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It shall be the policy of the board to foster and encourage the development of procedures through which students may be effectively involved in establishing goals and objectives for their lives, insofar as these goals may be properly accomplished in the school setting.

All handbooks are to be approved by the board and adopted, by reference, as a part of these policies and rules. (See Cf. BDC.)

Approved: 11-8-93

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

Approved: 11-8-93

It shall be the policy of the board to encourage regular attendance at school by all students. 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. Student/staff handbooks, approved annually by the Board of Education, will contain building attendance policies, which address definitions and procedures for handling excused, unexcused, and school-related absences and tardies.

Approved: 11-8-93

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.

Compulsory Attendance Exception Form and Disclaimer

Pursuant to K.S.A. 72-1111, a child who is sixteen or seventeen years of age can be exempt from compulsory attendance requirements of the State of Kansas for reasons as stated by statute. Any student exempt from compulsory attendance must complete the *Compulsory Attendance Exemption Form* and the *Compulsory School Attendance Disclaimer*. The forms must be signed by a building administrator and placed on file in the principal's office.

Approved: 1-19-99



COMPULSORY ATTENDANCE EXEMPTION FORM

Ref. JB-R

Pursuant to K.S.A. 72-1111, as amended, _____,
Name of child

a child who is 16 or 17 years of age, is exempt from the compulsory attendance requirements of the State of Kansas for the reasons listed below (check appropriate reasons).

- The child is regularly enrolled in an alternative education program approved by the Board of Education of USD 428.
- The child is exempt pursuant to a court order which is attached to this form.
- The child and _____, the parent or person acting as parent, have attended a final counseling session conducted by USD 428 and have signed a disclaimer, which is attached to this form.

Signature of School Official

Typed or Printed Name

Title

Date

Approved 01-11-99



COMPULSORY SCHOOL ATTENDANCE DISCLAIMER

Ref. JB-R

Pursuant to K.S.A. 72-1111, as amended, Unified School District 428 encourages
_____, to remain in school or pursue an educational
Name of child
alternative.

The academic skills listed below have not been achieved by the child:

- | | |
|----|-----|
| 1. | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | 10. |

The future earning power of a high school graduate is \$ _____ over his or her lifetime. The future earning power of a high school dropout is \$ _____ over his or her lifetime. The difference is \$ _____ over a lifetime.

The child, _____, is encouraged to attend one of the alternative education programs approved by the Board of Education of Unified School District 428, listed below:

- 1.
- 2.
- 3.

We, the undersigned, acknowledge that we attended the final counseling session conducted by USD 428 in which the above information was presented to us.

Signature of Child

Signature of Parent or Guardian

Date

Date

Approved 01-11-99

JBC

Enrollment

JBC

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, and 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 Kansas Social and Rehabilitation Services, 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 thirty (30) days of enrolling, the superintendent shall notify local law enforcement officials as required by law and shall not notify any person claiming custody of the child.

Assignment to a School Building, Grade Level, or Classes

The Superintendent shall assign students to the appropriate building. Any student desiring to attend an elementary school outside the attendance area in which the student resides is required to complete a Student Transfer Request Form (LC1115). Final approval for students requesting a transfer to another school outside the attendance area in which the student resides may be done only with the Superintendent's written approval of the Student Transfer Request.

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 Credits

In the middle school and in the senior high school, full faith and credit shall be given to units earned in other accredited schools, unless the principal determines there is valid reason for not doing so.

Transferring 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 / 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: 9-10-01

Unified School District 428
STUDENT TRANSFER REQUEST
(In-District and Out-of-District)

Ref. BOE Policy JBC

School year for which transfer is requested _____ - _____ Date _____

Is this request: **New** or **Repeat** (students were previously approved and have been attending the school requested)

Please indicate the type of transfer requested:

- From one school to another within USD 428.
- From a school outside USD 428 to a school within USD 428.
- From a school within USD 428 to a school in a neighboring district outside USD 428.

Please see reverse side for information on completing this form and for enrollment instructions. Indicate the grade level for the year the transfer is requested.

Student Name _____ **Grade** _____
Legal Last Name First Name

Student Name _____ **Grade** _____
Legal Last Name First Name

Student Name _____ **Grade** _____
Legal Last Name First Name

Student Name _____ **Grade** _____
Legal Last Name First Name

Parent/Legal Guardian _____ **Phone** _____
Last Name First Name

Address of Residence _____
Street City

<p>USD 428 learning center boundaries <u>in which you reside</u>:</p>	<p><input type="checkbox"/> <i>Eisenhower</i></p> <p><input type="checkbox"/> <i>Jefferson</i></p> <p><input type="checkbox"/> <i>Lincoln</i></p> <p><input type="checkbox"/> <i>Park</i></p> <p><input type="checkbox"/> <i>Riley</i></p>	<p><input type="checkbox"/> <i>Great Bend MS</i></p> <p><input type="checkbox"/> <i>Great Bend HS</i></p>
<p>Non-USD 428 school district in which you reside: _____ <small style="margin-left: 100px;">District Name</small> <small style="margin-left: 150px;">USD #</small></p>		

<p>USD 428 learning center <u>you are requesting</u>:</p>	<p><input type="checkbox"/> <i>Eisenhower</i></p> <p><input type="checkbox"/> <i>Jefferson</i></p> <p><input type="checkbox"/> <i>Lincoln</i></p> <p><input type="checkbox"/> <i>Park</i></p> <p><input type="checkbox"/> <i>Riley</i></p>	<p><input type="checkbox"/> <i>Great Bend MS</i></p> <p><input type="checkbox"/> <i>Great Bend HS</i></p>
<p>Non-USD 428 school district <u>requested</u>: _____ <small style="margin-left: 100px;">District Name</small> <small style="margin-left: 150px;">USD #</small></p>		

Reason for Request: _____

Guidelines for Requesting a Transfer
Enrollment Information for Transfer Students
Ref. BOE Policy JBC

1. Please complete this form and submit to the Superintendent of Schools, 201 S. Patton Road, Great Bend, 67530.
2. Please complete a separate form if more than one learning center is being requested within your family.
3. **If this request involves transferring a student from another school district outside USD 428 to a school within USD 428,** the transfer must first be approved by the Superintendent of Schools in USD 428 prior to enrollment. In order to be approved by the superintendent, the child must be a student in good standing in the child's former school. In addition, no student with an Individual Education Plan (IEP) will be accepted from any district *outside* of the Barton County Special Services Cooperative. A student who has an IEP *may* be approved from the following BCSSC school districts: Claflin USD 354, Ellinwood USD 355, Hoisington USD 431, and Otis-Bison USD 403. Great Bend USD 428 reserves the right to deny admittance to any student who is not a resident of the district for any reason.
4. **If your child is currently enrolled in USD 428 and you are requesting a transfer to another USD 428 learning center,** please submit this application and follow these enrollment procedures.
 - A. If your child(ren) is already attending a learning center outside the learning center district in which you reside and you are *requesting continuance* at that school, enroll the student(s) at the requested learning center where they have been attending.
 - B. If this is a *new request for transfer*, please enroll the child(ren) at the USD 428 learning center where the child(ren) resides.
5. You will be notified of the approval or denial of the transfer by the Superintendent of Schools or a building principal.

If you have any questions regarding transfer or enrollment procedures, please contact the District Education Center, 201 S. Patton Road, Great Bend, 67530. Phone: (620) 793-1500.

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.

Coordinator

The Board shall designate a Homeless Coordinator for the district.

Approved: 10-13-03

Homeless students shall, by definition, include the following.

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

Enrollment Placement

The administration shall consider the best interest of the child, with parental involvement, in determining whether the child should be enrolled in the school of origin

or the school that non-homeless students who live in the attendance area in which the homeless child or youth is actually living are eligible to attend. To the extent feasible, and in accordance with the child or youth's best interest, the child or youth should continue his/her education in the school of origin, except when contrary to the wishes of the parent/guardian. If the youth is unaccompanied by a parent/guardian, the Homeless Coordinator will consider the views of the youth in deciding where the youth will be educated. The choice regarding placement shall be made regardless of whether the child or youth lives with the homeless parents or has been temporarily placed elsewhere.

The school selected shall immediately enroll the homeless child or youth, even if the child or youth is unable to produce records normally required for enrollment, such as previous academic records, immunization records, proof of residency, or other documentation. However, the district may require a parent/guardian of a homeless child or youth to submit contact information.

The district must provide a written explanation, including a statement regarding the right to appeal, to the homeless child or youth's parent/guardian, or to the homeless youth if unaccompanied, if the district sends the child or youth to a school other than the school of origin or other than a school requested by the parent/guardian.

If a dispute arises over school selection or enrollment in a school, the child or youth shall immediately be admitted to the school in which enrollment is sought, pending resolution of the dispute. The child, youth, or parent/guardian shall be referred to the district Homeless Coordinator, who will carry out the dispute resolution process as expeditiously as possible.

For the purposes of this policy, “school of origin” is defined as the school that the student attended when permanently housed or the school in which the student was last enrolled.

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

Services

Each homeless child or youth shall be provided services comparable to services offered to other students in the district including, but not limited to, transportation services; educational services for which the child meets the eligibility criteria, such as educational programs for disadvantaged students, students with disabilities, and gifted and talented students; vocational programs and technical education; school meals programs; preschool programs; before- and after-school care programs; and programs for students with limited English proficiency. Homeless students will not be segregated in a separate school or in a separate program within a school based on the students’ status as homeless.

Transportation

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

Records (See JR and JGCB)

Any records ordinarily kept by the school including immunization records, academic records, birth certificates, guardianship records, and evaluations for special services or programs of each homeless child or youth shall be maintained so that appropriate services may be given the student, so that necessary referrals can be made, and so that records may be transferred in a timely fashion when a homeless child or youth enters a new school district. Copies of records shall be made available upon request to students or parents / guardians in accordance with the Family Educational Rights and Privacy Act.

Coordinator

The Board designates the following individual to act as the district's Homeless Coordinator: Director of Curriculum and Instruction, 201 Patton Road, Great Bend, KS; (phone 620-793-1500 / fax 620-793-1585). The district shall inform school personnel, service providers, and advocates working with homeless families of the duties of the district Homeless Coordinator. The Homeless Coordinator will ensure that:

1. Homeless children and youths are identified by school personnel and through coordination activities with other entities and agencies.
2. Homeless children and youths enroll in, and have a full and equal opportunity to succeed in, schools in the district.
3. Homeless families, children, and youths receive educational services for which such families, children, and youths are eligible, including Head Start, Even Start, and preschool programs administered by the district and referrals to health care services, dental services, mental health services, and other appropriate services.
4. The parents or guardians of homeless children and youths are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
5. Public notice of the educational rights of homeless children and youths is disseminated where such children and youths receive services, such as schools, family shelters, and soup kitchens.
6. Enrollment disputes are mediated in accordance with law.
7. The parent/guardian of a homeless child or youth, and any unaccompanied youth, is fully informed of all transportation services, including transportation to the school of origin and is assisted in accessing transportation to the school selected.
8. Unaccompanied youths will be assisted in placement or enrollment decisions, their views will be considered, and they will be provided notice of the right to appeal.
9. Children or youth who need to obtain immunizations, or immunization or medical records, will receive assistance.

Approved: 10-13-03

COMPLAINT FORM

Unified School District 428, Great Bend, Kansas
(Reference BOE Policy JBCA)

PROGRAMS FOR HOMELESS STUDENTS

*(Assignment to a School Other Than
School of Original / School Requested by the Parent/Guardian)*

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

Explanation of decision:

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

You may verbally and informally state your complaint to the district's Homeless Coordinator. If the complaint is not promptly resolved, you may complain in writing to the Homeless Coordinator. You must include the following information.

- Date of filing;
- Description of the complaint.
- Name of person(s) involved.
- Explanation of the action taken during the informal charge stage.

Within five (5) days after receiving the complaint, the coordinator will provide you a written decision, with supporting evidence and reasons. In addition, the coordinator will inform the superintendent of the formal complaint and the result.

Parent/Guardian

Homeless Coordinator

Date

Date

Approved: 10-13-03

When a student is absent from school, an attempt shall be made to contact the parent / guardian to determine the acceptability and validity of excuses presented by the parent / guardian or the student.

Approved: 02-11-02

JBD-R

Absences and Excuses

JBD-R

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

Excused / Unexcused Absences

All "excused" absences will fall within the following categories:

1. Illness or disability of the student;
2. Professional appointments for medical or legal reasons;
3. Serious personal or family problems;
4. Special religious reasons specifically approved by the building principal;
5. Other special or unusual circumstances specifically approved by the building principal;
6. Approved school-related activities.

Significant Part of a School Day

A significant part of the grades 7-12 school day will be considered one or more of the student's scheduled classes; for K-6, one-half day will be considered a significant part of a school day.

JBD-R

Absences and Excuses (Cf. IHEA, JDD) (See JBE)

JBD-R-2

Make-Up Work

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

Approved: 02-11-02

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

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

Prior to reporting to either SRS [if the student is under thirteen (13)] or the county or district attorney [if the student is thirteen (13) or more years of age but less than eighteen (18) years of age], a letter shall be sent to the student's parent / guardian notifying him / her that the student's failure to attend school without a valid excuse shall result in the student's being reported truant.

Waiver of Compulsory Attendance Requirements

Students sixteen (16) or seventeen (17) years of age may be exempted from compulsory attendance regulations if the parent / guardian attends the counseling session required by law and signs the appropriate consent and waiver form; if the student earns a GED; or if the student is exempted from compulsory attendance requirements pursuant to a court order.

Involvement of Law Enforcement

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

Reporting to Parents

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

Dual Enrollment Students

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

Approved: 8-9-10

**Parent Consent and Waiver for Child Sixteen (16)
or Older to be Exempt from
Compulsory Attendance Requirements**

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

Pursuant to K.S.A. 72-1111, as amended, Unified School District No. 428
encourages _____ to remain in school or to pursue an education alternative.
Name of Student

The academic skills listed below have not been achieved by _____:
Name of Student

Based on _____ the difference in future earning
Source of Information
power between a high school graduate and a high school dropout is _____.
_____ is encouraged to attend one of the following alternative education programs.
Name of Student

I (we) the undersigned hereby give written consent to allow _____,
Name of Student
who is sixteen (16) or seventeen (17) years of age, to be exempt from the Kansas compulsory
attendance requirement, and state that we have attended the final counseling session
conducted by USD 428 in which the above information was presented to us.

Signature of Student

Signature of Parent(s) or Legal Guardian

Date

Date

LIFETIME EARNINGS INFORMATION FOR HIGH SCHOOL PRINCIPALS

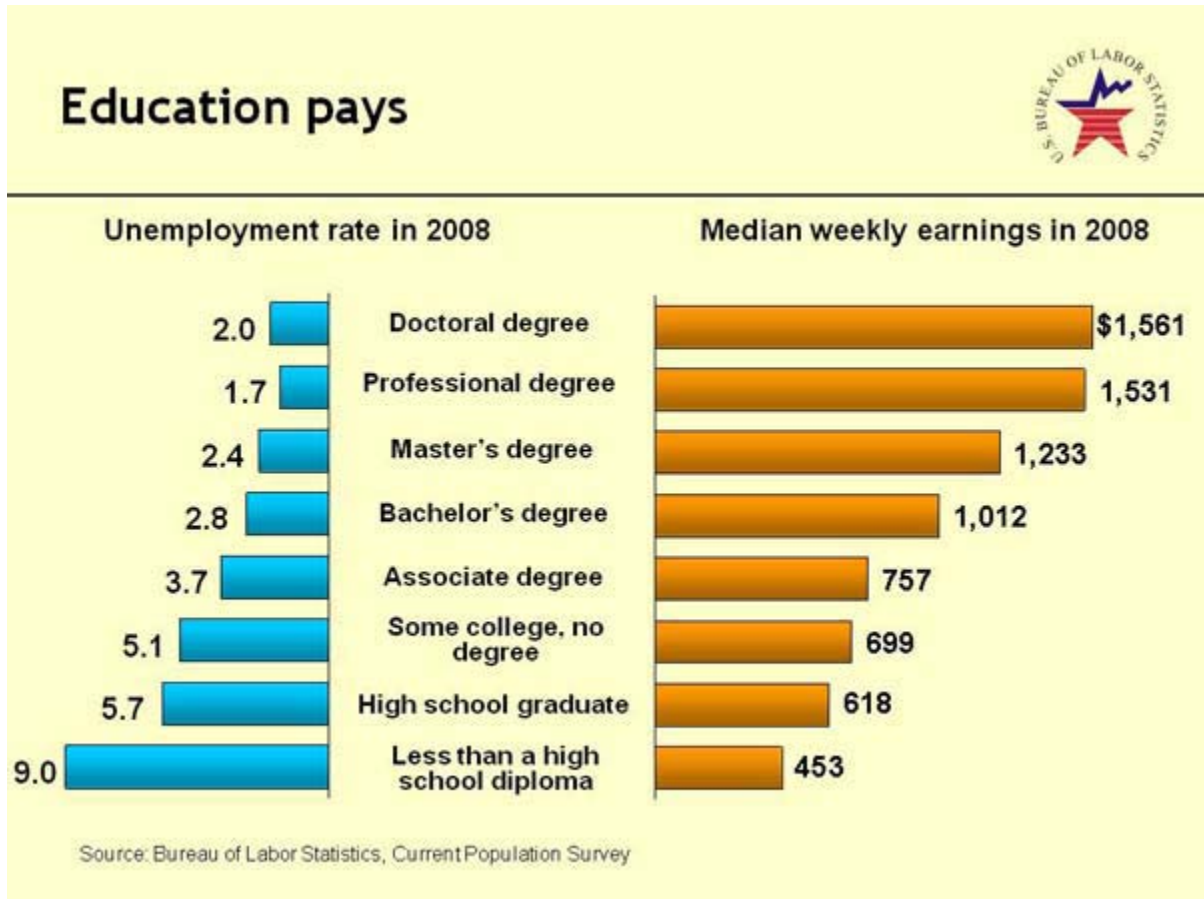
Ref. JBE

This information is an analysis compiled by “Career Opportunities News” based on data from the U.S. Bureau of Census.

LIFETIME EARNINGS

Less than high school diploma	\$1,052,647
High school diploma	\$1,418,890
Some college -- no degree	\$1,702,780
Associate degree	\$1,769,090
Bachelor’s degree	\$2,498,260
Bachelor’s degree or higher	\$2,834,510
Master’s degree	\$2,865,460
Doctorate degree	\$3,897,650
Professional degree	\$5,137,355

Source: Day and Newburger 2002; calculations at <http://www.census.gov/prod/2002pubs/page23-210.pdf>



Approved: 8-9-10

JBG

Readmissions

JBG

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

Approved: 11-8-93

JBG-R

Readmissions

JBG-R

All applications for readmission to the schools shall be submitted to the appropriate building principal in writing. If the student who is applying for readmission has been previously expelled from the school, the principal shall attempt to establish communication with the parent or guardian and to counsel with both parents/guardians and student concerning readmission. If the student who is applying for readmission has previously withdrawn, whether formally or otherwise, the principal or his representative, by appropriate counseling, shall assist the student in re-enrolling.

Approved: 11-8-93

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

Approved: 11-8-93

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

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

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

Approved: 11-8-93

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

Approved: 11-8-93

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

Search of Lockers

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

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

Searches of Property

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

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

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

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

Approved: 10-8-07

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

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

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

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

A written report of each search shall be made 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 policy, it shall be construed so as to include the superintendent “or designated representative.”)

Approved: 10-8-07

USD 428 SEARCH REPORT FORM

Ref. JCABB Searches of Students

Date: _____

Name of Student: _____

Parents contacted: ____ Yes ____ No

Time of search: _____ Date of search: _____

Place of search: _____

Reason(s) 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: _____

Results of the search: _____

Object(s) confiscated:

1. _____

2. _____

3. _____

Notifications Made

Parent/Guardian: _____

	<i>Name</i>	<i>Time</i>	<i>Results</i>
Law enforcement:	_____	_____	_____

	<i>Name</i>	<i>Time</i>	<i>Results</i>
Others:	_____	_____	_____

	<i>Name</i>	<i>Time</i>	<i>Results</i>
	_____	_____	_____

Copies: Student's file
Superintendent

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

Any employee who knows or has reason to believe that an act has been committed at school, on school property, or at a school-supervised activity and that the act constitutes a felony or misdemeanor or which involves the possession, use, or disposal of explosives, firearms, or other weapons, shall notify the appropriate state or law enforcement agency. Any such report shall also be reported to the building principal or superintendent.

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.

Investigations Initiated by School Administrators and Conducted by Law Enforcement Officers

Except for an investigation into abuse or neglect of a student, when law enforcement officers conduct an investigation and/or question student(s) during school hours, the building principal shall make reasonable attempts to contact the parents/guardians or representative of the student(s) prior to questioning. Notification or attempted notification of parents/guardians or representative shall be documented by the administrator involved. If a student's parents/guardians or representative are not present during questioning of a student, the principal or a certified school staff member may be present.

(See EBC, GAAD, JCABB, JCEC, and JHCAA)

Investigations Initiated and Conducted by Law Enforcement Officers

The administration shall cooperate with law enforcement officers who are conducting investigations of suspected child abuse or neglect. (See GAAD.) Law enforcement officers shall not be permitted to conduct investigations during school hours except in demonstrated emergency situations. If a demonstrated 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 reason(s) for the refusal.

Violations of Criminal Law

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

Taking Student(s) 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/guardians or representative when the student(s) are removed from school for any reason by law enforcement authorities.

If a student is taken into custody by a police officer, school administrators shall also make a good-faith effort to contact parents. Notification efforts shall be documented. Parents 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(s) to notify the principal of the circumstances as soon as possible.

Disturbance of School Environment

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

Approved: 10-8-07

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

Approved: 11-8-93

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

Approved: 11-8-93

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

Approved: 11-8-93

The principal of each school shall develop such rules and regulations to govern student conduct consistent with board policies. Such rules shall be reviewed by the board and adopted as policy by reference. A copy of the current rules shall be filed with the state board of education.

Approved: 05-12-97

Student Conduct

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

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

Approved: 05-12-97

Basic Policy

The intent of the Board of Education is to maintain tobacco-free schools. The district recognizes the tremendous threat to individual and public health which is presented by the smoking of tobacco and using any other tobacco products, and every school shall conduct intensive education programs concerning the hazards of using tobacco products. Such programs shall focus upon the addictive qualities of nicotine and the damage done to the human body by the use of cigarettes or other forms of tobacco. In addition to classroom programs, all other practical steps shall be taken to discourage smoking and any other use of tobacco products by students.

Students already addicted to nicotine shall be encouraged to participate in "Stop Smoking Clinics." Whenever feasible, school and district officials shall seek advice and assistance from the American Lung Association, the American Cancer Society, and/or other community agencies or individuals with recognized expertise in combating nicotine addiction.

Approved: 11-8-93

Student Consequences

Using tobacco on school property or at school activities shall be subject to suspension, expulsion, or other disciplinary action. In addition, such students shall be

encouraged to participate in "Stop Smoking Clinics" or other activities directed toward disseminating information concerning the harmful effects of tobacco.

First Offense

1. Depending upon circumstances, parents/guardians shall be notified.
2. Students shall be encouraged to attend a "Stop Smoking Clinic." Such clinics, conducted inside or outside of regular school time, shall include instruction in the harmful effects of tobacco, the physiology and psychology of smoking, and techniques associated with breaking the habits of tobacco use.

Repeated Violations

Repeated violations shall result in graduated consequences, as outlined in the written building discipline policy, which include effects on the eligibility of the student in any school-related activity, as well as consideration of expulsion at any point. Parents/guardians shall be notified of each subsequent violation of this policy.

A copy of the "Student Consequences" section of this policy shall be given to each student and his/her parent/guardian at the beginning of each school year. In addition, each new student enrolling during the year (and his/her parent/guardian) shall receive a copy.

Approved: 11-8-93

Drug Abuse

The use, possession, or distribution of alcohol, narcotics, hallucinogens, dangerous inhalants, or restricted dangerous drugs by students of this school district are recognized as harmful to the health and welfare of the student body and to the welfare and safety of the community. Such use, possession, or distribution will not be tolerated on school grounds, at school events, or in any situation in which the school is responsible for the conduct and well-being of young people. This district recognizes its responsibility to provide reasonable protection for all students from the influence of persons who might encourage the use of mind-altering chemicals. It shall be the policy of this district to continually seek the cooperation, advice, and counsel of parents/guardians and of the courts, law enforcement agencies, medical, mental health, and other professional agencies which are involved in the drug abuse problem in order to ensure a community-wide cohesive and comprehensive reaction to this problem.

The basic policy of this district is to confront the problem of student drug abuse in three ways: prevention, intervention, and control on school grounds and at all school functions. Drug abuse prevention includes education, in-service staff training, and awareness.

Educational Program

Chemical abuse is primarily a health problem. As such, it falls within the school's responsibility in the area of student health. It also has a direct and negative impact upon the ability of students to learn, the purpose for which schools are established. Abuse of mind-altering substance ranges from initial experimentation to hard-core addiction. The underlying causes of drug abuse include the entire spectrum of human problems. Each

school

in

the

JCDAB

Student Substance Abuse

JCDAB-2

Unified School District 428 will develop programs which recognize this diversity and which are capable of responding to individual problems and needs while assuring an orderly and safe environment in the school.

Instruction

Instruction in all grades regarding the effects of alcohol, narcotics, hallucinogens, and restricted dangerous drugs shall be a part of the basic curriculum adopted by the Board of Education. In addition to the basic curriculum, special presentations will be planned. Efforts will be made to involve reputable community agencies in planning substance abuse programs for students, staff, and parents/guardians.

Control Program

Every school has a potential drug abuse problem and the problem cannot be ignored. Administrative procedures will attempt to strike a balance between the needs of the individual chemical abuser and the protection of the total student body. Alcohol or other chemicals of abuse will not be tolerated on school grounds. Possession, use, or distribution of such substances at school or school functions will result in serious disciplinary action.

Intervention Program

Students who never possess or abuse chemicals at school may still have serious problems involving alcohol or drugs which demand the attention and assistance of school personnel. Those students, and their parents/guardians or friends, should not be afraid to discuss such problems because of fear of punishment or humiliation.

Teachers, counselors, and administrators are professional people, already trained in working with youth; they should also be familiar with legal, sociological, psychological, and medical effects of substance abuse or addiction. It is the goal of this district, through in-service programs and other educational opportunities, to continually raise self-awareness, understanding, and effectiveness in regard to chemical abuse.

School staff will be alert to those symptoms in students which may indicate problems with chemical abuse and initiate assistance through an intervention program.

These symptoms include the following:

1. abrupt change in mood or attitude;
2. sudden decline in attendance or performance at school;
3. sudden resistance to discipline at home or school;
4. impaired relationship with family or friends;
5. drowsiness or inattention to discussion and surroundings;
6. weight loss; inattention to dress;
7. unusual flare-ups of temper;
8. stealing;
9. heightened secrecy about actions and possessions;
10. association with new friends, especially with individuals who use drugs.

Suggestions for referral to appropriate agencies for assessment or screening is an important obligation of the schools. Any expenses incurred as a result of these actions will not be at the district's expense. Information concerning these agencies shall be made available to staff

at each school and to students and parents/guardians, through the principal and the designated staff team.

JCDAB

Student Substance Abuse

JCDAB-4

When intervening in family chemical abuse problems, as in dealing with other serious human difficulties, district staff shall demonstrate the sensitivity, tact, confidentiality, ethics, and good judgment expected of professionals who are entrusted with the well-being of young people.

Because mood-altering chemicals are a significant threat to health and to the orderly conduct of the schools, the designated staff shall adopt a procedure for prevention, intervention, assistance, and control of students in school and in co-curricular activities:

1. to emphasize the district's concern for the health of students as it is affected by the short and long-term effects of chemical usage;
2. to promote equity, a sense of order and discipline among students;
3. to confirm and support existing state and federal laws which restrict the use of chemicals;
4. to establish standards of conduct for all students;
5. to provide assistance to students and their families through a school-based early intervention program and/or screening with a chemical abuse treatment agency.

Approved: 11-8-93

JCDAB-R

Student Substance Abuse

JCDAB-R

Student Consequences

No student may use, possess, sell, or distribute alcohol, marijuana, or any illegal drug (those substances labeled as Class I, II, III, and IV by the federal government or labeled by

applicable Kansas and Local Statutes) while at school or while under the jurisdiction of the school.

Each violation of this rule shall result in the following:

1. Notification of the student's parents/guardians and a call the local law enforcement agency;
2. Referral to an outside agency for intervention;
3. Any disciplinary actions as outlined by the written building discipline policy. Repeated violations shall result in graduated consequences, which include effects on the eligibility of the student in any school-related activity, as well as consideration of expulsion at any point. The student shall be considered for re-entry into restricted activities when evidence is presented that therapy has been received.

Employees will implement this policy and will suffer no retribution from school officials for such action.

A copy of the "Student Consequences" section of this policy and a copy of the applicable building discipline policy shall be given to each student and his or her parent/guardian at the beginning of each school year. In addition, each new student enrolling during the year (and his/her parent/guardian) shall receive a copy of the same materials.

Approved: 11-8-93

A student's appearance should not disrupt in any way the normal proceedings of the school nor interfere with the health, safety, or welfare of any individual.

Approved: 11-8-93

Apparel and clothing containing printed or visual messages which are inappropriate in a school setting may necessitate a change of clothing or be cause for suspension proceedings.

All clothing must be in good taste. Jackets, belt buckles, T-shirts, sweatshirts, and all other articles of clothing may not have lettering, slogans, trademarks, pictures, or advertising which is inappropriate, suggestive, or obscene. This specifically includes anything advertising or promoting alcoholic beverages or drugs, and applies to apparel worn in physical education classes, to athletic practices, and on trips with school clubs or organizations, as well as to school.

Shoes shall be worn. Hats and caps must not be worn in the building. All exceptions must be approved by the principal.

Students who represent the school in extracurricular activities shall conform to the personal appearance codes as prescribed by the sponsor(s) of each activity.

Violation of any provision of this behavior code may be the basis for suspension, expulsion, or other disciplinary action.

Approved: 11-8-93

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

Definition of Weapons and Destructive Devices

As used in this policy, the terms "weapon" and/or "destructive device" mean:

- any item being used as a weapon or destructive device;
- any facsimile of a weapon;
- any weapon which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive;
- the frame or receiver of any weapon described in the preceding example;
- any firearm muffler or firearm silence;
- any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine, or similar device;
- any weapon which will, or which may be readily converted to, expel a projective by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter; any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
- any bludgeon, sand club, metal knuckles, or throwing star;
- any knife, including but not limited to pocket knives and switchblades, which has a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement.
- any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

Penalties for Possession

Possession of a firearm or other weapon or facsimile of a weapon shall result in expulsion from school for a period of one (1) calendar year, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis (see JDC). Possession of a facsimile of a weapon may result in suspension or expulsion. Expulsion hearings for possession of a weapon shall be conducted by the superintendent or the superintendent's designee.

Violation of this policy shall be reported to the appropriate law enforcement agency(ies) and if a juvenile, to SRS or the Commissioner of Juvenile Justice.

Approved: 8-09-04

Complaints About Discrimination

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

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

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

Any student who believes that he or she has been discriminated against may file a complaint with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of discrimination or harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the report shall be made to the district compliance coordinator. Any student complaint of discrimination shall be resolved under the district's discrimination complaint procedures. (See KN)

Complaints About School Rules

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

Approved: 4-9-07

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

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

Approved: 11-8-93

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

Approved: 11-8-93

Corporal punishment shall not be permitted in the school district.

Approved: 11-8-93

Detention periods may be established by building principals and administered according to established rules and as outlined in the student/staff handbooks.

Approved: 11-8-93

Any punishment, suspension, or expulsion may be deferred by the person having authority to do so; and the student involved may be placed on probation for a set period of time. Said punishment, suspension, or expulsion shall remain deferred so long as the conditions of probation are met by the student.

Approved: 11-8-93

Any student placed on probation shall be given a written list of the terms and conditions of his/her probation. The student shall sign a statement to the effect that he/she:

- has had said terms and conditions fully explained to him/her;
- understands them;
- is willing to abide by them;
- understands that if he/she fails to do the above, the punishment originally imposed may be reinstated at the discretion of the person granting such probation.

Approved: 11-8-93

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 ten (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 certified employee, or committee of certified employees of the school in which the pupil is enrolled, or by any other hearing officer appointed by the board.

Approved: 9-11-06

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 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 (10) 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 seventy-two (72) hours after imposition of a short-term suspension.

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

At the informal suspension hearing, the student shall have the right to be present and notified of:

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

- The student and parents/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 employee is enrolled, or by an officer appointed by the 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 / 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 twenty-four (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/guardians to attend the hearing shall result in a waiver of the student's opportunity for the hearing.
- A student suspended for more than ten (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:
 - 1) be on school property or in any school building without the permission of the principal;
 - 2) attend any school activity as a spectator, participant, or observer.

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

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

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

- Written notice of the appeal shall be filed with the clerk within ten (10) calendar days of the hearing.
- The board shall schedule an appeal with the board, or a hearing officer appointed by the board, within twenty (20) calendar days.
- The student and the student's parent / guardian shall be notified in writing of the time and place of the appeal at least five (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: 9-11-06

Maintaining drug-free schools is important in establishing an appropriate learning environment for the district's students. The unlawful possession, use, sale, or distribution of illicit drugs and alcohol by students on school premises or as part of any school activity is prohibited.

Student Conduct

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

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

- the drug and alcohol rules published in student handbooks;
- disciplinary action, including suspension and/or expulsion. (See JA) (See JDD)

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-8901, et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. Drug and alcohol counseling and rehabilitation programs are available for district students. If a student agrees to enter and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents.

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

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

Approved: 9-08-08

JDDB Reporting Crimes 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:

- in possession of a weapon,
- in possession of a controlled substance or illegal drug,
- to have engaged in behavior at school which resulted in or was substantially likely to have resulted in serious bodily injury to others,

the superintendent shall report such act to the appropriate law enforcement agency if any of the behaviors noted above occur.

Approved: 9-08-08

(See form)

REPORT TO LOCAL LAW ENFORCEMENT

Unified School District 428
Great Bend, Kansas
(Reference BOE Policy EBC and JDDB)

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

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

School districts are required by federal law and K.S.A. 72-6214 to protect the privacy rights of students under the age of eighteen (18).

Signed: _____
Administrator or Other School Employee

Copy: Superintendent of Schools, USD428
Student(s) file

Approved 09-08-08

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

The Board of Education prohibits bullying in any form, including electronic means on or while using 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.

Approved: 9-08-08

REPORT TO LOCAL LAW ENFORCEMENT

Unified School District 428
Great Bend, Kansas
(Reference BOE Policy GAAE and JDDC)

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

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

Date	School / Location	Student(s) or Person(s) Involved	Brief Description of Bullying Incident(s)

School districts are required by federal law and K.S.A. 72-6214 to protect the privacy rights of students under the age of eighteen (18).

Signed: _____
Administrator or Other School Employee

Copy: Superintendent of Schools, USD428
Student(s) file

Approved: 09-08-08

The guidance and counseling services of the district are available to any student. The guidance program may assist student(s) in the areas of educational guidance, personal guidance, and vocational guidance.

Approved: 11-8-93

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

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

Vocational guidance will be available to assist students in career goals and objectives and in pursuit of programs of study related to those ends. Students may be given assistance in job placement directly and/or through other agencies.

Approved: 11-8-93

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

Reporting (See JR *et seq.*)

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

Report Cards (See JR *et seq.*)

Report cards shall be issued to each student at the end of each specific grading period for each subject taken. Reasons for deficiencies and/or failures shall be given.

Approved: 9-21-95

Teachers will make themselves available to students for conferences concerning their academic achievement at mutually convenient times.

Approved: 11-8-93

Parents/guardians shall be encouraged to request a conference with teachers at any time convenient to all parties.

Each building principal shall establish a schedule for parent-teacher conferences in coordination with the district administration. Elementary conferences shall be held at least once each semester in each building. Senior High and Middle School conferences will be held at least once per year.

Approved: 11-8-93

The policy of the district is to encourage and assist each student to progress in a continuous growth pattern of academic achievement in harmony with normal intellectual, social, and emotional development. The best interest of the student will be the guiding philosophy for determining acceleration, promotion, or retention.

Approved: 11-8-93

In arriving at a decision for either the promotion or retention of a student, the teacher will consider the viewpoints of the special services personnel, principal, and parents/guardians.

The final decision in any case pertaining to promotion or retention shall rest with the appropriate building principal.

Approved: 11-8-93

Formal public graduation activities will be conducted only at the high school level. Graduation exercises will be under the control and direction of the building principal.

Approved: 11-8-93

All students who have completed the requirements for graduation shall be entitled to participate in graduation exercises unless participation is denied for appropriate reasons.

Approved: 11-8-93

The student must reasonably be expected to satisfactorily complete all state and local graduation requirements of subjects and credit units or their accepted equivalence in order for consideration to be given to any request.

No student shall be allowed to graduate prior to the completion of the seventh semester of high school. Each request is to be determined by the high school principal on the merits of the individual circumstances; one case shall not set a precedent for others.

Approved: 11-8-93

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

Approved: 11-8-93

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

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

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

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

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

Approved: 11-8-93

The board recommends that all students be covered by some type of accident insurance. Such insurance may be provided by each student's parents/guardians through personal insurance coverage or through the student group insurance program available from each building principal.

Any medical expense not covered by the student's accident insurance, the KSHSAA catastrophic insurance, or the activities insurance is the responsibility of the parents/guardians.

Approved: 11-8-93

JGA-R

Student Insurance Program

JGA-R

The superintendent and building principals will develop the most economical and comprehensive student group insurance plan available for consideration by the board during the regular board meeting in July of each year.

On the first day of regular classes, every principal will notify the parents of students enrolled in the building of the availability of the student group insurance program, the cost thereof, the procedure for enrolling students, and the method of making claims against the insurance carrier.

Each building principal will initiate bookkeeping procedures to ensure the maintenance of a complete record of each student enrolled in the insurance program.

One copy of a building's roster of students enrolled in the student group insurance program will be kept in the building principal's office and one copy in the office of the superintendent.

JGA-R

Student Insurance Program

JGA-R-2

At the beginning of each school year, the building principal of each secondary school will send to the parents of each student involved in interscholastic activities copies of the KSHSAA catastrophic insurance and the activities insurance plan and a detailed explanation of how claims are made against these insurance plans.

Approved: 11-8-93

All students up to the age of nine (9) shall submit evidence that they have undergone a health assessment prior to entering kindergarten or before enrolling in the district for the first time.

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

Approved: 2-10-97

Principals shall work cooperatively with local, county, and state health agencies to disseminate on or before May 15th of each year materials related to the availability of health assessments and inoculations.

Approved: 2-10-97

The Board shall promote and monitor a local wellness program. The program shall:

- Include goals for 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; the objectives of the guidelines shall be to promote student health and to reduce childhood obesity;
- Assure that guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture, as those regulations and guidance apply to schools;
- 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; and
- Involve parents, students, representatives of the school food authority, the school board, administrators, and the public in the development of the school wellness policy.

Approved: 04-25-06

USD 428, in accordance with the Secretary of the Kansas State Department of Health and Environment, will require every student up to the age of nine (9), who has not previously enrolled in any school in the state of Kansas, to present to appropriate school authorities a certification of a health assessment from a physician, a person acting under the direction of a physician, or a nurse who has completed the Department of Health and Environment training and certification.

Approved: 10-9-00

In the case of a child up to the age of nine (9), who has not previously enrolled in any school in Kansas, a health assessment shall be defined as a health history, physical examination, and such screening tests as are medically indicated, which have been conducted within twelve (12) months of school entry. Every new student age nine (9) or younger will have on file a health assessment form; or

- a) a written statement signed by one (1) parent or guardian that the child is an adherent of a religious denomination whose religious teachings are opposed to such assessments; or
- b) a written statement signed by one (1) parent or guardian that such assessments are in the process of being received and will be completed within sixty (60) school days after admission to school.

Pupil Health Assessment Required Upon First Enrollment in USD 428

When a child is enrolled in a school for the first time, the principal of the school in which the child is enrolling shall require presentation of proof of a completed health

assessment. The parent/guardian will be responsible for obtaining the health assessment or presenting an alternative statement as described below.

- a) A statement will be signed by one (1) parent or guardian that the student's health assessment will be completed within sixty (60) school days after admission to school.
- b) If the health assessment is not submitted within thirty (30) school days, a letter will be sent to the parent/guardian restating the health assessment requirement. It will include the last date to obtain the assessment before the student will be excluded from school.
- c) A second notice will be sent by the principal fourteen (14) calendar days after the first notification restating the health assessment requirement and exclusion date.
- d) A third notice (telephone communication or home visit) will be given to the parent/guardian by the school nurse one (1) week prior to the exclusion date regarding the requirement of a health assessment and restating the exclusion date.
- e) If proof of a health assessment is not presented to the principal by the exclusion date, the student will be excluded from school until such time that a health assessment is completed.
- f) If the student is sent to school after the exclusion date without the required health assessment, the principal will telephone the parent/guardian and ask him/her to pick the student up as soon as possible.
- g) If the student misses over ten (10) days of school after the exclusion date for health assessment noncompliance, the principal will submit the student's name to Social Rehabilitation Services (SRS).

As an alternative to the Health Assessment requirement, a pupil may present a written statement signed by one (1) parent or guardian that the child is an adherent of a religious denomination whose religious teachings are opposed to such assessments.

Administrative Procedures:

1. Prior to the beginning of each school year, the principal shall give all pupils who are enrolling, or others as designated by the Secretary of the State Department of Health and Environment, a copy of the applicable Kansas Health Assessment Law, summarizing the board policy regarding the implementation of the law.

2. For a new student enrolling in the district, school district personnel will request health records from the student's previous school.
3. A student awaiting the transfer of records that will verify his/her health assessment will be allowed up to sixty (60) school days after receipt of records to obtain his/her completed health assessment according to the guidelines stated above.
4. Parents/guardians of new kindergarten students will be notified in the spring during kindergarten round-up of the need for a health assessment.

Approved: 10-9-00

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

A copy of this policy and the applicable state law shall be distributed to students, prospective students, or their parents/guardians on or before May 15th of each school year. The superintendent shall issue a news release each August explaining the required immunizations 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 kindergarten (K) through twelve (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(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.

JGCB ***Immunizations and Inoculations*** ***JGCB-2***

Students without verification of immunizations will have fourteen (14) days from the time of enrollment to provide verification or will be excluded from school until which time verification is provided.

Approved: 9-08-08

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

To be qualified, a district employee shall have completed all training and have demonstrated proficiency in the use of the AED as required by current law.

Approved: 7-13-09

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

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

Approved: 11-8-93

In the event that a student is absent from regular classes for more than three (3) 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 re-enters 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 behavior, neurological development, and physical condition of the student and the expected type of interaction with others in that setting. These decisions are best made using the team approach including the student's physician, public health personnel, the student's parents/guardian, and personnel associated with the proposed care or educational setting.

Blood-borne Infectious Diseases - AIDS/HIV (Acquired Immune Deficiency Syndrome/Human Immunodeficiency Virus) HEPATITIS B (CF. JHBD)

Current medical research indicates that AIDS/HIV and Hepatitis B cannot be transmitted through casual physical contact. The school-aged child with a blood borne infection presents a negligible risk of transmission to his/her classmates or to adult school personnel, and thus does not affect their health and safety. Therefore, children with AIDS/HIV or Hepatitis B, in most instances, should continue to attend school and to participate fully in programs and activities offered by USD 428.

Removal of a student with AIDS/HIV or Hepatitis B from the school setting is normally not justified. However, the following guidelines are established for case-by-case review process, if needed, for any student known to have AIDS/HIV or Hepatitis B. The board grants the superintendent authority to act on the recommendation of the Communicable Disease Evaluation Advisory Committee (CDEAC) as established in the administrative regulation.

The CDEAC will comply with current recommendations of the Centers for Disease Control and with current statutes during the review process.

Management of Students with Blood Borne Infectious Diseases
AIDS/HIV and Hepatitis B

1. Advisory Committee

The Superintendent of Schools will appoint a Communicable Disease Evaluation Advisory Committee (CDEAC). The CDEAC will meet as needed to determine the appropriate school placement of students with AIDS/HIV or Hepatitis B. The members of the CDEAC will include:

- One District Education Center staff member/chairperson;
- Director/representative of Barton County Health Department;
- A local physician;
- Director of Special Services Cooperative;

- The principal of the student's attendance center;
- School attorney.

The Superintendent of Schools will not be a member of the CDEAC, but will have approval powers over decisions made by the CDEAC.

Persons involved in the education or workplace of the AIDS/HIV or Hepatitis B infected student should respect the individual's right to privacy. The number of personnel who are aware of the individual's condition should be kept to the minimum needed to assure proper care of the person and to detect situations where the potential for transmission may increase, e.g. bleeding injuries.

2. Procedures

The CDEAC will meet as needed to review the appropriate school placement of children with AIDS/HIV and/or Hepatitis B infection.

- a. The CDEAC will review all students known to have the AIDS/HIV infection. The school system and the county health department are encouraged to immediately report known cases to each other, provided a written release to exchange information between the two agencies is obtained from the parents/guardians of the student.
- b. The student's parents/guardians will provide the name of the physician who will be responsible for the care of the student and who will monitor the student's medical and psychological condition.
- c. If the chairperson or other member of the CDEAC determines there is a need for a CDEAC meeting, such meeting will be scheduled by the chairperson.
- d. Prior to the review, the CDEAC chairperson will obtain appropriate data from the student's designated physician, the student's parents/guardians, and school, in a confidential manner. This will require written permission from the student's parents/guardians.
- e. Included in CDEAC meetings, as needed, would be the parents/guardians of the student, the student (when appropriate), principal, school nurse and teacher(s). Persons involved in the education of AIDS/HIV infected students should respect the individual's right to privacy. The number of personnel who are aware of an

individual's condition should be kept to the minimum needed to assure proper care of the person and to detect situations where the potential for transmission may increase, e.g. bleeding injuries.

- f. At a CDEAC meeting, determination will be made if the student presents an increased risk of transmitting AIDS/HIV or Hepatitis B infection. If so, the CDEAC may recommend an appropriate restricted setting for the individual.

The following items will be considered for student:

1. age;
2. behavior;
3. neurological and mental status;
4. physical condition.

- g. The CDEAC will consider a restricted setting for a student if he/she meets any of the following criteria:

1. lacks control of body secretions;
2. exhibits behavior problems which would increase the possibility of transmission of the infection;
3. has uncoverable, oozing skin lesions;
4. needs a restricted setting to protect him/her from the risk of physical or psychological harm in an unrestricted setting;
5. needs restricted setting to protect him/her from the infectious diseases of others.

If none of the above conditions exists, the CDEAC may recommend an unrestricted setting for the student.

- h. Each member of the CDEAC has one (1) vote. The CDEAC recommendation for a student will be decided by a majority vote of the entire committee and will be conveyed in writing to the superintendent who will make the final decision.

- i. The CDEAC will keep written record of its meetings. Recommendations will be made in writing to the Superintendent of Schools. The superintendent will review and respond, in writing, to the decision of the CDEAC. It will be the responsibility of the superintendent to see that a final decision is reached regarding a restricted or unrestricted setting for the student.

All records will be kept in a locked file in the office of the superintendent.

- j. During the review process, an infected student may be excluded from school. Exclusion will be done at the superintendent's discretion, after consultation with the chairperson of the CDEAC. If such exclusion is anticipated to be for more than five (5) school days, the CDEAC may recommend an interim placement.
- k. If the infected student disagrees at any point in the review process with the CDEAC's recommendations(s) or the superintendent's final decision, he/she may request a CDEAC meeting at which he/she may be represented by legal counsel.

3. Appeals

Any child or the parent/guardian of such child, aggrieved by any decision of the superintendent hereunder shall have the right to appeal any such decision to the Board of Education. Any such appeal shall be made by written notice filed with the Clerk of the Board of Education within ten (10) days after receipt of written notice of a decision of the Superintendent hereunder shall have the right to appeal any such decision to the Board's final decision.

An appeal hearing shall be de novo, and shall be heard within twenty (20) days after the notice of appeal is filed. Written notice of the hearing shall be given to all parties and their legal representatives. The appeal hearing may be conducted by the Board or by one or more hearing officers appointed by the board for such purpose, provided that any hearing officer must be either a member of the board or a certificated employee of the school district. The results of the appeal hearing shall be reduced in writing within twenty-four (24) hours after the hearing and a copy of same shall be delivered to the affected individual, and legal representatives. If the appeal hearing is conducted by a hearing officer, the board shall receive the report of the hearing officer, and shall determine the appeal based upon the report without additional hearing. Any

determination by the board shall be made not later than five (5) days after the conclusion of any appeal hearing.

Any hearing as herein provided shall be conducted in a procedural manner as determined by the board or hearing officer, which such procedure shall provide for, but not be limited to the following:

- a. the right of the affected individual to have counsel of his/her choice present and to receive the advice of such counsel; and
- b. the right of the parents or guardians of a child to be present at the hearing; and
- c. the right of the affected individual and the individual's counsel to hear or read a full report of the testimony of all witnesses; and
- d. the right of the affected individual and his/her counsel to confront and cross-examine witnesses who appear in person at the hearing either voluntarily or as a result of the issuance of a subpoena; and
- e. the right of the affected individual to present witnesses in his/her own behalf, either in person or by affidavit; and
- f. the right of the affected individual to testify in his/her own behalf; and
- g. the right of the affected individual to have an orderly hearing.

In all appeal hearings there shall be made a record thereof by mechanical or electronic recording, or by a certified court reporter, and the costs thereof shall be paid by the school district.

In all other respects, and in conjunction with any such appeal hearing, the board or the hearing officer may utilize such provisions and exercise such powers, in its sole discretion, as may be provided for or otherwise permitted under the Kansas Administrative Procedures Act, K.S.A. 77-501, et seq., as from time to time amended.

- a. The student's principal will be responsible for notifying the CDEAC chairperson of any changes in the student that would require a reassessment of the educational setting.
 - b. The CDEAC chairperson or his/her designee will contact the student's physician as needed to determine if there have been changes in the student's health status. The chairperson or his/her designee will maintain contact as needed with the student. This will include the parents/guardians. Permission for release of any medical information by the physician must be provided in writing by the student's parent/guardian.
 - c. If any changes in the health status of a student with the AIDS/HIV or Hepatitis B infection occur which may increase the risk of transmission, the CDEAC chairperson will schedule a meeting of this committee to discuss the situation. The student may be excluded from school.
5. Outbreaks of Communicable Diseases
- a. If communicable disease (e.g. measles, chicken pox, etc.) occurs in a school or classroom that could be threatening to an infected student, the infected student's parents/guardians, and the student's physician will be notified so the AIDS/HIV infected individual can be excluded from school.

Approved: 11-8-93

Various psychological services are available to students through the district, the 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 et seq.

Approved: 11-8-93

Under the rules and regulations of the district's cooperative special education program, each building principal will identify, with the help of the district nurse and/or guidance staff, students in need of the district's psychological services.

Students identified as needing this service will be referred to the appropriate staff member in order that consultation with the student and his/her parents can be arranged.

All psychological data collected by the district's staff will be held in strict confidence and secure at all times from access by unauthorized personnel.

All psychological data collected by the staff will be made available only to building principals and guidance personnel, parents/guardians, or other persons authorized by law to have access to such information.

Approved: 11-8-93

The Board of Education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment.

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

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs, or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee, or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint or to fail to investigate or refer for investigation any complaint lodged under the provisions of this policy.

Sexual harassment is unwelcome sexual advances; requests for sexual favors; and other inappropriate oral, written, or physical conduct of a sexual nature when made by a member of the school staff to a student, or when made by any student to another student when:

1. submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education;
2. submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or
3. such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive academic environment.

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

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

Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the building principal another administrator, the guidance counselor, or another certified staff member.

Any school employee who receives a complaint of sexual harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance

coordinator. The building principal or district compliance coordinator shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the meeting may initiate a formal complaint under the district's discrimination complaint procedure. (See KN)

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

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

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

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

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Any act or 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.

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

Approved: 10-13-03

The Board of Education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment on the basis of race, color, or national origin. Discrimination or harassment on the basis of race, color, or national origin (“racial harassment”) shall not be tolerated in the school district. Racial harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Racial harassment is unlawful discrimination on the basis of race, color, or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities, programs, or events. Racial harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee, or third party (visitor, vendor, etc.) to racially harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation any complaint lodged under the provisions of this policy.

Racial harassment is racially motivated conduct which:

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

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

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

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

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

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

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

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

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

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

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

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

Approved: 7-13-09

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

Bicycle Use

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

Walkers and Riders

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

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

Approved: 11-8-93

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

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

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

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

Safety Units

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

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

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

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

Inspection of Buildings and Grounds

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

Students will be notified of such "dangerous areas."

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

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

Bicycle Use

At the beginning of each school year, elementary and middle school students will be informed of the rules and regulations concerning the use of bicycles at the school.

Approved: 11-8-93

Students shall be under the supervision of appropriate school personnel at all times when they are under the jurisdiction of the school.

Each building principal shall coordinate and assign teachers, teacher assistants, or paraprofessionals to supervise students engaged in school related activities. For the safety of each student, no activity sponsored by the school will be allowed to begin without appropriate supervision.

Approved: 11-8-93

Every building principal will make a duty roster comprised of teaching faculty, teacher assistants, paraprofessionals and administrative staff to supervise students before school, during the lunch hour, after school, and as the need arises.

Every school-sponsored activity held during school hours or after school hours will have at least one (1) faculty member in attendance who shall have general supervisory responsibilities over the student group.

The school does not have general authority to supervise students in the normal coming to school and going home. Teachers who observe students in a potentially dangerous situation should attempt, as they are reasonably able, either to halt or prevent injury to students or property.

No student will be allowed to run personal errands off school premises for any teacher during the school day.

Approved: 11-8-93

There is a need for some students to drive motorized vehicles to school. There is also a need for safety regulations governing the use of such motorized vehicles on or near school property. The administration shall formulate plans and procedures regulating the driving, parking, and use of student motorized vehicles during the school day. Failure of student drivers to observe the district's regulations governing student use of motorized vehicles may result in disciplinary action.

Approved: 11-8-93

JGFF-R ***Use of Motorized Vehicles*** ***JGFF-R***

All rules and regulations concerning use of motorized vehicles on school property will be submitted to the board for approval.

All such rules and regulations shall include, but will not be limited to, the following.

Students who are observed driving recklessly on or near school property will be reported by any district employee to the principal. The principal will warn the driver in the incident at the first opportunity thereafter, and may report the incident to the local authorities. A written notice will be mailed to the parents/guardians of the driver.

After a second warning, the student will be reported to the local civil authorities. Further violation of these rules and regulations may result in disciplinary action by the school pursuant to the disciplinary code.

Approved: 11-8-93

JGFFA ***Use of Skateboards*** ***JGFFA***

The use of skateboards on school property is prohibited. Students who fail to abide by this regulation will be subject to disciplinary action and/or temporary confiscation of the skateboard.

Approved: 11-8-93

Accident and illness may occur in the classroom and on school grounds. All school personnel shall be prepared to follow the necessary first aid procedures and other rules described in this section.

Any school employee who discovers an accident on school property involving a student shall, in a timely manner, report the accident to the building principal or designated representative and follow the rules approved by the board.

Approved: 11-8-93

Generally, school employees are not trained to administer medical treatment to students.

In the event of a student accident that appears to require medical treatment other than emergency first aid, all school employees will follow the plans and procedures which have been developed by the superintendent and building principals to cover such emergencies.

The superintendent will develop procedures to be followed in case of a student accident or injury. Such procedures will be explained to all employees at the beginning of each school year.

Only qualified employees may diagnose or in any way treat a student suspected of injury other than attempting to make the student as comfortable as possible while waiting for competent medical treatment. Qualified employees, for the purpose of this policy, are those employees who have successfully completed an approved Red Cross first aid program or who have otherwise been approved by the superintendent to administer treatment

Primary first aid procedures to be followed include visual determination, if possible, of the extent of the injury and notification by the school's secretary or a certified staff member to the parents/guardians.

If the parents/guardians are notified, the injury should be described and appropriate action determined with consent of the parents/guardians.

If the parents/guardians cannot be reached, the family physician or alternate physician, if permitted by parents/guardian of the student, should be notified.

Under no circumstances will any of the school's employees attempt to administer medical treatment to any injured student, except as provided under *JGFGA First Aid*.

Records

A card for each student containing the following information shall be on file in the building principal's office:

- names and addresses of parents/guardians, their home and business phone number(s);
- names of some other persons to be called in the event of an accident and their phone number(s);
- name of the family physician and his office phone number;
- permission to call the family physician in the event parents/guardians cannot be reached, and permission to act on his advice;
- permission to consult with another physician if the family physician cannot be reached; and
- any physical condition of the student which might be considered a medical alert

Approved: 11-8-93

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

School employees shall not attempt to treat any student injury after the initial treatment of emergency first aid. The district will not assume liability for employees acting outside the scope of their authority under these policies.

Approved: 11-8-93

JGFGA-R

First Aid

JGFGA-R

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

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

Neither diagnosis nor treatment, except under emergency conditions, are within the responsibilities of school personnel, since school personnel are not trained to make essentially medical decisions.

At least one (1) person in every school building in the district shall be qualified to administer first aid and CPR.

Approved: 11-8-93

JGFGB

Supervision of Medications

JGFGB

The supervision of medications shall be in strict compliance with the rules and regulations of the board as carried out by district administrators. Diagnosis and treatment of illness and prescribing 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/guardians in the supervision of medication that the student will use. However, the medical person authorized to prescribe medication must send a written order to the building administrator who may supervise the administration of the medication or treatment. The parent/guardian must submit a *Permission for Medication* form to the building administrator requesting the school's cooperation in such supervision and releasing the school district and personnel from liability. (See JGFGBA.)

School personnel shall not be required to be custodians of any medication except as required by a written order of a licensed medical person.

The medication shall be examined by the school employee administering 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 a 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 physician and parent/guardian 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 that requires refrigeration.

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

Nonprescription medications should not be maintained on any school premises, including athletic areas.

Building administrators may choose to discontinue the administration of medication provided that the parents/guardians or medical personnel 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 part of the normal routine.

This policy shall be shared with all local physicians and dentists where practical. 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 a 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: 02-14-05



PERMISSION FOR MEDICATION

Ref. JGFGB

Student Name _____

School _____ Grade _____

Teacher _____

Medication _____ Dosage _____

Date medication started _____

Time(s) of day medication is to be given _____

Signature of Physician _____ *Date*

I hereby give my permission for _____ to take the above medication at school as ordered. I understand that it is my responsibility to furnish this medication. I further understand that any school employee who administers any drug or nonprescription medication pursuant to parental written request to my student in accordance with written instructions from the physician or dentist shall not be liable for damages as a result of an adverse medication reaction suffered by the student because of administering such medication.

I give the school nurse permission to communicate with the physician or dentist as needed concerning this medication.

Signature of Parent or Guardian _____ *Date*

NOTE TO PARENT: The medication is to be brought to school in the *original* container, appropriately labeled by the pharmacy or physician, stating the name of the medication, the dosage, and time(s) to be administered.

Unified School District 428

MEDICAL CARE PROVIDED AT SCHOOL

Ref. JGFG-B
Great Bend, Kansas

Care Provided To: (Student Name) _____ School _____

Care Provided By: (Name and Title) _____ (Initials) _____

Description of Care Being Provided: _____

Complete information below by noting time care is given in first half of column; record initials of care provider in second half of column. (Care could include medication, catheterizing, suctioning, etc.)

Date	August	September	October	November	December	January	February	March	April	May
1										
2										
3										
4										
5										
6										
7										
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Codes: A - Absent; D - Early Dismissal; F - Field Trip; X - School not in session; DC - Discontinued; N - None Available; O - No Show; W - Dose Withheld; BSH - Bottle Sent Home

LC 1118 Approved 4-13-08

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-injectable epinephrine. Self-administration is the student's discretionary use of an approved medication for which the student has a prescription or written direction from a health care provider.

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

Student Eligibility

An eligible student shall meet all the following requirements:

- a written statement from the student's health care provider stating the name and purpose of the medication(s);
- the prescribed dosage;
- the time the medication is to be regularly administered;
- any additional special circumstances under which the medication is to be administered;
- the length of time for which the medication is prescribed.

The student shall also demonstrate to the health care provider or the provider's designee and the school nurse or the nurse's designee the skill level necessary to use the medication and any device that is necessary to administer the medication 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/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/guardian of a student that the school district and its officers, employees, and agents are not liable for damage, injury, or death resulting directly or indirectly from the self-administration of medication.

Waiver of Liability

The student's parent/guardian shall sign a statement acknowledging that the school district and its officers, employees, or agents incur no liability for damage, injury, or death resulting directly or indirectly from the self-administration of medication and agreeing to release, indemnify, and hold the school 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/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/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.

Approved: 07-11-2005

**PERMISSION
FOR SELF-ADMINISTRATION OF MEDICATION FOR THE
TREATMENT OF ANAPHYLACTIC REACTIONS AND ASTHMA**

Name of Student _____

School _____

Grade _____

Teacher _____

Medication _____

Dosage _____

Date Started _____

Conditions under which the medication is to be given: _____

Any additional circumstances under which the medication is to be given: _____

Length of time medication is to be administered: _____

Employee Immunity

A school district, and its employees and agents, which authorizes the self-administration of medication in compliance with the provisions of this policy, shall not be liable in any action for any injury resulting from the self-administration of medication. The school district shall provide written notification to the parent/guardian of a student that the school and its employees and agents are not liable for any injury resulting from the self-administration of medication.

Waiver of Liability

The parent/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 indemnity and hold the school, and its employees and agents, harmless against any claims relating to the self-administration of such medication.

A U T H O R I Z A T I O N

I hereby authorize _____(name of student) to administer the above medication at school as ordered. I understand that it is my responsibility to furnish this medication. I acknowledge that the school incurs no liability for any injury resulting from the self-administration of medication and agree to indemnify and hold the school and its employees and agents harmless against any claims relating to the self-administration of such medication. Also, I give the school nurse permission to communicate with the health provider / physician as needed regarding this medication.

**My child has been instructed on self-administration of the medication
and is authorized to do so in school.**

Signature of Parent/Guardian _____

Date _____

Signature of Health Care Provider _____

Date _____

NOTE TO PARENT: The medication is to be brought to school in the original container, appropriately labeled by the pharmacy or physician, stating the name of the medication, the dosage, and the time(s) to be administered.

Transportation Within District

The district will pay mileage for the shortest route for two (2) round trips daily, if traveled, to families to bring their children to school if the family lives outside the city limits of Great Bend, but within the boundaries of USD 428 and over 2.5 miles from the established learning center. Students' parents / guardians must comply with the following processes in order to receive payment:

- At the time of student enrollment, complete and submit the application for mileage reimbursement.
- Provide to the District Education Center proof of vehicle insurance.
- At school-year end, sign a voucher from the District Education Center certifying miles driven.

One (1) mileage payment will be made each year in July on the basis of a signed voucher. The Board of Education shall establish the amount to be paid each year for reimbursement. No mileage shall be paid to families living outside the boundaries of USD 428.

Transportation Outside District

The district shall not allow other unified districts to enter the USD 428 district for the purpose of picking up students who live in the USD 428 boundaries to attend school in another district.

Transportation will be provided by the district for approved extra-class activities. Students are prohibited from driving personal automobiles to district-sponsored activities held during the school day.

Riding Regulations

Students must observe the rules and regulations adopted by the board. Students shall also be subject to the school's behavior code while riding school buses.

All such rules shall be published at least once each year or copies given to students and parents/guardians at the beginning of the school year.

Bus drivers shall report any violation of said rules to the appropriate administrator who shall take the necessary steps to discipline students according to board policy. A student may be refused school bus transportation but be required to attend school as a disciplinary action for violation of board rules.

Activity Transportation

The district shall determine the mode of transportation to be used when students are attending out-of-district school events that result in the student representing the district.

Such instances would be athletic, music, forensics, cheerleading, etc. Staff members shall be required to provide supervision for students participating in the activities and events and staff and students will be required to use transportation arranged by the sponsor or activities director.

Students shall be required to return from the activity by means of the same transportation, unless authorized by a principal, activities director, or designated staff member to do otherwise.

Trips by Private Conveyance

The activities director may arrange for transportation of students by private conveyance provided the following conditions are met: the vehicle is operated by a driver twenty-one (21) years of age or older who is duly authorized to operate a vehicle, the vehicle is insured

for liability and medical payment insurance, and no mileage payments are authorized for the driver unless determined otherwise by the activities director before the trip is made.

Upon approval by the activities director or principal of a request made by a parent/guardian, a student may be permitted to use a different form of conveyance to or from the activities if the circumstances warrant.

A student who violates this policy shall be subject to immediate suspension from the activity.

Overnight Activity Trips

Coaches, teachers, and sponsors of student activities shall submit a field trip request to the Director of Business and Operations for approval. The approval of overnight trips shall be based on routine athletics, activities, and/or other board-approved activities within budget limits.

Approved: 8-9-10

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

Free or Reduced Price Meals

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

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

Contracts With Other Agencies

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

Approved: 10/13/03

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

Approved: 11-8-93

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

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

Those students qualifying for free or reduced price meals will be notified by the district food service director.

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

Approved: 11-8-93

No vending machines or play machines may be placed in any building without prior approval of the superintendent.

Approved: 02-12-01

JGHB-R Vending Machines and Other Automated Play Machines JGHB-R

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

Approved: 02-12-01

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

Eligibility for Activities

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

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

Adding or Eliminating Activities

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

Activity Fund Management

(See DK)

Approved: 10-9-00



Public Input
HEARING REGARDING STUDENT RECORDS

Ref. JH

Name: _____

Address _____

Represents: Self Group Name of Group: _____

Activity to Eliminate (explain why): _____

Activity to Add (explain why): _____

Proposed start-up budget: \$ _____

**Prepare a detailed budget sheet for BOE consideration*

**Where would you get the money?*

**If no new money is available, what existing program would you propose reducing or eliminating to fund the proposed budget?*

On-going budget: \$ _____

**Prepare a reasonably detailed on-going budget which describes the on-going expenses necessary to maintain this program.*

Other: _____

Signature Date

A high school student must be enrolled in and passing a minimum of five (5) subjects and not failing more than one (1). A middle school student must not be failing more than one (1) subject. Eligibility will be monitored on a weekly basis with one (1) week afforded to any student to make up his/her deficient grade(s).

Approved: 11-8-93

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 nonschool-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 nonschool-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 noncurriculum-related school-sponsored clubs are allowed to meet on school facilities then, during non-instructional time, nonschool-sponsored student clubs may also meet on school facilities.

Non-School-Sponsored Student Clubs

Nonschool-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: 12-11-06

School-Sponsored Student Publications

School-sponsored student publications shall be under the supervision of the building principal and 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 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.

Nonschool-Sponsored Student Publications

Nonschool-sponsored student publications may be distributed on school property at times and in areas designated by the building principal. (See KI) Distribution of any

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

Advertisements

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

Approved: 12-11-06

Gang activities that threaten the safety or well-being of persons or property on school grounds or at school activities, or that 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. (See JCAC, JCDA, JCDBB, and JDD)

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

Approved: 8-14-95

A student council may be established in each attendance center provided that it is under the direct control of the building principal or designated faculty representative. Student councils shall exercise only that authority expressly delegated to them by the building principal.

Approved: 11-8-93

Students are encouraged to volunteer their time and services to school-sponsored activities and to community activities so long as their studies are not adversely affected.

Public Service

The district encourages students to become involved in public-spirited activities associated with legitimate civic and related organizations. The district, however, prohibits students from working for such organizations in a volunteer capacity during school time unless prior approval is granted by the building principal.

Student Performances

Students will not participate in any community activities during school hours without the prior permission of the building principal.

Approved: 11-8-93

While formal education with its related services is a primary function of the district, the board recognizes that employment during school hours will be desirable for some students and necessary for others. The district's first objective is that students satisfactorily complete their educational requirements of state law, the State Board of Education, and the board.

School Employment

Students may be employed by the district for certain positions which conform to budget limitations and personnel requirements.

Outside Employment

Students will not be excused from school for employment purposes when such work infringes upon their schoolwork.

Approved: 11-8-93

School Employment

School employment for students will be of a non-hazardous nature.

Outside Employment

The principal will report all violations of the board's policy on outside employment to the superintendent for his disposition.

Students who desire to work on a regular part-time basis during the school day must first secure the approval of the principal and file a work schedule with him/her. Such work schedule will not conflict with any of the particular student's class schedule. Any deviations from this schedule must be reported immediately to the principal by the student. Students who work in conjunction with work-experience activities common to board-approved vocational programs must have work schedules that are cooperatively developed by the employer and the supervising teacher and approved by the principal prior to the beginning of any work activity.

Approved: 11-8-93

Except as approved by the building principal, commercial firms shall not be permitted to solicit students during school hours in attendance centers or on school grounds.

Solicitations from organizations outside the school are forbidden without prior approval of the superintendent.

All special sales projects by students are subject to the approval of the superintendent. This policy shall include sale of advertising, magazines, and merchandise.

Commercial schools, colleges, or other agencies shall be permitted to meet with seniors or solicit prospective students only when the invitation and arrangements are approved by the school district administration. Counseling of students relative to continuation of their schooling or to job placement by outside organizations shall be handled through the guidance department under the supervision of the guidance counselor according to law.

Solicitation of Students

Solicitation of students by anyone within the schools or on school grounds for any cause is prohibited. This prohibition includes the selling of tickets to students for any purpose or cause other than for a school-sponsored activity.

Solicitation by Students

Solicitations by students within the schools or on school grounds for any cause is prohibited except as they relate to school-sponsored activities.

Approved: 11-8-93

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

Student Gifts to Staff Members

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

Student Gifts to the School

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

Faculty Gifts to Students

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

Approved: 11-8-93

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

Student Gifts to Staff Members

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

Student Gifts to the School (Cf. DK)

The superintendent, in cooperation with building principals and representatives of faculty and students, will develop and determine appropriate forms to be used by student organizations to seek approval from the superintendent or the board to donate gifts to the school or district.

Any such gift shall become the property of the district upon acceptance.

Approved: 11-8-93

No student shall enter any contest as a representative of a school in the district unless such contest is acceptable to the KSHSAA and approved by the board.

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

Each faculty sponsor bears the responsibility for monitoring his/her student activity sponsorship and must make his/her students aware of those activities which put them in violation of this policy and KSHSAA regulations.

Approved: 11-8-93

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

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

Each faculty sponsor bears the responsibility for monitoring his/her student activity sponsorship and must make his/her students aware of those activities that put him/her in violation of this policy and KSHSAA regulations.

Approved: 11-8-93

The board shall maintain class sizes and/or caseloads for special education staff that ensure a free, appropriate public education is available to each student identified as eligible for services. The superintendent and the special education director will meet at least once each year to review the current staff situation, make projections regarding upcoming staffing needs, and make adjustments accordingly.

Approved: 03-13-01

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

Concurrent Enrollment

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

Approved: 9-11-06

Physically handicapped students, including those temporarily disabled by illness, operation, or accident authenticated by a physician's order will be eligible for homebound instruction; however, all programs will meet the criterion of the least restrictive environment.

Students who are temporarily handicapped are encouraged to attend school if able. If the student is unable to attend school and is ineligible for homebound instruction, it shall be the responsibility of the student or parents/guardians to secure lesson assignments from each of the student's teachers in order to keep abreast of the student's schoolwork.

Approved: 11-8-93

Students who are injured and have difficulty walking or climbing stairs on a temporary basis may secure permission from the building principal to be late to class.

Each permit will expire Friday at 4:00 p.m. each week and must be renewed at the beginning of school each Monday morning.

Students with injuries that would prohibit normal participation in physical education must present a physician's statement prohibiting such activity to the building principal at the time the student reenters school after sustaining his injury.

Staff members who have contact with students who are permanently handicapped may consult the student's cumulative records so that they will be able to focus on the student's strengths as well as weaknesses. (Cf. JR et seq.)

Approved: 11-8-93

USD 428 has the right to determine the appropriateness of initiating or continuing oral feeding/drinking services at school for disabled pupils. The lawful custodians are to be informed of, and involved in, the pending evaluation relating to determining appropriateness of the oral feeding/drinking at school.

Approved: 11-8-93

Administrative Implemental Procedures

1. The process of determining the appropriateness of oral feeding/drinking services at school is a joint effort between the lawful custodians and the professionals.
2. Referrals for evaluation of eating/drinking concerns may come from the following sources:
 - a. lawful custodian request;
 - b. physician request or recommendation;
 - c. teacher;
 - d. other school personnel involved with pupil's feeding.
3. The evaluation team may consist of a feeding specialist, school nurse, classroom teacher, occupational therapy/physical therapy, speech language pathologist, and/or other professionals as deemed necessary. Lawful custodians may provide this evaluation team with any medical information that would aid the team in determining the appropriateness of oral feeding/drinking services.
4. The evaluation will consist of:
 - a. observations of feeding/swallowing behaviors;
 - b. assessment of feeding/swallowing behaviors;
 - c. assessment of the pupil's nutritional status;
 - d. assessment of the pupil's health status.

The evaluation team may seek additional assessment information from approved medical sources.

5. The evaluation may consist of:
 - a. videotape of feeding sessions;
 - b. lawful custodian input;
 - c. teacher and/or paraprofessional input;
 - d. medical information obtained by the lawful custodian and/or district.

6. Feeding or drinking services will be administered as the evaluation warrants. No change in services will be initiated until written notification is presented to the lawful custodian. Except in cases of extreme emergency, this notification must be delivered to the lawful custodian at least ten (10) school days prior to the change of services. All special education due process procedures will be duly afforded to the lawful custodian of any identified special education pupil as required by law/regulation.

7. Re-evaluation of a pupil with eating/swallowing concerns may be initiated by either staff or lawful custodian request.

Approved: 11-8-93

Because the Board recognizes that educational opportunities are part of the value system of a free society, and recognizes further that education in our increasingly complex and technological society is a prerequisite for the opportunity to lead a full and productive life, the district advocates the right to continued public education for all pregnant students.

A pregnant student has the right to continued schooling in regular school classes. In the event an individual pregnant student desires to withdraw from school during pregnancy, the district alone or in conjunction with other community institutions will furnish her with such assistance as is possible to enable her to return to school on a full-time basis.

The rights of a pregnant student do not eliminate her responsibility for meeting the rules and standards of behavior established by the school and do not exempt her from disciplinary measures imposed for breaking such rules.

Approved: 11-8-93

Each pregnant student's case will be handled on an individual basis by the school's staff in relation to full participation in school activities.

A pregnant student will be allowed to participate in all phases of the school program unless her physician advises to the contrary or unless her behavior results in material and substantial disruption of the school program. If a student fails to produce a physician's statement covering participation in school activities, the administration may deny such participation in the best interests of the student.

In the event a pregnant student's child is born during the school year, the student will be readmitted to regular classes and activities upon written consent of her physician.

Approved: 11-8-93

The board recognizes that students who marry need the educational opportunities made available through the public schools as much or more than other students. These students shall have access to the same educational opportunities, special services, and considerations that are provided other students enrolled in the district.

Marital status shall not affect the rights and privileges of students to take part in any extracurricular activity offered by the school unless their participation is regulated by an outside agency such as KSHSAA.

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

Approved: 11-8-93

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

1. Married students shall be expected to conduct themselves in the same manner as other students, observing all policies and rules of the board. They may, however, be classified as special students for attendance purposes, subject to mutual agreement.
2. All cases will be handled on an individual basis. Consideration will be shown by the administration so that the best possible arrangement regarding credits and graduation can be made.

Approved: 11-8-93

For the reasons enunciated in policy JQE, unwed mothers will not be prohibited from attending regular classes or from participating in extra-class activities under the same conditions set forth in JQE.

Approved: 11-8-93

The board recognizes the cultural benefits of foreign exchange student programs and authorizes the superintendent to accept foreign exchange students into the district. Student acceptance shall be based upon the guidelines that follow or by meeting residency requirements outlined in JBC.

Approved: 11-8-93

Foreign exchange students in approved programs shall be admitted to the district on a tuition-free basis. The board may accept a maximum of up to five (5) students annually from other nations who come to the district via exchange programs officially recognized by the board.

Exchange programs recognized by the board are: AFS; ASSE; AISE; and Rotary.

Other organizations shall be considered upon their timely application for review by the board. Students in nonapproved programs may be charged tuition.

Foreign exchange students are subject to the following additional guidelines.

- At the time of admission to the public schools, the exchange student must be at least sixteen (16) years old, but not older than nineteen (19) years of age and shall possess a reasonable facility for the English language.
- Resident host families shall complete a host family foreign exchange application accepting responsibility for the student and verifying that they are serving as a volunteer host family without personal profit.
- Applications shall be screened by the school principal to determine if there is an appropriate program available for the student.

- Students shall be considered for acceptance and enrolled on a space-available basis, subject to size of classes.
- Students shall be subject to all policies and regulations governing the conduct and behavior of resident students, and shall agree to abide by all such policies and rules of the district and school.
- Students shall maintain passing grades in all subjects as well as satisfactory discipline and attendance records.
- No student shall be enrolled until all standards for admission have been cleared through the office of the principal. Information such as the student's name, nationality, age, sponsor's name and address, etc., shall be supplied at that time.
- Admission of exchange students new to the United States shall be made only at the beginning of a semester. All arrangements for admission in the fall semester must be concluded by August 1, prior to the beginning of the school term. All placement arrangements for admission to the second semester must be completed by December 10. No placements shall be made during the course of a semester.
- If possible, organizations should avoid the placement of more than one (1) student of a particular nationality.
- Exchange students are expected to assist in some manner, with the curriculum of the high school (e.g., assist with language classes or world history classes).
- A foreign exchange student who successfully completes academic courses as a senior at Great Bend High School may participate in graduation ceremonies, and, if the student has provided USD 428 with a high school transcript that documents that said student has successfully completed course work which is essentially equivalent to the course work required for graduation from Great Bend High School, the student may be awarded a diploma.
- Groups of exchange students who are invited to attend Great Bend High School for a limited visit in conjunction with the foreign language programs are not subject to the provisions of this policy. Approvals for these visitations will be made by the high school principal and superintendent.

Approved: 06-10-02



FOREIGN EXCHANGE STUDENT / HOST FAMILY APPLICATION FORM

Ref. JOKA-R

Host Family Information:

Name: Telephone:

Address: Street City State Zip

Names, ages and grade levels of host family's children attending the schools of the district:

Table with 4 columns: Name, Age, School Attending, Grade Level. Rows 1-4.

Foreign Exchange Student Information:

Name: Nationality: Age:

Address: City

Country: Phone

Sponsoring Agency:

School diploma received from home country? Yes No

We, acting as host family, assume full responsibility for while he/she is residing with us. We are not sponsoring this student for personal profit and will see that all of the policies, rules, and regulations of the board are followed.

Signature of Head of Host Family Date

To Be Completed by School Administrator or Guidance Counselor:

- 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
Mathematics Number of verified units

Signature of Administrator or Guidance Counselor Date of Credit Verification

All programs for intellectually gifted students shall be managed in accordance with the policy and rules of the local board and the rules of the State Board of Education.

Approved: 11-8-93

The district considers all student records to be the property of the district and, except for directory information, to be confidential. Appropriate procedures and safeguards shall be established and followed to govern access to student records and information to persons, agencies, and organizations within and outside the school system. This policy is adopted to safeguard the student's rights to privacy consistent with current law and in regulations published by the Department of Health, Education, and Welfare.

Approved: 11-8-93

Definitions as used in this policy:

Student record:

Those records gathered and maintained by employees or agents of the local district and which are personally identifiable and relate to a specific student within the school system.

This material includes, but is not necessarily limited to, the following:

- personal data and family background information;
- medical and health information;
- date of school entry;
- school grades;
- transcripts from previous schools attended;
- school-wide test results;
- school activities; and
- anecdotal records.

Excluded from this definition are records and notes of administrative, instructional, and supportive personnel that are in the sole possession of the record-maker and are not

accessible to, discussed with, or disseminated to other parties, except a substitute who performs on a temporary basis the duties of the individual who made the record.

Directory information:

That information which is general in nature and is usually regarded as non-detrimental or non-personal to the student. The following is defined in regard to what the district believes to be encompassed in this category and which may be released after the annual announcement is published. Name, address of parents/guardians; telephone listing of parents/guardians; date and place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees; awards and honors received; the most recent previous educational agency or institution attended by the student; and photographs of the student.

Disclosure:

Disclosure relates to permitting access or the release, transfer, or other communication of student records, or the personally identifiable information contained therein, either orally or in writing, or by electronic means, or by any other means to any party.

Eligible student:

An eligible student is one who has attained eighteen (18) years of age or is attending an institution of post secondary education. All rights of access, review, and release of records which the district may accord to parents/guardians are relinquished to the student upon his/her becoming an eligible student. If, however, the eligible student is legally construed to be a dependent under Section 152 of the Internal Revenue Code of 1954, the

school district may, at its discretion, accord to the parents/guardians the right to access to the student's records.

Parent:

Parent is defined as either natural parent, or either adoptive parent (through legal adoption), legal guardian, or person acting as a parent of a student in the absence of a parent or guardian. In all references to parental rights to have access to, or provide consent for release of student records, "parent" means a party who has the authority to exercise the rights inherent under this policy, unless the district has been provided with evidence that there is a valid state law or court order providing to the contrary.

School District:

The Board of Education of Unified School District 428, Barton County, Great Bend, Kansas, and any and all of its employees and agents.

Record:

Any information or data recorded in any medium; including, but not limited to 1954 handwriting, print, tapes, film, microfilm, or microfiche.

Student:

Any individual with respect to whom the district maintains records; provided, however, that this term does not include an individual who has not been in attendance in the district.

Responsible School Officials/Access to Education Records and Location of Records:

The coordinator of pupil accounting is the district level student records officer. The coordinator's responsibilities under this policy include:

- Preparing the annual notification to parents/guardians and eligible students;

- Serving as hearing officer when parents/guardians or eligible students choose to challenge the content of records;
- Assisting school-level student records officers in implementing this policy;
- Developing forms for complying with this policy;
- Monitoring the system of student records as defined in this policy; and
- Collecting, retrieving, and disclosing students records, where allowable under this policy.

Locations of Student Records

Student records are located in the attendance facility of the respective student. Such facilities and the names and titles of persons responsible for the same are as follows:

Eisenhower Elementary - Principal	1212 Garfield
Jefferson Elementary - Principal	2716 24th Street
Lincoln Elementary - Principal	5630 Broadway
Park Elementary - Principal	1801 Williams
Riley Elementary - Principal	1515 10th Street
Great Bend Middle School - Principal, Assistant Principal, and Secretary	1919 Harrison
Great Bend High School - Principal, Assistant Principals, Counselor and Records Clerk	2027 Morton

Records of elementary students who have left the district are stored in the District Education Center, 201 Patton Road, Great Bend, Kansas.

Records of middle and high school students who have left the district are kept at their respective schools.

The principal or his/her designated representative responsible for student records in any attendance center shall be responsible for:

- Maintaining measures insuring security of the records;
- Keeping the records up to date;
- Assisting the coordinator of student accounting in determining data to be collected;
- Granting parents/guardians or eligible students the right to inspect and review the contents of their own child's or their own educational records;
- Responding to reasonable requests for explanation and interpretations of such education records;
- Permitting parents/guardians or eligible students to obtain copies of such education records, when proper or allowed by this policy;
- Establishing and conducting an informal hearing to challenge and review the content of the education records;
- Attending and participating in formal hearings when the content of the education records are challenged; and
- Maintaining and processing all approved forms and records developed for the purpose of administering this policy.

Procedures for Inspection and Review of Student Records

A parent/guardian of a student, or an eligible student who is or has been in attendance as a student in the district, shall have the right to inspect and review the records of that student.

A request to inspect or review such student records should be made in person or in writing, by the parent/guardian or eligible student, to the building principal, or the Director of Curriculum and Instruction of schools. Such records shall be made available for inspection and review within a reasonable time following the receipt of the request, but in no case more than forty-five (45) days after the request is made.

Inspection and review of student records does not include the right to copies of such records, unless the parent/guardian or eligible student making the request resides outside a fifty (50) mile radius from the location of the facility where the records are maintained, and/or where refusal to provide copies would amount to a denial of the right of inspection and review. If copies of such records are requested and provided under this provision, a fee equal to the actual photostatic reproduction cost of the record may be made by the district, so long as the charging of such copying fee does not amount to a denial of the rights of inspection and review.

Inspection and review of student records under this procedure shall be in the presence of the building principal or the Director of Curriculum and Instruction and/or such other school officials as may be designated as necessary to offer interpretation and explanation of such records.

Nothing contained in this policy shall prevent any certified employee of the district from sharing with a student that student's records or any information contained therein, if such disclosure is deemed to be for the benefit of the student's educational process and within the context of professional ethics.

The district shall not disclose student records to any person, agency, or institution, other than the parent/guardian of such student, or the eligible student himself/herself, without first obtaining the prior written consent of the parent/guardian or eligible student, except as provided herein above.

Whenever written consent is required, the consent must be signed and dated by the parent/guardian of the student, or the eligible student himself/herself, and shall include the following information:

- a specification of the records to be disclosed;
- the purpose or purposes of a disclosure; and
- the party or class of parties to whom the disclosure may be made.

Such consent shall be delivered to the building principal or Director of Curriculum and Instruction. Disclosure of student records, properly requested and consented to, may be made within a reasonable time; and in the event such disclosure is made, it shall be made in no case more than forty-five (45) days after the request and consent have been made.

When a disclosure is made pursuant to this procedure, the district shall, upon request, provide a copy of the record which is disclosed to the parent/guardian of the student, or the eligible student, and to the student who is not an eligible student if requested by the student's parents/guardians. A copying fee may be charged for such copy in accordance with the policy above.

In the event copies of student records are disclosed in accordance with this procedure, to persons, agencies, or institutions other than the parent/guardian or eligible student, a fee of \$.10 per page may be charged by the district for each copy.

In the event the district determines that the student records may not be disclosable pursuant to the request, the parent/guardian or eligible student making the request shall be so notified and shall be given reasons for the nondisclosure within forty-five (45) days after the request has been made.

Disclosure of Student Records Without Prior Consent

Student records may be disclosed without prior consent from a parent/guardian or eligible student to the following persons, agencies, or institutions, under the following circumstances:

Recipient: Appropriate School Officials

To establish and identify school officials having access to student records, the district will apply the following criteria. An official is a person duly elected to the school board; a person certified by the state and appointed by the board to an administrative or supervisory position; a person certified by the state and under contract to the board as an instructor; a person employed by the board as a temporary substitute for administrative, supervisory, or instructional personnel for the period of his/her performance as an employee or contractor.

Conditions

Student records are restricted to recipients with an immediate legitimate educational interest of a particular student, or in an attorney-client relationship with the district, and/or for administrative purposes. School officials who met the criteria listed shall have access to a student's records if they have legitimate educational interest in doing so. A legitimate educational interest is the need to know in order to:

- perform an administrative task required in the school employee's position description approved by the school board;
- perform a supervisory or instructional task directly related to the student's education;
- perform a service or benefit for the student or the student's family, such as health care, counseling, job placement, or student financial aid.

Recipient: Officials in Other Schools

Conditions

In the event that a student seeks or intends to enroll or transfer to another educational institution, the records will be mailed upon request of the receiving school or the parent/guardian and/or eligible student.

Recipient: Outside Agencies Conducting District Studies

Individuals, organizations, companies, or agencies conducting studies on behalf of the district relating to the development and/or validation of predictive tests or relating to programs aimed at the improvement of instruction shall have access to student records.

Such organizations must be given information in such a manner as to preclude the personal identification of students by persons other than representatives of the organizations and only when they agree in writing that all personally identifiable information is to be destroyed when it is no longer needed in the study. The project or study must be approved by the board or its designated representative.

Recipient: North Central Association for Secondary Schools and Colleges and the State Department of Education

Conditions

Record access shall be limited to student data directly related to the accreditation process.

Recipient: Appropriate Persons in Emergency Situations

Appropriate persons with a "right to know" in an emergency may have access to necessary records when the health and/or safety of the students or other persons is threatened.

Conditions

The emergency must be interpreted narrowly and must be based on the seriousness of the threat; the need of such records to meet the emergency; the person's capacity to deal with the emergency; and extent to which time is of the essence.

Recipient: Employees of Barton County Juvenile Court

Employees of Barton County Juvenile Court shall have access with a proper order.

Conditions

Only information required to be reported by state statute, i.e., truancy, will be accessible. (See JBC.)

Recipient: Kansas Courts

Student records shall be released upon receipt of a written judicial order, or pursuant to a lawfully issued subpoena (Kansas courts and judges only or federal courts or judges).

Conditions

Student and parent/guardian must be notified of such release in advance of compliance therewith. Reasonable effort to notify in advance is required.

Recipient: U.S. Government/State of Kansas Representatives

Designated U. S. Government or State of Kansas representatives may receive such information, if necessary, in connection with a program audit or evaluation of a federally supported educational program or enforcement of legal requirements relating to such programs.

Conditions

Special safeguards must be enforced to preclude the personal identification of students and their parents/guardians by other than designated officials.

Recipient: Parents/Guardians of Dependent Eligible Student

Conditions

If the student is not a dependent as defined in Section 152 of the Internal Revenue Code of 1954, the parent/guardian of such student has no inherent rights of access to the records. In order for the parent/guardian to have access to the records of the eligible student, he/she must have signed consent of the student. If, however, the eligible student is legally construed to be a dependent under Section f152 of the Internal Revenue Code of 1954, the district may, at its discretion, accord to the parents/guardians the right of access to the student records.

Disclosure of Directory Information

Directory information as defined above may be disclosed by the district without prior consent to any agency or person at the sole discretion of the district, unless the district has received from a parent/guardian or eligible student, within ten (10) days after publication of the annual notice referred to herein, a written request that such directory information concerning the student not be disclosed. Such written request for nondisclosure remains in effect until revoked in writing.

The annual notice, in addition to the other requirements found herein, shall also contain a statement defining those items which the district considers to be directory information, the procedure for a request not to disclose such information, and the time limitations for making such request, as set forth herein.

Parents/guardians of a student and/or an eligible student of the district shall receive annual notification from the district of their rights under Public Law 93-390, as amended, and under this policy, such notification to be made by the district through various news publications of the district, or distributed at the time of enrollment.

Such notification shall advise the recipient that such persons may receive a copy of this policy, such copies to be made available through the office of the superintendent.

Such notice shall further advise the recipient of such person's right to file complaints with the Department of Health, Education, and Welfare; and under the paragraph immediately above, concerning alleged failures by the district to comply with the requirements of the law or this policy.

Such notice shall further contain provision for translation of this policy to a language other than English upon request.

Challenges to Content of Student Records/Request to Amend Student Records

The parent/guardian of a student or an eligible student who believes that information contained in the student records of that student is inaccurate, misleading, or in violation of the privacy or other rights of the student, may request that the district amend such records.

The district shall decide whether to amend the student records in accordance with the request. Such a request for an amendment may be made orally to the building principal or to the superintendent.

The district shall decide whether to amend the student records in accordance with the request within ten (10) days following receipt of the request.

If the district decides to refuse to amend the student records in accordance with the request, it shall so inform the parent/guardian of the student or the eligible student of the refusal and shall further advise the parent/guardian or eligible student of the right of a formal request and hearing as provided herein.

Right to Hearing

The district shall, upon request, provide an opportunity for a hearing in order to challenge the content of the student records to insure that information in the records of the student is not inaccurate, misleading, or otherwise in violation of the privacy or rights of the student.

If, as a result of the hearing, the school district decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or rights of the student, it shall amend the student records accordingly, and so inform the parent/guardian of the student or the eligible student in writing.

If, as a result of the hearing, the district decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the parent/guardian or eligible student of the right to place in the student record a statement commenting upon the information in the record and/or setting forth any reasons for disagreeing with the decision of the district. Any explanation placed in the school record pursuant to the preceding sentence shall be maintained by the district as part of the student record so long as the record or contested portion thereof is maintained by the district; and if such student record is disclosed by the district to any party, the explanation shall also be disclosed to that party.

In the event that a parent/guardian or eligible student desires to proceed with a hearing concerning the district's refusal to amend the student record, such parent/guardian or eligible student shall file in writing a formal request for amendment to the student's records specifying the portion of the record to be amended, the text of the amendment, and reasons for making the amendment. The request shall be made on forms prescribed by the superintendent and provided to the parent/guardian or eligible student.

Upon receipt of the formal request for amendment of student records, the superintendent shall acknowledge the receipt of the request, establish a time and place for the hearing, notify the parents/guardians or eligible student and school officials of the same, conduct the hearing within thirty (30) calendar days of the receipt of the formal request, and render a decision within five (5) days after the hearing.

The parent/guardian of the student or the eligible student shall be accorded a full and fair opportunity to present evidence relative to the issues and may be assisted or represented by individuals of his/her choice at his/her own expense, including an attorney.

The decision of the district shall be made in writing and shall be based solely on the evidence presented at the hearing and shall include a summary of the evidence and the reasons for the decision.

Record of Requests for Disclosure

The district shall maintain a record of all requests for disclosure of a student's records, except that requests for disclosure by a parent/guardian or eligible student, other school officials, by prior written consent or of directory information need not be included in such record. The record of requests for disclosure shall be kept separate from the student's records and shall indicate:

JR-R

Student Records

JR-R-14

- The name of the party making the request;

- The records requested;
- Whether the request was complied with, and if so, what records were released for the parties to whom the records were disclosed;
- The purpose for the disclosure; and
- The date of the request and date of the disclosure.

The record of requests for disclosure may be inspected:

- By the parent/guardian of the student or the eligible student;
- By the school official and his/her assistant who are responsible for the custody of the records; and
- For the purpose of auditing the record-keeping procedure of the district by parties authorized under state and federal law.

The records of requests for disclosures pertaining to a student's record shall be preserved as long as the district retains any student records of that student.

Retention of Student Records

Student records shall be retained by the district in accordance with applicable state or federal laws or regulations; provided, however, that all records, such as standardized test results, progress reports, and anecdotal records and other material which has been compiled and placed in the student's cumulative folder and which has no constructive or relevant value to the student upon his/her graduation from high school, shall be destroyed upon the student's graduation from high school, except as provided below.

The district may, after complying with state or federal laws or regulations concerning the retention of such student records, destroy the same, subject to the following exceptions:

- The district may not destroy student records if there is an outstanding request to review such records and any other record explanations as provided under this policy.

- The record of access required for request and disclosure of student records shall be maintained for as long as the student record to which it pertains is maintained.

Approved: 10-9-00

Unified School District 428
Great Bend, Kansas

Ref JR-R

TO: Parent(s), Legal Guardian, and/or *Eligible Student
FROM: Superintendent of Schools

SUBJECT: Procedures in Educational Record Management (Annual Notice)

On November 19, 1974, the Family Educational Rights and Privacy Act of 1974, as amended, became law. Under this law, the parent(s) of a student enrolled in any educational institution receiving federal funds are given certain rights concerning the educational records of their children.

The following information is being provided in accordance with this Act.

1. Types of Educational Records Maintained

The types of educational records regularly maintained and directly related to each student include the following:

- a. Name and address
- b. Personal data and family background information
- c. Medical and health information
- d. Date of school entry
- e. School grades and achievement
- f. Transcripts from previous schools attended
- g. School-wide test results
- h. School activities
- i. Anecdotal records

2. Responsibility for Maintenance

The learning center principal, as record custodian of each attendance center, is responsible for the maintenance of all records. Each year all educational records will be reviewed by the record custodian to insure that the information is appropriate, current, essential, accurate, and relevant for keeping. All discarded information will be destroyed.

3. Parent(s), Legal Guardian, or *Eligible Student Access to Records

Parent(s), legal guardian, or *eligible student, hereinafter referred to as parent(s), are entitled to have access to the educational records for inspection and review by contacting the child's learning center.

4. Right to a Hearing

Parent(s) are entitled to a hearing to challenge the content of the child's educational records. The records may be challenged on the following grounds:

- a. They are inaccurate.
- b. They are misleading.
- c. They are in violation of the privacy or other rights of students.
- d. They contain inappropriate data.

Parent(s) will be provided an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein. Parent(s) may insert into such records a written explanation regarding the content of such records.

5. Right to Copy

Parent(s) may have a copy of the desired records at a predetermined fee.

6. Right of Interpretation

Parent(s) have the right to appropriate interpretation of the content of the child's educational records.

7. Access to Records

The following persons, organizations, agencies, or institutions who have a legitimate interest may have access to the educational records of each student.

Before educational records will be released to any parties other than those listed below, parent(s) must give written consent of said release to the record custodian of the child's learning center.

<u>ACCESS</u>	<u>PURPOSE</u>
a. Other school staff	Educational, social, personal development
b. Officials of other schools	Transfer or enrollment
c. Authorized representatives	Fulfillment of legal requirements of federal and state agencies
d. Institutions or agencies	In connection with financial aid for student
e. State and local officials	Information required by state statute
f. Media and governing agencies	Reporting school achievement and participation in activities
g. Accrediting organizations	Accreditation
h. Appropriate persons	Health or safety of student and others
i. Biological parent(s) of a dependent student	Parent information
j. Courts	To comply with the law

If you believe that any or all of the above information should not be released without your prior consent, please respond within ten (10) days to the superintendent or learning center principal.

8. Record of Request for Access

Except for certified school staff members, the record custodian will be responsible for proof of those persons, agencies, or organizations who have had access to a child's records. This access record will indicate the legitimate educational (or other) interest which each person, agency, or organization had in seeking the child's educational records.

9. Transfer of Educational Records to Another Educational Institution

Parent(s) are hereby notified that, in the event the student transfers to another school, the child's school records will be sent upon the receiving school's request. If so desired, a copy of the information being transferred will be provided to the parent(s).

10. Court Order for Educational Records

Parent(s) will be notified upon receipt of a subpoena or judicial order requiring the record custodian to relinquish control of the child's educational records.

11. Transfer of Rights

When a student becomes eighteen (18) years of age or is attending a post-secondary institution, all rights formerly accorded to parent(s) of said student become the sole rights of the student, unless the student is dependent upon the parent(s), as recognized by the Internal Revenue Code of 1954.

*Eligible Student: A student who has attained eighteen (18) years of age or is attending an institution of post-secondary education.



Parent /Guardian or Eligible* Student
REQUEST FOR ACCESS TO EDUCATIONAL RECORDS

Ref. JR-R

School Name: _____

To: Record Custodian

As a Parent(s)/Guardian(s) or Eligible* Student, I/we hereby request access to the following education records and files for:

Student Name

Student Address

- All records
- Courses, grades, credits, attendance
- Health record, test scores
- Other - specify: _____

It is understood that a cost service charge will be made for any copy or reproduction of these records beyond three (3) copies. If requested, records will be interpreted by a school staff member.

Parent, Legal Guardian, or Eligible Student*

Date

****Eligible Student is a student who has attained eighteen (18) years of age, or is attending an institution of post-secondary education.***

For School Use Only:

Date of record access: _____

Signature of person providing access: _____

Cost charged for services: \$ _____

Records received by: _____

Records made available: _____ Copied: Yes No

_____ Copied: Yes No

_____ Copied: Yes No

_____ Copied: Yes No

_____ Copied: Yes No



Notice to Parents/Guardians or Eligible* Students
REQUEST FOR HEARING REGARDING STUDENT RECORDS

Ref. JR-R

School Name: _____

To: _____
Hearing Officer

From: _____
Parent(s) / Guardian(s) or Eligible Student*

Regarding: _____
Name of Student

As Parent(s)/Guardian(s) of the above named student, or as the Eligible* Student, I/we hereby request a hearing for the purpose of challenging the content, accuracy, or appropriateness of the following education record(s) or data:

And submit the following written explanation of the basis of challenge: *(continue on back if necessary)*

It is our understanding that we will be notified promptly of the date, time, and place of the hearing.

Signature of Parent / Guardian or Eligible Student*

Date

***Eligible Student is a student who has attained eighteen (18) years of age, or is attending an institution of post-secondary education.**

Copies to: *Parent/Guardian or Eligible Student*
School Record Folder

Approved: 10-09-00



Notice to Parents/Guardians or Eligible Students*
HEARING REGARDING STUDENT RECORDS

Ref. JR-R

School Name: _____

To: _____
Parent(s) / Guardian(s) or Eligible Student*

From: _____
Superintendent or Record Custodian

Regarding: _____
Name of Student

Pursuant to your request for a hearing challenging the content of said student's records, you are hereby notified that a hearing will be held in the office of the Superintendent or Record Custodian at

_____ a.m. / p.m. on _____
Time of Day *Date*

Signature of Superintendent or Record Custodian *Date*

****Eligible Student is a student who has attained eighteen (18) years of age, or is attending an institution of post-secondary education.***

*Copies to: Parent/Guardian or Eligible Student
School Record Folder*

Approved: 10-09-00

Permanent Student Records

Each school shall permanently retain records relating to each student's academic performance, attendance, and activities. Information about students collected and stored by any school personnel shall be separated into one (1) of the following classifications.

Administrative Records

This classification includes official administrative records that constitute the minimum personnel data necessary for operating the educational system. It includes birth date, sex, race, names, telephone numbers, addresses, and place(s) of employment of parents/guardians; academic work completed; grades; attendance records; withdrawal, and re-entry records; honors and activities; date of graduation; and follow-up records.

Supplementary Records

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

Tentative Records.

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

Approved: 10-9-00

Individual student files are not available for public inspection. The custodian of student records shall disclose the student's educational records only as provided for in policy.

Directory Information

Annual notice shall be given to parents/guardians and eligible students concerning the student's records. In addition, the custodian of the educational records shall give annual public notice of the class of records the institution has designated as directory information and of the right of the parent or eligible student to object to the release of directory information without prior written consent. The appropriate forms for providing notice shall be on file in the office of the custodian of the educational records.

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

For the purpose of this policy, *school official* means teacher, administrator, other certified employee or board of education. The district may disclose, without the parent/guardian or eligible students' consent personally identifiable information to school officials with a legitimate educational interest. A *school official* is a person employed by the school as an administrator, supervisor, instructor, or support-staff (including health or medical staff and law enforcement unit personnel); the school board (in executive session); a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent/guardian or student serving on

an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility.

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

- other school officials, including teachers within the district who have legitimate educational interests;
- officials of other schools or school systems in which the student intends to enroll; (The school district will forward student records to such institutions without further notice to the parent/guardian or eligible student.)
- authorized persons to whom a student has applied for or from whom a student has received financial aid;
- state and local officials or authorities to whom such information is specifically required to be reported or disclosed pursuant to state statutes;
- organizations conducting studies for educational agencies for the purpose of developing, validating, or administering student tests or programs;
- accrediting organizations;
- parents/guardians of a student of eighteen (18) years of age, if parents/guardians claim the student as a dependent for income tax purposes;
- appropriate persons, if knowledge of any information is necessary to protect the health or safety of the student or other persons in an emergency; and
- in compliance with a lawfully issued subpoena or judicial order.

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

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

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

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

person, agency, or organization has in seeking this information.

JRB

Release of Student Records

JRB-4

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

Forwarding Pupil Records

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

Approved: 10-13-03

All student records will be maintained and screened periodically.

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

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

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

Approved: 8-9-10

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.

Fee Schedules

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

- a list of all items for which a charge is to be collected;
- the amount of each charge;
- the date due;
- classifications of students exempt from the fee or charge;
- a system for accounting for and disposition of fees; and
- an appeal procedure to be used by students or parents to claim exemption from paying the fees or charges.

Debt Collection

Building principals shall attempt to collect 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 students' school records upon request and may not withhold them for any reason.

