

POLICY B-21
SAFETY, FIRST AID, SUPERVISION OF STUDENTS AND STUDENT ACCIDENTS

SAFETY

The district shall make all reasonable efforts to provide a safe environment for students and employees. The district will endeavor to provide a safe environment for students while in school attendance or while participating in extra-class activities.

SAFETY RULES

The Superintendent and staff shall develop necessary rules and regulations for student safety in school and at school activities.

SAFETY UNIT

Teachers who instruct in hazardous curriculum areas will teach a unit each year or semester dedicated to safety rules inherent in the particular subject matter. Appropriate safety signs, slogans, or other safety items shall be posted on or in the near vicinity of potentially dangerous devices or machinery. No student will be permitted to participate in the class until satisfactory knowledge of the safety rules is demonstrated to the teacher. Teachers will conduct periodic reviews of safety rules during the school year.

WARNING SYSTEM

The Board will seek to cooperate with local government officials, emergency preparedness authorities, and other related state agencies to maintain adequate disaster warning systems.

SAFETY INSPECTIONS

The Superintendent, building Principal and maintenance personnel will periodically inspect the attendance center, playground and playground equipment, roof, HVAC units, bleachers and other such areas to see that they are adequately maintained. Written records of these inspections shall be maintained. If repairs are necessary, the individual conducting the investigation shall immediately inform the Principal, Superintendent, or immediate supervisor in writing. Any potential or real health or safety hazard shall be reported to the Superintendent who will work with the Board to secure the necessary funds or personnel to correct the hazard. Any defects not immediately removed, repaired, or otherwise eliminated shall be blocked off with fences or other restraining devices.

The Superintendent and his/her staff shall develop and enforce the necessary rules and regulations relating to student welfare. The rules and regulations are to be included in student handbooks or otherwise distributed to students and parents.

BICYCLE USE

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

WALKERS AND RIDERS

Any student who uses school-provided transportation will be under the jurisdiction of the vehicle driver while in the vehicle and will be subject to all rules and regulations developed by the Transportation Supervisor, Principal and/or Superintendent to cover such activities.

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

HEATING AND LIGHTING

All HVAC units and lighting fixtures will be inspected annually to ensure safety for students, district employees, and patrons. These devices shall meet minimum state and federal standards.

The use of space heaters in district buildings is permitted so long as all heaters are: UL listed and approved; plugged directly into the wall outlet and not used with an extension cord; and have a 3 foot clearance from any combustible items that may catch fire. Combustible items include, but are not limited to, paper products, clothing, and blankets. Staff members who wish to bring their own space heater shall first get the approval of their immediate supervisor.

RULES AND REGULATIONS

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

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

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

FIRST AID

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

First Aid and CPR may be administered to students only by those school employees qualified by training approved by the district and then only in case of emergency. School employees shall not attempt to treat any student injury after the initial treatment of emergency First Aid.

Personnel identified by the district as eligible to receive First Aid and CPR training may include those who are regularly assigned to the work site such as:

the Principal, the secretaries, the physical education instructors, and other personnel as the district may identify.

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

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

SUPERVISION OF STUDENTS

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

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

The Principal will make a duty roster comprised of assistants to administration, teaching faculty, aides, paraprofessionals and administrative staff to supervise students before school, on the playground (before, during and after school), during the lunch hour, after school and as the need arises.

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

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

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

STUDENT ACCIDENTS

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

Any school employee who discovers an accident involving a student on school property shall report the accident to the Principal or designated representative.

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

In the event of a student accident which appears to require medical treatment other than emergency first aid, only qualified employees may diagnose or in any way treat a student suspected of injury other than attempting to make the student as comfortable as possible while waiting for competent medical treatment.

Qualified employees, for the purpose of this policy, are those employees who have successfully completed an approved Red Cross First Aid program.

Primary First Aid procedures to be followed include visually determining, if possible, the extent of the injury and having a secretary or a licensed staff member call the parents.

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

If the parents cannot be reached, the family physician or alternate physician if permitted by parents/guardian of the student should be notified; and under no circumstances will any of the school's employees attempt to administer medical treatment to any injured student.

RECORDS

An electronic information sheet/card and hard copy for each student containing the following information shall be on file in the Principal's office:

- **Names and addresses of parents, their home and business phone number;**
- **Names of some other persons to be called in the event of an accident and their phone number(s);**
- **Names of the family physician and his/her office phone number;**
- **Permission to call the family physician in the event parents cannot be reached and permission to act on his/her advice;**
- **Permission to consult with another physician if the family physician cannot be reached; and**
- **Any physical condition of the student for which it would be considered appropriate to indicate a medical alert.**

POLICY B-21.1
STUDENT ACCIDENTS

When a staff member becomes aware that a student has been involved in an accident at school, on school property or at a school-sponsored event, the staff member shall follow the rules for the care of an injured student and report the accident to the building principal. If a student has an accident which appears to require medical treatment, an employee shall send for medical help and will make the student as comfortable as possible while waiting for medical assistance to arrive. If an employee is qualified to administer first aid, that aid may be given. Qualified employees, for the purpose of this policy, are those employees who have successfully completed an approved Red Cross first aid program or the school nurse.

When appropriate, the student's parent(s) shall be notified of the injury as soon as possible to determine appropriate action. If the student needs medical attention and the parents cannot be reached, the principal shall seek emergency medical treatment.

RECORDS

Appropriate records documenting student accidents shall be maintained.

**APPROVED 3-8-93
AMENDED 12-9-13
AMENDED 1-12-15**

**POLICY B-22
BLOODBORNE PATHOGEN EXPOSURE CONTACT PLAN**

THE Board shall adopt an exposure control plan. The plan shall be accessible to all employees, and shall be reviewed and updated at least annually. All staff shall receive training and the equipment necessary to implement the plan.

POLICY B-23
FOOD SERVICE

Each day school is in session, the school district shall make available to all students and employees, breakfast and lunch meals, at a reasonable cost established annually by the West Elk Unified School District, No. 282 Board of Education.

All meal purchases are to be pre-paid prior to the point of service. In recognition that occasionally individuals will not have the money available to purchase a breakfast and/or lunch meal, the Board delegates the authority to building administration to allow individuals to charge meal services. However, the Board restricts that authority to allow no individual to accumulate more than ten (10) days-unpaid charges. Individuals with ten (10) days unpaid charges will be denied food service eligibility until such time as all unpaid balances are paid in full.

POLICY B-24
SAFETY-SENSITIVE POSITIONS - DRUG AND ALCOHOL POLICY

West Elk U.S.D. 282 understands that safety problems are created when employees use controlled substances. We recognize that the use and abuse of drugs in today's society poses a very serious problem. Every day our employees are entrusted to safely operate their buses and other school vehicles. Not only does the use and/or abuse of drugs or alcohol jeopardize the health, safety and well-being of the individual user, it also endangers the safety of students and others who ride the bus. It endangers the general public. It jeopardizes the safety of the roadways and it can cause serious accidents and casualties.

Current federal regulations require affirmative actions in the form of drug and alcohol testing to eliminate the impact of the misuse of alcohol and drugs in the work place. Therefore, it shall be the policy of U.S. D. 282 to comply with these current federal regulations relative to drug and alcohol testing for safety-sensitive jobs.

As a condition of employment, all U.S. D. 282 employees who are required by job description to hold a commercial driver's license (CDL) shall submit to pre-employment, random, post-accident, and reasonable suspicion drug and alcohol tests as outlined in the anti-drug and alcohol plan developed and approved by the Board of Education. Said plan shall be issued to all covered employees and shall be available to all employees and the general public in the U.S.D. 282 Central Office and in the Principal's Office.

A positive drug test or an alcohol concentration of 0.04 or greater shall constitute immediate termination of the employee from their safety-sensitive function requiring a CDL.

One-hour compensation shall be allowed for individuals who are tested, other than for the pre-employment test.

Drug and alcohol test results shall be afforded confidentiality as required by law.

POLICY B-25
CHILDREN'S INTERNET PROTECTION ACT

West Elk USD #282 is using an Internet Filtering Program at all attendance centers. This Internet filtering program blocks access to materials deemed by the Board of Education to be inappropriate to minors.

The district shall implement and enforce an internet safety plan meeting the requirements of both the federal and the Kansas Children's Internet Protection Acts (CIPA). The superintendent shall develop a plan to implement the Children's Internet Protection Acts.

Such plan shall include technology protection measures and such other measures as deemed appropriate to address the following issues:

- (1) Access by minors to inappropriate matter on the Internet and World Wide Web,
- (2) The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications,
- (3) Unauthorized access, including so-called "hacking," and other unlawful activities by minors online;
- (4) Unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- (5) Measures designed to restrict minors' access to materials that may be harmful to them.

For the purposes of this policy, "minor" shall be defined to mean any student who is under 18 years of age. The Board charges the superintendent to develop the CIPA implementing plan so that all of the protections provided by this policy and the corresponding plan may be afforded to all district students, regardless of their age.

If the district is providing public access to any computer, the CIPA plan shall also implement and enforce technology protection measures to ensure no minor has access to visual depictions that are child pornography, harmful to minors, or obscene. This plan shall be on file with the Board clerk and in the school office with Internet access, and copies shall be made available upon request. The superintendent shall ensure compliance with CIPA by completing Federal Communication Commission forms as required.

The USD 282 Children's Internet Protection Act (CIPA) Safety Plan shall be attached to Policy B25 when adopted by the Board.

WEST ELK USD 282
Children's Internet Protection Act (CIPA) Safety Plan

Goals:

It is the policy of USD 282 to take the following technology protection or other specified measures in order to better protect our district students from harmful online and electronically transmitted content:

- install blocks or Internet filters to the district network in order to limit access by both minors and adults to child pornography and visual depictions or materials that are obscene, inappropriate, or harmful to minors and/or the transmission thereof;
- monitor the online activities of students while at school, at school sponsored activities, or while utilizing the district's network, computer system, computers, e-mail system, or electronic devices having access to the Internet;
- address issues related to the safety of students when using e-mail, chat rooms, and other electronic communication;
- educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms as well as on cyberbullying awareness and response;
- hinder unauthorized access (hacking) and other unlawful on-line activities by students; and
- prevent unauthorized disclosure, use, or dissemination of personal information regarding minors, which shall include, but may not be limited to, personally identifiable information contained in student records; and
- comply with the Children's Internet Protection Act.

Access to Inappropriate Material

To the extent practicable, technology protection measures or Internet filters shall be used to block or filter the Internet or other forms of electronic devices from accessing child pornography as well as obscene, inappropriate, or harmful material given the age and maturity levels of district students. It is the district's goal to implement and enforce technology protection measures under this plan in such a way as to ensure no minor has access to visual depictions that are child pornography, harmful to minors, or obscene.

Subject to administrative approval, technology protection measures may be minimized only for bonafide research or other lawful purposes that are closely monitored by district staff.

Inappropriate Network Usage

To the extent practicable, steps shall be taken to promote the safety and security of users of the district's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, in accordance with CIPA, measures to prevent inappropriate network usage shall include frequent monitoring of the District's network, computer systems, and equipment to detect any unauthorized access to prohibited materials as described earlier in this plan, hacking, and other unlawful activities by students or staff members. Such monitoring shall also strive to detect unauthorized disclosure, use, and dissemination of personally identifiable information regarding students.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the District's staff to educate, supervise, and monitor appropriate usage of online computer network access to the internet in accordance with this policy and CIPA. If, during the course of such monitoring, a student or staff member discovers a violation of this policy, the student or staff member shall make a report as follows:

- Students shall report suspected violation of this policy to any classroom teacher.
- Staff members shall report suspected violations of this policy to their immediate supervisor when possible.

Disciplinary Measures

The district retains the right to discipline any student, up to and including expulsion, and any employee, up to and including termination, for violation of this policy.

Adoption

This Children's Internet Protection Act Safety Plan was adopted by the Board of USD 282 at a public meeting, following normal public notice and a hearing, on July 8, 2013.

POLICY B-25.1
ACCEPTABLE USE GUIDELINES

Purpose

The district provides computer network and internet access for its students and employees. This service allows employees and students to share information, learn new concepts, research diverse subjects, and create and maintain school-based websites. The district has adopted the following Acceptable Use Guidelines to govern the conduct of those who elect to access the computer network or district Internet.

Acceptable Use Guidelines

Users shall adhere to the following guidelines of acceptable use:

- All use of the Internet will be in support of educational activities.
- Users will report misuse and breaches of network security.
- Users shall not access, delete, copy, modify, nor forge other users' e-mails, files, or data.
- Users shall not use other users' passwords nor disclose their password to others.
- Users shall not pursue unauthorized access, disruptive activities, nor other actions commonly referred to as "hacking," internally or externally to the district.
- Users shall not disclose confidential information about themselves or others.
- User shall not utilize unlicensed software.
- Users shall not access or permit access to pornography, obscene depictions, or other materials harmful to minors.
- Students shall not disable or attempt to disable Internet filtering software.

Prohibitions

Although the district reserves the right to determine what use of the district network is appropriate, the following actions are specifically prohibited:

- Transferring copyrighted materials to or from any district network without the express consent of the owner of the copyright.
- Use of the network for creation, dissemination, or viewing of defamatory, factually inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, or other material prohibited by law or district policy.
- Dissemination of personnel or student information via the network when such information is protected by law, including the Family and Educational Rights Act or Student Data Privacy Act.
- Utilization of the network to disseminate non-work-related material.
- Utilization of the network as a means for advertising or solicitation.

Monitoring

The school district reserves the right to monitor, without prior notice, any and all usage of the computer network and district Internet access, including, but not by

way of limitation, e-mail transmissions, and receptions. Any information gathered during monitoring may be copied, reviewed, and stored. All such information files shall be and remain the property of the school district, and no user shall have any expectation of privacy regarding his/her use of the computer network or the district Internet.

Internet Safety

In compliance with the Children's Internet Protection Act (CIPA) and the Kansas Children's Internet Protection Act, the school district will implement filtering and or blocking software to restrict access to Internet sites containing child pornography, obscene depictions, or other materials harmful to minors. The school district, however, cannot and does not guarantee the effectiveness of filtering software. Any student who connects to such a site must immediately disconnect from the site and notify a teacher. An employee who accidentally connects to such a site must immediately disconnect from the site and notify a supervisor. If a user sees another user accessing inappropriate sites, he or she should notify a teacher or supervisor immediately. The school district administration reserves the right to prohibit access to any network or Internet it deems inappropriate or harmful. The school district shall instruct students regarding appropriate online behavior including cyberbullying.

Penalties for Improper Use

Access to the network and Internet is a privilege, not a right, and inappropriate use will result in the restriction or cancellation of the access. The district has the right to make the determination of what constitutes inappropriate use and use as an educational tool. Inappropriate use may lead to any disciplinary and/or legal action, up to and including suspension and/or expulsion of district students and suspension and/or termination of employees. Law enforcement shall be notified of inappropriate use which may constitute a violation of Federal or state law, and such use may result in criminal prosecution.

POLICY B-26
ONLINE LEARNING OPPORTUNITIES

Application

Students may apply for permission to enroll in an online course for credit. Applications for the next academic year shall be submitted to the Principal no later than May 1. The student and the student's parents shall be informed of the administrator's decision in writing no later than June 1.

Students may not enroll in an online course as an alternative to any course offered by the high school, except as an attempt to earn credit for a class already attempted but failed by the student.

Guidelines

The following guidelines shall be used by the administration:

1. Only approved courses shall be posted on student transcripts.
2. Approval of any course shall be based upon the course content and rigor, its length and scope, its method of assessing knowledge acquired by the student, the qualifications of the instructor and other appropriate factors.
3. Enrollment in an on-line course will be allowed only if an appropriately certified staff member is available and willing to supervise the student's participation in the course.
4. Suspended or expelled students may also apply for permission to enroll in on-line course work.

Other Regulations or Guidelines

Approval by the administration shall also be based on Kansas State Department of Education regulations and/or guidelines in effect at the time the student request is made.

POLICY B-27
TRUANCY

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

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

Prior to reporting to either D.C.F. (if the student is under 13) or the County or District Attorney (if the student is over 13), a letter shall be sent to the students' parent(s) or guardian notifying them that the student's failure to attend school without a valid excuse shall result in the student being reported truant.

Waiver of Compulsory Attendance Requirements

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

Involvement of Law Enforcement

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

Reporting to Parents

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

PARENT CONSENT AND WAIVER FOR CHILD 16 OR OLDER TO BE EXEMPT FROM COMPULSORY ATTENDANCE REQUIREMENTS

I _____, understand that pursuant
(Name of Parent(s) or Person Acting as Parent)

to Kansas law, _____ is required to attend school
(Name of Student)

until he/she receives a high school diploma or general education development (GED) credential or reaches the age of 18, whichever occurs first.

Pursuant to K.S.A. 72-1111, as amended, Unified School District No. 282 encourages _____ to remain in school or to pursue
(Name of Student)

an education alternative. The academic skills listed below have not been achieved by _____:
(Name of Student)

Based on _____ the difference in future
(Source of Information)

earning power between a high school graduate a high school drop out is

_____.

_____ is encouraged to attend one of the following
(Name of Student)

alternative education programs:

I (we) the undersigned hereby give written consent to allow

_____, who is (16) or (17) years of age, to be exempt
(Name of Student)

from the Kansas compulsory attendance requirement, and state we have attended the final counseling session conducted by USD No. 282 in which the above information was presented to us.

(Signature of Student)

(Signature of Parent(s) or Person Acting as Parent)

Date

Date

DIFFERENCE IN FUTURE EARNING POWER BETWEEN A HIGH SCHOOL GRADUATE AND A HIGH SCHOOL DROPOUT

The following analysis was based on data from the Bureau of Labor Statistics, 2010, Bureau of the Census. Data below are annual averages for persons 25 and over, and are for full-time wage and salary workers. Visit this website for future updates: <http://stats.bls.gov/emp/emptab7.htm>.

LIFETIME EARNINGS

(2006 Census)

\$ 941,000	Less than a high school diploma
	High school graduate
\$ 1,266,000	
	Some college, no degree
\$ 1,518,000	
	Associate Degree
\$ 1,620,000	
	Bachelor's Degree
\$ 2,284,000	
	Master's Degree
\$ 2,402,000	
	Professional Degree
\$ 3,073,000	
	Doctoral Degree
\$ 3,707,000	

POLICY B-28
PEER GRADING

Limited Peer Grading Allowed

Peer grading shall be allowed when the teacher believes peer grading will be a valuable learning experience for the class. During a peer grading activity, the teacher shall use the activity to help students review class concepts or objectives. If peer grading is allowed, students shall not be asked to publicly reveal either their own grade or the grade of another student.

POLICY B-29
EXTENDED SCHOOL YEAR

Extended School Year

The Board may extend the regular academic year. The Superintendent shall be responsible for preparing a plan and presenting it to the Board. The Board may extend the regularly scheduled academic year because of the following types of circumstances which are stated by way of illustration and not by way of limitation: adverse weather conditions, building maintenance problems, personnel problems, public health reasons or budgetary problems.

Extended Learning Opportunities for Students

The Board may require extended learning opportunities for students not meeting minimum academic requirements as defined by the Board. Students may be assigned to extended academic sessions including, but not limited to:

- before or after-school;
- Saturday school; or
- summer sessions.

Regulations necessary to govern extended academic sessions shall be recommended by the Superintendent for Board approval. Truancy laws, suspension and expulsion policies and law, and all appropriate portions of the student behavior code shall apply during extended academic sessions.

B-30
RACIAL AND DISABILITY: HARASSMENT EMPLOYEE

Racial or disability Harassment: Employees

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

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. Disability harassment is unlawful discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. All forms of racial or disability harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial or disability} harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student or another employee from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. Violations of this policy by any employee shall result in disciplinary action, up to and including termination.

Prohibited conduct under this policy includes racially or disability motivated conduct which:

1. Affords an employee different treatment, solely on the basis of race, color , disability, or national origin, in a manner which interferes with or limits the ability of the employee to participate in or benefit from the services, activities or programs of the school;
2. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile working environment; or
3. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with an individual's work performance or employment opportunities.

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

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

Employees who believe they have been subjected to racial or disability harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the building Principal or the District Compliance Coordinator. Employees who do not believe the matter is appropriately resolved through this meeting may file a formal complaint under the district's discrimination complaint procedure.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial or disability harassment under the definition outlined above. Unacceptable conduct may or may not constitute racial or disability harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may also result in employee discipline.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence.

Any employee who witnesses an act of racial or disability harassment or receives a complaint of harassment or receives a complaint of harassment from another employee or a student shall report the complaint to the building Principal. Employees who fail to report complaints or incidents of racial or disability harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of racial or disability harassment may also face disciplinary action.

Initiation of a complaint of racial harassment in good faith will not adversely affect the job security or status of an employee, nor will it affect his or her compensation. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a racial or disability harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to termination of employment.

When a complaint contains evidence of criminal activity, the Compliance Coordinator shall report such conduct to the appropriate law enforcement.

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

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

A summary of this policy and related materials shall be posted in each District facility. The policy shall also be published in student, parent and employee handbooks as directed by the district's Compliance Coordinator. Notification of the policy shall be included in the school newsletter, placed on the district's website or published in the local newspaper annually.