

Student Personnel

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STUDENT PERSONNEL

3.100 ROLE OF THE PROFESSIONAL STAFF IN STUDENT PERSONNEL ADMINISTRATION

3.110 ADMINISTRATIVE HEARINGS

All parental/guardian and pupil complaints will be directed through the lowest level possible prior to involving administration. If the complaint cannot be resolved with the teacher or coach, it will be referred to the principal. The administrator will attempt to involve all parties concerned to resolve the difficulty. Appeal of the decision may be made to the superintendent of schools. Appeal of the decision of the superintendent may be made to the board of education.

3.120 DISCIPLINE

3.121 INTRODUCTORY STATEMENT

The board of education recognizes that corrective measures are sometimes essential to maintain an atmosphere conducive to learning in our schools. It will be the practice in the district to administer discipline that is student welfare oriented.

The professional staff is expected to maintain a positive approach in aiding students in their development of acceptable behavioral patterns. The board of education affirms the authority of teachers in administering the classroom effectively and reinforces the concept that the individual teacher is not only capable of handling matters of discipline, but is the person most likely to have the best judgment concerning the type of discipline necessary in a given situation.

The board of education realizes that fairness, consistency, and mutual support of the entire professional staff in its treatment of student misbehavior are major factors in the maintenance of acceptable student behavior.

3.122 SPECIFIC CORRECTIVE ACTION

Effective and frequent communication between teachers, administration, and parents / guardians is important in regard to school performance and student behavior. The school district will schedule two parent teacher conferences during the school year and instructors will be encouraged to contact parents at other times during the school term in regard to academic and behavior concerns.

In situations where students have violated the district behavior codes, discipline will be administered.

Corporal punishment is prohibited from being used in the Bucklin USD 459 school district.

In the case minor disciplinary violations the teachers & building administration will use before or after school detentions or in-school suspension and possible loss of privileges. Parents/guardians will be contacted when the student must serve the detention and in-school suspension time.

In the case of major disciplinary violations which are related to but not limited to: disruption of the process of education; violations involving disrespect; harassment; academic violations; stealing; violations involving the use of tobacco & other illegal substances out of school suspensions and expulsions will be enforced according to K.S.A. 72-8901-06.

If damage to district property is involved with the behavior violation then financial restitution must be paid before the student can return to classes and be in good standing.

3.130 ATTENDANCE POLICY

The board of education recognizes that punctuality and consistent attendance are critical in order for students to be successful in school. Each building principal may develop rules/incentives of attendance for students on an annual basis. These rules shall be made available to students/parents/guardians in the school's handbook.

3.140 COMPULSORY SCHOOL ATTENDANCE

All students are expected to be in school all day, every day. Kansas law requires students to attend school until the age of eighteen (18). Sixteen and seventeen-year-olds may be exempt from the compulsory attendance requirement if:

- they have attained a diploma of GED; or
- they are enrolled in an approved alternative education program, recognized by the local board of education; or
- a court orders exemption; or
- the parent/guardian consents, in writing, to their child being exempt from the requirement and the child and parent attend a final counseling session conducted by the school to sign a disclaimer.

The law requires the disclaimer to include the following information:

- the academic skills the child has not yet received;
- the difference in future earning power between a high school graduate and a high school dropout; and
- a list of educational alternatives available to the child.

Students age 16 or 17 who are not exempt shall be reported as truant.
(K.S.A. 72-1113)

3.150 PRE-K THROUGH 12TH GRADE ATTENDANCE POLICY:

3.151 ABSENCE PROCEDURE

Students who have a habit of good attendance generally achieve higher grades, enjoy school more, and are much more desirable to employers after graduation. We expect all students to attend school regularly and to be on time for all classes. We appreciate all parental cooperation and support in this endeavor. Compliance is the responsibility of the student and his/her parents/guardians. Decisions on the type of absence are the responsibility of the building administrator.

It shall be the policy of the board that student handbooks shall have a procedure for notifying parents on the day of a student's absence if the parents have not notified the school.

Daily attendance records shall be maintained for each student in the schools. The primary responsibility for recording attendance shall be assigned to the appropriate teacher on forms prescribed by the superintendent. The superintendent shall include an attendance report as a section of the annual report to the board and may report attendance problems to the board at other times, as deemed necessary.

Students may have up to five (5) days for each semester of excused absences as approved by the Principal for illness, family business, or emergencies. Family activities with the parent, or prearranged medical appointments do not count against these five days. Other excused absences will be those approved by the Principal that will include, but not be limited to:

- Funerals
- Illness, but only with notes from the doctor or dentist
- Church related activities
- Educational trips with organized groups or parents with prior approval of the Principal.

A meeting with the Principal and parents/guardians will be conducted after the 5th absence. Any absence past the five-day limit will not be excused unless verified by a licensed physician or approved in advance by the administration.

3.152 TRUANCY

According to the K.S.A. 1113 Section C: The building principal shall report students who are inexcusable absent from school to the appropriate authority. A student is truant when the student is inexcusably absent under any of the following circumstances, whichever occurs first:

- Three consecutive school days; or
- Five days in any term; or
- Seven days in a school year.

All absences and tardies start over each semester.

For the purposes of counting days, 1 to 3 hours missed will be counted as a half day; more than 3 hours will be counted as a whole day. If a truant child is returned to school by law enforcement officials, the principal shall notify the parent or guardian.

A truancy report will be filed by the Principal with the SRS office for any students under 14 years of age and students under the age of 18 will be referred to the county attorney if they violate the compulsory school attendance laws.

3.153 CLASS WORK MAKE-UP POLICY

In the event of an excused absence or an unexcused absence with parental approval from school that was not a school related activity, the student becomes responsible to make up missed assignments or tests. The guideline for make up work for an excused absence that was not a school related activity, will be the number of days absent from school plus one day to complete the missed assignments or tests. An example will be if a student is ill Monday, Tuesday, and returns on Wednesday. That student now has Wednesday, Thursday, plus Friday to complete the assignments or test missed on Monday and Tuesday due to illness. If a student fails to make up assignments or tests, the appropriate class grade will be entered in the grade book.

If the absences is a result of a school related activity, the student is responsible for all assignments and tests just as if they were in the classroom.

3.154 TARDY

With the exception of a medical appointment, students may be tardy three times per semester without penalty. All tardies beyond three per semester require the student to serve a 30 minute detention after school (same day if possible). A student is counted tardy if they are not in their classroom when the school bell rings at 8:15 a.m. or is late to other classes during the school day.

3.155 VACATIONS

All vacations must be prearranged in the office at least five days prior to the start of the vacation.

If any of the vacation days exceed the five day limit, they will be counted as unexcused.

The parent will be responsible for notifying the office. Upon notification, the student will receive a homework assignment sheet.

3.154 PROCEDURES TO FOLLOW WHEN ABSENT:

Parents/guardians are expected to notify the office each day that a student is absent. To help in evaluating reasons for absences we urge parents/guardians to be specific when identifying the reasons for student absences.

When returning to school from an absence (one class or more) a note or phone call from their parent/guardian stating the reason for the student's absence is necessary. If the absence was for a doctor/dentist appointment, a note from the doctor/dentist will be required. The principal will then make the judgment on what type of absence will be given. If no notification has been provided by the time the student returns to school, the student will be sent home until parents can be contacted and absence is verified. If a parent declines to excuse the student's absence, truancy will be assessed and discipline will follow.

3.155 LOSS OF CREDIT DUE TO ABSENCES

According to policy of Bucklin High School, a student is in violation of the attendance policy if the student has more than five (5) absences in any one class in one semester. Students could lose credit from a class on the sixth (6th) absence, providing the students demonstrates lack of performance by maintaining failing grades and failure to complete assignments when absent. Absences not counted against the maximum allowed are school related trips such as field trips, band trips and athletics.

Before a student is denied credit because of excessive absences, the student will be allowed ten calendar days to raise his/her grade to passing and complete assignments and tests.

If credit is denied, the student shall be granted a hearing. Due process shall not exceed the following procedures: the right of the student to a hearing; the right of the student to be represented by anyone he/she wishes and to seek the advice and counsel of that individual; the right of the student to testify as to why his/her grade should not be denied credit; and the right to a written decision based on the evidence presented by the student or representative(s) and by the district's personnel.

3.200 ENROLLMENT

3.210 AGE REQUIREMENT

Students entering special education programs may enroll in the district preschool program upon attainment of age three with a qualifying IEP (Individual Educational Plan).

With the State funded Four Year Old At-Risk Program, the preschool accepts students by the following ranking:

- 3 and 4 year old special needs students
- 4 year old At Risk students (must qualify per state requirements)
- Remaining 4 year olds
- Remaining 3 year olds

If the class fills before all 3 & 4 year olds are enrolled, the 3 year old students will be drawn to see who can attend.

In accordance with K.S.A. 72-1107, a child must be five years of age on or before August 31 in order to be enrolled in kindergarten. Students who have been legally enrolled in kindergarten in an accredited public or private school in another state are eligible to enroll in kindergarten regardless of age. There are no other exceptions to the five year old by August 31 rule.

A child must be six years of age on or before August 31 in order to be enrolled in the first grade, or must have successfully completed kindergarten in an accredited school in another state.

3.220 CONCURRENT ENROLLMENT

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

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

- Proposed to BOE 10/13/08
- Adopted by BOE 11/10/08

3.221 VIRTUAL SCHOOL ENROLLMENT

A student enrolled in grades 7, 8, 9, 10, 11, or 12 may enroll in a class through a KSDE approved virtual school with prior written approval of the principal. The expense is the responsibility of the student.

Students approved for any virtual class prior to September 1, 2010, that will be substituted for a required class, may have those credits transferred to their transcript. These credits will be treated as all Bucklin High School credits taken in residency.

Effective with the 2010-2011 school year, students may only take virtual credit if pre-approved by the building principal for the following reasons:

1. Credit recovery after the end of the failing semester; or
2. Acceleration if the student experiences a catastrophic hardship which impairs him/her from taking the course work in the normal school setting; or
3. Acceleration if the class is not offered at Bucklin High School

Seniors who are failing a required class and are in the final semester of school can enroll in a virtual class once their class has graduated and then transfer the earned credit back to BHS for a diploma. The diploma will be issued to the student after the official virtual transcript has been received by the high school principal. These students will not be allowed to sit or walk with their class at the graduation ceremony.

Students who transfer in to the Bucklin USD 459 school district and have virtual credit on their transcripts will be able to retain those virtual credits and use them towards graduation requirements.

Proposed to BOE: 8/9/10
Approved by BOE:9/13/10

3.300 PUPIL SECURITY AND PROTECTION

3.310 HEALTH STANDARDS

3.311 SCHOOL HEALTH PROGRAM

The objective of the health services program for students is to provide a preventive health program and to provide a health education program.

The main purposes of the school health program are: (1) to help pupils to be sufficiently healthy in mind and body so that they can take full advantage of their educational opportunities, (2) to provide a safe and healthful environment in which to learn and (3) to help pupils develop health attitudes, habits, and knowledge which will help them to improve their own health throughout life and share in the responsibility for protecting the health of others.

3.312 IMMUNIZATIONS

All students enrolling in any district school shall provide the building principal with proof of immunizations of certain diseases or furnish documents to satisfy statutory requirements.

Immunization updates, as determined by the Kansas Department of Health and Environment, are also required.

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 prescribe by law. Students who are not immunized against a particular disease(s) 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.

3.313 STUDENT SELF-ADMINISTRATION OF MEDICATIONS

The self-administration of medication is allowed for eligible students in grades K-12. As used in this policy medication means a medicine for the treatment of anaphylaxis or asthma including, but not limited to, any medicine defined in current federal regulation as an inhaled bronchodilator or auto-injectible epinephrine. Self-administration is the student's discretionary use of an approved medication for which the student has a prescription or written direction from a health care provider.

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

Student Eligibility

An eligible student shall meet all of the following requirements:

1. A written statement from the student's health care provider stating the name and purpose of the medication(s);
2. The prescribed dosage;
3. The time the medication is to be regularly administered;
4. Any additional special circumstances under which the medication is to be administered;
5. 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 and the school nurse or the nurse's designee the skill level necessary to sue the medication and any device that is necessary to administer the medication as prescribed. In the absence of a school nurse, the school shall designate a person who is trained to witness the demonstration.

Authorization Required

The health care provider shall prepare a written treatment plan for managing the student's asthma or anaphylaxis episodes and for medication use by the student during school hours. The student's parent or guardian shall annually complete and submit to the school any written documentation required by the school, including the treatment plan prepared by the student's health care provider. Permission forms shall be updated annually.

Employee Immunity

All teachers responsible for the student's supervision shall be notified that permission to carry medications and self-administer has been granted. The school district shall provide written notification to the parent or guardian of a student that the school district and its officers, employees and agents are not liable for damage, injury or death resulting direction 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 districts and its officers, employees or agents incur no liability for damage, injury or death resulting direction or indirectly from the self-administration of medication and agreeing to release, indemnify and hold the schools and its officers, employees and agents, harmless from and against any claims relating to the self administration of medication allowed by this policy.

The parent or guardian of the student shall sign a statement acknowledging that the school incurs no liability for any injury resulting from the self-administration of medication and agreeing to indemnify and hold the school, and its employees and agents, harmless against any claims relating to the self-administration of such medication.

Additional Requirements

- The school district shall require that any back-up medication provided by the student's parent or guardian be kept at the student's school in a location to which the student has immediate access if there is an asthma or anaphylaxis emergency;
- The school district shall require that all necessary and pertinent information be kept on file at the student's school in a location easily accessible if there is an asthma or anaphylaxis emergency;
- Eligible students shall be allowed to possess and use approved medications at any place where the student is subject to the jurisdiction or supervision of the school district, 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.

3.314 HEALTH ASSESSMENTS AND PHYSICALS

All students age 8 and under shall submit evidence they have undergone a health assessment prior to entering kindergarten or before enrolling in a Kansas school for the first time. This health assessment shall be recorded on a physical form and conducted within 12 months of school entry. The superintendent of schools has the authority to exclude from school attendance any student not in compliance with this policy.

All students engaged in activities covered by appropriate KSHSAA rules shall provide the building principal with proof of a physical examination.

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

Information within a health assessment on file at school will be confidential, but may be disclosed as set forth under HIPAA regulations.

3.315 COMMUNICABLE DISEASES

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

The board and administration 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 before readmitting the student to school.

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.

The determination of the appropriate setting for a student with a severe communicable disease shall be done on a case-by-case basis, considering the medical condition of the child, the behavior and neurological development, the expected type of interaction with others in that setting, and the risks and benefits to both the

infected student and to the others in the proposed educational setting. These decisions will be made after receiving input from the student's physician, public health personnel, the student's parent/guardian, and personnel associated with the proposed care of education setting.

In order to comply with state and federal statutes, no information regarding students with communicable diseases shall be released by district personnel without the student's parents', or guardians' consent.

3.316 DRUG ABUSE REGULATIONS

Policies outlined in the USD 459 Student Handbook will be followed.

3.317 ACCIDENTS AND EMERGENCIES

Every effort will be made to notify parents/guardians when children are injured at school.

Accidents involving students which require medical attention or result in absence from school, shall be reported on the standard accident report form by the supervising staff member. Copies of the accident form are to be delivered to the building principal, the student file, and the central office.

3.318 SUSPECTED CHILD ABUSE AND/OR NEGLECT

Any district employee who has reason to know or suspect a child has been injured as a result of physical, mental, or emotional abuse or neglect or sexual abuse, shall promptly report the matter to the local Social Rehabilitation Services (SRS) office or to the local law enforcement agency if the SRS office is not open.

SRS/Legal Authority Access to Students on School Premises: The building principal shall allow a student to be interviewed by SRS or law enforcement representatives or other legally designated individual(s) on school premises and shall act to protect the student's interests during the interview.

Cooperation Between School and Agencies: Principals or designee shall work with SRS and law enforcement agencies to develop a plan of cooperation for investigating reports of suspected child abuse or neglect.

Reporting Procedure: The employee shall promptly report to the local SRS office or law enforcement. It is required the building administrator and superintendent also be notified.

When the building principal has been notified, the principal shall immediately notify the superintendent that the initial report to SRS has been made and documentation has been placed in student's file.

If appropriate, the principal may confer with the school's guidance counselor or psychologist.

If available, the following information shall be given by the person making the initial report: name, address and age of the student; names and address of the parents or guardians; nature and extent of injuries or description of neglect or 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.

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

3.319 SECURITY AND SAFETY

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

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity or event. Violation of policy with regard to possession/use of explosives, firearms, or other weapons as defined in current law shall result in expulsion from school for a period not to exceed one calendar year.

Reporting Crimes at School to Law Enforcement: Any district employee who knows or has reason to believe any of the following has occurred at school, on school property or at school-sponsored

activity shall immediately report this information to local law enforcement: an act which constitutes the commission of a felony or a misdemeanor; or an act which involved the possession, use or disposal of explosives, firearms, or other weapons as defined in current law.

It is required that the building administrator and superintendent also be notified.

Anyone making a report in accordance with state law and without malice, shall have immunity from any civil liability.

Reporting to Administrators and Staff: Pursuant to Kansas Statute K.S.A. 72-89b03, each school employee with knowledge that a pupil meets any of the criteria below shall inform administrator(s). Administrator(s) with this knowledge shall inform all other school employees (teacher or other professional or paraprofessional employee of a school) who have exposure to the pupil.

Criteria: The Student

- A. has been expelled for conduct which endangers the safety of other, or for possession of a weapon, or for a felony type offense, or
- B. has been adjudged to be a juvenile offender whose offense, if committed by an adult, would constitute a felony, except a felony theft offense involving no direct threat to human life, or
- C. has been tried and convicted as an adult of any felon, except theft involving no direct threat to human life.

Prior to returning to school, an entrance conference will be held.

Federal law and K.S.A. 72-6214 protects the right to privacy of any student under the age of 18 and the student's family regarding personally identifiable records, file, data and information directly related to the student and his/her family. Information regarding the pupil will be handled confidentially and violation of these privacy rights could include sanctions up to and including termination.

Annual Reports: The principal of each building shall prepare all reports required by the accreditation guidelines. Reports shall not include any personally identifiable information about students. These reports and this policy shall be made available upon request.

Staff Immunity: School administrators and school employees are not liable for civil damages for acts or omissions require by the

Kansas School Safety and Security Act. The school board and each board member shall have immunity from liability in any civil action for the acts or omissions of any administrator pursuant to the requirements of the School Safety and Security Act.

3.320 STUDENT RECORDS

3.321 COLLECTION OF DATA

It is the policy of the district to collect and maintain only that data about individuals which is necessary in order for the schools to accomplish their primary goals.

The superintendent of schools is designated as custodian of student records and has the responsibility for maintaining adequate security for those records.

3.322 MAINTENANCE OF DATA

A cumulative record will be kept of data for each student which includes specific permanent information such as name, birth date, and the educational history including attendance records, grades, and standardized achievement test scores.

3.323 ACCESS TO AND RELEASE OF PERSONAL DATA

Those school employees who have a legitimate educational need for such information shall have access to pupil records. Included are teachers, administrators, special services personnel, nurses, and school officials.

All student records shall be treated as confidential and primarily for local school use unless otherwise stipulated.

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 specified otherwise. Private agreements between the student's parents shall not be recognized by the district's personnel.

Parents/guardians shall have an opportunity for a hearing to challenge the content of their child's school records to ensure that

the records are not inaccurate, misleading or otherwise in violation of the privacy or other rights of students; to have an opportunity for the correction or deletion of any inaccurate, misleading or otherwise inappropriate data contained therein; and to insert into records the parent's/guardian's written explanation of the content of the records.

Any eligible parent/guardian or student may inspect the personal records of the student during regular school office hours. The district reserves the right to interpret selected records to students and/or parent/guardian 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/guardians 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 the section and by the Family Educational Rights and Privacy Act.

3.324 OTHER PROVISIONS

In the event of a challenge by a student or the student's parents or guardians to proposed special education placement, all records, tests, reports or clinical evaluations relating to the proposed action shall be made available to the parents, guardian, or counsel at a reasonable time prior to a hearing concerning such placement.

Any situation or questions involving release or use of student data which appears not to be covered by the terms of this policy shall be referred immediately to the superintendent of schools for resolution.

Forms or instruments will be developed by the district for use in gathering data, for release of data, or for other appropriate purposes relative to student records. Such forms and instruments will be standardized throughout all district schools.

For purposes of this policy, whenever a student has attained 18 years of age, the permission of consent required and the rights accorded to the parents of the student shall thereafter be accorded to the student.

3.330 STUDENT DRESS AND GROOMING

The appearance of the student is part of the educational function. School dress codes are intended to promote appearance that refrains from interference with the intended function of the school or school activity or creates potential health and safety hazards. Neatness and cleanliness of personal hygiene is encouraged at all times. "Appropriateness of dress and appearance" will be determined by and enforced by the building administration on an individual basis. See individual school handbooks for further information.

3.340 SOLICITATION AND SALES

Because of the recognition that students in the school environment represent a "captive audience," discretion is to be exercised in permitting solicitation and selling proposals to students. The responsibility for decisions in this area is delegated to the superintendent and his/her designee within the framework of the following guidelines:

Students of the district shall not be subjected to advertisements, sales, or solicitation from any organization or individual unless one of the following exceptions exist:

1. The soliciting organization is a school sponsored organization.
2. The product of the activity is, in the opinion of the principal, designed more for the benefit of the student rather than for the benefit of the soliciting organization (e.g., graduation announcements, class rings, Boy Scout memberships).
3. The soliciting organization is the home and school association of the particular school.

Students in grades K through 5 will not do more than one door to door solicitation or sale in a school year. Parental/guardian involvement is recommended and parents/guardians are encouraged to accompany their children.

All solicitation by organizations/students K-12 must be scheduled on the district fund raising calendar.

3.350 VISITORS TO THE SCHOOL

Visitors may normally be expected to be on school property during the school day. Visitors shall proceed first to the school office. No pupil may be interviewed or observed while at school by any outside individual or agencies unless authorized by the building principal. When an unknown person is observed in the building, office personnel shall be notified.

3.360 PERMISSION TO LEAVE SCHOOL

No pupil is to leave school except by permission of a principal or the superintendent, or their designated representative, and such permission shall not be given during school hours except in the case of sickness, upon personal or written request of parents or guardians, or request of a teacher, principal or

superintendent. Students will not be released to the care of an individual other than a legal parent/guardian without consent of the parent/guardian.

3.370 PERSONAL COMMUNICATIONS

Pupils shall not be permitted to answer any personal phone calls except those from the parents, guardians or other persons having legal custody of said pupils. As a general rule, messages will be delivered to students at a time during the school day which will least disrupt the learning environment. Emergency messages will be delivered immediately.

3.380 INTERROGATION AND INVESTIGATION

Building administrators and others designated by the superintendent may conduct investigations and question students about infractions of school rules or the student conduct code.

If there is reason to believe a violation of criminal law has been committed, the principal shall notify the appropriate law enforcement agency and may request further investigation of the alleged violation.

Coordination with Law Enforcement

School administrators may meet periodically with local law enforcement officials to discuss the district's policies and rules regarding law enforcement contacts with the district.

Initiated by Law Enforcement

The administration shall cooperate with law enforcement officers who are conducting investigations of suspected child abuse. Law enforcement officers shall not be permitted to conduct investigations during school hours except in demonstrated emergency situation. If a demonstrate emergency is found, the principal shall require identification of law enforcement officials and reasons for the interrogation or investigation of a student. If the principal is not satisfied with either the identification or the reason, the request shall not be granted. The principal shall attempt to notify the superintendent and the officer's superiors of the reasons for the refusal.

Violations of Criminal Law

Information on criminal conduct shall be turned over to law enforcement officials.

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

Interrogations and Investigations

Notification efforts shall be documented. Parents/guardians shall not be notified by school officials when their child is taken into custody by SRS and/or law enforcement as a result of allegations of abuse or neglect.

When a student has been taken into custody or arrested on school premises without prior notification to the building principal, the school staff present shall ask the law enforcement officer to notify the principal of the circumstances as quickly as possible.

Disturbance of School Environment

Law enforcement officer may be requested to assist in controlling disturbances at school and if necessary to take students or other persons into custody.

3.381 REPORTING TO 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:

- In possession of a weapon
- In possession of controlled substance or illegal drug
- 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.

Whenever a student is suspended for an extended term or expelled for engaging in this conduct, the principal/superintendent, after obtaining the consent of the parent or eligible student to release of the information in accordance with the Family Educational Rights and Privacy Act, shall notify law enforcement of the imposition of the suspension or expulsion within 10 days after the suspension or expulsion is imposed. The notice shall contain the student's name, address, date of birth, driver's license number, if available, a description of the conduct that resulted in the suspension, or expulsion from school, and the date the suspension or expulsion was imposed.

- Proposed to BOE 9/10/07
- Adopted by BOE 10/8/07

3.400 PUPIL EVALUATION AND PLACEMENT

3.410 GRADING PROCEDURES

A uniform grading system will be maintained at each building level throughout the district.

3.420 PROMOTION AND RETENTION OF ELEMENTARY AND MIDDLE SCHOOL STUDENTS

The classroom teacher is to assume a major role in the development of recommendations relative to promotion or retention with the final decision resting with the building principal.

In the development of the recommendation or decision it is important that the parents/guardians be consulted and that the decision be consistent with grade reports throughout the year. The development of a recommendation or decision of retention should include several parental/guardian conferences.

Factors to be considered in the determination of retention are age, maturity, academic progress, test scores, ability, results of psychological evaluations, student motivation, previous retentions, parental/guardian input, and teacher recommendation. Only in very rare circumstances would a second retention be considered. Generally, the child should be given a psychological evaluation during the year if more than one year has elapsed since the last evaluation was administered.

In the consideration of retention, a final conference will be held prior to May 15, with the parents/guardians, teachers, psychologists and/or counselor, and principal. If the final decision is to retain and the parent/guardian is not in agreement, the final decision rests with the school.

3.430 STUDENTS EXPERIENCING DIFFICULTY

An opportunity for student counseling with the professional staff will be available if a student is experiencing difficulties. The purpose of student counseling is to develop strategies on an individual student basis which are designed to promote student success. Students at risk of dropping out of school are to receive special counseling and consideration in special programs of study in an effort to lessen the potential.

3.500 THE RIGHTS AND RESPONSIBILITIES OF STUDENTS

3.510 STUDENT RIGHTS

3.511 GENERAL STATEMENT

The rights of students are as important to recognize as the rights of other groups or individuals in the district's efforts to promote an effective democratic society. The following policy statements denote recognition of particular student rights, but do not intend to give the impression that they are an all inclusive list of student rights.

3.512 RIGHT TO PURSUE A PUBLIC EDUCATION

This right is recognized by the constitution of the State of Kansas. All resident, school age children of the district are guaranteed the right to enroll in the appropriate school within the district as long as the accompanying responsibilities are accepted.

3.513 OPPORTUNITY TO PARTICIPATE IN EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES

Students have the opportunity to participate in all extra-curricular and co-curricular programs offered by the district when the qualifying standards are met.

3.514 OPPORTUNITY TO ORGANIZE AND PARTICIPATE IN STUDENT GOVERNMENT

Students have the opportunity to organize and participate in student government.

3.5141 STUDENT ORGANIZATIONS

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

3.5142 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 facilities then, during non-instructional time, non-school sponsored student clubs may also meet in school facilities.

3.5143 NON-SCHOOL SPONSORED STUDENT CLUBS

Non-school sponsored clubs shall submit a request for use of school facilities prior to using the facilities. A faculty member

(or other adult approved in advance) may/shall attend the meetings as a supervisor but may/shall not participate in the group's activities.

3.5144 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.

- 3.5141 – 3.5144 introduced to BOE 1/11/10
- Adopted by BOE 2/8/2010

3.515 SEXUAL HARASSMENT / BULLYING

Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment shall include, but not be limited to:

- Sexually oriented communication, including sexually oriented verbal "kidding" or harassment or abuse;
- Subtle pressure or requests for sexual activity;
- Persistent unwelcome attempts to change a professional relationship into a personal, social-sexual relationship;
- Creating a hostile work environment, including the use of innuendoes or overt or implied threats;
- Unnecessary touching of an individual, e.g., patting, pinching, hugging, repeated brushing against another person's body;
- Requesting or demanding sexual favors accompanied by implied or overt threats concerning an individual's employment;
- Requesting or demanding sexual favors accompanied by an implied or overt promise of preferential treatment with regard to an individual's employment; or
- Sexual assault or battery as defined by current law.

No district employee shall sexually harass, be sexually harassed, or fail to investigate or refer a complaint of sexual harassment for investigation. Complaints of sexual harassment by employees will be promptly investigated and resolved. Initiation of a complaint of sexual harassment will not adversely affect the job security or status of an employee, nor will it affect his or her compensation or work assignment. Violation of district policy shall result in disciplinary action, up to and including termination.

Employees who believe that they have been subjected to sexual harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the object of a harassment complaint, the employee may bypass the supervisor and report directly to

the superintendent. Complaints against the superintendent shall be heard by the board.

Violation of this policy shall result in disciplinary action, including termination, against any employee. Violation of this policy also includes any supervisor's failure to follow the policy or to investigate complaints.

Employees who do not believe that the matter is appropriately resolved through these meetings may file a written complaint under the district's discrimination complaint procedure. (See Title IX)

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

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

Confidentiality shall be maintained throughout the complaint procedure.

BULLYING –

The board of education prohibits bullying in any form on school property, in a school vehicle or at a school-sponsored activity or event. The administration shall propose, and the board shall review and approve a plan to address bullying on school property, in a school vehicle or at a school-sponsored activity or event.

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 expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

- Proposed to BOE 9/10/07
- Adopted by BOE 10/8/07

CYBER SPACE BULLYING/HARASSMENT –

Any form of unwanted/undeserved harassment to another individual (student / school employee) which utilizes technology to deliver such harassment, in any form, will not be acceptable behavior. Technology is defined as: cell phones, text messaging, internet web site, chat rooms, anonymous electronic bulletin boards, instant messaging, and any other form technology which cyber bullying is delivered will constitute disciplinary action that will result in suspension or expulsion from school.

Law enforcement agencies will be contacted and possible legal action may result.

- Proposed to BOE 10/8/07
- Adopted by BOE 10/8/07

3.515.1 BULLYING

USD 459 believes that all students have a right to a safe and healthy school environment. The district schools and community have an obligation to promote mutual respect, tolerance, and acceptance.

USD 459 will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate or harass another student through words or actions. Such behavior includes but is not limited to: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling and/or manipulation.

USD 459 expects students and/or staff to immediately report incidents of bullying behavior to the principal or designee. Staff is expected to intervene when they see an incident involving bullying behavior. Each complaint of bullying behavior should be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period and during a school-sponsored activity.

To ensure bullying behavior does not occur on school campuses, USD 459 will provide staff development training in preventing bullying behavior and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment.

Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying behavior. Students who demonstrate bullying behavior are in violation of this policy and are subject to disciplinary action up to and including expulsion.

Definition:

Bullying behavior means any intentional gesture or any intentional written, verbal or physical act or threat that creates an intimidating, threatening or abusive educational environment for a student or staff member. This includes but is not limited to:

Harming a student or staff member, whether physically or mentally;

Damaging a student's or staff member's property;

Placing a student or staff member in fear of harm;

Placing a student or staff member in fear of damage to their personal property.

Bullying behavior includes aggressive or hostile behavior that is intentional and involves an imbalance of power between the person exhibiting the bullying behavior and the person being targeted.

Bullying behavior takes many forms, including, but not limited to, physical or verbal assaults, nonverbal or emotional threats or intimidation, extortion, and the use of a computer or telecommunications to send embarrassing, slanderous, threatening, or intimidating messages.

Bullying behavior may also be characterized by teasing, put-downs, name-calling, cruel rumors, false accusations, and hazing. The person receiving the bullying behavior must feel they are being targeted and intimidated.

Bullying behavior can be one of the following: staff to staff, staff to student, student to staff, or student to student.

Bullying Behaviors – What Can School Staff Do?

Intervene immediately to stop the bullying behavior.

Talk to the person exhibiting the bullying behavior and the person being targeted separately. If more than one student is involved in the bullying behavior, talk to each separately in quick succession. (Expect individuals who demonstrate bullying behavior to minimize and deny their actions)

Remind the person who is doing the bullying behavior about school and classroom rules, reiterate what behavior is expected, and discuss sanctions that will be imposed for future bullying behavior.

Reassure the person being targeted that everything possible will be done to prevent a recurrence.

Make other students aware of the consequences of bullying behavior. Reiterate the school's policy of not allowing any bullying behavior.

Phone the parents of both the person exhibiting the bullying behavior and the individual being targeted as soon as possible. If possible, involve the parents in designing a plan of action.

Continue to monitor the bullying behavior and the safety of the targeted person.

Consult administrators, teachers, and staff members to alert them to the problem and to get a better understanding of it.

If the situation doesn't change, remove the person demonstrating the bullying behavior – not the person being targeted -- from the classroom.

Procedures for Intervention:

The procedures for intervening in bullying behavior include, but are not limited to, the following:

The school will make reasonable efforts to keep a report of bullying behavior and the results of investigation confidential.

Staff is expected to immediately intervene when they see an incident involving bullying behavior occur.

People witnessing or experiencing bullying behavior are encouraged to report the incident; such reporting will not reflect on the victim or witnesses in any way.

Resources for Training Staff and Students:

All staff, students and their parents will receive a summary of this policy prohibiting bullying behavior at the beginning of the school year, as part of the student handbook and/or information packet, as part of new student orientation, and as part of the school system's notification to parents.

In an effort to prevent bullying behavior, USD 459 will provide learning opportunities for both students and staff. A bullying behavior prevention committee consisting of school administration, staff members, students and community members will be formed to organize and oversee bullying behavior prevention activities of the district.

Under this policy, all USD 459 students and staff members will receive a minimum of five hours of instructional training annually on identifying bullying behavior and prevention strategies. This training may include but is not limited to classroom instruction, online instruction, student assemblies, inservice activities, and peer modeling.

Some of the following bullying behavior prevention and/or character education programs/activities may be used to provide this training:

Programs

Bullying Hurts

Kansas Bullying Prevention Program

Second Step: Violence Prevention Program

PATHS

Character Education Learning Center

The Bully Free Classroom

All Hands In: Preventing Bullying Behavior

The Master Teacher online training program

Power Media Plus

Clarity Net Online Training (Coastal Training)

Consequences:

Students who are found to have participated in bullying behavior may be subject to disciplinary action including but not limited to suspension, expulsion, and referral to law enforcement officials for possible legal action.

Employees found to have participated in bullying behavior, or having become aware that bullying behavior was taking place and failed to report the behavior, are considered to be in violation of this policy. They may be subject to disciplinary action including but not limited to reprimand, suspension, and/or termination.

Disclosure and Public Reporting:

Notification to all parties subject to this policy shall be made annually. A summary of the policy will be incorporated into student and employee handbooks. It will also be distributed to organizations in the community having cooperative agreements with the schools.

Data on the number and types of reports made under this policy, the results of investigations, and sanctions imposed will be maintained by the school district. No individuals, either complainants or violators, will be named in such reports.

Annual reports will be presented to the school board for use in development of prevention programs and/or modifications of this and other related policies. The annual report will be made available to the public upon request.

Complaint Procedures:

It is considered the responsibility of all students and school staff members to report bullying behavior to a member of the school staff or administration. All reports of bullying behavior will be taken seriously and school staff and administration will protect students and co-workers from potential retaliation.

An investigation will take place when reports of bullying behavior are received. The district shall keep the complaint confidential for both the accused and the accuser, until such time as the misconduct is confirmed and sanctions are imposed.

- Proposed to BOE 9/14/09
- Adopted by BOE 10/12/09

**THE REHABILITATION ACT OF 1973, TITLE VI OF THE
CIVIL RIGHTS ACT OF 1964, AND THE AMERICANS
WITH DISABILITIES ACT OF 1990**

See Handbooks

3.517 CIVILITY POLICY

See Handbooks

3.520 STUDENT RESPONSIBILITIES

3.521 GENERAL STATEMENT

Accompanying individual rights are individual responsibilities. Students should seek to improve the status of the schools and bring credit to themselves, the schools, and the community.

3.522 RESPONSIBILITIES IN INDIVIDUAL CONDUCT

Students are expected to comply with the policies of the board of education, the regulations of the district administration, rules of the professional staff, reasonable directions of the professional staff, and the statutes of the state of Kansas. Students are expected to maintain a pattern of positive communication and interaction with administrators, teachers, other school employees, and colleagues.

A pattern of behavior that characterizes emotional and physical control and stability in the conduct of responsibilities is to be demonstrated.

3.523 ATTENDANCE

Students and parents or legal guardians are responsible for compliance with attendance procedures established by principals and the compulsory attendance laws of the state of Kansas.

3.524 STUDENT FEES AND OTHER CHARGES

The district will charge students the replacement cost of instructional materials issued to the student when materials are lost or excessively abused.

Fees and charges may be levied by the district for participation in some elective programs. These fees will be established by the board of education prior to enrollment each year.

The district will charge for the materials issued for student projects in certain elective sources, including but not limited to, art and industrial arts.

Yearbook fees, lock fees, and field trip fees are optional for the student.

3.600 GRADUATION REQUIREMENTS

3.610 SPECIFIC GRADUATION REQUIREMENTS

The board of education has determined that students must have successfully completed a minimum of 25 credits for graduation. Successful completion of a unit of credit shall be defined as achieving a grade of “D-” or better. A half-unit of credit shall be defined as the successful completion of one semester. The following requirements must be met:

- Four units of English
- Three units of Social Studies (this must include a full unit of American History and a full unit of American Government)
- Three units of Science; one of which must be a lab science
- Three units of Mathematics
- One unit of Health and Physical Education
- One unit of Computer Technology
- One unit fine arts
- Nine units of electives

3.620 GRADUATION CEREMONY PARTICIPATION

Students who have successfully completed all of the requirements for graduation as listed in board of education policy 3.610 have the opportunity to participate in the graduation ceremony. No student shall receive a diploma until all requirements of policy 3.610 have been completed and all financial obligations to the district are met.

3.700 AUXILIARY SERVICES FOR PUPILS

3.710 NUTRITION SERVICES

3.711 THE SCHOOL BREAKFAST AND LUNCH PROGRAMS

The school breakfast and lunch programs are operated in accordance with the standards and requirements established by the National School Breakfast Program and by the National School Lunch Program.

3.712 FREE AND REDUCED PRICED MEALS

This program is operated in accordance with state and federal regulations. Eligibility for free or reduced priced meals is based on the income scale as established by the Department of Agriculture each school year. Application forms may be secured at enrollment, the school office or district office.

The director of nutrition services/board clerk will review and determine the eligibility of all applicants for free or reduced priced meals. The decision may be appealed to the hearing officer/superintendent.

Children participating in this program shall go through regular serving lines and shall not be singled out or discriminated against in any way.

3.720TRANSPORTATION SERVICES

3.721 The district shall provide or furnish transportation for pupils in accordance with K.S.A. Article 83 such that

- Pupils reside in the district
- Pupils attend any school of the district
- Pupils live 2.5 miles or more from the school they attend
- Pupils must live outside the city limits of Bucklin to ride if seats are available

3.722 Parents/guardians are eligible for mileage reimbursement for

- Miles traveled to and from home to school or pick-up points when routes are not available and such transportation for reimbursement has been approved by the board of education and superintendent.
- Miles traveled due to mud routes are not reimbursable.

Such payment shall conform to K.S.A. 72-8304 in that

- Reimbursement shall be limited to two round trips a day on a route prescribed by the board of education.
- Where more than one student is transported in the same vehicle, mileage shall be paid for only one student.

Mileage reimbursement will be the mileage rate approved by the board of education.

3.723 Where school bus transportation is provided, eligible pupils may ride the bus; mileage will not be paid in lieu of bus transportation, unless authorized by the board of education and superintendent.

3.724 Bus stops will be restricted to approved stops as established by the director of transportation /superintendent.

3.725 All requests for transportation not covered by these sections shall be considered on an individual basis by the assistant superintendent for finance and reviewed by the superintendent and board of education.

3.726 Students who are required to stay after school for misconduct will have transportation privileges suspended.

3.727 CONDUCT ON SCHOOL BUSES

In compliance with K.S.A. 72-8302 the board of education authorizes the district's administration to make reasonable rules and regulations for the purpose of governing pupil conduct on school buses. These rules and regulations are to include a statement which provides for the loss of privilege of transportation services for a period extending to a maximum of the remainder of the school year for a pupil who either persistently violates the rules or commits a major violation.

The expectations for student conduct on school buses include but are not limited to the observance of the following rules:

- Observe same conduct as in the classroom.
- Be courteous, use no profane language.
- Do not eat or drink on the bus.
- Keep the bus clean.
- Cooperate with the driver.
- Do not smoke.
- Do not be destructive.
- Stay in your seat.
- Keep head, hands and feet inside the bus.
- Sit in assigned seats, if assigned by the driver.
- Be on time to enter the bus.
- Follow drivers' instructions when leaving the bus.
- Report any damage to the bus to the driver at once.

3.728 TRANSPORTATION SERVICE FOR SPECIAL EDUCATION STUDENTS

In addition to the opportunity for transportation services described in board of education policy 3.720, special education students may qualify for transportation services if they meet one of the following criteria:

- The student is required to attend a school other than the appropriate school as determined by the attendance area.
- The handicapping condition of the child is a degree of severity which makes the transportation service a necessity.

A statement concerning the provisions of transportation services will be included in each individual education plan (IEP).

Parents/guardians will in all cases be encouraged to provide transportation when feasible.

3.800 GENERAL STUDENT PERSONNEL POLICIES

3.810 TOBACCO

The possession/use of tobacco and tobacco products on/in school property/buildings or at any school-related activity is prohibited.

3.820 USE OF STUDENTS TO DISTRIBUTE INFORMATION

Only printed, published or duplicated materials directly related to district operations shall be distributed on school property or sent home with students. Those organizations and programs with membership open to all students may be considered school related in regard to the dissemination of information.

3.830 CHARITY CAMPAIGNS IN THE SCHOOL

Because of the numerous requests from worthwhile fundraising agencies, and because of the potential demands upon time and energy of the district personnel and resources as a result of participation in such campaigns, the district shall not take a direct role in any specific charity campaign.

3.840 ACTIVITY FREE TIMES

Wednesday evenings after 6:00 p.m. and Sundays are considered to be activity free time. School activities and practice sessions are not to be scheduled without the prior approval of the principal.

3.900 HOMELESS AND ALTERNATIVE STUDENTS

3.910 HOMELESS STUDENTS

The district, in accordance with state and federal law and the Kansas state plan, will ensure that homeless children in the school district have access to a free and appropriate public education. Homeless students are individuals who lack a fixed, regular and adequate nighttime residence.

3.920 FOREIGN EXCHANGE STUDENTS

The board recognizes the cultural benefits of foreign exchange student programs and authorizes the superintendent to accept foreign exchange students into the district.

3.930 ALTERNATIVE ARRANGEMENTS

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

A pregnant student may be required to provide a physician's release statement to be allowed to participate in school activities. If there is a delay in obtaining a physician's release statement, in the student's best interest, the administration may deny activity participation until the permission slip is made available.

3.940 POST SECONDARY STUDENTS

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

