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1 **JA** Goals and Objectives

JA

2
3 These student policies are designed to prevent misunderstanding by students and
4 parents/guardians about their rights and responsibilities. The ideas and recommendations of
5 students shall be considered when adopting policies, rules and regulations governing the conduct
6 of students and their rights and responsibilities.
7

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

10
11 Approved: June 12, 2001
12 Revised: June 14, 2011
13 Revised: November 8, 2016

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

JB

2
3 Daily attendance records shall be maintained for each student in each school. The
4 primary responsibility for recording attendance shall be assigned to teachers using forms
5 prescribed by the superintendent. A cumulative attendance record for each student shall also be
6 maintained.

7
8 The superintendent shall include attendance data in an annual report to the board.
9 Attendance problems shall be reported to the board as necessary.

10
11 Approved: September 4, 1991
12 Reviewed/Revised: June 12, 2001
13 Reviewed: June 14, 2011
14 Revised: November 8, 2016

3 Full-Time Enrollment Required

4 Only full-time students shall be accepted for enrollment. Exceptions may include

- 5 a) a student who enrolls mid-way or later in the semester with fewer than three (3)
6 classes that “match-up,” and
7 b) a student for whom administrators/counselors are unable to find enough electives to
8 fill a full-time schedule, and
9 c) a student for whom modification to the curriculum cannot be made in the time left in
10 the semester,
11 d) seniors participating in flex scheduling, or
12 e) a student with medical hardships.

13
14 Each case will be reviewed on an individual basis. When a building administrator/
15 counselor deems a waiver is necessary, he/she will petition the executive director of school
16 improvement who will make a decision based on the individual student’s circumstance.

17
18 Exemptions for medical reasons or other hardships may be considered by the board.
19 Resident students currently under suspension or expulsion from a public, private or parochial school
20 for reasons including, but not limited to

- 21 a) conduct which substantially disrupts, impedes or interferes with the operation of any
22 public school,
23 b) conduct which substantially impinges upon or invades the right of others,
24 c) conduct which has resulted in conviction of the student of any offense specified in
25 Chapter 21 of the Kansas Statutes Annotated or any criminal statute of the United States,
26 d) disobedience of an order of a teacher, peace officer, school security officer or other
27 school authority when such disobedience can reasonably be anticipated to result in
28 disorder, disruption or interference with the operation of any public school or substantial
29 and material impingement upon or invasion of the right of others,
30 may be refused admission until such time as the period of suspension or expulsion would have
31 expired at the school previously attended.

32
33 Flexible Schedule

34 Juniors who can complete graduation requirements by taking less than a full class load
35 during the second semester of their senior year can apply for a flexible schedule. Application must
36 be made by March 15 of their junior year unless the principal grants a waiver. All completed
37 applications with student and parental signatures shall be submitted to the counselor and will be
38 reviewed by the administration and the counselor. A meeting shall be held which shall include
39 parents/guardians, the principal or designee, and the student. If approved, the application shall be
40 signed by all involved parties and filed in the student’s permanent file.

41
42 Seniors who are enrolled in a flexible schedule are to be in the building only during class, a
43 meeting with a teacher or administrator, or lunch block. Seniors attending part-time during second
44 semester shall be allowed to participate in senior class activities and must be passing at least five
45 new subjects of unit weight or they will not be eligible for KSHSAA activities.

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Resident Students

- A student is considered a resident student if he/she resides in the district and
- a) the student lives with an adult resident of the district and such adult is the lawful custodian of the student; or
 - b) the student lives with a person other than the parents caused by the separation of the parents or death of either or both parents; or
 - c) the student lives with a person who has actual care and control of the child and provides a major portion of support; or
 - d) the student lives with a person who has actual care and control of the child with written consent of a person who has legal custody of the child; or
 - e) the student is 18 years of age or older and is self-supportive.

Children who are homeless or in foster care located in the district will be admitted as resident students and shall have access to all district programs. If required by law such students may be educated in their “school of origin” instead of the building corresponding to the assigned attendance area. For the purposes of this policy, “school of origin” is the school in which a student is enrolled at the time of placement in foster care, a change in placement, or when the student lost permanent housing.

The superintendent shall ascertain that all students who apply for admission to the schools are residents of the district.

Non-Resident Students

Non-resident students are those who do not meet the definition of a resident student. Non-resident students must enroll in the district prior to the first day of school in the academic year that the non-resident student desires to attend and will be admitted only to the extent staff, facilities, equipment and supplies are available. Tuition may be charged to non-resident students at a rate established by the board. Nonresident students will not be admitted to the district if they have voluntarily withdrawn from a school due to poor academic performance, for disciplinary reasons, or while under suspension or expulsion from another school.

Applications for admission shall be submitted to the executive director of administrative and student support services for approval.

- Approved: January 20, 1982
- Revised: July 16, 1986
- Revised: August 1, 1990
- Revised: September 4, 1991
- Revised: December 1, 1993
- Revised: April 6, 1994
- Revised: May 28, 1996
- Revised: November 12, 1996
- Revised: February 4, 1997
- Revised: May 12, 1998
- Revised: June 8, 1999
- Reviewed/Revised: June 12, 2001

94 **JBC School Admissions** (See JBCA, JBCB, JGCB, JQKA)

JBC-3

95
96 Revised: December 9, 2003
97 Revised: October 12, 2004
98 Revised: June 14, 2011
99 Reviewed: October 8, 2013
100 Revised: November 10, 2015
101 Reviewed: November 8, 2016
102 Revised: June 13, 2017

103

104 **JBC-R School Admissions**

JBC-R

105

106 The board's procedures for admission of students will be given to the news media well in
107 advance of each school term so that all parents will have complete information about the
108 requirements for enrollment.

109

110 The board expects that the administrative procedures for the admission of students will be
111 designed in such a fashion that enrollment is handled expeditiously and with the least possible
112 inconvenience to both parents and students. The enrolling school administrator shall enter on the
113 student's permanent record card the student's legal name and the name, address and telephone
114 number of his/her lawful custodian(s) as required in board policy JBH Release of a Student During
115 the School Day. Any unusual custody circumstances shall be explained and updated insofar as
116 possible. The entrance age for school admission shall be according to state law. Students who have
117 continuously attended high school in pursuit of a high school diploma may continue in the regular
118 program until they complete the year in which they turn 21.

119

120 Dropout Recovery

121 High school students who have dropped out of school may, with the recommendation of
122 their principal, enroll in a dropout recovery program provided by U.S.D. #305. Also, students
123 who have not received a high school diploma and whose class has graduated, but wish to return for
124 further study to receive a high school diploma may enroll in a dropout recovery program provided
125 by U.S.D. #305.

126

127 Assignment To Schools

128 Attendance areas may be established for each attendance center in the district. (See AD)
129 The board shall review school attendance areas each year and make such changes therein as the
130 situation warrants.

131

132 Assignment To Classes

133 The building principal shall be responsible for assigning students to classes. In the
134 elementary schools the principal, in determining the grade level for any student, may take into
135 consideration the previous schooling of the student but may assign the student to a lower grade level
136 or higher grade level if in his/her judgment the best interests of the student would be served thereby.
137 In the secondary schools, to the extent possible, the principal will make class assignments in such a
138 way as to give each student the greatest freedom of choice consistent with the student's interests and
139 abilities.

140

141

143

144 In the middle school and in the high school, credit shall be given to units earned in other
145 accredited schools at the time the student enrolls in the district, unless the principal shall determine
146 that there is valid reason for not doing so. For online credit approval procedures after enrollment,
147 see board policy IIBGC.

148

149 The superintendent, in cooperation with the principals, shall establish an advance enrollment
150 date for all students. Enrollment procedures will be communicated to the news media, and every
151 attempt will be made to enlist the cooperation of the media in informing the public of the enrollment
152 procedures to be followed.

153

154 First Time Enrollments

155 The proof of identity for students enrolling for the first time in the district may include, but
156 may not be limited to, such items as the student's birth certificate, a copy of a court order placing the
157 student in the custody of the Kansas Department for Children and Families, a certified transcript of
158 the student, a baptismal certificate, or other documentary evidence that the board considers
159 satisfactory.

160

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

166

167 If the identity of the student is not proven by satisfactory documentary evidence within 30
168 days, the superintendent shall notify the local law enforcement agency as required by law. School
169 personnel shall provide law enforcement personnel with access to school premises when such
170 persons are conducting an investigation in order to determine the identity of a student. No person or
171 persons claiming custody of the child shall be informed of the investigation while it is being
172 conducted. Information acquired about a student during any investigation regarding the identity of
173 that student cannot be used for any purpose other than establishing the student's identity or to
174 support any criminal prosecution emanating from the investigation.

175

176 School personnel shall be present at all times during an investigation unless such school
177 personnel and the law enforcement agency personnel agree that their joint presence is not in the best
178 interests of the student. All school personnel shall observe the strict confidentiality requirements of
179 the revised Kansas code for care of children regarding the investigation.

180

181 Transfers from Non-Accredited Schools

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

186

187 Approved: January 20, 1982
188 Revised: July 16, 1986
189 Revised: August 1, 1990

190 **JBC-R School Admissions**

JBC-R-3

191

192 Revised: September 4, 1991

193 Revised: December 1, 1993

194 Revised: April 6, 1994

195 Revised: May 28, 1996

196 Revised: November 12, 1996

197 Revised: February 4, 1997

198 Revised: May 12, 1998

199 Revised: June 8, 1999

200 Reviewed/Revised: June 12, 2001

201 Revised: December 9, 2003

202 Revised: October 12, 2004

203 Revised: June 14, 2011

204 Revised: October 8, 2013

205 Revised: November 10, 2015

206 Reviewed: November 8, 2016

207 Revised: June 13, 2017

2
3 The district, in accordance with state and federal law and the Kansas state plan, will
4 ensure that homeless children in the school district have access to a free and appropriate public
5 education. Homeless students are individuals who lack a fixed, regular and adequate nighttime
6 residence. For the purposes of this policy, a student awaiting foster care placement shall not be
7 considered homeless.

8
9 Coordinator

10 The board shall designate a homeless coordinator for the district.

11
12 Approved: December 9, 2003

13 Reviewed: June 14, 2011

14 Revised: June 13, 2017

3 The district, in accordance with state and federal law and the Kansas state plan, will
4 ensure that students placed in foster care within the school district have access to a public
5 education in a stable educational environment. For the purposes of this policy and its applicable
6 regulations, “foster care” means 24-hour substitute care for children placed away from their
7 parents and for whom a child welfare agency has placement and care duties.
8

9 Point of Contact

10 The executive director of administrative and student support services shall serve as a
11 point of contact for child welfare agencies on behalf of the district.
12

13 Approved: June 13, 2017

3 A student shall enroll in his/her assigned attendance center except where a special
4 assignment is granted or made. A lawful custodian or school administrator may request a pupil be
5 assigned to a school other than the school indicated by the student's legal residence. Requests must
6 be approved by the building principal and the executive director of administrative and student
7 support services.
8

9 The student's legal residence will be construed to mean the abode or home where the legal
10 guardian(s) resides except when the student is 18 years of age or older and is no longer dependent
11 upon his/her family.
12

13 Reasons for considering a special assignment are the following:

14
15 1) Health of Student

- 16 a) A statement prepared by a licensed physician must accompany the request for
17 assignment. The statement must state explicitly the nature of the disability and why
18 the desired school will be more beneficial to the student's health.
19 b) Length of Assignment: Determined by the executive director of administrative and
20 student support services.
21

22 2) Administrative Recommendation

- 23 a) A building administrator or the executive director of administrative and student
24 support services may recommend the initiate a special assignment when there are
25 substantial educational reasons to indicate that a change in schools may be in the
26 best interest of the pupil. This includes matters of personal safety and/or emotional
27 well being.
28 b) Length of Assignment: For the current school year.
29

30 3) Change of Residence

- 31 a) When a change of residence within USD 305 occurs, students shall normally make
32 an immediate transfer to the school serving the area of the new residence. However,
33 the student may complete the semester and/or school year in the school he/she was
34 attending at the time of residence change through the completion of the Application
35 of Special Assignment.
36 b) Length of Assignment: Determined by the executive director of administrative and
37 student support services.
38

39 Additional conditions for special assignments include the following:

- 40 a) Transportation is the responsibility of the legal guardian(s) or the student.
41 b) The special assignment can be accommodated within the receiving building's
42 capacity and established class and grade size.
43 c) The special assignment does not place the district in violation of any rules,
44 regulations and guidelines of state and federal agencies.
45 d) USD 305 and the Kansas State High School Activities Association rules and
46 regulations for interscholastic competition and activities are preserved.

47 **JBCD Assignment of Students to Attendance Centers** (See JBC)

JBCD-2

48

49 The board reserves the right to cancel a special assignment at any time. Reasons include but
50 are not limited to

51 a) disruption of the school environment or violation of school rules,

52 b) falsification of place of residence, or

53 c) overcrowding of classrooms at the receiving school.

54

55 Approved: January 20, 1982

56 Revised: August 1, 1990

57 Revised: September 4, 1991

58 Revised: October 20, 1999

59 Revised: March 14, 2000

60 Reviewed/Revised: June 12, 2001

61 Revised: June 14, 2011

1 **JBD Absences and Excuses** (See IHEA, JDD and JBE)

JBD

2
3 When a student is absent from school, an attempt shall be made to contact the parent or
4 guardian to determine the reason for the absence. The principal has been designated to
5 determine the acceptability and validity of excuses presented by the parent(s) or the student.

6
7 Approved: June 12, 2001
8 Revised: June 14, 2011
9 Reviewed: November 10, 2015

10
11 **JBD-R Absences and Excuses**

JBD-R

12
13 Procedures for notifying parents on the day of a student's absence shall be published in
14 the student handbook.

15
16 Excused Absences

17 Excused absences are defined as personal illness, family illness, death in family or of
18 friends, doctor or dental appointments, court proceedings, religious observances, school activities
19 and other necessary absences as approved by the principal.

20
21 Unexcused Absences

22 A student who is absent for the lunch period, one class hour/period, several class
23 hours/periods, or the entire school day without a valid excuse shall be considered unexcused
24 from school.

25
26 Make-Up Work

27 It is the teacher's responsibility to provide and the student's responsibility to obtain
28 make-up assignments following an excused or unexcused absence. For secondary students, all
29 work for unexcused absences will be graded and reduced 20%.

30
31 Approved: June 12, 2001
32 Revised: June 14, 2011
33 Reviewed: November 10, 2015

2
3 Unless reporting would violate the terms of any memorandum of understanding between
4 the district and the authority to which reports would be made, the superintendent shall report
5 students who are excessively absent from school.
6

7 Truancy is defined as any three consecutive unexcused absences, any five unexcused
8 absences in a semester, or seven unexcused absences in a school year, whichever comes first.
9 School year means the period from July 1 to June 30. Parents will be notified annually of the
10 attendance requirements for summer school/extended school year. Students who are absent
11 without excuse for a significant part of any school day shall be considered truant. A significant
12 part of the day is defined as one hour, one period, one block or one lunch period. Prior to
13 reporting to either DCF (if the student is under 13) or the county or district attorney (if the
14 student is 13 and over), a letter shall be sent to the student's parent or guardian notifying them
15 that the student's failure to attend school without a valid excuse shall result in the student being
16 reported truant.
17

18 Waiver of Compulsory Attendance Requirements

19 Students 16 or 17 years of age may be exempted from compulsory attendance regulations
20 if the parent/guardian attends the counseling session required by law and signs the appropriate
21 consent and waiver form, if the student earns a GED, or if the student is exempted from
22 compulsory attendance requirements pursuant to a court order.
23

24 Involvement of Law Enforcement

25 Law enforcement officers may return truant children to the school where the child is
26 enrolled, to the child's parent or guardian or to another location designated by the board to
27 address truancy issues.
28

29 Reporting to Parents

30 If a truant child is returned to school by a law enforcement official, the principal shall
31 notify the parent/guardian.
32

33 Approved: June 12, 2001
34 Revised: May 27, 2003
35 Revised: January 25, 2005
36 Revised: October 24, 2006
37 Revised: June 14, 2011
38 Revised: November 13, 2012
39 Revised: November 8, 2016

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

JBH

2
3 Building principals shall not release a student during the school day except upon a written
4 or verbal request from the student's lawful parent/guardian or designee.

5
6 Approved: March 15, 1989
7 Reviewed: September 4, 1991
8 Reviewed/Revised: June 12, 2001
9 Revised: June 14, 2011

10
11 **JBH-R Release of a Student During the School Day**

JBH-R

12
13 Before releasing a student during the school day, the building principal shall be
14 responsible for verifying the identity of the person seeking release of the student.

15
16 If the principal is not satisfied with the identification provided by the person seeking
17 release of a student, the student's release may be refused.

18
19 Students shall not be allowed to run personal errands for school employees off school
20 premises during the school day.

21
22 Approved: March 15, 1989
23 Reviewed: September 4, 1991
24 Reviewed/Revised: June 12, 2001
25 Reviewed: June 14, 2011

1 **JCAB Searches of Property**

JCAB

2
3 Principals are authorized to search property if there is reasonable suspicion that district
4 policies, rules or directives are being violated. In addition all lockers shall be subject to random
5 searches without prior notice or reasonable suspicion. All searches by the principal shall be
6 carried out in the presence of another adult witness.

7
8 Approved: September 4, 1991
9 Revised: January 9, 1996
10 Reviewed/Revised: June 12, 2001
11 Reviewed: June 14, 2011
12 Revised: November 10, 2015

13
14 **JCAB-R Searches of Property**

JCAB-R

15
16 Search of Lockers

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

19
20 The combinations and/or keys to all locker locks shall be in the possession of the
21 principal and stored in a place designed to guard against unauthorized access or use. The
22 principal may search any locker at any time without notice. Students shall not place locks other
23 than those approved by the school on any locker.

24
25 Searches of Property

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

30
31 If a law enforcement officer desiring to search a student’s locker or property has a search
32 warrant, the principal shall permit the search which shall be made in the presence of the
33 principal.

34
35 Prohibited items found during the search shall remain in the custody of either the building
36 principal or the law enforcement officer. If any items are turned over to law enforcement
37 officials the principal shall receive a receipt for the items.

38
39 Use of Trained Dogs to Search

40 At the request of the administration, law enforcement officers or licensed private agencies
41 may use trained dogs on school premises to identify student property which may contain illegal or
42 illicit materials and to determine whether materials are present which may threaten the general
43 health, welfare, or safety of students and/or district employees. Trained dogs may be used to check
44 lockers, hallways, classrooms, bathrooms, vehicles on school property, and other suspected
45 locations. All searches will be made in the presence of two district employees including one
46 administrator. The use of trained dogs to search individuals is not permitted.

47 **JCAB-R Searches of Property**

JCAB-R-2

48

49 Approved: September 4, 1991

50 Revised: January 9, 1996

51 Reviewed/Revised: June 12, 2001

52 Revised: June 14, 2011

53 Revised: November 10, 2015

1 **JCABB Searches of Students**

JCABB

2
3 Principals are authorized to search students if there is reasonable suspicion that district
4 policies, rules or directives are being violated. Strip searches shall not be conducted by school
5 authorities. All searches by the principal shall be carried out in the presence of another adult
6 witness. At least one of the adults in the room must be the same sex as the student being
7 searched.

8
9 Approved: June 12, 2001
10 Revised: June 14, 2011
11 Reviewed: November 8, 2016

12
13 **JCABB-R Searches of Students**

JCABB-R

14
15 The student shall be told why a search is being conducted. The student shall be requested
16 to empty items such as, but not limited to, pockets, purses, shoulder bags, book bags and
17 briefcases. The principal shall attempt to call the student's parent/s and may call law
18 enforcement. Items which the principal believes may be connected with illegal activity shall
19 remain in the custody of the principal unless the items are turned over to law enforcement
20 officials. If the student refuses to cooperate, the principal may take disciplinary action and/or
21 seek assistance from law enforcement. (See JDD and JCAC)

22
23 If law enforcement assistance is present, further search of the student shall be with
24 cooperation and assistance of law enforcement officials. The principal shall remain with the
25 student and be present during any search of the student made by law enforcement officials on
26 school property.

27
28 If the principal believes a student is in possession of an object which can jeopardize the
29 health, welfare or safety of the student or others, the student shall be removed to a safe location.
30 This determination may be based on any information received by the principal or any member of
31 the faculty or staff.

32
33 Written documentation of each search shall be maintained by the principal.

34
35 Approved: June 12, 2001
36 Revised: June 14, 2011
37 Revised: November 8, 2016

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

JCAC

2
3 A reasonable cooperative effort shall be maintained between the school administration
4 and law enforcement agencies. Law enforcement officials and/or School Resource Officers
5 (SRO's) may be summoned in order to conduct an investigation of alleged criminal conduct on
6 the school premises or during a school-sponsored activity. They may also be summoned for the
7 purpose of maintaining or restoring order when the presence of such officers is necessary to
8 prevent injury to persons or property. Administrators have the responsibility and the authority to
9 determine when the presence and assistance of law enforcement officers and/or SRO's is
10 necessary with their respective jurisdictions. The district's administrators shall at all times act in
11 manner which protects and guarantees the rights of students and parents and shall cooperate with
12 law enforcement officials.

13
14 Approved: October 16, 1991
15 Revised: December 9, 1997
16 Revised: April 27, 1999
17 Reviewed/Revised: June 12, 2001
18 Revised: January 25, 2005
19 Reviewed: November 13, 2007
20 Reviewed: June 14, 2011

21
22 **JCAC-R Interrogation and Investigations**

JCAC-R

23
24 Initiated by School Administrators and Conducted by Administrators

25 Principals and SRO's shall have the authority and duty to conduct investigations and to
26 question students pertaining to infractions of school rules, whether or not the alleged conduct is a
27 violation of criminal law. Any investigation shall be conducted in a manner which minimizes
28 interference during school hours or school activities.

29
30 When school rules have allegedly been violated and when suspension may be a
31 consideration, the suspected student shall be advised orally or in writing of the nature of the
32 alleged misconduct and the reason to believe that he/she was a witness or participant. The
33 principal or SRO's may have another adult present during questioning of students.

34
35 Initiated by School Administrators and Conducted by Law Enforcement Officers Other
36 than SRO's

37
38 Disturbance of School Environment

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

41
42 The principal may request that law enforcement officers other than SRO's conduct an
43 investigation and question students who are potential suspects and witnesses of such alleged
44 criminal behavior during school hours.

47
48 A reasonable attempt shall be made to contact the student’s parents prior to questioning
49 by law enforcement officers. Reasonable requests of the parents shall be observed. Such
50 notifications or attempted notifications to parents shall be documented by the administrator
51 involved. In the absence of a student’s parents, the principal or a designated, certified school
52 staff person shall be present during any questioning of such students. School officials shall
53 request that law enforcement officers advise a student of his/her rights in their presence.
54 Students who have attained the age of 18 may choose to speak in their own behalf without the
55 agreement of parents.

56
57 Information of criminal conduct not related to the schools shall be turned over to law
58 enforcement officials without additional investigation by school officials.

59
60 Initiated and Conducted by Law Enforcement Officers Other Than SRO’s

61 Only in demonstrated emergency situations shall law enforcement officers be permitted
62 to conduct such an investigation during school hours or school activities. These situations shall
63 be limited to those in which delay might result in danger to any person, flight of a person
64 reasonably suspected of a crime from the jurisdiction of local authorities or destruction of
65 evidence. The principal should consider notifying parents.

66
67 The principal shall require proper identification of law enforcement officials. In the
68 absence of a warrant or court order, the principal shall require probable cause for the
69 interrogation or investigation of a student. If the principal is not satisfied with either the
70 identification or the probable cause, he/she shall not grant the request of such persons and shall
71 attempt to so notify the superintendent and the officer’s superior, documenting such action.

72
73 The law enforcement officers shall be required to obtain prior approval of the principal
74 before beginning such an interrogation or investigation on school premises. Also, law
75 enforcement officers shall advise a student of his/her rights in the presence of an administrator.
76 The administrator shall document the circumstances of such investigations as soon as
77 practicable.

78
79 Taking Students Into Custody

80 Students shall not be voluntarily released by school officials to law enforcement
81 authorities unless the student has been placed under arrest or taken into custody by law
82 enforcement or SRS. Reasonable effort shall be made to notify the student’s parents, guardian or
83 representative when students are removed from school for any reason by law enforcement
84 authorities.

85
86 If a student is taken into custody by a School Resource Officer, school administrators
87 shall also make a good-faith effort to contact parents. Notification efforts shall be documented.
88 Parents shall not be notified by school officials when their child is taken into custody by SRS
89 and/or law enforcement as a result of allegations of abuse or neglect.

92

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

96

97 Coordination of Policies by Enforcement Officials

98 School administrators shall meet with local law enforcement officials to discuss the
99 district's policy and rules regarding law enforcement contacts with the district. Law enforcement
100 officials will be asked to instruct their respective staffs as to the terms of the school's policies
101 and rules.

102

103 Approved: October 16, 1991
104 Revised: December 9, 1997
105 Revised: April 27, 1999
106 Reviewed/Revised: June 12, 2001
107 Revised: January 25, 2005
108 Reviewed: November 13, 2007
109 Revised: June 14, 2011

1 **JCDA Behavior Code**

JCDA

2
3 The principal of each school shall develop such rules and regulations consistent with
4 policies, rules and regulations of the board which may be necessary to govern the conduct of the
5 students under his/her supervision. Such rules shall be reviewed by the board and adopted by
6 reference. Provisions of this policy apply in any attendance center, at school-sponsored events, or
7 on the school grounds.
8

9 Violation of any provision of this behavior code may result in suspension and/or expulsion.
10 Students who are suspended or expelled under the terms of this policy will be afforded the due
11 process rights contained in board policies and Kansas statutes, K.S.A. 72-8901, et. seq.
12

- 13 Approved: November 6, 1991
- 14 Revised: April 21, 1993
- 15 Revised: March 16, 1994
- 16 Revised: December 14, 1994
- 17 Revised: May 9, 1995
- 18 Revised: October 24, 1995
- 19 Revised: February 4, 1997
- 20 Revised: October 28, 1997
- 21 Revised: May 12, 1998
- 22 Revised: February 23, 1999
- 23 Reviewed/Revised: June 12, 2001
- 24 Reviewed: June 14, 2011

25
26 **JCDA-R Behavior Code**

JCDA-R

27
28 Disruption of School

29 A student shall not use any conduct intentionally to cause the substantial and material
30 disruption or obstruction of any lawful function of the school. Neither shall he/she urge other
31 students to engage in such conduct for the purpose of causing a disruption or obstruction of any
32 lawful function of the school.
33

34 While this list is not intended to be all-inclusive, the following acts--when done for the
35 purpose of causing a disruption or obstruction of any lawful mission, process or function of the
36 school--illustrate the kinds of offenses encompassed here: (1) occupying any school building,
37 school grounds or part thereof with intent to deprive others of its use; (2) blocking the entrance or
38 exit of any school building or corridor or room therein with intent to deprive others of lawful access
39 to or from, or use of, the building or corridor or room; (3) setting fire to or damaging any school
40 building or property; (4) firing, displaying or threatening use of firearms, explosives or other
41 weapons on the school premises for any unlawful purpose; (5) preventing of or attempting to
42 prevent by physical act the convening or continued functioning of any school, class or activity or of
43 any lawful meeting or assembly on the school campus; (6) preventing students from attending a
44 class or school activity; (7) except under the direct instruction of the principal, blocking normal
45 pedestrian or vehicular traffic on a school campus; (8) continuously and intentionally making noise
46

48
49 or acting in any manner so as to interfere with the teacher's ability to conduct his/her classes; (9)
50 appearing in the nude on the school grounds, in any attendance center or at any school-sponsored
51 activity in the presence of members of the opposite sex; and (10) exhibiting and/or participating in
52 gang-related activities.

53
54 Theft, Damage to, or Destruction of School/Private Property

55 A student shall not intentionally cause or attempt to cause damage to school/private property
56 or steal or attempt to steal school/private property. A student who intentionally causes damage to or
57 steals a U.S.D. #305 employee's private property on or off school grounds or who intentionally
58 causes damage to or steals U.S.D. #305 property may be subject to disciplinary action. Repeated
59 damage or theft involving school/private property also shall be a basis for long-term suspension or
60 expulsion from school.

61
62 Acts of Behavior not Tolerated

63 Acts of behavior which interfere with the maintenance of good learning environment or
64 which are antagonistic to the welfare of other students will not be tolerated. The specific acts of
65 behavior applicable to students in respect to school activities or on school property which are
66 deemed to be grounds for suspension or expulsion include, but are not limited to, the following:

- 67
68 Breaking of school rules repeatedly;
69 Bullying (See JDDC);
70 Assault (verbal or physical);
71 Extortion;
72 Failure to comply with reasonable request of all authorized personnel (willful disobedience);
73 Fighting;
74 Harassment (including, but not limited to sexual harassment); (See JGEC)
75 Intimidation;
76 Obscenity;
77 Open defiance;
78 Possession, use or peddling of alcoholic beverages;
79 Possession or use of weapons;
80 Possession, use or peddling of narcotics or drugs;
81 Profanity;
82 Smoking or use of tobacco (See JCDA);
83 Stealing;
84 Threats (by word or deed);
85 Unruly conduct that disrupts school; and
86 Vandalism. (See EBCA)

88 **JCDA-R Behavior Code**

JCDA-R-3

89

- 90 Approved: November 6, 1991
- 91 Revised: April 21, 1993
- 92 Revised: March 16, 1994
- 93 Revised: December 14, 1994
- 94 Revised: May 9, 1995
- 95 Revised: October 24, 1995
- 96 Revised: February 4, 1997
- 97 Revised: October 28, 1997
- 98 Revised: May 12, 1998
- 99 Revised: February 23, 1999
- 100 Reviewed/Revised: June 12, 2001
- 101 Revised: January 22, 2008
- 102 Revised: June 14, 2011

1 **JCDAA Use of Tobacco Products and Nicotine-Delivery Devices**

JCDAA

2
3 Student use of tobacco products in any form and/or use of tobacco products or of any
4 nicotine-delivery device is prohibited at all times while in or on any district-owned or leased,
5 personal or real property, as well as at all district events. (See GAOC)

6
7 For the purpose of this policy, “nicotine-delivery device” means any device that can be used
8 to deliver nicotine to the person inhaling from the device. Such definition shall include, but may not
9 be limited to, any electronic cigarette, cigar, cigarillo, pipe or personal vaporizer.

- 10
- 11 Approved: November 6, 1991
- 12 Revised: December 14, 1994
- 13 Revised: June 8, 1999
- 14 Revised: November 9, 1999
- 15 Reviewed/Revised: June 12, 2001
- 16 Reviewed: June 14, 2011
- 17 Revised: October 8, 2013
- 18 Revised: November 8, 2016

19
20 **JCDAA-R Use of Tobacco Products and Nicotine-Delivery Devices**

JCDAA-R

21
22 At the beginning of each school year, all middle school and high school students will be
23 informed of policy JCDAA and rules for its enforcement. Parents will also be informed through
24 announcements prior to the beginning of school and newsletters. The district will make tobacco use
25 cessation clinics available periodically during the school year.

26
27 Middle school and high school students who violate the policy will be subject to the
28 following:

- 29
- 30 First Offense: Three days in-school suspension will include successful completion
31 of a smoking cessation information packet. Failure to complete the
32 packet will be considered willful disobedience. Parents will be noti-
33 fied in writing and parental assistance requested.
- 34
- 35 Second Offense: Three days out-of-school suspension, a conference with parents.
- 36
- 37 Third Offense: Five days out-of-school suspension and a hearing for a long-term
38 suspension.

39
40 Students who receive a long-term suspension and return during the same school year will be
41 placed on probation.

42
43 Notification of Law Enforcement

44 Law enforcement will be notified when a student violates Kansas Statute 79-3321 (m) (n)
45 and City of Salina Ordinance 2584.

- 46
- 47 Approved: November 6, 1991
- 48 Revised: December 14, 1994

49 **JCDAA-R Use of Tobacco Products and Nicotine-Delivery Devices**

JCDAA-R-2

50

51 Revised: June 8, 1999

52 Revised: November 9, 1999

53 Reviewed/Revised: June 12, 2001

54 Revised: June 14, 2011

55 Revised: October 8, 2013

56 Revised: November 8, 2016

1 **JCDAB Portable Breath Screening Device**

JCDAB

2
3 Students shall not possess, sell, distribute, be under the influence, or consume alcoholic
4 beverages (including cereal malt beverages), on school grounds, at any attendance center or at
5 school-sponsored events is prohibited by the Drug Free Schools and Communities Act and USD
6 305 Board of Education Policy JCDA. Because of the potential harm that can result from the use
7 of such beverages, trained school personnel are authorized to use certified breath analyzers in
8 identifying usage.

9
10 Approved: October 28, 1997

11 Reviewed/Revised: June 12, 2001

12 Revised: June 14, 2011

13
14 **JCDAB-R Portable Breath Screening Device**

JCDAB-R

15
16 USD 305 student attending any school-sponsored activity, regardless of location, may be
17 subject to an alcohol breath screening as follows:

18 All students may be given a screening prior to entering the activity.

19 Students may be selected randomly for a screening prior to entering the activity using
20 random sampling techniques.

21 Students may be given a screening at any time if the school administration has a
22 reasonable suspicion of alcohol consumption.

23
24 USD 305 students also may be subject to an alcohol breath screening at any attendance
25 center during regular school hours, or on school grounds at any time if the school administration
26 has a reasonable suspicion of alcohol consumption.

27
28 Consequences

29 Students who test positive

30 will be denied entrance to, or removed from, the activity, attendance center or
31 school grounds,

32 will receive consequences according to USD 305 Policy, and
33 parents/guardian or designee will be contacted, informed of the positive test and
34 required to remove the student.

35
36 Students who refuse to take the test

37 will not be forced to take the test,
38 will be denied entrance to or removed from the activity, attendance center or
39 school grounds,

40 may receive consequences according to USD 305 policy, and
41 parents/guardian or designee will be contacted and informed of the refusal.

42
43 If necessary, i.e., reasonable suspicion of alcohol consumption exists, the parent/guardian or
44 designee will be contacted and required to remove the student. If the school is unable to make
45 such contact, or if after contact such person does not remove the student, or if the student is 18 or
46 older and has not made such a designation, the school may contact law enforcement.

48 **JCDAB-R** **Portable Breath Screening Device**

JCDAB-R-2

49

50 Approved: October 28, 1997

51 Reviewed/Revised: June 12, 2001

52 Revised: June 14, 2011

1 **JCDB Dress Code**

JCDB

2
3 The board advocates a dress code for all students attending the district’s schools during
4 the school day and while representing the district in an activity. Dress codes shall be published
5 in the appropriate student handbooks.
6

7 Approved: December 4, 1991
8 Reviewed/Revised: June 12, 2001
9 Reviewed: June 14, 2011
10 Reviewed: November 8, 2016
11

12 **JCDB-R Dress Code**

JCDB-R

13
14 For students, personal grooming and dress is an individual responsibility and subject to
15 the restrictions and limitations imposed by parents. The district’s dress and appearance rules will
16 serve as guidelines for students and parents in interpretation of what is appropriate school dress
17 and appearance.
18

19 The following rules are intended to reflect the district’s desire that clothing be
20 appropriate for school wear:

- 21 • Some type of footwear shall be required;
- 22 • A student’s dress or appearance shall not present a danger to his/her physical health or
23 safety or the physical health and safety of others;
- 24 • A student’s dress or appearance shall neither be obscene, indecent, immoral, nor contain
25 messages promoting alcohol, tobacco, or other drugs;
- 26 • A student’s dress or appearance shall not present a distraction to the educational process;
27 and
- 28 • A student’s apparel and grooming must meet requirements of any courses which are part
29 of the approved curriculum in which he/she is enrolled.
30

31 In these instances, the school will assume its delegated authority to protect the physical
32 health, safety and well-being of the students and to preserved its intended purposes as an
33 educational institution.
34

35 Students representing the district in an elective activity apart from the required school
36 program will be expected to adhere to the dress and appearance requirements set forth by the
37 coaches and sponsors of the activity.
38

39 Approved: December 4, 1991
40 Reviewed/Revised: June 12, 2001
41 Revised: June 14, 2011
42 Revised: November 8, 2016

2
3 Without prior administrator approval, a student shall not knowingly possess, handle or
4 transmit any object that can reasonably be considered a weapon at school, on school property or
5 at a school-sponsored event. This shall include any weapon, any item being used as a weapon or
6 destructive device, or any facsimile of a weapon.
7

8 Weapons and Destructive Devices

9 As used in this policy, the term “weapon” and/or destructive device shall include, but
10 shall not be limited to

- 11
- 12 • any weapon which will or is designed to or may readily be converted to expel a projectile
- 13 by the action of an explosive;
- 14
- 15 • the frame or receiver of any weapon described in the preceding example;
- 16
- 17 • any firearm muffler or firearm silencer;
- 18
- 19 • any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant
- 20 charge of more than four ounces, missile having an explosive or incendiary charge of
- 21 more than 1/4 ounce, mine or similar device;
- 22
- 23 • any weapon which will, or which may be readily converted to, expel a projectile by the
- 24 action of an explosive or other propellant and which has any barrel with a bore of more
- 25 than 1/2 inch in diameter; any combination of parts either designed or intended for use in
- 26 converting any device into a destructive device described in the two immediately
- 27 preceding examples, and from which a destructive device may be readily assembled;
- 28
- 29 • any bludgeon, sand club, metal knuckles or throwing star;
- 30
- 31 • any knife, commonly referred to as a switchblade, which has a blade that opens
- 32 automatically by hand pressure applied to a button, spring or other device in the handle of
- 33 the knife, or any knife having a blade that opens or falls or is ejected into position by the
- 34 force of gravity or by an outward, downward or centrifugal thrust or movement;
- 35
- 36 • any electronic device designed to discharge immobilizing levels of electricity, commonly
- 37 known as a stun gun.
- 38

39 Penalties for Weapons Violations

40 Possession of a weapon or destructive device defined above shall result in expulsion from
41 school for a period of one calendar year, except that the superintendent may recommend this
42 expulsion be modified on a case-by-case basis (see JDC). Possession of a weapon of a type not
43 defined above, an item being used as a weapon or destructive device, or a facsimile of a weapon
44 may result in suspension or expulsion. Expulsion hearings for weapons violations shall be
45 conducted by the superintendent.
46

48

49 Any student who uses an article that is not commonly used or designed to inflict bodily
50 harm for the purpose of inflicting bodily harm or to cause a person to be placed in fear of bodily
51 harm shall be subject to immediate suspension and possible expulsion.

52

53 Any student violating this policy shall be reported to the appropriate law enforcement
54 agency(ies) and, if a juvenile, to the Secretary for the Department of Children and Families
55 (DCF) or the Secretary of the Kansas Department of Corrections (KDOC).

56

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

60

61 Approved: June 12, 2001
62 Revised: December 9, 2003
63 Revised: January 25, 2005
64 Revised: June 14, 2011
65 Revised: November 10, 2015
66 Revised: November 8, 2016

2
3 District schools have a responsibility to maintain a school environment free of violence,
4 intimidation, or other activities which threaten the safety and well-being of students and staff and
5 interfere with the educational process. Therefore, anti-social and/or gang activities will not be
6 tolerated, and the district bars all gangs, gang affiliations and gang-related activities (dress,
7 symbols, or other attributes or implying gang membership) from school buildings, school buses,
8 school activities, and school property.

9
10 A “gang” is defined as any identifiable group or club which exists without the
11 sponsorship or authorization of the school and which engages in anti-social or criminal activity
12 which is disruptive of the school environment.

13
14 School district employees have a responsibility to report to their immediate supervisor
15 suspected gang members or gang-related activities. If an administrator verifies a student’s
16 involvement in gang activity, law enforcement agencies will be informed and the parent/guardian
17 will be notified.

18
19 Students violating this policy may be subject to appropriate disciplinary action including
20 suspension and/or expulsion.

21
22 Approved: May 12, 1998
23 Reviewed/Revised: June 12, 2001
24 Revised: June 14, 2011

1 **JCE Complaints of Discrimination or Harassment**

JCE

2
3 Complaints About Discrimination

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

7
8 Any incident of discrimination including acts of harassment shall promptly be reported for
9 investigation and corrective action by the building principal or district compliance coordinator. Any
10 student or employee who engages in discriminatory conduct shall be subject to disciplinary action, up to
11 and including termination from employment or expulsion from school.

12
13 The district does not discriminate against any student on the basis of race, color, national origin,
14 sex, disability, or religion in the admission or access to or treatment in the district’s programs and
15 activities and provides equal access to the Boy Scouts and other designated youth groups. The executive
16 director of human resources has been designated to coordinate compliance with nondiscrimination
17 requirements contained in Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education
18 Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities
19 Act of 1990. Inquiries regarding the non-discrimination policies should be addressed to:

20 Executive Director of Human Resources
21 1511 Gypsum
22 P.O. Box 797
23 Salina, KS 67402-0797
24 785-309-4726
25

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

33
34 The district prohibits retaliation or discrimination against any person for opposing discrimination,
35 including harassment; for participating in the complaint process; or making a complaint, testifying,
36 assisting, or participating in any investigation proceeding, or hearing.

37
38 Approved: June 12, 2001
39 Revised: June 14, 2011
40 Revised: March 13, 2012
41 Revised: November 10, 2015
42

43 **JCE-R Complaints of Discrimination or Harassment**

JCE-R

44
45 Grievance Procedures

46
47 Declaration of Purpose

48 The purpose of this procedure is to secure at the lowest possible administrative level an equitable
49 solution to the alleged discrimination grievance of a student in the district.

51
52 Definitions

53 A grievance is a claim by a student that he or she is being excluded from participating in or is being
54 denied the benefits of any education program or activity. The aggrieved party shall mean any student or
55 students who file a claim.

56
57 Procedures

58 All allegations shall be in writing and shall include the name of the aggrieved party, the time and place
59 where the alleged condition or event constituting the grievance existed, the party responsible for causing said
60 condition or event, if known to the aggrieved party, a general statement of the nature of the grievance, and the
61 redress sought by the aggrieved party.

62
63 The written statement shall be in the hands of the designated employee within ten school days of the
64 alleged occurrence of the grievance.

65
66 The designated employee shall investigate the claim and within three school days of receipt of the claim
67 notify the aggrieved party of the time and place of a conference between the designated employee and the
68 aggrieved party. The purpose of the conference is to settle the grievance by means of an informal process. This
69 process is referred to as the first step.

70
71 If the grievance is not resolved informally at the first step, the aggrieved party will notify the designated
72 employee within five school days after the initial conference. This written notification should state that the
73 aggrieved party requests a formal hearing.

74
75 Within five school days of receipt of the written request from the aggrieved party, the designated
76 employee will notify the aggrieved party of the time and location for a formal hearing. The date of the next
77 hearing may not be more than 15 school days following receipt of the request for a hearing from the aggrieved
78 party.

79
80 Procedures (See KN – Informal Discrimination/Harassment Procedures)

81 Notice of the time and place of the hearing shall be given to the aggrieved party, the board and all
82 persons specifically designated in the alleged claim.

83
84 At the hearing, the aggrieved party, his or her legal parents and legal counsel if one is desired, shall be
85 entitled to be present. The person(s) designated in the claim as being in noncompliance, a board representative,
86 and any other interested party, together with their legal counsel, if desired, may be entitled to be present.

87
88 The hearing shall dispense with technical rules of evidence. Either party may present all evidence
89 deemed necessary, whether documentary or oral. At the request of either party, witnesses may be sworn in to
90 testify under oath. All evidence shall be open to examination by all parties and all witnesses subject to cross
91 examination if desired.

92
93 The designated employee shall render a decision including any recommendation which may be
94 appropriate to the board for its appropriate action. This decision and/or recommendation will be based on
95 evidence, testimony, arguments, and statements as a result of the formal hearing.

96
97 The aggrieved party and the board will be given written notice of the action taken within five days on
98 the conclusion of the hearing.

99
100 Approved: June 12, 2001
101 Revised: June 14, 2011
102 Reviewed: March 13, 2012
103 Reviewed: November 10, 2015

1 **JCEC Demonstrations and Strikes**

JCEC

2
3 Student demonstrations on school property shall be conducted in an orderly and non-
4 disruptive manner. Demonstrations may be terminated at any time by the principal or the
5 superintendent. (See JCAC)

6
7 Strikes by students are prohibited. A strike shall mean the concerted effort by two or more
8 students in any of the following activities: refusal to go to class, refusal to leave a class; refusal to
9 obey an order of a teacher, principal or other person having authority to give the order which is
10 being refused; and refusal to leave a school building, area, or grounds.

11
12 Approved: December 4, 1991
13 Reviewed/Revised: June 12, 2001
14 Revised: June 14, 2011

1 **JDA Corporal Punishment**

JDA

2

3

Corporal punishment shall not be permitted.

4

5 Approved: July 2, 1986

6 Revised: December 4, 1991

7 Reviewed/Revised: June 12, 2001

8 Reviewed: June 14, 2011

2

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

5

6 Approved: December 4, 1991

7 Reviewed/Revised: June 12, 2001

8 Reviewed: June 14, 2011

2
3 Punishment, suspension or expulsion may be deferred by the appropriate administrator.
4 The student involved may be placed on probation for a set period of time. The punishment,
5 suspension or expulsion shall remain deferred so long as the student meets the conditions of the
6 probation. If a student is placed on probation, written notification shall be sent to the student's
7 parent or guardian. Decisions concerning students found to be in violation of their probation
8 shall be handled by the building administrator.
9

10 A student is placed on probation shall be given a written list of the terms and conditions
11 of the probation. The student shall sign a statement that the terms and conditions have been
12 explained, the student understands the conditions, the student agrees to abide by the conditions
13 and failure to abide by the conditions may be reasons to reinstate the original punishment.
14

15 Approved: December 4, 1991
16 Revised: December 14, 1994
17 Reviewed/Revised: June 12, 2001
18 Revised: June 14, 2011
19 Reviewed: November 10, 2015

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

2
3 Except as limited by Section 504 or IDEA, a student may be suspended or expelled for reasons
4 set forth in Kansas law. Any student who is suspended for a period of more than 10 days or expelled
5 shall receive a copy of the current suspension and expulsion law and this policy. Suspension/expulsion
6 hearings shall be conducted by the superintendent or other certificated employee or committee of
7 certificated employees of the school in which the pupil is enrolled or by any other hearing officer
8 appointed by the board.

9
10 Approved: December 4, 1991
11 Revised: April 11, 1995
12 Reviewed/Revised: June 12, 2001
13 Revised: June 14, 2011
14 Revised: October 14, 2014
15 Reviewed: November 10, 2015
16 Reviewed: November 8, 2016

17
18 **JDD-R Suspension and Expulsion Procedures**

JDD-R

19
20 Reasons for Suspension or Expulsion

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

- 22
- 23 • willful violation of any published, adopted student conduct regulation;
 - 24 • conduct which substantially disrupts, impedes, or interferes with school operation;
 - 25 • conduct which endangers the safety or substantially impinges on or invades the rights of
26 others at school, on school property or at a school supervised activity;
 - 27 • conduct which, if the pupil is an adult, constitutes the commission of a felony or, if the
28 pupil is a juvenile, would constitute the commission of a felony if committed by an
29 adult;
 - 30 • conduct at school, on school property, or at a school supervised activity which, if the
31 pupil is an adult, constitutes the commission of a misdemeanor or, if the pupil is a
32 juvenile, would constitute the commission of a misdemeanor if committed by an adult;
 - 33 • disobedience of an order of a school authority if the disobedience results in disorder,
34 disruption or interference with school operation; and
 - 35 • possession of a weapon at school, on school property or at a school-sponsored event.
- 36

37 Short-Term Suspension

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

42
43 Written notice of any short-term suspension shall be delivered to the student's parent or
44 guardian within 24 hours after the suspension has been imposed. Short-term suspension hearings may
45 be conducted by any person designated in policy as having the authority to suspend.

48
49 At the informal suspension hearing, the student shall have the right to be present and to be
50 notified of the charges and the basis for the accusation. The student shall have the right to make
51 statements in his/her defense after receiving notice of the charges.
52

53 Long-Term Suspension or Expulsion

54 Before a student is subject to long-term suspension (not to exceed 90 school days) or expulsion
55 (not to exceed 186 school days or one calendar year for certain weapon and/or destructive device
56 violations), a hearing shall be conducted by a hearing officer who has been authorized by the board.
57 Formal hearings shall be conducted according to procedures outlined in current Kansas law, and the
58 following guidelines:
59

- 60 • The student and parent/guardian shall be given written notice of the time, date and place of the
61 hearing.
- 62 • The notice shall include copies of the suspension/expulsion law and appropriate board policies,
63 regulations and handbooks.
- 64 • The hearing may be conducted by a certificated employee, the chief administrative officer, or a
65 committee comprised of such persons.
- 66 • Expulsion hearings for weapons violations shall be conducted in compliance with Kansas law
67 by persons appointed by the board.
- 68 • Findings required by law shall be prepared by the person or committee conducting the hearing.
- 69 • A record of the hearing shall be available to the student and parents or guardians according to
70 Kansas law.
- 71 • Written notice of the result of the hearing shall be given to the pupil and to parents and
72 guardians within 24 hours after determination of such result.
73

74 Student Rights During a Long-Term Suspension/Expulsion Hearing

75 The student shall have the right

- 76 • to counsel of his/her own choice,
- 77 • to have a parent or guardian present,
- 78 • to hear or read a full report of testimony of witnesses,
- 79 • to confront and cross-examine witnesses who appear in person at the hearing,
- 80 • to present his or her own witnesses,
- 81 • to testify in his or her own behalf and to give reasons for his or her conduct,
- 82 • to have an orderly hearing, and
- 83 • to receive a fair and impartial decision based on substantial evidence.
84

85 Appeal to the Board

86 The following conditions shall apply if a student who is age 18 or older or the student's parent
87 or guardian files a written appeal of a suspension or expulsion:
88

- 89 • Written notice of the appeal shall be filed with the clerk within 10 calendar days of the hearing.
- 90 • The board shall schedule an appeal with the board or a hearing officer appointed by the board
91 within 20 calendar days.
- 92 • The student and the student's parent shall be notified in writing of the time and place of the
93 appeal at least 5 calendar days before the hearing.

- 96 • The hearing shall be conducted as a formal hearing using rules similar to those noted
- 97 earlier for expulsion hearings.
- 98 • The board shall record the hearing.
- 99 • The board shall render a final decision no later than the next regularly scheduled board
- 100 meeting after the conclusion of the appeal hearing.

101
102 Rules Which Apply in all Cases When a Student May be Suspended or Expelled

- 103 1. Refusal or failure of the student and/or the student’s parents to attend the hearing
- 104 shall result in a waiver of the student’s opportunity for the hearing.
- 105 2. A student suspended for more than 10 school days or expelled from school shall be
- 106 provided with information concerning services or programs offered by public and
- 107 private agencies which provide services to improve the student’s attitude and
- 108 behavior.
- 109 3. A student who has been suspended or expelled shall be notified of the day the student
- 110 can return to work.
- 111 4. If the suspension or expulsion is not related to a weapons violation, the principal may
- 112 establish appropriate requirements relating to the student’s future behavior at school
- 113 and may place the student on probation. (See JDC)
- 114 5. If the expulsion is related to a weapons violation, the superintendent may establish
- 115 appropriate requirements relating to the student’s future behavior at school and may
- 116 place the student on probation if the student is allowed to return. (See EBC, JCDBB
- 117 and JDC)
- 118 6. The days a student is suspended or expelled are not subject to the compulsory
- 119 attendance law.
- 120 7. During the time a student is suspended or expelled from school, the student may not
- 121 be on school property or in any school building without the permission of the
- 122 principal or attend any school activity as a spectator, participant or observer.
- 123 8. A student age 18 or over or the parents or guardians of a student who is suspended for
- 124 more than 10 days or expelled from school may appeal to the board within 10
- 125 calendar days of receiving written notice of the hearing results.
- 126 9. When a suspension is imposed during the school day, the student shall not be
- 127 removed from school until a parent or guardian has been notified. If a parent or
- 128 guardian cannot be notified during regular school hours, the student shall remain at
- 129 school until the regular dismissal time.

130
131 Approved: December 4, 1991
132 Revised: April 11, 1995
133 Reviewed/Revised: June 12, 2001
134 Reviewed/Revised: October 24, 2006
135 Revised: June 14, 2011
136 Revised: October 14, 2014
137 Reviewed: November 10, 2015
138 Revised: November 8, 2016

2
3 Maintaining drug free schools is important in establishing an appropriate learning
4 environment for the district's students. The manufacture, possession, use, sale or distribution of
5 illicit drugs, alcohol, controlled substances, or facsimiles thereof by students on or in district
6 property or as a part of any district activity is prohibited. The use or possession of any substance
7 that has a mind-altering effect is prohibited, excluding a prescription only medication prescribed
8 by a physician or over the counter medications which are being taken according to label
9 directions for legitimate ailment.

10
11 Narcotics, Alcohol Beverages including Cereal Malt Beverages, and Intoxicant Drugs,
12 Penalties Thereon

13 A student shall not possess, sell, use, distribute, or be under the influence of any narcotic
14 drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, any controlled substance,
15 inhalants, alcoholic beverage or intoxicant of any kind, or any other prohibited product not designed
16 for ingestion that causes a mind-altering effect. (See JCDA for Use of Tobacco Products). Use of
17 a drug authorized by a medical prescription from a registered physician, when used as prescribed,
18 shall not be considered a violation of this rule. This provision of this policy is required by the 1989
19 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928.

20
21 A student who is found to be in possession of or selling any prohibited substance will be
22 detained immediately with the evidence. A school administrator will contact the police department
23 and the student's parents or guardian. A short term suspension (5 school days) will be imposed and
24 a formal hearing will be scheduled. The student may be subject to expulsion. In the event a long-
25 term suspension is imposed, the student may be referred to an alternative setting provided by U.S.D.
26 #305 . Prior to re-admission to the school, the student will be referred for a substance abuse
27 evaluation to an agency licensed for same by the State of Kansas and located in the City of Salina.

28
29 A student found to have consumed any prohibited substance will be detained. A school
30 administrator will contact the police department and the student's parents or guardian. A short term
31 suspension (5 school days) will be imposed and a formal hearing will be scheduled and the student
32 may be subject to expulsion. The student will be referred for a substance abuse evaluation to an
33 agency licensed for same by the State of Kansas and located in the City of Salina, and this
34 evaluation will be a part of the student's re-admission to school.

35
36 Failure to complete the substance abuse evaluation as scheduled will result in a hearing for
37 an expulsion.

38
39 A list of available programs along with names and addresses of contact persons for the
40 program is on file with the board clerk. Parents or student should contact the directors of the
41 program to determine the cost and length of the program. A copy of this provision of this policy
42 will be provided to all students, and the parents of all students. Parents of all students will be
43 notified that compliance with this policy is mandatory.

- 44
45 Approved: June 12, 2001
46 Revised: May 27, 2003
47 Revised: March 29, 2011
48 Revised: November 13, 2012

2
3 Student Conduct

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

6
7 Students shall not manufacture, distribute, dispense, possess or use illicit drugs,
8 controlled substances, inhalants or alcoholic beverages or facsimiles thereof on, while in or using
9 school district property, or at any district activity. Any student violating the terms of this policy
10 will be reported to the appropriate law enforcement officials, and will be subject to punishment
11 up to and including expulsion.

12
13 Students who are suspended or expelled under the terms of this policy will be afforded
14 the due process rights contained in board policies and Kansas statutes, K.S.A. 72-8901, et seq.
15 Nothing in this policy is intended to diminish the ability of the district to take other disciplinary
16 action against the student in accordance with other policies governing student discipline. Drug
17 and alcohol counseling and rehabilitation programs are available for district students. If a
18 student agrees to enter and complete a drug education or rehabilitation program, the cost of such
19 program will be borne by the student and his or her parents.

20
21 A list of available programs along with names and addresses of contact persons for the
22 program is on file with the board clerk. Parents or students should contact the directors of the
23 programs to determine the cost and length of the program.

24
25 A copy of this policy will be provided to all students and the parents of all students.
26 Parents of all students will be notified that compliance with this policy is mandatory.

27
28 Approved: June 12, 2001
29 Revised: May 27, 2003
30 Revised: March 29, 2011
31 Revised: November 13, 2012

2
3 Unless reporting would violate the terms of any memorandum of understanding between
4 the district and local law enforcement, whenever a student engages in conduct which constitutes
5 the commission of any misdemeanor or felony at school, on school property, or at a school-
6 supervised activity and/or has been found

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

11
12 the principal shall report such act to the appropriate law enforcement agency.

13
14 Approved: June 12, 2001

15 Reviewed: December 9, 2003

16 Revised: November 13, 2007

17 Revised: June 14, 2011

18 Revised: November 8, 2016

2 (See GAAB, JCE, JGEC, JGECA, JDD and EBC)

3
4 The board prohibits acts of bullying in any form, including cyberbullying, on or with
5 district property, in district vehicles or at district-sponsored activities or events. The board
6 believes that a safe, healthy and supportive environment during all school-related functions is
7 necessary for students to learn and achieve high academic standards. Bullying, like other
8 disruptive or violent behaviors, is conduct that interferes with both a student’s ability to learn and
9 the district’s ability to educate students. All Salina USD 305 staff members, students, parents and
10 volunteers are expected to treat others with civility and respect and to refuse to tolerate bullying
11 in order to provide positive examples for acceptable student behavior.

12
13 Bullying is defined as any intentional gesture or any intentional written, verbal or
14 physical act or threat by any student, staff member or parent towards a student or towards a staff
15 member which is sufficiently severe, persistent or pervasive to create an intimidating, threatening
16 or abusive educational environment that a reasonable person, under the circumstances, knows or
17 should know will have the effect of

- 18
19 • harming a student or staff member, whether physically or mentally,
20 • damaging a student’s or staff member’s property,
21 • placing a student or staff member in reasonable fear of harm to the student or staff
22 member, or
23 • placing a student or staff member in reasonable fear of damage to the student’s or
24 staff member’s property.

25
26 “Cyberbullying” is defined as bullying by use of any electronic communication device
27 through means, including, but not limited to, email, instant messaging, text messages, blogs,
28 mobile phones, pagers, online games and websites.

29
30 “District vehicle” means any school bus, school van, other school vehicle and private
31 vehicle used to transport students or staff members to and from school or any school-sponsored
32 activity or event.

33
34 The board expects students to conduct themselves in a manner in keeping with their
35 levels of development, maturity, and demonstrated capabilities with a proper regard for the rights
36 and welfare of other students, school staff and volunteers.

37
38 The board believes the standards for appropriate student behavior must be established
39 cooperatively with input from students, parents/guardians, staff and the community. These
40 standards must encourage the development of student self-discipline in an atmosphere of respect
41 for self and others and respect for district and community property.

42
43 The board believes that the best discipline is acceptance of personal responsibility and is
44 self-imposed. It is the responsibility of staff to use disciplinary situations as opportunities for
45 helping students learn to assume responsibility and to learn from the consequences of their
46 behavior. Staff members who interact with students shall apply best practices designed to *prevent*
47 discipline problems and encourage students’ abilities to develop self-discipline.

2
3 The district prohibits both active and passive bystander support for acts of bullying. The
4 staff should encourage students to support students who walk away from these acts when this
5 would defuse the situation, constructively attempt to stop them, or report them to the designated
6 authority.
7

8 The board requires school administrators to develop and implement procedures ensuring
9 that individualized attention be given to both perpetrators and victims of bullying, when
10 incidents occur. It is important not to target either bully or victim for criticism, but rather to
11 make sure that all the factors contributing to the bullying are recognized and understood.
12

13 Complaint Procedures

14 It is the responsibility of all students, staff members and volunteers to report acts of
15 bullying. All reports of bullying will be taken seriously. Staff members receiving the reports will
16 record the details as reported. The school staff or administrator will support students, coworkers
17 and volunteers making such reports and protect against any potential retaliation. An
18 investigation to determine the facts will take place immediately or as soon as practicable in order
19 to verify the validity and seriousness of the report.
20

21 Filing a report in good faith will not reflect upon the individual's status, nor will it affect
22 his or her grades, employment or volunteer status with the district. The district shall keep the
23 complaint confidential for both the accused and the accuser, until such time as the misconduct is
24 confirmed and sanctions are imposed.
25

26 The board specifically prohibits any person from falsely accusing another as a means of
27 bullying. The consequences and appropriate remedial action for a *student* found to have falsely
28 accused another as a means of bullying may range from positive behavioral interventions up to
29 and including suspension or expulsion. A *school employee* found to have falsely accused another
30 as a means of bullying shall be disciplined in accordance with district policies, procedures, and
31 agreements.
32

33 The board prohibits reprisal or retaliation against any person who reports an act of
34 bullying. The consequences and appropriate remedial action for a person who engages in reprisal
35 or retaliation shall be determined by the administrator after consideration of the nature, severity,
36 and circumstances of the act.
37

38 Approved: January 22, 2008
39 Revised: October 28, 2008
40 Revised: June 14, 2011
41 Revised: October 8, 2013
42 Revised: November 8, 2016

1 **JDE** Assignments During Suspensions

JDE

2
3 Students shall be responsible for their reading and written class assignments during out-
4 of-school short-term suspension. All work to be turned in for credit must be given to the teacher
5 no later than the first class period following the completion of the suspension. Arrangements for
6 tests or examinations missed during out-of-school suspension will be made. Credit will be
7 allowed for make-up work on the same basis as for regular in-class performance with the
8 exception of credit which can be obtained only by being present in the classroom.

9
10 Approved: December 4, 1991
11 Reviewed/Revised: June 12, 2001
12 Revised: April 13, 2010
13 Revised: June 14, 2011

1 **JF** **Reporting Academic Achievement**

JF

2
3 Periodic reports on the academic progress of the student shall be issued to the parents of
4 all students. Teachers will give the parents a mid-quarter report concerning students making
5 poor academic progress. Teachers are also encouraged to give parents positive progress reports.
6

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

10
11 Approved: February 5, 1992
12 Revised: October 24, 1995
13 Reviewed/Revised: June 12, 2001
14 Revised: June 14, 2011
15

16 **JF-R** **Reporting Academic Achievement**

JF-R

17
18 Report cards will normally be issued within five school days following the end of each
19 nine weeks grading period or during parent-teacher conferences. The superintendent shall
20 develop standard reporting forms for each grade level.
21

22 Approved: February 5, 1992
23 Revised: October 24, 1995
24 Reviewed/Revised: June 12, 2001
25 Reviewed: June 14, 2011

2
3 Students will be expected to progress in a continuous growth pattern of academic
4 achievement in harmony with normal intellectual, social and emotional development. The best
5 interest of the student will be the guiding philosophy for determining acceleration, promotion, or
6 retention.

7
8 The district recognizes that promotion, retention, and acceleration of students can be used
9 as opportunities to provide for the best educational interests of students. These terms shall be
10 defined as follows:

11
12 Definitions

- 13 1. Acceleration: Advancing a student more than one grade level.
14 2. Promotion: Advancing a student annually from one grade level to another.
15 3. Retention: Having a student remain at grade level for a second year.

16
17 Acceleration and retention shall be used advisedly when special circumstances warrant.

18
19 Acceleration, retention, or promotion may be recommended by certified staff and/or
20 parents. When a recommendation for acceleration or retention is made, the principal shall
21 convene a study committee made up of the student's parents(s)/guardian(s), teacher(s), and other
22 appropriate persons to advise the principal on the merit of the recommendation. The principal
23 shall approve or disapprove the recommendation following a review of the student's
24 achievement in relation to the district's content standards, and the mental, social, physical, and
25 emotional development of the child. When acceleration or retention of a student is being
26 considered, school personnel must confer with the student's parent(s)/guardian(s) according to
27 guidelines established by the executive director of school improvement.

28
29 The final decision in any case pertaining to promotion, retention, or assignment will rest
30 with the appropriate principal.

31
32 Approved: February 5, 1992
33 Revised: April 9, 1996
34 Revised: January 13, 1998
35 Reviewed/Revised: June 12, 2001
36 Revised: November 25, 2003
37 Revised: June 8, 2004
38 Revised: June 14, 2011
39 Revised: November 8, 2016

2

3 Students who have completed the requirements for graduation may be allowed to
4 participate in graduation exercises unless participation is denied for appropriate reasons.

5 Graduation exercises shall be under the control and direction of the building principal.

6

7 Approved: February 5, 1992

8 Reviewed/Revised: June 12, 2001

9 Reviewed: June 14, 2011

2
3 Early Graduation Guidelines

4 Students who complete all state and local graduation requirements may request
5 permission to graduate early. Procedures to be completed by high school students to give notice
6 about the intent to graduate early shall be publicized in the enrollment guide. Students who
7 graduate early shall no longer be considered USD 305 students. However, students shall be
8 invited to participate in the graduation exercises conducted at the end of the school year in which
9 they receive their diploma.

10
11 Early Graduation Procedures

12 Students must submit an application by December 1 of their junior year and must have
13 attended USD 305 the two semesters prior to the semester of application, unless a waiver is
14 granted by the principal. The student and parent/guardian shall consult with the student's
15 guidance counselor to develop a graduation plan, a copy of which they shall forward to the
16 principal along with the student's written statement of reasons for the request and a letter of
17 support from the parents/guardians. The principal shall approve or deny each request based on
18 the circumstances of the individual student. The decision of the principal shall be final unless
19 appealed to the board of education.

20
21 Approved: June 3, 1992
22 Reviewed: December 12, 1995
23 Reviewed/Revised: June 12, 2001
24 Revised: June 14, 2011
25 Reviewed: November 8, 2016

1 **JG** **Student Welfare**

JG

2
3 The district will provide a suitable environment conducive to the general health, safety
4 and welfare of each student in school attendance and in school-sponsored activities.

5
6 Approved: March 18, 1992

7 Reviewed/Revised: June 12, 2001

8 Reviewed: June 14, 2011

9
10 **JG-R** **Student Welfare**

JG-R

11
12 The superintendent shall develop and enforce the necessary rules and regulations relating
13 to student welfare.

14
15 All rules and regulations relating to student welfare are to be presented to the board for its
16 action.

17
18 The principal and director of maintenance and operations will periodically inspect the
19 school building and grounds for potential health and safety hazards.

20
21 Every principal shall have the authority to correct any health or safety hazard without
22 consulting with the superintendent if no costs are involved.

23
24 If the principal determines that the cost of correcting a potential or real health or safety
25 hazard exceeds his/her allocated funds for building maintenance, the principal shall requisition
26 from the superintendent the necessary funds or personnel to correct the situation. (See JGF-R).

27
28 Approved: March 18, 1992

29 Reviewed/Revised: June 12, 2001

30 Revised: June 14, 2011

1 **JGA Student Insurance Program**

JGA

2

3 Parents or guardians shall be notified annually in writing that student insurance is not
4 provided by the district. Medical expenses are the responsibility of the parents.

5

6 Approved: March 18, 1992

7 Reviewed/Revised: June 12, 2001

8 Reviewed: June 14, 2011

9 Reviewed: November 8, 2016

1 **JGC Health Assessments and Physicals (See JGCB)**

JGC

2
3 Unless otherwise provided herein, all students up to the age of nine shall submit evidence
4 they have undergone a health assessment prior to entering kindergarten or before enrolling in the
5 district for the first time and upon entry to the 6th and 9th grades.
6

7 The above requirement is not to serve as a barrier to immediate enrollment of students
8 designated as homeless or foster children as required by the Every Student Succeeds Act (ESSA)
9 and the McKinney-Vento Act as amended by ESSA. The district shall work with the
10 Department for Children and Families, the school last attended, or other relevant agencies to
11 obtain necessary enrollment documentation.
12

13 All students engaged in activities covered by appropriate KSHSAA rules shall provide
14 the building principal with proof of a physical examination that has been done after May 1st for
15 the upcoming school year. (KSHSAA requires physicals done after May 1st for the upcoming
16 school year.)
17

18 Approved: March 18, 1992
19 Revised: January 6, 1993
20 Reviewed/Revised: June 12, 2001
21 Revised: June 14, 2011
22 Reviewed: November 8, 2016
23 Revised: June 13, 2017
24

25 **JGC-R Health Assessments and Physicals**

JGC-R

26
27 Principals shall work cooperatively with local, county and state health agencies to
28 disseminate materials related to the availability of health assessments.
29

30 Approved: March 18, 1992
31 Revised: January 6, 1993
32 Reviewed/Revised: June 12, 2001
33 Revised: June 14, 2011
34 Reviewed: November 8, 2016
35 Revised: June 13, 2017

2
3 USD 305 is committed to providing school environments that promote and protect
4 children’s health, well-being and ability to learn by supporting healthy eating, wellness
5 education, and physical activity. To this end, USD 305 shall promote and monitor a local
6 wellness plan that includes methods to promote student wellness, prevent and reduce childhood
7 obesity, and provide assurance that school meals and other food and beverages sold and
8 otherwise made available on the school campus during the school day are consistent with
9 applicable minimum federal standards.

10
11 The plan shall:

- 12 • include goals for providing proper student nutrition promotion and education,
13 physical activity, and other school-based activities designed to promote student
14 wellness which are based on evidence-based strategies and techniques;
- 15 • meet federal nutrition standards and guidelines for all foods and beverages provided
16 to students in each school during the school day; and
- 17 • ensure standards and nutrition guidelines for all foods and beverages sold to students
18 during the school day at each district school are consistent with the requirements of
19 the School Breakfast Program, the National School Lunch Program, and the
20 competitive food standards established pursuant to the National School Lunch
21 Program.

22
23 The superintendent shall be responsible for the implementation and oversight of this
24 policy and plan to ensure each of the district’s schools, programs, and curriculum is compliant
25 with this policy, the plan, and existing law and regulations.

26
27 Each building principal shall annually report to the superintendent regarding compliance
28 in his/her school. Staff members responsible for programs related to school wellness shall also
29 report to the superintendent regarding the status of such programs. The superintendent shall then
30 annually report to the board on the district’s compliance with law, policy and the district’s plan
31 related to school wellness.

32
33 **District Health Council**

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

38
39 The district health council shall serve as an advisory committee regarding student health
40 issues and shall be responsible for developing, implementing, and periodically reviewing and
41 updating a school wellness policy and plan that complies with law to recommend to the board
42 for adoption.

48
49 The district health council shall review and consider evidence-based strategies and
50 techniques in establishing goals for nutrition education and promotion, physical activity, and
51 other school-based activities that promote student wellness as part of the policy and plan
52 development and revision process.

53
54 The superintendent and the district health council shall conduct an assessment at least
55 once every three years on the contents and implementation of this policy and plan as part of a
56 continuous improvement process to strengthen them and ensure proper implementation. This
57 triennial assessment shall be made available to the public in an accessible and easily understood
58 manner and include

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

63
64 At least once every three years the district shall update or modify this policy and wellness
65 plan based on the results of the most recent triennial assessment and/or as district and community
66 needs and priorities change; wellness goals are met; new health science, information, and
67 technologies emerge; or new federal or state guidance or standards are issued.

68
69 The district shall annually inform and update the public, including parents/guardians,
70 students and others in the community, about the contents, updates, and implementation of this
71 policy and plan via the district website, student handbooks, newsletters, or other efficient
72 communication methods. This annual notification shall include information on how to access the
73 school wellness policy and plan; information about the most recent triennial assessment;
74 information on how to participate in the development, implementation, and periodic review and
75 update of the school wellness policy and plan; and a means of contacting district health council
76 leadership.

77
78 **Recordkeeping**

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

- 81 • the written school wellness policy and plan;
- 82 • documentation demonstrating that the district has informed the public, on an annual
83 basis, about the contents of the school wellness policy and plan and any updates to
84 these documents;
- 85 • documentation of efforts to review and update the school wellness policy and plan,
86 including who was involved in the review and methods used by the district to inform
87 the public of their ability to participate in the review; and
- 88 • documentation demonstrating the most recent assessment on the implementation of
89 the school wellness policy and plan and notification of the assessment results to the
90 public.

93 Approved: June 27, 2006
94 Reviewed: June 14, 2011
95 Reviewed: October 14, 2014
96 Reviewed: November 8, 2016
97 Revised: December 12, 2017

1 **JGCB Inoculations**

JGCB

2
3 Unless provided otherwise herein, all students enrolling in any district school shall
4 provide the building principal with proof of immunization of certain diseases or furnish
5 documents to satisfy statutory requirements. Booster shots mandated by the Secretary of the
6 Department of Health and Environment are also required.

7
8 Notice of this policy and the applicable state law shall be distributed to parents or
9 guardians of current and prospective district students on or before May 15th of each school year.
10 The superintendent shall issue a news release each August explaining the required inoculations
11 and booster shots and listing sources for additional information and related standards issued by
12 the National Centers for Disease Control and Prevention. Parents may delegate in writing their
13 authority to consent to immunizations.

14
15 Students who fail to provide the documentation required by law may be excluded from
16 school by the superintendent until statutory requirements are satisfied. Notice of exclusion shall
17 be given to the parents/guardians as prescribed by law. Students who are not immunized against
18 a particular disease(s) may be excluded from school during any outbreak.

19
20 The above requirements are not to serve as barriers to immediate enrollment of students
21 designated as homeless or foster children as required by the Every Student Succeeds Act (ESSA)
22 and the McKinney-Vento Act as amended by ESSA. The district shall work with the
23 Department for Children and Families, the school last attended, or other relevant agencies to
24 obtain necessary enrollment documentation.

25
26 Each principal shall forward evidence of compliance with the inoculation law to other
27 schools or school districts when requested by the school or by the student's parents/guardians and
28 shall work cooperatively with local, county, and state health agencies to disseminate materials
29 related to the availability of inoculations.

30
31 Approved: March 18, 1992
32 Revised: October 24, 1995
33 Reviewed/Revised: June 12, 2001
34 Revised: October 28, 2008
35 Reviewed: June 14, 2011
36 Revised: November 8, 2016
37 Revised: June 13, 2017

2
3 The board approves the use of automated external defibrillators (AEDs) in district
4 schools and other facilities subject to the following:

- 5
6 a) AEDs will be located so that they can be retrieved and used as quickly as possible.
7 b) Signs will be placed where AEDs are located.
8 c) The Salina Fire/EMS Department will be notified in writing of the location of all
9 district AEDs.
10 d) Appropriate training will be given to USD 305 employees on the use of AEDs.
11 e) The use of AEDs will not be restricted to district personnel, but may be used by any
12 qualified person as defined by statute.
13 f) AEDs will comply with current American Heart Association standards.
14 g) AEDs shall be properly maintained as required by law and used in accordance with
15 recommended instructions.

16
17 Approved: January 26, 2010
18 Reviewed: June 14, 2011
19 Revised: November 8, 2016

1 **JGCC Communicable Diseases**

JGCC

2
3 Any student noted by a physician or the school nurse as having a communicable
4 disease may be required to withdraw from school for the duration of the illness. The student will
5 be readmitted to regular classes when there is no longer a safety issue for other students as
6 authorized by the student’s physician or as authorized by a health assessment team.
7

8 The board reserves the right to require a written statement from the student’s physician
9 indicating that the student is free from all symptoms of the disease.
10

11 Approved: March 18, 1992
12 Reviewed/Revised: June 12, 2001
13 Revised: June 28, 2011
14 Reviewed: November 8, 2016
15

16 **JGCC-R Communicable Diseases**

JGCC-R

17
18 If a student is absent from regular classes for more than three consecutive days or the
19 principal has been notified that a student has a communicable disease, the principal shall
20 determine whether a release shall be obtained from the student's physician before the student
21 reenters school.
22

23 Decisions regarding the type of education and the setting for provision of educational
24 services for a student with a severe communicable disease of long duration shall be based on the
25 medical condition of the child, the behavior and neurological development, and the expected
26 type of interaction with others in that setting. These decisions will be made by the principal and
27 school nurse after receiving input from the student’s physician, public health personnel, the
28 student’s parent or guardian, and personnel associated with the proposed care or educational
29 setting.
30

31 Approved: March 18, 1992
32 Reviewed/Revised: June 12, 2001
33 Revised: June 28, 2011
34 Reviewed: November 8, 2016

1 **JGD** **Student Psychological Services**

JGD

2

3

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

8

8 Approved: March 18, 1992

9 Reviewed/Revised: June 12, 2001

10 Reviewed: June 28, 2011

11 Reviewed: November 8, 2016

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

9
10 Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the
11 Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts
12 Against Discrimination. All forms of sexual harassment are prohibited at school, on school
13 property, and at all school-sponsored activities, programs or events. Sexual harassment against
14 individuals associated with the school is prohibited, whether or not the harassment occurs on
15 school grounds.

16
17 It shall be a violation of this policy for any student, employee or third party (visitor,
18 vendor, etc.) to sexually harass any student, employee, or other individual associated with the
19 school. It shall further be a violation for any employee to discourage a student from filing a
20 complaint, or to fail to investigate or refer for investigation, any complaint lodged under the
21 provisions of this policy.

22
23 Sexual harassment shall include, but not be limited to, unwelcome sexual advances,
24 requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual
25 nature made by a member of the school staff to a student or made by any student to another
26 student when: (1) submission to such conduct is made, explicitly or implicitly, a term or
27 condition of the individual's education; (2) submission to or rejection of such conduct by an
28 individual is used as the basis for academic decisions affecting that individual; or (3) such
29 conduct has the purpose or effect of interfering with an individual's academic or professional
30 performance or creating an intimidating, hostile or offensive academic environment.

31
32 Sexual harassment may result from verbal or physical conduct or written or graphic
33 material. Sexual harassment may include, but is not limited to: verbal harassment or abuse;
34 pressure for sexual activity; repeated remarks to a person with sexual or demeaning implication;
35 unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied
36 or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

37
38 The district encourages all victims of sexual harassment and persons with knowledge of
39 such harassment to report the harassment immediately. The district will promptly investigate all
40 complaints of sexual harassment and take prompt corrective action to end the harassment.

41
42 Any student who believes that he or she has been subjected to sexual harassment should
43 discuss the alleged harassment with the building principal, another administrator, the guidance
44 counselor, or another certified staff member. Any school employee who receives a complaint of
45 sexual harassment from a student shall inform the student of the employee's obligation to report
46 the complaint and any proposed resolution of the complaint to the building principal. If the

48
49 building principal is the alleged harasser, the complaint shall be reported to the district compliance
50 coordinator. The building principal or district compliance coordinator shall discuss the complaint
51 with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of
52 the student in this meeting, the student may initiate a formal complaint under the district's
53 discrimination complaint procedure. (See KN)

54
55 An employee who witnesses an act of sexual harassment shall report the incident to the
56 building principal. Employees who fail to report complaints or incidents of sexual harassment to
57 appropriate school officials may face disciplinary action. School administrators who fail to
58 investigate and take appropriate corrective action in response to complaints of sexual harassment may
59 also face disciplinary action.

60
61 Complaints received will be investigated to determine whether, under the totality of the
62 circumstances, the alleged behavior constitutes sexual harassment under the definition outlined
63 above. Unacceptable student conduct may or may not constitute sexual harassment, depending on the
64 nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are
65 unacceptable but do not constitute harassment may provide grounds for discipline under the code of
66 student conduct. If discrimination or harassment has occurred, the district will take prompt, remedial
67 action to prevent its reoccurrence.

68
69 To the extent possible, confidentiality will be maintained throughout the investigation of a
70 complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a
71 thorough investigation, to take appropriate corrective action or to provide due process to the accused.

72
73 When a complaint contains evidence of criminal activity or child abuse, the building
74 coordinator or district coordinator shall report such conduct to law enforcement or the appropriate
75 authorities with the Kansas Department for Children and Families. (See GAAD)

76
77 The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the
78 individual's status or grades. Any act of retaliation or discrimination against any person who has
79 filed a complaint or testified, assisted, or participated in any investigation, proceeding, or hearing
80 involving a sexual harassment complaint is prohibited. Any person who retaliates is subject to
81 immediate disciplinary action, up to and including expulsion for a student or termination of
82 employment for an employee.

83
84 False or malicious complaints of sexual harassment may result in corrective or disciplinary
85 action against the complainant.

86
87 This policy shall be posted in each district facility and a summary published in student, parent
88 and employee handbooks as directed by the district compliance coordinator. Notification of the
89 policy may be included in the school newsletter and shall be published in the local newspaper
90 annually.

91
92 Approved: April 6, 1994
93 Reviewed/Revised: June 12, 2001
94 Reviewed: December 9, 2003
95 Reviewed: June 28, 2011
96 Revised: October 8, 2013
97 Revised: November 10, 2015

3 The board of education is committed to providing a positive and productive learning and
4 working environment, free from discrimination, including harassment, on the basis of race, color,
5 national origin, or disability. Racial and disability harassment shall not be tolerated in the school
6 district. Racial or disability harassment of employees, students, or any other individuals
7 associated with the district by board members, administrators, certificated and support personnel,
8 students, vendors, and any others having business or other contact with the school district is
9 strictly prohibited whether or not the harassment occurs on school grounds.

10
11 Racial harassment is unlawful discrimination on the basis of race, color or national origin
12 under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against
13 Discrimination. Disability harassment is unlawful discrimination on the basis of disability under
14 Section 504 in the Rehabilitation Act of 1973 and the Americans with Disabilities Act. All
15 forms of harassment are prohibited at school, on district property, and at all district-sponsored
16 activities, programs or events.

17
18 It shall be a violation of this policy for any student, employee or third party (visitor,
19 vendor, etc.) to racially harass or harass on the basis of disability any student, employee or other
20 individual associated with the district. It shall further be a violation for any employee to
21 discourage a student from filing a complaint, or to fail to investigate or refer for investigation
22 any complaint lodged under the provisions of this policy.

23
24 Harassment prohibited by this policy includes racially or disability-motivated conduct
25 which

- 26 • affords a student different treatment, solely on the basis of race, color, national
27 origin, or disability in a manner which interferes with or limits the ability of the
28 student to participate in or benefit from the services, activities or programs of the
29 school;
- 30 • is sufficiently severe, pervasive or persistent so as to have the purpose or effect of
31 creating a hostile academic environment; or
- 32 • is sufficiently severe, pervasive or persistent so as to have the purpose or effect of
33 interfering with a student's academic performance or ability to participate in or
34 benefit from the services, activities or programs of the school.

35
36 Racial or disability harassment may result from verbal or physical conduct or written
37 graphic material.

38
39 The district encourages all victims of racial or disability harassment and persons with
40 knowledge of such harassment to report the harassment immediately. All harassment complaints
41 will be promptly investigated and quickly resolved. If a determination is made that the accused
42 person acted improperly, the district will take prompt corrective action to end the harassment and
43 prevent its reoccurrence.

45
46 Any student who believes he or she has been subject to racial or disability harassment or
47 has witnessed an act of alleged racial or disability harassment, should discuss the alleged
48 harassment with the building principal, another administrator, the guidance counselor, or another
49 certified staff member. Any school employee who receives a complaint of racial or disability
50 harassment from a student shall inform the student of the employee’s obligation to report the
51 complaint and any proposed resolution of the complaint to the building principal. If the building
52 principal is the alleged harasser, the complaint shall be reported to the district compliance
53 coordinator. The building principal shall discuss the complaint with the student to determine if it
54 can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the
55 student may initiate a formal complaint under the district’s discrimination complaint procedure
56 (see KN).

57
58 An employee who witnesses an act of racial or disability harassment shall report the
59 incident to the building principal. Employees who fail to report complaints or incidents of racial
60 or disability harassment to appropriate school officials may face disciplinary action. School
61 administrators who fail to investigate and take appropriate corrective action in response to
62 complaints of racial or disability harassment may also face disciplinary action.

63
64 Complaints received will be investigated to determine whether, under the totality of the
65 circumstances, the alleged behavior constitutes racial or disability harassment under the
66 definitions outlined above. Unacceptable student conduct may or may not constitute racial or
67 disability harassment, depending on the nature of the conduct and its severity, pervasiveness and
68 persistence. Behaviors which are unacceptable but do not constitute harassment may provide
69 grounds for discipline under the code of student conduct. The discipline of a student for
70 violation of any provision of the code of student conduct may be enhanced if the conduct is
71 racially or disability motivated.

72
73 To the extent possible confidentiality will be maintained throughout the investigation of a
74 complaint. The desire for confidentiality must be balanced with the district’s obligation to
75 conduct a thorough investigation, to take appropriate corrective action or to provide due process
76 to the accused.

77
78 When a complaint contains evidence of criminal activity or child abuse, the compliance
79 coordinator shall report such conduct to the appropriate law enforcement or DCF authorities.
80 (See GAAD)

81
82 The filing of a complaint or otherwise reporting racial or disability harassment shall not
83 reflect upon the student’s status or grades. Any act of retaliation or discrimination against any
84 person who has filed a complaint or testified, assisted, or participated in any investigation,
85 proceeding, or hearing involving a racial or disability harassment complaint is prohibited. Any
86 person who retaliates is subject to immediate disciplinary action, up to and including expulsion
87 for a student or termination from employment for an employee.

88
89 Intentionally false or malicious complaints of racial or disability harassment may result in
90 corrective or disciplinary action against the complainant.

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

JGECA-3

93

94 This policy shall be posted in each district facility and a summary published in student,
95 parent and employee handbooks as directed by the district compliance coordinator. Notification
96 of the policy may be included in the school newsletter and shall be published in the local
97 newspaper annually.

98

99 Approved: June 12, 2001

100 Reviewed: December 9, 2003

101 Reviewed: June 28, 2011

102 Revised: October 14, 2014

103 Revised: November 10, 2015

1 **JGF Student Safety**

JGF

2
3 The district will endeavor to provide a safe environment for students while in school or
4 when participating in school-sponsored activities.

5
6 Approved: May 6, 1992
7 Reviewed/Revised: June 12, 2001
8 Reviewed: June 28, 2011

9
10 **JGF-R Student Safety**

JGF-R

11
12 The superintendent together with the staff will develop and determine the necessary rules
13 and regulations relative to student safety.

14
15 It shall be the responsibility of each principal to instruct the faculty to stress the
16 importance of safety to the students periodically during the school year.

17
18 Local building safety rules and regulations will be explained to students and
19 communicated to parents at the beginning of each school year and periodically thereafter by the
20 principal or classroom teacher.

21
22 Those teachers who instruct in hazardous curriculum areas such as physical education,
23 shop or science laboratories will teach safety rules inherent in the particular subject matter. No
24 student will be permitted to participate in the class until satisfactory knowledge of the safety
25 rules and safety equipment are demonstrated to the teacher.

26
27 **Inspection of Buildings and Grounds**

28 The principal, together with his/her staff, will make periodic inspections of areas of the
29 building and grounds which may be potential safety hazards. If any such hazards are found, the
30 principal will order the hazard removed, corrected or marked in some appropriate way as a
31 “dangerous area.” (See JG-R). Appropriate safety signs, slogans or other safety items are to be
32 posted on or in the near vicinity of potentially dangerous devices or machinery.

33
34 Students will be notified of such “dangerous areas.” All hazards of “dangerous areas”
35 will be reported in writing to the superintendent if the costs of repair exceed the building
36 maintenance budget, and the principal will immediately submit a requisition to the
37 superintendent asking for the appropriate funds to correct the situation. (See JG-R).

38
39 All equipment acquired by the district shall be inspected and/or tested for any defects
40 immediately at the time of assembly and periodically thereafter by the appropriate administrator.
41 Such defects, if found, shall be brought to the attention of the vendor for repair or replacement.

42
43 Approved: May 6, 1992
44 Reviewed/Revised: June 12, 2001
45 Revised: June 28, 2011

1 **JGFB Supervision of Students**

JGFB

2
3 Students shall be supervised by school district personnel when they are under the
4 jurisdiction of the school.

5
6 Each building principal shall coordinate and assign certified and classified staff to
7 supervise students engaged in school-sponsored activities. All school-sponsored activities shall
8 be supervised by an adult approved by the administration.

9
10 Each building principal shall ensure appropriate staff members are available for
11 supervising students at specific times and in designated areas. (See GAO)

12
13 Approved: May 6, 1992
14 Reviewed/Revised: June 12, 2001
15 Revised: June 28, 2011
16 Revised: November 8, 2016

17
18 **JGFB-R Supervision of Students**

JGFB-R

19
20 Every principal will make a duty roster comprised of certified and classified staff to
21 supervise students before school, during the lunch hour, after school or as the need arises.

22
23 Every school-sponsored activity held will have at least one staff member or
24 administratively-approved designee in attendance who shall have general supervisory
25 responsibilities over the student group.

26
27 The school does not have general authority to supervise students in normal coming to
28 school and going home. Teachers who observe students in a potentially dangerous situation
29 should attempt, as they are reasonably able, either to halt or prevent injury to students or
30 property.

31
32 No K-12 student will be allowed to run personal errands off school premises for any staff
33 member, but may run school-related errands off school premises and for school activities with
34 parental permission.

35
36 Approved: May 6, 1992
37 Reviewed/Revised: June 12, 2001
38 Reviewed: June 28, 2011
39 Reviewed: November 8, 2016

1 **JGFF Use of Vehicles**

JGFF

2
3 The superintendent shall develop procedures regulating the driving, parking and use of
4 vehicles during the school day. Failure to observe district regulations may result in disciplinary
5 action.

6
7 Rules and regulations concerning use of vehicles on school property shall be approved by
8 the board and included in the student handbook.

9
10 Approved: June 12, 2001
11 Reviewed: June 28, 2011
12 Revised: October 8, 2013

1 **JGFG Student Accidents**

JGFG

2
3 When a staff member becomes aware that a student has been involved in an accident at
4 school, on school property or at a school-sponsored event, the staff member shall follow the rules
5 for the care of an injured student and report the accident to the building principal. If a student
6 has an accident which appears to require emergency medical treatment, an employee shall call
7 911. If an employee is qualified to administer first aid, that aid may be administered while
8 waiting for medical assistance to arrive. Qualified employees, for the purpose of this policy, are
9 those employees who have successfully completed an approved Red Cross first aid program or
10 the school nurse.

11
12 Approved: March 18, 1992
13 Reviewed/Revised: June 12, 2001
14 Revised: June 28, 2011
15 Revised: November 8, 2016

16
17 **JGFG-R Student Accidents**

JGFG-R

18
19 The student's parent/guardian shall be notified of the injury as soon as possible to
20 determine appropriate action. The principal shall seek emergency medical treatment if the
21 student needs medical attention and the parents cannot be reached.

22
23 Records

24 Appropriate records documenting student accidents shall be maintained.

25
26 Approved: March 18, 1992
27 Reviewed/Revised: June 12, 2001
28 Revised: June 28, 2011
29 Revised: November 8, 2016

1 **JGFGA Do Not Resuscitate Requests**

JGFGA

2

3 Do Not Resuscitate (DNR) orders shall not be accepted or implemented by district staff
4 and all DNR requests shall be denied.

5

6 USD 305 will treat all life-threatening emergencies by calling 911 and performing life-
7 saving procedures until emergency services personnel arrive.

8

9 Approved: June 28, 2011

3 The supervision of oral medications shall be in strict compliance with the rules and
4 regulations of the board as carried out by district personnel. Diagnosis and treatment of illness
5 and the prescribing of medicines are not the responsibility of the public schools and are not to be
6 practiced by any school personnel.
7

8 When medication is necessary in order that the student remain in school, the school may
9 cooperate with parents in the supervision of medication that the student will use. However, the
10 licensed healthcare provider authorized to prescribe medication or the parent, if it is a non-
11 prescription medication, must send a written order to the building administrator who may
12 supervise the administration of the medication or treatment. The parents must submit a written
13 request to the building administrator requesting the school's cooperation in such supervision and
14 releasing the school district and personnel from liability. In the event the student requiring
15 medication has reached age 18, the student shall sign the written request and release. (See
16 JGFGBA)
17

18 School personnel shall not be required to be custodians of any medication except as
19 required by a written order of a licensed healthcare provider or, in the case of nonprescription
20 medication, when requested in writing by parents.
21

22 Prescription medication is to be brought to school in the original container appropriately
23 labeled by the pharmacy or physician, stating the name of the medication, the dosage and time to
24 be administered. Any changes in type of medication, dosage and/or time of administration shall
25 be accompanied by a new physician order and parent signature and a newly labeled pharmacy
26 container. Over-the-counter medication must be in the original container. Such medication shall
27 be dispensed only according to label directions and must be accompanied by the USD 305
28 Medication Consent Form. Any variance from label directions must have a physician's order.
29

30 In the administration of medication, the school employee shall not be deemed to have
31 assumed any legal responsibility other than acting as a duly authorized employee of the school
32 district.
33

34 The first dose of a new medication or dosage change of medication must be administered
35 at least once by parent/guardian prior to administration at school.
36

37 After medication is administered, students should be observed for any possible reactions.
38 This observation may occur at the site of administration or in the classroom as a part of the
39 normal routine.
40

41 An individual record shall be kept of each medication administered. The record shall
42 include student identification, date prescribed, name of medication, time and date(s)
43 administered, signature of person administering and section for comments. Controlled
44 substances must be counted and documented when received by any school personnel. Expired
45 medication and/or medication no longer used should be returned to the parent or destroyed.
46

47 All medication maintained in the school setting shall be kept in a locked area, including
48 medication requiring refrigeration.

49 **JGFGB Supervision of Medications (See JGFGBA)**

JGFGB-2

50

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

54

55 This policy shall be shared with any health care provider or dentist upon request.

56

57 Approved: January 25, 2005

58 Revised: June 28, 2011

59 Revised: October 14, 2014

60 Reviewed: November 8, 2016

2
3 As used in this policy, medication means a medicine for the treatment of anaphylactic
4 reactions or asthma which is prescribed by a physician licensed to practice medicine and surgery;
5 a certified, advanced registered nurse practitioner who has authority to prescribe drugs; or a
6 licensed physician assistant who has authority to prescribe drugs pursuant to a written protocol
7 with a responsible physician. (Also see JGFGB)

8
9 Student Eligibility

10 The self-administration of medication is allowed for students in grades K-12, the
11 Diploma Completion Program and the Salina Adult Education Center. To be eligible, a K-12
12 student shall meet all requirements of this policy. Parents/guardians shall submit a written
13 statement from the student's health care provider stating

- 14 • the name and purpose of the medication,
- 15 • the prescribed dosage,
- 16 • the conditions under which the medication is to be self-administered,
- 17 • any additional special circumstances under which the medication is to be administered,
18 and
- 19 • the length of time for which the medication is prescribed.

20
21 Authorization Required

22 All K-12 students who wish to self-administer medication pursuant to this policy shall
23 provide written authorization from the student's health care provider and parent or guardian
24 stating the student has been instructed on self-administration of the medication and has both
25 verbalized and demonstrated an understanding of the instruction. The student's parent/guardian
26 shall provide written authorization for self-administration of medication. An annual renewal of
27 parental authorization for the self-administration of medication shall be required.

28
29 Employee Immunity

30 A school district and its employees and agents who authorize the self-administration of
31 medication in compliance with the provisions of this policy shall not be liable in any action for
32 any injury resulting from the self-administration of medication. The school district shall provide
33 written notification to the parent or guardian of a student that the school and its employees and
34 agents are not liable for any injury resulting from the self-administration of medication.

35
36 Waiver of Liability

37 The parent/guardian of the student or the student (if age 18 or over) shall sign a statement
38 acknowledging that the school incurs no liability for any injury resulting from the self-
39 administration of medication and agreeing to indemnify and hold the school and its employees
40 and agents harmless against any claims relating to the self-administration of such medication.

41
42 Approved: January 25, 2005
43 Revised: June 28, 2011
44 Revised: October 14, 2014

3 As used in this policy, diabetes management and treatment plan means a plan prepared and
4 implemented for a student with diabetes which is prescribed by a physician licensed to practice
5 medicine and surgery; a certified, advanced registered nurse practitioner who has authority to
6 prescribe drugs; or a licensed physician assistant who has authority to prescribe drugs pursuant to a
7 written protocol with a responsible physician.
8

9 **Student Eligibility**

10 Self-care of diabetes may be allowed for students in grades K-12, the Salina Adult Education
11 Center and the Diploma Completion Program. To be eligible, a K-12 student shall meet all
12 requirements of this policy.
13

14 If the student is under the age of 18, parents or guardians shall submit a written diabetes
15 management and treatment plan from the student's health care provider.
16

17 The student shall provide written authorization from the student's health care provider and
18 parent or guardian if the student is under age 18, stating the student has been instructed on managing
19 and caring for his/her diabetes and is authorized to do so in school. An annual written renewal of the
20 appropriate authorization for the self-care of diabetes shall be required.
21

22 While at school, each student capable of managing and caring for his/her diabetes will be
23 allowed to
24

- 25 • perform blood glucose level check;
- 26 • administer insulin through the delivery system in student uses;
- 27 • treat hypoglycemia and hyperglycemia;
- 28 • possess the supplies or equipment necessary to monitor and care for his/her diabetes; and
- 29 • otherwise attend to the management and care of his/her diabetes in the classroom, in any area
30 of the school, or school grounds, or at any school-related activity.
31

32 Notwithstanding the above, the district reserves the right to establish reasonable place and
33 manner procedural safeguards for the safe and non-disruptive exercise of such rights by all students
34 with diabetes.
35

36 **Employee Immunity**

37 The board and its employees and agents who authorize the self-administration of medication
38 and treatment for diabetes in compliance with the provision of this policy shall not be liable for any
39 action for any injury resulting from the self-administration of medication. The district shall provide
40 written notification to the student or the student's parent or guardian if under the age of 18 for whom
41 this policy is applicable or to the student (if the student has reached age 18) that the board and its
42 employees and agents are not liable for any injury resulting from self-administration of medication.
43 The parent or guardian or student (if appropriate) shall sign such notice and acknowledge that the
44 district incurs no liability for any injury resulting from self-administration and agrees to indemnify
45 and hold the board and its employees and agents harmless against any claims relating to the self-
46 administration of medication pursuant to this policy.
47

48 Approved: October 14, 2014

1 **JGG Transportation** (See JCDA)

JGG

2
3 Bus transportation will be provided to and from school for those students who qualify.

4
5 The district will provide and/or approve transportation used by students and sponsors to
6 school activities that take place in or out of the district.

7
8 Students must observe the rules and regulations adopted by the board governing student
9 transportation. Students will also be subject to the school’s behavior code while riding school
10 buses. The superintendent may suspend or revoke the transportation privilege or entitlement of a
11 student who violates any rules or regulations adopted by the board.

- 12
- 13 Approved: November 19, 1986
- 14 Revised: February 3, 1988
- 15 Revised: May 20, 1982
- 16 Revised: May 25, 1999
- 17 Reviewed/Revised: June 12, 2001
- 18 Reviewed: October 28, 2008
- 19 Revised: June 28, 2011
- 20 Reviewed: November 8, 2016

21
22 **JGG-R Transportation**

JGG-R

23
24 Transportation To/From School

25 Students residing outside the city limits of Salina who are eligible for transportation to
26 and from school and who accept district provided transportation to and from school will be
27 transported to the designated school located within their attendance area.

28
29 In those cases where a student qualifies for transportation and where it is impractical to
30 reach the student’s residence by the prescribed bus route, the district shall have the option of
31 reimbursing the student or the student’s parents for each mile traveled in connection with
32 transporting the student from the residence to and from school. Such reimbursement shall be at a
33 rate not to exceed the per mile rate specified in KSA 75-3203 and shall be limited to two round
34 trips per day on a route prescribed by the director of operations.

35
36 In those cases where more than one student is transported in the same vehicle, mileage
37 shall be paid for only one vehicle.

38
39 Transportation To/From Bus Stop

40 Where a student’s residence is more than one mile by road from the prescribed bus route
41 and bus route stop, the district shall contract for the transportation of such student from his or her
42 residence to the prescribed bus route stop.

43
44 Such contracting shall provide for reimbursement at a rate not to exceed the per mile rate
45 specified in KSA 75-3203.

47
48 Such reimbursement shall be limited to two round trips per day to the prescribed bus route stop
49 by a route approved by the director of operations.

50
51 In those cases where more than one student is transported in the same vehicle, mileage shall be
52 paid for only one vehicle.

53
54 Special Education Transportation

55 Transportation to and from school will be provided to students enrolled in Central Kansas
56 Cooperative in Education special education class as deemed appropriate and specified on the student’s
57 individual education plan (IEP).

58
59 Transportation to School-Related Trips and Extra Curricular Activities

60 The district will provide transportation to school-related trips and extra curricular activities
61 when attendance is required and the trip has been approved by the principal prior to the activity. The
62 principal shall make the appropriate arrangements for such trip transportation.

63
64 If district-provided transportation to the school-related trip or extra curricular activity is not
65 appropriate, the principal shall have the authority to approve such other means of transportation as
66 deemed reasonable and prudent for the activity trip.

67
68 Students are required to go and return by the transportation authorized and/or provided by the
69 school to out-of-town events. A student may be released to his/her parents with a written statement in
70 advance to the principal. Exceptions to this must be approved by a building administrator.
71 Transportation to and from in-town events is generally the responsibility of the student/parents.
72 However, if a student is in need of transportation, the district will make arrangements upon request.
73 Transportation to and from practices is the parents’ responsibility. District transportation will not be
74 provided.

75
76 Trips Sponsored by Parent Groups and Organizations

77 Parent groups, outside organizations or individuals who make arrangements to transport
78 students to and from any school approved activity must assume full responsibility and liability for
79 transportation.

80
81 Rules and Procedures Concerning Bus Conduct

82 District-developed bus rules and procedures covering this policy are available from the
83 operations department.

- 84
85 Approved: November 19, 1986
86 Revised: February 3, 1988
87 Revised: May 20, 1982
88 Revised: May 25, 1999
89 Reviewed/Revised: June 12, 2001
90 Revised: October 28, 2008
91 Revised: June 28, 2011
92 Revised: November 8, 2016

1 **JGGA Use of Electronic Surveillance (See JR and JRB)**

JGGA

2
3 The district may use video cameras to monitor student activity.

4
5 Video cameras may be used to monitor students riding in district vehicles and to monitor
6 student behavior in or around any district facility.

7
8 Videos that are records of student behavior shall be secured. Such records shall be
9 subject to current law for the release of student record information.

10
11 Approved: June 12, 2001

12 Revised: June 28, 2011

1 **JGH School Food Service Programs**

JGH

2
3 The district shall provide a school food service program. Building principals shall
4 develop individual building rules.

5
6 Free or Reduced Price Meals

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

9
10 The eligibility forms, rules and regulations governing this program shall be provided by
11 the administration to students or their parents.

12
13 Contracts With Nonpublic Schools or Child-Care Institutions

14 The board may enter into contracts with the governing authority of any nonpublic school
15 or any child-care institution to provide meals for children who attend these institutions. Any
16 contract shall provide for payment of the costs incurred by the district to provide the service.
17 Income received by the district under any contract to provide this service shall be deposited in
18 the district food service fund and may be expended whether budgeted or not.

19
20 Approved: May 20, 1982
21 Reviewed/Revised: June 12, 2001
22 Reviewed: December 9, 2003
23 Reviewed: June 28, 2011

24
25 **JGH-R School Food Service Programs**

JGH-R

26
27 School breakfast and lunch programs are offered. Breakfast and/or lunch will be eaten in
28 the designated area according to a schedule established by each principal. Middle and high school
29 students are not permitted to leave the campus during the noon hour. Elementary students must eat
30 lunch at school unless other arrangements have been requested by the parents.

31
32 Approved: May 20, 1992
33 Reviewed/Revised: June 12, 2001
34 Reviewed: December 9, 2003
35 Revised: June 28, 2011

1 **JGHA School Breakfast Program Policy**

JGHA

2

3

See JGH

4

5 Approved: May 20, 1992

6 Reviewed/Revised: June 12, 2001

7 Revised: June 28, 2011

1 **JGHB Vending Machines**

JGHB

2 (See JGCA)

3
4 No vending machine may be placed in any building without prior approval of the
5 superintendent.

6
7 Vending machine foods and beverages available for sale to students will comply with
8 established federal nutrition standards and guidance on snacks in school.

9
10 Approved: June 12, 2001

11 Reviewed: June 28, 2011

12 Revised: December 12, 2017

13
14 **JGHB-R Vending Machines**

JGHB-R

15
16 The building principal shall manage the machine(s). The service vendor will provide the
17 receipts and expenditures for each machine. Proceeds from machines shall be deposited in the
18 appropriate activity account.

19
20 Approved: June 12, 2001

21 Revised: June 28, 2011

22 Reviewed: December 12, 2017

1 **JH Student Activities**

JH

2
3 The building principal shall be responsible for the organization and supervision of all
4 student activities. All school-sponsored activities shall be supervised by an adult approved by the
5 administration.

6
7 Adding or Eliminating Activities

8 Administrative recommendations to add or eliminate specific activities shall be considered
9 by the board. Individual patrons or groups of patrons may request the addition or elimination of
10 activities.

11
12 Activity Fees

13 The board may establish a participation fee for extra-curricular and co-curricular activities.
14 The principal may establish a general student activity fee which will admit a student to designated
15 district activities. Fees for special student activities not included in the general student activity fee
16 may be established by the principal.

17
18 Eligibility for Activities

19 Students who participate in various school activities may be required to meet any or all of
20 the following:

- 21 • all applicable KSHSAA regulations,
- 22 • academic eligibility requirements noted in handbooks, and
- 23 • other requirements requested by administration.

24
25 Approved: May 20, 1992
26 Reviewed/Revised: June 12, 2001
27 Revised: February 27, 2007
28 Revised: June 28, 2011
29 Reviewed: November 8, 2016

30
31 **JH-R Student Activities**

JH-R

32
33 The principal shall be responsible for the organization of all student activities. With the
34 assistance of delegated members of the faculty, he/she shall approve all student activities and make
35 certain that adequate supervision is available.

36
37 A parent may request that a student be excused from certain types of student activities for
38 religious or physical reasons. The principal shall examine the request in terms of the welfare of all
39 students as well as in terms of the welfare of the individual.

40
41 The principal shall serve as a hearing officer for all grievances arising out of any student
42 activity.

43
44 Activity Fund Management (See DK)

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

47 **JH-R Student Activities**

JH-R-2

48

49 Approved: May 20, 1992

50 Reviewed/Revised: June 12, 2001

51 Revised: February 27, 2007

52 Revised: June 28, 2011

53 Reviewed: November 8, 2016

1 **JHA Fundraising Activities**

JHA

2
3 Fund drives must be conducted under the supervision of a faculty sponsor and will
4 require prior administrative approval. Teachers and sponsors will submit a written application to
5 the principal in accordance with the time limits listed in each section below. The application will
6 include the following information: purpose of the project, amount of money to be raised, ways
7 and means (plan) for raising funds, dates of the project, and a statement of why the money is
8 needed.

9
10 Fundraising Activities On-Campus

11 The principal will be authorized to approve all fundraising projects which are planned to
12 take place on the school campus. Teachers and sponsors will submit a written application to the
13 principal at least two weeks prior to the beginning date of the project for approval or disapproval.

14
15 Fundraising Activities Off-Campus

16 All fund drives involving sales, solicitations or collections of money off the school
17 campus will require prior approval by the principal and executive director of administrative and
18 student support services. Sponsors will be required to submit written applications at least three
19 weeks prior to the starting date for the project.

20
21 Ticket sales for school activities, journalism advertising solicitations and requests to use
22 props and furniture for school plays are exempt from the provisions of these policies.

23
24 Major Fund Drives

25 Fundraising requests for any school group or organization that exceed \$5,000 in one
26 school year will require prior administrative and board approval. Requests for major fundraising
27 projects must be submitted to the principal on or before September 30 of the school year in
28 which the fundraising activity is planned. Sponsors are required to submit a written application
29 to the principal for approval or disapproval. If approved, the project will be forwarded to the
30 executive director of administrative and student support services for review and approval or
31 disapproval. Final acceptance of the fundraising project requires formal board approval.

32
33 In the event that the purpose of the fundraising project is to take an extended field trip
34 (out-of-state), then the provisions of the field trip policy shall apply and the applications will be
35 submitted in accord with that policy. (See IFCC)

36
37 The provisions of this policy shall not apply to fundraising projects by parent groups,
38 booster clubs, PTA/PTO units, but the policy on gifts and bequests to schools shall be applicable
39 when a school gift is the purpose of the fundraising activity.

40
41 Approved: May 20, 1982
42 Revised: April 27, 1999
43 Reviewed/Revised: June 12, 2001
44 Revised: June 28, 2011

2
3 The district has two primary goals regarding student organizations. The first goal is to
4 encourage students to broaden their knowledge and citizenship by joining groups which promote
5 or pursue normal school activities or specialized activities outside the regular classroom
6 environment provided membership is open to all interested and eligible students in those grades.
7 The second goal is to comply with the Equal Access Act, 20 U.S.C. Sec. 4072-4071, and the
8 Establishment Clause of the First Amendment to the Constitution which prohibits the district's
9 endorsement of religion. Student organizations shall be divided into two groups: (1) those that
10 are school-sponsored and (2) those that are non-school-sponsored.

11
12 Student Clubs

13 School-sponsored clubs are those which directly support the curriculum and or activity
14 program and are directly under the control of school personnel. A designated building staff
15 member shall attend all meetings and activities on school property or otherwise. The building
16 staff member shall attend as the official sponsor and advisor. These clubs and their building staff
17 members are eligible to receive district funding. These clubs may or may not be student-
18 initiated.

19
20 Non-school-sponsored clubs are those outside the direct control of school personnel. The
21 school does not endorse or support the club or its philosophy, but merely permits the club access
22 to school property under the Equal Access Act. These clubs may not conduct any activities on
23 school property without prior permission from the principal. A building staff member shall
24 attend all the meetings and activities held on school property. The building staff member is
25 merely a school representative, not a sponsor or advisor. He/she shall be present only in a non-
26 participatory capacity. These clubs and their building staff members are ineligible to receive
27 district funding. These clubs shall be student-initiated.

28
29 All clubs which desire to conduct any activities on school property, whether school-
30 sponsored or not, must meet certain requirements. These are set out in JHC-R.

31
32 Student Government

33 Student councils are school-sponsored clubs and therefore subject to the criteria
34 established for such clubs. Additionally, student councils shall exercise only the authority
35 delegated to them by the building principal.

36
37 Student Publications

38 Student publications may be school-sponsored or non-school-sponsored. They are
39 therefore subject to the criteria established for student clubs. In addition, school-sponsored
40 student publications shall be under the control and supervision of the building principal or the
41 building staff member. All material published in school-sponsored publications must have prior
42 approval of the building staff member; however, approval will not be denied solely because the
43 material involves political or controversial subject matter.

44

45 **JHC Student Organizations**

JHC-2

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91

Students who have facts and opinions should be allowed to express them in print as well as through oral communications. However, all student editors and writers, in school-sponsored and non-school sponsored publications, must observe the same legal responsibilities as those imposed upon conventional newspapers and communication media. Thus, no student shall distribute any student publication which

- is a matter that commands, requests, induces, encourages, commends, or promotes conduct that is defined by law as a crime or constitutes grounds for suspension or expulsion from the school,
- is obscene according to current legal definitions,
- is slanderous according to current legal definitions,
- is libelous according to current legal definitions, or
- creates a material or substantial disruption of normal school activity or appropriate discipline in the operation of the school.

Student Social Events

Student social events, such as dances and parties, contribute an important element in the development of the individual. All such events must have the prior approval of the building principal and the building staff member of the club or class hosting the event.

Approved: November 21, 1990
 Revised: June 3, 1992
 Revised: May 9, 1995
 Reviewed/Revised: June 12, 2001
 Revised: June 28, 2011
 Reviewed: November 8, 2016

JHC-R Student Organizations

JHC-R

Student Clubs

All clubs, both school-sponsored and non-school-sponsored, which desire to conduct and activities on school property must meet certain criteria. They are

- a constitution approved by the principal which is on file in the school office,
- a building staff member who shall agree to serve and who must be present at all meetings and activities, except those conducted off school property by the non-school-sponsored clubs,
- the advance approval by the building staff member and the building principal of all times and places of the club meetings, except those conducted off school property by the non-school-sponsored clubs, and
- such other requirements established by the school principal and approved by the superintendent.

Non-school-sponsored clubs shall not meet during the regular school day and shall apply for recognition annually. Additionally, non-school persons shall not direct, control, or regularly attend meetings and activities on school property of non-school-sponsored clubs.

93

94 The board retains the rights inherent in a school board's power to operate an orderly
95 educational system and the rights articulated in the Equal Access Act. The Equal Access Act
96 rights specifically include maintaining order and discipline on school premises, protecting the
97 well-being of students and faculty, assuring that attendance of students at meetings is voluntary,
98 and prohibiting meetings which would materially and substantially interfere with the orderly
99 conduct of the educational activities of the school.

100

101 The board also acknowledges the restrictions imposed by the Establishment Clause of the
102 First Amendment to the Constitution which prohibits the district's endorsement of religion.
103 Procedural guidelines for implementing the board's policy on student organizations shall be
104 established by the building principal and approved by the superintendent with these rights and
105 restrictions in mind.

106

107 Approved: November 21, 1990

108 Revised: June 3, 1992

109 Revised: May 9, 1995

110 Reviewed/Revised: June 12, 2001

111 Revised: June 28, 2011

112 Reviewed: November 8, 2016

2
3 Student publications, whether school-sponsored or non-school-sponsored, which are not
4 libelous, slanderous, disruptive, obscene, or unlawful may be distributed on school property
5 during school hours in areas and at times and places designated by the building principal.
6 Distribution which substantially interferes with the normal flow of traffic within the school
7 corridors and entrance ways, which is coercive of any other person’s right to accept or reject any
8 publication, or which causes substantial and material interference with “normal school activities”
9 shall not be permitted. Distribution in violation of this policy may result in suspension,
10 expulsion or other discipline of the students involved.

11
12 Should the principal render a decision to disapprove the distribution of a student
13 publication and approval is not granted, the principal shall state his/her reasons to the student.

14
15 If the student is dissatisfied with the decision of the principal, the student may appeal this
16 decision to the superintendent.

17
18 If the student is dissatisfied with the decision of the superintendent, the student may
19 appeal this decision to the board by notifying the clerk of the board.

20
21 A hearing date must be established within ten days after receipt of the notice of appeal
22 has been filed with the clerk of the board, and the board shall render its decision in writing
23 within three school days of the hearing.

24
25 At every level of the appeal process as outlined above, the student or his/her
26 representative or both shall have the right to appear and present his/her case supported by
27 relevant witnesses and materials as to why distribution of the student publication is appropriate.

28
29 In order for a student publication to be considered disruptive, there must exist specific
30 articulable facts upon which it would be reasonable to forecast that a clear and present likelihood
31 of an immediate, substantial and material disruption to normal school activity or school
32 discipline would occur if the material were distributed. Mere undifferentiated fear or
33 apprehension of disturbance is not enough; school personnel must be able to affirmatively show
34 substantial facts which reasonably support a forecast of likely disruption. Such disruption would
35 include, for example, student rioting, unlawful seizures of property, destruction of property,
36 threats or acts of violence, widespread shouting or boisterous conduct, or substantial
37 participation in a school boycott, sit-in, stand-in, walk-out or other related forms of activity. On
38 the other hand, material that stimulates heated discussion or debate does not constitute the type
39 of disruption prohibited herein.

40
41 Ads

42 Ads concerning drug paraphernalia, tobacco, alcohol, any controlled substances, or any
43 illegal activity are prohibited in all school-sponsored publications and in all non-school-
44 sponsored publications for which distribution is desired on school property.

47
48 Definitions of Terms Used in Discussing Student Publications

49 “Building staff member” means any employee of the district who works in the building
50 where a club is based.

51
52 “Distribution” means circulation or dissemination of the student publication to students at
53 the time and place of normal school activity or immediately prior or subsequent thereto by means
54 of handing out free copies, selling or offering copies for sale, accepting donations for copies of
55 the publication or displaying the material in areas of the school building or school property
56 which are generally frequented by students. In dealing with material which is “obscene” or
57 “libelous” the term “distribution” refers to dissemination of one or more copies, whereas in
58 dealing with all other types of material, the term “distribution” refers to a substantial circulation
59 or dissemination of the student publication so as to make the student publication generally
60 available to the students of the school.

61
62 “Libel” is the false and unprivileged (unprotected by immunity) publication in writing or
63 the printing of pictures, effigies or other fixed representations to the eye which expose a person
64 to public hatred, contempt, ridicule or obloquy which causes thee person to be shunned or
65 avoided or which has a tendency to injure the person in his/her occupation. When the
66 publication concerns “public officials,” i.e. those who hold government office or “public figures”
67 i.e., those who, by reason by the notoriety of their achievements or employment or by reason by
68 the vigor and success with which they seek the public’s attention, the defamatory falsehood must
69 be made with actual malice in order to be libelous, i.e., knowledge that it was false or reckless
70 disregard of whether or not it was false. “Public figures” also includes administrators, teachers
71 and coaches.

72
73 “Minor” means any person under the age of 18 years.

74
75 “Non-school-sponsored publication” means any student publication as defined herein
76 which is composed, published or distributed by students without school sponsorship. “Normal
77 school activity” means organized educational activity of students under the direct supervision of
78 a member of the school staff which includes classroom work, library activities, physical
79 education classes, official assemblies and other similar gatherings, school athletic contests, band
80 concerts, school plays, and scheduled in-school lunch periods.

81
82 “Obscene” means that an average person, applying contemporary community standards
83 would find that the publication, taken as a whole, appeals to the prurient interest and has no
84 redeeming social value; that the publication depicts or describes, in a patently offensive way,
85 sexual conduct specified in applicable law; and that the work taken as a whole lacks serious
86 literacy, artistic, educational, political or scientific value.

87
88 “School day” means any day during the regular school year or summer session on which
89 regularly scheduled classroom instruction takes place and excludes Saturdays, Sundays and
90 official school holidays.

93

94 “School-sponsored publication” means any student publication, as defined herein, which
95 is composed, compiled, published or distributed under the supervision and control of a building
96 staff member acting as the official sponsor advisor.

97

98 “Slander” means the oral communication to a person false information tending to expose
99 another living person to public hatred, contempt or ridicule, or to deprive another person of the
100 benefits of public confidence and social acceptance, or tending to degrade and vilify the memory
101 of one who is dead and to scandalize or provoke his/her surviving relatives and friends.

102

103 “Student Publication” means any oral communication, book, magazine, pamphlet,
104 newspaper, yearbook, picture, photograph, drawing or any other written or printed material or
105 visual representation, however produced, both school-sponsored and non-school-sponsored.

106

107 Approved: June 28, 2011

108 Reviewed: November 8, 2016

1 **JHCAA Gang Activity**

JHCAA

2
3 Gang activities which threaten the safety or well-being of persons or property on school
4 grounds or at school activities or which disrupt the school environment are prohibited.

5
6 The superintendent shall establish procedures and regulations for disciplinary action to be
7 taken against any student wearing, carrying, or displaying gang paraphernalia or exhibiting
8 behavior or gestures which symbolize gang membership or causing and/or participating in gang-
9 related activities. (See JCAC, JCDA, JCDBB and JDD)

10
11 District staff may be provided in-service training in gang behavior and characteristics to
12 facilitate identification of students involved in gang activities.

13
14 Approved: June 12, 2001
15 Revised: June 28, 2011
16 Reviewed: November 8, 2016

17
18 **JHCAA-R Gang Activity**

JHCAA-R

19
20 The types of dress, apparel, activities, acts, behavior or manner of grooming displayed,
21 reflected or participated in the student shall not

- 22
- 23 • lead school officials to reasonably believe that such behavior, apparel, activities, acts, or
 - 24 other attributes are gang related and would disrupt or interfere with the school
 - 25 environment or activity and/or educational objectives;
 - 26 • present a physical safety hazard to self, students, staff, and other employees;
 - 27 • create an atmosphere in which a student, staff or other person’s well-being is hindered by
 - 28 undue pressure, behavior, intimidation, overt gesture, or threat of violence; or
 - 29 • imply gang membership or affiliation by written communication, marks drawing,
 - 30 painting, design, or emblem upon any school or personal property or on one’s person.

31
32 Violations will be handled according to Policy JCDA – Behavior Code.

33
34 Approved: June 12, 2001
35 Revised: June 28, 2011
36 Reviewed: November 8, 2016

1 **JJ** **Student Volunteers**

JJ

2
3 Students are encouraged to volunteer their time and services to school-sponsored
4 activities and to community activities so long as their studies are not adversely affected.

5
6 The district encourages students to become involved in civic activities. The district,
7 however, prohibits students from working for such organizations in a volunteer capacity during
8 school time unless prior approval is granted by the principal or those activities are undertaken as
9 part of a course's approved curriculum.

10
11 Approved: July 1, 1992
12 Reviewed/Revised: June 12, 2001
13 Reviewed: June 28, 2011
14 Revised: November 8, 2016

1 **JJ** Employment of Students

JJ

2
3 While formal education with its related services is a primary function of the district, the
4 board recognizes that employment during school hours will be desirable for some students and
5 necessary for others. Student employment, then, must strike a balance between “education for
6 living” on the one hand and “education for making a living” on the other. The district’s first
7 objective is that students satisfactorily complete their educational experiences commensurate
8 with their abilities and the educational requirements of state law, the State Board of Education
9 and the board

10
11 Approved: July 1, 1992
12 Reviewed/Revised: June 12, 2001
13 Revised: June 28, 2011
14 Reviewed: November 8, 2016

15
16 **JJ-R** Employment of Students

JJ-R

17
18 In-School Employment

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

21
22 Outside Employment

23 A student who needs to work on a regular basis during the school day shall file a written
24 request with the principal. If the request is approved, the student shall file a work schedule and
25 flex schedule agreement with the principal. Changes in the work schedule shall be reported by
26 the student to the principal. The student shall not begin the new schedule unless the change is
27 approved by the principal. Any approved flex schedule agreement must be made in accordance
28 with the full-time enrollment requirement in board policy JBC.

29
30 Vocational or Other Work Experience

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

34
35 All board policies remain applicable to students participating in vocational or other work
36 experience programs.

37
38 Approved: July 1, 1992
39 Reviewed/Revised: June 12, 2001
40 Revised: June 28, 2011
41 Revised: November 8, 2016

1 **JK** Solicitations

JK

2
3 The board believes that students should not be subjected to social pressure through
4 solicitation, and it further believes that instructional time should be conserved as much as
5 possible for the classroom. Therefore, solicitation of students or by students within the schools
6 for any cause is prohibited except as they relate to school-sponsored activities and/or approved
7 by the building principal.

8
9 Approved: July 1, 1992
10 Reviewed/Revised: June 12, 2001
11 Reviewed: June 28, 2011

12
13 **JK-R** Solicitations

JK-R

14
15 The students and staff of the district shall not promote commercial or private financial
16 interest either through direct sales or through promotion of goods and services.

17
18 No person shall be permitted to distribute circulars, bills, cards or advertisements of any
19 kind of make announcements of any nature without proper authorization in writing from the
20 executive director of administrative and student support services.

21
22 Advertising in student publications shall be regulated by rules developed by the
23 superintendent. Ads concerning drug paraphernalia and any controlled substance or promoting
24 any illegal activity are prohibited in any school-sponsored publication.

25
26 Approved: July 1, 1992
27 Reviewed/Revised: June 12, 2001
28 Revised: June 28, 2011

1 **JM** Contests for Students

JM

2
3 Students may enter contests as a representative of a school with approval of the principal.

4
5 Students shall be advised by the appropriate sponsor that accepting cash or merchandise
6 for participation in any activity may jeopardize the student's amateur standing and eligibility in
7 that identical activity before the KSHSAA.

8
9 Each faculty sponsor bears the responsibility for monitoring his/her student activity
10 sponsorship and must make his/her students aware of those activities which put them in violation
11 of this policy and KSHSAA regulations.

12
13 Approved: July 1, 1992
14 Reviewed/Revised: June 12, 2001
15 Reviewed: June 28, 2011

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

Approved: July 1, 1992
Reviewed/Revised: June 12, 2001
Revised: June 28, 2011

1 **JQ** **Exceptional Students** (See JQL) **JQ**

2
3 All programs for exceptional students shall be managed in accordance with the local
4 plans for exceptional students, the policy and rules of the local board, and the rules and
5 regulations of the state board of education.
6

- 7 Approved: July 1, 1992
8 Reviewed/Revised: June 12, 2001
9 Reviewed: October 24, 2006
10 Revised: June 28, 2011

1 **JQA Temporarily Disabled Students (See IDACB and JGFGBA)**

JQA

2
3 Students who are temporarily disabled by illness, operation or accident as authenticated
4 by a healthcare provider's order, may be eligible for alternative educational services or
5 accommodations in their regular program which allow for meaningful participation in the
6 program.

7
8 Approved: July 1, 1992
9 Reviewed/Revised: June 12, 2001
10 Revised: June 28, 2011
11 Revised: November 8, 2016

12
13 **JQA-R Temporarily Disabled Students**

JQA-R

14
15 Students with injuries which prohibit participation in physical education or other classes
16 shall present to the building principal a healthcare provider's statement prohibiting such activity.

17
18 Teachers shall follow medical instructions relating to limitations on the student's
19 participation and shall either provide alternative methods for the student to earn a credit/grade in
20 the class during the period of the disability or contact the district 504 coordinator for
21 consideration of an evaluation under Section 504.

22
23 For the purpose of this policy, healthcare provider shall have the meaning subscribed to it
24 in board policy JGFGBA.

25
26 Approved: July 1, 1992
27 Reviewed/Revised: June 12, 2001
28 Revised: June 28, 2011
29 Revised: November 8, 2016

1 **JQE Alternative Arrangements**

JQE

2
3 Married students, pregnant students and students who are parents shall have access to the
4 same educational opportunities, services and extracurricular activities provided to other students.
5

6 A pregnant student may be required to provide a healthcare provider's release to be
7 allowed to participate in school activities which could pose a health or safety risk.
8

9 If there is a delay in obtaining a healthcare provider's release, in the student's best
10 interest, the administration may deny activity participation until the release is made available.
11

12 Approved: June 12, 2001

13 Reviewed: June 28, 2011

14 Revised: November 8, 2016

1 **JQH Drop-Outs (See JB)**

JQH

2
3 The board believes that students should continue their education until completion of their
4 high school program.

5
6 Approved: July 15, 1992
7 Reviewed/Revised: June 12, 2001
8 Reviewed: June 28, 2011

9
10 **JQH-R Drop-Outs**

JQH-R

11
12 In the event a student does drop out of school, the school counselor will make an attempt
13 to determine whether the student will return to regular classes and attempt to follow up on each
14 reason in the eventuality the student fails to re-enroll during the following semester.

15
16 The principal shall present a report to the superintendent analyzing each reason with
17 recommendations, if any, for improvement of the educational program to reduce further drop-
18 outs.

19
20 Approved: July 15, 1992
21 Reviewed/Revised: June 12, 2001
22 Reviewed: June 28, 2011

1 **JQKA Foreign Exchange Students**

JQKA

2
3 The board believes that participation in a well-planned and executed program of foreign
4 student exchange can be a worthwhile cultural experience both for the students involved, as well
5 as for the community at large. The board, therefore, will consider the admission of exchange
6 students at the high school level provided the provisions of this policy have been met.

7
8 Approved: September 2, 1992
9 Revised: March 17, 1993
10 Revised: March 25, 1997
11 Reviewed/Revised: June 12, 2001
12 Revised: June 28, 2011
13 Reviewed: November 8, 2016

14
15 **JQKA-R Foreign Exchange Students**

JQKA-R

16
17 Foreign exchange students from approved organizations will be allowed to attend the
18 Salina Public Schools on a tuition-free basis if they have met the following conditions:

- 19
20 • they come through a sponsoring organization that is on the list approved by the Council
21 on Standards for International Educational Travel;
22 • they come with the ability to speak and write in English and have been successful
23 academically in school in their native country;
24 • they are sponsored locally by a school district resident or civic or community
25 organization which is able to demonstrate that arrangements have been made for
26 appropriate housing, supervision, financial support, and medical coverage;
27 • they are registered with the local school no later than August 1 prior to the school year in
28 which they plan to attend; and
29 • they present a transcript of previous schoolwork upon enrollment in the local school.

30
31 Exchange students will not be eligible to receive a diploma from the Salina Public
32 Schools but will receive a certificate of attendance as well as an updated transcript reflecting the
33 grades and credits earned while in attendance.

34
35 No more than two foreign exchange students from any approved program, with a total of
36 not more than eight students per school year, will be accepted at each high school.

37
38 Approved: September 2, 1992
39 Revised: March 17, 1993
40 Revised: March 25, 1997
41 Reviewed/Revised: June 12, 2001
42 Revised: June 28, 2011
43 Revised: November 8, 2016

1 **JQL Hearing Procedures for Exceptional Students**

JQL

2

3 A hearing procedure shall be available to parents or guardians of exceptional students
4 according to state board of education regulations, the state special education plan, locally
5 adopted procedures and applicable laws.

6

7 Approved: June 12, 2001

8 Reviewed: June 28, 2011

9 Revised: November 8, 2016

1 **JR Student Records**

JR

2
3 Records are maintained for the invaluable assistance they provide the professional staff in
4 dealing with students as individuals. It is the policy of the board to assure that the welfare of
5 each individual student is the only criterion used in releasing information from student personnel
6 files.

7
8 All student records are to be treated as confidential and primarily for local school use
9 unless otherwise stipulated. Access to student records, excluding student data submitted to or
10 maintained in a statewide longitudinal data system in accordance with board policy, shall be
11 permitted as set forth in board policies JR and JRB. When records include information on more
12 than one student, the parents of any student shall have access to copies of that part of the record
13 that pertains to their child. Each school shall establish appropriate procedures for the granting of
14 a request by parents for access to their child's school records within a reasonable period of time,
15 but in no case more than 45 days after the request has been made.

16
17 In situations where the parents of a student are divorced or separated, each parent,
18 custodial and/or non-custodial, has equal rights to his/her student's records unless a court order
19 specifies otherwise. Private agreements between the student's parents shall not be recognized by
20 the district's personnel.

21
22 Parents shall have an opportunity for a hearing to challenge the content of their child's
23 school records to ensure that the records are not inaccurate, misleading or otherwise in violation
24 of the privacy or other rights of the students; to provide an opportunity for the correction or
25 deletion of any such inaccurate, misleading or otherwise inappropriate
26 data contained therein; and to insert into such records the parent's written explanation of the
27 content of such records.

28
29 Approved: July 15, 1992
30 Reviewed/Revised: June 12, 2001
31 Revised: June 28, 2011
32 Revised: October 14, 2014

33
34 **JR-R Student Records**

JR-R

35
36 Any eligible parent or student may inspect the personal records of the student. The
37 district reserves the right to interpret selected records to students and/or parents at the time of the
38 inspection.

39
40 When a student attains 18 years of age and is declared independent, the permission or
41 consent required of and the rights accorded to the parents of the student shall thereafter be
42 required of and accorded only to the student.

43 **JR-R Student Records**

JR-R-2

44

45 The parents of students, or the students if they are declared independent, will be informed
46 annually by the superintendent of the rights accorded them in this section. In addition, the public
47 must be informed annually by the superintendent of the categories of information the institution
48 has determined to be directory information. This information will be provided by public notice
49 in the district's official newspaper.

50

51 Approved: July 15, 1992
52 Reviewed/Revised: June 12, 2001
53 Revised: June 28, 2011
54 Reviewed: October 14, 2014

2
3 Permanent Student Records: Each school shall permanently retain records relating to
4 each student's academic performance, attendance and activities. Information about students
5 collected and stored by any school personnel shall be separated into one of the following
6 classifications:
7

8 Administrative records: official administrative records that constitute the minimum
9 personal information necessary for operating the educational system. It shall include birth date,
10 sex, race, names, telephone numbers, addresses and places of employment of parents, academic
11 work completed, grades, attendance records, withdrawal and reentry records, honors and
12 activities, date of graduation and follow-up records of a student.
13

14 Supplementary records: verified information important in operating the educational
15 system but of a more sensitive nature and of less historical importance. It includes test data, such
16 as scores on standardized achievement, aptitude and intelligence tests; observational data such as
17 systematically gathered teacher or counselor evaluations and observations of social and personal
18 assets; clinical findings and verified reports of serious or recurrent deviant behavior patterns;
19 general data such as health data and legal documents.
20

21 Approved: July 15, 1992

22 Reviewed/Revised: June 12, 2001

23 Revised: June 28, 2011

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

JRB

2
3 Annual notice shall be given to parents and eligible students concerning their rights with
4 regard to student records. The general public shall not be allowed to inspect a student's personal
5 record files. Except as provided in board policy IDAF with regard to student records which are
6 student data submitted to or maintained in a statewide longitudinal data system, the custodian of
7 student records shall disclose the student's educational records only as provided for in this
8 policy.

9
10 Release of Records with Consent

11 Except as specifically listed below, no personally identifiable information contained in a
12 student's personal school records shall be furnished to any person without the consent of the
13 student's parents or guardian or the consent of the eligible student who has reached the age of
14 eighteen.

15
16 Permission for access will be granted to a third party if requested in writing to the official
17 custodian of the student's records by the eligible student, parent, or guardian, stating what
18 records, the reasons for the release and the person(s) to whom the release is made. A copy of the
19 records to be released shall be made available to the student, parents, or guardian upon request.

20
21 Release of Records without Consent

22
23 Directory Information

24 The custodian of the educational records shall give annual public notice of the class of
25 records the institution has designated as directory information. The appropriate forms for said
26 notices shall be on file in the office of the custodian of the educational records.

27
28 The custodian of records may make directory information available without parental or
29 eligible student's consent if public notice of the categories of information designated as directory
30 information has been given and the parents or eligible students have had a reasonable period of
31 time to opt-out of the release of the information without their consent.

32
33 The custodian of records shall make student recruiting information (including student
34 name, address, and telephone listing) available to military recruiters and postsecondary
35 institutions unless parents or eligible students provide a written request to the district providing
36 that the specified information not be released without prior written consent. Notice of the option
37 to opt-out of the release of recruitment information shall be provided to parents and eligible
38 students in the district's annual notice of rights under the Family Educational Rights and Privacy
39 Act.

40
41 Personally Identifiable Information

42 The custodian may disclose students' education records to the following persons without
43 the prior consent of the parents/guardian or eligible student:

- 44 • other school officials, including teachers within the district, who have legitimate
45 educational interests;

- 48
- 49 • officials of other schools or school systems in which the student intends to enroll.
- 50 The school district will forward student records to such institutions without
- 51 further notice to the parents or eligible student;
- 52 • authorized persons to whom a student has applied for or from whom a student has
- 53 received financial aid;
- 54 • state and local officials or authorities to whom such information is specifically
- 55 required to be reported or disclosed pursuant to state statutes;
- 56 • organizations conducting studies for educational agencies for the purpose of
- 57 developing, validating or administering student tests or programs;
- 58 • accrediting organizations;
- 59 • parents of a student at least 18 years of age who is considered a dependent student
- 60 under the Internal Revenue Code;
- 61 • appropriate persons necessary to protect the health or safety of the student or
- 62 other persons in an emergency;
- 63 • an agency caseworker or representative of a state or local child welfare agency or
- 64 tribal organization who has the right to access a student’s case plan when such
- 65 agency or organization is legally responsible for the care and protection of the
- 66 student and when any further disclosure of such information thereby will be
- 67 limited in accordance with law; and
- 68 • in compliance with a lawfully issued subpoena or judicial order. When
- 69 information is requested in compliance with a judicial order or pursuant to any
- 70 lawfully issued subpoena, the eligible student or the parent(s)/guardian and the
- 71 non-eligible student shall be notified of the orders or subpoenas in advance of
- 72 compliance with the order or subpoena unless (1) the order or subpoena
- 73 specifically forbids such disclosure; or (2) the order is issued in the context of a
- 74 court proceeding where a parent is a party and the proceeding involves child
- 75 abuse and neglect or dependency matters.
- 76

77 For the purpose of this policy, school official means teacher, administrator, other certified
78 employee, board of education member, or a member of the support staff. A school official also
79 may include a volunteer or contractor outside of the school who performs an institutional service
80 or function for which the school would otherwise use its own employees and who is under the
81 direct control of the school with respect to the use and maintenance of personally identifiable
82 information from education records; a parent or student or other volunteer serving on an official
83 committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer
84 assisting another school official in performing his or her tasks. Legitimate educational interest
85 means the school official must participate in discussions involving an identifiable student leading
86 to education intervention, disciplinary action, discussions of eligibility for athletics or other
87 activities, or honors or awards involving a student.

88
89 Nothing contained in this policy shall preclude authorized representatives of the
90 Comptroller General of the United States, the United States Secretary of Education and an
91 administrative head of an educational agency or state authorities from having access to student or
92 other records which may be necessary in connection with the audit and evaluation of federally

94

95 supported education programs or the enforcement of the federal legal requirements which relate
96 to these programs, provided that, except as the collection of personally identifiable data is
97 specifically authorized by federal law, the data collection by such official with respect to
98 individual students shall not include information (including social security numbers) which
99 would permit the personal identification of students or their parents or guardian on the data
100 collected and provided.

101

102 With respect to the above, all persons, agencies or organizations desiring access to the
103 records of a student shall be required to sign a form which shall be kept permanently with the
104 student's file, but only for inspection by the parents/guardian, student or a school official
105 responsible for record maintenance, indicating specifically the legitimate educational or other
106 interest each person, agency or organization has in seeking this information. Such forms shall be
107 available to parents and to the school official responsible for record maintenance as a means of
108 auditing the system's operation.

109

110 Personal information shall be transferred to a third party only on the condition that such
111 party shall not permit any other party to have access to such information without the written
112 consent of the student's parents or the student if age 18 or older. The board and staff shall
113 protect the rights of privacy of students and their families in connection with any surveys or data-
114 gathering activities conducted, assisted or authorized by the board or administration.
115 Regulations established under this policy shall include provisions controlling the use,
116 dissemination and protection of such data.

117

118 Forwarding Pupil Records

119 Administrators shall forward a student's school records upon request by the parent,
120 guardian, or eligible student and may not withhold them for any reason.

121

- 122 Approved: July 15, 1992
- 123 Reviewed/Revised: June 12, 2001
- 124 Reviewed: December 9, 2003
- 125 Revised: June 28, 2011
- 126 Revised: October 8, 2013
- 127 Revised: October 14, 2014
- 128 Revised: June 13, 2017

1 **JRC Disposition of Records** (See JRA and JRB)

JRC

2
3 All student records will be maintained and screened periodically.

4
5 Approved: July 15, 1992

6 Reviewed/Revised: June 12, 2001

7 Reviewed: June 28, 2011

8
9 **JRC-R Disposition of Records**

JRC-R

10
11 Administrative records shall be permanent records and maintained by the school for an
12 indefinite period of time. When the student graduates, supplementary records shall be destroyed
13 or shall be transferred to the administrative records if they have permanent usefulness.

14
15 The official custodian shall review a student's records when the student moves from
16 elementary to a middle school, from a middle school to high school and upon high school
17 graduation. During each review obsolete or unnecessary information shall be removed and
18 destroyed.

19
20 Following a reasonable amount of time after a student has graduated or ceases to attend
21 school in the district, the records of the student that are determined to be appropriate for retention
22 may be stored electronically.

23
24 Approved: July 15, 1992

25 Reviewed/Revised: June 12, 2001

26 Revised: October 24, 2006

27 Revised: June 28, 2011

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

6
7 The hearing shall be conducted and the decision rendered by a person who does not have
8 a direct interest in the hearing outcome.

9
10 The parent, guardian or eligible student shall be given notice of the date, place and time
11 of the hearing within a reasonable time in advance of the hearing.

12
13 The parent, guardian or the eligible student may be assisted or represented by individuals
14 of their choice at their own expense, including an attorney. Parents, guardian or the eligible
15 student shall be afforded a full and fair opportunity to present relevant evidence.

16
17 A written decision shall be rendered within a reasonable time after the hearing concludes.
18 The decision of the hearing official shall be based solely upon the evidence presented at the
19 hearing and include a summary of the evidence and the reasons for the decision.

20
21 Approved: July 15, 1992

22 Reviewed/Revised: June 12, 2001

23 Reviewed: June 28, 2011

1 **JS** **Student Fees and Charges**

JS

2
3 Building principals shall be authorized to collect fees approved by the board or to seek
4 restitution for any school property lost, damaged or destroyed by a student.

5
6 The superintendent shall distribute to all building principals a schedule of enrollment fees
7 and other class fees approved in advance by the board. The fee schedule shall include

- 8
9 • a list of all items for which a charge is to be collected,
10 • the amount of each charge,
11 • the date due,
12 • classifications of students exempt from the fee or charge,
13 • a system for accounting for and disposing of fees, and
14 • an appeal procedure to be used by students or parents to claim exemption from paying the
15 fees or charges.

16
17 Building principals shall attempt to collect unpaid fees and the justifiable value owed by
18 a student of school property lost, damaged or destroyed by a student. If, after the attempt to
19 collect, the amount remains unpaid, the principal shall report the matter to the superintendent
20 who may consult with the school board's attorney and recommend a course of action to the
21 board.

22
23 Forwarding Pupil Records

24 Student records will not be withheld because of non-payment of fees.

25
26 Approved: July 15, 1992
27 Reviewed/Revised: June 12, 2001
28 Revised: December 9, 2003
29 Revised: June 28, 2011
30 Revised: November 8, 2016

1 **JT** Least Restrictive Environment

JT

2
3 Students with disabilities are to receive their education pursuant to state and federal rules
4 and regulations, as well as the Kansas State Board of Education's policy on least restrictive
5 environment. The determination of appropriate special education programs and services and the
6 extent to which the student participates in the general education programs shall be determined by
7 the participants of the individualized educational planning meeting and be based on the student's
8 individual needs.

9
10 Approved: December 14, 1994
11 Reviewed/Revised: June 12, 2001
12 Revised: June 28, 2011