; 12/15

JA **Goals and Objectives** (See BDA, CM, CMA, GAA and JCDA)

JA

~~The goal set forth in this policy and rule section is to create the best possible educational climate.~~ These student policies are designed to prevent misunderstanding by students about their **rights and** responsibilities ~~and privileges.~~ 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 **rules.**

Approved:

KASB Recommendation–7/96; 4/07; 12/15

JB Attendance Records (See JBC, JBD, and JBE)

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 building principal. A cumulative attendance record for each student shall **also be maintained.** ~~kept in the principal's office.~~

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

Approved: 7/96; 4/07/ 12/15

Resident Students

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

Non-resident Students

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

~~————— A non resident student who has been suspended or expelled from another district will not be admitted to the district unless approved by the board.~~

Non-resident Students-Continued Enrollment

Non-resident students admitted to the district shall be evaluated each spring using the following criteria: academic standing (did the student make progress); attendance (was the student's attendance regular and punctual); and disciplinary record (did the student abide by the student conduct code and avoid major disciplinary problems or a large number of referrals for minor disciplinary problems.)

Students may be readmitted or denied admission for the next school year based on the results of these evaluations. However, if the student has a disability, the student's ability to meet these expectations shall be considered prior to denying continued enrollment in the district. Parents shall be informed of the administrative decision no later than **June 1**.

Enrollment Procedures

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

Part-Time Students

Part-time students may enroll with the administration's permission if they complete all paperwork in a timely fashion and are in attendance no later than **September 20**. 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 or other documentation which the board determines to be satisfactory. Students enrolling in grades 2-12 shall provide a certified transcript or similar pupil records.

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, telephone number of the lawful custodian. The records shall also provide the identity of the student as evidenced by a certified birth certificate, copy of a court order placing the student in the custody of the Kansas Department for Children and Families, a certified transcript of the student, a baptismal certificate, or other documentation the board considers satisfactory. 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.

Assignment to a School Building, Grade Level, or Classes

The superintendent shall assign students to the appropriate building. Any student desiring to attend a school outside the attendance area in which the student resides may do so only with the prior written permission of the superintendent. 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 the middle (~~junior-high~~) school and in the ~~senior~~ high school, full faith and credit shall be given to units earned in other accredited schools at the time the student enrolls in the district, unless the principal determines 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: 8.12.13, 12/15

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

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

~~A-w Written report documentation of each search shall be made maintained by the principal and submitted to the superintendent. The superintendent shall keep a copy of the written report on file.~~

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

Approved: KASB Recommendation-7/96; 8/98

USD 289 WELLSVILLE SCHOOL DISTRICT

Search Report Form

Name of the student _____

Parents contacted ____yes ____no

Time of search_____ Date_____

Place of search_____

Reason or reasons for the search_____

Law enforcement officials were called by _____

Name of the person who conducted the actual search _____

Names of the persons present while the student was being searched:

Result of the search

Object/s confiscated

1. _____
2. _____
3. _____

Notifications Parent/Guardian_____

	Name	Time	Results
--	------	------	---------

Law enforcement_____

	Name	Time	Results
--	------	------	---------

Other_____

	Name	Time	Results
--	------	------	---------

cc: Student's file

cc: Superintendent

JCDB Dress Code

JCDB

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

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

Dress codes shall be published in the appropriate student handbooks.

Approved:

KASB Recommendation-7/96; 4/07; 12/15

JDD Suspension and Expulsion Procedures (See IHEA, JBD, JCDBB) JDD

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

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 which constitutes the commission of a misdemeanor;
- Disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operation; and
- Possession of a weapon at school, on school property or at a school-sponsored event.

Short-term Suspension

Except in an emergency, a short-term suspension (not exceeding ten school days) must be preceded by oral or written notice of the charges to the student and an informal hearing. If a hearing is not held prior to the suspension, an informal hearing shall be provided no later than 72 hours after imposition of a short-term suspension.

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

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

Long-Term Suspension or Expulsion

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

- The student and parents or guardians shall be given written notice of the time, date and place of the hearing.
- The notice shall include copies of the suspension/expulsion law, and appropriate board policies, regulations and handbooks.
- The hearing may be conducted by either a certified employee or committee of certified employees authorized by the board, the chief administrative officer, or other certified employee of the district in which the student is enrolled, or by an officer appointed by board.
- Expulsion hearings for weapons violations shall be conducted in compliance with Kansas law by persons appointed by the board.
- Findings required by law shall be prepared by the person or committee conducting the hearing.
- A record of the hearing shall be available to students and parents or guardians according to Kansas law.
- Written notice of the result of the hearing shall be given to the pupil and to parents and guardians within 24 hours after determination of such result.

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

- Refusal or failure of the student and/or the student's parents to attend the hearing shall result in a waiver of the student's opportunity for the hearing.
- A student suspended for more than 10 school days or expelled from school shall be provided with information concerning services or programs offered by public and private agencies which provide services to improve the student's attitude and behavior.
- A student who has been suspended or expelled shall be notified of the day the student can return to school.
- If the suspension or expulsion is not related to a weapons violation, the principal may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation. (See JDC)
- If the expulsion is related to a weapons violation the superintendent may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation if the student is allowed to return. (See EBC, JCDBB and JDC)
- The days a student is suspended or expelled are not subject to the compulsory attendance law.
- During the time a student is suspended or expelled from school, the student may not:
 - Be on school property or in any school building without the permission of the principal.
 - Attend any school activity as a spectator, participant or observer.

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

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

Student Rights During a Long-Term Suspension/Expulsion Hearing

The student shall have the right:

- to counsel of his/her own choice;

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

Appeal to the Board

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

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

Approved: BOE approved 7/06, 12/15

JDDB Reporting to Law Enforcement (See EBC and JDD)

JDDB

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

1. in possession of a weapon,
2. in possession of a controlled substance or illegal drug; or
3. to have engaged in behavior at school which has resulted in or was substantially likely to have resulted in, serious bodily injury to others, the {principal/superintendent} shall report such act to the appropriate law enforcement agency ~~if any of the behaviors noted above occur.~~

Approved: KASB Recommendation – 6/99; 6/01; 4/07; 6/07; 9/07; 6/08; 12/15

BOE approved: 7/08

– Sample Form –

Retype to suit local needs, remove from policy book and file with the clerk and principals. Form could also be included in staff or student handbooks.

Report to Local Law Enforcement
USD _____

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/s or Person/s Involved	Brief Description
1.			
2.			
3.			
4.			
5.			

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

c/superintendent, USD ____; c/ student's file

JDDC Bullying (See EBC, GAAE, JCE, JDD, JGEC, JGECA, and KGC) JDDC

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

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

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

Approved: 8.12.13

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: KASB Recommendation-7/96

JFCA Early Graduation (See 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, ~~shall~~ 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: KASB Recommendation-7/96; 12/15

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.

~~Principals shall keep a record of the students who enroll in the group insurance program.~~

Approved: KASB Recommendation-7/96; 12/15

JGC Health Assessments and Physicals (See JGCB)

JGC

All students ~~up to~~ **under** the age of nine shall submit evidence they have undergone a health assessment prior to entering kindergarten or before enrolling in the district for the first time.

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

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

Approved: KASB recommendation - 7/96; 12/15

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

- Include goals for providing proper student nutrition at school, nutrition education, physical activity, and other school-based activities designed to promote student wellness in a manner that the board determines is appropriate;
- Include nutrition guidelines for all foods available in each school during the school day, with the objectives of the guidelines to be promoting student health and reducing childhood obesity; Ensure foods and beverages sold at breakfast and lunch meet the nutrition guidelines for the School Breakfast Program and National School Lunch Program;
- Provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students;
- Provide opportunities, support, and encouragement for students in grades K-12 to be physically active on a regular basis;
- Assure that guidelines for reimbursable school meals shall not be less restrictive than Federal and state statutes, regulations, and guidance issued by the Secretary of Agriculture, as they apply to schools;
- Involve parents, students, representatives of the school food authority, district physical education teachers, school health professionals, the school board, administrators, and the public in the development, implementation, and periodic review of the school wellness policy; and
- Establish a plan for measuring implementation of the local wellness policy, including designation of one or more district employees who shall be charged with operational responsibility for ensuring the wellness policy is effectively enforced, is periodically measured, and that assessment of the implementation of the local school wellness policy **are** available to the public. Such assessments shall measure

the extent to which schools in the district are in compliance with this policy, shall compare the district's wellness policy with other model local school wellness policies, and shall describe the progress made in attaining the goals of this policy.

Approved: KASB Recommendation—6/05; 4/07; 6/14 9/14/ 12/15

Approved: BOE 9.8.14

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

~~A copy~~ **Notice** of this policy and the applicable state law shall be distributed to ~~students, prospective students or their~~ parents **or guardians of current and prospective district students** on or before May 15th of each school year. The superintendent shall issue a news release each August explaining the required inoculations and booster shots. Parents may delegate in writing their authority to consent to immunizations. ~~If the parent is not reasonably available, and the authority to consent has not been denied as provided in law, individuals other than the parent may consent to the immunizations as provided for in current law.~~

At the beginning of a school year, school boards shall provide information on immunizations applicable to school age children to parents and guardians of students in grades six through 12. The information on immunizations shall include:

- (1) A list of sources for additional information; and
- (2) related standards issued by the national centers for disease control and prevention.

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

Each principal shall forward evidence of compliance with the inoculation law to other schools or school districts when requested by the school or by the student's parents/guardians.

Approved: KASB Recommendation—7/96; 9/97; 4/07; 6/08/ 12/15

BOE approved: 7/08

JGCBA Automated External Defibrillators

JGCBA

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

Approved: KASB Recommendation—6/04; 4/07; 6/08, 12/15

BOE approved: 7/08

Any student noted by a physician or the school nurse as having a communicable disease may be required to withdraw from school for the duration of the illness. The student will be readmitted to regular classes upon termination of the illness, as authorized by the student's physician or as authorized by a health assessment team.

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

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

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

Approved: 8.12.13; 12/15

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: KASB Recommendation-7/96, 12/15

JGFB Supervision of Students

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 ~~make a school day duty roster of teachers, aides, paraprofessionals and administrators~~ for supervising students at specific times and in designated areas. (See GAO)

Approved: KASB Recommendation-7/96, 12/15

JGFG Student Accidents

JGFG

When a staff member ~~sees~~ becomes aware that a student ~~who~~ 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, ~~no action shall be taken by~~ an employee ~~shall except to~~ 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 ~~kept on file in the principal's office.~~ maintained.

Approved:4/07' 12/15

Student Name _____

Parent/Guardian Name _____

Mailing Address _____

Street Address _____

Home Phone _____

Business Phone _____

Name(s) and phone number(s) of some other person(s) to be called in the event of an accident if the parent(s) cannot be contacted:

1. _____

2. _____

Name and office phone number of family physician: _____

Physical conditions staff members should be alerted to:

SAMPLE CONSENT FOR EMERGENCY MEDICAL TREATMENT

I, the undersigned, being the natural parent (or legal guardian) of _____, a minor, do hereby consent to the securing of emergency medical treatment, including the necessary transportation to receive such treatment, for said _____ by _____, the superintendent of schools USD 289, Franklin County, or designee.

Dated this ____ day of _____ and valid for the remainder of school year _____ or until specifically revoked.

Parent

Witnessed By:

JGFGB Supervision of Medications (See JGFGBA)

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.

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

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

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

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

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

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

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

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

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

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

Approved: 8.12.13; 12/15

JGG Transportation

JGG

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

~~All rules shall be published in the student handbook.~~

~~Operation of School Buses~~

~~The system of school bus transportation shall be operated to transport pupils to and from school. The school buses must comply with regulations of the State of Kansas regarding school bus transportation.~~

~~Bus routes will be established in the most efficient and safest manner possible. In the interest of efficiency and safety, students may be asked to walk a reasonable distance.~~

~~Pupils Permitted to Ride School Bus to School~~

~~Only those pupils residing outside the city limits of the city of Wellsville shall be permitted to ride the school bus to and from school. The District Transportation Director shall determine the route of the bus.~~

JGG-R Transportation

JGG-R-2

~~Buses do not Operate Beyond District Boundaries~~

~~The buses of Unified School District No. 289 shall not operate beyond the boundaries of the district for the purpose of transporting students to and from school.~~

~~Activity Buses~~

~~The school buses may be operated to transport students to and from school activities such as athletic contests, music contests, field trips, etc.~~

~~Coaches who drive activity buses shall be paid at a flat rate per trip.~~

~~Self-Transportation of Pupils~~

~~Those pupils who drive vehicles to school shall park their vehicles in the designated student parking area if they use the school parking lot. The vehicles are not to be driven without permission of the principal until school is dismissed in the afternoon. Violations of this policy may result in suspension from school. Vocational students must use district transportation, unless they have written permission from parents and permission from the principal.~~

~~School Buses Not Used by Outside Organizations~~

~~The school buses may not be used by any organization not connected with the school.~~

~~Disclosure Form~~

~~Any district employee who plans to drive a school vehicle must file a disclosure form with the transportation director prior to driving.~~

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

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

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

All rules shall be published in the student handbook.

Approved:

KASB Recommendation-7/96; 4/07; 12/15

JH Student Activities (See DK, JGFB, JM and KG)

JH

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

Eligibility for Activities

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

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

Adding or Eliminating Activities

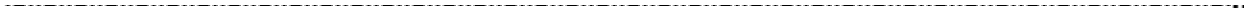
Administrative recommendations to add or eliminate specific activities shall be considered by the board. Individual patrons or groups of patrons may request the addition or elimination of activities using rules approved by the board and filed with the clerk.

Activity Fund Management

The building principals shall maintain an accurate record of all student activity funds in the respective attendance centers. ~~Each building principal shall make a~~ A monthly report to the board of 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.

Approved: 8.12.13; 12/1



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-instructional time facilities~~ then, ~~during non-instructional time~~, non-school sponsored student clubs may also meet ~~on in school facilities~~ ~~property at such times~~.

Non-School Sponsored Student Clubs

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

Student Government

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

Approved: KASB Recommendation 7/96; 12/15

School-Sponsored Student Publications

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

Students who have facts and opinions should be allowed to express them in print as well as through oral communications. However, student editors and writers must observe the same legal responsibilities as those imposed upon conventional newspapers and communication media.

No student shall distribute any school publication which:

Is obscene according to current legal definitions;

Is libelous according to current legal definitions; or

Creates a material or substantial interference with normal school activity or **with** appropriate discipline in the operation of the school.

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

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

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

Non-School Sponsored Student Publications

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

Distribution of any non-school-sponsored publication may be halted if the material is obscene, ~~or~~ libelous, ~~or~~ creates a material or substantial disruption of normal school activity or interferes with the operation of the school, ~~distribution will not be allowed~~. Distribution in violation of this policy may result in suspension, expulsion, or other discipline of the students

involved.

JHCA Student Publications

JHCA-2

Advertisements

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

Approved: 7/96; 4/07; 12/15

JHCAA Gang Activity (See JCAC, JCDA, JCDBB and JDD)

JHCAA

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

The superintendent shall establish procedures and regulations for disciplinary action to be taken against any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in gang-related activities. District staff may be provided in-service training in gang behavior and characteristics to facilitate identification of students involved in gang activities.

Approved:

KASB Recommendation—7/96; 4/07; 12/15

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: KASB Recommendation-7/96; 12/15

JJ **Employment of Students**

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 ~~(See IDAA)~~

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: KASB Recommendation-7/96; 12/15

JQA Temporarily Physically Disabled Students (See IDACB and JGFGBA)JQA

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

Students with injuries which prohibit participation in physical education or other classes shall present to the building principal a ~~physician's 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 ~~appropriate accommodation for the student~~ an evaluation under Section 504.

Approved: KASB Recommendation-7/96; 12/15

JQE Alternative Arrangements for Nontraditional Students

JQE

Married students, pregnant students and students who are parents shall have access to the same educational opportunities, ~~special~~ services, and extra-curricular ~~activity considerations~~ activities provided to other students.

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

If there is a delay in obtaining a ~~physician's health care provider's~~ release ~~statement~~, in the student's best interest, the administration may deny activity participation until ~~therelease~~ ~~permission-slip~~ is made available.

Approved: KASB Recommendation-7/96; 12/15

JQKA Foreign Exchange Students

JQKA

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

Approved: KASB Recommendation-7/96; 9/97; 4/07; 12/15

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:

<u>Name</u>	<u>Age</u>	<u>Class or Grade Level</u>
1) _____		
2) _____		
3) _____		
4) _____		

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 from 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 residing with us. We are not sponsoring this student for personal profit and will ensure that all of the policies, rules, and regulations of the board are followed.

Date

Signature of head of host family

JQLA Class-size/Caseload Limits for Exceptional Students

JQLA

The superintendent shall develop and review periodically class-size/caseload limits for students with exceptionalities.

Approved:

KASB Recommendation –12/15

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:

<u>Name</u>	<u>Age</u>	<u>Class or Grade Level</u>
1) _____		
2) _____		
3) _____		
4) _____		

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 from 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 residing with us. We are not sponsoring this student for personal profit and will ensure that all of the policies, rules, and regulations of the board are followed.

Date

Signature of head of host family

JQL Hearing Procedures for Exceptional Students

JQL

A hearing procedure shall be available to parents or guardians of exceptional students according to state board of education regulations, the state special education plan, locally adopted procedures and applicable laws. ~~A hearing shall be held for the purpose of ascertaining whether a staffing/placement committee's recommendations for assignment, reassignment, exclusion, transfer or withdrawal of a student are warranted.~~

Approved: KASB Recommendation-7/96; 12/15

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

Credit Card Payments

Credit and debit cards may be accepted to pay fees, fines, and charges due the district. A fee may be collected to cover costs of accepting credit or debit cards.

Fee Schedules

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

A list of all items for which a charge is to be collected;

The amount of each charge;

The date due;

Classifications of students exempt from the fee or charge; and

A system for accounting for and disposing of fees.

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: KASB Recommendation-7/96; 6/99; 6/00; 12/15

KGC **Bullying by Parents** (See EBC, GA AE, JDDC, KGD)

KGC

The board of education, in its commitment to provide a positive and productive learning and working environment for its students and staff in accordance with state law, prohibits bullying in any form ~~either~~ by any student, staff member, or parent towards a student or ~~by a student, staff member, or parent towards~~ a staff member on or while using school property, in a school vehicle, or at a school-sponsored activity or event. For the purposes of this policy, the term “bullying” shall have the meaning ascribed to it in Kansas law.

The administration shall propose, and the board shall review and approve a plan to address bullying as prohibited herein.

Parents participating in prohibited bullying conduct aimed at district students and/or staff members may jeopardize their access to district facilities; district property; school sponsored activities, programs, and events; and/or district students and/or staff members through the district’s communication systems. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors.

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

Approved: 11.25.13; 12/15