

SECTION E PREFACE

These student policies are designed to prevent misunderstanding by students about their rights and responsibilities. The ideas and recommendations of students shall be considered when adopting policies, rules, and regulations governing the conduct of students and their rights and responsibilities.

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

KASB Recommendation – 12/15

POLICY E-1
GRADUATION REQUIREMENTS
WEST ELK HIGH SCHOOL

The Board may adopt graduation requirements exceeding the minimums set forth by state regulation. West Elk USD #282 shall require a total of twenty-four (24) units of credit for graduation. Each semester course shall earn one-half credit (or unit), except Teacher Aide credit. Full year courses shall be recorded with two separate semester grades.

West Elk USD #282 shall require thirteen (13) required units as follows for the graduating class of 2008. The graduating class of 2009 will have sixteen (16) required units:

Language Arts (English)	4 units;
Social Studies (American History and Government plus elective)	3 units;
Physical Education	1 unit;
Computer Applications	1 unit
Science	2 units; 3(effective for the Freshman class of 2006 Including 1 lab course)
Mathematics	2 units; 3(effective for the Freshman class of 2006)
Fine Arts	1 unit (effective for the Freshman class of 2006)

The school Principal shall be authorized to waive the fourth English credit and/or the physical education credit as per Kansas State Department of Education regulations.

Exceptions may be granted by the Board to waive local graduation requirements that are in excess of the state minimum requirements for students on a case by case basis. The Board shall award a student a diploma if the student is at least 17 years old; is enrolled or resides in the district; was in custody of the Secretary of the Kansas Department of Corrections (KDOC), the Secretary of the DCF, or a federally recognized Indian tribe in this state at any time on or after the student's 14th birthday; and has achieved at least the minimum high school graduation requirements adopted by the State Board of Education.

Other situations which may warrant a waiver of graduation requirements in excess of the minimum requirements adopted by the State Board include, but may not be limited to, the following circumstances:

- If such student is an adult learner whose four-year cohort has graduated; or
- If such student is attending an alternative school or program and has experienced high mobility, teen pregnancy, long-term illness, or other hardship conditions.

A maximum of one credit of correspondence work will be accepted toward the graduation requirements of West Elk High School. This does not include virtual courses approved by the school administration.

The school Principal shall maintain sequence and course restrictions, which shall be in compliance with Board approval. Specifically, American Government and English IV shall be taken following American History and English III.

Special Education students shall be eligible for graduation based upon regulations contained in the Comprehensive Plan for Special Education Services on file with the Chautauqua and Elk County Special Services Cooperative.

Until further notice, West Elk will require all 7th grade students to take and pass a nine week unit of Kansas History as part of the 7th grade Social Studies class in compliance with House Bill #2725.

POLICY E-1.1
EARLY GRADUATION

Students who complete all state and local graduation requirements may request permission to graduate early.

A student who wishes to graduate from high school early may request permission to do so. The student and parents shall consult with high school administrative and/or guidance personnel in order to develop a graduation plan. The board shall approve or deny each request based on the circumstances of the individual student. The student's request shall be in writing, addressed to the superintendent, state the reasons supporting the request and include a copy of the graduation plan and a letter of support from the student's parents (if under the age of majority). The letter of request shall be sent to the superintendent, who shall forward it to the board.

POLICY E-2
ENROLLMENT

IDENTIFICATION OF STUDENTS

All students enrolling in the District for the first time shall provide required proof of identity. Students enrolling in Kindergarten or First Grade shall provide a certified copy of their birth certificate. Students enrolling in grades 2-12 shall provide a certified transcript or similar pupil records. Other documentation, which the Board determines to be satisfactory may be provided.

RESIDENT STUDENTS

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

NON-RESIDENT STUDENTS

Non-resident students are those who do not meet the qualification of a resident student. Non-resident students will be admitted only to the extent that staff, facilities, equipment and supplies are available. Tuition may be charged to non-resident students at a rate established by the Board. Unless approved in advance by the Board no student, regardless of residency, who has been suspended or expelled from another school district will be admitted to the district until the period of such suspension or expulsion as expired.

ENROLLMENT PROCEDURES

The Superintendent shall establish orderly enrollment for all students. The procedure shall include pre-enrollment, changes in enrollment, normal enrollment time, and communication to parents and the public.

ENROLLMENT INFORMATION

The enrollment documentation shall include a student's permanent record card with a student's legal name as it appears on the birth certificate, or as changed by a court order and the name, address, telephone number of the lawful custodian as required by Board Policy B13. The records shall also provide the identity of the student as evidenced by a certified birth certificate, a certified copy of the court order placing the child in the custody of the Secretary of the Department for Children and Families, a certified transcript "similar pupil records or data, or other documentary evidence the Board considers satisfactory. If proper identity is not provided within 30 days of enrolling, the Superintendent shall notify local

law enforcement officials as required by law and shall not notify any person claiming custody of the child.

ASSIGNMENT TO A SCHOOL OR CLASSES

The building Principal shall assign students to the appropriate building or class schedule. If the parents disagree, the Principal's decision may be appealed to the Superintendent. If the parents are still dissatisfied with the assignment, they may appeal in writing to the Board. Assignment to a particular grade level or particular classes shall be determined by the building Principal based on the educational abilities of the student. Any student desiring to attend a school outside the attendance areas in which the student resides may do so only with the prior written permission of the Superintendent.

TRANSFERRING CREDIT

In the middle (junior high) school and in the senior high school, full faith and credit shall be given to units earned in other accredited schools, unless the Principal shall determine that there is valid reason for not doing so.

TRANSFERS FROM NON-ACCREDITED SCHOOLS

Students, transferring from non-accredited schools shall be tested to determine grade level placement. Placement will be made by the Principal after consultation with the parents or guardians, and guidance personnel. Criteria for final placement shall include past educational experience and successful performance and/or examination at the level of initial assignment.

FULL-TIME

Each student enrolled in the West Elk USD #282 school system shall attend "full-time" unless authorized for part-time attendance by other Board Policy or special Board approval.

Full-time attendance shall be defined as from the daily opening until final dismissal. The high school schedule includes seven periods.

During the seven-period day, each high school student shall also be required to enroll in and maintain at least five (5) units of study-not including study hall, activity, and student aide assignments.

This policy is in accordance with regulations established by the Kansas State Department of Education which mandates that each senior shall attend class a minimum of 1086 hours per school year in order to be counted as a full-time student (other students at least 1116 hours).

This policy also is consistent with the National Commission on Excellence in Education Report (1983), which called for increased emphasis upon academic school work and increased "time-on-task".

EXCEPTIONS

The secondary Principal may request special permission from the Superintendent and the School Board to allow a specific student(s) to attend less than full-time. The request shall indicate the "hardship" which causes the request to be made.

Personal "convenience" shall not be sufficient reason to approve part-time enrollment.

Any student enrolled in fewer than five (5) units of credit shall not be eligible for school activities.

Concurrent Enrollment

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

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

POLICY E-2.1

TRUANCY

(language aligns with KASB Policy JBE)

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 a valid excuse for a significant part of any school day shall be considered truant.

Prior to reporting to either S.R.S. (if the student is under 13) or the county or district attorney (if the student is 13 or more years of age but less than 18 years of age), a letter shall be sent to the student's 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 exempt 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 exempt from compulsory attendance requirements pursuant to a court order.

Involvement of Law Enforcement

Law enforcement officers may return truant children to the school where the child is enrolled, to the child's parent 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.

Dual Enrollment Students

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

**WEST ELK USD #282
PARENT CONSENT AND WAIVER FOR CHILD 16 OR OLDER TO BE EXEMPT
FROM COMPULSORY ATTENDANCE REQUIREMENTS.**

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

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

he/she receives a high school diploma or general educational 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 an
(Name of Student)

education alternative.

The academic skills listed below have not been achieved by

(Name of Student)

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

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

_____.

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

education programs:

I (we) the undersigned hereby give written consent to allow _____
(Name of Student)

,who is [16] [17] years of age, to be exempt 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

**LIFETIME EARNINGS INFORMATION
FOR HIGH SCHOOL PRINCIPALS**

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

POLICY E-2.2
ABSENCES AND EXCUSES

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

Procedures for notifying parents on the day of a student's absence shall be published in the Student Handbook.

Excused/Unexcused Absences

The definition of "excused absence" includes the following:

- Personal illness;
- Health-related treatment, examination, or recuperation;
- Serious illness or death of a member of the family;
- Obligatory religious observances;
- Participation in a district-approved or school sponsored activity or course;
- Absences prearranged by parents and approved by the Principal; and
- Students of active duty military personnel may have additional excused absences at the discretion of the Principal for visitations relative to leave or deployment.

All absences which do not fit into one of the above categories would be considered an unexcused absence. A student serving a period of suspension or expulsion from the district shall not be considered inexcusably absent.

Significant Part of a School Day

An absence of two or more hours in any school day shall be considered an absence for a significant part of the school day.

Make-Up Work

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

POLICY E-2.3
PROMOTION AND RETENTION

Students may be promoted when they have demonstrated mastery of the board-approved learning objectives.

The final decision to promote or retain a student shall rest with the principal after receiving information from parents/guardians, teachers, and other appropriate school personnel.

POLICY E-3
JUNIOR HIGH SCHOOL PROMOTION GUIDELINES

This policy establishes guidelines, which shall be used to determine whether a junior high school student (those in the 7th and 8th grades) shall be promoted to the next level or retained for the following year.

To be promoted, a student must pass at least 75% of his or her solid classes, the solid classes being; mathematics, English, social studies and natural science. This 75% is defined as passing 6 of 8 total semesters of class work in the areas noted. Full year classes of this nature are to be divided into two semesters with a grade at the end of each. Grades are not to be continuous from one semester to the next.

Parents of those students who are not doing satisfactorily will be notified at 4 ½ week intervals by progress reports, 9-week intervals by grade cards, and at the end of each semester by grade cards.

At the end of the school year those students who have not been able to meet the above requirements shall be referred to a committee for a final recommendation to the Superintendent. The committee will be composed of the school Principal and all the junior high school teachers who teach at least two hours at the junior high level. The committee shall consider grades, intellectual ability, chronological age, emotional maturity and physical maturity.

The committee will then make their decision, which will be passed along to the school Superintendent for final action.

The Superintendent may choose to accept the committee decision or may override the decision through a recommendation (approval required) to the School Board.

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The final decision to promote or retain a student shall rest with the principal after receiving information from parents/guardians, teachers, and other appropriate school personnel.

POLICY E-4
ELEMENTARY PROMOTION GUIDELINES

Each West Elk elementary school student shall be promoted or retained based upon the recommendations of the student's regular teacher and Principal.

In any case where the teacher and Principal disagree, the Superintendent shall review the pupil's record with one or both parents (if available), the teacher, and the principal.

His/her decision shall be final except that the student and/or his/her parent (s) may appeal any retention decision to the full School Board. Any appeal shall be made within a 10-day period following official notification of the "retention decision."

Each teacher and Principal shall make an effort to contact and notify the parent (s) of any elementary student who is identified as a possible/probable retention. Such contact and notification should be as early as possible with May 15th being the final date for such notification. This notification is to indicate "possible retention" with the final decision to be made on or near the last day of the school year.

Cause (s) for retention may be one or more of the following:

1. Failure to complete, at a satisfactory level, the educational assignments as provided and graded by the classroom teacher.
2. Failure to develop basic skill (s) near the level expected of the student at the level assigned.
3. An unsatisfactory attendance record that may have prevented assignment completion and skill development.
4. Unsatisfactory behavior patterns and work/study attitudes which requires improvement before promotion to higher grade levels.

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POLICY E-5
DISCIPLINE POLICIES AND PROCEDURES

The purpose and function of West Elk U.S.D. is to provide facilities, faculty, time, materials, and guidance for persons seeking an education. The traditional goal of education is to develop a responsible, productive citizenry. To facilitate this purpose and goal it is necessary that the schools promote certain standards of responsible behavior and develop procedures to deal with persons who choose to behave irresponsibly.

Good discipline (responsible behavior) is necessary in our schools for education to proceed smoothly. A basic philosophy is required from which individual techniques emerge for each teacher and administrator. A philosophy of good discipline should be thought of as positive rather than negative. Each student should be helped to adjust to the requirements of his/her school environment rather than simply being punished when he/she fails to adjust. Discipline should be considered a friendly yet business like relationship between teachers and students with the ultimate objective being self-discipline on the part of the student.

Before specific procedures are developed, certain general concepts warrant definition or discussion.

1. **Irresponsible Behavior**

Irresponsible behavior includes any action in violation of School Board Policy or approved building regulations. Irresponsible behavior is further defined as any action, which would tend to hinder the learning process, such as disruption or non-participation in class activities.

2. **Natural Consequences**

Natural consequence is the measure taken as a result of irresponsible behavior. In all cases an attempt should be made to correlate the disciplinary measure with the offense committed. For example, the natural consequence of the destruction of property would be restitution. The natural consequence of class disruption could be temporary or permanent suspension from a class.

3. The positive approach to discipline dictates that positive standards of behavior or positive rules and regulations be established. These standards should be relative to the age of the students and their particular surroundings. Two basic principles should prevail as these standards are established. Any standards, rules or regulations expected of students should be primarily concerned with either **physical safety** or **respect for others**.

4. Parental Involvement

It is desirable that parents be involved early in dealing with irresponsible behavior. While school personnel are responsible for student behavior and must often make immediate decisions relating to discipline, it is worthwhile and necessary to keep parents informed of disciplinary action at school. If increased irresponsibility on the part of a student is anticipated, parents should be consulted in an effort to curb necessity for severe disciplinary action.

5. Outside Agencies

Outside agencies such as police, juvenile court and social welfare agencies should be involved in cases over which they would normally have jurisdiction. The schools should not attempt to be all things to all people. However, consideration should be given to the age of the student and the seriousness of the offense.

6. District Wide Policies

A. Smoking. In consideration of building safety, respect for others, and community expectations, student smoking shall be prohibited within or on any school building, bus, or property. Such prohibition shall include West Elk students, visiting other schools or on a school sponsored activity trip, and other public school students visiting the West Elk District.

The administrative staff, with Board approval, may designate an area or areas where adult employees, visitors, and other guests may smoke.

B. Corporal Punishment. Corporal punishment is always undesirable, but is sometimes necessary to obtain desired behavior of students. In the event corporal punishment (such as swatting, paddling and spanking) is deemed the only solution by the administrator and teacher, the following procedure shall be followed:

- a. Except in extreme cases that are judged by the administrator and teacher to require immediate attention, reasonable effort will be made to obtain parental cooperation and assistance in attempting to reach an understanding and solution to the problem prior to the administration of corporal punishment.
- b. Any corporal punishment shall be of such a nature as to not cause physical injury. Pulling of hair, pushing, and striking about the head and face is never permissible.
- c. Punishment in this form shall be administered in the presence of witness, but never in the presence of other pupils. Within one school day after corporal punishment, a brief report in writing shall be prepared by the teacher and/or Principal and signed by the teacher and Principal.

C. Suspension-Expulsion. Suspension and expulsion are authorized by a separate Board Policy entitled “Student Conduct and Procedure Code.” However, two additional types of suspension are hereby authorized.

- a. An “in-school suspension” may be used to suspend a student from a class or even several classes. The student may continue to attend other classes. During the suspension the student will be assigned to an area such as the office, or detention room and a staff person such as the Principal or a teacher will be assigned to maintain general supervision of the student.**
- b. Also, a “conditional suspension” may be used to provide a procedure for short-term suspensions. In these instances the student may be returned to class as soon as a parental conference can be held and a satisfactory agreement arranged.**
- c. The Board of Education extends the authority to suspend any pupil, for sufficient cause, to the following certified employees: Superintendent, Principal, and Assistant Principal.**
- d. Acts of behavior which interfere with the maintenance of a good learning environment or which are antagonistic to the welfare of other pupils will not be considered acceptable. Specific acts of behavior applicable to students or pupils in respect to school activities or on school property which are deemed to be grounds for suspension or expulsion are:**
 - 1. Breaking of school rules repeatedly;**
 - 2. Extortion;**
 - 3. Failure to comply with reasonable requests (willful disobedience);**
 - 4. Fighting;**
 - 5. Intimidation;**
 - 6. Obscenity;**
 - 7. Open defiance;**
 - 8. Possession, consumption, sale or being under the influence of alcoholic beverages;**
 - 9. Possession or use of lethal weapons;**
 - 10. Possession, use, consumption, or sale of narcotics or drugs;**
 - 11. Profanity;**
 - 12. Smoking;**
 - 13. Stealing;**
 - 14. Tardies, excessive;**
 - 15. Temper tantrums;**
 - 16. Threats (by word or deed);**
 - 17. Excessive unauthorized absence;**
 - 18. Unruly conduct that disrupts school;**
 - 19. Vandalism; and**
 - 20. Other matters covered by K.S.A. 72-8901 et seq.**

- D. Suspension Driver's License per 72-89c02.** A pupil who has attained the age of 13 years and has been found in possession of a weapon, controlled substance or illegal drug at school, upon school property, or at a school-supervised activity, which resulted in, or was substantially likely to have resulted in, serious bodily injury to others, the Chief Administrative Officer of the school shall make an immediate report of the pupil's act to the appropriate law enforcement agency. The notice shall be given to the division of vehicles by the law enforcement agency within three days, excluding holidays and weekends, after receipt of the report and shall include the pupil's name, address, date of birth, driver's license number, if available, and a description of the act committed by the pupil. Upon receipt of the notice, the division of vehicles shall suspend the pupil's driver's license or privilege to operate a motor vehicle on the streets and highways of this state. The duration of the suspension shall be for a period of one year. Upon expiration of the period of suspension, the pupil may apply to the division for return of the license. If the pupil does not have a driver's license, the pupil's driving privileges shall be revoked. No Kansas driver's license shall be issued to a pupil whose driving privileges have been revoked pursuant to this subsection for a period of one year: If the pupil makes a written request for hearing within 30 days after such notice of suspension or revocation, the division of vehicles shall afford the pupil an opportunity for a hearing as provided by K.S.A. 8-255, and amendments thereto, except that the scope of the hearing shall be limited to determination of whether there are reasonable grounds to believe the pupil was in possession of a weapon, controlled substance or illegal drug at school, upon school property, or at a school-supervised activity or was engaged in behavior at school, upon school property, or at a school supervised activity, which resulted in, or was substantially likely to have resulted in, serious bodily injury to others.
- E. Lowering Grades.** Lowering grades is not an acceptable disciplinary measure. A lower average may naturally result from such irresponsible student behavior as skipping, disruption, non-participation or cheating.
- F. Detention.** Within certain limits students may be detained after regular classes have ended. Bus students shall be given one day to make arrangements for transportation if necessary. Individual faculty may develop specific detention procedures.
- G. Withdrawal of Privileges.** Subject to administrative review and regulation, a teacher or Principal may withdraw specific privileges from a student as a consequence of irresponsible behavior.

H. **Restraint**. Restraint is the act of controlling the actions of pupil (s) when such actions may inflict harm to others or to himself. Teachers and administrators must feel free to use whatever reasonable means are appropriate at the moment if it is necessary to prevent a pupil from harming others or himself/herself.

I. **Faculty Policies**

Individual faculty may develop standards of behavior and specific rules and regulations, which shall then be subject to School Board approval.

POLICY E-5.1
SEARCHES OF PROPERTY

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

Whenever the Principal is mentioned in this policy, it shall be construed to include the Superintendent “or designated representative”.

Search of Lockers

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

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

Searches of Property

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

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

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

Use of Trained Dogs in Conducting Searches

At the request of the Principal or on a schedule agreed upon by the service provider and the Principal, law enforcement officers or licensed private agencies contracting with the school for such service, may use trained dogs on school premises to identify student property which may contain illegal or illicit materials and to determine whether materials, such as drugs, weapons, or other materials which may threaten the general health, welfare, and safety of the students and/or staff are present in the district parking lot, hallways, lockers, classrooms, and/or

locker rooms. Students will never be sniffed by the dogs used to conduct such sweeps.

POLICY E 5.2
SEARCHES OF STUDENTS

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

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

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

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

Written documentation of each search shall be maintained by the principal. (Whenever the principal is mentioned in this policy, it shall be construed to include the superintendent "or designated representative.")

POLICY E-6
CORPORAL PUNISHMENT

Corporal punishment is always undesirable, but often times is necessary to obtain desired behavior of students. In the event corporal punishment (such as whipping, paddling, and spanking) is deemed the only solution by the administrator and teacher, the following procedure shall be followed:

1. Except in extreme cases that are judged by the administrator and teacher to require immediate attention, reasonable effort will be made to obtain parental cooperation and assistance in attempting to reach a solution prior to the administration of corporal punishment.
2. Any corporal punishment shall be of such nature as to not cause any physical injury. Pulling, pushing, and slapping about the head and face is never permissible.
3. Punishment in this form shall be administered in the presence of a witness, but never in the presence of other pupils. Immediately after punishment, a brief report in writing shall be prepared and signed by the administrator and witness.

POLICY E-7
STUDENT SUSPENSION AND EXPULSION

The Board of Education insists that every student have an opportunity to attend school and receive an education without fear of harm or injury to person or property. The Board will not allow persons with disruptive intent to endanger the safety of pupils or school personnel, to damage property, to interfere with the education process, or to attempt to disrupt the schools. Each pupil attending West Elk USD 282 shall be held responsible for his/her personal actions and shall be required to abide by the rules and regulations of the school.

Suspension and Expulsion Procedures

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

Suspension and Expulsion Procedures Reasons for Suspension or Expulsion

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

- Willful violation of any published, adopted student conduct regulation;
- Conduct which substantially disrupts, impedes, or interferes with school operation;
- Conduct which endangers the safety or substantially impinges on or invades the rights of others;
- Conduct which constitutes the commission of a felony;
- Conduct at school, on school property, or at a school supervised activity which constitutes the commission of a misdemeanor;
- Disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operation; and
- Possession of a weapon at school, on school property or at a school-sponsored event.

Short-term Suspension

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

Suspension and Expulsion Procedures

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

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

Long-Term Suspension or Expulsion

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

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

Suspension and Expulsion Procedures Rules Which Apply in all Cases When a Student May be Suspended or Expelled

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

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

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

Student Rights During a Long-Term Suspension/Expulsion Hearing

The student shall have the right:

- to counsel of his/her own choice;
- to have a parent or guardian present;

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

Appeal to the Board

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

Written notice of the appeal shall be filed with the Clerk within 10 calendar days of receiving the results of the hearing.

The Board shall schedule an appeal with the Board or a hearing officer appointed by the Board within 20 calendar days.

The student and the student's parent shall be notified in writing of the time and place of the appeal at least 5 calendar days before the hearing.

The hearing shall be conducted as a formal hearing using rules similar to those noted earlier for expulsion hearings.

The Board shall record the hearing.

The Board shall render a final decision no later than the next regularly scheduled Board meeting after the conclusion of the appeal hearing.

POLICY E-7.1
PROBATION

Any punishment, suspension or expulsion, may be deferred by the superintendent, principal, or designee. The student involved may be placed on probation for a set period of time. The punishment, suspension, or expulsion, shall remain deferred so long as the student meets the conditions of the probation. If a student is placed on probation, written notification shall be sent to the student's parent or guardian. Any decisions on probation for students found to be in violation shall be handled by the superintendent.

A student placed on probation shall be given a written list of the terms and conditions of the probation. The student shall sign a statement that: the terms and conditions have been explained, the student understands the conditions, the student agrees to abide by the conditions, and failure to abide by the conditions may be reason to reins

POLICY E-8
STUDENT DRESS AND APPEARANCE

- 1. Each student is encouraged to dress and appear in a manner that will reflect a positive self image toward most other individuals with whom the student comes into contact.**
- 2. Each student is expected to dress and appear in such a manner that will reflect a positive image upon the West Elk school system, especially at the level of specific attendance.**
- 3. Each Principal has the responsibility and authority to set standards as they are necessary and to interpret what provides positive self image for the individual and the school. He/she may choose to share this responsibility and authority with others such as the Student Council and/or the faculty of his/her specific school.**
- 4. Teachers who sponsor activities such as athletics, music, debate, pep club, etc., may work with the school Principal to develop standards for specific activities. Such standards should relate to the “positive self or school image” rather than personal whims.**
- 5. Implementation of developed standards should start with non-directive guidance as to what is considered appropriate. Then if necessary a student should be requested to correct a deviation from acceptable dress or appearance. Finally, if the infraction is serious enough the student may be required to correct the situation before being allowed to continue with the class, activity, or school attendance.**
- 6. Each school has developed a student dress code, which is approved by the Board annually.**

POLICY E-9
STUDENT RECORDS

It shall be the policy of West Elk Unified School District to conform to the “Family Educational Rights and Privacy Act of 1974” (aka FERPA). The building administrator shall be the custodian of all school records involving students enrolled but may delegate permission to access student records in order to update and maintain each student’s permanent record. Some of the requirements of FERPA are listed below. Parents will be provided an annual FERPA notice at the time of enrollment.

1. Any parent, guardian, or student upon reaching the age of 18 (aka “Eligible Student”) may inspect the personal record of the student within certain conditions as prescribed by federal law.
2. School officials, including teachers, who have a legitimate educational interest in the student, may examine a student’s personal record.
3. Whenever records are provided in response to a subpoena, the parents and student must be notified. In other instances, a parent or eligible student must sign a release before records may be released (see Policy E9.1 for a list of other exceptions when a student’s records may be released without the prior consent of the parents or eligible student).
4. Any eligible student, parent, or guardian upon request shall be provided a hearing in order to challenge the contents of a student record to insure that the specified record is accurate and does not violate the privacy or rights of the student.

In order to implement the federal law, the following local policies are established and approved:

1. Each student who enrolls within the West Elk district shall have a “Permanent Record” including up-to-date information as follows: full name and address, parent’s or guardian’s name and address, grades, grade levels completed, year-end attendance totals, and standardized test results.
2. In addition, “Supplementary Records”, including such items as health records, professional evaluations, and discipline statements shall be accumulated by the appropriate person (nurse, counselor, or building administrator). Such records shall be retained for a minimum of five years after the student has graduated or left the district.
3. The district administrative staff shall prepare and use a set of uniform forms to record the following:
 - A. Request for access to records;
 - B. Request for a hearing; and
 - C. Consent to release records.
4. Periodically the building administrator shall review student records to eliminate extraneous materials. In addition, student records shall be

carefully reviewed before the records are passed to another school or office, or filed as a graduated student record. The records of a graduated student determined to be appropriate for retention may be scanned and stored electronically.

POLICY E-9.1
RELEASE OF STUDENT RECORDS

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

Directory Information

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

Directory information includes:

1. Name
2. Address
3. Telephone Listing
4. Date and Place of Birth
5. Participation in Officially Recognized School Activities
6. Sports-Weight and Height of Athletic Team Members
7. Dates of Attendance
8. Graduation Date
9. Awards Received
10. Most Recent Previous Educational Institution Attended

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

For the purposes of this policy, school official means teacher, administrator, other licensed employee or board of education. The district may disclose, without the parents or eligible student's consent, personally identifiable information to school officials with a legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support-staff member; the school board (in executive session); a person or company with whom the school has contracted to perform a task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The custodian of records may disclose student's education records to the following persons without the prior consent of the parents or eligible student:

- Other school officials, including teachers within the district who have legitimate educational interests;
- Officials of other schools or school systems in which the student intends to enroll. The school district will forward student records to such institutions without further notice to the parents or eligible student when the disclosure is initiated by the parent or eligible student or an annual notice provided to parents and eligible students by the district informs them that such records will be automatically disclosed to these institutions for the purposes of enrollment or transfer of the student;
- Authorized persons to whom a student has applied for or from who a student has received financial aid;
- State and local officials or authorities to whom such information is specifically required to be reported or disclosed pursuant to state statutes;
- Organizations conducting studies for education agencies for the purpose of developing, validating or administering student tests or programs;
- Accrediting organizations;
- Parents of a student 18 years of age if parents claim the student as a dependent for income tax purposes;
- Appropriate persons if knowledge of any information is necessary to protect the health or safety of the student or other persons in emergency;
- An agency caseworker or representative of a state or local child welfare agency or tribal organization who has the right to access a student's case plan when such agency or organization is legally responsible for the care and protection of the student and when any further disclosure of such information thereby will be limited in accordance with law; and
- In compliance with a lawfully issued subpoena or judicial order.

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

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

- The order or subpoena specifically forbids such disclosure; or
- The order is issued in the context of a court proceeding where a parent is a party and the proceeding involves a child abuse or neglect or dependency matters.

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

federal legal requirements which relate to these programs. The data collection by such official with respect to individual students shall not include information (including social security numbers) which would permit the personal identification of student or their parents or guardian on the data collected and provided.

All persons, agencies or organizations desiring access to the records of a student shall be required to sign a form, which shall be kept permanently with the student's file, but only for inspection by the parents/guardian, the eligible student or a school official responsible for records maintenance. The form signed shall indicate the specific educational or other interest of each person; agency or organization has in seeking this information.

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

Forwarding Pupil Records

Administrators shall forward student's school records upon request and may not withhold them for any reasons.

POLICY E-10
MISCELLANEOUS STUDENT POLICIES

MARRIED STUDENTS

Married students will not be denied the privilege of attending school because of marriage and/or pregnancy. It is the feeling of the Board that a young person, either boy or girl, should not be deprived of the privileges of public school education solely because of the fact that he or she is married.

Also, any married student who is enrolled within Unified School District, #282 may participate in any extra-curricular activity as long as all other eligibility requirements are met.

Any pregnant student may be required to provide medical release and/or parental consent for specific activities where physical activity is involved.

COLLEGE VISITATION

School sponsored college visitation trips are to be left up to parents. West Elk schools will allow two excused days to seniors for college visitation with written permission from parents.

GRADE SCHOOL ATHLETICS

The Board of Education unanimously agreed that students under the seventh grade, may not participate in interschool athletic competition.

FRESHMAN INITIATION

There shall be no freshman initiation activities in Unified School District, #282. The Board of Education welcomes and encourages a freshman party in the fall of the school year, but stresses the fact that there are to be no initiation activities other than the welcoming party.

VENDING MACHINES

No vending machines will be placed in a building without prior approval from the Superintendent of Schools.

POLICY E-10.1
COMMUNITY ACTIVITIES

Students shall not participate in any community activities during school hours without the prior permission of the principal, unless those activities are undertaken as part of a course's approved curriculum.

POLICY E-10.4
STUDENT HARASSMENT: RACIAL

Racial Harassment: Students

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

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

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

Racial harassment is racially motivated conduct which:

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

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

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

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

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

An employee who witnesses an act of racial harassment shall report the incident to the building Principal. Employees who fail to report complaints or incidents of racial harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of racial harassment may also face disciplinary action. When a complaint contains evidence of criminal activity or child abuse, the Compliance Coordinator shall report such conduct to the appropriate law enforcement or SRS authorities.

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

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

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

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

POLICY E-10.5
STUDENT HARASSMENT: SEXUAL

The Board of Education is committed to providing a positive productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment shall not be tolerated in the School District. Sexual harassment of employees or students of the District by Board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the School District is strictly prohibited.

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

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

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when: (1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

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

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. The

district will promptly investigate all complaints of sexual harassment and take prompt corrective action to end the harassment.

Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the building Principal, another administrator, the Guidance Counselor, or another certified staff member. Any school employee who receives a complaint of sexual harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building Principal. If the building Principal is the alleged harasser, the complaint shall be reported to the District Compliance Coordinator. The building Principal or District Compliance Coordinator shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure Board Policy B12.1.

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

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

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

When a complaint contains evidence of criminal activity or child abuse, the building Coordinator or district Coordinator shall report such conduct to the appropriate law enforcement or DCF authorities.

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

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

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

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

POLICY E-10.6
GANG ACTIVITY

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

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

POLICY E-10.7
COMPLAINTS

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment, or in the district programs and activities is prohibited. The Superintendent, P.O. Box 607, Howard, Kansas, 67349, 620-374-2113, has been designated to coordinate compliance with nondiscrimination requirements contained in Title IX of the Education Amendments of American with Disabilities Act of 1990. Any student who believes that he or she has been discriminated against may file a complaint with the building Principal or the Compliance Coordinator.

Any student may file a complaint with the Principal against the application of any school rule or regulation to the student. The complaint must be in writing, filed within 20 days following the application of the rule or regulation to the student, and must specify the basis for the complaint. The Principal shall investigate the complaint and inform the student of the resolution of the complaint within 10 days after the complaint is filed.

COMPLAINTS ABOUT DISCRIMINATION

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

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

Any student who believes that he or she has been discriminated against may file a complaint with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of discrimination or harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the report shall be made to the district compliance coordinator. Any student complaint of discrimination shall be resolved under the district's discrimination complaint procedures in Compliant Procedures: Board Policy B12.1.

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

POLICY E-11
STUDENT INSURANCE

The School Board, through each Principal, shall make available a student accident insurance program, covering accidents occurring during the time the student is under the jurisdiction of the school. This insurance is voluntary on the part of such students and parents, or guardians, and the nominal premium is to be paid by them.

In addition, the school shall make available a waiver form for those students (and families) who have private insurance or who prefer “self-insurance.”

Participation in interschool activities such as football, basketball, track, etc. shall require school insurance or a waiver release form signed by one or both parents.

POLICY E-12
STUDENT IMMUNIZATION AND INOCULATIONS

All students enrolling at West Elk USD 282 shall provide the principal with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. Booster shots mandated by the Secretary of the Department of Health and Environment are also required.

Notice of this policy and the applicable state law shall be distributed to parents or guardians of current and prospective students on or before May 15th of each school year. The superintendent shall issue a news release each August explaining the required inoculations and booster shots. Parents may delegate in writing their authority to consent to immunizations.

At the beginning of each school year, the school board shall provide information on immunizations applicable to school age children to parents and guardians of students in grades six through 12. The information on immunizations shall include: 1) A list of sources for additional information; and 2) related standards issued by the national center for disease control and prevention.

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

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

Effective July 1, 1981, every student enrolled at a West Elk USD #282 attendance center shall be required to present evidence of compliance with Kansas School Immunization Law 72-5208 to 72-5210 and Administrative Regulations. Specific provisions of the law include the following:

- 1) Immunizations are required for school entry. The inoculations for disease prevention, which pupils shall receive before enrolling in any Kansas school for the first time are: diphtheria, pertussis (whooping cough), tetanus, poliomyelitis, mumps, rubella (German measles) and measles (rubeola).
- 2) The immunization record of each pupil shall indicate that inoculation with the delineated vaccines, as approved, has been accomplished by a licensed physician or local Health Department in accordance with the schedule published by the Kansas Department of Health and Environment or the American Academy of Pediatrics.
- 3) As an alternative to the certification required, a pupil shall present:

- a) **Certification from a licensed physician stating the physical condition of the child to be such that the test or inoculations would seriously endanger the life or health of the child, or**
 - b) **A written statement signed by one parent or guardian that the child is an adherent of a religious denomination whose religious teachings are opposed to such tests or inoculations, or**
 - c) **A written statement signed by one parent or guardian that such tests or inoculations are in the process of being received and will be completed within 90 calendar days after admission to school.**
- 4) The West Elk USD #282 School Board hereby authorizes each administrative employee to exclude from school attendance, any pupil who has not complied with the provisions of the law. A pupil shall be subject to exclusion from school attendance until such time as the pupil shall have complied with the requirements of this law.**
- 5) Any such exclusion shall require written notice to be given to the parent or guardian of the excluded pupil. The notice shall (1) indicate the reason for exclusion from school attendance, (2) state that the pupil shall continue to be excluded until the pupil has complied with the requirements of K.S.A. 72-5209, as amended, and (3) inform the parent or guardian that a hearing thereon shall be afforded the parent or guardian upon request therefor.**
- 6) Whenever a pupil transfers from West Elk to another district, the school Principal shall transfer, at the written request of the parent or guardian, any evidence of compliance with the Kansas School Immunization Law.**

POLICY E-12.1
COMMUNICABLE DISEASES

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

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

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

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

POLICY E-13
STUDENT CHRONIC INFECTIOUS DISEASE POLICY

The West Elk USD #282 Board of Education adopts the following policy for educating students known to have a chronic infectious disease (e.g., Aids/Aids Related Complex or Condition, Cytomegalovirus Infection, Hepatitis B., Herpes Simplex) and for ensuring a safe and healthy school environment for all students.

1. Whenever a student has been diagnosed by a physician as having a chronic infectious disease, the student or parent of the student shall report the diagnosis and nature of the disease to the Superintendent so that a proper reporting may be made to the county or joint Board of Health as required by statute.
2. As a general rule, a child with a chronic infectious disease will be allowed, with the approval of the child's physician, to attend school in a regular classroom setting and will be considered eligible for all rights, privileges, and services provided by law and existing policy of the West Elk School District.
3. The school nurse or designee will function as (a) the liaison with the child's physician, (b) the child's advocate in the school (i.e., assist in problem resolution, answer questions) and (c) the coordinator of services provided by other staff.
4. The school will respect the right to privacy of the individual; therefore knowledge that a child has a chronic infectious disease will be confined to those persons with a direct need to know (e.g., principal, school nurse, child's teacher). Those persons will be provided with appropriate information concerning such precautions as may be necessary and should be aware of confidentiality requirements.
5. Based upon individual circumstances special programming may be warranted. Special education will be provided if determined to be necessary by the staffing team.
6. Any student noted by a physician or the school nurse as having a chronic infectious disease may be required to withdraw from school for the duration of the illness in order to give maximum protection to other students. The student will be admitted to regular classes upon termination of the illness, as authorized by the student's physician.
 - (a) Removal from the classroom will not be construed as the only response to reduce risk of transmission. School personnel should be flexible in developing alternatives and should attempt to use the least restrictive means to accommodate the child's needs.
 - (b) In any case of temporary removal of the student from the

school setting, state regulations and school policy regarding homebound instruction will apply.

- 7. Each removal of a child with a chronic infectious disease from normal school attendance will be reviewed by the school nurse in consultation with the student's physician at least once every month to determine whether the condition precipitating the removal has changed.**
- 8. A child with a chronic infectious disease may need to be removed from the classroom for his/her own protection when other communicable diseases (e.g., measles or chicken pox) are occurring in the school population. This decision will be made by the child's physician and parent or guardian, in consultation with the school nurse.**
- 9. All staff should use the following routine and standard procedures to clean up after a child has an accident or injury at school. Blood or other body fluids emanating from any child, including ones known to have a chronic infectious disease, should be treated cautiously. Gloves should be worn when cleaning up blood spills. These spills should be disinfected with either bleach or another disinfectant, and persons coming in contact with them should wash their hands afterwards. Blood soaked items should be placed in leak proof bags for washing or further disposition. Similar procedures are recommended for dealing with vomitus and fecal or urinary incontinence in any child. Handwashing after contact with a school child is routinely recommended only if physical contact has been made with the child's blood or body fluids, including saliva.**
- 10. This policy will be updated as needed.**

Staff is to receive annual training on Blood Borne Pathogens. Documentation of attendance will be kept on file at the District Office.

POLICY E-14
SUPERVISION OF MEDICATIONS
(language changed to align with KASB Policy JGFGB)

Supervision of Medications

The supervision of medications shall be in strict compliance with the rules and regulations of the Board as carried out by district personnel. Diagnosis and treatment of illness and the prescribing of drugs and medicines are not the responsibility of the public schools, and are not to be practiced by any school personnel, including school nurses, unless authorized.

In certain circumstances when medication is necessary in order that the student remain in school, the school may cooperate with parents in the supervision of medication that the student will use. However, the medical person authorized to prescribe medication or the parent if it is a non-prescription medication must send a written order to the building administrator who may supervise the administration of the medication or treatment. The parents must submit a written request to the building administrator requesting the school's cooperation in such supervision and releasing the school district and personnel from liability. (See Permission for Medication form)

School personnel shall not be required to be custodians of any medication except as required by a written order of a licensed medical person, or in the case of non-prescription medication, when requested in writing by the parents.

Supervision of Medications

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

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

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

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

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

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

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

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

Supervision of Medications

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

Permission for Medication

Name of Student _____

School _____ Grade _____

Teacher _____

Medication _____ Dosage _____

Date Started _____

Time of day medication is to be given _____

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

Date

Signature of Parent or Guardian

NOTE: The medication is to be brought to school in the original container appropriately labeled by the pharmacy, or physician, stating the name of the medication, the dosage and times to be administered.

SAMPLE FORM

USD _____

School _____

Medications Given at School

Name of Student _____

Parent/Guardian _____

Physician's Name _____ Phone _____

Medication _____ Prescribed by _____

Dosage _____ Time to be Given _____

Duration of Orders _____

Administered By

Date	Time	Dosage	(signature)	Comments
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POLICY E-15
FOREIGN EXCHANGE STUDENTS

The Board recognizes the cultural benefits of foreign exchange student programs and authorizes the Superintendent to accept foreign exchange students into the District. Acceptance shall be based upon these guidelines or if an exchange student meets residency requirements.

Foreign exchange students in approved programs shall be admitted to the District on a tuition basis. The Board may accept a maximum of up to 7 students annually from other nations who come to the district via exchange programs officially recognized by the Board.

Exchange programs recognized by the Board are:

Those organizations approved each year by the KSHSAA.

Other organizations shall be considered upon their timely applications for review by the Board. No other organizations shall be allowed tuition waivers. Students in non-approved programs may be charged tuition.

Foreign exchange students are subject to the following additional guidelines:

At the time of admission to the public schools, the exchange student must be at least 16 years old but not older than 19 years of age and shall possess a reasonable facility for the English language;

Resident host families shall complete a host family foreign exchange application accepting responsibility for the student and verifying that they are serving as a volunteer host family without personal profit;

Applications shall be screened by the school Principal to determine if there is an appropriate program available for the student;

Students shall be considered for acceptance and enrolled on a space available basis, subject to size of classes;

Students shall be subject to all policies and regulations governing the conduct and behavior of resident students, and shall agree to abide by all such policies and rules of the district and school of attendance.

Students shall maintain passing grades in all subjects as well as satisfactory discipline and attendance records;

No student shall be enrolled until all standards for admission have been cleared through the office of the appropriate building Principal. Information such as the student's name, nationality, age, sponsor's name and address, etc., shall be supplied at that time;

Admission of exchange students new to the United States shall be made only at the beginning of a semester. All arrangements for admission in the fall semester must be concluded by July 15th, prior to the beginning of the school term. All placement arrangements for admission to the second semester must be completed by November 15th. No placement shall be made during the course of a semester.

APPLICATION FORM FOR FOREIGN EXCHANGE STUDENT

Foreign Exchange Student/Host Family
(To Be Completed by Host Family and School Administrator)

HOST FAMILY INFORMATION

NAME _____

ADDRESS _____ CITY _____ STATE _____

ZIP CODE _____ PHONE NO. _____

Names, ages, and class of host family children attending the schools of the district:

NAME _____ **AGE** _____ **CLASS RANK** _____

1. _____

2. _____

3. _____

4. _____

FOREIGN EXCHANGE STUDENT

NAME _____ NATIONALITY _____ AGE _____

ADDRESS _____ CITY _____

COUNTRY _____ PHONE NO. _____

SPONSORING AGENCY _____

SCHOOL DIPLOMA RECEIVED FROM HOME COUNTRY ___ YES ___ NO

CHECK COURSES THAT STUDENT HAS COMPLETED. (VERIFIED FROM OFFICIAL TRANSCRIPT)

___ English.....Number of verified units _____

___ Science.....Number of verified units _____

___ Social Studies.....Number of verified units _____

___ Physical Education.....Number of verified units _____

___ Native language class.....Number of verified units _____

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

DATE

SIGNATURE OF HOST FAMILY GUARDIAN

POLICY E-16
USE OF SURVEILLANCE CAMERAS

The district may use surveillance cameras to monitor student activity. Surveillance cameras may be used to monitor students riding in district vehicles and to monitor student behavior in or around any district facility.

Surveillance footage which is a record of student behavior shall be secured in a secured location until the digital storage mechanism or tape on which the footage is maintained is either reused or erased. Surveillance footage of personally identifiable students depicting their involvement in an altercation or other violation of law or district policy shall be considered a student record and shall be subject to current law for the release of student record information.

POLICY E-17
WEAPONS

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

This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

Any student determined to be in possession of a weapon at school, on school property, or at a school supervised activity shall be turned into the appropriate state and local law enforcement agencies and, if the student is a juvenile, to the Secretary of Social and Rehabilitation Services or the Commissioner of Juvenile Justice.

WEAPONS AND DESTRUCTION DEVICES

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

- Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- The frame or receiver of any weapon described in the preceding example;
- Any firearm muffler or firearm silencer;
- Any explosive, incendiary, or poison gas-bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine, or similar device;
- Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter;
- Any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive may readily be assembled;
- Any bludgeon, sand club, metal knuckles, or throwing star;
- Any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife – or any knife having a blade that opens, falls, or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;
- Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

PENALTIES FOR WEAPON VIOLATIONS

Possession of a firearm or other weapon listed under the “Weapons and Destructive Devices” heading above shall result in expulsion from school for a period of one calendar year, except the Superintendent may recommend this expulsion requirement be modified on a case-by-case basis after seeking Board of Education approval.

Possession of, handling of, and/or transmitting a weapon of a type other than described under the “Weapons and Destructive Devices” heading above, an item being used as a weapon or destructive device, or a facsimile of a weapon may result in disciplinary action up to and including suspension and/or expulsion.

Expulsion hearings for weapons violations shall be conducted by the Superintendent or the Superintendent’s designee.

Students violating this policy shall be reported to the appropriate law enforcement agency(ies) and, if a juvenile, to the Secretary of the DCF or the Secretary of DKOC as appropriate.

POLICY E-17.1
REPORTING TO LAW ENFORCEMENT

Whenever a student engages in conduct which constitutes the commission of any misdemeanor or felony at school, on school property, or at a school supervised activity and/or has been found in possession of a weapon, in possession of a controlled substance of illegal drug, or to have engaged in behavior at school which has resulted in, or was substantially likely to have resulted in serious bodily injury to others, the principal shall report such act to the appropriate law enforcement agency.

POLICY E-18
HUMAN SEXUALITY AND AIDS EDUCATION
(language aligns with KASB Policy IKCA)

Opt-Out Procedure and Form

Parents or guardians (or a student over eighteen years of age) who does not want the student involved in all or some portion of the district's Human Sexuality and AIDS education classes shall be provided a written copy of the goals and objectives for the student's appropriate Human Sexuality and AIDS class. Following review of the curriculum goals on file at the students attendance center, the parent or guardian must complete the district opt-out form and state the portion(s) of the curriculum in which the student is not to be involved.

Opt-Out Form

Parents or guardians (or students eighteen years of age or older) may obtain the opt-out request form from the Principal, after completing and signing the form and returning the form to the Principal. The signed form will be kept on file in the Principal's office.

The building Principal shall receive a copy of the signed form so the named student shall be excused from all or a portion of the Human Sexuality and AIDS classes. Arrangements shall also be made for class reassignment of the student during the opt-out period.

Annual Request Required

Opt-out requests shall be required annually and are valid only for the school year in which they are submitted.

Human Sexuality and AIDS Education Notice of Availability

Public notice of the availability of the Human Sexuality and AIDS curriculum goals and objectives shall be made by means of distribution at enrollment.

**HUMAN SEXUALITY
AND
AIDS EDUCATION**

I, _____, parent/guardian of
_____, request that my child be removed
from those portions of the Human Sexuality/AIDS instruction
noted below:

I have had the opportunity to review the curriculum goals and objectives or have had the opportunity to have them explained to me by a school official.

Date

Signature of Parent/Guardian or
Student (if 18 years of age)

POLICY E-19
BULLYING BY A STUDENT

The Board of Education prohibits bullying in any form by any student, staff member or parent towards a student, or a staff member on school property, in a school vehicle or at a school sponsored activity or event. The administration shall propose, and the Board shall review and approve a plan to address bullying on school property, in a school vehicle or at a school sponsored activity or event. The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the Board.

“Student” means any person who is enrolled at West Elk USD#282 as a student or any person of school age who accompanies a West Elk USD#282 student to a school activity.

“Bullying” and “School Vehicle” definitions follow:

1. “Bullying” means:

(A) Any intentional gesture or any intentional written, verbal or physical act or threat that is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening, or abusive educational environment for a student or staff member that a reasonable person, under the circumstances knows or should know will have the effect of:

- (i) Harming a student or staff member, whether physically or mentally;
- (ii) Damaging a student’s or staff member’s property;
- (iii) Placing a student or staff member in reasonable fear of harm to the student or staff member; or
- (iv) Placing a student or staff member in reasonable fear of damage to the student’s or staff member’s property; or

(B) Any other form of intimidation or harassment prohibited by the Board of Education of the school district policies concerning bullying pursuant to K.S.A. 72-8256 or subsection (e) of K.S.A. 72-8205, and amendments thereto. USD 282 will not tolerate these actions by students, staff, or parents.

(C) Bullying also includes cyberbullying. “Cyberbullying” means bullying by use of any electronic communication device through means including but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites.

2. “School Vehicle” means any school bus, school van, other school vehicle and private vehicle used to transport students or staff members to and from school or any school sponsored activity or event.

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

The USD 282 Bullying Plan shall be attached to Policies B42, B42A and E19 when adopted by the Board.

USD 282 Bullying Plan **(Also see USD#282 Policies B42, B42A, and E19)**

Bullying means: Any intentional gesture or any intentional written, verbal, electronic, or physical act or threat either by any student, staff member, or parent towards a student or by any student, staff member or parent towards a staff member that is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment that a reasonable person, under the circumstances, knows or should know will have the effect of:

- **Harming a student or staff member, whether physically or mentally;**
- **Damaging a student's or staff member's property;**
- **Placing a student or staff member in reasonable fear of harm; or**
- **Placing a student or staff member in reasonable fear of damage to the student's or staff member's property.**

Bullying also includes cyberbullying. "Cyberbullying" means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games, and websites.

Additionally, bullying means any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to K.S.A. 72-8256 or subsection (e) of K.S.A. 72-8205, and amendments thereto. USD 282 will not tolerate these actions by students, staff, or parents.

For the purposes of this plan and its authorizing policies, "parent" includes a biological, adoptive, or step-parent; guardian; custodian; or other person with authority to act on behalf of a student.

Similarly, a "staff member" means any person employed by the district.

Any act of bullying by either an individual student or group of students towards a student or staff member of the district is prohibited on or while utilizing school property, in a school vehicle, or at school-sponsored activities, programs, and events. This policy applies to students who directly engage in an act of bullying, to students who, by their behavior, support another student's act of bullying, and to all staff members and parents who engage in similar behaviors.

Training concerning identifying, reporting, investigating, and preventing bullying behaviors as outlined in district policies and this plan shall be provided to students and staff members using district resources available for such purpose and shall be provided through school assemblies, staff development, or other appropriate forums at least annually.

The board or the district administration on behalf of the board may seek student, staff, parent, and/or community input on the adoption, revision, and/or implementation of the board's bullying policies or plan as directed or approved by the board.

No teacher, administrator, or school district employee shall engage in, permit, or tolerate bullying.

Retaliation against a victim, good faith reporter, or a witness to bullying is prohibited. A student or staff member who engages in an act of bullying, reprisal, retaliation or false reporting of bullying, shall be subject to discipline in accordance with school district policy and procedures. The school administration and/or board may take into account the following factors when determining an appropriate disciplinary action for such prohibited conduct: the ages of the parties involved; the developmental and maturity levels, special education needs of the parties involved, and the severity of the behavior.

Discipline guidelines for student bullying may be found in student and employee handbooks. Offenses over time or single offenses which are severe in nature may result in discipline up to and including suspension and/or expulsion or termination from employment. Parents participating in prohibited bullying conduct aimed at district students and/or staff members may jeopardize their access to district facilities; district property; school sponsored activities, programs, and events; and/or district students and/or staff members through the district's communication systems. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors. (See Policies B42, B42A and E19)

POLICY E-20
STUDENT PSYCHOLOGICAL SERVICES

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

POLICY E-21
STUDENT ORGANIZATIONS

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

STUDENT CLUBS

The administrator shall establish regulations for the operation of school sponsored clubs, and for the use of school facilities by non-school sponsored clubs.

School sponsored clubs shall be under the direct control of school personnel. Every school sponsored club shall have a constitution which has been approved by the building principal and filed in the school office. If non-curriculum related school sponsored clubs are allowed to meet on school property during non-instructional time, then non-school sponsored student clubs may also meet on school property at such times.

NON-SCHOOL SPONSORED STUDENT CLUBS

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

STUDENT GOVERNMENT

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

POLICY E-22
STUDENT PUBLICATIONS

SCHOOL-SPONSORED STUDENT PUBLICATIONS

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

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

- Is obscene according to current legal definitions;
- Is libelous according to current legal definitions; or
- Creates a material or substantial interference with normal school activity or with appropriate discipline in the operation of the school.

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

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

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

NON-SCHOOL SPONSORED STUDENT PUBLICATIONS

Non-school sponsored student publications may be distributed on school property at times and in areas designated by the building principal. Distribution of any non-school-sponsored publications may be halted if the material is obscene, libelous, creates a material or substantial disruption of normal school activity, or interferes with the operation of the school. Distribution in violation of this policy may result in suspension, expulsion, or other discipline of the students involved.

ADVERTISEMENTS

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

POLICY E23
TOBACCO AND NICOTINE DELIVERY DEVICES

Use and/or possession of any tobacco product or nicotine delivery device by students is prohibited in any district facility; in school vehicles; at school-sponsored, activities, programs, or events; and on school owned or operated property.

Administrators may report students who are in violation of this policy to law enforcement, as appropriate.

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